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**Historic Preservation Commission  
Harrigan Centennial Hall  
Regular Meeting of March 9, 2011  
Minutes**

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- I. CALL TO ORDER** – Chair James Kinsman called the meeting to order at 6pm.
- II. ROLL CALL**  
Present: James Kinsman, Peter Gorman, Roby Littlefield, Judith Ozment and James Poulson.  
Absent: Pat Eliason (excused); STA Representative (Vacant due to resignation).  
Assembly Liaison: Pete Esquiro (excused/absent).  
City Staff: Melissa Henshaw, Planning Department.  
Contract Secretary: Gail J. Peterson.  
Guests: Thelma Carter and Ted Laufenberg, St. Peter’s-by-the-Sea Episcopal Church; Rebecca Poulson, Sitka Maritime Heritage Society.
- III. Welcome to New Commissioner(s).**  
Chair Kinsman welcomed James Poulson as the newest Commissioner of HPC.
- IV. APPROVAL OF AGENDA**  
**M-Gorman /S-Littlefield to approve the Agenda.**  
**Motion carried.**  
  
**M-Littlefield/S-Ozment to consider November 17, 2010 Special Meeting Minutes under Approval of Minutes.**  
**Motion carried.**
- V. APPROVAL OF MINUTES:** November 17, 2010 Public Meeting & Open House; January 19, 2011 Special Meeting; February 9, 2011 Regular Meeting.  
**M-Littlefield/S-Ozment to approve November 17, 2010 Special Meeting minutes.**  
**Motion carried.**  
  
**M-Littlefield/S-Poulson to approve January 19, 2011 Special Meeting minutes.**  
**Motion carried.**  
  
**M-Gorman/S-Ozment to approve February 9, 2011 Regular Meeting minutes.**  
**Motion carried.**
- VI. GUESTS &/or PERSONS TO BE HEARD** – None.
- VII. REPORTS & CORRESPONDENCE**
- a) Chair Kinsman
- Reported “This Old House” web article was published.
  - The joint PSA with Sitka Historical Society is still in draft format and was discussed.
- b) Commissioners: None.
- c) Staff: Melissa Henshaw, Planner I:
- SJ Campus transfer ceremony to Alaska Arts SE will be March 12, 2011; all invited.
  - Reports compiled for the State were discussed (HP Grant and Annual Report).
  - Commission calendar was reviewed.

## VIII. REQUESTS FOR REVIEW:

### a. **St. Peter's-by-the-Sea Church:**

Ted Laufenberg and Thelma Carter introduced the project to restore a stained glass window. In the early 1960's a window at the back of the Church was boarded up and filled-in with stone to match the Church exterior. This past year the parish installed an interior Columbarium in this area. St. Peter's Columbarium group would like to restore the window to circa 1930's with stained glass. Commissioners reviewed plan drawings, contemporary historic photos of the Church and *A Brief History of St. Peter's-by-the-Sea Episcopal Church to the Year 2000* by Nancy Ricketts. Commissioner questions were answered and the project discussed. Commissioners noted St. Peter's stewardship of its historic buildings and appreciated the project was presented for Commission review.

**M-Gorman/S-Poulson to approve the project as brought before the Commission.  
Motion carried.**

### b. **Japonski Island Boathouse:**

Rebecca Poulson provided the 100% design plans for Japonski Island Boat House. The plans were reviewed in detail and discussed. Commissioner questions were answered.

**M-Gorman/S-Ozment to approve the Japonski Island Boat House plans as presented by Rebecca Poulson for the Sitka Maritime Heritage Society.  
Motion carried.**

[Commissioner Littlefield was excused from the remainder of the meeting.]

## IX. UNFINISHED BUSINESS

### a) **Historic Preservation Plan.**

Commissioners reviewed pages 2 and 3 of the draft Sitka Historic Preservation Plan and considered public comments as they pertained to these pages. The overall design layout of the document was discussed. Commissioners would like photographs and/or graphics on a page to directly relate to the content of text on the page.

Commissioner Gorman recommended a compelling introduction about Sitka's unique characteristics and the need for an historic preservation plan. This is standard to community historic preservation plans, and provides clarity about intended use(s) and users of the plan.

Directors again considered how best to proceed with revisions to the draft Historic Preservation Plan. Commissioners will continue with a page by page review of the current draft. In doing so, an outline to revise the Historic Preservation Plan can be refined.

Chair Kinsman noted the next round of CLG grant submissions are due October 15, 2011. Commissioners discussed strategy to secure additional Historic Preservation Plan funds. A section of the HP Plan could outline a process to secure CLG grants.

Commissioners will continue page by page review of the Pollnow authored draft plan. Ms. Henshaw will keep the notes on resulting revisions and the developing outline for a revised draft HP Plan.

Commissioner Gorman recommended utilizing as a template the Secretary of Interior's outline for a Historic Preservation Plan. This will be available at the next meeting to compare to the current draft document.

**M-Gorman/S-Poulson to utilize the outline for historic preservation plans from the Secretary of the Interior's Standards for review and revision of Sitka's draft plan. Motion carried.**

A copy of the Secretary of Interior's outline will be included in future packets.

It was recommended the STA representative packet and/or HPC communications be sent in care of STA's General Manager, Lisa Gassman.

Pages 2 – 4 of Sitka's draft HP Plan will be considered at the April 13, 2011 meeting. This agenda item will be limited to about 15 minutes and not to exceed 8pm.

**b) Discussion of areas to designate for automatic review per Planning Map.** Commissioners provided comments and concerns. Commissioners recognized a need for public comment on designated boundaries and justification of boundaries. A local register and criteria need to be developed, based on a refined ordinance. Meanwhile, the Planning Department would like feedback on rough boundaries that can be indicated on the Planning map for City staff to utilize and as one additional tool to develop awareness among builders and residents. Areas to include were noted: Alice Island, Swan Lake, Geodetic Way, neighborhoods bordering Saw Mill Creek Boulevard; boundaries will remain fluid. Chair Kinsman will re-draft a map as discussed, along with brief justifications, for further Commission consideration.

**M-Gorman/S-Ozment to authorize Chair Kinsman to draft a map showing expanded boundaries as discussed. Motion carried.**

**X. NEW BUSINESS.**

**M-Ozment/S-Gorman to postpone discussion of USGS Bunker Demolition and Foreclosure to next month's meeting. Motion carried.**

**XI. NEXT MEETING DATE(S) and/or Agenda Items:  
Wednesday, April 13, 2011 at 6pm.**

**XII. ADJOURNMENT.**

**M – Gorman/S – Poulson to adjourn. Motion carried.**

The Chair adjourned the meeting at 8:16pm.

Minutes Prepared by: Gail J. Peterson, Contract Secretary