

Ketchikan Historic Commission

October 27, 2022, 3:00 – 4:00 p.m.

Tongass Historical Museum

1. Call to Order

2. Roll Call

3. Communications

- a. SHPO grant: Colorful Characters signage
- b. SHPO CLG review

4. Persons to be Heard

5. Changes to the Agenda

6. Consent Agenda

- a. Approve September 22, 2022 minutes

7. New Business

- a. DOT notices (none rec'd as of 10/21/2022)
- b. Reschedule November meeting (falls on Thanksgiving holiday)

8. Unfinished Business

- a. Historic Preservation plan: next steps

9. Commissioner comments

10. Adjourn

Next meeting: (4th Thursday monthly, 3 pm) November TBD

Ketchikan Historic Commission
Meeting Minutes: September 22, 2022 **DRAFT**

Agenda Item #1: Call to Order

The Ketchikan Historic Commission meeting was called to order at 3:06 p.m. at the Tongass Historical Museum.

Agenda Item #2: Roll Call

(x) Christa Bruce	(x) Anita Maxwell
(x) Deborah Hayden	(x) Irene Dundas
(x) Kristina Hill	(x) Pat Tully
(x) Alethea Johnson	(x) Amanda Welsh
(vacant) KGB Planning Comm rep	(vacant) historian

Guests: Stephen Reeve, Historic Ketchikan; Amber Lords and Mary Stephenson

Agenda Item #3 Communications

None.

Agenda Item #4 Persons to be Heard

None.

Agenda Item # 5 Changes to the Agenda

None.

Agenda Item #6 Consent Agenda

Christa moved to approve the July 28, 2022 minutes. Seconded by Pat. All in favor.

Agenda Item #7 New Business

a. DOT notices - None received.

b. Newtown project – Mary Stephenson

Mary and Water Street merchant, Amber Lords, presented several ideas for improving the Newtown – Water Street neighborhood: a Newtown Welcome Center, better signage so that visitors don't bypass the Water Street while on the promenade, giving the Ward Cove Group crossing guard more training, cleaning sidewalks, adding flower pots. They shared that they are planning a Newtown Neighborhood Fair on 9/30/2023 to celebrate the area and to raise funds for neighborhood projects. They asked about support for the historic buildings in the area and what the next steps are to have Newtown placed on the National Register for Historic Places. Kris noted that there are many partnership possibilities including the Chamber of Commerce and KIC. Alethea shared that there had been a lot of work done by Historic Ketchikan and others. To keep moving the neighborhood revitalization project moving forward, there needs to be an advocate and grassroots effort. Alethea invited Mary and Amber to speak with her more about a former MOA that was being developed for signs in the neighborhood. Mary asked that the Commission stay aware of new construction at 809 Water Street.

c. SHPO site visit review

Kris noted that it was a good visit with Maria Lewis from SHPO. Maria had shared that there are training opportunities for us through the National Alliance of Preservation Commissions (<https://www.napcommissions.org/>). There may also be grants that could provide for staff for projects. Kris said that we could consider a kind of open enrollment to solicit possible people who would be a good fit. Christa noted that there are some great young people that could be a good fit. Commissioners discussed a RFQ to solicit a potential pool.

Agenda Item #8 Unfinished Business

a. SHPO grant: Colorful Characters signage:

Stephen shared that a National Park Service credit line has been added per Maria. The files are in the hands of the fabricator who expects delivery in November. We have an extension through SHPO.

b. Aleut Memorial Project Update

Anita said that Judith McQuerry is very interested in moving the project forward after October 15. Kris said there may be federal funds available but those would be restricted to federal lands (Ward Lake). There may be tribal funds. Irene shared the example of Ethan Peticew and a Wrangell Aleut project. Kris confirmed that the Forest Service will be updating the CCC kiosk at Ward Lake.

c. Historic Preservation Plan: next steps

With time running out of the meeting, Commissioners promised to review the final plan posted on the Commission webpage:

http://www.ketchikanmuseums.org/documents/historic_commission_preservation/ketchikan_historic_preservation_plan_phase1.pdf

Commissioners will dedicate the October meeting to solely discussing next steps.

Agenda Item #9 Commissioner Comments

None.

Agenda Item #10 Adjourn

Meeting adjourned at 4:21 p.m.



THE STATE
of **ALASKA**
GOVERNOR MIKE DUNLEAVY

Department of Natural Resources

DIVISION OF PARKS AND OUTDOOR RECREATION
Office of History & Archaeology

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September 28, 2022

File No.: 3350-1 Ketchikan

Anita Maxwell
Ketchikan Museums
629 Dock Street
Ketchikan, AK 99901

Re: City of Ketchikan CLG Review 2022

Dear Ms. Maxwell:

Maria Lewis thoroughly enjoyed sitting down with you and members of the Commission on September 16, 2022, to review and discuss Certified Local Government (CLG) activities over the prior four years. It was an excellent opportunity to discuss current historic preservation issues specific to Ketchikan while discussing potential training and collaboration ideas. Enclosed you will find a copy of the CLG Performance Standards Checklist that was discussed and completed during the meeting.

The goals that you outlined for the program over the next two years are excellent and should help the CLG focus on the activities that will help it succeed. Please let this office know how we can help you accomplish the following goals as effectively as possible:

- Utilize NAPC training opportunities.
- Continue working on Survey and Inventory.
- Maintain more control over the development of Phase II of the Preservation Plan.
- Maintain better connections with other historic groups and work on collective preservation planning.
- Initiate more local opportunities and mixers for the public to attend and learn about Historic Preservation.

I want to thank you and the Commission members for all the hard work and dedication you bring to ensure that Ketchikan's history is shared with others and preserved for the future.

Sincerely,

A handwritten signature in blue ink that reads "Judith E. Bittner".

Judith E. Bittner
State Historic Preservation Officer

JEB:mal
enclosure

City of Ketchikan

Certified Local Government

Performance Standards Checklist

The CLG will maintain the following standards of performance, which will be used the SHPO in its periodic review of the CLG.

Review was conducted on September 16, 2022. Maria Lewis, OHA CLG Coordinator, met with Anita Maxwell, Director of the City of Ketchikan Museum, Amanda Walsh, Commission member, Kris Hill, Commission Chair, and Christie Bruce, Commission member.

Local Legislation

1. Did the CLG adopt changes to the local ordinance during the review period?
 Yes No
2. Did the CLG forward copies of all revisions of the ordinance, regulations, by-laws, or guidelines enacted during this period to the SHPO?
 Yes No N/A
3. The SHPO determined that all revisions above are consistent with the requirements and intent of the program.
 Yes No N/A
4. The local government enforces appropriate state or local legislation for the designation and protection of historic properties, through a local ordinance which meets the requirements of the Alaska CLG program.
 Yes No

Public Participation

5. Did the CLG maintain an adequate and qualified Commission throughout the review period.
 Yes No

6. How many meetings did the Commission hold during the previous year?

Ten meetings were held during the last year.

7. Did the Commission maintain and operate in accordance with its written by-laws or rules of procedure, including conflict of interest rules?

Yes No

8. Did the Commission obtain qualified expertise in the review of nominations, or any actions normally evaluated by a professional if such expertise was not available on the Commission?

Yes No

9. Did all Commission members attend either a conference or training workshop on historic preservation issues this year, or did the CLG arrange for on-site training by SHPO?

Yes No

The Commission would like to tap into more training including possibly using the NAPC membership. Training from SHPO related to the Tax Incentive program would also be very helpful.

10. Do all new appointees evidence a demonstrated interest, competence or knowledge of historic preservation?

Yes No

11. Was an effort made to obtain qualified professionals to fill any vacancies?

Yes No

The Commission is currently in the process of filling the Historian position. All other positions are filled.

12. Has the CLG forwarded to the SHPO resumes of any new Commission members appointed?

Yes No

13. Do resumes for any professional members evidence compliance with Professional Qualification Standards outlined in the Guidelines?

Yes No

14. Can the Commission demonstrate that it has an active program to designate landmarks and to review activities affecting local landmarks and historic districts?

Yes No

The Commission does not have a local landmark program or local district program. It does review activities that relate to the Creek Street Historic District.

15. Review and render opinions on all new construction and all alterations, repair, moving and demolition of structures and places within officially designated local historic district.

Yes No

Historic Ketchikan, a partner non-profit organization, reviews Section 106 projects.

16. Work toward continuing education of citizens within the CLG's jurisdiction, regarding historic preservation issues and concerns with historic preservation.

Yes No

17. Have all commission meetings been publicly announced, open to the public, had advertised agendas, and been held in accordance with the Alaska Open Meetings Act?

Yes No

18. Has the Commission maintained and made available to the public careful minutes of all meetings?

Yes No

19. Do the minutes include all decisions and actions of the Commission and the reasons for those decisions?

Yes No

National Register Nominations

20. Has the CLG changed by-laws or rules of procedure governing the process for accepting National Register applications from the public?

Yes No

21. Has the CLG, as part of its process of handling National Register nominations, maintained an accurate record of each nomination it has received?

Yes No N/A

They currently do not have any rules of procedures, aside from state guidelines, governing the process of accepting National Register applications from the public.

22. Did reports on nominations objectively evaluate the property(ies) in relation to National Register criteria?

Yes No N/A

23. Has the CLG forwarded copies of each nomination it has received to the SHPO?

Yes No

24. Has the CLG reviewed and submitted copies of the Commission comments to SHPO for nominations forwarded to the CLG by the SHPO?

Yes No

Local Survey and Inventory

25. Have archaeological/architectural/historical survey of the CLG's area of jurisdiction been initiated and/or completed satisfactorily?

Yes No

Surveys of several districts have been completed.

26. For CLGs whose survey have been completed, is there a system in place to keep the survey up-to-date?

Yes No

27. Did the CLG prepare community-wide historical overviews, in conformance with OHA Criteria?

Yes No

Historic overviews have been completed for districts that have been surveyed.

28. Has the CLG established and used written guidelines for the conservation of formally designated historic districts?

Yes No

29. Has the CLG made all survey data available to the SHPO in an acceptable format?

Yes No

Section 106

30. Has the CLG demonstrated compliance with Section 106 of the National Historic Preservation Act of 1966, as amended, in regard to federal funded, assisted, or permitted activities undertaken by the local government?

Yes No

31. Act in an advisory role to other officials, agencies, departments, boards, commissions, and committees of the local government with regard to the identification, protection and preservation of local historical resources.

Yes No

Goals

Outline three to five goals for the program over the course of the next two-year review period.

1. *Utilize NAPC training opportunities.*
2. *Continue working on Survey and Inventory.*
3. *Maintain more control over the development of Phase II of the Preservation Plan.*
4. *Maintain better connections with other historic groups and work on collective preservation planning.*
5. *Initiate more local opportunities and mixers for the public to attend and learn about Historic Preservation.*

4.

5.

PROJECT IMPLEMENTATION PLAN WORKSHEET (PIP)

Overview

The Ketchikan Historic Commission is composed entirely of volunteers and as noted during the public outreach process, funding for historic preservation efforts is often limited. Thus, establishing priorities that are in alignment with available resources, time, and opportunities is critical in order for the commission to continue to build on its considerable work. The Project Implementation Plan Worksheet (PIP) was created to help do that.

The Phase I: Public Outreach process identified a number of possible strategic priorities or goals for the commission. As part of the Phase II, those goals and priorities will be further refined and developed as part of the creation of the Historic Preservation Plan. Between these two phases, there will be a gap of time between when the Public Outreach Phase is completed and when the work creating the actual Historic Preservation Plan, commences. The PIP worksheet is intended to leverage that interim time by providing a template to further refine and evaluate possible goals and priorities to be included in the plan.

The PIP provides a way to:

- quickly define an action item, consider what resources might be needed,
- establish a preliminary time frame for implementation,
- identify key stakeholders and plan for public engagement,
- clarify desired results, and
- assess priorities for potential inclusion in the plan.

How It Works

The PIP worksheet is organized around the classic questions of Who, What, Why, Where, and How. It is intended to provide a high-level overview of potential goals so that the commission and relevant stakeholders can assess the “readiness” or feasibility of potential goals.

It is important to note that this document is meant to assist in the preliminary stages of the planning process. It is not meant to be exhaustive nor to take the place of the historic preservation plan, rather it is a tool to help with that process. Thus, it should not be overly burdensome to complete.

It can be amended or altered as needed by the commission and it can be used by KHC members, stakeholders, collaborators, and the general public.

Completing the Form

1. The form can be completed by in individual or by a group or combinations thereof. The KHC is encouraged to be creative when completing the forms.
2. It should take no more than 30 minutes to complete the form.
3. Completion of the forms should be followed by discussion and or shared between relevant stakeholders for comment.

Aligning Goals with Duties of the Commission

The following table was created to help identify which goals or strategic priorities align with the main duties of the Commission. It is important to note that most of the goals identified during the public outreach process help forward the work of the Commission in multiple domains. For example, many respondents to the Public Outreach

Survey expressed their interest in and willingness to visit local sites . Thus creating a Local's List of Sites to Visit , while ostensibly under the domain of public outreach and education, could also result in the identification of previously unrecognized properties and their evaluation and eventual protection .

The thoughtful implementation of any of these priorities could support each of the main domains of the work of the commission .

Goal	Public Education	Public Outreach	Identification	Evaluation	Protection
Create a Public Engagement and Education Program (PEEP)	x	x			
Publish a Summary of Historic Preservation Efforts in Ketchikan	x	x			
As part of larger communication strategy, compile informational sources on preservation for public consumption as part of existing or new website . This could include: <ul style="list-style-type: none"> • Calendar of events • “What Happens at KHC Meeting” • Newsletter with FAQs 	x	x			
Create a locals list of sites to visit	x	x	x	x	
Preservation Potluck	x	x	x		
Storytelling Events	x	x	x		
Create Citizens Guide to Preservation	x	x	x	x	x
Preservation Potluck	x	x			
Expand Protection of Historic Resources					
Create internal list of threatened or endangered properties					x
Provide Information on Economic Benefits of and Incentives for Historic Preservation	x	x			
Identification and Evaluation of Ketchikan’s Historic Resources					
Creation of Collaborative Signage	x	x	x	x	x
Establish NRHP Nomination Priorities			x	x	x
Remember the Recent Past			x	x	
Expanded notions of heritage	x	x	x	x	x
Establish a Program of Survey and Evaluation	x	x	x	x	x
Develop Historic Themes and Contexts	x	x	x	x	x
Expand Protection of Historic Resources	x	x	x	x	x

FAQs

I don't know the answer to some of the questions

Great! The process is working . Part of the refinement of goals and priorities is clarifying what information is known and is accessible, and what information isn't . It is perfectly fine to write "don't know" on the form . If the goal or priority is adopted as part of the actual plan, then a deep dive on finding the answers will be done .

If I fill out the form, does it mean I am responsible for doing it?

Nope! The PIP worksheet is neither a commitment or a contract, it exists to help further hone and clarify possible priorities for inclusion on the plan .

Is there a way to rank or prioritize the forms?

If a forced ranking of priorities is necessary or desirable the commission can:

- Prioritize goals identified as high priority
- Prioritize goals that address two or more duties of the commission
- Create a method of prioritizing or ranking

How will these work with the preservation plan?

When work on the Phase II of the preservation plan commences, the KHC can share these forms with the entity that is working on completing the plan so that the information included in the forms can be incorporated in to the plan .

Who can complete the forms?

Because historic preservation is a collective, collaborative, and participatory effort anyone interested in advancing historic preservation efforts could complete the form . This could include the general public, local historians, elected or appointed officials, agency partners, or other stakeholders .

It's another form! I'm so tired of forms!

We understand! And forms and checklists can be a handy way to clarify our thinking and focus our effort . Ideally, time invested in planning means that implementation is more streamlined and straightforward .

GOAL OR PROJECT TITLE:

Form completed by:

Name	Title
Date	Email

WHAT:

Please provide a short description of the goal or project.

Alignment with the Duties of the Commission

The duties of the KHC are grouped into three broad categories: Public Education and Outreach, Identification and Evaluation, and Protection . Work done by the KHC should fall under one of those broad domains . Which of these areas does this project fall under

Duty <i>(check as many as apply)</i>	
<input type="checkbox"/>	Public Education
<input type="checkbox"/>	Public Outreach
<input type="checkbox"/>	Identification
<input type="checkbox"/>	Evaluation
<input type="checkbox"/>	Protection
<input type="checkbox"/>	Other (please describe)
Total	<i>(add up number of checks)</i>

Please add any additional notes or comments here:

Priority

What level of priority is the project? Please provide a short commentary about why the selected level was chosen.

Priority	Description	Comments
High	Involves immediate threat or is critical to the mission of the Commission or to Historic Preservation Efforts in Ketchikan or the Region. This could include projects that are important for maintaining critical stakeholder relationships.	
Medium	Important to the mission and duties of the Commission or to Historic Preservation Efforts in Ketchikan and the Region. This could include projects that are important to maintaining stakeholder relationships.	
Low	Relevant to the mission and duties of the Commission or to Historic Preservation Efforts in Ketchikan or the region but not a strategic priority. This could include projects that could be completed by another entity or stakeholder.	

TABLE CONTINUES ON NEXT PAGE

HOW:

What resources might be needed to complete the project? This list does not need to be complete or exhaustive but instead provides a high-level overview of what resources might be needed....Please circle the appropriate answer in the column on the left and then use the column on the right for more detail as needed.

Needed? <i>Please Circle</i>	Resources	Details
<ul style="list-style-type: none"> • Yes • No • Don't know 	FINANCIAL What financial resources might be needed to complete the project? What funding sources are available? Is it a onetime cost or ongoing?	
<ul style="list-style-type: none"> • Yes • No • Don't know 	ADMINISTRATIVE What administrative support is needed; how will the effort be managed?	
<ul style="list-style-type: none"> • Yes • No • Don't know 	LEGISLATIVE Does the project require any legislative action? Permits?	
<ul style="list-style-type: none"> • Yes • No • Don't know 	STAKEHOLDER COLLABORATION What stakeholders need to be involved with the project?	
<ul style="list-style-type: none"> • Yes • No • Don't know 	EXPERTISE Is there specific expertise needed to complete the project? Does that exist within the project team?	
<ul style="list-style-type: none"> • Yes • No • Don't know 	POLITICAL What, if any political support is needed to move forward with the project?	
<ul style="list-style-type: none"> • Yes • No • Don't know 	TECHNICAL What software, apps, or other special equipment might be needed?	
<ul style="list-style-type: none"> • Yes • No • Don't know 	MATERIALS & SUPPLIES What materials and supplies might be needed to complete the project? This could include items like printing .	

WHO:

Who needs to be involved to complete this project? This could include commission members, elected and appointed officials, collaborative partners, stakeholders, external consultants, public agencies and more.

The Project Team

Who will be on the project team? What roles will there be on the project team?

Role	Description	Name (if known)

The Collaborators

What other organizations need to be involved or included? *(check all that apply)*

- Historic Ketchikan Inc.
- Creek Street Architectural Review Board
- Ketchikan Visitors Bureau
- Tongass Historical Society
- Tongass Museum
- Ketchikan Gateway Borough Planning Department
- Ketchikan Indian Community
- Totem Heritage Center
- Ketchikan Tlingit & Haida Community Council, est. 1935 (Central Council of Tlingit and Haida Indian Tribes of Alaska)
- Ketchikan Community Foundation
- Ketchikan Wellness Coalition
- Sealaska Heritage Institute
- Haida Canoe Revitalization Group
- Ketchikan Chamber of Commerce
- Downtown Steering Committee

- Ketchikan Area Arts and Humanities Council
- Alaska Office of History and Archaeology
- Alaska Anthropological Association
- Alaska Association for Historic Preservation
- Alaska Historical Society
- National Trust for Historic Preservation
- National Forest Service
- Bureau of Land Management
- Other

Please add any additional notes or comments below.

Public Outreach

How will the public be involved and included?

- Commission Meetings
- Special meetings
- Events
- Social Media
- Blog/Newsletter
- Local radio show
- Webinar
- Other

Please add any other additional notes or comments below.

WHY:

How is this project important to the work of the Ketchikan Historic Commission? How does it contribute to historic preservation efforts in Ketchikan? Why is a priority?

Time Travel

It is in the future, the project is completed, what has changed or transformed as a result?

NEXT STEPS:

After completing the form, what questions do you have? What additional information or support is needed?

What are some of the immediate next steps to moving the project forward?

If the KHC decides to move forward with this goal, part of that process will be to decide whether to move forward with a goal, and then create a more comprehensive implementation plan.

Action Item	Who	Date

