

# Cordova Historic Preservation Commission

Meeting NOTICE and AGENDA for Monday, May 8, 2023 from 5 - 6 pm

Location: Conference Room, Lower Level, Cordova Center

and via teleconference

Join Meeting via teleconference only: In **Cordova**, call 253-7676 and use code 33344

Join Meeting via teleconference only: **Outside Cordova**, call 1-888-820-7676 and code 33344

## **Members and Affiliations (see City Code, Title 18, for more detail):**

Nancy Bird, Cordova Historian, *Chair*

Jim Casement, Cordova public member

Heather Hall, Archaeologist (US Forest Service)

Sylvia Lange, Native Village of Eyak

Christy Mog, Archaeologist (US Forest Service)

Kris Ranney, Cordova Planning Commission member

Wendy Ranney, Cordova Historical Society, *Vice-Chair*

## **Meeting Agenda**

- 1. Call to Order and roll call**
- 2. Public Comment Period**
- 3. Approval of Agenda**
- 4. Correspondence**
  - a. Amended Final Annual Report for the State Historic Preservation Office**
- 5. Approval of Minutes – 1) April 12, 2023 meeting**
- 6. Review, amend and adopt Local Historic Preservation Plan**
  - a. Draft / proposed new plan, dated April 6, 2023**
- 7. Review Pending Calendar list**
- 8. Schedule next Commission meeting**
- 9. Public Comment Period**
- 10. Commission Closing Comments**
- 11. Adjournment**

## Annual Certified Local Government Report

The *Alaska Certified Local Government Historic Preservation Program State Guidelines* call for each Certified Local Government (CLG) to submit an annual report of its activities to the Alaska Office of History and Archaeology for the past calendar year (January 1- December 31). The purpose of the annual report is to provide information on the local government's historic preservation activities. This information helps the Office of History and Archaeology to evaluate local CLG programs and to be aware of the activities of the historic preservation commissions around the state. Please complete the following questions and provide any additional information in attachments. If you do not wish to use this form, please be sure all questions are addressed in your report.

Name of CLG: Cordova Historic Preservation Commission

Date of Report: ~~March 31, 2023~~ amended and resubmitted April 26, 2023

Prepared by: Nancy Bird

**Note that amended questions are highlighted in yellow**

### A. LOCAL PRESERVATION ORDINANCES:

1. Have there been any new ordinances, amendments or proposed amendments made to the local historic preservation ordinance? If yes, please attach.

Yes       No

2. Have there been any changes or proposed changes regarding historic preservation to the local comprehensive plan? If yes, please attach.

Yes       No

### B. LOCAL HISTORIC PRESERVATION COMMISSION:

1. Please list the current members of the historic preservation commission noting the disciplines they fill (archaeologist, historian, architect/historical architect, Alaska Native, and general).

Nancy Bird, Cordova Historian; Wendy Ranney, Cordova Public Member; Heather Hall, Archaeologist, U.S. Forest Service; Sylvia Lange, Native Village of Eyak; Kris Ranney, Cordova Planning & Zoning Commission; Jim Casement, Cordova Public Member; Christy Mog, Archaeologist, U.S. Forest Service

2. Have there been any new members appointed to your commission?

Yes       No

3. If yes, please attach a resume for any *new* professional members (archaeologist, historian, architectural historian or architect), and a short statement of occupation and expertise for any *new* non-professional members. N/A

3. Are there any vacancies on the commission?

Yes             No

5. If yes, list the positions that are vacant noting duration and efforts to fill them.

6. Please provide us with the dates of commission meetings.

None in 2022

FYI, March 16, 2023 draft minutes and agenda attached

7. Please attach copies of your meeting minutes for the year.

Attached         Not Attached because no meetings held in 2022

8. Please list any CLG or historic preservation related training sessions or workshops attended by commission members and staff.

None

**C. SURVEY AND INVENTORY OF HISTORIC PROPERTIES:**

1. Has your CLG conducted any local surveys in the past year? *If you answer yes please complete questions 2-4.*

Yes             No

2. Please summarize the survey activity, including the number and types of surveys conducted and the total amount of acreage covered. *If you provide this information in an attachment please note below.*

N/A

3. How many historic properties were recorded and reported to the Alaska Heritage Resources Survey (AHRs)?

0

4. Please provide, in an attached document, a summary of the results of each survey conducted, including type of resources recorded, the number of new sites or structures recorded, the number of properties investigated during the survey, and the number of volunteers and property owners involved.

N/A

5. Do local government staff and non-staff researchers use the local cultural resources inventory?

XX  Yes  No

6. If yes, please provide an estimate of how often and by which users your inventory is used.

many times per year, by USFS archaeologists; and a few times per year by Cordova museum staff

**D. PRESERVATION PLANNING ACTIVITIES:**

1. Are you currently working on writing or updating your local preservation plan?

X  Yes  No

2. If yes, please provide us with a brief summary of your progress writing or updating your local preservation plan.

Began review of the last plan adopted in 1999 at our meeting March 16, 2023; meeting now scheduled April 12, 2023 to continue work to revise/re-adopt a local preservation plan

3. If you have an adopted preservation plan, how are you implementing the plan's goals and objectives?

Commission was inactive in 2022, but plans for 2023 include reviewing and revising the Preservation Plan; doing some education programs and revising the Cordova Historic Walking Tour; and, also beginning work on updating our building inventory survey.

**E. NATIONAL REGISTER PROGRAM PARTICIPATION:**

1. Has your commission evaluated any properties for listing in the National Register of Historic Places in the past year? *If you answer yes please complete questions 2-5.*

Yes X  No

2. Please provide a list of names and locations of historic properties evaluated.

N/A

3. Please list the dates of public hearings or regularly scheduled meetings at which the public had the opportunity to comment on the nomination(s).

N/A

4. Please explain how the commission arranged for review of the nomination by a qualified historian, archaeologist, architect or historical architect if not represented on the commission.

N/A

**F. PROTECTION OF HISTORIC PROPERTIES:**

1. Does your commission or staff review local projects for impacts on cultural resources?

Yes       No

2. If yes, how many local projects were reviewed in the past year?

None

3. Please provide a summary or list of the types of local projects reviewed that impacted or had the potential to impact historic properties.

N/A

4. Has your CLG participated in any Section 106 consultations?

No

5. If yes, what were the projects and did you participate, through consultation, in the development of Memorandums of Agreements or Programmatic Agreements, to resolve any adverse effects to historic resources within your community?

N/A

**G. PUBLIC PRESERVATION EDUCATION PROJECTS:**

1. Has your CLG conducted any public education projects addressing historic preservation in the past year?

Yes       No

4. If yes, please list them.

N/A

**H. HISTORIC PRESERVATION GRANT ACTIVITIES:**

1. Did your CLG apply for and receive any CLG Historic Preservation Fund grants in the past year?

X  Yes       No

2. If yes, please provide a list of grants applied for and received.

State-Local Grant Agreement – Development Grant # ST-22-7  
St. George's Episcopal Church roof rehab – chimney and steeple

3. Please list and briefly describe of other (non-CLG Historic Preservation Fund) preservation grants applied for and received.

**I. OTHER PRESERVATION ACTIVITIES:**

1. Please summarize any other local events, projects or achievements involving historic resources in the community.

Three Commission members met in Sept. 2022 with Maria Lewis, Architectural Historian with the Office of History and Archeology, to review the Cordova Commission's activities over the past five years. Following her visit to Cordova, an official evaluation was received in late September from Judith Bittner, State Historic Preservation Officer. It outlines priorities for the next two years. The Commission met March 16, 2023 to review these priorities and begin work to accomplish them.

**J. UPDATED CONTACT INFORMATION:**

1. Please provide us with the following contact information so we can ensure our records are up to date:

COMMISSION STAFF

Name: Christy Mog

Title: Secretary

Address: %U.S. Forest Service, PO Box 280, Cordova, AK 99574

Phone number: 907-424-7661

Email: [christymmog@gmail.com](mailto:christymmog@gmail.com)

#### COMMISSION CHAIR

Name: Nancy Bird

Phone number: 907-429-5800

Email: [nbird5800@gmail.com](mailto:nbird5800@gmail.com)

#### ADDITIONAL CLG/COMMISSION CONTACT

Name: Kevin Johnson

Title: Cordova City Planner

Phone number: 907-424-6220

Email: [planning@cityofcordova.net](mailto:planning@cityofcordova.net)

For clarification or more information about the annual report requirements, please contact Katie Ringsmuth, CLG Program Coordinator at the Alaska Office of History and Archaeology at (907) 269-8717 or [katie.ringsmuth@alaska.gov](mailto:katie.ringsmuth@alaska.gov). Annual reports can be mailed to the Office of History & Archaeology, 550 W 7<sup>th</sup> Ave Suite 1310, Anchorage, Alaska 99501-3565 or emailed to [katie.ringsmuth@alaska.gov](mailto:katie.ringsmuth@alaska.gov).

April 12, 2023

Cordova Historic Preservation Commission Meeting

**DRAFT** Minutes

In attendance: Wendy Ranney, Kris Ranney, Nancy Bird, Jim Casement, Sylvia Lange, Christy Mog, Heather Hall (via telephone), Dixie Lambert (public member), Kevin Johnson (City of Cordova Planner)

5:07: Nancy discusses the public correspondence and biographies.

5:09 Discussion of amending the Annual Certified Local Government Report: Heather brought up the discussion of cultural resource inventories and the process of nominating sites for the National Register and working with the State Historic Preservation Office (SHPO). Section C, Subsection 5 needs amendment from No to Yes. discussion took place of learning more about the process of site inventory and recording cultural resources.

Section C, Subsection 6 has interest but had there is no estimate of time.

Approval of minutes – Motion by Nancy, seconded by Wendy. Motion passed unanimously.

5:20: Nancy discusses the future goals and projects of the commission as listed in the Local Historic Preservation Plan. Updating walking tour, update the Cordova building inventory, etc.

5:24: Heather inquiries about working with local groups to help accomplish the goals of the commission. Nancy discusses working on the building inventory, using local information/informants, and working with local community groups. A discussion of local city preservation plans breaks out and the interest in submitting the inventory to SHPO.

Nancy 5:30: The draft new plan's first page gives background of who we are and what we are supposed to do, our authority and meeting information.

Manual for Historic Preservation Commissions (prepared by State of Alaska) is presented to the commission and other resources of research value are noted on page 3 of the new draft plan.

5:35: Dixie expressed concern about new policies being considered for adoption in the museum's archives room. It was clarified that the CHPC does not manage the museum or archives room (Dixie thought this meeting included that item for discussion, but the Cordova Historical Society was scheduled to meet the same day although their meeting was postponed.) Further discussion about the Facebook page Dixie manages for Cordova Historic photos and stories and how those items are archived.

5:40: Nancy encouraged all Commission members to thoroughly review the draft new local historic preservation plan dated April 6<sup>th</sup>; she hopes the commission can consider amendments and its adoption at the next meeting.

5:44: Sylvia discusses how there is ground penetrating radar in town (owned by the Native Village of Eyak) which will be used on the grassy lot next to the hospital. A discussion broke out on the need for ground penetrating radar across the area. Lots of good conversation related to additional work in locating graves.



5:52: The next meeting was decided to be Monday May 8<sup>th</sup>, 2023, from 5 to 6 pm.

5:56: Sylvia discusses moving a historic building called the Castle Inn. Looking for a lot and grants to assist in saving the building.

6:07 Sylvia makes the motion to adjourn, Jim seconds. Motion passed without objection.

Adjourned

These minutes were reviewed and approved on XXXX.

# Local Historic Preservation Plan – 2023-2026

for the

## Cordova Historic Preservation Commission

*DRAFT – April 6, 2023*

### BACKGROUND

The goals of the Cordova Historic Preservation Commission are to promote and maintain cultural heritage and historic integrity within the boundaries of the City of Cordova, and to enhance historic preservation and cultivate its economic benefits.

The Commission is advisory and reports to the Cordova Planning and Zoning Commission. Its membership and duties are detailed in Title 18.90 of the Cordova City Code. The Commission is intended to be a focused group of experts who advise through formal recommendations to the governing body of their community.

The Commission is recognized as a Certified Local Government (CLG) program through the State Historic Preservation Office (SHPO) of the Alaska Office of History and Archaeology (Department of Natural Resources).<sup>1</sup> The CLG program was established by the National Historic Preservation Act of 1966. Annual CLG reports are submitted to the SHPO.

### COMMISSION DUTIES

- Develop a historic preservation plan that provides for identification, protection, and interpretation of Cordova’s significant cultural resources.
- Review and make recommendations about local projects that might affect properties identified in the historic preservation plan.
- Review nominations to the National Register of Historic Places for properties within boundaries of the City of Cordova.

### Meeting Information

The Commission meets a minimum of twice per year. In 2023, the Commission intends to meet more often, three to five times as they re-invigorate their activities. Meetings are **always open to the public** and noticed at City Hall, the library, the post office and on the City’s website.

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<sup>1</sup> The Alaska Office of History and Archaeology (OHA) and State Historic Preservation Office (SHPO) provide programs to encourage the preservation and protection of the archaeological, historic, and architectural resources of Alaska.

## Goals of the Cordova Historic Preservation Plan

- I. Develop, maintain and strengthen preservation partnerships among the municipal government, state government, tribal governments and federal agencies.
  - a. Inform city officials about the HPC, its goals and current actions, and of the benefits of historic preservation. Develop a working relationship with the Planning and Zoning Commission and City Council as well as with the Native Village of Eyak.
  - b. Inform city, state, tribal and federal officials about activities of the HPC by sharing meeting minutes, historic preservation documents and other appropriate materials.
  
- II. Maintain and strengthen support for historic preservation from individuals, the Cordova Historical Society, neighborhood organizations and business interests.
  - a. Increase public awareness of historic preservation and local history.
  - b. Work to adopt strategies to conserve historic neighborhoods while reflecting their natural development.
  - c. Promote public programs regarding specific preservation efforts within Cordova's history.
  - d. Hold public informational/educational meetings concerning the importance of historic preservation, workshops on National Registry nomination applications, the CLG program and grant opportunities available to organizations, businesses and individuals. public programs regarding specific preservation efforts within Cordova's history.
  - e. Directly contact owners of historic properties and offer assistance, as they may desire, to assist with National Registry nominations and/or other grant applications.
  
- III. Identify historic and cultural resources significant to Cordova's past.
  - a. Update the inventory survey of Cordova's historic buildings. An excellent template for proceeding with this survey is provided in the recent document titled "Historic Buildings Survey Plan and Historic Properties Roster for the Cordova Historic Preservation Commission" (prepared by True North Sustainable Development Solutions, LLC, August 2020).
  - b. Review and identify potential new projects.
  
- IV. Increase public awareness of historic preservation in the community and improve preservation education efforts for various audiences.
  - a. Maintain an updated Historic Walking Tour.
  - b. Assist in design of signage around the community highlighting historic structures, people and events.
  - c. Work with the school district to incorporate historic preservation projects into school classes.

## RESOURCES

Alaska Certified Government Historic Preservation Program – State Guidelines and Application for Certification -

[clgstateguidelines.pdf \(alaska.gov\)](#)

Orientation Manual for Alaska’s Municipal Historic Preservation Commissions (2015)

[Historic Preservation Commissions Manual 10-01-2015 \(alaska.gov\)](#)

Alaska statewide preservation plan: *Saving Our Past: Planning for Our Future – Alaska’s State Historic Preservation Plan 2018-2023*

<http://dnr.alaska.gov/parks/oha/ASHPP%20Document.pdf>

Heritage newsletter: *Monthly news update from the Office of History and Archeology – State of Alaska, Dept. of Natural Resources*

<http://dnr.alaska.gov/parks/oha/heritage.htm>

National Register of Historic Places: *Background from the Alaska State Office of History and Archaeology*

<http://dnr.alaska.gov/parks/oha/designations/nrhp.htm>

[Publications of the National Register of Historic Places - National Register of Historic Places \(U.S. National Park Service\) \(nps.gov\)](#)

[National Register Bulletin 24 - Guidelines for Local Surveys: A Basis for Preservation Planning \(nps.gov\)](#)

[National Register Bulletin 24 - Guidelines for Local Surveys: A Basis for Preservation Planning \(nps.gov\)](#)

[The Secretary of the Interior's Standards for the Treatment of Historic Properties With Guidelines For Preserving, Rehabilitating, Restoring & Reconstructing Historic Buildings \(nps.gov\) Part 1](#)

[The Secretary of the Interior's Standards for the Treatment of Historic Properties With Guidelines For Preserving, Rehabilitating, Restoring & Reconstructing Historic Buildings \(nps.gov\) Part 2](#)

*Cordova Historic Preservation Commission*

**Pending Calendar Issues/Activities**

**Training or educational**

- Training session on use of Resource Inventory (Interest expressed by Wendy Ranney)
- Ground penetrating radar

**Projects**

- Castle Inn – find new location for it and investigate grant opportunities to assist
- Cordova building inventory survey – develop updated inventory that can be shared with the state Resource Inventory
- Update, edit and republish Cordova Historic Walking Tour
-