

# Cordova Historic Preservation Commission

Meeting NOTICE and AGENDA for Tuesday, April 9, 2024 from 5:30 – 6:30 pm

Location: Education Room (upper level), Cordova Center

And via Zoom

<https://zoom.us/j/95619887750?pwd=ODJSWEdob1Z6ZzJFTW0wbUt6dDlyZz09>

Meeting ID 956 1988 7750

Passcode 671733

## **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

Ashley Bivin, Cordova Historical Society,

## **Meeting Agenda**

- 1. Call to Order and roll call**
- 2. Public Comment Period**
- 3. Approval of Agenda**
- 4. Correspondence, from Alaska Office of History & Archaeology**
  - a. Email letter regarding Certified Local Government (CLG) Program Grants**
  - b. Email regarding April 5 workshop and next quarterly call on May 8 for Alaska CLG representatives**
- 5. Approval of Minutes – January 9, 2024 meeting**
- 6. Review and plan timeline for completion of CLG grant application for revision and publication of Cordova Historic Walking Tour brochure**
- 7. Discuss next steps inventory for building inventory survey work**
- 8. Quarterly gatherings of statewide CLG reps with Office of History & Archaeology**
- 9. Review Pending Calendar and task list**
- 10. Schedule next Commission meeting**
- 11. Public Comment Period**
- 12. Commission Closing Comments**
- 13. Adjournment**

## Notice of Grant Award

From: Tarr, Kathleen (DNR) <kathleen.tarr@alaska.gov>

To: Tarr, Kathleen (DNR) <kathleen.tarr@alaska.gov>

Cc: Ayers, Jean Ayers (DNR sponsored) <jean.ayers@alaska.gov>, Lewis, Maria A (DNR) <maria.lewis@alaska.gov>

Dear Historic Preservation Fund Grant Applicant,

The Alaska Historic Commission (AHC) met on February 29, 2024 to review and discuss Certified Local Governments (CLGs) grant applications and Historic Preservation grant applications statewide.

On behalf of the State Historic Preservation Office (SHPO), **we are pleased to let you know the application submitted by your entity has been recommended for a matching, reimbursable grant.**

-  
Over the next few weeks, we will continue to work on final budgetary reviews and drafting grant agreements. Due to a higher number of applications than originally anticipated, your organization can expect to receive the grant agreement for review and execution in early May.

(Any work performed prior to the full execution of the grant agreement by both parties is ineligible for reimbursement or match under this grant program.)

If you have any questions, you are welcome to contact either myself as grants administrator, or Maria Lewis, Architectural Historian (OHA) and CLG Coordinator, at [maria.lewis@alaska.gov](mailto:maria.lewis@alaska.gov) (907-269-8717).

*Congratulations again!*

Sincerely,

Kathleen

*Kathleen Tarr*

Grants Administrator II

State of Alaska, DNR, Division of Parks & Outdoor Recreation

550 West 7<sup>th</sup> Avenue/Suite 1380/Anchorage, AK 99501

(office) 907-269-8694 (cell) 907-306-3386

## RE: which of our two grant applications was approved?

From: Ayers, Jean Ayers (DNR sponsored) <jean.ayers@alaska.gov>

To: nbird5800@gmail.com <nbird5800@gmail.com>, abivin@cityofcordova.net <abivin@cityofcordova.net>

Cc: Lewis, Maria A (DNR) <maria.lewis@alaska.gov>, Tarr, Kathleen (DNR) <kathleen.tarr@alaska.gov>

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Hello Nancy,

Congrats! The update on Cordova's Historic Walking Tour is the proposal which the SHPO intends to fund during this grant round.

All best,

*Jean Ayers*

Grants Administrator

State of Alaska: Dept of Natural Resources

Division of Parks & Outdoor Recreation

907-375-7751

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**From:** Lewis, Maria A (DNR) <maria.lewis@alaska.gov>

**Sent:** Wednesday, March 20, 2024 1:39 PM

**To:** Ayers, Jean Ayers (DNR sponsored) <jean.ayers@alaska.gov>

**Subject:** FW: which of our two grant applications was approved?

Hi Jean,

Do you have an answer for her?

Thanks,

Maria

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**From:** Nancy Bird <[nbird5800@gmail.com](mailto:nbird5800@gmail.com)>

**Sent:** Wednesday, March 20, 2024 1:39 PM

**To:** Lewis, Maria A (DNR) <[maria.lewis@alaska.gov](mailto:maria.lewis@alaska.gov)>

Cc: Ashley Bivin <[abivin@cityofcordova.net](mailto:abivin@cityofcordova.net)>

Subject: which of our two grant applications was approved?

You don't often get email from [nbird5800@gmail.com](mailto:nbird5800@gmail.com). [Learn why this is important](#)

**CAUTION:** This email originated from outside the State of Alaska mail system. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Maria - Ashley Bivin got the email last week notifying us that a grant application we submitted was approved. For planning purposes, can you confirm which application will get the green light in May, the one to republish the Cordova Walking Tour, or the one to set up a training workshop for building inventory survey?

Thanks! Nancy in Cordova

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## OHA Workshop - In Person and Online via Microsoft Teams - Friday, April 5th, 2024



### Details

Join the State of Alaska Office of History and Archaeology (OHA), State Historic Preservation Office (SHPO) on April 5 for a free, all-day workshop. This workshop will provide a variety of cultural resource and historic preservation topics useful to professionals and interested parties working in the State of Alaska. We welcome and encourage all to participate, including Federal, State, and local government agency representatives, Tribes & representatives of Alaska Native Organizations, project proponents, consultants, and others who work with or are interested in hearing about activities at OHA, SHPO.

An agenda will be posted on the OHA Website in the near future.

Event seating at the BP Energy Center (Birch Room, 1014 Energy Court, Anchorage Alaska) is limited to 70 in-person participants, while others may join remotely via the Microsoft Teams link provided after registering.

Those who plan to attend can prepay for a catered lunch option. Please use the following link to order and prepay for a lunch option anytime BEFORE Tuesday, April 2: [Sweet Caribou Link](#)

Note that registration confirmation emails may end up in junk or spam folders.

#### Details

- Fri, Apr 05
- 8:30 AM - 5:00 PM AKDT
- Online event

[Register](#)

## 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 the form, please be sure all questions are addressed in your report.

Name of CLG: Cordova Historic Preservation Commission  
Date of Report: March 29, 2024  
Prepared by: Nancy Bird

### 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                      X No

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

Yes                      X 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).

*Kris Ranney, Cordova Planning & Zoning Commission; Sylvia Lange, Native Village of Eyak; Ashley Bivin, Cordova Historical Society; Heather Hall, Archaeologist, US Forest Service; Jim Casement and Nancy Bird, Cordova historians; and Christy Mog, Archaeologist, Cordova Ranger District, US Forest Service.*

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

Yes                      X 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.

3. Are there any vacancies on the commission?

Yes                      X  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.

Martch 16, 2023; April 12, 2023; May 8, 2023; October 24, 2023; and January 9, 2024

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

X  Attached             Not Attached

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

(1) Webinar for recipients of the Alaska Maritime Heritage grants, held Feb. 15, 2024; Nancy Bird attended as an assistant to the Cape St. Elias Lightkeepers Association grant.

(2) Quarterly Certified Local Government Update meeting, held Feb. 7, 2024; Nancy Bird attended

**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                      X  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

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

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

XX  Yes                       No

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

Many times per year by US Forest Service archaeologists; and several times per year by Cordova museum staff and by Historic Preservation Commission members

**D. PRESERVATION PLANNING ACTIVITIES:**

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

Yes                      X  No

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

In the spring of 2023, we reviewed the very old plan (dating from the late 1990s) and looked at other Alaskan community's plans. We adopted a revised plan in May 2023 and then amended it (for clarification and succinctness) in the fall of 2023, after consulting with the Office of History & Archaeology. The current plan covers a three-year time period from 2023-2026.

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

We are actively working to achieve the goals for 2023 and 2024. We completed revision of the Preservation Plan in 2023; we started editing the Cordova Historic Walking Tour for its re-publication in 2024; and, also began work to update our building inventory survey. One volunteer spent about 40-60 hours putting data into the inventory's spreadsheet.

**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                       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?

0

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

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

No

4. 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

If yes, please list them.

**H. HISTORIC PRESERVATION GRANT ACTIVITIES:**

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

Yes                       No We did not apply in 2023 (which this report covers), although we did apply for two grants in early 2024

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

In 2024, the two grants applied for were: (1) Re-publication of the Cordova Historic Walking Tour (to be awarded and received in May 2024) and (2) Training Workshop for Building Inventory Survey (applied for but not awarded)

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

We assisted the Cape St. Elias LightKeeper's Association in applying for a Maritime Heritage grant which was awarded in February 2024. This grant will help purchase cedar shingles for the light station boathouse.

**I. OTHER PRESERVATION ACTIVITIES:**

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

**J. UPDATED CONTACT INFORMATION:**

1. Please provide us with the following contact information so we can insure our

records are up to date:

COMMISSION STAFF

Name: Kevin Johnson  
Title: Cordova City Planner  
Address: PO Box 1210, Cordova, AK 99574  
Phone number: 907-424-6220  
Email: [planning@cityofcordova.net](mailto:planning@cityofcordova.net)

COMMISSION CHAIR

Name: Nancy Bird  
Phone number: 907-429-5800  
Email: [nbird5800@gmail.com](mailto:nbird5800@gmail.com)

ADDITIONAL CLG/COMMISSION CONTACT

Name: Ashley Bivin  
Title: Cordova Historical Museum Director, M.A.  
Phone number: 907-424-6250  
Email: [abivin@cityofcordova.net](mailto:abivin@cityofcordova.net)

For clarification or more information about the annual report requirements, please contact Maria Lewis, CLG Program Coordinator at the Alaska Office of History and Archaeology at (907)269-8717 or [maria.lewis@alaska.gov](mailto:maria.lewis@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 [maria.lewis@alaska.gov](mailto:maria.lewis@alaska.gov).

**Cordova Historic Preservation Commission**

**Tuesday January 9, 2024 - 5:30-6:30**

**Location: Mayor's Conference Room, Lower Level, Cordova Center**

Members Present:

Nancy Bird, Ashley Bivin, Christy Mog, Sylvia Lange, and Jim Casement; Kris Ranney arrived about 15 minutes into the meeting.

Visitors: Kevin Johnson

Public Comments - None

Approval of Agenda – Motion by Bivin, seconded by Lange to add a discussion to the agenda regarding how to find a home for an antique fishing vessel. Revised agenda approved without objection.

Approval of Minutes – Motion by Mog, seconded by Lange to approve the minutes of October 24, 2023. Motion passed unanimously.

Review/approval Certified Local Government (CLG) Grant Application 1 – Discussion of this grant application to revise and republish the “Cordova Historic Walking Tour” brochure was led by Bird and Bivin. They intend to work with a graphic design business in Juneau on this project; they will also rely on volunteers from the Commission and the Historical Society to finalize the brochure’s content. Those volunteer hours will provide most of the matching funds required for the matching grant.

Motion by Lange, seconded by Mog to approve Resolution 24-01, “... endorsing a grant application titled “Revision and re-publication of Cordova Historic Walking Tour brochure” to the Alaska Office of History and Archaeology.” Motion passed unanimously.

Review/approval Certified Local Government (CLG) Grant Application 2 – Bird referenced her Jan. 5<sup>th</sup> memo describing both grant applications for details on what is proposed to be done through this grant project. She said that several firms are being contacted for their cost estimates to conduct a training workshop in Cordova to kick off the building inventory survey project.

Motion by Casement, seconded by Lange to approve Resolution 24-02, “... endorsing a grant application titled “Training Workshop: Historic Building Inventory Survey” to the Alaska Office of History and Archaeology.” Motion passed unanimously.

Finding homes for antique fishing vessels – Lange reiterated her desire to get the Commission to help in saving a 1932 or 1934 company boat that was built at Crystal Falls cannery, down Eyak River. She and her husband have housed the vessel for a few years but it had to be moved outside this past year and, although it is under a secure tarp, it may be deteriorating by the weather.

Discussion turned to another historic fishing boat, the Starthrower, which was built by Henry Stewart, a long-time fisher and boat builder. The Starthrower was donated to the Cordova Historical Society about 7 years ago and is stored inside a warehouse at a cost of about \$2,000 per year. Bivin said the Society has struggled to locate a site to display this boat and has also been alerted to liability issues and the potential cost of insurance.

Most Commission members expressed support for preserving old fishing boats but recognize the cost and potential insurance liabilities. Consensus to add this issue to the Commission’s Pending Calendar of Issues to try to address in the future.

Next meeting date – Tentatively, the Commission will try to meet again Tuesday, March 5<sup>th</sup> from 5:30 to 6:30 pm.

There were no public comments or closing comments by Commission members. Meeting adjourned at 6:25 pm.

# CLG GRANT APPLICATION

Office of History & Archaeology  
Alaska Department of Natural Resources  
550 West 7<sup>th</sup> Avenue, Suite 1310  
Anchorage, Alaska 99501

## FY23 Historic Preservation Fund: Grants for Certified Local Governments

**Deadline: Applications are due by 3:00 pm on Monday, January 22, 2024.**

The Certified Local Government (CLG) identified below is applying for a reimbursable 60-40 Historic Preservation Fund (HPF) matching grant through the State of Alaska, Department of Natural Resources, Office of History and Archaeology.

CLG Name: City of Cordova

Project Title: Brochure Revision: Cordova's Historic Walking Tour

Federal Tax Identification Number: 92-6000138

UEI: VNJGT8WJCYL5 VCUST: \_\_\_\_\_

Type of CLG Grant Project: (Check project type below, as applicable)

- |   |   |
|---|---|
| <input type="checkbox"/> Survey                         | <input checked="" type="checkbox"/> Public Preservation Education |
| <input type="checkbox"/> Inventory                      | <input type="checkbox"/> Predevelopment                           |
| <input type="checkbox"/> National Register Nomination   | <input type="checkbox"/> Development                              |
| <input type="checkbox"/> Historic Preservation Planning |   |

Budget Summary. Federal Award Request: \$4,400.00

a. Total Project Cost (TPC)	<u>\$6,446.00</u>
b. Federal Share (60%)	<u>\$4,400.00</u>
c. Sponsor Share (40%)	<u>\$2,579.00</u>

Source of applicant (sponsor) share: (Use figures from "Sources" box on budget form)

a. Cash	<u>\$533.00</u>
b. In-kind Goods and Services	<u>\$</u>
c. Donated Goods and Services	<u>\$2,046.00</u>

Name, title and contact information for the following:

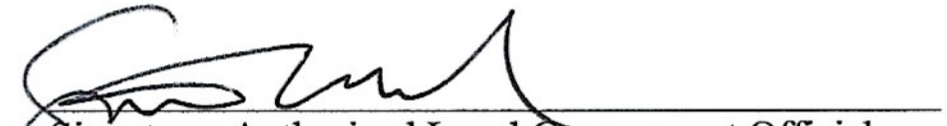
Grant Manager:	<u>Ashley Bivin, Museum Director, M.A.</u>
Mailing Address:	<u>PO Box 391</u>
City, State, Zip:	<u>Cordova, AK 99574</u>
Telephone:	<u>907-424-6250</u>
E-mail Address:	<u>abivin@cityofcordova.net</u>

Preservation Commission Chair: Nancy Bird  
Mailing Address: PO Box 1185  
Cordova, AK 99574

Telephone: 907-429-5800  
E-mail Address: nbird5800@gmail.com

CLG Contact: Kevin Johnson, Cordova City Planner  
Mailing Address: City of Cordova  
PO Box 1210  
Cordova, AK 99574

Telephone: 907-424-6200  
E-mail Address: planning@cityofcordova.net

  
Signature: Authorized Local Government Official

1/22/24  
Date

Samantha Greenwood, Acting City Manager  
Name and Title (Print or Type)

City of Cordova  
Community Name

## CLG GRANT APPLICATION: FY23

CLG: *City of Cordova*

Project Name: *Brochure Revision: Cordova's Historic Walking Tour*

**PROJECT INFORMATION** See [\*Writing a Successful CLG Application\*](#) for more detail.

**1. PROJECT DESCRIPTION** – *If needed, use continuation pages provided at the end of this document.*

- a. Provide a brief introduction to your project including the aim, scope, and significance of the project to your community.

The brochure "Cordova's Historic Walking Tour" was first published in 1998, more than 25 years ago, but it remains very popular with visitors and residents. It is in need of revisions to update buildings which have, sadly, been demolished; and, it is in need of a facelift to edit the text and add more graphics.

We propose to hire the professional services of Exhibit AK to primarily prepare a new map and provide design services for a newly revised brochure. They may also assist with some of the text editing but we intend to use the volunteer services of Cordova Historical Society members for revising the text and locating good photos to publish in the revised brochure.

The original brochure is 9 inches by 16 inches with a double fold. The revised brochure will likely remain the same size, dependent on the text revisions, how many photos are included and the size of the new map. We have discussed possibly increasing its size but our current budget is based on a maximum 9 x 16 inch product.

We plan to have 2,000 copies printed of the new brochure. They will be distributed at the Cordova Museum and City Hall, the Cordova Chamber of Commerce and U.S. Forest Service offices, Cordova's airport, and other venues, as possible. Eventually, we intend to post this brochure online at the Cordova Museum website.



- b. List any previous HPF grants this project has received. *(Cite HPF number and grant name)*

Historic Walking Tour Guide and Map, 1998.

- c. Briefly describe the relationship of this project to past, present, or future preservation work.

This brochure was one of the earliest educational publications our Commission and Historical Society developed and published. It has proved to be a popular handout for both residents and visitors to Cordova.

It is a project which will likely be well-received by the public and increase interest and support for our local historic preservation commission and their future activities. The local Commission, the State Office of History & Archaeology and the Cordova Historical Society will be acknowledged in the brochure with links to their websites. While the local Commission's existence is fairly limited, we want to use this new publication to more broadly inform the public of our existence and encourage more participation in our activities.

## 2. PRESERVATION OBJECTIVES

How does the project relate to annual CLG grant priorities established for this fiscal year? (*Cite relevant grant priorities and explain how each relates to your project.*) <https://dnr.alaska.gov/parks/oha/clg/akclg.htm>

a.

This project addresses CLG grant priority 1 - a revised historic walking tour brochure will increase public awareness of historic preservation and help strengthen partnerships with the Cordova Historical Society and the Native Village of Eyak.

It also relates to the CLG grant priority 5 encouraging historic preservation at the local level by supporting cultural tourism programs. The walking brochure has been used by tour groups and in educational activities. It is one of only a few education and interpretive materials easily available to the public regarding Cordova's historic treasures.

b. How does the project relate to the goals and objectives of the [State Historic Preservation Plan](#). (*Cite relevant goals and objectives and how your project would further them.*)

The project contributes to these goals and objectives of the state historic preservation plan.

Goal 1: Increase knowledge and understanding of Alaska's heritage and historic preservation.

Objectives:

1. Interpret archaeological and historic sites to educate the public and improve awareness of and access to information about Alaska's heritage.

e. Distribute materials in public settings.

Goal 5: Increase awareness of the environmental, social and economic benefits of historic preservation.

1. Promote heritage tourism

2. Promote the economic benefits of historic preservation

- c. Describe how the project meets an identified historic preservation priority of your community. Does the project contribute to the implementation of your local historic preservation plan? If so, how?

The Cordova Historic Preservation Plan 2023-2026 includes four goals and this project will contribute directly to the fourth goal which is to:

"Increase public awareness of historic preservation in the community and improve preservation education efforts for various audiences."

Further, one of three objectives for that goal is to:

"a. Maintain a updated Historic Walking Tour."

**3. PROJECT PERSONNEL-** *The Project Manager (PM) must have proven experience working on historic preservation projects. If the project is a survey, inventory, or National Register nomination, the PM must meet the professional qualification standards in 36 CFR 61. If not identified in this application, the Office of History and Archaeology must review selection of Project Manager prior to finalization of the contract with the individual.*

- a. Note who will act as Project Manager (PM). Attach the PM's résumé showing past experience working on preservation projects. List any previous HPF Projects the PM has worked on. *(If planning to contract with PM after grant is awarded, outline the job qualifications that will be required.)*

Ashley Bivin, Museum Director, M.A. will act as Project Manager. She will be assisted by Nancy Bird, Chair of Cordova Historic Preservation Commission.

Bird has been Project Manager for multiple previous HPF Projects focused on rehabilitation work to the two buildings in the Red Dragon Historic District (the Red Dragon Reading Room and St. George's Episcopal Church). These prior projects were in 2014, 2016, 2020 and 2021.

- b. Identify the local government personnel who will act as Grants Manager for the project.

Grants Manager for this project will be Ashley Bivin, Museum Director, M.A.

Kevin Johnson, City Planner, will serve as the CLG Contact.

- c. Describe the local historic preservation commission's role in the project. Attach a resolution from the commission supporting the project.

The Cordova Historic Preservation Commission members are very supportive of this project and several will assist in preparing revised text for the brochure. The Commission discussed this application at its most recent meeting January 9, 2024. The Commission adopted Resolution 24-01 attached to this application in support of this project.

- d. Identify volunteer personnel and their tasks.

Ashley Bivin - Project Management, text editing and identifying photos

Nancy Bird - text editing, identifying photos

Jim Casement, Sylvia Lange, Kris Ranney, Christy Mog, Heather Hall - CHP Commission members who may help with text editing

Dixie Lambert, Ira Grindle, Cathy Sherman, Barclay Kopchak, and other Cordova Historical Society members who may help with text editing and locating photos

- e. Identify any additional contractors to be used and expected duties. Attach résumés for all qualified historic preservation professionals working on the project.

At our request, Exhibit AK, Museum Exhibition Planning & Design, based in Juneau prepared a proposal (attached) for this project. We intend to contract for their services to design a new map for the brochure and to do the graphic design of the revised brochure. They will also supervise printing of the brochure on our behalf.

Resumes for Sarah Asper Smith and Christine Carpenter are attached.

4. **WORK PLAN.** *Thoroughly address all items necessary for your project type. See [Writing a Successful CLG Application](#) for more detail. Use continuation sheets if needed.*

- a. Explain how the project will be undertaken.

This project was discussed at recent meetings of both the Cordova Historic Preservation Commission (CHPC) and the Cordova Historical Society. Members of both groups want to see this brochure revised and reprinted before this summer's visitor season starts in May 2024. One active member has already prepared revised text. We plan to appoint a small committee of members from both organizations to work in March and early April to finalize the new text and to compile a group of photos for possible use in the new brochure. This committee will also review and approve the newly designed map for the brochure.

The public will be invited to review the proposed new brochure at a meeting of the CHPC in early April. Other publicity for this project will be done as possible through the Cordova Times, social media and other venues.

Timeline for Work Schedule (all dates in 2024)

March - April 15	Research and write content for brochure
March - April 15	Find best photos for use in brochure
March - April 15	Map development
By April 22	Approval of new map by local committee
By April 26	Brochure design complete by Exhibit AK
April 30, 2024	1st Quarter Report submitted
By May 1	Brochures printed
July 31	2nd Quarter Report submitted
October 31	Final Report submitted

- b. Describe the geographic area encompassed by the proposed project. For survey, inventory, and National Register nomination projects, attach maps of the project area. Include the estimated number of buildings, structures, sites, square miles, etc., to be addressed.

This project primarily will focus on the "old" city limits of the City of Cordova meaning the business and industrial districts, the waterfront and residential areas stretching from Orca Inlet east to Lake Eyak. These are the properties which are within walking distance of the main downtown area. The map published in the original 1998 brochure shows the geographic area to be encompassed.

The current city limits are much larger, extending 13 miles southeast to the larger jet airport and also include properties along roads east and south of the main city; those extensions were annexed in 1993. The map shown on Cordova's CLG webpage outlines the larger current city limits.

- c. Cite any planning studies, condition assessments, design drawings, research reports, publications, or other sources of relevant information you plan to use for this project.

1998 brochure: Cordova's Historic Walking Tour

"From Fish and Copper - Cordova's Heritage and Buildings" by Nicki J. Nielsen (Alaska Historical Commission Studies in History No. 124, 1984)

"Historic Buildings Survey Plan and Historic Properties Roster for the Cordova Historic Preservation Commission" by R. Meinhardt, A. Ramirez, J. Bayles (True North Sustainable Development Solutions, LLC, 2020)

- d. Provide a work schedule showing months, expected activities, and benchmarks to achieve throughout the grant period of performance.

Timeline for Work Schedule (all dates in 2024)

March - April 15	Research and write content for brochure
March - April 15	Find best photos for use in brochure
March - April 15	Map development
By April 22	Approval of new map by local committee
By April 26	Brochure design complete by Exhibit AK
April 30, 2024	1st Quarter Report submitted
By May 1	Brochures printed
July 31	2nd Quarter Report submitted
October 31	Final Report submitted



## 5. FINAL PRODUCTS

- a. Describe publications, workshops, audio-visual materials, reports, websites, brochures, survey materials, nominations, interpretive signs, etc., that will be produced as part of the proposed project. Identify the intended audience and where the public will be able to access these materials. Describe how you will inform your community about the project.

A new updated brochure with more graphics and an updated map will be the final product.

Cordova residents, visitors and all those who have an interest in Alaska's history are the intended audience for this education project. In addition to local newspaper coverage about the project, we will host a public event to announce the publication of this revised brochure. Teachers and students will be invited to this event because we want to encourage their participation in future preservation and museum projects.

The new brochure will be broadly distributed, at the Cordova Museum, the Cordova Chamber of Commerce, the Cordova Airport and other venues as possible (on board vessels of the Alaska Marine Highway System).

## 6. ADDITIONAL INFORMATION

- a. Attach letters of commitment and support, as appropriate, from teachers, historical societies, museums, Native groups, and others. (*Note attachments below.*)
  
  - b. Attach any other relevant information, such as copies of photographs. (*Note attachments below.*)
1. Proposal from Exhibit AK
  2. Resumes: Sarah Ashley Smith, Christine Carpenter, Ashley Bivin and Nancy Bird
  3. Resolution 24-01, Cordova Historic Preservation Commission
  4. 1998 brochure to be revised, Cordova's Historic Walking Tour

## 7. BUDGET: Maximum Federal Request of \$50,000

Your budget submittal shall consist of one narrative and two tables. *Use fillable Excel worksheet or submit similar budget tables, and complete the narrative portion below for this Budget section.*

- a. *Budget Summary* table identifying planned cost share of 60% and 40%
- b. *Matching Share* table showing sources of match.
- c. *Budget Narrative* explaining costs in detail and describing how costs were calculated.

**BUDGET NARRATIVE:** Describe activities to be performed under Personal Services, Contractual Services, Supplies/Materials, Travel, and Other cost categories.

- a. Personal Services: describe work each position/person will perform for the proposed project.

All personnel services will be done by volunteers at \$33 per hour.

It is estimated that 3-5 individuals will spend a total of about 30 hours revising the text of the 1998 brochure. While the current text is a great foundation to start from, there are additional properties which may be included and the addition of street addresses and perhaps other information may be included in the revised brochure. Grant Manager Ashley Bivin and Project Manager Nancy Bird will be two of the individuals; additional volunteers from the Cordova Historical Society will help.

We estimate it will take 2-3 volunteers to spend 20 hours locating good photographs to use in the revised brochure. These volunteers will likely be members of the Cordova Historical Society who are familiar with the museum's photo collection.

Bivin and Bird will spend a total of 4 hours in consultation with the contractor regarding the redesigned map for the brochure.

Bivin and Bird will also together spend a total of 8 hours reviewing the graphic design of the new brochure, as prepared by the contractor.

- b. Contractual Services: List contractor name(s), if known. Describe work each will perform.

Exhibit AK Museum Exhibition Planning & Design is the contractor we want to hire for the overall graphic design of the new brochure; and also a newly design map for the brochure. The contractor will also supervise printing of the brochure on our behalf.

- c. Supplies/Materials: Describe types of materials and/or supplies required for this project, how they relate to the project, estimated quantities, etc.

n/a

- d. Travel: Identify who will be traveling, how many trips are anticipated, trip purpose, and destination.

n/a

- e. Other: Identify other costs which do not fall into one of the above categories. Explain purpose and relevance to this proposed project.

n/a

### CHECKLIST

Applicant, has your entity...

- maintained current certification under the Certified Local Government program?
- signed and dated this application?
- signed the form titled: *Willingness to Comply with Grant Requirements?*
- provided the information requested on each page of the application package?
- included a public outreach component?
- attached maps showing location of project?
- attached photographs or clear photocopies showing overall character of properties for survey, inventory, National Register nomination, pre-development and development projects?
- attached letters of support from the community and, if needed, property owners?
- attached a resolution supporting this proposal (or indicate one has been requested prior to the Alaska Historical Commission meeting to recommend awards)?
- explained historic preservation commission involvement in the project, and addressed its role in the review process?
- checked your budget for accuracy?

**Deadline: Applications are due 3:00 pm on Monday, January 22, 2024.**

Only complete, signed, dated applications will be considered.

Submit applications and questions to the CLG Program Coordinator  
at [maria.lewis@alaska.gov](mailto:maria.lewis@alaska.gov) or [dnr.oha@alaska.gov](mailto:dnr.oha@alaska.gov)

# CORDOVA HISTORICAL COMMISSION PROPOSAL for UPDATED WALKING TOUR MAP

Jan 11, 2024

## PROJECT DESCRIPTION

The Cordova Historical Commission seeks a revision of their current walking tour brochure, with an updated look, new map, photos, and information.

### ESTIMATE:

map development & design	\$1800
revisions	\$600
<b>DESIGN TOTAL</b>	<b>\$2400</b>

### PRINTING ESTIMATE

printing & shipping from AK Litho in Juneau

*Full color two-sided maps either 8.5x14 up to 9x16. PM 74 (70# White Opaque Text), Finish Size 3.500 x 8.500 inches; Finish Trimming, Fold In 4ths*

1000	\$1400
1500	\$1600
2000	\$1750



MUSEUM EXHIBITION PLANNING & DESIGN

523 4th Street | Juneau, AK 99801 | exhibitAK.com | 907 209 5970

## Willingness to Comply with Grant Requirements

1. I understand that this is a 60-40 matching grant application through the Historic Preservation Fund (HPF) administered by the State of Alaska Department of Natural Resources, Office of History and Archaeology.
2. If awarded an HPF grant, I understand that it is my responsibility to comply with all pertinent State and Federal regulations, the State-Local Grant Agreement, and requirements outlined in the *Historic Preservation Fund: Certified Local Government Grants Manual*. Federal requirements may include but are not limited to the following: Section 106 and Section 110, National Historic Preservation Act (54 USC 306108); Americans with Disabilities Act; Architectural Barriers Act; National Environmental Policy Act; 2 CFR 200; and Build America, Buy America (also known as the Infrastructure Investment and Jobs Act), P.L. 117-58, Section 70914.
3. Should this project be awarded, I understand that project records are subject to audit after project completion, and that if such an audit questions expenditures for which I have been reimbursed I will return an amount equal to the questioned expenditures.
4. I understand that no grant exists until the State Historic Preservation Officer (SHPO) signs the State-Local Grant Agreement, even if the Alaska Historical Commission recommends funds for my project. Any funds expended before the performance period specified on the fully executed grant agreement or before obtaining the SHPO's signature may not be reimbursed without specific approval.

  
\_\_\_\_\_  
Signature: Authorized Local Government Official

1/22/24  
Date

**Samantha Greenwood, Acting City Manager**

\_\_\_\_\_  
Name and Title (Print or Type)

**CITY OF CORDOVA, ALASKA  
CORDOVA HISTORIC PRESERVATION COMMISSION  
RESOLUTION 24-01**

**A RESOLUTION OF THE CORDOVA HISTORIC PRESERVATION COMMISSION OF THE  
CITY OF CORDOVA, ALASKA, ENDORSING A GRANT APPLICATION TO THE  
ALASKA OFFICE OF HISTORY & ARCHAEOLOGY**

**WHEREAS**, the Historic Preservation Commission reviewed the proposed grant application titled “Revision and re-publication of Cordova Historic Walking Tour brochure”; and

**WHEREAS**, this application requests funds to support revision and updating of the brochure titled “Cordova Historic Walking Tour”; and

**WHEREAS**, the Historic Preservation Commission is dedicated to preserving historic buildings and sharing the importance of their history,

**NOW, THEREFORE BE IT RESOLVED THAT** the Cordova Historic Preservation Commission of the City of Cordova, Alaska hereby recommends to the Alaska Office of History & Archaeology support for this grant application submitted through the Certified Local Government grant program.

**PASSED AND APPROVED THIS 9<sup>TH</sup> DAY OF JANUARY, 2024**

  
\_\_\_\_\_  
Nancy Bird, Chair

ATTEST:

  
\_\_\_\_\_  
Kevin Johnson, City Planner

# Quarterly CLG Update

February 7, 2024





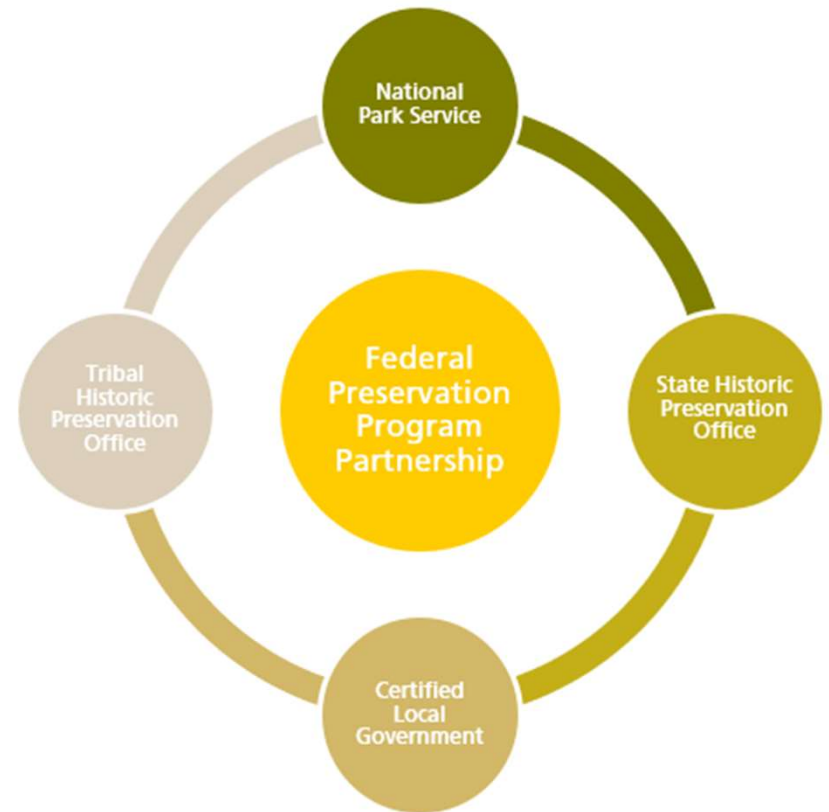
What is a Certified Local  
Government (CLG)?

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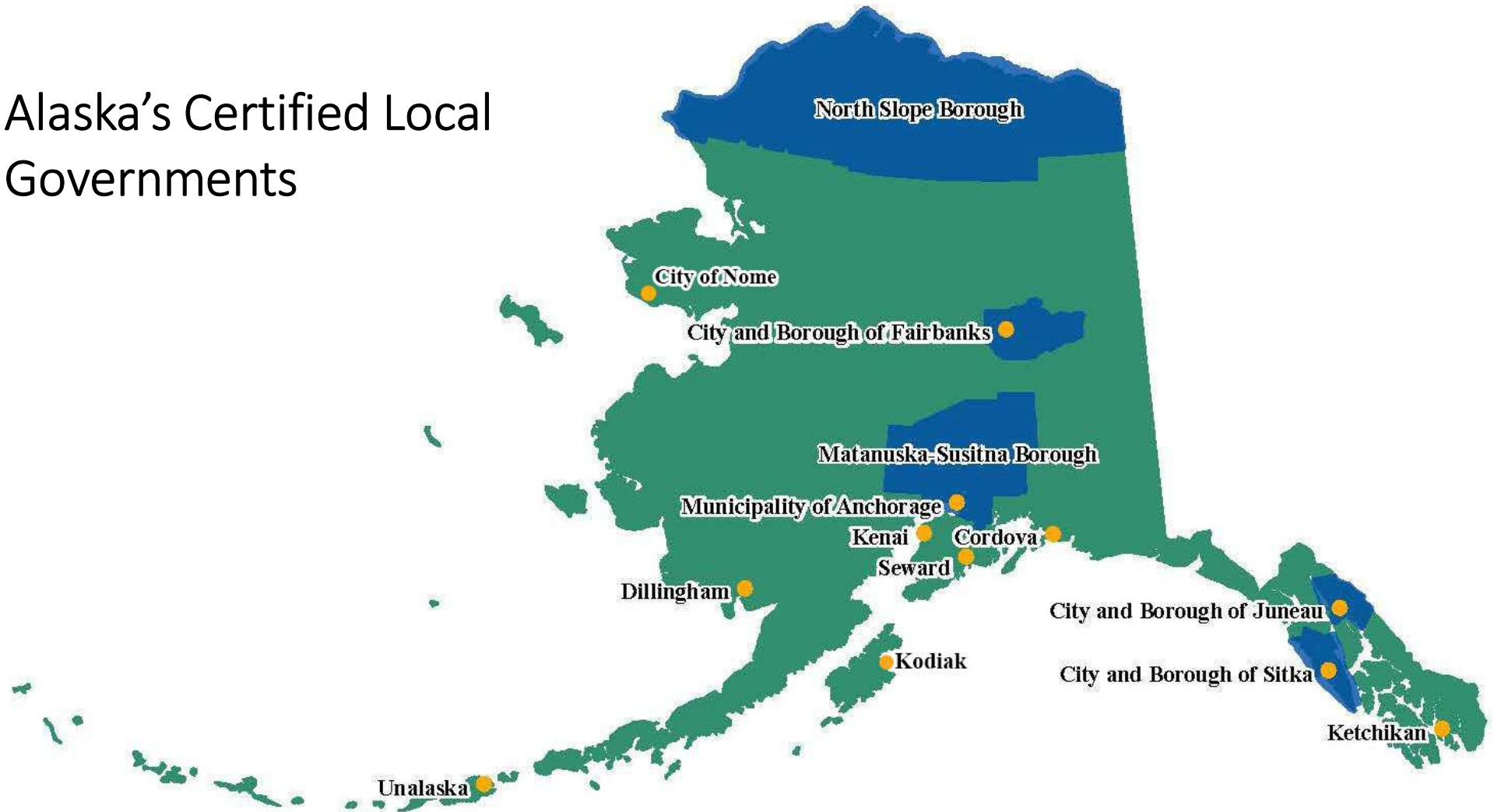
# National Historic Preservation Act -1966

- ❑ Act amended in 1980-Added the local partnership- CLG's
- ❑ Created a preservation partnership between the CLG, SHPO, and the NPS
- ❑ SHPO and NPS work jointly to certify and monitor the CLG program nationally

[Certified Local Governments \(U.S. National Park Service\) \(nps.gov\)](https://www.nps.gov/learn/education/certified-local-governments)



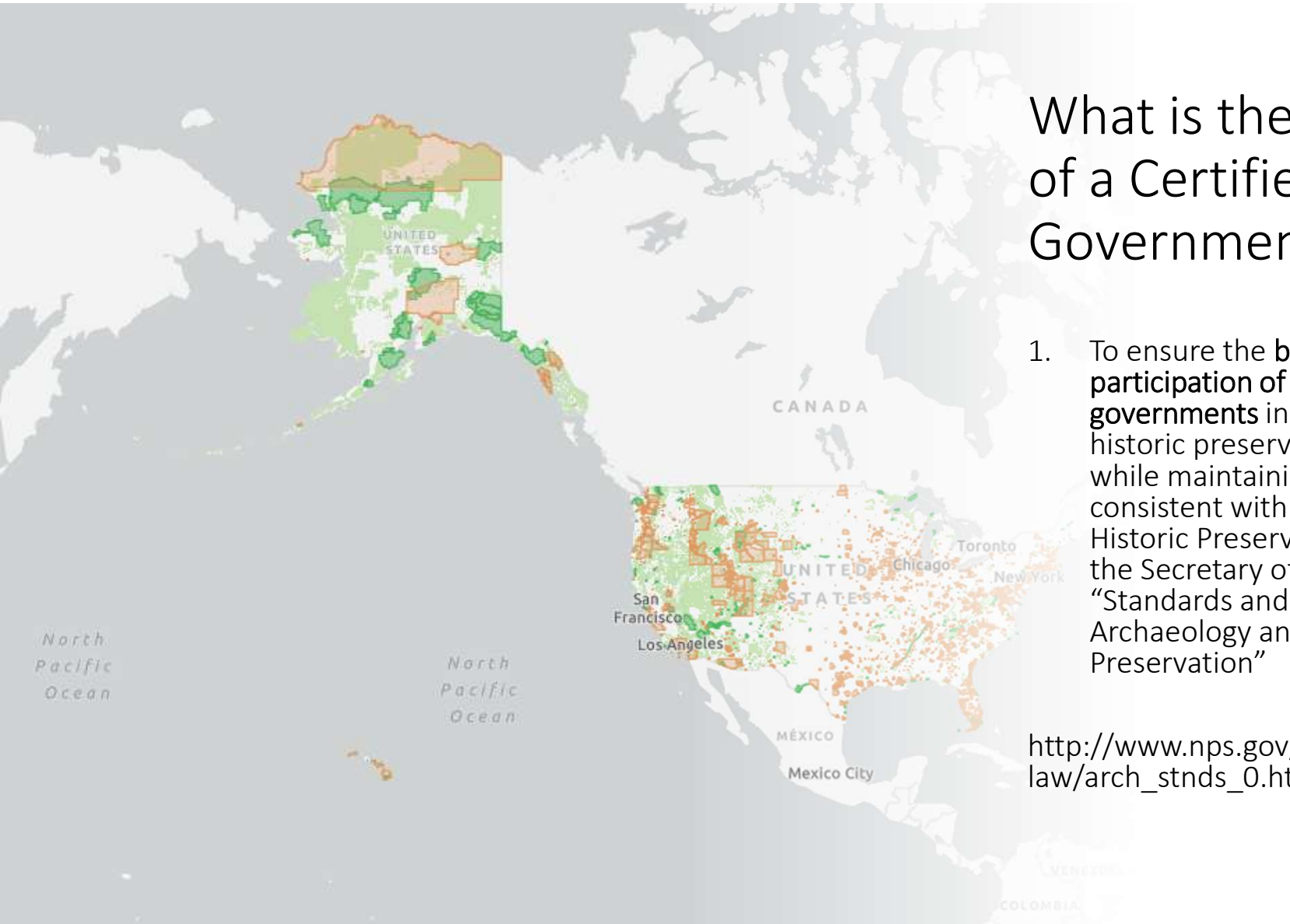
# Alaska's Certified Local Governments



# What is the Purpose of a Certified Local Government?

1. To ensure the **broadest possible participation of local governments** in the national historic preservation program while maintaining standards consistent with the National Historic Preservation Act, and the Secretary of the Interior's "Standards and Guidelines for Archaeology and Historic Preservation"

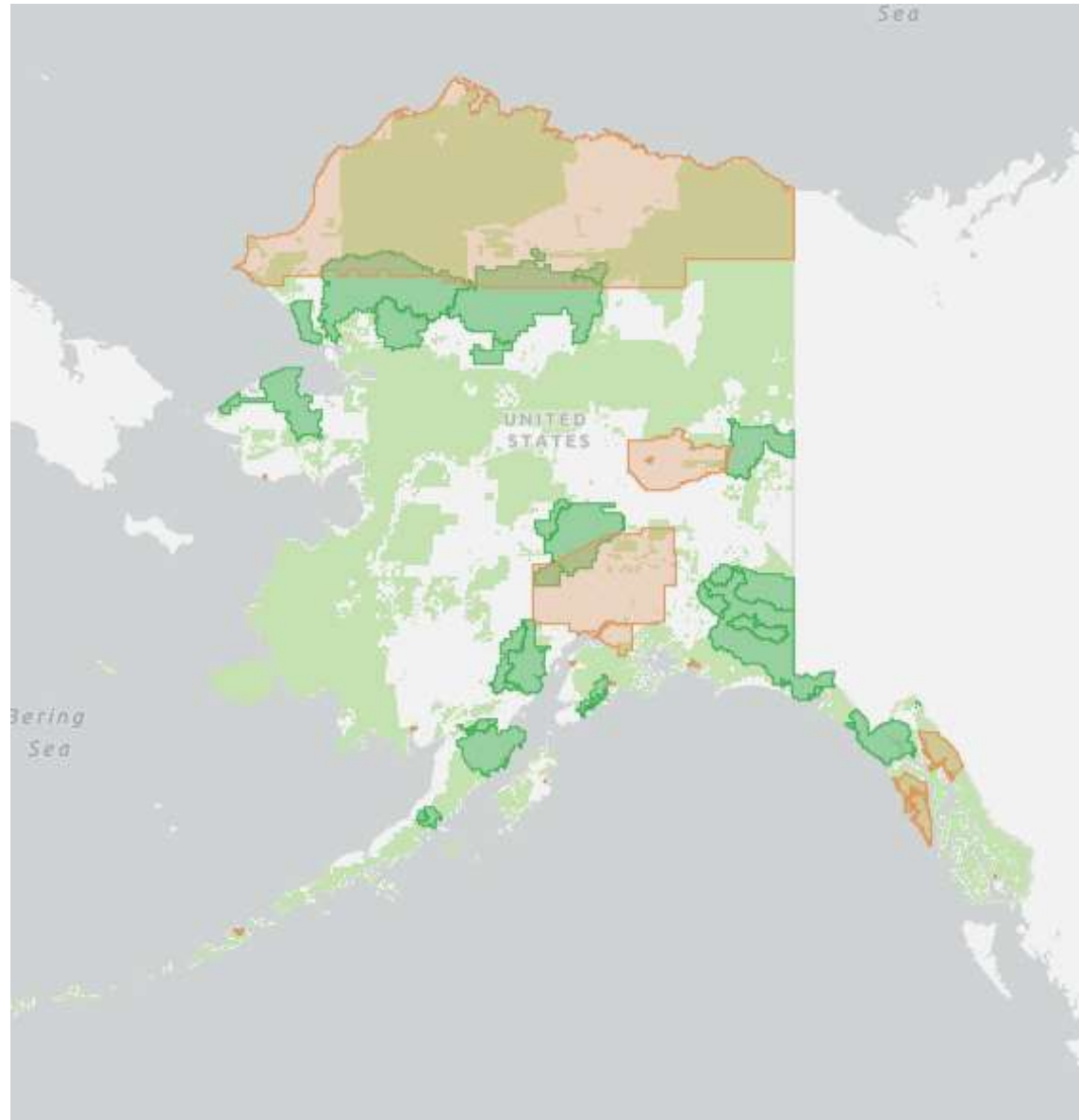
[http://www.nps.gov/history/local-law/arch\\_stnds\\_0.htm](http://www.nps.gov/history/local-law/arch_stnds_0.htm)




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## What is the Purpose of a Certified Local Government?

- To enrich, develop, and help maintain local historic preservation programs in cooperation and coordination with the SHPO; and
- Provide an avenue for the SHPO to provide financial and technical assistance to further these purposes.





Questions About  
What is a CLG?

# CLG Benefits & Requirements

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Alaska receives an annual appropriation from the Historic Preservation Fund and is required to give at least 10% of that funding to CLGs as subgrants. These grants can fund a wide variety of projects including:

Surveys

National Register nominations

Rehabilitation work

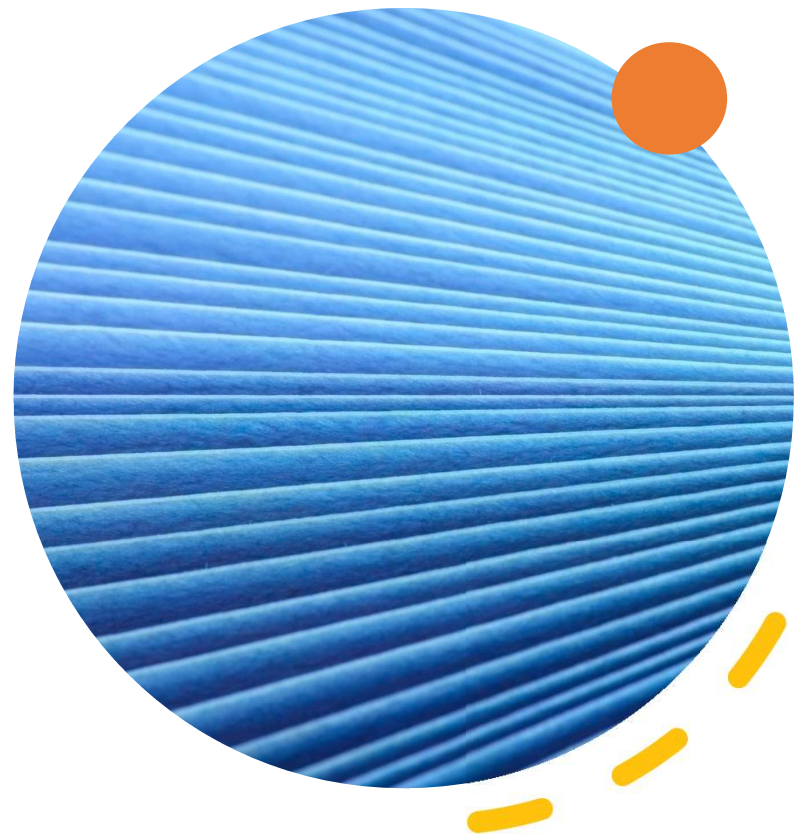
Design guidelines

Educational programs

Training

Structural and condition assessments

Feasibility studies





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## CLG Benefits: Technical Expertise

- ❑ As a CLG, communities have direct access to SHPO staff for assistance with their commission, building assessments, surveys and nominations, and general preservation assistance.
- ❑ State staff and the NPS offer trainings for CLGs as well, an added benefit of the partnership.

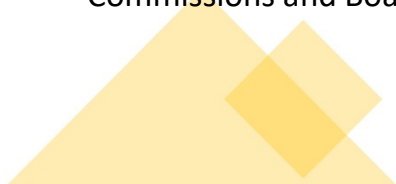


# CLG Benefits: Training Opportunities

Other training opportunities that we plan to offer soon are webinars hosted by the National Alliance of Historic Preservation Commissions.

Webinars are free for NAPC members, and the following is a sample of these NAPC webinars:

- ❑ The ABCs of Historic Designation Pt. 1
- ❑ Best Practices for an Effective Local Preservation Commission
- ❑ Not Another Integrity Debate: Local Preservation Efforts and Strategies in Action
- ❑ Preservation Planning: Developing Your Vision, Goals, and Priorities
- ❑ Community Outreach Strategies for Historic Preservation Commissions and Boards
- ❑ Social Media Strategies for Historic Preservation Commissions and Boards





## CLG Training Opportunities

- OHA's Preservation Education Series
- CLG Commission Trainings
- NAPC Webinars
- NAPC Biennial Conference

# Summary of CLG Requirements

- Local:** Help maintain and develop local historic preservation programs in cooperation and coordination with the SHPO.
- Commission:** Maintain a Historic Preservation Commission that follows the guidelines of the program.
- Annual Reporting:** Annual Reports are Due **April 1, 2024.** (Annual reports are due on April 1 covering the prior year.)
- Evaluation:** SHPO performs an evaluation of each CLG approximately every four years.

## 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 the form, please be sure all questions are addressed in your report.

Name of CLG:  
Date of Report:  
Prepared by:

### 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).

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.

1



Questions About  
CLG Requirements &  
Benefits?

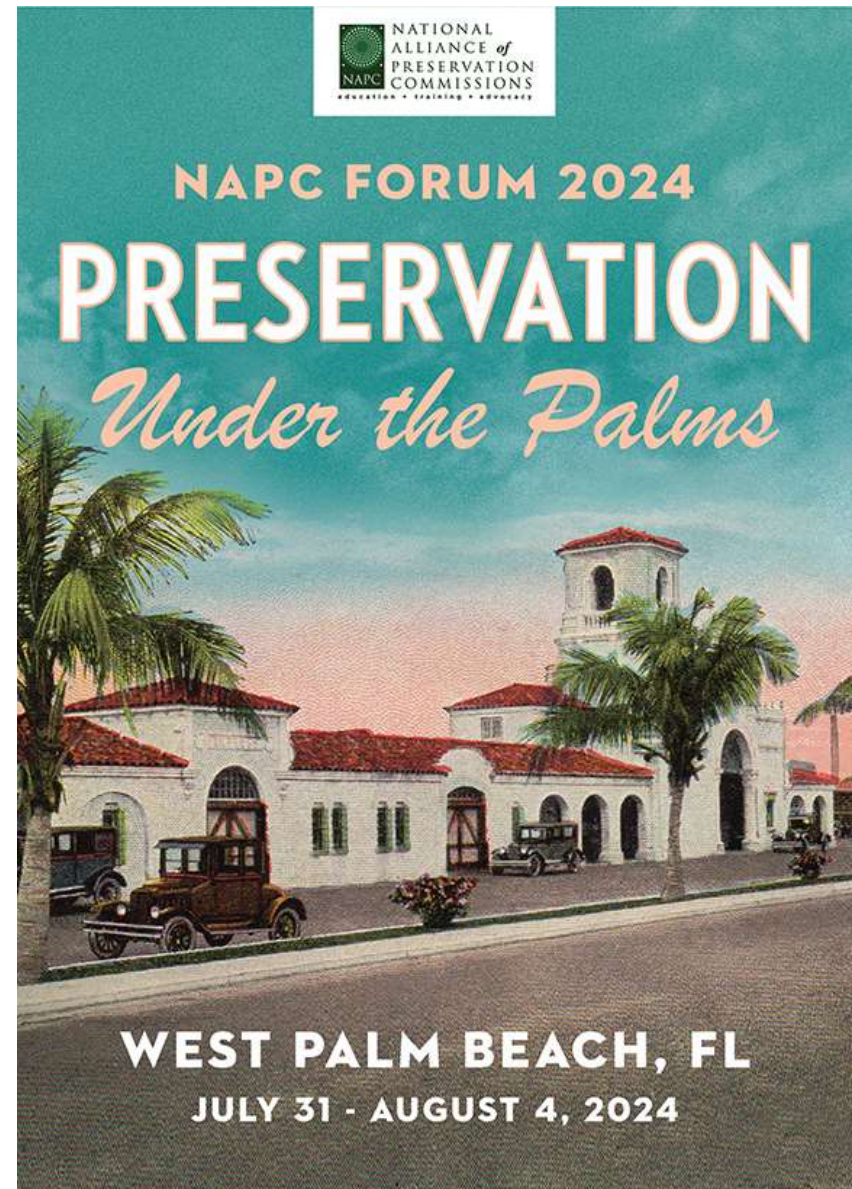
# Upcoming Activities

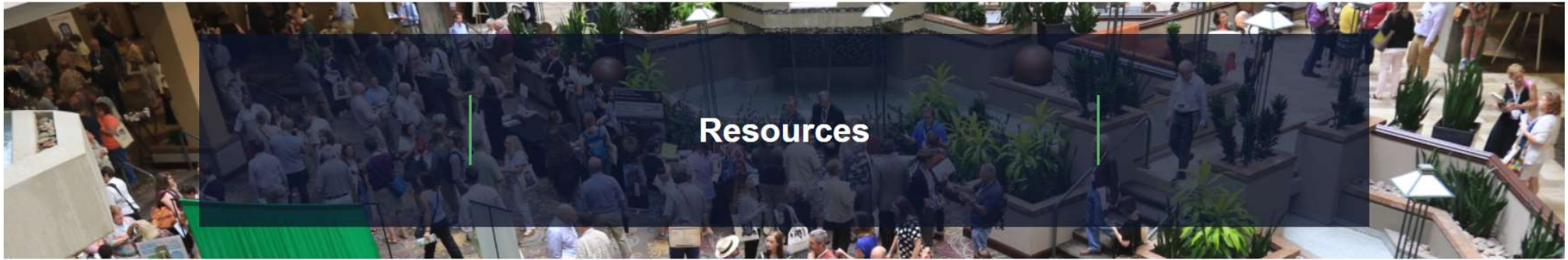
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## ***Upcoming CLG Training Opportunity***

- ❑ The FORUM is a biennial national conference focused on the issues facing local historic preservation boards and commissions.
- ❑ FORUM includes dozens of educational tours, and five days of non-stop networking for commission staff and volunteers representing local, state and national organizations and government agencies.
- ❑ Plan to have travel grants (60/40) available for this opportunity for CLG staff and commission members.
- ❑ [Forum \(napcommissions.org\)](https://napcommissions.org)

**Save the Date! July 31 – August 4, 2024**





NAPC Memberships





Alaska Historic Preservation Plan Update  
Upcoming Planning Activities

- Launching Webpage
- Quick Poll
- Meeting-in-a-Box for Historical Societies and CLGs
- Scheduling Regional Workshops

# Alaska Historic Preservation Plan Update

Alaska Office of History and Archaeology  
and State Historic Preservation Office  
Annual Workshop | Friday April 5, 2024

BP Energy Center, Birch Room  
1014 Energy Court, Anchorage, AK 99508  
Time: 8:45am - 5:00pm  
Meeting Format: In-Person / Virtual



# Alaska Historic Preservation Plan Update

Alaska Office of History and Archaeology  
and State Historic Preservation Office  
Annual Workshop | Friday April 5, 2024

Topics to be covered:

- OHA/SHPO Program Updates
- Historic Preservation Plan Update
- Updated Guidance Panel
- Paleontology, Dr. Pat Druckenmiller
- AHRS: Current Updates and Issues



# Annual Reports Due April 1, 2024!

Contact me if you need assistance with the Annual report.

Upcoming CLG Evaluations and Preservation Plan Workshops.

## 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 the form, please be sure all questions are addressed in your report.

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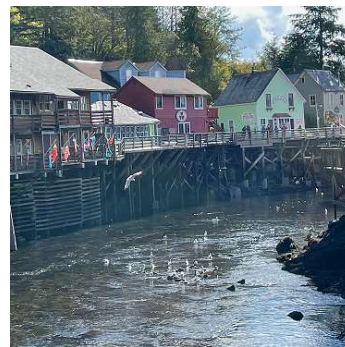
Questions About  
Upcoming Activities?

# Next Quarterly CLG Update

May 8, 2024 @2pm



# Questions or Comments



## ***Cordova Historic Preservation Commission***

### **Pending Calendar Issues/Activities** *as of April 2024*

#### **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
- Saving historic fishing vessels:
  - Company fishing boat built at Crystal Falls Cannery about 1932 – Sylvia Lange and Greg Meyer are currently storing in outside and well-covered.
  - F/V Starthrower, built by Henry Stewart, and last owned/fished by Sully; donated to the Cordova Historical Society which is paying about \$2,000/year for indoor storage
-