



# City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

*Coast Guard City, USA*

## **SITKA HISTORIC PRESERVATION COMMISSION**

Regular Monthly Meeting

**Held Telephonically**

April 8, 2020 6 p.m.

### **FINAL MINUTES**

#### **I. CALL TO ORDER & ROLL CALL**

**Chair Littlefield called the meeting to order at 6:00 PM.**

**Present:** Roby Littlefield (chair), Anne Pollnow, Ana Dittmar, Candace Rutledge, James Poulson

**Absent:** Scott Saline, Bob Sam, Kevin Mosher (assembly liaison)

**Staff:** Amy Ainslie

**Public:** None

#### **II. APPROVAL OF AGENDA**

**M-Poulson/S-Dittmar moved to approve the agenda. Motion passed 5-0 by roll call vote.**

#### **III. APPROVAL OF MINUTES**

A. March 11, 2020 minutes

**M-Poulson/S-Dittmar moved to approve the March 11, 2020 minutes. Motion passed 5-0 by roll call vote.**

#### **IV. GUESTS &/OR PERSONS TO BE HEARD**

Commissioner Poulson informed the Commission that work was on-going at Stevenson Hall including windows and siding. He stated that he would continue to document the current work with photos.

#### **V. REPORTS & CORRESPONDENCE**

Ainslie informed the Commission the Planner I position was vacant and could not be feasibly filled until the effects of the pandemic had subsided. Ainslie clarified that a temporary office assistant was hired to help with the day-to-day running of the department, but that Ainslie would continue as the primary contact for the Commission.

Ainslie followed up on a question from Commissioner Pollnow concerning the Section 106 review

for the Seaplane Base. Ainslie had teleconferenced with the project team earlier in the day to clarify the process. Ainslie explained that a more thorough review involving the Commission would take place hopefully in May, dependent on the ability of the contractors to make a site visit. She clarified that the information provided to the National Park Service (NPS) had been basic information and was not intended as the full review. The project team was developing a more detailed plan and site survey before it would be presented to the Commission. Ainslie stated that more information will be given in the coming months.

Ainslie stated that communications had been sent to recipients of the CLG Grants to remind them of the first quarter reporting deadlines, reports due to the city by April 15th. Ainslie would follow up with another correspondence before the due date. Pollnow asked about potential delays on projects due to travel difficulties, grant requirements for out of state contractors, and an end date in September. Ainslie stated that SHPO was currently understaffed and had not responded to those questions yet, but she would attempt to make contact again by the end of the week.

Pollnow expressed concern about the modern exterior look of the restored Mill Building. Poulson clarified that the new materials used matched the material and profile of the original, but it would look new until a patina developed. Poulson stated that the project retained much of the original lumber and flooring, but some changes due to safety codes and building style did make the restoration appear modern.

## **VI. OLD BUSINESS**

### **B. Historic Preservation Plan**

Ainslie stated that at the last meeting it had been decided that commissioners would read the plan and submit edits and comments to the Planning Department. She had received edits and comments from one commissioner and asked for updates from the rest. Poulson and Rutledge requested more time to finish edits and would submit curbside or in email. Dittmar discussed the edits and comments she had submitted to the department. Littlefield asked for all Commissioner comments and edits to be submitted by the next meeting to be discussed and approved. Littlefield asked about the timeline for public and State office commentary, which could occur concurrently.

Commissioners and staff agreed the public comment period should last at least one month, but may remain open for several months, depending on the amount of public feedback received.

Commissioners agreed to discuss the edits and comments at the following meeting and plan for public comment.

## **VII. NEW BUSINESS**

None.

## **VIII. SET NEXT MEETING DATE(S):**

(2nd Wednesday of the Month, 6 pm location TBD)  
Wednesday, May 13, 2020 – Regular Monthly Meeting

## **IX. ADJOURNMENT**

**Seeing no objections, Chair Littlefield adjourned the meeting at 6:48 PM.**