



City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

Coast Guard City, USA

SITKA HISTORIC PRESERVATION COMMISSION

Special Meeting

Held at City Hall

100 Lincoln Street

June 27, 2017 12 pm

Minutes

I. CALL TO ORDER & ROLL CALL: Chair Pollnow called the meeting to order at 12:01 PM.

Present: Pollnow, Dittmar, Saline, Poulson, Littlefield (arrived at 12:03)

Absent: Sopow – excused, Sam, Moses, Swanson (Assembly liaison)

Staff: Michael Scarcelli, Samantha Pierson

II. APPROVAL OF AGENDA

M-Poulson/S-Dittmar moved to approve the agenda. Motion passed 4-0.

III. GUESTS &/OR PERSONS TO BE HEARD

IV. REPORTS & CORRESPONDENCE

Planning Director Scarcelli reported that staff are working on an internal grant policy. Scarcelli discussed street naming procedure and stated that a policy would come back to the Historic Preservation Commission for consideration in the future. Scarcelli stated that the Historic Preservation Plan will go before the Assembly at the July 11 meeting. Pollnow asked if there is a policy in place about administrative fees for grants. Scarcelli stated that the Finance Department is revisiting its internal policies, and the state allows up to 10%. Saline asked about where the administration fee goes, and Scarcelli clarified that the fee for the Finance Department. Pollnow asked if there is any consideration since these CLG grants are written and managed by outside volunteers rather than city staff. Scarcelli stated that he can report back. Poulson stated interest in cleaning up the Preservation Plan, and Scarcelli stated now is the time. Scarcelli stated that there was a motion to move the Plan to the Assembly and staff will follow that direction.

Poulson reported on upcoming National Park Service presentations.

V. REQUESTS FOR REVIEW

- a) Nicholas Teel – 719 Lincoln Street
Roof Repair/replacement/expansion

M-Poulson/S-Littlefield moved to approve the request for review for roof repair/replacement/expansion at 719 Lincoln Street.

Poulson stated that the AHRS listing for this property should be updated. Pollnow stated that historic view sheds are also a consideration.

Motion passed 5-0.

VI. NEW BUSINESS

- a) CLG Grant Application – Sitka Tribe of Alaska and City and Borough of Sitka Cemetery Cataloging

Pollnow recused herself and said she could speak as the applicant.

M-Littlefield/S-Saline moved to approve the CLG grant application for a cemetery cataloging project.

Littlefield stated that Robert Sam's clan affiliation needs to be corrected in the application. Pollnow stated that the grant requires project completion by December 2018. Littlefield asked about tribal support. Pollnow stated that Sam is involved and they will be regularly updating STA's Cultural Customary Traditional Committee. This committee will hold the database and determine what will be available. Pollnow stated that they would eventually like to do a web application for tourists. Pollnow stated that Sam has compiled archival data over decades. Kitty Sopow will work with Sam to digitize the data. Pollnow stated some work will be volunteer and some paid. Pollnow stated that the Scarcelli volunteered city GPS equipment to be loaned to the project.

Motion passed 4-0.

VII. COMMISSIONER DISCUSSION – No Motions May Be Made

Pollnow stated the hope that the volunteerism involved in CLG grants will be considered when determining the city administration fees. Pollnow requested that commissioners attend the July 11 Assembly meeting.

Littlefield stated she will not be able to attend the July 12 meeting.

VIII. SET NEXT MEETING DATE(S):

(2nd Wednesday of the Month, 6 pm **Harrigan Centennial Hall**)

Wednesday, July 12, 2017 – Regular Monthly Meeting

IX. ADJOURNMENT

Chair Pollnow adjourned the meeting at 12:39 PM.

Attest:
Samantha Pierson, Planner I