

## Cordova Historic Preservation Commission

**Members, affiliations, and Commission officers:**

**Jim Casement**, Cordova public member, **Commission Chair**

Heather Hall, Archaeologist (US Forest Service)

**Brooke Johnson**, Native Village of Eyak, **Commission Vice-Chair**

Sylvia Lange, Cordova Historical Society

**Tom McGann**, Cordova Planning and Zoning Commission, **Commission Secretary**

Cathy Sherman, Cordova Historian

John Wachtel, Historical Architect (National Park Service)

### Mission Statement

The City of Cordova and its citizens seek to identify, protect, and preserve the community’s historic and cultural resources in order to enhance the quality of life and economic well-being of current and future generations.

## Meeting Agenda – Thursday, April 13, 2017

In Community Room B (lower level), Cordova Center, 601 First St., Cordova

**TIME: 5:00 – 6:00 pm**

And via teleconference (contact Cathy Sherman, [acm@cityofcordova.net](mailto:acm@cityofcordova.net) or call 424-6665 for details)

Item #	Description	Leader & estimated time
		Chair Jim Casement, unless otherwise noted
1.	Call to order and roll call	(2 min.)
2.	Public comment period	(3 min.)
3.	Approval of Agenda	(1 min.)
4.	Approval of minutes Jan. 5, 2017 meeting	(2 min.)
5.	Review plans and timeline to complete Certified Local Government grants awarded Nov. 2016	
	a. Red Dragon Historic District – signage and education materials	Nancy Bird (10 min.)
	b. Copper River Highway milepost guide (Mile 0-13)	Sylvia Lange & Cathy Sherman (15 min.)
6.	Review and recommend to Cordova City Council proposed amendments for Cordova City Code, Chapter 18.90 clarifying roles/responsibilities of Cordova Historic Preservation Commission	(10 min.)
7.	Historic building surveys – review a draft outline on how to execute an updated survey of Cordova’s historic buildings	(10 min.)
8.	Correspondence or other materials of interest	FYI – no discussion needed
	a. Annual Certified Local Government Report for Cordova	unless requested
9.	Determine next meeting date (in September or sooner?)	Chair (3 min.)
10.	Public comment period	
11.	Closing comments from Commission members	
12.	Adjournment	

## **Cordova Historic Preservation Commission**

### **Meeting Minutes – Thursday, Jan. 5, 2017**

**Members present:** Jim Casement, Brooke Johnson, Cathy Sherman and Tom McGann in Cordova; and John Wachtel and Heather Hall, via teleconference; Absent: Sylvia Lange  
Others present: Volunteer staff support Nancy Bird.

The meeting was called to order by Chair Casement just after 5 pm.

There were no members of the public present at this time in the meeting. Later in the meeting, Mayor Clay Koplun and City Manager Alan Lanning joined in the audience.

#### **Approval of Agenda**

Motion to approve the agenda as presented made by McGann, seconded by Johnson. Unanimous approval.

#### **Approval of Minutes from October 6, 2016 meeting**

Motion to approve the minutes as presented, made by McGann and seconded by Johnson. Unanimous approval.

#### **Review plans and timeline for two grants received for Certified Local Governments (CLGs) –**

a. Red Dragon Historic District grant approved for a total project cost of \$8,721 (CHPC share \$3,600 in-kind, and Federal share \$4,450 for contractual costs, administrative Indirect costs \$671). The products from this grant will be two historic preservation bronze signs for the Red Dragon and St. George's Church, one additional larger interpretive sign, and additional historic details posted to the Red Dragon Historic District website. Volunteer Nancy Bird briefly described her plans to recruit additional volunteers from the church membership to assist her in researching and drafting the interpretive sign and updating the webpages. She hopes to follow the calendar schedule outlined in the grant application. She will recruit additional helpers, as needed, from the commission or church membership.

b. Copper River Highway Milepost History Tour grant approved for a total project cost of \$7,567 (CHPC share \$3,125 in-kind, and Federal share \$3,860, administrative indirect costs \$582). The products from this grant will be a two-sided color brochure that is a milepost guide from Mile 0 to Mile 12 of the Copper River Highway. Commission members Sherman, Johnson and Lange will coordinate this project.

Both grants must be completed by Sept. 30, 2017. Detailed timelines for project work for each grant are included in their respective grant applications.

#### **Review and approve proposed amendments to Cordova City Code, Chapter 18.90**

Former Museum Assistant Bird reviewed a draft she prepared of city code Chapter 18.90 including proposed amendments. McGann, who also serves on the city's Planning and Zoning Commission, said the P&Z wants to revise the entire Chapter 18 to make it less ambiguous, clarify issues and improve its consistency.

**Motion made** by Sherman, seconded by McGann to recommend to the Planning and Zoning Commission adoption of the Chapter 18.90 amendments as presented.

Discussion ensued and general consensus was in agreement with the revisions proposed. However, it was pointed out that review by the State Historic Officer would be helpful in regards to Section 18.90.040; is the language and process included there still consistent with state statutes and

procedures? After further discussion, consensus reached to withdraw the motion on the floor and have the Commission Chair (Casement) send these proposed code revisions to the State Historic Preservation Officer for review and comment prior to the next CHPC meeting.

**Motion withdrawn** and proposed action stated above endorsed unanimously.

### **Historic Building Surveys**

This discussion follows up from the last meeting where general support was expressed to develop a new survey and inventory of historic properties. Wachtel summarized several detailed historic building surveys completed by state historic officers (focused on Orca Cannery, Lake Avenue and Main Street), and Sherman and Bird briefly described the last (less detailed) historic survey completed in 1985 of the entire town and noted a walking tour was completed in the mid-1990s. Hall briefly described a historic survey recently completed by the community of Hope on Cook Inlet.

Consensus agreement that we should try to review these past resources and others and continue discussion of this project for the future. Casement noted that the new history teacher at the high school would likely be willing to help with a building survey project through as a class project. Some discussion ensued on the value of community involvement in the commission's work.

Wachtel said he could share with other Commission members PDF documents of Rolfe Buzzell's historic survey publications.

### **Next meeting date**

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

### **Closing comments**

Mayor Koplín thanked everyone for their service and expressed interest in the projects.

### **Adjournment**

**Motion to adjourn by McGann.** No objection. The meeting was adjourned at just before 6 pm.

**Certified Local Government Grant Application – October 2016**  
**Sharing the Past: Red Dragon Historic District**  
**Signage and website additions**

**Project Description**

This education project aims to compile engaging and informative outdoor signs and webpages describing the rich history of Cordova's oldest still standing building, the Red Dragon. Built in 1908 by the Episcopal Church, the Red Dragon was open to all as a reading room, game room and gathering place. Artist Eustace Ziegler was its "manager" in its first decade and he designed the adjacent St. George's Church, built in 1918. These two buildings now comprise the Red Dragon Historic District (HD), recognized in 1982 on the National Register of Historic Places.

We propose to compile and install two interpretive signs (approximately 30 x 36 inches) that will provide both visitors and residents highlights and stories of the important role these buildings have played in Cordova's past. More detailed historic web pages will also be posted on the Red Dragon Historic District's website ([www.reddragoncordova.org](http://www.reddragoncordova.org)) and advertised through a variety of media. Finally, we want to install National Register plaques on both the Red Dragon Reading Room and St. George's Episcopal Church.

Two previous Historic Preservation Fund grants were received in recent years (2014-2015) for the Red Dragon HD. The Anniversaries Grant and a Certified Local Government grant together awarded over \$32,000 to this historic district for structural rehabilitation work on the Red Dragon Reading Room. A new concrete foundation and a beautiful cedar shingle roof were installed in 2015 and 2016, with total project costs of \$112,000. Another significant result of these grants was the publication of a National Park Service *Condition Assessment Report for the Red Dragon*.

Project Manager for those grants was Nancy Bird who also will be the Project Manager for this grant, if awarded. Bird previously assisted with the work for HPF grants received in the mid-1980s for the church and Red Dragon (Rev. Diane Tickell was the project manager then). Bird served as Project Manager for a Cordova Historical Society HPF grant project in 1984 which resulted in the publication of "*From Fish to Copper: Cordova's Heritage and Buildings*," by Nicki J. Nielsen (1984).

The interpretive signs proposed for completion through this project will educate visitors and community residents about the historic significance of both the church and Red Dragon Reading Room. While the upgrades completed to these buildings in recent years have received a lot of community support, there is limited knowledge by the public about past uses and activities, as well as the people who made things happen, within the buildings. The signs will be placed on the entry porch of St. George's Church and immediately adjacent to the Red Dragon so that visitors will easily see them.

Both the signs and the increased historical information proposed for placement on the website will help build further financial support for future work required to preserve these buildings. The next major project is rehabilitation of the foundation and roof of St. George's Church. We also want to complete additional interior renovations to preserve and restore the historical integrity of the two structures and also improve existing facilities. Many of these renovations are recommended in the NPS condition assessment report.

## Preservation Objectives

This project supports the following goal of **Certified Local Government grant priorities**:

**Goal 1:** Increase public awareness of the value and importance of Alaska's archeological and historic resources.

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

**Goal 1:** Foster respect and understanding of Alaska's archaeological and historic resources and promote a preservation ethic.

### Objectives:

- Interpret archaeological and historic sites to educate the public
- Improve awareness of and access to historic preservation information
- Encourage accuracy of information about historic places and archaeological sites

**Goal 5:** Promote historic preservation as an economic development tool and provide incentives to encourage it.

### Objectives:

- Demonstrate that historic preservation is a successful economic development tool to maintain, enhance, and revitalize communities and to promote tourism.

It also meets a **priority of our community** by celebrating our past and sharing our history.

Finally, this project **contributes to Cordova's historic preservation plan** by expanding our knowledge about local history, specifically about the individuals who used the two buildings in the Red Dragon HD and activities held there during Cordova's first century. It is a short-term project with tangible goals and results which will serve current and future generations. It also 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.

## Project Location

The project is based at the Red Dragon Historic District in Cordova, Alaska (address is 100 Lake Avenue). St. George's Episcopal Church and the Red Dragon Reading Room are the two buildings included in this historic district, recognized on the National Register of Historic Places in 1982. The HD is located on Lake Avenue between First and Second Streets.

## Work Plan

This is a significant historic area in our community containing Cordova's oldest building. 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, at minimum, two public events about the project near its completion. Teachers and students will be targeted for one of these two events because we are saving Alaska and Cordova history for our future generations to come.

### Timeline for Work Schedule (all dates in 2017)

Jan. – March 15	Research and write content for interpretive signs
February	Order historic register plaques
March	Find best photos for use in both interpretive signs and on the new web pages
April	Install historic register plaques
April 16-May 15	Sign designs finalized by graphic artist

April 30, 2017	1 <sup>st</sup> Quarter Report submitted
April – May 2017	Outline content for new webpages detailing history of two buildings
May 2017	Order interpretive signs
June 2017	Upload new webpages – Go Live!
July 31, 2017	2 <sup>nd</sup> Quarter Report submitted
August 2017	Install interpretive signs
October 31, 2017	Final Report submitted

### **Project Personnel**

Nancy Bird will serve as the Project Manager/Principal Investigator. Her resume is attached. She will be responsible for the research for both content and photographs. She will also draft the content for the interpretive signs and website.

Jason Gabrielson, IT Technician, City of Cordova, may be consulted, as needed, to assist in the design and uploading of content to the webpages.

Susan Ogle and Lisa Marie Van Dyck, graphic design artists, will design the interpretive signs.

The Cordova Historic Preservation Commission encouraged development of this project application and approved its submittal. The Commission will receive updates on the project at their two meetings in January and April 2017; they will also be kept apprised of project progress via email during the summer 2017.

The National Register historic plaques will be ordered from Impact Signs or a comparable company. The interpretive signs will be ordered from Pannier Graphics or a comparable company.

A local contractor will be hired to complete the installation of the historic plaques and the interpretive signs.

### **Budget explanation**

Please see detailed explanations within the budget. The City of Cordova, Cordova Historical Society and the Cordova Historic Preservation Commission are sharing the in-kind personnel costs.

<b>Proposed Budget: HPF Grant Application for CLGs</b>				
<b>Cost Category</b>	<b>Description</b>	<b>Sponsor Share</b>	<b>Federal Share</b>	<b>Total</b>
		<b>40%</b>	<b>60%</b>	<b>\$\$</b>
Personal Services	Research content & photos (100 hours @ \$25/hr); webpage setup (40 hrs @ \$25/hr); laborer (2 hrs @ \$50)	3,600		3,600
+ Travel				0
+ Contractual	Historic Register plaques & interpretive signs (\$1,200 + \$2,000); Graphic artist design (10 hrs @ \$85)		4,450	4,450
+ Supplies/Materials				0
+ Other (specify)				0
<b>Equals All Direct Costs</b>		<b>3,600</b>	<b>4,450</b>	<b>8,050</b>
x 8.33 % State Indirect Cost				671
<b>= Total Project Costs (TPC)</b>				<b>8,721</b>
Sponsor: 40% of TPC				<b>3,488</b>
Federal: 60% of TPC				<b>5,232</b>
Minus State Indirect Cost				671
<b>Equals Potential Reimbursement to Sponsor</b>				<b>4,562</b>

**Source of Sponsor's Share of TPC**

Cash Expenditures	100
+ In-kind	2500
+ Donations	1000
<b>= Sponsor's 40% of TPC</b>	<b>3,600</b>

**Instructions: Double click inside the worksheet to activate formulas and complete budget.**

1. Calculate anticipated expenses and describe in appropriate Cost Categories to obtain "All Direct Costs."
2. Add State Indirect Cost to obtain "Total Project Costs" or TPC.
3. Multiply "Total Project Costs" by .40 and .60 to determine sponsor and federal shares.
4. Subtract the State Indirect Cost from federal share to obtain "Potential Reimbursement to Sponsor."

**Certified Local Government Grant Application – October 2016**  
**Copper River Highway Milepost History Tour**

**Project Description**

Twelve miles of the Copper River Highway are well traveled on a daily basis, although numerous historic sites along this route are not well-known. In 2008, the Alaska Legislature officially recognized and named seven bridges along this section of the highway for former Cordovans. Recently installed highway signs acknowledge this honor but few who pass by are aware of who these individuals were or why they are being recognized.

We propose to produce a two-sided color brochure describing both the highlights of historic sites between Milepost 0 and 12 of the Copper River Highway, and detailing the service of the recognized individuals (for whom bridges are now named). We also will post the content of this brochure online and advertise its availability through the City of Cordova's and the Cordova Chamber of Commerce's websites, as well as other venues.

Milepost 0 of the Copper River Highway is at the original Ocean Dock, adjacent to the current Ocean Dock where the Alaska Marine Highway ferries dock. Milepost 12 is at the Cordova Airport, officially called the Merle K "Mudhole" Smith airport.

**Tentative list** of mileposts to include in this brochure (further details about these sites would be written up):

- Milepost 0 – Cannery Row and original Ocean Dock, where the Copper River & Northwestern Railway began its 196-mile journey to the Kennecott Copper Mines
- Milepost 0.5 – Turnoff to Railroad Avenue which was the railroad's route along the waterfront
- Milepost 1 – Masonic Hall, built 1925
- Milepost 1.1 – Downtown district, 1 block by 2 blocks lost to major fire in 1963
- Milepost 1.2 – Alaskan Hotel and Bar, built 1908
- Milepost 1.2 – Cordova House, built 1908
- Milepost 1.3 – Former Lutheran Church
- Milepost 1.3 – Pioneer Igloo #19, built 1927
- Milepost 1.4 – Red Dragon Historic District, located adjacent to the original Cordova Depot for CR&NWR
- Milepost 1.5 – former trestle crossing of the CR&NW Railway over Odiak Slough; point out that the hospital is on the site of the railway's Roundhouse, on Odiak Pond.
- Milepost 1.8 – One of the oldest native cultural sites, the summer fishcamp for Eyak natives
- Milepost 2 – Powder House was the site of the dynamite storage shack for the railway.
- Milepost 4 – Historic marble marker made by CR&NW Railway builder Michael Heney in honor of the laborers who build it.
- Milepost 5 – Major avalanche occurred here in January 2000.
- Milepost 5.7 – Eyak Lake exits into Eyak River; bridge is named for Marie Smith Jones, the last Eyak Native who was fluent in the Eyak language and who worked tirelessly to preserve Eyak. Downriver is the site of an original Eyak native village. The largest Eyak native village was at Alaganik, at Milepost 22.
- Milepost 7 – US Naval communities site established 1910; small community here until about 1920. Later used by Alaska Dept. of Transportation; remnants of DOT building still standing.

- Milepost 7.5 bridge – Michael Dean Banta was a veteran killed during the Vietnam War (Born 10/5/1949, Died 10/2/1970)
- Milepost 8.1 bridge – Warren Allen Paulsen was a veteran killed in the Vietnam War (Born 8/10/1944, Died 6/24/1969)
- Milepost 9.2 - David Alen Lape was a veteran killed in the Vietnam War (Born 9/28/1911, Died 11/27/1967)
- Milepost 9.7 bridge – David Henry Elisovsky was a veteran killed in the Vietnam War (Born 7/24/1947, Died 1/23/1966). Awarded the Military merit Medal and Gallantry Cross with Palm.
- Milepost 10.2 – US Forest Service gazebo and information kiosk
- Milepost 10.4 bridge – Leonard F. Olson was a World War II veteran who died April 13, 1945, in Okinawa.
- Milepost 11 bridge – Norman D. Olsborne was a World War II veteran who died April 25, 1945 from wounds sustained in action in Luxemburg on Jan. 6, 1945. Awarded the Purple Heart and Oak Leaf Cluster.
- Milepost 12 – US Coast Guard Aviation station, established in 198x to provide search and rescue primarily for the commercial fishermen and women.
- Milepost 12.3 – Merle K. “Mudhole” Smith airport. Named for Smith who was a bush pilot for decades, owning Cordova Airlines which he sold to Alaska Airlines.

### **Preservation Objectives**

This project supports the following goal of **Certified Local Government grant priorities**:

**Goal 1:** Increase public awareness of the value and importance of Alaska’s archeological and historic resources.

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

**Goal 1:** Foster respect and understanding of Alaska’s archaeological and historic resources and promote a preservation ethic.

#### **Objectives:**

- Interpret archaeological and historic sites to educate the public
- Improve awareness of and access to historic preservation information
- Encourage accuracy of information about historic places and archaeological sites

**Goal 5:** Promote historic preservation as an economic development tool and provide incentives to encourage it.

#### **Objectives:**

- Demonstrate that historic preservation is a successful economic development tool to maintain, enhance, and revitalize communities and to promote tourism.

It also meets a **priority of our community** by promoting our history and improving signage in our community.

Finally, this project **contributes to Cordova’s historic preservation plan** by expanding our knowledge about local history, specifically about the individuals and their families for whom bridges are named along the Copper River Highway. It is a short-term project with tangible goals and results which will serve current and future generations. It also 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.

## **Project Location**

The Copper River Highway is Alaska State Highway 10 in Cordova and is located in Southcentral Alaska.

## **Work Plan**

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, at minimum, two public events about the project near its completion. Teachers and students will be targeted for one of these two events because we are saving Alaska and Cordova history for our future generations to come.

### Timeline for Work Schedule (all dates in 2017)

Jan. – Feb.	Research and write content for brochure
March	Find best photos for use in brochure and/or on the webpages
By April 20	Brochure designed by graphic artist
April 30, 2017	1 <sup>st</sup> Quarter Report submitted
By May 1	Brochures printed
June 2017	Upload new webpages – Go Live!
July 31, 2017	2 <sup>nd</sup> Quarter Report submitted
October 31, 2017	Final Report submitted

## **Project Personnel**

Sylvia Lange will serve as the Project Manager/Principal Investigator. She will be responsible for supervising the research for both content and photographs. She will work with Cordova Museum staff (Nancy Bird and Cathy Sherman) and other Cordova Historic Preservation Commission members in drafting the brochure's content.

Brief biographic, Sylvia Lange - Born and raised in Cordova, Alaska, Lange's mother came from Katalla (on the east side of the Copper River), and her father was from Peak Island in Prince William Sound. Her grandmothers were Tlingit and Aleut, and her grandfathers were Danish and German immigrants. Lange spent most of her life as a commercial fisherman on the Copper River Delta and Prince William Sound. She is married and has raised three children. Currently, she and her husband own and operates the Reluctant Fisherman Inn. She is also active on several Boards, currently serving on the First Alaska Institute's Board and on the Cordova Historic Preservation Commission.

Susan Ogle and Lisa Marie Van Dyck, graphic design artists, will design the brochure. Jason Gabrielson, IT Technician, City of Cordova, may be consulted, as needed, to assist in the design and uploading of content to the webpages. Printing of the brochure will be contracted with a commercial printing company; bids will be solicited from, at least, two companies to obtain the lowest price.

The Cordova Historic Preservation Commission encouraged development of this project application and approved its submittal. The Commission will receive updates on the project at their two meetings in January and April 2017; they will also be kept apprised of project progress via email during the summer 2017.

## **Budget explanation**

Please see detailed explanations within the budget. The City of Cordova, Cordova Historical Society and the Cordova Historic Preservation Commission are sharing the in-kind personnel costs.

**Proposed Budget: HPF Grant Application for CLGs**

<i>Cost Category</i>	<i>Description</i>	<i>Sponsor Share</i>	<i>Federal Share</i>	<i>Total</i>
		<b>40%</b>	<b>60%</b>	<b>\$\$</b>
Personal Services	Research content & photos (95 hours @ \$25/hr); setup webpage (30 hours @ \$25/hr)	3,125		3,125
+ Travel				0
+ Contractual	Graphic artist (16 hours @ \$85/hr) & printing (3,000 copies @ \$2,500)		3,860	3,860
+ Supplies/Materials				0
+ Other (specify)				0
<b>Equals All Direct Costs</b>		<b>3,125</b>	<b>3,860</b>	<b>6,985</b>
x 8.33 % State Indirect Cost				582
<b>= Total Project Costs (TPC)</b>				<b>7,567</b>
Sponsor: 40% of TPC				<b>3,027</b>
Federal: 60% of TPC				<b>4,540</b>
Minus State Indirect Cost				582
<b>Equals Potential Reimbursement to Sponsor</b>				<b>3,958</b>

**Source of Sponsor's Share of TPC**

Cash Expenditures	0
+ In-kind	1,625
+ Donations	1,500
<b>= Sponsor's 40% of TPC</b>	<b>3,125</b>

**Instructions: Double click inside the worksheet to activate formulas and complete budget.**

1. Calculate anticipated expenses and describe in appropriate Cost Categories to obtain "All Direct Costs."
2. Add State Indirect Cost to obtain "Total Project Costs" or TPC.
3. Multiply "Total Project Costs" by .40 and .60 to determine sponsor and federal shares.
4. Subtract the State Indirect Cost from federal share to obtain "Potential Reimbursement to Sponsor."
5. Show amounts comprising the "Source of Sponsor's Share."

**From:** Louthan, Summer L (DNR) <summer.louthan@alaska.gov>  
**Sent:** Monday, January 09, 2017 9:03 AM  
**To:** Nancy Bird  
**Subject:** RE: Request for your review of Cordova's code regarding Historic Preservation Commission

**Follow Up Flag:** Flag for follow up  
**Flag Status:** Flagged

Nancy,

Hello and Happy New Year. The only things on our end that we want or need to see in an ordinance for the CLG program are below. As long as it lays out that the commission will do the following things than you should be good. Right now it looks like the only thing that is specifically called out is reviewing NR nominations. Number 2 is somewhat covered in your C. Provide Advice and Information, but it would be good to add some language about reviewing and making comments on projects. Number one is discussed in your F but we would suggest changing the “commission may” to the “commission shall draft...”

The local government’s historical preservation commission will:

- 1) develop a local historic preservation plan providing for identification, protection, and interpretation of the area's significant cultural resources. This plan is to be compatible with the Alaska historic preservation plan.
- 2) review and make recommendations about local projects that might affect properties identified in the historic preservation plan.
- 3) review nominations to the National Register of Historic Places for properties within its jurisdiction.

Let me know if you have any questions.

Summer

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**From:** Nancy Bird [<mailto:nancy@cityofcordova.net>]  
**Sent:** Saturday, January 07, 2017 2:07 PM  
**To:** Louthan, Summer L (DNR) <[summer.louthan@alaska.gov](mailto:summer.louthan@alaska.gov)>  
**Cc:** Jim Casement <[jcasement@gci.net](mailto:jcasement@gci.net)>; Cathy Sherman <[ACM@cityofcordova.net](mailto:ACM@cityofcordova.net)>  
**Subject:** Request for your review of Cordova's code regarding Historic Preservation Commission

Hi Summer,

I'm sending you an electronic copy of the current Cordova City Code which established and governs the Historic Preservation Commission. You'll see proposed amendments (strike-outs and additions in a few sections), primarily housekeeping from our end, that the Commission is in favor of recommending be adopted. Before sending these recommended amendments up the chain here, we'd like your review of the code, particularly the section that references state activities/plans.

Jim Casement, Chair of the Commission, is sending you a formal letter with a hard copy of these proposed code amendments. You'll probably receive it in the mail in a few days. I thought you might like it electronically as well.

Thanks!

**Nancy Bird**

## Second **DRAFT** of Amendments proposed for Commission's consideration

Strikeouts are proposed deletions; underlined are proposed additions.

### Chapter 18.90 - CORDOVA HISTORICAL DISTRICT AND HISTORIC PRESERVATION COMMISSION

Sections:

18.90.010 - Cordova ~~historical~~ Historic Preservation Commission established.

- A. There is created a historic preservation commission. The commission shall have seven members which shall consist of one currently sitting member of the Cordova planning and zoning commission, one current member of the Cordova Historical Society, one member selected by the Native Village of Eyak and four public members appointed by the mayor and confirmed by the city council. One of the public members shall be a Cordova resident with a demonstrated interest or knowledge of historic preservation. The final three members shall be professionals, as defined by the National Park Service Regulations, from the disciplines of history, architecture or architectural history, and archaeology.
- B. Ex Officio Members. The mayor and the city manager shall be ex officio members of the commission and shall have the privilege of the floor, but no right to vote.
- C. Terms of Office. Members of the commission shall be appointed for three-year terms, provided however, that in the first instance one member shall be appointed for one year, two members appointed for two years and two members appointed for three years.
- D. Filling of Vacancies. Appointments to fill vacancies shall be for the unexpired term of the vacated position.

(Ord. 751, 1995; Ord. 746 § 1, 1994; Ord. 691(part), 1992).

18.90.020 - Cordova ~~historical~~ Historic preservation commission-Officers.

- A. The commission shall annually organize and elect a chair, vice-chair, and secretary at the first meeting of a new fiscal year. ~~following appointment of new commissioners, but in any event no later than July 31st of each year~~
- B. The chair shall preside over the meetings of the commission and shall exercise all powers usually incident to the office and shall be a voting member with full right to have his vote recorded in all deliberations of the commission.
- C. The vice-chair shall assume the duties of the chair in his absence. In case of the absence of both the chair and the vice-chair, the members present may elect a temporary chair for the meeting who shall, during such meeting, have full powers of the chair.
- D. The secretary shall be responsible for taking and typing minutes of all meetings of the commission, and for providing the minutes to the city clerk for distribution and recordkeeping.

(Ord. 751, 1995; Ord. 746 § 2, 1994; Ord. 691(part), 1992).

18.90.030 - Cordova ~~historical~~ Historic Preservation commission-Meetings.

- A. The commission shall meet regularly at a time and place set by the commission. The commission will meet twice a year at a minimum. The commission shall conduct business in accordance with the Open Meeting Laws of Alaska. This includes adequate public notice of all meetings including the meeting time, place and agenda items. Notice of postponement of any regular meeting must be given to each member and to the public at least twenty-four hours in advance.
- B. Special meetings may be called by the chair and at such times as the commission may determine necessary provided that at least twenty-four hours' notice of a special meeting is given to each member at his established residence or business, and to the public.
- C. The commission shall keep minutes of its proceedings showing the vote on each issue and the number absent or failing to vote. The commission shall keep records of its official actions, all of which shall be filed in the office of the city clerk and shall be kept as a public record.
- D. A majority of the membership of the commission shall constitute a quorum for the transaction of business. A public hearing may be opened and comments received without a quorum of the commission present, provided that no action may be taken on any issue until minutes have been received by absent commission members. Action can then be taken at the next meeting. Action can be taken after the public hearing if a quorum is assembled and all members present are informed of the substance of public testimony.
- E. The commission shall conduct business using the latest edition of Robert's Rules of Order. All main motions shall be made in the affirmative.
- F. Any member who has a substantial personal interest or financial interest of any kind in any questions being voted upon shall identify his interest and declare a possible conflict of interest. He shall not be excused from voting thereon except with the concurrence of the majority of the members present.
- G. Any member of the commission anticipating an absence from commission meetings shall so advise the commission. A member who misses three consecutive regular meetings without prior excuse shall automatically be recommended for replacement to the mayor.
- H. All recommendations by the commission to the planning commission or to the city council shall be made by resolution. Resolutions shall be numbered consecutively within each year according to the sequence of approval and shall be signed by the chair and secretary.
- I. Rules and procedures of the commission may be amended at any regular or special meeting by a majority vote of the membership of the commission.

(Ord. 751, 1995; Ord. 691(part), 1992).

18.90.040 - Cordova ~~historical~~ Historic preservation commission-Powers and duties designated.

- A. ~~Survey and Inventory of Community Historic Resources. The commission shall conduct or cause to be conducted a survey of the historic, architectural, and archaeological resources within the community. The survey shall be compatible with the Alaska Heritage Resources Survey and able to be readily integrated into statewide comprehensive historic preservation planning and other planning processes. Survey and inventory documents shall be maintained and released on a need-to-know basis to protect sensitive site locations from possible vandalism. (Section 3.(a-c) CLG regulations). The survey shall be updated at least every ten years. Develop a local historic preservation plan providing for identification, protection, and~~

interpretation of Cordova's significant cultural resources. This plan is to be compatible with the Alaska historic preservation plan.

- B. Review and make recommendations about local projects that might affect properties identified in the historic preservation plan.
- C. Review Proposed Nominations to the National Register of Historic Places. The commission shall review and comment to the State Historic Preservation Officer on all proposed National Register nominations for properties within the boundaries of the community. When the commission considers a National Register nomination which is normally evaluated by professionals in a commission, the commission will seek expertise in this area before rendering its decision.
- D. Provide Advice and Information. The commission shall act in an advisory role to the Cordova planning and zoning commission who will make recommendations to the Cordova city council. It shall also advise and assist other city officials and departments and the public regarding the identification, protection, and enhancement of local historic and archaeological resources. The commission shall work toward continuing education of citizens regarding historic preservation. It shall assist property owners in any way necessary including help with getting their property on the National Register and in identifying funding sources for specific projects.
- E. The commission shall support the enforcement of the Alaska Historic Preservation Act (AS 41.35).
- F. The commission shall support the enforcement of any local preservation laws that may be passed.
- G. The commission ~~may~~ shall draft or make recommendations on local preservation ordinances, a preservation plan, or an overall development plan with a preservation or "building style" theme and make recommendations to the planning and zoning commission who, in turn, will make recommendations to the city council.

(Ord. 751, 1995; Ord. 746 § 4, 1994; Ord. 691(part), 1992).

~~18.90.050 – Continuation.~~

~~The city council, annually at the first meeting in November, by an affirmative vote, may continue the existence of the commission. In the absence of an affirmative vote by council, the commission will cease to exist within thirty days.~~

(Ord. 751, 1995; Ord. 746 § 5, 1994).

## 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 23, 2017  
Prepared by: Cathy Sherman and 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       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).

Jim Casement, Chair (Cordova Public Member); Heather Hall (Archaeologist, US Forest Service); Brooke Johnson (Native Village of Eyak); Sylvia Lange (Cordova Historical Society); Tom McGann (Cordova Planning and Zoning Commission); Cathy Sherman (Cordova Historian); and John Wachtel (Historical Architect, National Park 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.

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.

October 6, 2016; January 5, 2017; and scheduled meeting in early April 2017

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

Attached         Not Attached

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

**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.*

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

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.

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

Yes             No

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

**D. PRESERVATION PLANNING ACTIVITIES:**

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

Yes             No

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

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

**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.

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).

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.

**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?
3. Please provide a summary or list of the types of local projects reviewed that impacted or had the potential to impact historic properties.
4. Has your CLG participated in any Section 106 consultations?
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?

**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.

**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

2. If yes, please provide a list of grants applied for and received.
  1. Red Dragon Historic District, signage and website additions
  2. Copper River Highway Milepost History Tour
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.

**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: Cathy Sherman

Title: Museum Director

Address: PO Box 391, Cordova, AK 99574

Phone number: 907-424-6665

Email: acm@cityofcordova.net

COMMISSION CHAIR

Name: James (Jim) Casement

Phone number: 907-424-7363

Email: jcasement@gci.net

## ADDITIONAL CLG/COMMISSION CONTACT

Name: Nancy Bird

Title: Volunteer, Cordova Museum and Cordova Historical Society

Phone number: 907-429-5800

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

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