

# CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT

100 Lincoln Street | Sitka, Alaska 99835

[www.cityofsitka.com](http://www.cityofsitka.com)

[planning@cityofsitka.org](mailto:planning@cityofsitka.org)

907-747-1814

## ***SITKA HISTORIC PRESERVATION COMMISSION***

Regular Monthly Meeting

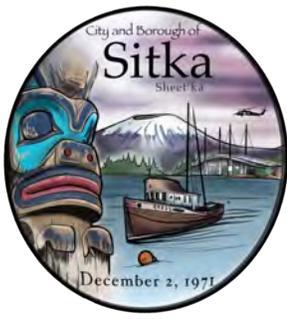
**Harrigan Centennial Hall**

March 13, 2024 6 p.m.

### **AGENDA**

- I. CALL TO ORDER & ROLL CALL**
- II. APPROVAL OF AGENDA**
- III. APPROVAL OF MINUTES**
  - a. January 10, 2024
- IV. GUEST &/OR PERSONS TO BE HEARD**
- V. REPORTS & CORRESPONDENCE**
  - b. 2023 CLG Annual Report
- VI. OLD BUSINESS**
  - c. Historic Preservation Plan
  - d. Memorial and naming policy
- VII. NEW BUSINESS**
  - e. 220 Observatory Street, entry and deck replacement
  - f. 305 Tlingit Way, entry and deck replacement
  - g. 1470 & 1480 Seward Avenue, USCG Dock Facilities
- VIII. SET NEXT MEETING DATE(S):**

(2<sup>nd</sup> Wednesday of the Month, 6pm **Harrigan Centennial Hall**)  
**Wednesday, April 10, 2024** – Regular Monthly Meeting
- IX. ADJOURNMENT**



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## ***SITKA HISTORIC PRESERVATION COMMISSION***

Regular Monthly Meeting

**Harrigan Centennial Hall**

January 10, 2024, 6 p.m.

### **DRAFT MINUTES**

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

**Chair Littlefield called the meeting to order at 6:03 pm.**

Present: Roby (Koolyéik) Littlefield (Chair), James (Kushxeet) Poulson, Danielle Pensley, Karen Lucas, JJ Carlson (Assembly Liaison), Scott Saline (Assembly Liaison)

Alternate, arrived 6:16 PM, left 6:33 PM)

Excused: Dionne (Yeidíkok'aa) Brady-Howard

Staff: Kim Davis, Amy Ainslie

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

**M/Poulson-S/Lucas, moved to approve the agenda. Motion passed 4-0 by voice vote.**

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

##### **a. December 13, 2023 minutes**

**M/Poulson-S/Lucas, moved to approve the minutes of December 13, 2023 minutes.**

**Motion passed 4-0 by voice vote.**

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

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

Davis reported there were two open seats on the Commission and the Planning Manager position was open and being advertised.

#### **VI. UNFINISHED BUSINESS**

##### **b. Historic Preservation Plan.**

Littlefield had provided an update to the Assembly on the Historic Preservation Plan (HPC). Pensley had completed revisions to the document and believe about another 40 hours would be required to match the appendix to the main body and complete final editing. Pensley proposed the option of a professional services contract and the possibility of stepping down from the commission to finish the HPC plan. Commissioners were in favor of this and Pensley would meet with staff to discuss. There

was discussion about reducing the number of commissioners from seven to five since it was difficult to find new members and have a quorum for discussion at meetings. Staff would check with the Clerk's office to see if this was a possibility.

## **VII. NEW BUSINESS**

### **c. 105 Metlakatla Street, new construction single-family home.**

Davis introduced new construction of a single-family home at 105 Metlakatla Street. This was a single-story, ramp accessible home with a carport. The commission had previously approved the demo of the structure that was on the property. Commissioners determined there was no impact to the historical area and recommend approval.

**M/Poulson-S/Lucas, moved to recommend the request at 105 Metlakatla Street. Motion passed 4-0 by voice vote.**

### **d. 106 Kelly Street, new construction single-family tiny home.**

Davis introduced new construction of a single-family home at 106 Kelly Street. This was for a tiny home less than 500 square feet. There was an existing tiny house already on the property. Commissioners determined there was no impact to the historical area and recommend approval.

**M/Poulson-S/Lucas, moved to recommend the request at 106 Kelly Street. Motion passed 4-0 by voice vote.**

### **e. Memorial and naming policy discussion**

Davis presented the comprehensive plan section HCA 1.1h; create a memorial and naming policy to integrate place names that are representative of Sitka's diverse history into community facilities, services, places and streets. Littlefield had requested the item for discussion and the need for a clear policy on naming streets in Sitka. The commission agreed on the need to make the process easier for proposing names for new or to rename streets. Davis provided commissioners the nomination form for street and public facilities but found no policy on file. No decisions were made during the discussion, but it would be added to unfinished business for continued discussion.

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

(2<sup>nd</sup> Wednesday of the Month, 6pm, Harrigan Centennial Hall)

**Wednesday, February 14, 2024 – Regular Monthly Meeting**

## **IX. ADJOURNMENT**

Chair Littlefield, hearing no objection, adjourned the meeting at 7:06 PM

# 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: City and Borough of Sitka  
Date of Report: February 27, 2024  
Prepared by: Kim Davis, Planner I

## 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).

Roberta Littlefield (Chair, At large) Dionne Brady-Howard (Vice Chair, Sitka Tribe of Alaska), James Poulson (architectural historian, Secretary), Karen Lucas (At large), Danielle Pensley (At large).

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.

Yes, At Large (7/13/23) and Native Community (8/1/23). Posting public notices in the newspaper, city website and social media. Commissioners are also reaching out to community members.

6. Please provide us with the dates of commission meetings.

1/13/23, 2/8/23, 4/12/23, 6/14/23, 7/12/23, 9/13/23, 10/11/23, 12/13/23.

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.

N/A

**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.*

N/A

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

N/A

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.

N/A

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

Yes                       No

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

Planner I, Planning and Community Development Director – Monthly

**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.

Final edits are being made on the draft. Once approved by the Historic Preservation Commission, the plan will be presented to the City and Borough of Sitka Assembly for adoption.

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

The Historic Preservation Commission meets monthly to make recommendations on private and public projects. The commission promotes and supports entities to obtain historic preservation fund grants. Commission members also engage with historic property owners on their own time, in a voluntary capacity, to assist historic property owners by referring them to historic preservation standards.

**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.

Sitka Woman's Club Cottage, 300 Harbor Drive Sitka, AK 99835

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).

Historic Preservation Commission meeting, September 13, 2023.

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.

Sitka Woman's Club Cottage reviewed by Bridget Maley (architectural historian) and Anne Pollnow (archaeologist), Sea Level Consulting, LLC, Sitka, AK.

**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?

15 projects.

Please provide a summary or list of the types of local projects reviewed that impacted or had the potential to impact historic properties.

Local projects related to new construction, repairs/renovations to existing properties, infrastructure installation, and demolition requests.

3. Has your CLG participated in any Section 106 consultations?

N/A

4. 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?

N/A

**G. PUBLIC PRESERVATION EDUCATION PROJECTS:**

1. Has your CLG conducted any public education projects addressing historic

preservation in the past year?

Yes  No

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.

N/A

3. Please list and briefly describe of other (non-CLG Historic Preservation Fund) preservation grants applied for and received.

N/A

**I. OTHER PRESERVATION ACTIVITIES:**

1. Please summarize any other local events, projects or achievements involving historic resources in the community.

None.

**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: Kim Davis

Title: Planner I

Address: 100 Lincoln Street  
Sitka, AK 99835

Phone number: 907-747-1814

Email: [kim.davis@cityofsitka.org](mailto:kim.davis@cityofsitka.org)

#### COMMISSION CHAIR

Name: Roby Littlefield

Phone number: 907-738-4004

Email: [robylittlefield@gci.net](mailto:robylittlefield@gci.net)

#### ADDITIONAL CLG/COMMISSION CONTACT

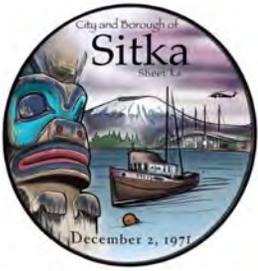
Name: James Poulson

Title: Secretary

Phone number: 907-747-3219

Email: [james.poulson1@gmail.com](mailto:james.poulson1@gmail.com)

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



## HISTORIC PRESERVATION COMMISSION

NAME	CONTACT NUMBERS	TERM STARTS	EXPIRES	CATEGORY
ROBERTA LITTLEFIELD 4102 Halibut Point Road	907-738-4004 c 907-747-3444 h robbylittlefield@gci.net	7/13/10 4/24/12 5/27/15 6/26/18	01/27/12 4/24/15 5/27/18 6/22/24	<b>Chair</b> At large
DIONNE BRADY HOWARD 406 Mills Street	907-738-1838 dbradyhoward@gmail.com	2/14/23	3/9/24	<b>Vice Chair</b> STA
JAMES POULSON 1610 Sawmill Creek Road	907-747-3219 w 907-747-6567 h james.poulson1@gmail.com	2/22/11 2/25/14 8/30/18 8/10/21	2/22/14 2/25/17 9/8/18 8/11/24	<b>Secretary</b> Historical Society
KAREN LUCAS 224 Katlian Street	907-747-7803 karenjeanlucas@yahoo.com	10/14/21	10/14/24	At large
DANIELLE PENSLEY PO BOX 1644	202-957-7994 pensley.ds@gmail.com	11/09/21	11/9/24	At large
SCOTT SALINE PO Box 3183	907-738-7889 c shsaline@gci.net	4/26/16 4/23/19 5/10/22	4/26/19 5/14/22 5/11/25	<i>Resigned</i> 7/13/2023
CHUCK MILLER 314 Katlian Street	907-738-4025 chuck.miller@sitkatriben-sn.gov	7/14/20	7/14/23	<i>Resigned</i> 8/1/2023
Amy Ainslie 100 Lincoln Street	907-747-1814 amy.ainslie@cityofsitka.org			Staff
JJ Carlson 100 Lincoln Street	907-738-4190 assemblycarlson@cityofsitka.org			Assembly Liaison
Scott Saline PO Box 3183	907-738-7889 assemblysaline@cityofsitka.org			Alternate Assembly Liaison

7 members from selected categories: 3-year terms  
 Sitka Historical Society (1), Native Community (2) - one representing Sitka Tribe of Alaska, At-Large (4)  
 Established by Ordinance 92-1075, Amended by Ordinance 93-1150, Addition by Ordinance 97-1409  
 Second Wednesday, 6:00 p.m. – Harrigan Centennial Hall, 330 Harbor Drive

Revised: October 17, 2023



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## ***SITKA HISTORIC PRESERVATION COMMISSION***

Regular Monthly Meeting

**Harrigan Centennial Hall**

January 11, 2023 6 p.m.

### **FINAL MINUTES**

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

**Chair Littlefield called the meeting to order at 6:01 pm.**

Present: Roby Littlefield (Chair), Scott Saline, James Poulson, Karen Lucas, Chuck Miller, JJ Carlson (Assembly Liaison)

Excused: Danielle Pensley

Staff: Amy Ainslie, Kim Davis

Public: None

Commissioner Lucas joined at 6:03 PM

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

**M/Poulson-S/Saline, moved to approve the agenda. Motion passed 4-0 by voice vote.**

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

a. September 14, 2022 minutes

b. November 23, 2022 Special Meeting

**M/Poulson-S/Saline, moved to approve the minutes of September 14 and November 23, 2022. Motion passed 5-0 by voice vote.**

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

Lucas reported the Port Alexander Museum had a favorable nomination to be placed on the National Register of Historic Places. Littlefield stated Jerrick Hope-Lang would be reaching out for a letter of support for a National Historic District designation for Katlian Avenue and was invited to attend the next meeting.

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

Ainslie formally introduced JJ Carlson as the Assembly Liaison for the Historic Preservation Commission. Carlson had a background in architecture and was looking forward to working with the commission.

**VI. OLD BUSINESS**

- c. Historic Preservation Plan

Ainslie reported staff will be working to update the document for review.

**VII. NEW BUSINESS**

- a. New Construction at 416 Alice Loop

**M/Poulson-S/Lucas, moved to approve the review of 416 Alice Loop. Motion passed 5-0 by voice vote.**

- b. New Construction at 418 Alice Loop

**M/Poulson-S/Miller, moved to approve the review of 418 Alice Loop. Motion passed 5-0 by voice vote.**

- c. Installation of new windows at 213 Harbor Drive

**M/Poulson-S/Saline, moved to approve the review of new windows at 213 Harbor Drive. Motion passed 5-0 by voice vote.**

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

(2<sup>nd</sup> Wednesday of the Month, 6pm, Harrigan Centennial Hall)  
**Wednesday, February 8, 2023** – Regular Monthly Meeting

**IX. ADJOURNMENT**

Chair Littlefield, hearing no objection, adjourned the meeting at 6:20 PM



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## ***SITKA HISTORIC PRESERVATION COMMISSION***

Regular Monthly Meeting

**Harrigan Centennial Hall**

February 8, 2023 6 p.m.

### **FINAL MINUTES**

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

**Chair Littlefield called the meeting to order at 6:01 pm.**

Present: Roby Littlefield (Chair), Scott Saline, James Poulson, Karen Lucas, JJ Carlson (Assembly Liaison)

Excused: Danielle Pensley, Chuck Miller

Staff: Amy Ainslie, Kim Davis

Public: Jerrick Hope-Lang, Shannon Crossley (NorthWind Architects)

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

**M/Poulson-S/Saline, moved to approve the agenda. Motion passed 4-0 by voice vote.**

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

- a. January 11, 2023 minutes

**M/Poulson-S/Saline, moved to approve the minutes of January 11, 2022. Motion passed 4-0 by voice vote.**

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

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

#### **VI. OLD BUSINESS**

Lucas asked that the Historic Preservation Plan remain on the agenda under old business until completed.

#### **VII. NEW BUSINESS**

- b. Discussion of National Register nomination process for Sitka Indian Village

Jerrick Hope-Lang and Shannon Crossley had questions on the process and requirements for the Sitka Indian Village to be nominated as a historical district to the National Registry of Historic Places. Poulson explained an avenue for this funding could be sought from the State of Alaska Office of History and Archaeology which administered the Certified Local Government (CLG) program, including pass-through grants. The grant was a 60% federal share and a 40% sponsor share. The Historic Preservation Commission would recommend a project and would then be kept up to date on the progress. It was suggested to Hope-Lang to contact Sitka Tribe of Alaska to spearhead the required paperwork for nomination.

Ainslie explained that CBS had only applied for this type of grant once when City Hall was nominated and then put on the National Register. Other CLG grants were a subaward process. CBS did not contribute to the match requirement of these grants; this was matched by the organization applying for the CLG grant.

Hope-Lang asked about how the process worked for creating a historical district on Lincoln Street. Poulson stated the project was headed by Anne Pollnow and was spearheaded by The Revitalize Sitka Working Group. The report was prepared by a company from Wasilla Alaska, and they evaluated the historic structures on Lincoln Street to determine their architectural styles.

In answering a question regarding the process to request municipal funding, Ainslie described how CBS funding had to be appropriated in either a supplemental ordinance to the current budget or in next year's fiscal budget. This process was done through an ordinance brought forth by two assembly sponsors. Ainslie stated the Planning Department did not have the capacity to manage this project at this time as it had been suggested by Hope-Lang that CBS contribute staff project management as an in-kind match or donation.

Commissioners made a motion to write a letter of support for the Sitka Indian Village.

**M-Poulson/S-Lucas moved to write a letter in support for the concept of a historic district in the Sitka Indian Village. Motion passed 4-0 by voice vote.**

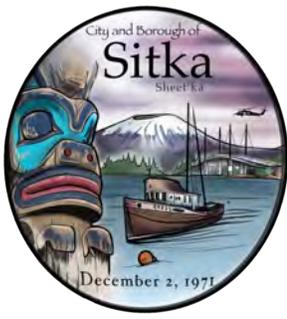
**VIII. SET NEXT MEETING DATE(S):**

(2<sup>nd</sup> Wednesday of the Month, 6pm, Harrigan Centennial Hall)

**Wednesday, March 8, 2023 – Regular Monthly Meeting**

**IX. ADJOURNMENT**

Lucas moved to adjourned, Chair Littlefield, hearing no objection, adjourned the meeting at 7:19 PM



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## ***SITKA HISTORIC PRESERVATION COMMISSION***

Regular Monthly Meeting

**Harrigan Centennial Hall**

April 12, 2023 6 p.m.

### **FINAL MINUTES**

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

**Chair Littlefield called the meeting to order at 6:03 pm.**

Present: Roby (Koolyéik) Littlefield (Chair), Scott Saline, James (Kushxeet) Poulson, Dionne (Yeidí'kook'aa) Brady-Howard, Danielle Pensley (Telephonic), JJ Carlson (Assembly Liaison, arrived 6:06 PM)

Excused: Karen Lucas, Chuck (Daanax.ils'eik) Miller

Staff: Kim Davis

Public: Louis Fisk

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

**M/Brady-Howard-S/Saline, moved to approve the agenda. Motion passed 5-0 by voice vote.**

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

- a. February 8, 2023 minutes

**M/Poulson-S/Brady-Howard, moved to approve the minutes of February 8, 2023 as amended. Motion passed 5-0 by voice vote.**

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

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

#### **VI. UNFINISHED BUSINESS**

- b. Historic Preservation Plan.

Davis provided an update on the Historic Preservation Plan. Chair Littlefield stated she would be reaching out to commissioners to see who would be available to review content over the next few months.

**VII. NEW BUSINESS**

- c. Review new stairs and ADA ramp with canopy at 1330 Seward Avenue, MEHS Dinning Hall

Davis introduced Louis Fisk, one of the design team members from Nvision Architecture. Fisk explained the project was to demo the stairs and sidewalk at the Mt. Edgecumbe High School (MEHS) Building 290 Dinning Hall including the non-functional interior stair lift. This was to be replaced with a new stairs and an ADA ramp with canopy to expand access to the building. A new interior stair lift was to be installed as well.

Poulson asked if the design would affect the appearance of the building. Fisk believed the access to the building was very important to make it safer year-round. The design was to be simple and was meant to blend in with the building. Brady-Howard stated this was an immediate need for students, staff, and elders who use the dining hall. Poulson asked about mitigation being done to the site. Fisk stated they were not going to be disturbing anything hazardous. Brady-Howard asked about addressing on the MEHS campus, staff stated they would check to see if all buildings had their own address.

**M/Poulson-S/Saline moved recommend new stairs and ADA ramp with canopy at 1330 Seward Avenue, MEHS Dinning Hall. Motion passed 5-0 by voice vote.**

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

(2<sup>nd</sup> Wednesday of the Month, 6pm, Harrigan Centennial Hall)  
**Wednesday, May 10, 2023** – Regular Monthly Meeting

**IX. ADJOURNMENT**

Chair Littlefield, hearing no objection, adjourned the meeting at 6:43 PM



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## ***SITKA HISTORIC PRESERVATION COMMISSION***

Regular Monthly Meeting

**Harrigan Centennial Hall**

June 14, 2023 6 p.m.

### **FINAL MINUTES**

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

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

Present: Roby (Koolyéik) Littlefield (Chair), James (Kushxeet) Poulson, Karen Lucas, Dionne (Yeidí'kook'aa) Brady-Howard, Danielle Pensley (Arrived 6:05 PM), JJ Carlson (Assembly Liaison, Telephonic)

Absent: Chuck (Daanax.ils'eik) Miller, Scott Saline

Staff: Kim Davis

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

**M/Poulson-S/Lucas, moved to approve the agenda. Motion passed 4-0 by voice vote.**

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

a. April 12, 2023 minutes

**M/Brady-Howard-S/Poulson, moved to approve the minutes of April 12, 2023 as amended. Motion passed 5-0 by voice vote.**

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

Commissioner Lucas asked for guidance on the Open Meetings Act. Davis confirmed that more than three would create a serial communication. Documents could be sent by staff on behalf of commissioners to the commission to prevent this type of communication. Davis stated she could print packet materials for commissioners to pick up at City Hall by request.

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

b. SIT Katlian Bay Road State Project # Z676720000

Davis presented correspondence from the State of Alaska Katlian Bay Road Project #Z67672000. The State was making minor changes to improve roadway design.

Commissioners recommended an archaeologist be available to monitor on-site during active construction in case a historical site was uncovered.

**VI. UNFINISHED BUSINESS**

c. Historic Preservation Plan.

Commissioners discussed options for incorporating edits to the Historic Preservation Plan. Commissioner Pensley was recognized for all her hard work on the document. Chair Littlefield stated she had reviewed Commissioner Pensley's suggestions and made changes regarding grammar and typos. Pensley described her revisions on the document as of June 9th. She had reviewed the Executive Summary and pages 1-7. Poulson recommended forming a subcommittee of three commissioners to edit the historic preservation plan. He noted that areas significant to Sitka's history should be recognized in the document. Commissioner Lucas had submitted edits and recommended the document be reviewed in sections. Commissioner Brady-Howard recommended the document be reviewed to be inclusive with appropriate terminology used.

**M/Lucas-S/Brady-Howard, moved to create a subcommittee of no more than three commissioners to be chaired by Commissioner Pensley to edit the Historic Preservation Plan. Motion passed 5-0 by voice vote.**

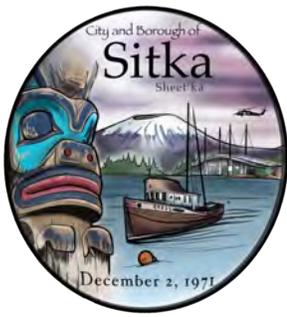
**VII. NEW BUSINESS**

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

(2<sup>nd</sup> Wednesday of the Month, 6pm, Harrigan Centennial Hall)  
**Wednesday, July 12, 2023** – Regular Monthly Meeting

**IX. ADJOURNMENT**

Chair Littlefield, hearing no objection, adjourned the meeting at 7:30 PM



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PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT

100 Lincoln Street | Sitka, Alaska 99835

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907-747-1814

## ***SITKA HISTORIC PRESERVATION COMMISSION***

Regular Monthly Meeting

**Harrigan Centennial Hall**

July 12, 2023, 6 p.m.

### **FINAL MINUTES**

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

**Chair Littlefield called the meeting to order at 6:02 pm.**

Present: Roby (Koolyéik) Littlefield (Chair), James (Kushxeet) Poulson, Scott Saline, Danielle Pensley

Excused: Karen Lucas, Dionne (Yeidíkook'aa) Brady-Howard, JJ Carlson (Assembly Liaison)

Absent: Chuck (Daanax.ils'eik) Miller

Staff: Kim Davis

Public: Greg Watchers

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

**M/Poulson-S/Saline, moved to approve the agenda with the change of New Business moved before all other items. Motion passed 4-0 by voice vote.**

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

##### **a. June 14, 2023 minutes**

**M/Poulson-S/Saline, moved to approve the minutes of June 14, 2023. Motion passed 4-0 by voice vote.**

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

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

Commissioner Saline had been researching the history of the Russian Orthodox church bells and had found one had been casted in Sitka in 1811. Saline would be researching further on the church bells.

#### **VI. UNFINISHED BUSINESS**

##### **b. Historic Preservation Plan.**

Commissioner Pensley provided an updated on the HPC plan. The sub-committee had met and finalized pages 1-7. Progress was being made on the document and the committee would meet again on July 20.

**VII. NEW BUSINESS**

**c. New Construction of Shed/Shop at 715 Etolin Street**

The applicant Greg Watchers explained his project at 715 Etolin Street. He was wanting to add a shop in front of his house. He was going to match the exterior of the new shop as close as he could to the existing house. Commissioners determined there would be no impacts to the historical area and recommended approval.

**M/Poulson-S/Saline, moved to recommend new construction of a shop at 715 Etolin Street. Motion passed 4-0 by voice vote.**

**d. Reconstruction of Deck at 514 Halibut Point Road**

Davis presented the building plans for reconstruction of a deck at 514 Halibut Point Road. This was the house for the First Baptist Church. Poulson explained this area of town was built in the 1950s and could be consider for a historical district. Commissioners determined there would be no impacts to the historical area and recommend approval.

**M/Poulson-S/Saline, moved to recommend re-construction of a deck at 514 Lake Street. Motion passed 4-0 by voice vote.**

**e. New Construction of Storage/Shop at 412 Alice Loop**

Davis presented the building plans for the construction of a new shop at 412 Alice Loop. Poulson commented the Alice Loop area was part of the landmark status, but it was all filled with rock. Commissioners found the new construction would not impact the area the historical area and recommend approval.

**M/Poulson-S/Saline, moved to recommend new construction of a shop at 412 Alice Loop. Motion passed 4-0 by voice vote.**

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

(2<sup>nd</sup> Wednesday of the Month, 6pm, Harrigan Centennial Hall)  
**Wednesday, August 9, 2023 – Regular Monthly Meeting**

**IX. ADJOURNMENT**

Chair Littlefield, hearing no objection, adjourned the meeting at 6:41 PM

**SITKA HISTORIC PRESERVATION COMMISSION**

Regular Monthly Meeting  
**Harrigan Centennial Hall**  
September 13, 2023, 6 p.m.

**FINAL MINUTES**

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

**Chair Littlefield called the meeting to order at 6:05 pm.**

Present: Roby (Koolyéik) Littlefield (Chair), James (Kushxeet) Poulson, Danielle Pensley, Karen Lucas, Dionne (Yeidíkkook'aa) Brady-Howard, JJ Carlson (Assembly Liaison)

Staff: Kim Davis

Public: Anne Pollnow, Audrey Hudson

**II. ELECTION OF OFFICERS**

**M/Brady-Howard-S/Lucas moved to postpone the election of officers until the October 11<sup>th</sup> regular meeting. Motion passed 5-0 by voice vote.**

**III. APPROVAL OF AGENDA**

**M/Poulson-S/Brady-Howard, moved to approve the agenda with the change of New Business item E moved before all other items. Motion passed 5-0 by voice vote.**

**IV. APPROVAL OF MINUTES**

**a. July 12, 2023 minutes**

**M/Poulson-S/Brady-Howard, moved to approve the minutes of July 12, 2023. Motion passed 5-0 by voice vote.**

**V. GUESTS &/OR PERSONS TO BE HEARD**

**VI. REPORTS & CORRESPONDENCE**

Davis reported the CLG historic preservation grant program was open to receive grant proposals. The Office of History & Archaeology (OHA) anticipated \$150,000 would be available to award. The maximum federal share was \$50,000, with a 60/40 match. The application deadline was October 13, 2023. OHA had a new Alaska Maritime Heritage Preservation Program and was soliciting grants, due October 31st. Applicants could request from \$10,000 to \$50,000. Finally, there were two open seats on the HPC commission, and any interested individuals could submit a board application and letter of interest to the Municipal Clerk's Office.

Davis informed commissioners the Sitka National Historical Park Visitor Center, had submitted a nomination to the National Register of Historic Places. They were providing 45 days for opportunity to comment on the application. Commissioners would need to set

a special meeting for discussion since the proposal had missed the cut-off for the public hearing notice. Davis would reach out to commissioners to set a day and time.

## **VII. UNFINISHED BUSINESS**

### **b. Historic Preservation Plan.**

Commissioner Pensley provided an update on the HPC plan. This included a proposed table of contents that the subcommittee would be finalizing. Commissioners agreed the changes looked good and thanked Pensley for all her work on the document.

## **VIII. NEW BUSINESS**

### **c. New Construction of a 7-plex at 750 Alice Loop**

Davis introduced plans for new construction of a 7-plex at 750 Alice Loop. There would be seven one-bedroom and one-bath apartments constructed. Poulson explained this site was part of the former military base and there was an intact pillbox in the area. Commissioners determined there would be no impact to the historical landmark and recommend approval.

**M/Poulson-S/Brady-Howard, moved to approve the recommendation for new construction of a 7-plex at 750 Alice Loop. Motion passed 3-2 by voice vote.**

### **d. Demolition of structure at 105 Metlakatla Street**

Davis introduced plans for demolition of 105 Metlakatla Street. The property owners were planning to build a one-story single-family home to live in. The current structure was deteriorating with rotten wood and a crumbling foundation. Commissioners discussed the history of the area including UAF Project Jukebox and signage located at the National Historical Park. The first motion failed to pass. Commissioners then created a new motion to inform the property owners of where to find history on the cottages and to recommend documentation and monitoring of the site if the owners moved forward with the demolition of the structure.

**M/Poulson-S/Brady-Howard, moved to approve the recommendation of demolition at 105 Metlakatla Street. Motion failed 0-5 by roll call voice vote.**

**M/Poulson-S/Brady-Howard, moved to inform the owners of the history of the cottages on Metlakatla Street and if they demolished the structure at 105 Metlakatla Street, to document and monitor the site. Motion passed by 5-0 by voice vote.**

### **e. 300 Harbor Drive – Sitka Woman’s Club nomination for the National Register of Historic Places**

Davis introduced Sitka Woman’s Club nomination for the National Register of Historic Places. Anne Pollnow and Audrey Hudson were present to represent the Sitka Woman’s Club. Pollnow described the history of the building which was built in mid-1890s. It was a small wood-framed, one-story cottage with a large, landscaped yard. It was originally built as a dwelling and shop. While some of the exterior materials had been replaced or repaired, the alterations were completed with compatible materials and the building retains a majority of the features which convey a small-scale, wood-frame cottage. The

property was associated with events that had a significant contribution to history between 1951-1975. The Sitka Woman's Club was gifted the building in 1951 and over a period of 70 years was vital to the club's philanthropic and community work in Sitka. Commissioners discussed the request and agreed to provide a letter of support.

**M/Poulson-S/Lucas, moved to approve the request to provide a letter of support for the Sitka Woman's Club nomination to the National Register of Historic Places. Motion passed 5-0 by voice vote.**

**IX. SET NEXT MEETING DATE(S):**

(2<sup>nd</sup> Wednesday of the Month, 6pm, Harrigan Centennial Hall)

**Wednesday, October 11, 2023** – Regular Monthly Meeting

**X. ADJOURNMENT**

Chair Littlefield, hearing no objection, adjourned the meeting at 7:31 PM

**SITKA HISTORIC PRESERVATION COMMISSION**

Regular Monthly Meeting  
**Harrigan Centennial Hall**  
October 11, 2023, 6 p.m.

**FINAL MINUTES**

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

**Chair Littlefield called the meeting to order at 6:03 pm.**

Present: Roby (Koolyéik) Littlefield (Chair), James (Kushxeet) Poulson, Danielle Pensley (telephonic, left meeting at 6:10 PM), Karen Lucas, Dionne (Yeidfkook'aa) Brady-Howard, JJ Carlson (Assembly Liaison)  
Staff: Kim Davis

**II. ELECTION OF OFFICERS**

**M/Lucas-S/Littlefield moved to elect Commissioner Littlefield as Chair, Commissioner Brady-Howard as Vice Chair, and Commissioner Poulson as Secretary. Motion passed 4-0 by voice vote.**

**III. APPROVAL OF AGENDA**

**M/Poulson-S/Lucas, moved to approve the agenda. Motion passed 4-0 by voice vote.**

**IV. APPROVAL OF MINUTES**

**a. July 12, 2023 minutes**

**M/Poulson-S/Lucas, moved to approve the minutes of September 13, 2023. Motion passed 4-0 by voice vote.**

**V. GUESTS &/OR PERSONS TO BE HEARD**

**VI. REPORTS & CORRESPONDENCE**

Poulson reported that he and Jarred Hope-Lang had submitted the Sitka Indian Village to the 2024 list of America's Most Endangered Historic Places as part of the National Trust for Historic Preservation. Davis reported there were two open seats on the Commission.

**b. National Historic Landmarks Committee**

Davis provided correspondence from the National Historic Landmarks Committee (NHL) on the Sitka Naval Operating Base and U.S. Army Coastal Defenses update to the National Landmark. Davis provided the commissioners with the information to attend the meeting. The NHL was updating the National Landmark with additional information regarding the significant role in protecting Alaska during World War II.

**VII. UNFINISHED BUSINESS**

**c. Historic Preservation Plan.**

Poulson requested the most up-to-date plan be sent to members of the Commission.

**VIII. NEW BUSINESS**

**d. 110 College Drive, Whitmore Hall – installation of heat pump system, replacement of 14 interior and exterior doors, and replacement of front porch steps.**

Poulson provided an update of the project at Whitmore Hall that had received a grant to install a new heating system, replace the front porch steps, new interior and exterior doors, and new fixtures in the bathroom's. The front porch would be restored to its original design and all the doors would be from Douglas Fir. The building had been poorly heated in the past and a new heating system was needed to maintain the structure. Commissioners determined there was no impact to the historical landmark and recommend approval.

**M/Lucas-S/Brady, moved to recommend the request at 110 College Drive. Motion passed unanimously by voice vote.**

**e. 234 Kaagwaataan Street, replace and expand existing deck and stairs, new covered roof over main entrance.**

Davis introduced a building permit request at 234 Kaagwaataan Street. The owner wanted to replace the decks and stairs, connect the front and rear decks, and add a covered roof over the main entrance. Commissioners determined there was no impact to the historical area and recommend approval.

**M/Poulson-S/Lucas, moved to recommend the request at 234 Kaagwaataan Street. Motion passed 4-0 by voice vote.**

**IX. SET NEXT MEETING DATE(S):**

(2<sup>nd</sup> Wednesday of the Month, 6pm, Harrigan Centennial Hall)  
**Wednesday, November 8, 2023 – Regular Monthly Meeting**

**X. ADJOURNMENT**

Chair Littlefield, hearing no objection, adjourned the meeting at 6:39 PM

**SITKA HISTORIC PRESERVATION COMMISSION**

Regular Monthly Meeting  
**Harrigan Centennial Hall**  
December 13, 2023, 6 p.m.

**FINAL MINUTES**

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

**Chair Littlefield called the meeting to order at 6:05 pm.**

Present: Roby (Koolyéik) Littlefield (Chair), James (Kushxeet) Poulson, Danielle Pensley, Karen Lucas, Scott Saline (Assembly Liaison Alternate, arrived 6:08 PM)  
Excused: Dionne (Yeidíkook'aa) Brady-Howard, JJ Carlson (Assembly Liaison)  
Staff: Kim Davis

Public: Keith Nyitray, Bruce Gazaway, Michael Litman, Rebecca Poulson

**II. APPROVAL OF AGENDA**

**M/Poulson-S/Lucas, moved to approve the agenda with the change of New Business first. Motion passed 4-0 by voice vote.**

**III. APPROVAL OF MINUTES**

**a. October 11, 2023 minutes**

**M/Poulson-S/Lucas, moved to approve the minutes of October 11, 2023 minutes. Motion passed 4-0 by voice vote.**

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

**V. REPORTS & CORRESPONDENCE**

Davis reported there were two open seats on the Commission and the Planning Manager position was open and being advertised. Davis asked if the commission would like to add a discussion item to the next agenda regarding a street naming policy. Members stated they would like to start the process and suggested staff look to see if anything had been done in the past.

**VI. UNFINISHED BUSINESS**

**b. Historic Preservation Plan.**

Commissioner Pensley updated the Commission on the Historic Preservation Plan. The Commission would like to have the plan completed by the end of spring and was in the process of completing final edits and formatting. Pensley suggested that she would soon be able to dedicate more time to the plan and asked if there could be an possible contract or honorarium to support their work. Davis stated any contract would have to be a bid process and would discuss with the Planning Director on pathways forward and process. It was also suggested they could report to the Assembly and staff could assist in getting them on the agenda.

**VII. NEW BUSINESS**

**c. Sitka Maritime Heritage Society grant and project update.**

Keith Nyitray, the new executive director of the Sitka Maritime Heritage Society, provided an update on their CLG grant project regarding the Japonski Island Boathouse. There was an open house attended by approximately 60 people. They had received a grant of \$10,660 from the Rasmuson Foundation, which would be used to complete the addition of an ADA-compliant bathroom. They also would be receiving two other grants totaling \$20,000 each from the State Historic Preservation Office for restoration, a sprinkler system and educational purposes. Nyitray discussed the successful adult classes and fundraisers, with plans to continue these events in the spring. A collaborative educational video about tribal citizens' involvement in maritime history was also planned.

**d. Historic Preservation Fund project updates on Whitmore Hall and Tillie Paul Manor.**

Rebecca Poulson provided an update on the restoration of Tillie Paul Manor. They would be restoring the windows on the sun porch by taking them apart, fixing any damages, and replacing the glazing or glass. Poulson also held an open house to educate people on the history of the building.

The second project was the interior restoration of Whitmore Hall, which involved restoring the front of the building to its original layout and installing a new heating system. They had also held an educational event that included a walking tour and exhibits. Poulson discussed the many challenges involved in installing a heating system in a large building, which took approximately a year to design, and the importance of year-round usability of the building.

**e. 718 Alice Loop, new construction of a tri-plex.**

Davis presented the plans for new construction of a tri-plex at 718 Alice Loop. The owners wanted to construct a single-story tri-plex. Commissioners determined there was no impact to the historical area and recommend approval.

**M/Poulson-S/Lucas, moved to recommend the request at 718 Alice Loop. Motion passed 4-0 by voice vote.**

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

(2<sup>nd</sup> Wednesday of the Month, 6pm, Harrigan Centennial Hall)

**Wednesday, January 10, 2024** – Regular Monthly Meeting

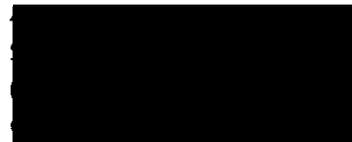
**IX. ADJOURNMENT**

Chair Littlefield, hearing no objection, adjourned the meeting at 7:28 PM

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# Yeidikook'áa Dionne Brady-Howard

Social Studies Teacher



## SKILLS

- teamwork, communication, strong work ethic, organization, and follow-through

## WORK EXPERIENCE

### **Outer Coast College - *Indigenous Studies Lead*; September 2020 - PRESENT**

- Designing and implementing curriculum in the area of indigenous studies, including Alaska Native history, technology, arts, language, with a particular focus on that of the Tlingit Aani, which the students will be studying and making their home during their stay.

### **Mt. Edgecumbe High School - *Social Studies Teacher*; August 2000 - PRESENT**

- Designing and implementing lessons within social studies curricula; collaborating with English Language Arts colleagues to promote targeted ELA skills within the social studies curricula
- Freshman Inquiry Team facilitator 2014-2015, 2016-2017 - gathering and organizing student data to implement the school's Response to Instruction plan for 9th graders in need of intervention
- Founder's Week Planning Committee - helping to plan the activities for the MEHS 70th Anniversary Founders Week activities
- Future Educators of Alaska Co-Advisor 2007-2014, 2015-2018; facilitate club meetings and activities such as volunteer tutoring, guest speakers, work service at the public library's Babies and Books program, organize travel to statewide conference

### **Tribal Tours - *Native Dance Show Coordinator*; June 2012 - October 2020**

- Teach Tlingit songs and dances to multi-age ensemble that performs for cruise ship tourists
- Organize dancers for volunteer community performances throughout the year for events such as: tribal government events, Native American Heritage Month, Recovery Month, the Monthly Grind, Walk for Life, Elizabeth Peratrovich Day, MEHS Founders Week

### **Southwest Region School District - *Mobile Social Studies Teacher*; 1998-2000**

- Designed curriculum in American Government and US History
- Planned and delivered lessons in the US History and American Government curriculum in the four different villages in the SWRSD

**Sitka Native Education Program - Volunteer 2016; paid consultant/Culture Bearer 2017**

- *Plan and deliver lessons in Tlingit language, song, and dance to the 6th through 12th grade class*

## **EDUCATION**

**Sheldon Jackson College, Sitka, AK - Bachelor of Arts Degree in Education**

August 1995 - May 1998

**University of Alaska Southeast, Juneau, AK - Intermediate Tlingit Language student**

August 2018- May 2019

**Sitka Native Education Program, Sitka, AK - Student Cultural Instructor (1987-1991);**

*student/participant 1976-1991*

## **COMMUNITY ACTIVITIES**

**Miscellaneous Community Activities** *Organized the event for Every Child Matters, 2022, Native American Heritage Month 2022*

**Sitka Tribe of Alaska - Tribal Council Vice Chair; January 2021-present**

*Serve as a council member and also the vice chair, ran meetings and represented the Tribal Council at community events in the Chairman's absence, chair of the Education Committee, attend meetings, represented tribal citizens*

**Sitkans Against Family Violence - Board member; 2020-present, Chair; 2022-present**

*Serve as a member of the board of directors, responsible for the hire and supervision of the Executive Director, attend board meetings regularly, maintain and update long range plans, monitor agency finances, represent the organization in the community*

**Teachers Education Association - Mt. Edgecumbe - President; 2020-present**

*Set agendas, run the meetings with the membership, work with UniServ Director to ensure members' rights are protected.*

**Sitka Indigenous People's Day Planning Committee - Member; October 2019** *Provided input in conjunction with representatives from a wide cross section of local organizations, regarding the activities, theme, and focus of the community-driven event for Indigenous People's Day 2019.*

**Sitka School Board - Member; October 2016- May 2020**

*Attend monthly meeting and monthly work session, participate in a wide range of decisions regarding student achievement, school climate and connectedness across all demographics, engage in transparent budget process, and update board policies in accordance with statutes*

**Teachers Education Association - Mt. Edgecumbe - Secretary; 2014-2017**

*Kept minutes of meetings, managed communications with union members.*

**Sitkans Against Family Violence - Trainer; 2011, 2012, 2013, 2014, 2015, 2016**

*Cultural Considerations in working with Alaska Native Victims of Domestic Violence*

**Sitka Police Department and Sitka Fire Department - Trainer; June 2016** *Planned and facilitated training "Cultural Considerations in Public Service" for members of police and fire departments, and EMS*

**Mt. Edgecumbe High School Alumni - advocate; 2015, 2016** *Helped lead the effort to rally alumni to contact their legislators to protect the funding and continued existence of Mt. Edgecumbe High School*

**Teachers Education Association - Mt. Edgecumbe - Lead Negotiator; 2014-2015, 2016-2018**  
*Represent our bargaining unit at the table with state labor negotiators.*

**Sheet'ka Kwaan Dancers - Member; August 1995-PRESENT; Leader 2006-PRESENT;** *organize group fundraising activities, seek charitable funding for travel, and arrange travel to Sealaska Heritage Institute's biannual Celebration, participation/dancing at multiple community events: Recovery Month gatherings, Mt. Edgecumbe High School Founders Day, Indigenous People' Day*

**Sitka Native Education Program Parent Committee - Member and Chairperson; August 2000-July 2013** *Facilitate meetings, represent the interests of cultural education and preservation in the community in accordance with Indian Education Act and Johnson O'Malley regulations, create a budget responsive to the educational needs of the Native community*

## **AWARDS AND RECOGNITIONS**

2021 Recipient of NEA-Alaska's Willard Bowman Memorial Award for Human Rights

2020 Panellist, Not just an Outside Problem: A History of Racism in Alaska and Call to Action

2020 Speaker, Self-Care Cafe Event, Sitka Early Childhood Coalition

2019 Keynote speaker, Reconciliation Day

2019 MMIWG Keynote Speaker for Women's March

2018 Keynote Speaker, Wild Foods Banquet, Sitka Conservation Society

2018 Honoree for Sitkans Against Family Violence Honoring Women Event

2017, 2018 Speaker for the University of Alaska Southeast Sitka event for Indigenous People's Day

2017 Watchman Award - for work in the community, teaching culture to promote healthy lifestyles

2017 Nominee/attendee - NEA Minority Leadership Conference

2016 Keynote Speaker, Standing With Standing Rock fundraising event

2016 Emcee, Standing Rock protest

2016 Nominated as a BP Teacher of Excellence

2015 NEA-Alaska representative to the Alaska Federation of Natives

2014 Keynote Speaker, Choose Respect March, Sitka

2005, 2015, 2016 Keynote Address Speaker for Elizabeth Peratrovich Day Festivities

2015, 2004 Mt. Edgecumbe High School Graduation Keynote Speaker

## 6.3 Historic, Cultural, and Arts Resources Goals, Objectives, and Actions

Goals set overall direction.

Objectives are the policies the City and Borough of Sitka intends to achieve over time.

Actions chart a path to achieve the goals and objectives.

Number	Action	Responsible Agency	Time Frame	Capital Funds Needed
<b>HCA 1</b>	<b>Objective 1 – Celebrate Sitka’s Rich and Diverse Heritage.</b>			
HCA 1.1	Acknowledge and celebrate Sitka’s historic, archaeological, architectural, traditional, cultural, and scenic heritage by recognizing and preserving sites, structures, and districts with significant value.	AC	OG	U
HCA 1.1.a	Develop, adopt, and implement a Sitka Historic Preservation Plan.	CBS	ST	L
HCA 1.1.b	Facilitate and support CLG grants to obtain National Register Historic District status for eligible districts.	AC	OG	L
HCA 1.1.c	Coordinate and collaborate with interested parties to compile cemetery information.	AC	ST	L
HCA 1.1.d	Integrate AHRS map into project review.	CBS	ST	L
HCA 1.1.e	Develop a checklist to use in the planning stage of all city projects, and projects needing city approval, to integrate consideration of cultural and historic values.	CBS	ST	L
HCA 1.1.f	Consult with the adopted Sitka Historic Preservation Plan on issues and development that could affect preservation and enhancement of the unique character of downtown Sitka.	CBS	OG	L
HCA 1.1.g	The City and Borough of Sitka supports, as appropriate, efforts to: <ul style="list-style-type: none"> <li>Return any future tribal artifact discoveries to Sitka Tribe of Alaska.</li> <li>Support STA, BIHA, and property owners in the rehabilitation of clan houses.</li> </ul>	CBS	OG	U
HCA 1.1.h	Create a memorial and naming policy to integrate place names that are representative of Sitka’s diverse history into community facilities, services, places, and streets. <i>Cross reference T 5.2</i>	CBS	ST	L
HCA 1.1.i	Develop a Master Plan for the Katlian/ Kaagwaantaan area in collaboration with Sitka Tribe of Alaska, Alaska Native Brotherhood & Sisterhood, property owners, and local business owners, and other interested parties. <i>Cross reference LU 3.5</i>	AC	MT	L
<b>HCA 2</b>	<b>Objective 2 - Promote availability of funding for Historic Property Renovation.</b>			
HCA 2.1	Advertise historic preservation opportunities, tax incentives, and grants available to rehabilitate historic properties, sites, and within districts.	CBS	OG	L
HCA 2.2	Look for funding opportunities for downtown revitalization.	ALL	OG	L
<b>HCA 3</b>	<b>Objective 3 - Support visual and performing (V&amp;P) arts in Sitka.</b>			
HCA 3.1	Support development of pop-up shops for local vendors.	CBS, PR, AC	ST, OG	L
HCA 3.2	Encourage public art displays, when appropriate (murals, etc.) and develop temporary use permits to manage these.	CBS	OG	L

**21.40.100 Street names.**

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Names of new streets shall not duplicate existing street names unless a new street is a continuation of or in alignment with the existing street. Street names for dedicated rights-of-way may be recommended by the Sitka historic preservation commission and approved by the municipality. House numbers shall be assigned in accordance with the house numbering system in effect in the city and borough. (Ord. 08-10 § 4 (part), 2008.)

# *Sitka Historic Preservation Commission*

*City and Borough of Sitka  
100 Lincoln Street  
Sitka, Alaska 99835*

## **Nomination Form for Street and Public Facilities Name**

Name you are suggesting for the list of Street and Public Facilities names (Please use separate form for each individual name):

Are you suggesting this name for the general list from which names will be drawn as needed, or for a specific street or other public facility?

Please set forth briefly the reasons this would be an appropriate name for a street or other public facility in Sitka (Use additional sheets if needed):

Does this suggested name meet the criteria set forth in the Policy on Naming Streets and Public Facilities? If it does not, please list reasons an exception to the policy:

Please list your own name and mailing address, with telephone number and e-mail address if you wish:

# Sitka Historic Preservation Commission

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

A. Contact Name Kai Malicoat  
Address 220 Observatory Street City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone 206-802-8542 Fax \_\_\_\_\_ email \_\_\_\_\_

B. Agency undertaking project: (circle)  
 Private  City  State  Federal Department \_\_\_\_\_

C. Date Agency received proposed project: \_\_\_\_\_

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 \_\_\_\_\_ 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 <sup>1959</sup> \_\_\_\_\_

J. Describe the proposed project  
Replace deck and stairs, enclose new arctic entry.  
\_\_\_\_\_  
\_\_\_\_\_

K. Purpose/Objectives for the undertaking  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 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: \_\_\_\_\_

# EXISTING ENTRY



WEST



WEST

# NEW ENTRY



WEST



WEST

SHEET NUMBER  
**2**

NO SCALE  
2/12/2024  
DRAWN BY: S.M.

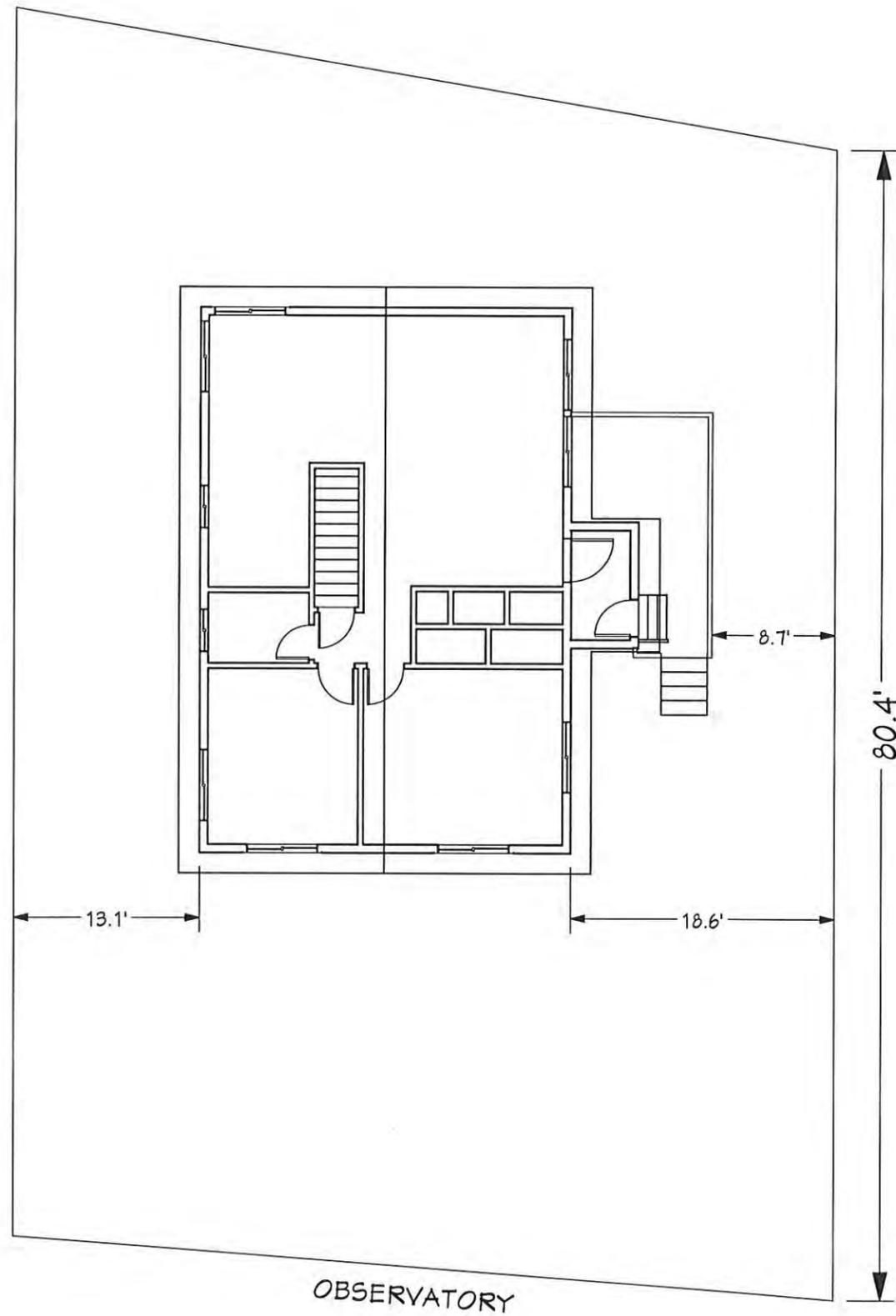
TITLE  
**PLAN**

CLIENT  
KAI'S CUSTOM LLC  
2406 HALIBUT POINT RD  
SITKA, AK 99835  
(206) 802-8542

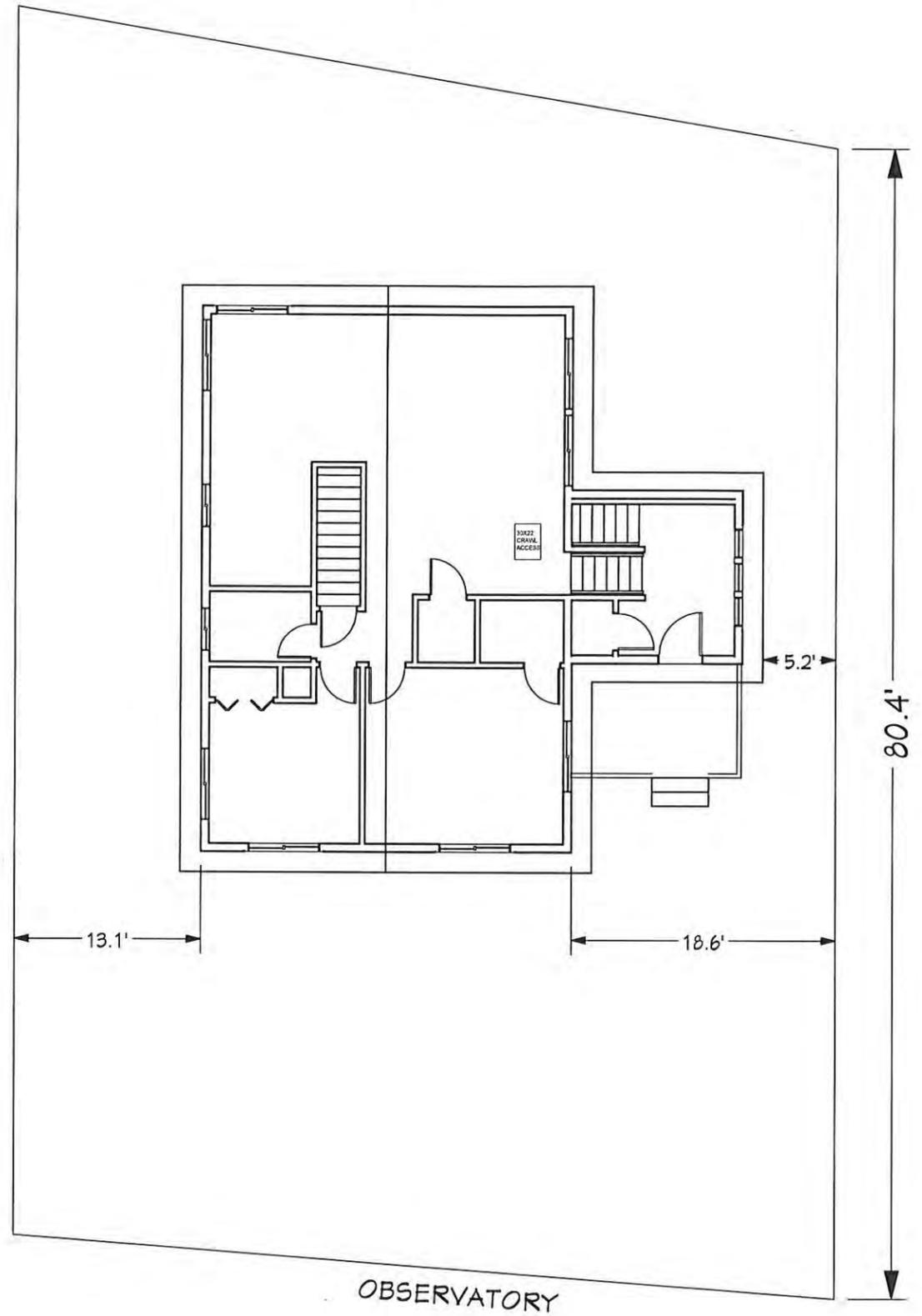
CONTRACTOR:  
TITAN CONSTRUCTION  
220 KRAMER AVE  
SITKA, AK 99835  
(907) 752-0415



# EXISTING ENTRY



# NEW ENTRY



**ZONING**  
1 ZONED SF  
2 14' FRONT, 5/9 SIDES, 8' REAR SETBACK

SHEET NUMBER

3

NO SCALE

2/12/2024

DRAWN BY: S.M.

TITLE

PLOT PLAN

CLIENT

KAI'S CUSTOM LLC  
2406 HALIBUT POINT RD  
SITKA, AK 99835  
(206) 802-8542

CONTRACTOR:

TITAN CONSTRUCTION  
220 KRAMER AVE  
SITKA, AK 99835  
(907) 752-0415



# Sitka Historic Preservation Commission

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

A. Contact Name Kai Malicoat  
Address 305 Tlingit Way City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone 206-802-8542 Fax \_\_\_\_\_ email \_\_\_\_\_

B. Agency undertaking project: (circle)  
 Private  City  State  Federal Department \_\_\_\_\_

C. Date Agency received proposed project: \_\_\_\_\_

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 \_\_\_\_\_ 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 <sup>1966</sup> \_\_\_\_\_

J. Describe the proposed project  
~~Replace existing decks and stairs. Enclose entry way on existing deck. Add new deck to south corner.~~

K. Purpose/Objectives for the undertaking  
~~Replace and expand deck and stairs, enclose entry.~~

- 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

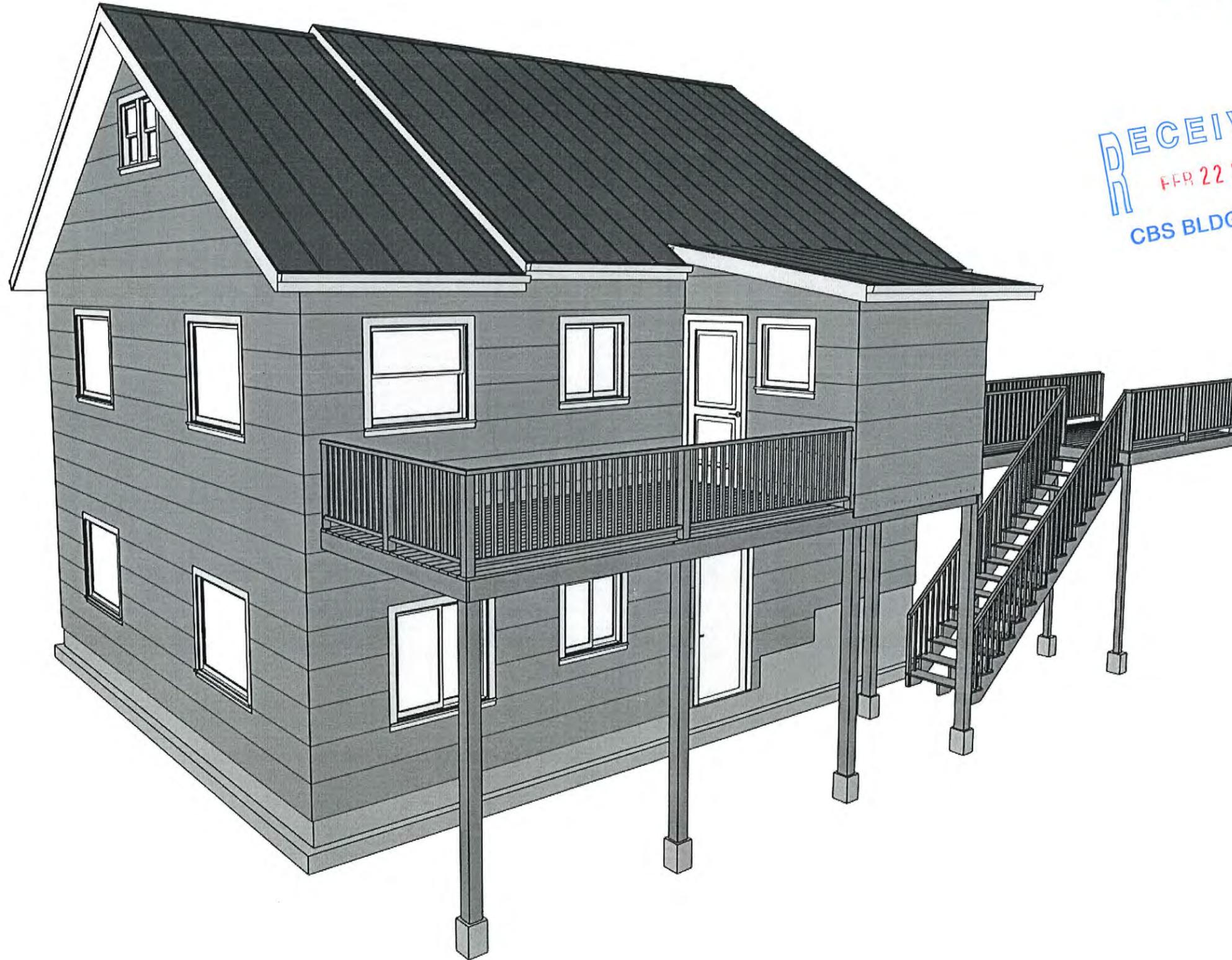
- Notes to Applicant:
- Review will take place only during regular commission meetings or on an as needed basis.
  - Projects along Lincoln or Katlian Streets will require review with Planning Department staff.
  - The meetings are public and convene the second Wednesday of each month as advertised.
  - 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: \_\_\_\_\_

APPLICANT COPY

RECEIVED  
FEB 22 2024  
CBS BLDG DEPT



APPLICANT COPY

305 TLINGIT WAY  
LOT SIXTY-FOUR (64), BLOCK 2  
THE NORTHWESTERLY PORTION OF LOT SIXTY-FOUR  
US SURVEY 2542, SITKA TOWNSITE

## DECK REPLACEMENT AND EXPANSION

SHEET NUMBER

1

NO SCALE

2/20/2024

DRAWN BY: S.M.

TITLE:

# OVERVIEW

CLIENT:

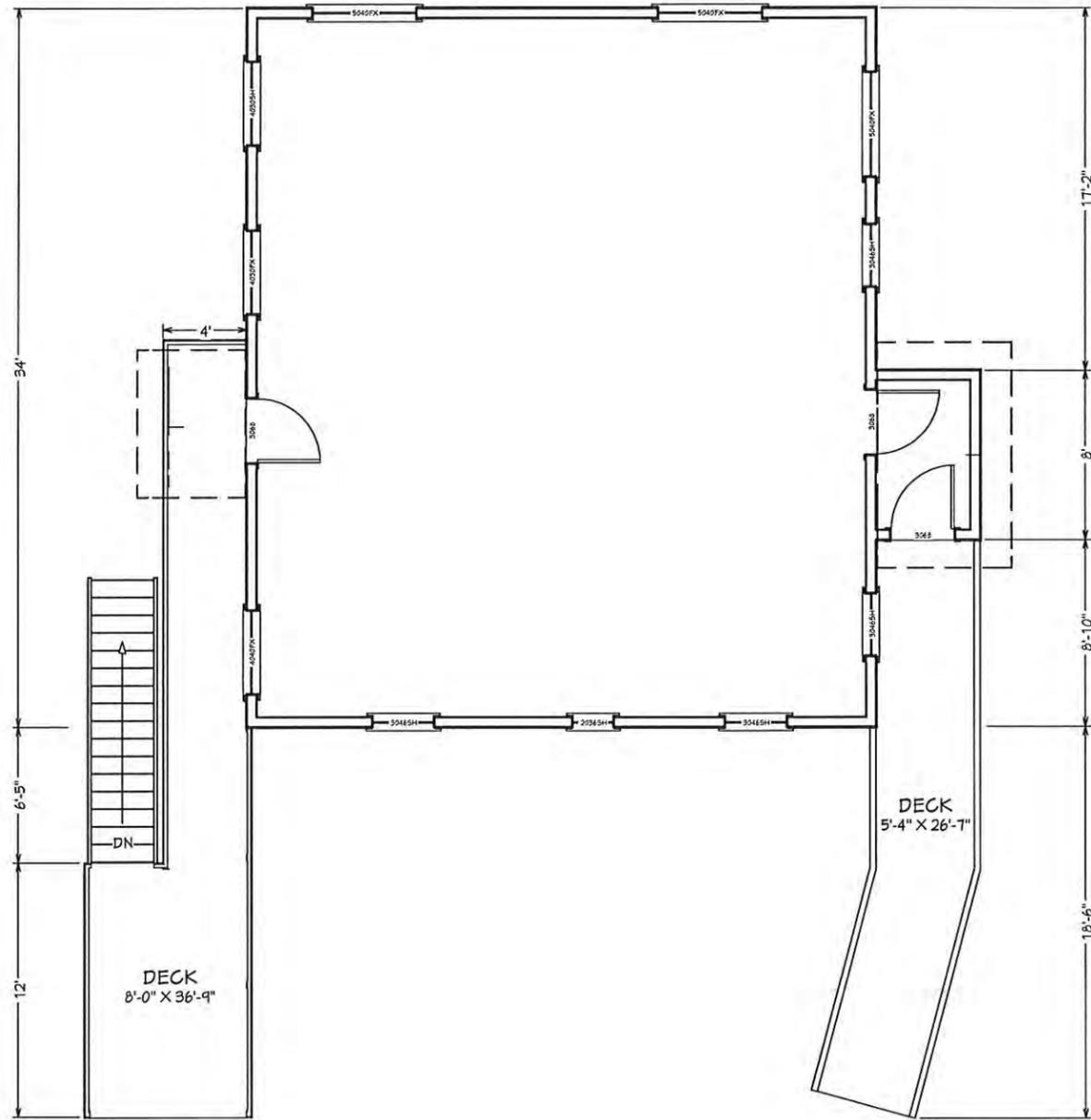
KAI'S CUSTOM LLC  
2406 HALIBUT POINT RD  
SITKA, AK 99835  
(206) 802-8542

CONTRACTOR:

TITAN CONSTRUCTION  
220 KRAMER AVE  
SITKA, AK 99835  
(907) 752-0415



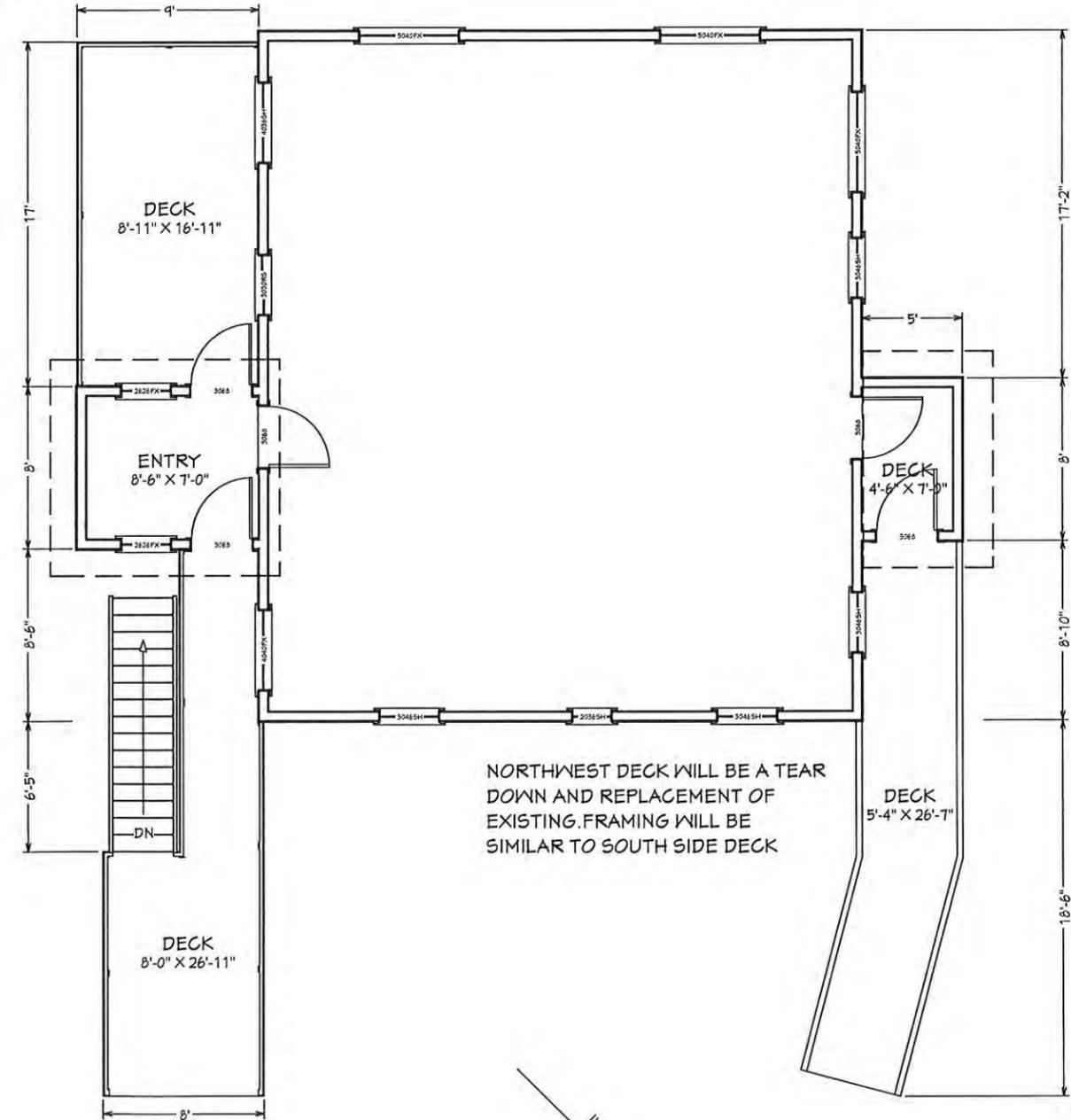
# EXISTING



# NEW

### ZONING

- 1 ZONED R1
- 2 NEW DECK ON SOUTHEAST SIDE WILL BE APPROXIMATELY 28' FROM SOUTH PROPERTY LINE
- 3 NO CHANGE TO DISTANCES ON OTHER DECKS BEING REPLACED



SHEET NUMBER

2

NO SCALE

2/20/2024

DRAWN BY: S.M.

TITLE:

PLAN

CLIENT:

KAI'S CUSTOM LLC  
2406 HALIBUT POINT RD  
SITKA, AK 99835  
(206) 802-8542

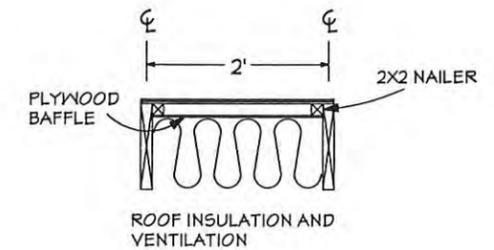
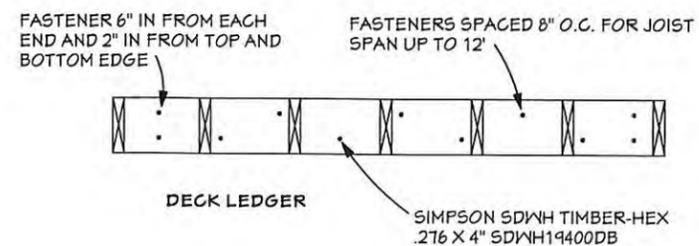
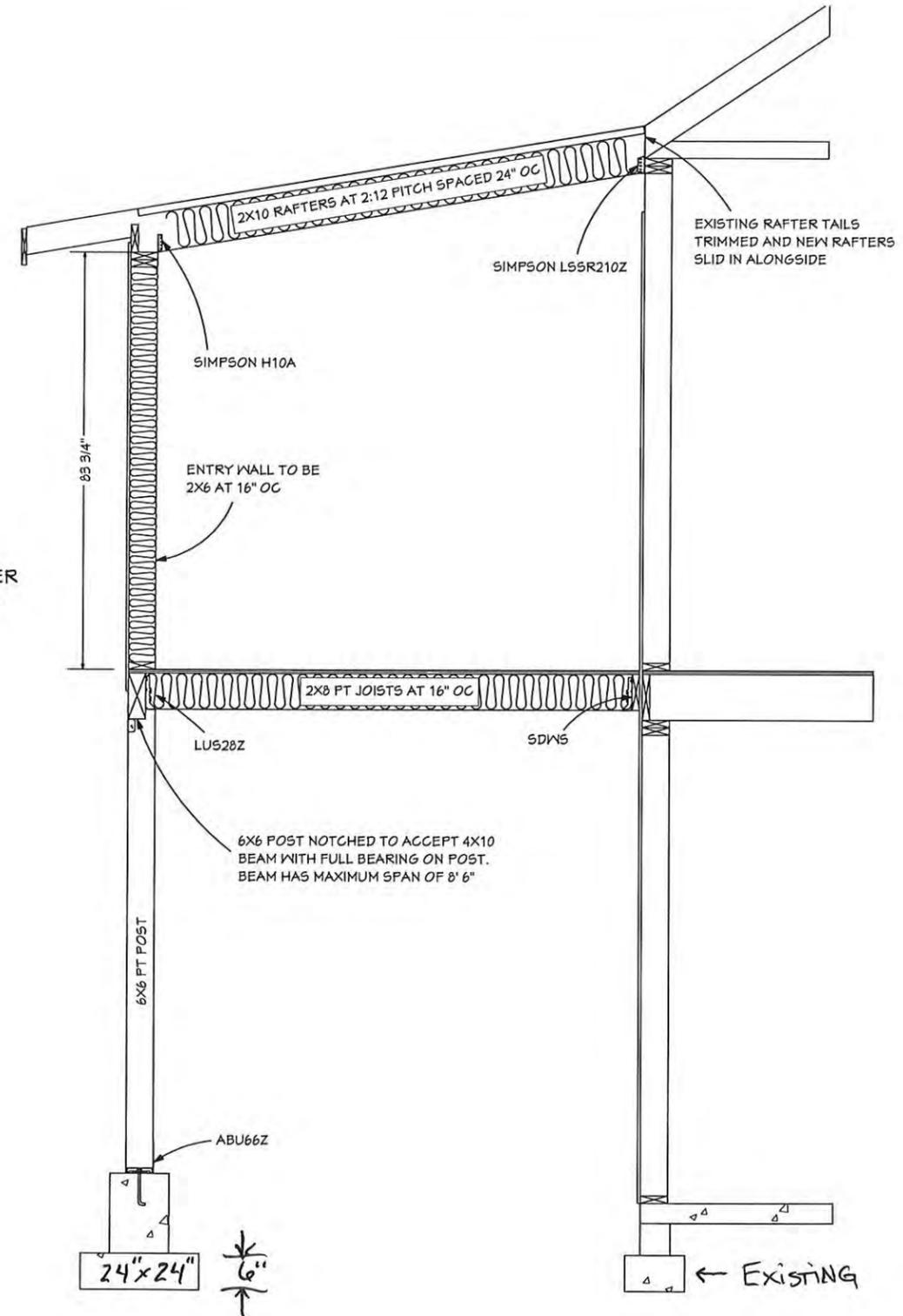
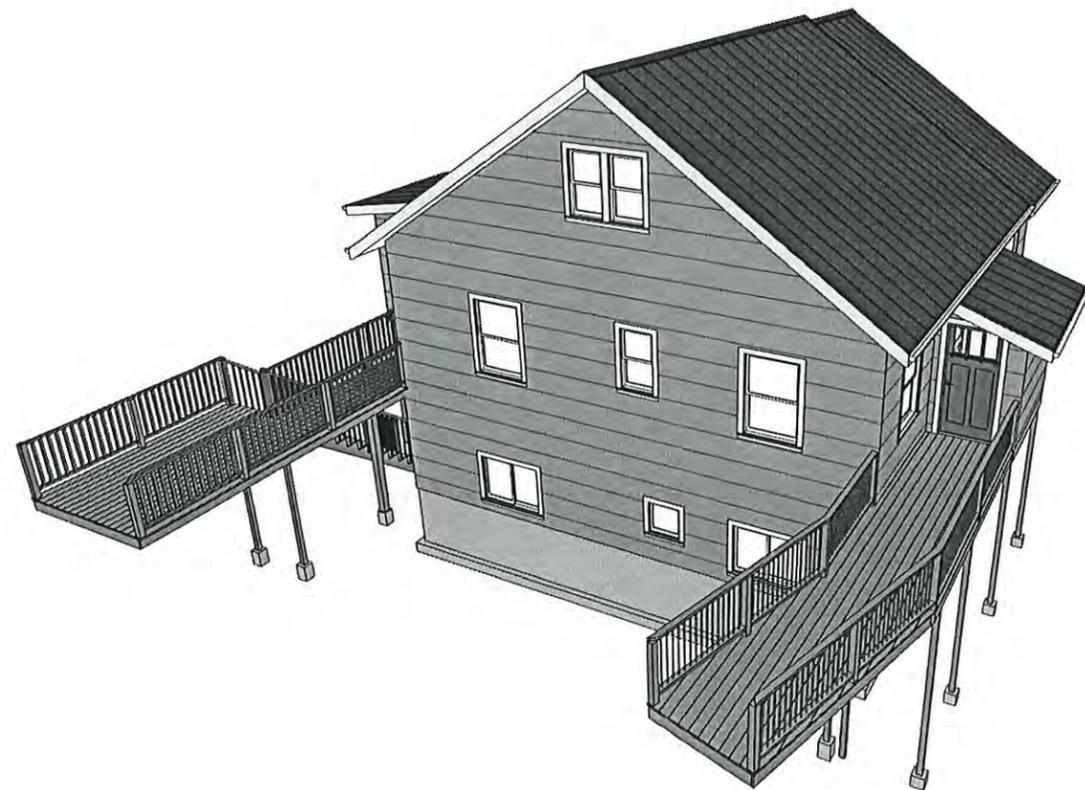
CONTRACTOR:

TITAN CONSTRUCTION  
220 KRAMER AVE  
SITKA, AK 99835  
(907) 752-0415





**STAIRS**  
 1 10" TREADS, 1" NOSING, WITH 7-1/2" RISER  
 2 STAIR STRINGERS WILL NEED MID-SPAN SUPPORT  
 3 PT 2X12 STRINGERS 12" OC



SHEET NUMBER

3

NO SCALE

2/20/2024

DRAWN BY: S.M.

TITLE:

**DETAILS**

CLIENT:

KAI'S CUSTOM LLC  
 2406 HALIBUT POINT RD  
 SITKA, AK 99835  
 (206) 802-8542

CONTRACTOR:

TITAN CONSTRUCTION  
 220 KRAMER AVE  
 SITKA, AK 99835  
 (907) 752-0415



# Sitka Historic Preservation Commission

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

A. Contact Name Michael West  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_ email mike.west@uscg.mil

B. Agency undertaking project: (circle)  
 Private  City  State  Federal Department U.S. Coast Guard (USCG)

C. Date Agency received proposed project: \_\_\_\_\_

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 \_\_\_\_\_ 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  
Construction of shoreside facilities and associated infrastructure.  
\_\_\_\_\_  
\_\_\_\_\_

K. Purpose/Objectives for the undertaking  
New port for new Sentinel Fast Response Cutter.  
\_\_\_\_\_  
\_\_\_\_\_

- 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.
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  - 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: \_\_\_\_\_

U.S. Department of  
Homeland Security

United States  
Coast Guard



Commanding Officer  
United States Coast Guard  
Facilities Design & Construction Center

5505 Robin Hood Road, Suite K  
Norfolk, VA 23513-2431  
Phone: 757-852-3404  
Fax: 757-852-3495

15 February 2024

Sitka Historic Preservation Commission  
100 Lincoln Street  
2<sup>nd</sup> Floor, Municipal Bldg  
Sitka, AK 99835  
Phone: (907) 747-1814  
Email: [planning@cityofsitka.org](mailto:planning@cityofsitka.org)  
[Kim.davis@cityofsitka.org](mailto:Kim.davis@cityofsitka.org)

Dear Sitka Historic Preservation Commission:

The U.S. Coast Guard (USCG) is proposing the construction of shoreside facilities and associated infrastructure necessary to homeport a new Sentinel Fast Response Cutter (FRC) at its facility in Sitka, Alaska (Sitka Moorings). To take into account various environmental concerns, the USCG is engaging early with the appropriate resource and regulatory agencies as it formulates the undertaking. The USCG is also preparing an Environmental Assessment (EA) under the National Environmental Policy Act (NEPA) to evaluate potential environmental impacts associated with the FRC facilities development.

In accordance with Section 306108 of the National Historic Preservation Act (NHPA) and its implementing regulations at 36 CFR Part 800, the USCG is advising you of a proposed undertaking that has the potential to affect historic properties. The undertaking would require construction of a new 225-foot by 65-foot pier with an attached floating dock. The new pier/dock combination is designed to replace the existing aging pier that currently berths the Juniper Class Seagoing Buoy Tender (WLB) *Kukui* at the facility and provide the vertical loading, mooring, and fendering requirements for the homeporting of the FRC *Douglas Denman*.

The pier would have a north and south catwalk anchored with piles to provide the required mooring length and would also include a 50-foot by 50-foot crane hardstand. The combined pier and floating dock would be positioned to allow it to be as parallel to the channel as possible, while maintaining navigability of the FRC to transit. As a result of the combined pier/dock construction, the USCG would have to remove and relocate the existing approximately 1,800-square-foot float that is used by the City of Sitka for the annual salmon derby.

Associated upland construction activities would include connections to the pier such as utilities, lighting, shore tie connections, and other services. A small FRC boat bay maintenance facility would be added onto the existing WLB Cutter Support Building (CSB).

In order to facilitate the required capital improvements, the USCG is proposing acquisition of approximately 1.65 acres of land, which is currently leased by the USCG from the State of Alaska. This property comprises three individual parcels, Parcels C1 and C, which are managed by the Alaska Department of Education, and Parcel B, which is managed by the Alaska Department of Natural Resources. (The original proposal also included a fourth, Parcel F, which was managed by the Alaska

water and landside support facilities intended to reduce the overall project footprint.) Parcels C and B are currently in use by USCG; however, the remaining Parcel C1 would need to be cleared for redevelopment by the USCG. Utilities at the three parcels would be tied into the existing USCG infrastructure and run throughout the site and piers. Additionally, the parcels would be developed with site lighting, expanded security fencing, paving, parking, and laydown areas for aids to navigation (ATON).

The USCG recently completed cultural resources survey of the project's Area of Potential Effect (Attachment 1) and determined that the undertaking is within the Sitka Naval Operating Base and Coastal Defenses National Historic Landmark (NHL). Historic properties—contributing elements to the NHL and individually eligible properties—are located within the APE and are anticipated to experience adverse impacts. In addition, the project area has deep importance to the Sheet'ká Kwáan Tlingit and has the potential for inadvertent discoveries of human remains or other cultural material, though none were identified during survey.

Pursuant to 36 CFR §800.5(a), the USCG has determined that there would be an adverse effect to historic properties by FRC facilities development at Sitka Moorings. Attached for your review are copies of relevant supporting documents supporting the USCG's findings and determinations.

Consequently, the USCG is entering into consultation with the State Historic Preservation Office on our finding of *Adverse Effect* per 36 CFR §800.6, as well as notifying the Advisory Council on Historic Preservation, National Park Service, Sitka Tribe of Alaska, Sitka Maritime Heritage Society, and other consulting parties, and seek their feedback, in accordance with 36 CFR §800.6. We plan to develop a Memorandum of Agreement (MOA) to resolve adverse effects.

If you have questions or comments, please contact Mr. Michael West, at (206) 815-1593 or by e-mail at [Mike.West@uscg.mil](mailto:Mike.West@uscg.mil) with your response at your earliest convenience.

Sincerely,



Digitally signed by  
ARMSTRONG, NEAL E.101986178  
0

Date: 2023.11.03 11:27:20 -04'00'

NEAL E. ARMSTRONG, P.E.  
Captain, U. S. Coast Guard  
Commanding Officer

Enclosures: Figure 1 – USCG Sitka Moorings

Figure 2 – USCG Proposed Homeport Action at Sitka Moorings, Sitka, Alaska

Attachment 1 – *Cultural Resources Survey and Section 106 Review for Fast Response Cutter Facilities Development at U.S. Coast Guard Sitka Moorings Sitka, Alaska*



Figure 1. USCG Sitka Moorings

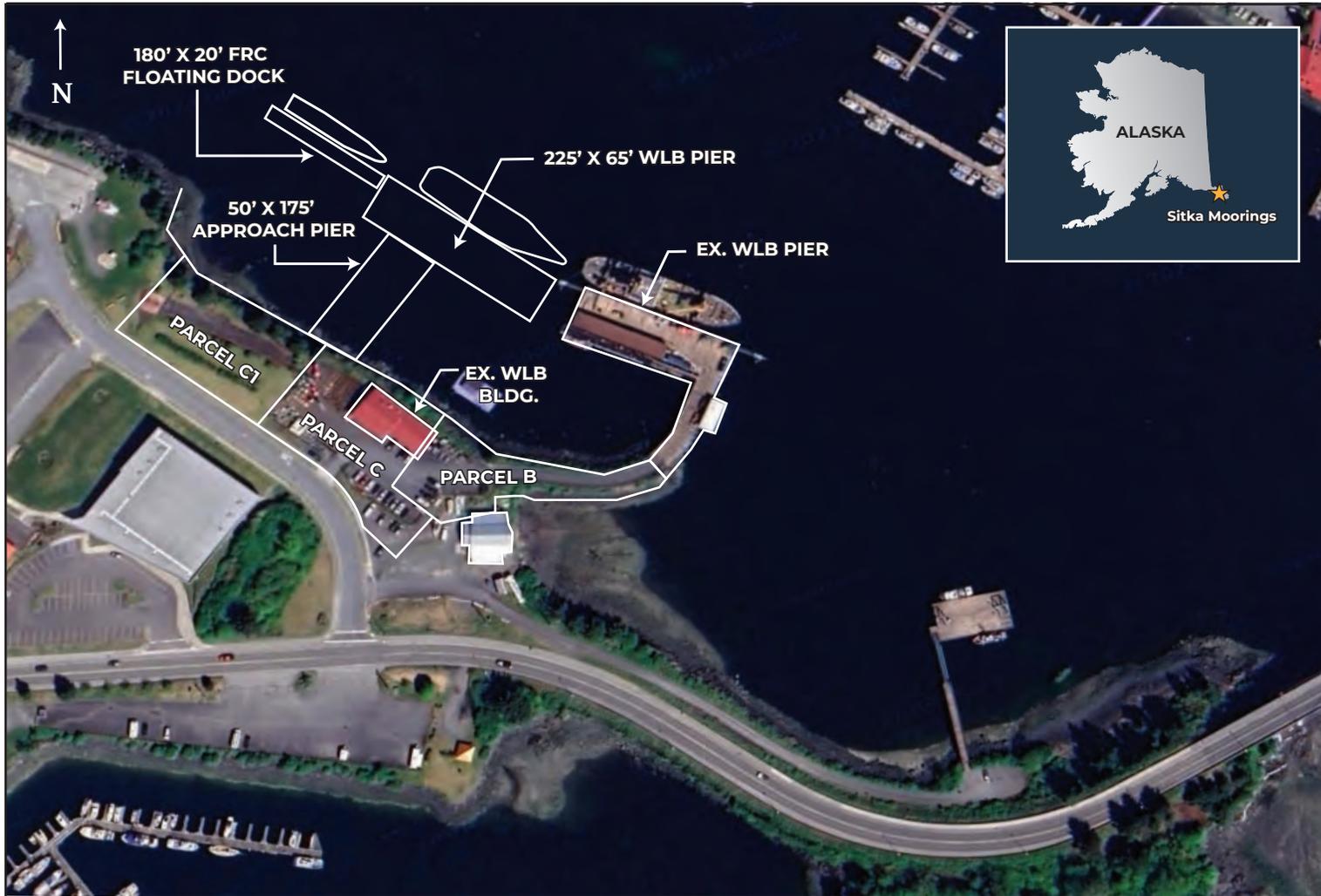


Figure 2. USCG Proposed Homeport Action at Sitka Moorings, Sitka, Alaska