

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

5 – 5:45 p.m.

Conference rooms, 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 24d

Remarks:

lot in back lot, has access from 2 streets - unimproved

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
- # 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	Drain	
26	Appl Living	
	Area 600	2.25
27	Space Heat	
28	Oil Tank	
29	3 Fin	
30	Kitchen	
31	with tank	
122	Plywood 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' x 13 1/2' - part basement
 12' x 600 = 7200
 600 x 32 = 1800
 9000
 Spine - Reconst. 11/14/72
 76 ADD LAND N.C. @
 2. L.A. RR ROW



Owner Domestic & Foreign Missionary Society of Prot. Episcopal Church of USA
 Mailing Address _____
 Property Address 201 Boardwalk Way

Permits # 135/ NOV 67
\$150/MO., FURN + ALL UTIL.
 Date Built 1964 (old folder)

Observed Physical Condition
 Exterior FAIR+ Interior F+ Foundation Good

BUILDING TYPE AND USE
 Single
 Double
 Other
 # 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
 Concrete
 Outside Entrance
 Rec. Room Size
 Living Area Size
 Fin. Walls Kind
 Fin. Floor 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

4. EXTERIOR 4.0
 Concrete Block
 Sheathing Kind
 Building Paper
 Insulation Kind
 Stucco
 Siding Asb Kind
 Shakes
 Bricktex
 Log Slab
 Log Siding
 Metal
 Plywood

5. ROOF 3.0
 Flat
 Gable Hip
 Other Kind
 Shingle
 Shakes
 Composition # Shingle
 Insulation Kind
 Tar Paper
 Metal Alum Kind
 Built-up
 Other

6. INTERIOR 4.0
 Insulation Board
 Plasterboard
 Plaster
 Masonry
 Wood Paneling
 Plywood varnished
 Finished
 Unfinished
 Open Stud

6. INTERIOR (Continued)
 Trim Soft Kind
 Grade P A G
 Floor Number Rooms 3 Number Baths (2 1/2)
 Basement
 1st Floor 9 13
 2nd Floor
 3rd Floor
 Attic
 Total #
 Grade of Floor Plan P A G
 Ceiling Height
 Basement
 1st Floor
 2nd Floor
 Attic

Grade of Kitchen P A G
 Oven Built-in
 Range Built-in
 Bath Room Finish P/W

Attic Stairway
 Attic Unfinished
 Attic Useful %
 Number Dormers
 Shed Type Size
 Gable Size

7. FLOORS 4.0
 1st Floor o.c.
 Bridged
 Post Size o.c.
 Beam Size o.c.
 2nd Floor o.c.

7. Floors (Continued)
 FINISH
 Wood DR
 Concrete Concrete
 Bath A.TILE
 Living Room A.TILE
 Bed Room A.TILE
 Kit A.TILE

8. HEAT 2.0
 Stove
 Oil Furnace
 Coal Stoker
 Hot Water
 Hot air Forced
 Radiant
 Space Heater Kind
 Floor Furnace
 Number of Chimneys
 Kind
 NUMBER OF FIREPLACES
 Basement
 1st Floor Type

9. PLUMBING 4.0
 # Tubs w/shower
 # Toilets
 # Basins DBL
 # Kitchen Sinks
 # Shower Stalls
 # Hot Water Tanks
 # Gallons Kind
 # Laundry Trays
 Total Number Fixtures

9. PLUMBING (Continued)
 Water Source City
 Sewer Source City
 10. ELECTRICAL 3.5
 Wired
 220 Service
 TOTAL GRADE 3.6
 11. GARAGE
12x24 Alum
metal frame
no finish
16' floor
2x4's

12. PORCHES
20' x 6' 5" x 2' = 39'

13. YARD IMPROVEMENTS

Other Buildings	Area	Floor	Roof	Interior	Heat	Plumb	Unit Cost	Adds & Deducts	Repl. Cost	Age	Condition	Building Cost
Garage 10' x 24'	240	none	gble	none	none	none	3.75		1080	-	60%	432

BUILDING VALUE CALCULATION

Item No.	Area or Quantity	Unit Cost	Total
1	600	16.37	9,822
2.5	Flu. Comp.		
9	900 @ 38		34,200

OPERATIONS AND PROCEDURES

Performed By	Date
Inspection	11-10-67
Classification	Taxp 1/68/67
Calculation	
Review	

BUILDING AREA CALCULATION

Square Feet - Ground Area			
Floor or Part	Width	Length	Area
A 1 B	20	30	600

ADDITIONS AND DEDUCTIONS

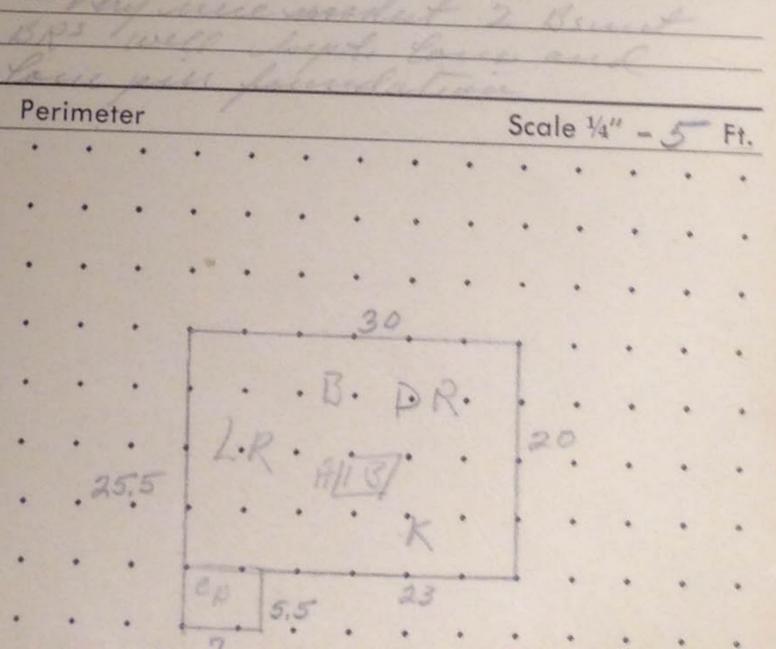
Brnts		1950
Brnt lining		
Area 600	2.25	1350
space Hts.		50
water tank		180
3 Fix.		750
K. sink		140
water tank		190
Cl. pd. 39'	5.0	331
23,582	R-4-24.6	
2,600	R-10-19.76	
19,116	5M 23' x	
3300		
17,116	970	= 24,700

DEPRECIATION AND OBSOLESCENCE

COST LESS PHYS R200 %
 COST LESS OBSOL 195 %
 DEPREC. VALUE R-112 %
 DEPREC. COST R-116 %
R-118
 MARKET 3.6, F+
 \$ 17.00 x 600 SF \$ 10,200
130 E.R. x 80 GMM \$ 10,400

SUMMARY OF APPRAISED VALUE

Principal Building Appraisal	10,200
Other Principal Buildings Appraisal	
Accessory Buildings	100



Lot 22, 455 822 and
 Lot 4, 455 828 as in
 BK 18, Pg 250

(R6 64)

6-A-1
 See legal withs
 Lots B-G

no fin floor, ceil, wall

Balance garb kit, tile floor,
all ceil, 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

ND '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 _____	Trim <u>scab</u> Kind _____ Grade <input checked="" type="checkbox"/> P _____ A _____ G _____ Floor _____ Number Rooms _____ Number Baths _____ Basement _____ 1st Floor <u>2+2</u> _____ 2nd Floor _____ 3rd Floor _____ Attic _____ Total # _____ Grade of Floor Plan <input checked="" type="checkbox"/> P _____ A _____ G _____ Ceiling _____	FINISH Wood _____ Concrete _____ Bath _____ Living Room <u>fir</u> Bed Room <u>fir</u>
FOUNDATION	5. ROOF	3.0	8. HEAT	
Concrete Thick _____ Conc. Block _____ Wood Posts _____ Skids _____ Wood _____	_____ _____ _____	_____ _____ _____	Stove _____ Oil Furnace <u>TK</u> Coal _____ Stoker _____ Hot Water _____	
			9. PLUMBING (Continued)	
			Water Source <u>city</u>	

Lot 18 Buss 828
as in BK 45 Pg 61



10-76

BASE
Par
Full
Crib
Con
Out
Rec
Livin
Fin
Fin
Fin

FRAME



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