

KODIAK CITY COUNCIL

WORK SESSION AGENDA

Tuesday, March 10, 2020

Kodiak Public Library Multi-Purpose Room

7:30 p.m.

Work sessions are informal meetings of the City Council where Councilmembers review the upcoming regular meeting agenda packet and seek or receive information from staff. Although additional items not listed on the work session agenda are sometimes discussed when introduced by the Mayor, Council, or staff, no formal action is taken at work sessions and items that require formal Council action are placed on a regular Council meeting agenda. Public comments at work sessions are NOT considered part of the official record. Public comments intended for the "official record" should be made at a regular City Council meeting.

Discussion Items

1. Public Comments (limited to 3 minutes)
2. Discuss Participation in the Local Government Historic Preservation Program.....1
3. Update on the Shipyard Operations
4. Discussion on Sales Tax Collection and Delinquencies
5. Manager's Report and Clerk's Report
6. March 12, 2020, Agenda Packet Review

(This page left intentionally blank.)

CERTIFIED LOCAL GOVERNMENT
HISTORIC PRESERVATION PROGRAM, ALASKA

**Minimum Requirements and Responsibilities
of Certified Local Governments (CLG) in Alaska.**

1. The local government will support enforcement of state and local legislation to protect historic properties.
 - a. Enforce the [Alaska Historic Preservation Act](#) whenever appropriate.
 - b. Adopt and enforce a local historic preservation ordinance.
2. The local government will establish an adequate and qualified historic preservation commission by ordinance.
 - a. Make a reasonable effort to appoint to the commission an archaeologist, historian, and an architect or historical architect. The membership should include Alaska Natives. The commission must have at least 7 members and meet a minimum of twice a year.
 - b. If individuals from any of the three professions listed above are not available, arrangements must be made to consult with professionals on an as needed basis.
 - c. The historic preservation commissions duties should include at a minimum:
 - i. Develop a local historic preservation plan, including provisions for identification, protection and interpretation of the area's significant cultural resources.
 - ii. Review and make recommendations about local projects that might affect properties identified in the historic preservation plan.
 - iii. Develop and review nominations to the National Register of Historic Places for properties within the local government's jurisdiction.
3. The local government will maintain a system for the survey and inventory of historic properties.
 - a. Establish an inventory system which is compatible with the [Alaska Heritage Resources Survey](#) inventory.
 - b. Establish policies and procedures for access and use of the inventory that address sensitive site location information.
4. The local government will provide for adequate public participation in the local historic preservation program.
 - a. Provide for public participation in development and review of a local historic preservation plan.
 - b. Invite public comment in its review of nominations to the National Register of Historic Places.
 - c. Provide for open meetings.
 - d. Maintain publicly available minutes of all meetings and records of actions taken by the commission.
5. The local government will provide the following to the Alaska Office of History and Archaeology:
 - a. A draft of the local historic preservation plan for review and comment.
 - b. An annual report of all its historic preservation activities following the Alaska Certified Local Government Report format found at <http://dnr.alaska.gov/parks/oha/clg/akclg.htm>.
 - c. Annual updates of new sites to the AHRS.
 - d. A list of all new commission members and their qualifications as part of its annual report.

*Additional information on the requirements of the Alaska Certified Local Government Program
can be found in the [State Guidelines and Application for Certification](#).*

CERTIFIED LOCAL GOVERNMENT HISTORIC PRESERVATION PROGRAM, ALASKA

Certification Procedures

It is the local government, not the commission, that is certified. The jurisdiction of the CLG is that of the local government and must coincide with its geographic boundary. A local government, however, may perform required CLG activities through existing historic district commissions or other qualified agencies or organizations. Such arrangements must be detailed in written agreements in which the SHPO has concurred, that specify the responsibilities, authority, and accountability of each party. Each party must meet Alaska's CLG requirements pertinent to its CLG activity.

1. An application for CLG certification is to be made by the chief elected or appointed official of the local government to the Alaska SHPO. The application must include:
 - a. Documentation showing applicant meets the federal definition of a local government and has the authority to enforce legislation for the designation and protection of historic properties.
 - b. A statement that the local government will comply with all appropriate federal and state historic preservation laws and regulations.
 - c. The local historic preservation ordinance.
 - d. A copy of the most recent version of the local government's comprehensive plan.
 - e. Resumes for the historic preservation commission: archaeologist, historian, architect or architectural historian, and the names and occupations of all other members with a statement of each member's expertise. If a professional position is not filled, the name and resume of the consultant who will be used must be provided.
 - f. A list of properties in its cultural resources inventory.
 - g. A copy of the local government's historic preservation plan, outline, or draft.
 - h. An explanation of how the public will participate in the local historic preservation program.
 - i. An explanation of how a qualified local commission will review National Register of Historic Places nominations.

- j. A narrative and flow chart explaining how local projects that might affect historic properties will be reviewed by the commission, and position titles of those individuals involved in the review process.
 - k. A copy of the certification agreement.
2. Review of the application for CLG certification will be done by the SHPO and NPS staff within 45 days of receipt. Additional documentation or clarification may be requested from the applicant. A representative of the SHPO may conduct an on-site visit to:
 - a. determine that the systems documented in the application are in place,
 - b. assist the local government in establishing an inventory compatible with the AHRS, and
 - c. provide orientation and training to the local government staff and members of the local preservation commission.
 3. The SHPO will notify the local government in writing within 30 days whether or not the local government meets the state requirements for certification.
 4. If the application meets the requirements, the SHPO will send the package to the NPS for concurrence. The NPS has 15 working days to review the package. If the NPS concurs with the SHPO recommendation for certification, the NPS will notify the SHPO in writing and send a copy of the letter to the CLG.
 5. A certification agreement signed by the CLG and the SHPO completes the certification process. The effective date of certification is the date the SHPO signs the certification agreement. The agreement remains in effect until the CLG requests decertification or the SHPO decertifies the CLG.
 6. A local government certification agreement can be changed when the SHPO and CLG agree. In such event a request is sent to the NPS for concurrence. The NPS will notify the SHPO in writing of its concurrence with any changes and send a copy of the letter to the CLG. NPS written concurrence must be received before changes will be in effect.

Make sure to highlight on Social Media and in Heritage once a new CLG is certified!
And update the Alaska CLG webpage to add the new CLG
<http://dnr.alaska.gov/parks/oha/clg/AlaskaCLG.htm>

**Alaska Certified Local Government
Historic Preservation Program
Application for Certification**

State Historic Preservation Officer
Office of History and Archaeology
Alaska Department of Natural Resources
550 West 7th Avenue, Suite 1310
Anchorage, AK 99501-3565

This is an application for certification under the Certified Local Government
Historic Preservation Program:

City or borough:

Mailing address:

Submitted by,

Applicant's authorized signature

Applicant's printed name, title

Date

Telephone number / email address

Date received (to be completed by Alaska Office of History and Archaeology):

Alaska Certified Local Government Historic Preservation Program

1. Attach documentation showing applicant meets the federal definition of a local government and has the authority to enforce legislation for the designation and protection of historic properties.
2. Attach documentation demonstrating applicant has authority to enter into this agreement.
3. Attach a copy of the local historic preservation ordinance, or a draft with a probable timetable for implementation.
4. Attach a statement indicating that as a Certified Local Government (CLG), the government entity will comply with all appropriate federal and state historic preservation laws, regulations and guidelines enforcing legislation for the designation and protection of historic resources.
5. Attach a copy of the most recent version of the local government's comprehensive plan.
6. Attach information for implementing the following responsibilities of the local government as a CLG:
 - a. Having an outline, draft, or adopted local historic preservation plan.
 - b. Maintaining a system for survey and inventory of historic properties, with a list of known historic and archaeological properties in the community.
 - c. Providing for adequate public participation in the local historic preservation program.
 - d. Reviewing National Register of Historic Places nominations through a qualified local commission.
 - e. Reviewing projects that might affect historic properties (include position titles for those involved in the review process.)

7. List all commission members.

Professional

Other

Attach resumes for architect or architectural historian, historian, and archaeologist.

If the commission does not include the requisite professional members, attach information explaining how the expertise will be obtained when needed, and provide the name and resume of the consultant who will be used.

8. Attach a copy of the partially completed Certification Agreement.

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:

Date of Report:

Prepared by:

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).

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.

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

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.

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.*

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

4. 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.

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

Yes No

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

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.

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

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.

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).

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.

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?
3. Please provide a summary or list of the types of local projects reviewed that impacted or had the potential to impact historic properties.
4. Has your CLG participated in any Section 106 consultations?
5. 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?

G. PUBLIC PRESERVATION EDUCATION PROJECTS:

1. Has your CLG conducted any public education projects addressing historic preservation in the past year?
 Yes No
4. 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.
3. Please list and briefly describe of other (non-CLG Historic Preservation Fund) preservation grants applied for and received.

I. OTHER PRESERVATION ACTIVITIES:

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

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:

Title:

Address:

Phone number:

Email:

COMMISSION CHAIR

Name:

Phone number:

Email:

ADDITIONAL CLG/COMMISSION CONTACT

Name:

Title:

Phone number:

Email:

For clarification or more information about the annual report requirements, please contact Summer Louthan, CLG Coordinator at the Alaska Office of History and Archaeology at (907) 269-8717 or summer.louthan@alaska.gov. Annual reports can be mailed to the Office of History & Archaeology, 550 W 7th Ave Suite 1310, Anchorage, Alaska 99501-3565 or emailed to summer.louthan@alaska.gov.