

---

# *Seward Historic Preservation Commission*

## *Work Session Packet*

---



### Work Session Topics:

1)HPC 2025 Priorities

2)St. Peter's Episcopal Church: Preservation Plan Discussion

*November 14, 2024*

City Council Chambers

Beginning at 5:30 p.m.

---

## 2024 Historic Preservation Commission Priorities & Meeting Schedule

Updated on 10/31/2024

DATE	MTG-WS	BUSINESS	PRIORITIES	RESULTS
Dec. 28		HPC MATERIAL DEADLINE: Turnover to Admin.		
Jan. 11 5:30pm	WS	Finalize HPC 2024 Priorities & Meeting Schedule to present to City Council. Discuss Properties for City’s Historic Register Nomination (There are 6 Brass Signs). Present Historic Properties for added Interpretation Signs for the Historic Walking Tour. Proposal & Agreement on CLG Grant Application to SHPO. Begin public noticing for HP Award nominations.	Enhance and educate on Historic Preservation	
7:00pm	MTG	Approve August & October 2023 Minutes. Approve HPC 2024 Priorities & Meeting Schedule. Approve scored Local Seward Register Applications. Approve Priority Order of Walking Tour Interpretation Signs. Assign Commission Member to work with City Admin to write Annual Report.  Discuss all Reports.  Discuss Hoben Park & Second Avenue Project Updates.  Review & Update Draft of Seward’s Day Proclamation to present Council on March 25, 2024 (Seward’s Day is March 27, 2024).  Discuss Updates on CLG Process.  Discuss Public Noticing for Historic Preservation Award.	Present 2023 annual report & 2024 priorities to council   Submit annual CLG Report Draft Plan for National Historic Preservation Month Finalize a Shared Accessible Grant Library for Commission  New Social Media Posts to enhance Public Access.	Minutes Approved. Priorities & Meeting Approved.  Local Seward Register Nominations: Quonset Hut, Standard Oil Manager’s Home, Urbach’s – All 3 sent to RBHS and approved for Register. Resolution Approved (March 11, 2024)  The Seward’s Day Proclamation was presented and approved.  CLG Grant sent on January 22, 2024. Rejected on March 16, 2024.

## 2024 Historic Preservation Commission Priorities & Meeting Schedule

Updated on 10/31/2024

DATE	MTG-WS	BUSINESS	PRIORITIES	RESULTS
March 27		HPC MATERIAL DEADLINE: Turnover to Admin.		
April 11 5:30pm	WS	<p>Discuss plan for National Historic Preservation Month (May).                      Review HP Award Nominations and vote on winners.                      Discuss Founder’s Day Proclamation &amp; Activities (August 28, 2024) and transfer all duties to RBHS.                      Discuss &amp; Develop plan for St. Peter’s Church.</p>	<p>Present HP Award Recipient to Council (May 13 or 28).                      Finalize HP Month Plan.                      Develop plan to bring St. Peter’s Project to September.</p>	<p>For HP Month the following will occur: HP Display at Library &amp; Museum; Invited Doug Capra to speak at St. Peter’s Episcopal to promote historic preservation of the church; Walking Tour; Social Media Posts.</p> <p>No Nominations as of meeting. Deadline extended to April 25.</p> <p>St. Peter’s – Mashlan will reach out to Diocese HQ in Fairbanks. Grant Station to look into Fall.</p>
	7:00pm MTG	<p>Approve January 2024 Minutes.                      Approve HP Award Recipient.                      Approve National HP Month Activities.</p>	<p>HP Award presented by council (May 28, 2024)</p>	<p>Received 1 HP Award Nomination and they declined. No HP Award Recipients to report to Council.</p> <p>Approved all HP Month Activities.</p> <p>Keep St. Peter’s Discussion in “New Business” so the conversation continues.</p> <p>Keep Hoben Park on the Updates because of the flowers and preservation efforts.</p>
July	Hiatus	No work session or meeting		
Sept. 4		HPC MATERIAL DEADLINE: Turnover to Admin.		

## 2024 Historic Preservation Commission Priorities & Meeting Schedule

Updated on 10/31/2024

DATE	MTG-WS	BUSINESS	PRIORITIES	RESULTS
Aug. 8 Sept. 12 5:30pm	WS	State Historic Preservation Office's "Meeting in a Box" Workshop	Complete & send to State Preservation Office. Necessary to have Seward's Input in the State Historic Preservation Plan.	Successful Workshop. Feedback received by SHPO for their Historic Preservation Plan.
7:00pm	MTG	HPC Facebook Page Report Approve April 11, 2024, Minutes Discuss HP Award Nomination Deadlines & Process Hoben Park Updates Stucco Johnson Homesite Sign Updates St. Peter's Episcopal Church Updates & Preservation Seward Local Register Plaque Updates Admin to begin Annual Report.	CLG Grant Dates are TBD  St. Peter's Episcopal Preservation Efforts  Begin discussion for 2025 Projects  Complete Annual Report by Nov. Meeting.	New Facebook Posts Scheduled.  Minutes Approved.
Oct. 30		HPC MATERIAL DEADLINE: Turnover to Admin.		
Nov. 7 5:30 pm	WS	Review 2024 HPC Priorities and Create 2025 Priorities.  St. Peter's Group Discussion: Current Status; What is next.	Finalize HPC Priorities list for 2025.  Clerk's Office: Is there a 2025 Schedule?	
7:00pm	MTG	City Admin Updates Chair Updates Approve September 2024 Minutes. Seward Plaque Updates Approve New HPC 2025 Priorities.	Finalize a Preservation Plan for St. Peter's in January 2025.	

### ONGOING TASKS & PROJECTS:

- Continue Seward Historic Preservation Online presence through Facebook.
  - Work with Curator to share events, promotions on RBHS Social Platforms.
- Continue St. Peter's Episcopal Discussion & Preservation Proposals
- Verbal and/or Written Reports to Council
  - Annual Report will be done in November/December 2024

## **Questions & Key Notes for Discussion**

1. What is the status of this project?
2. Who is involved?
3. Who do we need to get involved?
4. Create a Statement of Need.
5. What are our Objectives and Goals?
6. Who can we obtain letters of support from for Part 2?

## **Recommendations Timeline & Guidelines:**

### Part 1: Apply for a Grant to get a new Condition Survey (2025)

- A. Needed! A survey and condition report of the current state of St. Peter's.
- B. Structural Assessment: October 24, 2018 – BBFM Engineers Inc.
  - a. **Suggestions:** Continue maintenance of the exterior; Cedar shake walls are experience saturation from water and some level of rot – will need replacement; Roof leak & advanced degrading of the building walls & windowsill; recommend survey and repair of underlaying ice and water shield; recommend placement of new insulation above the ceiling.
  - b. **Question:** Have any of the recommendations been put in place? Do we have more of these assessments?
  - c. **Next Steps:** Hire a contractor to conduct a new Structural Assessment. Has this been done? Contractor List (SPHO WEBSITE)
  - d. **Funding:** CLG Grant & Historic Preservation Fund Grant through SHPO can support this action.

### Part 2: Receive Assessment and Apply for Project Grant (2025-2026)

- A. Preservation Grant Application based on new condition assessment:
  - a. Create Timeline
  - b. Include who (HPC, volunteers, consultants, ownership)
  - c. Outline treatments for St. Peter's – who; what; where; when (Note: it needs to meet Secretary of the Interior Standards)

- d. Come up with a Post-Project maintenance plan
- e. Outline threats
- f. Outline goals and objectives
  - i. What are our short-term goals?
  - ii. What are our long-term goals?
  - iii. Examples: stabilization, restoration, reuse for services, visitor access (tourism, event venue, & artifact displays)
- g. Collect Community Letters of Support: Other businesses, City Council, SHPO support, Congregation support.
- h. **Funding:** Save America's Treasures – National Park Service Grant provides the most \$\$\$

### Part 3: Hire Contractor and Begin Project (Summer 2026)

- A. Outline Evaluation Process: Set up a timeline for preservation actions & "who" will be evaluating post project through regular assessments.
- B. Final Grant Report