



CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT

100 Lincoln Street | Sitka, Alaska 99835

www.cityofsitka.com

planning@cityofsitka.org

907-747-1814

SITKA HISTORIC PRESERVATION COMMISSION

Regular Monthly Meeting

Harrigan Centennial Hall

September 10, 2025 6:15 p.m.

AGENDA

- I. CALL TO ORDER & ROLL CALL**
- II. APPROVAL OF AGENDA**
- III. CONSIDERATION OF MINUTES**
 - a. Approve the August 13, 2025 meeting minutes
- IV. PERSONS TO BE HEARD**

Public participation on any item OFF the agenda not to exceed three minutes.
- V. STAFF LIAISON'S REPORT**
- VI. REPORTS & CORRESPONDENCE**
 - b. Memorial and Street Naming Policy
- VII. UNFINISHED BUSINESS**

None.
- VIII. NEW BUSINESS**
 - c. Review and recommendation of an addition at 201 Tongass Drive
- IX. SET NEXT MEETING DATE(S):**

(2nd Wednesday of the Month, 6:15 p.m. Harrigan Centennial Hall)
Wednesday, October 8, 2025 – Regular Monthly Meeting
- X. PERSONS TO BE HEARD**

Public participation on any item ON or OFF the agenda not to exceed three minutes.
- XI. ADJOURNMENT**



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Regular Monthly Meeting

Harrigan Centennial Hall

August 13, 2025 6:15 p.m.

DRAFT MINUTES

I. CALL TO ORDER & ROLL CALL

Chair Littlefield called the meeting to order at 6:20 p.m.

Present: Roby (Koolyéik) Littlefield, Yeidikook'áa Dionne Brady-Howard, Karen Lucas, Steve Íxt'Ík Éesh Johnson (via Zoom)

Excused: Nicole Fiorino

Absent: James (Kushxeet) Poulson, Scott Saline (Assembly Liaison)

Staff: Kim Davis, Ariadne Will

Public: Rebecca Poulson

II. APPROVAL OF AGENDA

M/Lucas-S/Brady-Howard moved to approve the August 13, 2025 meeting agenda.

Motion passed 4-0 by voice vote.

III. APPROVAL OF MINUTES

b. July 9, 2025 Regular Meeting

M/Brady-Howard-S/Lucas moved to approve the July 9, 2025 meeting minutes. Motion passed 4-0 by voice vote.

IV. GUEST &/OR PERSONS TO BE HEARD

None.

V. REPORTS & CORRESPONDENCE

In her staff update, Will told the commission that the effort to rezone cemetery properties in Sitka remained underway, and that most cemetery property owners had responded to a letter sent by the Planning Office. She said that information regarding the rezoning of property as a cemetery was given to a family that had asked, and asked if the commission knew of a contact at STA with whom to share the information, and from where the Planning Office could ask about other properties that might benefit from rezoning and identification as cemeteries.

Other staff updates were the news that plans had been received for repairs to the Crescent Harbor net shed and information on a grant opportunity that had been forwarded to the city. Will said no changes to the exterior were proposed, but that the Planning Office had wanted to make sure the commission was aware. The grant opportunity was for an entity to establish its own grant program, and the Assembly had voted against the establishment of a program under the same grant in 2019.

Will said too that she spoke with the clerk, who would continue advertising the open HPC seat until filled.

VI. UNFINISHED BUSINESS

c. Memorial and Street Naming Policy

No updates.

d. Historic Preservation Plan

Will introduced the most recent draft of the Historic Preservation Plan, which included comments from STA and feedback from the April public input meeting. She explained that the final step was to review the goals and actions, including proposed changes made following the public input meeting, and to make any final edits before forwarding the plan for review by the Planning Commission and Assembly.

Commissioner Brady-Howard requested that Goal Five, relating to heritage tourism, be included in the draft plan, as it provided a chance to rectify the promotion of Russian colonial history that was centered in Sitka's tourism industry for several decades. The goal was originally slated for deletion from the plan draft.

Following the initial vote to approve the draft Historic Preservation Plan, Commissioner Lucas requested further information regarding the deletion of some of the previously suggested actions. Will explained that the goal of the discussion was to clarify actions and goals the commission wanted to focus on, and that deletion of any actions or goals was a prioritizing of other actions and goals, and not a denouncement of the actions or goals to be deleted.

M/Brady-Howard-S/Lucas moved to amend the draft Historic Preservation Plan to include Goal Five and its associated actions, and to change "promotion of historic resources" to "promotion of cultural and historic resources." Motion passed 4-0 by voice vote.

M/Brady-Howard-S/Johnson moved to approve the draft Historic Preservation Plan for forwarding to the Planning Commission and Assembly for approval. Motion failed 3-1 by voice vote with Commissioner Lucas opposed.

M/Lucas-S/Brady-Howard moved to reconsider the motion to approve the draft Historic Preservation Plan for forwarding to the Planning Commission and Assembly for approval. Motion passed 4-0 by voice vote.

Clerk's Note: Following the failed motion to approve the draft Historic Preservation Plan for forwarding, Commissioner Lucas moved to reconsider the motion with the intent of voting to approve the plan. The commission and staff did not realize that the language of reconsideration automatically postpones the item for vote by majority at the following meeting. Given the intention of Commissioner Lucas's motion and the resulting unanimous vote, staff believes it justified to forward the Historic Preservation Plan to the Planning Commission and Assembly, rather than requiring another vote on the plan at the Historic Preservation Commission's next available meeting.

VII. NEW BUSINESS

e. Review and recommendation of a deck replacement at 615 Etolin Street

The commission had no comments regarding the proposed deck replacement.

M/Brady-Howard-S/Lucas moved to recommend approval of the deck replacement at 615 Etolin Street. Motion passed 4-0 by voice vote.

f. Request for comment on airport beacon adjacent to airport runway

Commissioner Johnson requested a comment regarding the proximity of the proposed airport beacon to historic resources be passed on to DOT. The commission requested also that DOT be informed of protocol regarding inadvertent discovery of culturally significant objects and human remains.

M/Johnson-S/Brady-Howard moved to provide a short comment regarding the proximity of historic resources and the protocol for inadvertent discoveries to the Alaska Department of Transportation and Public Facilities. Motion passed 4-0 by voice vote.

VIII. SET NEXT MEETING DATE:

(2nd Wednesday of the Month, 6:15 p.m. **Harrigan Centennial Hall**)
Wednesday, September 10, 2025 – Regular Monthly Meeting

IX. ADJOURNMENT

Chair Littlefield adjourned the meeting at 7:25 p.m.

ATTEST:

Ariadne Will
Staff Liaison

RE: Sitka Rocky Gutierrez Airport Lighting Vault & Beacon SFAPT00641/AIP 3-02-0268-XXX-2026 Request for Section 106 Review

From Campbell, Kendall D (FAA) <Kendall.D.Campbell@faa.gov>
Date Thu 8/28/2025 5:22 PM
To Ariadne Will <ariadne.will@cityofsitka.org>
Cc Planning Department <planning@cityofsitka.org>; Gilbertsen, Jack (FAA) <jack.gilbertsen@faa.gov>; Dana.Fjare@shanwil.com <Dana.Fjare@shanwil.com>

Good Afternoon Ariadne,

I apologize for the delayed response. The back to school season gifted my household with a lovely head cold.

Thank you for your comments on the proposed Lighting Vault and Beacon Project at Rocky Gutierrez Airport. I appreciate your reminder that the proposed work is directly adjacent to the NHL and other important cultural and historic resources. If an inadvertent discovery is discovered during project activities, the FAA is responsible for follow the procedures as laid out in 36 CFR 800.13 and will include you on the contact list.

Have a wonderful afternoon.

Best,
Kendall

From: Ariadne Will <ariadne.will@cityofsitka.org>
Sent: Monday, August 18, 2025 9:49 AM
To: Campbell, Kendall D (FAA) <Kendall.D.Campbell@faa.gov>
Cc: Planning Department <planning@cityofsitka.org>; Gilbertsen, Jack (FAA) <jack.gilbertsen@faa.gov>; Dana.Fjare@shanwil.com
Subject: Sitka Rocky Gutierrez Airport Lighting Vault & Beacon SFAPT00641/AIP 3-02-0268-XXX-2026 Request for Section 106 Review

You don't often get email from ariadne.will@cityofsitka.org. [Learn why this is important](#)

CAUTION: This email originated from outside of the Federal Aviation Administration (FAA). Do not click on links or open attachments unless you recognize the sender and know the content is safe.

Good morning,

Following Section 106 review of the proposed Sitka Rocky Gutierrez Airport Lighting Vault and Beacon, the Sitka Historic Preservation Commission wishes to comment that while it does not anticipate the project to have adverse impact, the area is near important cultural and historical resources. Further, the commission has requested planning office staff forward information regarding the inadvertent discovery of cultural resources and human remains (attached).

Thank you,
Ariadne



Ariadne Will

Planner I

Planning and Community Development
Department

City and Borough of Sitka

Phone: 907-747-1814

Email: ariadne.will@cityofsitka.org

100 Lincoln Street

Sitka, AK 99835

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Sitka Historic Preservation Commission

For Request for Review of Potential Impacts to Heritage Resource(s)

A. Contact Name Mike Pountney - Director Facility Services

Address 222 Tongass Drive

City Sitka

State AK

Zip 99835

Phone 907-966-8413

Fax

email michaelp@searhc.org

B. Agency undertaking project: (circle)



Private



City



State



Federal

Department _____

C. Date Agency received proposed project: 8/25/25

D. Are Federal funds involved (grants, funding, agency)

yes ☐

no ☒

E. Are State funds involved (grants, funding, agency)

yes ☐

no ☒

F. Will the project affect a National Historic Landmark or a site in the National Register of Historic Places? (See Appendix A)

yes ☐

no ☒

G. Is the site listed in the Alaska Heritage Resource Survey inventory?

yes ☒

no ☐

If yes, Site Number SIT-00688

Preservation Status _____

(refer to AHRS inventory for more information)

H. Is the Project within the Sitka Indian Village or Downtown Sitka

yes ☐

no ☒

I. Build date of current structure _____

J. Describe the proposed project

This project includes an addition to the existing patient housing building at 201 Tongass Drive for SEARHC. 6 new patient rooms to be added with minor remodel to the existing adjacent spaces. The site will be modified to accommodate the 2,550 sf addition. The addition has been designed to match the existing exterior design



K. Purpose/Objectives for the undertaking

To provide additional temporary patient lodging for SEARHC patients.

L. Attach:

- Copy of a map of the proposed project including latitudinal and longitudinal information
- Property owner information
- Any other pertinent information

Mail Coversheet and attachments to:

Sitka Historic Preservation Commission
C/O City and Borough of Sitka
100 Lincoln Street
Sitka, Alaska 99835

Notes to Applicant:

- Review will take place only during regular commission meetings or on an as needed basis.
- Projects along Lincoln or Katlian Streets will require review with Planning Department staff.
- The meetings are public and convene the second Wednesday of each month as advertised.
- Review process may take up to 60 days.
- The SHPC reserves the right to request additional information and/or time to review projects.

FOR THE CHAIR OF THE HPC ONLY:

ACTION: _____

SIGNED: _____

DATE: _____

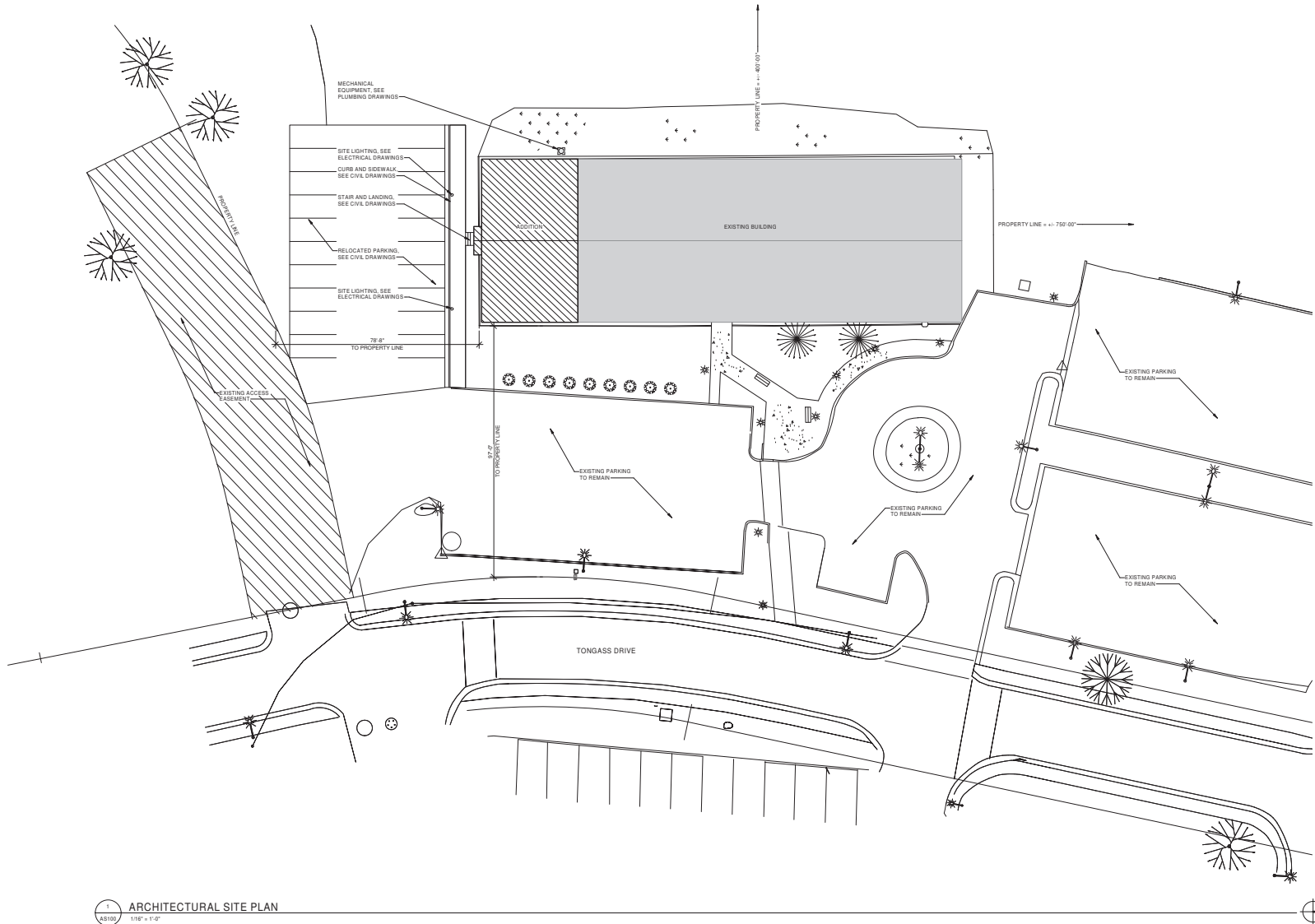
**Cushing
Terrell.**

cushingterrell.com
800.757.9522



201 TONGASS DRIVE, SITKA, AK, 99835
SouthEast Alaska Regional Health Consortium (SEARHC)

SITKA PATIENT HOUSING EXPANSION



1 ARCHITECTURAL SITE PLAN
1/16\"/>

201 TONGASS DRIVE, SITKA, AK 99835
SouthEast Alaska Regional Health Consortium (SEARHC)
SITKA PATIENT HOUSING EXPANSION



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CONSTRUCTION
DOCUMENTS

08.27.2023
PROJECT: SEARHC, SITKA
DESIGNED BY: J. DUNBAR
DRAWN BY: J. DUNBAR
REVIEWED BY: CALLA
REVISIONS

ARCHITECTURAL SITE
PLAN

AS100

PLAN LEGEND

- ASSEMBLY TYPE (SEE ASSEMBLY SHEET)
- ASSEMBLY MODIFIER (SEE KEY TYPE)
- ROOM NAME AND NUMBER
- WINDOW TYPE (SEE AS001)
- KEYNOTE
- DEMO NOTE
- DIRECTION OF VIEW, IF APPLICABLE
- DRAWING NUMBER
- SHEET WHERE DRAWN
- DOOR NUMBER (SEE SHEET AS01)
- DIMENSION TO FACE OF FRAMING
- DIMENSION TO GRID LINE
- DIMENSION TO CENTER LINE

DEMO GENERAL NOTES

- A. THESE DRAWINGS ARE BASED UPON EXISTING DRAWINGS AND SITE OBSERVATIONS. THE CONTRACTOR IS RESPONSIBLE TO FIELD VERIFY ALL CONDITIONS AND DIMENSIONS PRIOR TO COMMENCING THE WORK.
- B. THIS PLAN REPRESENTS ARCHITECTURAL DEMOLITION. ITS PURPOSE IS TO GRAPHICALLY IDENTIFY MAJOR ASSEMBLIES THAT MUST BE REMOVED BY THE CONTRACTOR IN ORDER TO ALLOW FOR INSTALLATION OF THE REPROGRAMMED SPACE AND NEW ASSEMBLIES. IT IS THE CONTRACTOR'S RESPONSIBILITY TO VERIFY THE EXACT LOCATION AND EXTENT OF THESE FINISHES AND THE EXACT QUANTITY AND MATERIALS TO BE REMOVED. COORDINATE DEMOLITION WITH BUILD-BACK REQUIREMENTS SHOWN ON DRAWINGS AND SPECIFICATIONS.
- C. SEE FLOOR PLANS AND DETAILS FOR BUILD-BACK OF ASSEMBLIES.
- D. COORDINATE WITH STRUCTURAL, MECHANICAL, PLUMBING, AND ELECTRICAL DRAWINGS FOR ADDITIONAL DEMOLITION REQUIREMENTS.
- E. OWNER SHALL REMOVE AND SALVAGE ALL WALL MOUNTED EQUIPMENT IN ALL SPACES WITH DEMOLITION WORK.
- F. THE CONTRACTOR IS RESPONSIBLE FOR PROVIDING CONTINUOUS ACCESS TO ENTRIES AND LIFE SAFETY EXITS FOR THE OCCUPANTS AT ALL TIMES. SEE LIFE SAFETY PLANS FOR CODE REQUIREMENTS OF EXISTING BUILDING TO REMAIN.
- G. PATCH AND REPAIR ALL WALL FINISHES, FLOOR FINISHES, AND CEILING FINISHES WHERE PARTIAL DEMOLITION OCCURS.
- H. CONTRACTOR IS RESPONSIBLE FOR MAINTAINING AIR QUALITY, HOUSE ISOLATION, VIBRATION CONTROL, AND UTILITY SUPPORT FOR OCCUPIED AREAS DURING DEMOLITION AND RENOVATION OF THE PROJECT.

DEMO NOTES

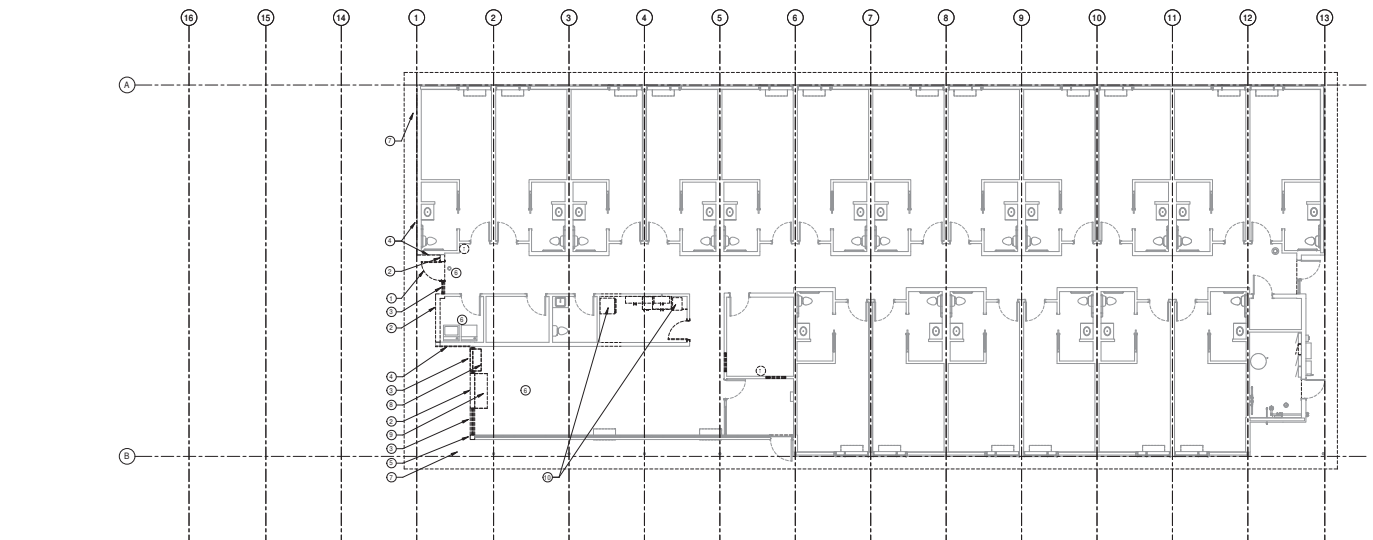
- 1 REMOVE DOOR AND FRAME AND ASSOCIATED HARDWARE.
- 2 REMOVE PORTION OF WALL AS INDICATED. PREP AREA FOR NEW WORK.
- 3 REMOVE STOREFRONT SYSTEM.
- 4 REMOVE EXTERIOR FINISH SYSTEM ONLY. PREP WALL FOR NEW WORK.
- 5 REMOVE ACROFY END MULLION AS REQUIRED FOR INSTALL OF NEW MULLION AND GLAZING SYSTEM.
- 6 EXISTING CEILING TO BE EXTENDED AS REQUIRED FOR NEW WORK.
- 7 REMOVE ACROFY COPY AND FACIA AS REQUIRED FOR NEW ROOF WORK. COORDINATE DEMO EXTENT WITH STRUCTURAL DRAWINGS.
- 8 REMOVE MECHANICAL UNIT. RETAIN FOR RE-USE AT NEW LOCATION.
- 9 REMOVE CASEWORK.
- 10 RETAIN REFRIGERATOR AND ICE MACHINE FOR RE-USE.

GENERAL NOTES

- A. VERIFY ALL CONDITIONS AND DIMENSIONS IN FIELD. EXISTING CONDITIONS OF WINDOWS AND OTHER BUILDING ELEMENTS MAY VARY. IF MEASUREMENTS IN FIELD DEVIATE FROM THE DIMENSIONS SHOWN WITHIN THESE DOCUMENTS BY GREATER THAN 1/8" OR AFFECT DESIGN INTENT COORDINATE AND NOTIFY THE PROJECT ARCHITECT PRIOR TO CONTINUING WORK.
- B. COORDINATE OWNER FURNISHED EQUIPMENT, ACCESSORIES, AND FURNITURE WITH OWNER AND ARCHITECT'S VENDOR.
- C. FIELD VERIFY ALL DIMENSIONS PRIOR TO FABRICATION.
- D. ALL DIMENSIONS ARE TO FACE OF STUD FOR GYPSUM BOARD, UNLESS NOTED OTHERWISE.
- E. ALL DOORS SET WITH 1/2" STUD RETURN AT HINGE SIDE OF DOOR FRAME TO PERPENDICULAR WALL UNO.
- F. ALL WALLS GO TO UNDERSIDE OF DECK UNO.
- G. PROVIDE MOISTURE RESISTANT GYPSUM BOARD AT ALL RESTROOM WALLS, SHOWER ROOM WALLS AND CEILING, AND IMMEDIATELY BEHIND ALL SINKS.
- H. PROVIDE WOOD BLOCKING IN WALL AS NEEDED FOR ALL MOUNTED EQUIPMENT, CASEWORK, ACCESSORIES, AND HARDWARE. COORDINATE WITH WALL TYPES.
- I. ALL TOILET ACCESSORIES TO BE INSTALLED PER MANUFACTURER'S WRITTEN INSTRUCTIONS.
- J. COORDINATE ALL PENETRATIONS WITH RESPECTIVE TRADES AT BOTH RATED AND NON-RATED WALLS, FLOORS, AND CEILING.
- K. COORDINATE ALL PLUMBING FIXTURES AND FINAL PLUMBING FIXTURE LOCATIONS WITH PLUMBING DRAWINGS AND SPECIFICATIONS.
- L. PROVIDE UNDER LAVATORY GUARD AT ALL LOCATIONS WHERE OPEN NICHES OCCUR AT SINKS.
- M. COORDINATE ALL ELECTRICAL FIXTURES AND FINAL ELECTRICAL FIXTURE LOCATIONS WITH ELECTRICAL DRAWINGS AND SPECIFICATIONS, INCLUDING LIGHT FIXTURES, SWITCHES, AND OUTLETS. ALL RECEPTACLE COVERS SHALL COMPLEMENT WALL COLORS AND FINISHES. CONFIRM FINAL FINISH WITH ARCHITECT.
- N. RE ARRS FOR CORNER GUARD AND OTHER WALL PROTECTION LOCATIONS. CORNER GUARDS ARE NOT SHOWN ON ALL LOCATIONS.
- O. FOR ALL CASEWORK DETAILS, REFER TO A.W.I. REFERENCES AND STANDARDS.
- P. ALIGN UPPER CABINET SECTIONS WITH BASE CABINET SECTIONS TYPICAL.
- Q. PROVIDE GROMMETS IN ALL WORKSTATION COUNTERTOPS. COORDINATE LOCATIONS WITH DATA AND POWER, RE-ELECTRICAL DRAWINGS.
- R. PROVIDE 1" FILLER PANEL AT HINGE SIDE OF CASEWORK WHEN ADJACENT TO WALLS.
- S. PROVIDE FINISHED END PANEL AT ALL LOCATIONS WHERE CABINET END IS EXPOSED TO ROOM OR OPEN NICHES SPACE.
- T. SEE MATERIALS LIST ON SHEET AS01 FOR PRODUCT INFORMATION.
- U. SHEET NOTES ARE NOT INTENDED TO BE SEQUENTIAL.

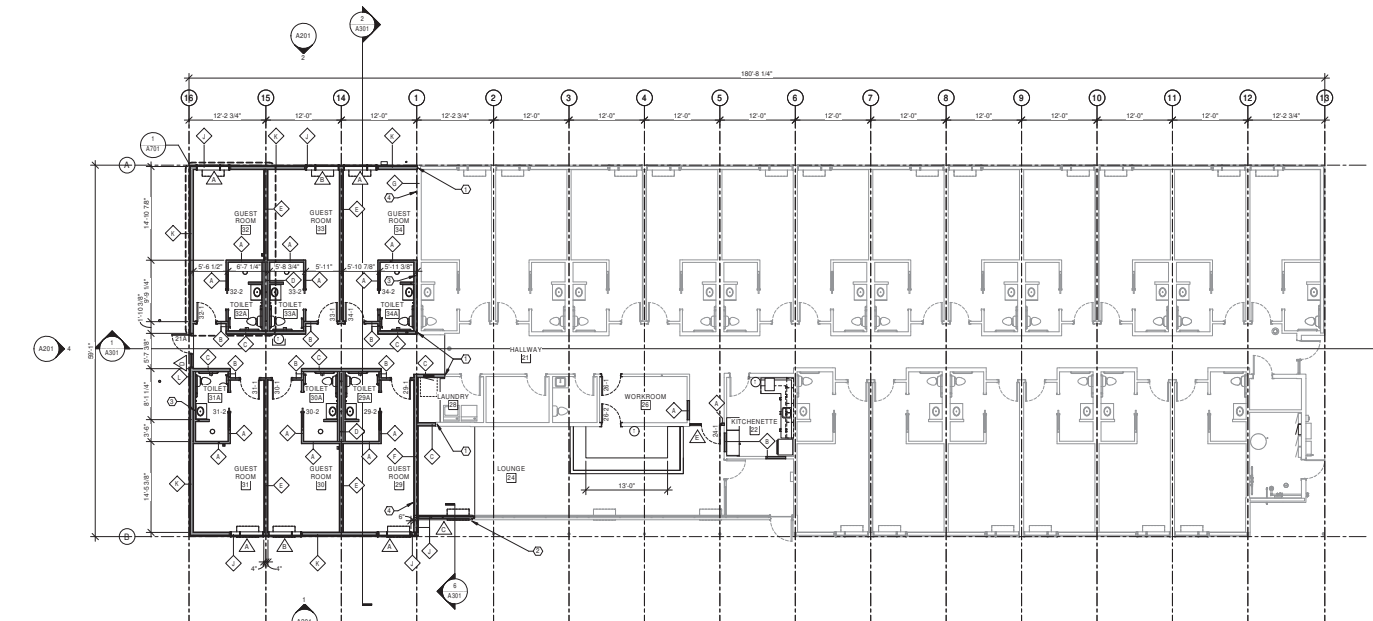
KEYNOTES

- 1 ALIGN NEW WALL WITH EXISTING. PATCH AND REPAIR EXISTING WALL AS REQUIRED.
- 2 NEW PORTION OF STOREFRONT SYSTEM TO MATCH EXISTING MULLION TYPE, SILL, LAYOUT, AND FINISH.
- 3 FURNI WALL OUT AS REQUIRED FOR PLUMBING FIXTURE INSTALLATION.
- 4 INSTALL ADDITIONAL LAYER OF 5/8" GYPSUM BOARD TO PROVIDE ADDITIONAL SOUND CONTINITY. AT THIS WALL 2 TOTAL LAYERS OF 5/8" GYPSUM BOARD THIS SIDE OF WALL. FILL STUD CAVITY WITH SOUND ATTENUATION INSULATION.



1 FIRST FLOOR DEMO PLAN

A101 1/8" = 1'-0"



2 FIRST FLOOR

A101 1/8" = 1'-0"



