

[Ms. Henshaw, Planner I, was excused to attend a Planning Commission meeting.]

Historic Preservation Commissioners acknowledged a steep learning curve Planning Department staff will face to complete Sitka's Historic Preservation Plan by October 1. Planning staff will be included in SHPO Certified Local Government training in Historic Preservation which will be provided to HPC and City Staff August 25 and 26, 2010. This training alone will not provide staff with in-depth professional knowledge in the field of historic preservation in order to complete the HP Plan unassisted.

City administration/staff might obtain assistance from Sea Level Consulting, the second ranked bidder in the RFP process for Sitka's Historic Preservation Plan. Sea Level Consulting could draft the substantive content of the HP Plan in a format preferred by HPC. Planning Department staff could provide project management to ensure the HP plan is submitted to the State by the due date.

Commissioner Gorman, Assembly Liaison Hackett, and then member of the public Roby Littlefield served on the review committee that ranked HP Plan proposals. Merits of the proposal submitted by the second ranked bidder, Anne Pollnow, dba Sea Level Consulting, were noted. If Ms. Pollnow accepts an offer from City staff to complete the original scope of work, Commissioners are confident she has knowledge in Sitka's history and professional Historic Preservation Planning to draft a plan to satisfy the grant requirements. Commissioners are also confident Ms. Pollnow would present the HP Plan in the format preferred by the Commission (a sample HP Plan reviewed in the bid process), with substance relevant and useful to Sitkans in the future.

The best process to provide HPC direction to City staff was discussed. Special September weekly HPC meetings with Planning Staff will be held as needed to ensure completion of the HP Plan by the end of September 2010. Special meetings will be at 6pm in Harrigan Centennial Hall on September 1, 8, 15, 22 & 29.

The following benchmark dates were agreed upon:

August 25, 2010 – SHPO provides training in Historic Preservation to HPC
September 8 – HPC Regular Meeting: staff report on workplan to complete HP Plan
September 20 – draft HP plan distributed to HPC for review
September 22 – HPC Special Meeting 6pm: consideration of draft HP plan
September 27 – final HP Plan distributed to HPC for review
September 29 – HPC Special Meeting 6pm: Approve final HP Plan for submission
September 30 – HPC approved HP Plan submitted to SHPO.

Commissioners discussed at length the phrasing for a motion to recommend and direct staff, contingent upon the Assembly's termination of the contract with AKROS, to utilize the funds remaining from the HP grant to offer the original scope of work to the second ranked bidder, Sea Level Consulting, with oversight by Planning staff assigned to HPC. The HP Plan draft would be submitted to HPC by September 20 and final by September 27, with the HPC approved plan submitted to SHPO by September 30.

M – Gorman/S – Littlefield to direct staff to use remaining grant funds for the HP Plan to hire Sea Level Consulting, the second ranked bidder, to assist staff to





complete the HP Plan within the original scope of work, with a draft submitted to the Commission by 9/20 and a final by 9/27/2010. This motion is contingent upon Assembly action to approve termination of the contract with AKROS.

Motion carried unanimously by a roll call vote: Ozment – Yes; Littlefield – Yes; Gorman – Yes; Kinsman – Yes.

Completion of Sitka's Historic Preservation Plan grant will keep Sitka eligible to receive future State and Federal funding for projects related to economic development and historic preservation. CLEAR Act legislation before Congress, if passed, will fully fund the federal Historic Preservation Fund at \$150 million and would be available to coastal communities for economic development through historic preservation projects.

b. Certified Local Government Training (CLG).

Doug Gasek, Architectural Historian with the State Historic Preservation Office, will provide training in Certified Local Government Historic Preservation to Commissioners, Assembly members and interested public beginning at 6pm on August 25, 2010. City Staff will receive Certified Local Government training in Historic Preservation during the regular working hours on August 26, 2010. CLG training will include: Commission Basics; Ordinance, National Register, Local Register, Secretary of Interior Standards, Economics and Economic Development of Historic Preservation.

c. Commission Letterhead

A draft format for Historic Preservation Commission Letterhead prepared by Ms. Henshaw was reviewed. Commissioners recommended a format similar to that of the Sitka Summer Music Festival's letterhead, listing Commissioners along the side margin. A logo could be developed and the regular meeting date could be listed.

The letterhead can be provided electronically to avoid costly printing costs. When needed, the letterhead and envelope will be printed on quality stationary.

IX. NEW BUSINESS.

[Ms. Henshaw, Planner I, returned to HPC meeting following Planning Commission meeting.]

a. Comprehensive Plan

Ms. Henshaw provided a synopsis of Long Range Planning and Economic Development Commission's process in updating the Comprehensive Plan. The HP Plan will eventually be appended to the City's Comprehensive Plan. Chair Kinsman observed the good timing of these projects.

X. NEXT MEETING DATE(S):

a. Special Meetings for Historic Preservation Plan

M – Gorman/S – Ozment to meet at 6pm on Wednesday's September 1 and 15 if needed, and definitely September 22 and 29 for the sole purpose of the Historic Preservation Plan.

Motion carried.

Ms. Henshaw informed Commissioners she'll be gone September 10 through 21, 2010.