

Cordova Historic Preservation Commission

Members: Jim Casement, Chair; Brooke Johnson, Sylvia Lange, John Wachtel, Heather Hall, Cathy Sherman and Nancy Bird

Meeting Agenda: ~~Thursday, October 25, 2018~~ rescheduled to **Dec. 6, 2018 but no quorum**

NEW Meeting DATE: February 6, 2019

5 – 5:45 p.m.

Mayor's Conference room, Lower level, Cordova Center

And via teleconference for those outside of Cordova

To access the meeting, dial 1-877-820-7676 and when prompted,
Enter Conference ID number 22233

AGENDA

1. Rollcall and approval of Agenda
2. Approval of minutes from April 5, 2018
3. Correction to December 14, 2017 minutes regarding terms of office
4. Cordova Historic buildings survey – discussion

Resources to draw from include:

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

[Alaska Historic Buildings Survey Manual & Style Guide](#) (Alaska Dept. of Natural Resources, Office of History and Archaeology, Alaska Historical Commission, 2016) **Note** that Summer Rickman mailed us three hard copies of this guide.

City of Cordova old property tax records – photo samples attached

5. Next steps – next meeting date?
6. Adjournment

Cordova Historic Preservation Commission

Meeting Minutes – Thursday, April 5, 2018

Members present: Jim Casement, Cathy Sherman, Nancy Bird, and via teleconference: John Wachtel and Heather Hall. Absent: Sylvia Lange, Brooke Johnson.

The meeting was called to order by Chair J. Casement about 5:05 pm.
The agenda was approved without objection.

Approval of minutes

Motion by Sherman, seconded by Wachtel to approve the minutes of March 1, 2018. Motion passed without objection.

Resolution 18-01, regarding the Commission's recommendation to Planning & Zoning on Title 18

Bird explained that the City Planner requested a resolution similar to 18-01 to forward the amendments previously recommended by the Historic Commission.

Motion by Bird, seconded by Sherman to approve Resolution 18-01.

Motion adopted without objection.

Update regarding Certified Local Government Annual Report

A draft of the Final Report required for submittal to Summer Louthan at the State Office of History & Archaeology had been included in the March meeting packet. Bird noted that she included additions and suggestions received from Commission members in the Final Report which was submitted before the March 31st deadline. A copy of the Final Report is included with this meeting packet, for information.

Cordova Historic building survey update – how to proceed?

There was a lengthy discussion; highlights of this and resources to use are noted below:

- City Clerk and Planner's offices have maps and property tax records.
- Skagway recently completed a "windshield survey" of 600 structures and 24 avenues with the help of six students from the Univ. of Oregon. Wachtel was one of three National Park Service staff who worked on this survey which was conducted over five full days.
- Suggested that Alaska Heritage Resource Survey forms should be completed for Cordova buildings not yet included in the AHRS database. Sherman said her office has about 130 AHRS cards that date back to Nicki Nielsen's 1984 survey.
- Inclusion of archaeological and cemetery sites was suggested.
- Suggestion to schedule a training workshop in the fall (ask the State Office of History and Archaeology for help), and perhaps, invite community elders and others interested; include high school students and try to incorporate the survey project as a community service project for high school students' participation.
- Involve additional partners, particularly the Native Village of Eyak.

It was noted that there are no funds set aside for this project. While it would be a perfect fit for a grant submittal through the Certified Local Government (CLG) grant program, it's unlikely that funds for that program will be made available in the coming year.

Follow-up actions:

- Bird said she would talk to the city clerk and planner's offices and try to get a city map with tax ID numbers for properties. She'd further explore how to combine Nielsen's property list (the appendix of her book) with a map.
- Wachtel offered to share further information on "lessons learned" from the recent Skagway survey.
- Bird also had previously offered to contact the state history office staff about the possibility of scheduling a workshop later in 2018.

Next meeting date

The next meeting will likely be in the fall. Bird will send all members a doodle poll to schedule the date.

Adjournment

Motion to adjourn by Sherman, seconded by Hall. The meeting adjourned at about 6:15 pm. These minutes were approved XXXX.

DRAFT

October 18, 2018

TO: Cordova Historic Preservation Commission members

From: Nancy Bird

RE: Correction needed to prior minutes of Dec. 14, 2017

I've corresponded with Susan Bourgeois, City Clerk, regarding the terms of CHPC members and determined that I mistakenly thought I was appointed to a 3-year term in 2017. In fact, I was appointed to the last year of Tom McGann's 3-year term.

To correct our records, I request a motion to amend the minutes of Dec. 14, 2017 to correct the terms of office listed:

“(Note) Terms of office – Bird, Lange and Wachtel expire in 12/18; Hall, Sherman and Johnson expire 12/19; and, Casement ~~and Bird~~ expires in 12/20.”

Cordova Historic Preservation Commission

Meeting Minutes – Thursday, December 14, 2017

Members present: Jim Casement, Brooke Johnson, Sylvia Lange, and Nancy Bird.

Absent: Cathy Sherman, John Wachtel and Heather Hall.

The meeting was called to order by Chair J. Casement about 5:10 pm. It was noted that, in mid-November, the Cordova City Council re-appointed Jim Casement to a new 3-year term on the Commission; the Council also appointed N. Bird to a 3-year term as a representative of the city's Planning and Zoning Commission (replacing Tom McGann).

(Note) Terms of office – Lange and Wachtel expire in 12/18; Hall, Sherman and Johnson expire 12/19; and, Casement and Bird expire in 12/20.

The agenda was approved without objection.

Approval of minutes

Motion by Lange, seconded by Johnson to approve the minutes of November 6, 2017. Motion passed without objection.

Review and approval of Final Report, Copper River Highway Milepost Guide

Motion by Johnson, seconded by Bird to accept the Final Report for Historic Preservation Fund Grant #16012. Copies of the color brochure in near-final form were distributed and the financial report and short narrative report were reviewed. Several Commission complimented Cathy Sherman for the work on this project. In further discussion, one member offered one suggestion for a minor addition to the description of "Milepost 13." She proposed that a phrase be added noting the airport's construction during World War II and noted that it could fit on the remainder of the last line of the current text (the suggested additional text might be "Airport was built during WW II." Other Commission members agreed that it would improve the brochure, but no one wants this addition to delay completion of the brochure. Consensus was to forward this suggestion to Sherman. Motion for approval of the Final Report passed unanimously.

Final review and recommendation regarding amendments to Cordova City Code, Chapter 18.90 –

Motion by Bird, seconded by Lange to recommend to the Cordova Planning and Zoning Commission the amendments included in the document titled "Second Draft" of amendments to Chapter 18.90, Cordova City Code.

Bird noted that the Commission had reviewed these amendments last April and requested that the prior city ordinances referenced in the code be reviewed before final approval of the proposed amendments. Copies of the 1992 ordinance amending the prior Chapter 18.90 in its entirety, and copies of 1994 and 1995 amendments were distributed to Commission members present. Bird highlighted the most substantial differences she found between the current Chapter 18.90 and the earlier versions. After brief discussion, the motion was passed without objection.

Historic building surveys

Casement invited general discussion on how we might proceed to accomplish an update to the Cordova Historic Building Survey. He noted that these surveys are supposed to be completed every 10 years, bu

the last survey covering the entire community was done in 1984 by Nicki Nielsen. Additional surveys covering smaller neighborhoods of Cordova were completed by Rolfe Buzzell in the late 1990s.

Bird noted that H. Hall had intended to attend this meeting and that she had recommended the [Alaska Building Survey Manual](#) and the [Hope and Sunrise Historic Building Survey Report](#). The building survey manual was looked at online during the meeting and Bird said she'd redouble efforts to find hard copies of the Hope report and make them available to Commission members.

J. Wachtel had sent the Commission an email received just prior to the meeting suggesting additional resources that might be used to begin the building survey process. There was general agreement that

After considerable discussion, it was agreed that:

- Bird will scan the 1984 book by Nielson and share it electronically with all Commission members within a week.
- Casement will review in more detail the building survey manual and other resources suggested by Wachtel. He will consult with H. Hall and J. Wachtel and other Commission members, as time permits, and draft a template for the Commission to review at its next meeting. This template will detail what information to collect in an updated Cordova building survey.

The Commission generally agreed that this project, to update the historic building survey, could be assisted by high school students. The goal might be to create a special class for students in the 2018-19 school year. Casement believes there is support for this idea from school administrators and the current history teacher, but we need to better define what we want from the building survey and how students can contribute to it.

Next meeting date

The next meeting will be in mid to late February; Bird will send everyone a Doodle poll to determine the best day and time.

Adjournment

The meeting adjourned at about 6:20 pm.

These minutes were approved March 1, 2018.

Lot 20 USS 828 and

Lot 22, USS 828 and

lot 7 BLK 6 USS 2981

as in Bk 13, pg 230 & 31

(A+B 13 & 14)

201 Boardwalk Way

1-2

Other Description:

Size: 50 X 100
Valuation Code:

Area: 5,000
Land Use: 1147 60'

Use Zone:
Unit Price: 304

Owner: Domestic & Foreign

Mailing Address

Permits: # 135/ NOV 67
\$150/MO., FURN +
WD BK18/250, 36, Sham

INFLUENCES:	PLUS	MINUS
Depth		
Topography		20
Irregular Modification		
View		
Drainage		
Physical Barriers		
Access		
Corner		
Water		
Sewer		
Sidewalk		
Paving		
Curb & Gutter		
Other		
TOTAL		
Net + (-)		

Year of Valuation:

Basic Land Value
Plus or (Minus) Factors
Net Price of Land 74d

Remarks:

1/4 .45 x 5000 = 2250
7/8 @ .60 x 5500 = 3300

LAND VALUE
1200

Observed Physical Condition

BUILDING TYPE AND USE

- Single
- Double
- Other
- 1 # Stories
- Attic Finish %
- Basement
- Frame
- Concrete Block
- Log

1. FOUNDATION 3.5

- Concrete Thick
- Conc. Block
- Wood Posts
- Skids
- Wood Sills

2. BASEMENT (40)

- Partial x S.F.
- Full
- Cribbed 60%
- Concrete 60%
- Outside Entrance
- Rec. Room Size
- Living Area Size
- Fin. Walls wood Kind
- Fin. Floor wood Kind
- Fin. Ceiling Kind

3. FRAME 4.0

- 2x4 Walls 16" o.c.
- Bracing
- 2x4 Roof 16" o.c.
- 2x7 Floor 16" o.c.
- 2x4 Ceiling 16" o.c.
- Other

Other Buildings Area
Garage 1011 2880'

BUILDING VALUE CALCULATION

Item No.	Area or Quantity	Unit Cost
3.6	600	16.37
3.5	Fin. Comp.	
79-900	AE 38	

ADDITIONS AND DEDUCTIONS

20	Brace	
26	Roof lining	
	Area 600	2.25
27	Spurce	
28	air duct	
29	3 Fin	
30	K. sink	
31	with tank	
122	ply. 3/4"	8.50
77	23,582	R-4
	2,116	R-1
	3300	5M
	2,116	910

Total Replacement Cost

YEAR	OWNER	ASSESSED VALUATION			REASON FOR CHANGE
		Land	Bldgs.	Total	
85	Domestic & Foreign	12,000	45,000	57,000	
86	"	15,000	50,000	65,000	
87	"	"	"	"	
88	"	15,000	33,000	48,000	30% adj. condition of bldg.

MARKS: Insp - revalued, GWR
 R-33 (20/15) 8' x 4' of Est - Take basement
 R-48 (3.7) 13 1/2' with 1/2" - part basement
 12' x 600 = 7200
 600 x 300 = 1800
 9000
 Spurce - Re Comp. 2/14/79
 76 ADD LAND NCQ
 2 L.A. RR ROW



no fin floor, eil, wall

Balance garb kit, tile floor,
all eil, Bulb in Range,
& cabinets,

ext unfin

Bath trim & wall incl -
plastic tile shower and
floor in

Unfin store room & furn room

Owner Cressman, Herbert & Cressman, Patricia

Mailing Address Cardenas, Alaska

Property Address

Permits

Date Built 1918
R-213

WD '45, Bk 13, Pg 283, C. Cressman

Observed Physical Condition Exterior Fair - poor Interior Fair - poor Foundation poor

BUILDING TYPE AND USE	4. EXTERIOR	3.0	6. INTERIOR (Continued)	7. Floors (Continued)																				
	Single _____ Double _____ Other _____ # Stories _____ Attic Finish _____ % Basement _____ Frame _____ Concrete Block _____ Log _____	Concrete Block _____ Sheathing _____ Kind _____ Building Paper _____ Insulation _____ Kind _____ Stucco _____ Siding <u>drop</u> Kind _____ Shakes _____ Bricktex _____ Log _____ Slab _____ Log Siding _____ Metal _____ Plywood _____	<input checked="" type="checkbox"/> Trim <u>scab</u> Kind _____ Grade <input checked="" type="checkbox"/> P _____ A _____ G _____ <table border="1"> <tr> <th>Floor</th> <th>Number Rooms</th> <th>Number Baths</th> </tr> <tr> <td>Basement</td> <td></td> <td></td> </tr> <tr> <td>1st Floor</td> <td><u>2+2</u></td> <td><u>1</u></td> </tr> <tr> <td>2nd Floor</td> <td></td> <td></td> </tr> <tr> <td>3rd Floor</td> <td></td> <td></td> </tr> <tr> <td>Attic</td> <td></td> <td></td> </tr> <tr> <td>Total #</td> <td></td> <td></td> </tr> </table>	Floor	Number Rooms	Number Baths	Basement			1st Floor	<u>2+2</u>	<u>1</u>	2nd Floor			3rd Floor			Attic			Total #		
Floor	Number Rooms	Number Baths																						
Basement																								
1st Floor	<u>2+2</u>	<u>1</u>																						
2nd Floor																								
3rd Floor																								
Attic																								
Total #																								
FOUNDATION	2.0		8. HEAT	5.0																				
Concrete Thick _____ Conc. Block _____ Wood Posts _____ Skids _____ Wood _____	5. ROOF	3.0	Stove _____ Oil Furnace <u>TK</u> Coal _____ Stoker _____ Hot Water _____	9. PLUMBING (Continued)																				

BASE
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Full
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FRAME

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27
28
29
30

Lot 18 Buss 828
as in BK 45 Pg 61



10-76



2.0
Grade

2.2

EVENTS

Wachtel, John <john_wachtel@nps.gov>

Mon, Oct 29, 2018 at 12:36 PM

To: Nancy Bird <nbird5800@gmail.com>

Cc: Cathy Sherman <acm@cityofcordova.net>, Jim Casement <jcasement@gci.net>, HEATHER HALL <h2skidogsak@gmail.com>, Brooke Johnson <brooke.johnson@eyak-nsn.gov>, Sylvia Lange <sylviaRL@me.com>, Susan Bourgeois <cityclerk@cityofcordova.net>, mbriggs@cordovamuseum.org

All,

As a follow up to last Thursday's informal conversation regarding the Historic Buildings Survey, I wanted to share some thoughts and resources.

- The project should follow the guidance outlined in the Alaska Office of History and *Archaeology's Alaska Building Survey Manual*. I believe Nancy has a few hard copies of this document that Summer Louthan sent her way.
 - More specifically, the Reconnaissance Survey mentioned on page 3, which should document:

<https://mail.google.com/mail/u/1?ik=24b197d239&view=pt&search=all&permthid=thread-a%3Ar6511845032925403953&simpl=msg-a%3Ar600588059...> 2/4

11/1/2018

Gmail - Cordova Historic Preservation Commission Mtg Packet for Oct. 25, 2018

- The kinds of properties looked for
- The boundaries of the area surveyed
- the method of survey, including the extent of survey coverage
- the kinds of properties present in the surveyed area
- specific properties that were identified, and categories of information collected
- Places examined that did not contain historic properties
- The survey method could be done "by hand" or by using electronic data collection methods
 - I'd recommend electronic for the sake of organization and ease of collection. Software such as GeoJot+ Core have mobile device apps that can tag the photos with Latitude and Longitude, but there are many others.
 - Appendix A of the Survey Manual shows a sample building form filled out.
- It would certainly be fruitful to have some sort of meeting in Cordova to inform the public and any volunteers about what a survey is and why we would be conducting one in town. Perhaps Summer Louthan or myself could present and lead a discussion on this topic. I'll put in a request for a visit to Cordova next year.
 - Public engagement is KEY early on in these projects. If residents aren't adequately notified that people will be going around and taking pictures of their houses (even in public spaces), there can be serious backlash. Local radio spots, newspaper ads, and possibly mailers notifying residents and businesses of the project months or weeks in advance should be considered a requirement, not just a courtesy. We learned this the hard way in Skagway...
 - If this is done with help from students and volunteers, we would want to have a short "workshop" session alongside the presentation. We could pick a couple of sample buildings around town to get a feel for how to "record" the key information on various buildings.
- An excellent case study on a modern approach by the Savannah National Historic Landmark District (SNHLD) can be found [here](#). This is a sort of hybrid condition assessment and reconnaissance survey. They actually describe in detail their methods, devices and software used, and show the finished product. A really fantastic example of a clear and concise project, although more intensive than what we may be looking for.

That's my stream of consciousness for the day. Hopefully we can get a call in before the year ends!

[Quoted text hidden]

--

John Wachtel
Historical Architect

Alaska Regional Office
National Park Service
240 West 5th Avenue
Anchorage, AK 99501

office 907.644.3459
cell 515.249.9103
john_wachtel@nps.gov

Color Key: Green columns are totally new; yellow column is re-named; and grey columns are from Nielsen's appendix spreadsheet

Tax ID #	Block/Survey #s	Lot No.	Street Address	AHRS #	Latitude	Longitude	USGS quad	Current Owner - 2019	Past Owners of Significance	Date Built	Eligibility?	Type, Style	Architectural description	Remarks	Evaluation for National Register
Block 1, U.S. Survey 449, 1908															
Cordova Townsite															
	Block 1, U.S. Survey 449, 1908 Cordova Townsite	1	401 First St.						* Owners in 1981			Commercial			Historic Context & Statement of Significance
	Block 1, U.S. Survey 449, 1908 Cordova Townsite	W1/2 2	104 West Davis						Ken, Robt., Barb. Van Brocklin	ca. 1925		Commercial			
	Block 1, U.S. Survey 449, 1908 Cordova Townsite								James & Mae Van Sant	1919		Commercial		Moved to W1/2 of lot in 1920's	
	Block 1, U.S. Survey 449, 1908 Cordova Townsite	6,7	408 First Street						Steve & Dorothy Cooper	1908-09		Apt. Bldg.			
	Block 1, U.S. Survey 449, 1908 Cordova Townsite	N 40' 11	409 West Davis						H. John Denault III	1910-11		Home - 4 eaves, RR type		"Nob Hill Athletic Club"	
	Block 1, U.S. Survey 449, 1908 Cordova Townsite	5 60' 11	105 West C Ave.						J. Guerske & Nasello, estate	by 1911		Home - 4 eaves, RR type		Former A.J. Adams home; former Assembly of God Church.	
	Block 1, U.S. Survey 449, 1908 Cordova Townsite	13 51/2 to 16	109 West C Ave.						Gerald & Rena Johnson	by 1911					
Block A, U.S. Survey 449															
	Block A, U.S. Survey 449	NW Port. 1	102 Davis						R.J. Kogchak			Cottage			
	Block A, U.S. Survey 449	SE Port. 1	104 Davis						Harry & Devenia Curran	1917		Cottage			
	Block A, U.S. Survey 449	SW Port. 1	100 Davis						John Barth, c/o Paul Morris	est. 1925		Cottage			
	Block A, U.S. Survey 449	E 24' 2	108 Davis						C. Ross & Shielagh Mullins	ca. 1927		Cottage			
	Block A, U.S. Survey 449	W 24' 2	106 Davis						Ann Hodnett	est. 1918		Cottage			
	Block A, U.S. Survey 449	N 60' 3,4	110 Davis						Jack & Paula Lamb	1917		House			
	Block A, U.S. Survey 449	N1/2 5	114 Davis						Carroll & Mabel Komsakoff	1910		House		1954 addition	
	Block A, U.S. Survey 449	N 33' of 51/2 5	116 Davis						Doag & Janice Van Hala	ca. 1917-20's		House			
	Block A, U.S. Survey 449	5 27' 5	118 Davis Ct.						Maylan & Lila Johnson	ca. 1920's					
Block 2, U.S. Survey 449															
	Block 2, U.S. Survey 449	30	505 First St.						Gail & Frank Steen	1929		Commercial			
	Block 2, U.S. Survey 449	29	507 First St.						Smith Tower, Inc.	1920's		Commercial			
	Block 2, U.S. Survey 449	28	509 First St.						Cordova Labor Hall Assn.	by 1911		Commercial			
	Block 2, U.S. Survey 449	24-26	513 First St.						Nat. Bank of Ak, Cord. Br.	1920		Commercial		Concrete Lathrop Bldg. 1951 fire destroyed all but shell.	
	Block 2, U.S. Survey 449	17	531 First St.						Richard Schultz, Major Freeman, Leroy Harris	1908		Commercial		Two stories on First St., more stories on Front St. due to hill terrain	
Block 3, U.S. Survey 449															
	Block 3, U.S. Survey 449	26, 27	621 First St.						Pioneer Igloo #19	1928; 30's		Log Cabin		Frame addition	
	Block 3, U.S. Survey 449	20-26	627 First St.						Pierre & Zaida Deville	ca. 1930's		House			
Block F, U.S. Survey 449															
	Block F, U.S. Survey 449	D,E	702 Front St.						Jeremy J. Kelly			Frame Home		Totally remodeled. This is the last "red light district" bldg. left.	
Block 6, U.S. Survey 449															
	Block 6, U.S. Survey 449	10	618 First St.						David & Wanda Parameter	late 1920's		Home			
	Block 6, U.S. Survey 449	9	616 First St.						Henry & Mariam Wiese			Commercial		Extensive changes; unclear how much of 1908-10 structure remains.	
	Block 6, U.S. Survey 449	8	614 First St.						Fed. Norwegian Luth. Young People	1908-19					
	Block 6, U.S. Survey 449	3,4	604 First St.						William L. Reid	1908		Commercial		Cordova House; 3rd story 1910	
	Block 6, U.S. Survey 449	1,2	600 First St.						Lew Cochran, Jr.	1908		Commercial		Alaskan Hotel; 3rd story 1910	
Block 7, U.S. Survey 449															
Block destroyed by May 1963 fire															
	Block 7, U.S. Survey 449	26 less 9'	513 Second St.						C.T. Davis & Sons, Inc.	1940's		Warehouse		Survived the fire	
	Block destroyed by May 1963 fire	21-25	519 Second St.						Weinrich's Inc.	1909-10		Garage Office		Early Forestry building relocated to current location in 1960's	
Block 8, U.S. Survey 449															
	Block 8, U.S. Survey 449	1	400 First St.						Mt. McKinley Lodge No. 183 - F. & M. Masons	1925		Fraternal Lodge		Stucco bldg.	
	Block 8, U.S. Survey 449	7	412 First St.						Axel & Stella Janson	1908-40's		Commercial		Much rebuilding after fire	
	Block 8, U.S. Survey 449	8	414 First St.						John & Mary Ann Downeen	1908		Commercial			
	Block 8, U.S. Survey 449	11-14	103 W. Council						City of Cordova / Youth Center	1930's		Public		Former City Hall	
Block 9, U.S. Survey 449															
	Block 9, U.S. Survey 449	4, 5, 6	406 Second St.						Jim Eksted	1908		RR style		Former customs office moved to current location in 1967; 1975 addition	



THE STATE
of **ALASKA**
GOVERNOR BILL WALKER

Department of Natural Resources

DIVISION OF PARKS & OUTDOOR RECREATION
Office of History & Archaeology

550 West 7th Ave., Suite 1310
Anchorage, Alaska 99501-3565
Main: 907.269.8721
<http://dnr.alaska.gov/parks/oha>

June 5, 2018

Dear CLG Historic Preservation Commission Staff,

The Alaska State Historic Preservation Office (SHPO) would like to share with you this publication, *Design Review With Limited Resources: How Local Commissions Can gain the Resources of Professional Preservationists without Hiring Full-Time Staff*.

This publication was authored by Robin Zeigler, a trainer liaison for the National Alliance of Preservation Commission's (NAPC) Commission Assistance Mentoring Program (CAMP) and historic zoning administrator for the Metro Historic Zoning Commission in Nashville, TN. Produced in partnership with Middle Tennessee State University's Center for Historic Preservation, the publication explores the variety of methods that commissions without professional preservation staff use to conduct design review. Design Review with Limited Resources is available to download at no cost through NAPC website at <https://napcommissions.org/technical-assistance/>.

The guide came about after an educational session to brainstorm the future of staffless commissions at FORUM 2016, in Mobile Alabama. For those of you attending FORUM this July, in Des Moines, Zeigler will lead an educational session on this topic.

We hope you find this resource to be useful

Sincerely,

A handwritten signature in cursive script that reads "Summer Louthan".

Summer Louthan
Certified Local Government Coordinator