MATANUSKA SUSITNA BOROUGH
HISTORICAL PRESERVATION COMMISSION

Eileen Haines – (1)	Andrew Schweisthal – (2)	Angela Wade – (3)	Kevin Toothaker – (4)
Vacant – (5)	Deborah Burlinski – (6)	Vacant – (7)	Fran Seager-Boss – (8)
Jake Anders – (9)			

Staff: Adam Bradway, Planning Division

AGENDA

REGULAR MEETING **February 20, 2020**
DSJ BUILDING-Room 119 **6:00 - 8:00 PM**
350 E. Dahlia Avenue, Palmer AK 99645

I. CALL TO ORDER - ROLL CALL - QUORUM ESTABLISHED – 1 min.

II. APPROVAL OF AGENDA – 1 min.

III. PLEDGE OF ALLEGIANCE – 1 min.

IV. APPROVAL OF MINUTES – 5 min.

V. AUDIENCE INTRODUCTIONS & PARTICIPATION
(3-minute limit per person at chair's discretion)

VI. HISTORICAL SOCIETY/MUSEUM UPDATES – 5 min.

VII. REPORTS: STAFF/CORRESPONDENCE – 10 min.

VIII. ITEMS OF BUSINESS

A. OLD BUSINESS

1. 4.46 HPC Code Revision

B. NEW BUSINESS

1. Review Certified Local Government Laws and Guidelines (Federal and State)
2. Review MSB 1987 CLG Application and Agreement
3. Discuss 2018 OHA Official Review of MSB CLG Compliance

IX. COMMISSION MEMBER COMMENTS – 5 min.

X. ADJOURNMENT

MATANUSKA-SUSITNA BOROUGH
HISTORICAL PRESERVATION COMMISION

REGULAR MEETING MINUTES
January 16, 2020

I. CALL TO ORDER - ROLL CALL – QUORUM ESTABLISHED.

The regular meeting of the Matanuska-Susitna Borough Historical Preservation Commission was called to order at 6:09 on Thursday, January 16, 2020, in the Matanuska-Susitna Borough Room 119, 350 E. Dahlia Avenue, Palmer, Alaska.

Historical Preservation Commissioners present and establishing a quorum:

Deborah Burlinski

Andrew Schweisthal

Eileen Haines

Jake Anders

Kevin Toothaker

Fran Seager-Boss

Staff and Agency Representatives in attendance:

Adam Bradway, Staff

II. APPROVAL OF AGENDA

MOTION: Eileen Haines moved to approve the agenda. Jake Anders seconded.

DISCUSSION: None.

VOTE: Motion passed unanimously.

III. PLEDGE OF ALLEGIANCE

DRAFT

IV. APPROVAL OF MINUTES

MOTION: Eileen Haines moved to approve the minutes. Andrew Schweisthal seconded.

DISCUSSION: None.

VOTE: Motion passed unanimously.

V. AUDIENCE INTRODUCTIONS & PARTICIPATION

Talon Boeve: In attendance to observe.

VI. HISTORICAL SOCIETY/MUSEUM UPDATES

VII. REPORTS:STAFF/CORRESPONDENCE

Adam Bradway: Gave a report on staff work and correspondence since the December HPC meeting.

VIII. ITEMS OF BUSSINESS

a) Old Business

1. 2020 Chair and Vice-Chair elections

MOTION: Eileen Haines moved to nominate Jake Anders as Chair. Deborah Burlinski seconded.

DISCUSSION: Discussion related to Jake's work as Vice Chair in the past year.

VOTE: Motion passed unanimously.

MOTION: Eileen Haines moved to nominate Deborah Burlinski as Vice Chair.

DISCUSSION: Discussion related to the duties of the Vice Chair. Deborah Burlinski stated that she would prefer not to serve in this position, as she has held commission positions in the past and would like to allow others an opportunity.

VOTE: Motion failed without a second.

DRAFT

MOTION: Deborah Burlinski moved to nominate Andrew Schweisthal as Vice Chair. Eileen Haines seconded.

DISCUSSION: None.

VOTE: Motion passed unanimously.

b) New Business

1. Rebarchek Grant, Resolution of Support

MOTION: Eileen Haines moved to approve *A Resolution of The Matanuska-Susitna Borough Historical Preservation Commission recommending endorsement of The Alaska State Fair's Request for a grant from The Cynthia Woods Mitchell Fund to help finance the interior restoration of the Rebarchek Farmhouse.* Andrew Schweisthal seconded.

DISCUSSION: Fran Seager-Boss explained the project and its importance to the historic preservation goals of the HPC. Discussion related to the funding source and project details ensued.

VOTE: Motion passed unanimously.

2. CLG Grant Opportunities 2020

IX. COMMISSION MEMBER COMMENTS

DRAFT

X. ADJOURNMENT

MOTION: Eileen Haines moved to adjourn the meeting at 7:24 P.M Deborah Burlinski seconded.

DISCUSSION: None.

VOTE: None opposed. Motion passed.

_____ _____

Fran Seager-Boss, Chair DATED

_____ _____

Adam Bradway, Planner II – Staff DATED

DRAFT

MATANUSKA-SUSITNA BOROUGH
Planning and Land Use Department
Planning Division
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Staff Report to the HPC for February 20, 2019

1. Update on **Historic Preservation Fund grant work for Certified Local Governments**
    a. RFP Process
    b. Inventory of past preservation work
    c. Next steps
2. Past HPC Legislation Report
3. Code 4.46 Revision
4. 2020 OHA Workshop
5. Machetanz Elementary Update

Office of History & Archaeology

Alaska Department of Natural Resources, Division of Parks and Outdoor Rec.

Please join us!

OHA / SHPO Annual Workshop

Free and open to the public

Tuesday April 21, 2020

9:00 am — 4:50 pm

Check-in begins at 8:30 am

BP Energy Center, 1014 Energy Court, Anchorage

This workshop will be useful and relevant to a variety of cultural resource and historic preservation professionals working in the State of Alaska. We welcome and encourage all to participate, including Federal, State, and local government agency representatives, Tribes & representatives of Alaska Native Organizations, project proponents, consultants, and others.

2020 Workshop Topics:

OHA/SHPO Program Updates, an Introduction to a Good Faith Effort with practical exercises, Deep Testing, a Consultation Panel, and guest speaker, Dr. Pat Druckenmiller, to speak about Paleontology in Alaska.

Space is limited! Register in advance to hold your reservation.

No-Host Networking & Social Gathering

Kinley's, 3230 Seward Highway, Anchorage (~5:00 pm)

To register, visit http://dnr.alaska.gov/parks/oha/publiceducation/Trainings/Workshop2020.htm
or contact Sylvia Elliott at 907-269-8724 or sylvia.elliott2@alaska.gov

Alaska Office of History and Archaeology and State Historic Preservation Office
Annual Workshop | Tuesday April 21, 2020
BP Energy Center, Birch Room
1014 Energy Court, Anchorage, AK 99508

8:30 – 9:00 **Registration**

9:00 – 9:10 **Welcome and Introductory Remarks**
Judy Bittner, State Historic Preservation Officer and Chief, Office of History and Archaeology

9:10 – 10:15 **OHA/SHPO Program Updates**
Judy Bittner
Sarah Meitl, Review and Compliance Coordinator, OHA
Jeffrey Weinberger, AHRS Manager, OHA
Richard VanderHoek, State Archaeologist, OHA

10:15 – 10:35 **Break**

10:35 – 11:00 **Good Faith Effort: Introduction**
TBD, OHA

11:00 – 11:30 **Deep Testing**
Richard VanderHoek, State Archaeologist, OHA

11:30 – 11:45 **Good Faith Effort: Exercise Introduction**
TBD, OHA

11:45 – 1:00 **Lunch**

1:00 – 2:00 **Paleontology**
Dr. Pat Druckenmiller, University of Alaska Museum of the North

2:00 – 2:30 **Good Faith Effort: Exercise, Part 2**
TBD, OHA

2:30 – 2:50 **Break**

2:50 – 3:50 **Consultation Panel**
A moderated discussion among representatives from: a federally recognized Tribe, a federal agency, a local government, an ANCSA Corporation, and legal council

3:50– 4:40 **Good Faith Effort: Exercise, Part 3**
TBD, OHA

4:40 – 4:50 **Wrap-up**
Judy Bittner

PLEASE JOIN US! No-Host Networking & Social Gathering
Kinley's, 3230 Seward Highway, Anchorage (~5:00pm)

Version 2/10/20

DRAFT

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bit.ly/AKThisPlaceMatters

Follow us on Social Media!
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Twitter: @AlaskaStParks
Instagram: @AKStateParks
Facebook: Alaska State Parks

http://dnr.alaska.gov/parks/oha/

Workshop Materials (coming soon)
http://dnr.alaska.gov/parks/oha/publiceducation/Trainings/Workshop2020.htm

OHA Resources:

Alaska's State Historic Preservation Plan 2018-2023 - Saving Our Past: Planning for Our Future
http://dnr.alaska.gov/parks/oha/ASHPP%20Document.pdf

Alaska Certified Local Government Contacts List
http://dnr.alaska.gov/parks/oha/clg/clgcontacts.pdf

Historic Preservation/Cultural Resource Contractor's List
http://dnr.alaska.gov/parks/oha/grant/contractorlistcurrent.pdf

Disasters and Historic Resources
http://dnr.alaska.gov/parks/oha/resources/disasterhistres.htm

Useful Links:

Advisory Council on Historic Preservation
https://www.achp.gov/

National Register of Historic Places
https://www.nps.gov/subjects/nationalregister/database-research.htm

National Register of Historic Places Program: Publications
https://www.nps.gov/nr/publications/index.htm

Tribal Leaders Directory Map
https://www.bia.gov/sites/bia.gov/libraries/maps/tld_map.html

DRAFT

ALASKA
CERTIFIED LOCAL GOVERNMENT
HISTORIC PRESERVATION PROGRAM

State Guidelines
and
Application for Certification

Office of History and Archaeology
Division of Parks and Outdoor Recreation
Alaska Department of Natural Resources
550 West 7th Avenue, Suite 1310
Anchorage, Alaska 99501-3565
(907) 269-8721
Email: oha@alaska.net
Web address: http://www.dnr.state.ak.us/parks/oha_web/index.htm

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Introduction

Historic buildings in a neighborhood are the framework for the memories, values, and history of a community. Poorly planned construction such as parking lots, highways, or housing developments fragment a neighborhood, and its sense of community, its cohesiveness, and its past are destroyed. The residents, among them those who work and live in the historic homes and neighborhoods, see the effects of alterations to the buildings. They enjoy the economic and social benefits that preservation and rehabilitation of historic properties brings.

The National Historic Preservation Act established the Certified Local Government Program to provide financial and technical assistance for preservation of historic resources at the local level. To participate in the program, a local government needs to establish a historical preservation commission and a program meeting state and federal standards. Once the State Historic Preservation Officer (SHPO) and the National Park Service (NPS) determine these are in place, then the government can request to be certified and participate in the program as a Certified Local Government (CLG).

Ten percent of annual Historic Preservation Fund (HPF) appropriations made to the states under the National Historic Preservation Act must be passed to CLGs through the SHPO office. In Alaska, this is done through grants. Various kinds of projects can be funded. These include nomination of a historic property to the National Register of Historic Places, survey and inventory of historic and archaeological resources, preparation of preservation plans, staff support for a local historic preservation commission, historic structure reports, archaeological testing of sites to determine their significance, and development of public education preservation programs. Technical assistance, training in historic preservation goals and programs, and guidance on how to conduct specific projects are available through the SHPO office.

Fourteen communities in Alaska, from Ketchikan to Barrow, have become CLGs by 2018. The first were certified in 1986. Our most recent CLG is Nome, who was certified on April 24, 2018. Between 1986 and 2018 Alaska CLGs conducted 199 projects and received $2,072,336 in federal historic preservation funds for their programs. Projects have included neighborhood surveys in Juneau and Dillingham; archaeological testing in the Matanuska-Susitna Borough; preservation planning in Fairbanks and the North Slope Borough; creation of inventories in Sitka, Unalaska, Kenai and Anchorage; National Register documentation in Ketchikan; and public education programs in Seward, Cordova and Juneau.

This package has the state guidelines and application to become a CLG. Supplemental program information is available from the Alaska Office of History and Archaeology. In Alaska, the SHPO is in this office.

Alaska Certified Local Government Historic Preservation Program State Guidelines

A. Purpose. The CLG program is to:

B.

1. ensure widespread participation of local governments in the national historic preservation program while maintaining standards consistent with the National Historic Preservation Act and *The Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation* (http://www.cr.nps.gov/local-law/arch_stnds_0.htm);

2. enrich, develop, and help maintain local historic preservation programs in cooperation and coordination with the SHPO; and

3. provide financial and technical assistance for these purposes.

B. Requirements for certification. Local governments are certified when the SHPO and the Secretary of the Interior, through the National Park Service, certify the local government meets five requirements set out in Federal Regulations (36 CFR 61). The requirements are:

1. The local government must agree to enforce appropriate state and local legislation for designation and protection of historic properties.

    a. The local government will enforce the Alaska Historic Preservation Act whenever appropriate.

    b. The local government will adopt and enforce a local historic preservation ordinance.

2. The local government must establish an adequate and qualified historic preservation review commission by local legislation.

    a. The local government will enact an ordinance establishing the commission. Communities and boroughs with historical commissions may adapt an existing commission for the CLG program and expand their duties to include historic preservation responsibilities. The ordinance should direct the commission to meet a minimum of two times a year, and should define appointment of and terms for members.

b. The local government will compose its commission of the following members to the extent feasible:

1 architect or historical architect
1 archaeologist
1 historian
and at least four other people (for a minimum total of 7). The membership should include Alaska Natives.

1) A local government may be certified without the minimum number or types of disciplines if it can provide written documentation to the SHPO that it has made a reasonable effort to fill those positions.
2) If a professional discipline is not represented in the commission membership, the commission shall seek expertise in this area from consultants meeting the *Secretary of the Interior's Professional Qualification Standards* (defined in Appendix A, 36 CFR 61).
3) If the SHPO has delegated National Register program responsibilities to the CLG, the local commission must meet all applicable federal requirements.

c. The local government's historical preservation commission will:

1) develop a local historic preservation plan providing for identification, protection, and interpretation of the area's significant cultural resources. This plan is to be compatible with the Alaska historic preservation plan.
2) review and make recommendations about local projects that might affect properties identified in the historic preservation plan.
3) review nominations to the National Register of Historic Places for properties within its jurisdiction.

3. The local government must maintain a system for the survey and inventory of historic properties.

a. The local government will establish and maintain a basic working inventory of cultural resources in the local area, compatible with the Alaska Heritage Resources Survey (AHRS), and annually provide new data to the Office of History and Archaeology.

b. CLG survey data shall be consistent with SHPO inventory requirements and *The Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation.* This requirement does not apply to survey data produced by local governments before the date of CLG certification.

c. The local government will establish policies and procedures for access and use of the inventory that addresses sensitive site location information.

4. The local government must provide for adequate public participation in the local historic preservation program.

   a. The local government will provide for open meetings.

   b. The local government will maintain minutes that are publicly available, publish and disseminate historic preservation commission procedures, as well as comply with local, state, and federal public participation regulations.

   c. The local government will invite public comment in its review of nominations to the National Register of Historic Places.

   d. The local government will provide for public participation in development and review of the local historic preservation plan.

5. The local government must satisfactorily perform the responsibilities delegated to it under the National Historic Preservation Act.

   a. The local government will provide an annual report of all its historic preservation activities to the SHPO.

   b. The local government will provide a commission member list and members' qualifications to the SHPO as part of its annual report.

   c. The local government will provide a draft of the local historic preservation plan for SHPO review.

   d. The local government will provide annual updates of AHRS information to the Office of History and Archaeology.

C. Procedures for certification. 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 following the process outlined in section I.

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.

D. ***The Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation.*** CLGs and local governments interested in becoming CLGs are encouraged to adopt *The Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation* relevant to their activities. Locally developed standards and guidelines are acceptable if they are consistent with these. Local guidelines not in accord with the Secretary's standards, or that specifically recommend or require action in conflict with the standards, are not acceptable. The SHPO will not allocate HPF funds to implement unacceptable guidelines.

E. The National Register of Historic Places process.

1. Before a nomination of a property within the jurisdiction of a CLG is submitted to the Keeper of the National Register by the state, the SHPO will notify the chief elected local official and the commission in accordance with 36 CFR 60, 36 CFR 61, and state procedures. This notification will ask the CLG for local historic

preservation commission review of the documentation and a determination of eligibility for listing the property in the National Register.

The CLG notification procedures do not apply when a nomination is processed by or through a CLG, which provides its recommendation to the SHPO with the documentation.

2. After providing a reasonable opportunity for public comment, including the solicitation of comments from all local tribal entities, the local preservation commission shall determine whether or not, in its opinion, the property meets the National Register criteria. Within 60 calendar days of notice from the SHPO, the CLG shall transmit in writing the determination of the commission to the SHPO. If the CLG does not provide its determination within 60 days, the SHPO can proceed with the nomination process.

   For a property nominated for its architecture, the architect on the commission, or consultant, must agree the property is eligible for listing under that criterion. For a property nominated for its archaeological potential, the archaeologist on the commission, or consultant, must agree the property is eligible for listing under that criterion.

3. If either or both the commission and the chief elected local official recommend that the property is eligible for the National Register, the SHPO can proceed with the nomination process. If both the commission and the chief elected local official determine that the property is not eligible for the National Register, the SHPO may not proceed with the nomination of the property unless an appeal is filed in accordance with 54 U.S.C. 302504 of the National Historic Preservation Act and 36 CFR 60.

4. Any determination made by the CLG or recommendation from the chief elected local official will be included with the documentation submitted by the SHPO to the Keeper of the National Register.

5. The SHPO may delegate to a CLG, through its CLG procedures and the Certification Agreement, any of the responsibilities of the SHPO pertaining to the National Register of Historic Places. Any delegated responsibilities will be performed in accordance with the requirements for the state. The SHPO may authorize the historic preservation commission of a CLG to act for the Alaska Historical Commission (AHC) for the purpose of considering National Register nominations within the CLG's jurisdiction, provided the commission meets the professional qualifications required for the AHC.

F. Grant funding through the Historic Preservation Fund.

1. The state will designate at least 10% of its yearly HPF appropriation to the CLG program. The state will designate 50% of any excess of the state's HPF appropriation to the CLG program in any year in which the nationwide HPF appropriation exceeds $60 million (36 CFR 61.7a)

   a. Only CLGs are eligible to receive these grant funds.

   b. All CLGs are eligible to receive funds from the 10% of the HPF appropriations. The state is not required, however, to award funds to all CLGs eligible to receive funds.

   c. Other federal grants may not be used as matching share for any HPF grant funds to CLGs.

   d. All CLG activities assisted with HPF grant funds must meet *The Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation*.

   e. A CLG shall adhere to any requirements mandated by Congress regarding the use of HPF funds.

2. Examples of types of projects funded through grants to CLGs:
   - preparing documentation for the National Register of Historic Places
   - surveying and inventorying historic and archaeological resources
   - preparing preservation plans
   - supporting a local historic preservation commission
   - developing local design guidelines
   - preparing historic structure reports
   - writing or amending preservation ordinances
   - testing archaeological sites to determine their significance
   - developing public education preservation programs
   - preparing exhibits and brochures about local historic resources and the activities of the historic preservation commission
   - holding special events to educate the public about local history, resources, and historic preservation
   - developing local designation programs

3. To be eligible for these grant funds, the CLG must continue to comply with the terms of its certification agreement.

   Applications for CLG grant funds will be reviewed by the SHPO for completeness and accuracy. The AHC will review the proposals and make recommendations on grant allocations to the SHPO. The SHPO will make the final awards.

   a. Funds will be awarded on a competitive basis to CLGs. Criteria for grant selection include:
      1) request for activities eligible for HPF assistance,
      2) availability of matching share (40% of total project costs),
      3) clear, realistic and precise goals for the funds, attainable within the funding period,
      4) meets priorities for funds established by the AHC and the SHPO,
      5) demonstrates relation to state and local historic preservation plans.

   b. The AHC will consider projects for funding based on priorities it establishes annually. Criteria include the extent to which a project seeks to help properties that may be adversely affected by development or natural dangers such as erosion; the extent to which the project has potential to find and document properties that qualify for the National Register of Historic Places; the extent to which the project is part of other historic preservation projects or programs; the extent to which the scope of work is consistent with available funding and time; and the extent to which the project will enhance the knowledge and understanding of the history or prehistory of a given area.

4. A CLG may use grant funds for activities involving historic or archaeological resources outside the jurisdiction of the CLG if the activity clearly demonstrates a direct benefit to identifying, evaluating, and protecting the historic and archaeological resources of the CLG, and if the CLG and any local or tribal government with jurisdiction agree.

5. Grants may be pooled by CLGs for specific purposes. For example, several CLGs can pool grant funds to share the services of a preservation professional.

6. CLG grants may be administered by a third party if the CLG indicates in its application that it wants any award to it to be administered by a specific organization. Designation of a third-party to administer a subgrant is not a procurement action. Such a delegate agency may be another unit of local government, a commercial firm, a nonprofit entity, or an educational institution as long as it has the administrative capability required by the NPS *Historic Preservation Fund Grants Manual*. The third party, however, cannot be the SHPO

or any part of the Alaska Department of Natural Resources.

7. Funds will be transferred and monitored following HPF grant guidelines established by the Secretary of the Interior. Funds will also be administered and monitored by the state and by the CLG according to the applicable sections of OMB Circular A-102, Attachment P, "Audit Requirements." Indirect costs may be charged as part of a CLG grant only if the subgrantee meets the requirements of Chapter 12 of the NPS *Historic Preservation Fund Grants Manual*.

G. Delegated Section 106 responsibilities.

1. The SHPO may delegate to a CLG, through its CLG procedures and the Certification Agreement, any of the responsibilities of the SHPO pertaining to the Section 106 responsibilities, if a programmatic agreement has been executed with the Advisory Council for Historic Preservation (http://www.achp.gov/). Any delegated responsibilities will be performed in accordance with the requirements for the state.

H. Monitoring and evaluation.

1. The SHPO will monitor CLGs to assure that each continues to meet the requirements for certification and is satisfactorily conducting its responsibilities as a CLG.

   a. The CLGs will be monitored through annual reports, correspondence, telephone conversations, and, when possible, visits to the local government.

2. Each CLG shall submit a written annual report of its activities to the SHPO, due in the spring for the previous calendar year.

   a. Annual reports shall include information relating to commission membership and meetings, planning, survey activity, inventory updates for the AHRS, local project reviews, and participation in the National Register of Historic Places program.

3. The SHPO will conduct periodic evaluations of each CLG to determine whether or not the local government continues to meet minimum state performance requirements for CLGs.

   a. The evaluation will be based upon annual reports submitted by the CLG, grant performance, grant products, and telephone conversations, correspondence and visits to the CLG by SHPO representatives during the review period.

b. If the SHPO needs additional information from the CLG for evaluation, the SHPO will clearly indicate to the CLG that the information is being requested as part of an evaluation.

c. Within 60 days after an evaluation, the SHPO will send the CLG a written evaluation of its performance in program operation and administration for the review period.
   1) If deficiencies are identified, the written evaluation shall include suggestions to the local government for correcting the deficiencies and a time frame for correcting them.
   2) The CLG will have 60 days from the date of the report to comment on the evaluation and recommendations.
   3) The SHPO will provide training and technical assistance, as appropriate, to the CLG staff and its commissioners to assist in correcting deficiencies.
   4) If the deficiencies are not corrected within the time frame established, the SHPO may take steps towards decertifying the local government.

I. Decertification.

1. If a CLG's historic preservation program is found to have major deficiencies after a formal evaluation or during the course of routine monitoring, the SHPO will advise the CLG that failure to correct the program deficiencies within six months may result in decertification.

   a. If sufficient improvement is not made by the end of the six months, the SHPO will decertify the CLG and notify the Secretary of the Interior that the CLG is decertified.

   b. In an instance where the SHPO decides on an involuntary decertification of a CLG, the SHPO will provide the CLG with written notice of intention to decertify and include the specific reasons for the proposed decertification.

2. The CLG may request voluntary decertification at any time by petitioning the SHPO in writing.

a. After consultation with a representative of the local government, the SHPO will forward the written request for decertification to the NPS.

b. Upon receipt of the NPS's written determination of decertification, the SHPO will inform the local government of the official date of decertification.

3. If the CLG has been delegated Section 106 responsibilities in its jurisdiction by the state, and a programmatic agreement has been executed with the Advisory Council for Historic Preservation (http://www.achp.gov/), then the SHPO must notify the Advisory Council that the CLG has been decertified.

4. If a local government wishes to become recertified it must reapply for certification.

5. Decertified local governments with unfinished HPF grants.

a. Decertification will not release the CLG from any prior obligations under federal HPF grant guidelines.

b. Decertification, by itself, may not constitute grounds for termination of a CLG grant unless the terms of the grant cannot continue to be met after decertification.

J. Additional information.

The Office of History and Archaeology has additional information available through its Historic Preservation Series to assist a community interested in becoming a CLG. Many of the issues in the Historic Preservation Series are available on the office's web page (http://dnr.alaska.gov/parks/oha/hpseries/hpseries.htm). Copies can also be obtained by calling or writing the OHA. Topics include:

- *The Certified Local Government Historic Preservation Program in Alaska*
- *Basic Components of a Historic Preservation Ordinance*
- *Annual Certified Local Government Report Outline*
- *Applying For Historic Preservation Fund Grants: Writing a Successful Application*
- *Sample Local Project Review Process*
- *Alaska Certified Local Governments 2003 Directory*
- *The Secretary of the Interior's Standards for Archaeology and Historic Preservation* (http://www.cr.nps.gov/local-law/arch_stnds_0.htm).

K. Key to abbreviations

AHC ..... Alaska Historical Commission
AHPA ..... Alaska Historic Preservation Act
AHRS ..... Alaska Historic Resources Survey
CFR ..... Code of Federal Regulations
CLG ..... Certified Local Government
HPF ..... Historic Preservation Fund
NHPA ..... National Historic Preservation Act
NPS ..... National Park Service
NRHP ..... National Register of Historic Places
OHA ..... Office of History and Archaeology
SHPO ..... State Historic Preservation Officer

L. Glossary

Alaska Heritage Resources Survey (AHRS) is Alaska's inventory of prehistoric and historic sites. The inventory is maintained at the Office of History and Archaeology.

Alaska Historic Preservation Act (AHPA) is the state legislation governing historic preservation and the management of historic, prehistoric and archaeological sites, as set forth in 1971 (AS 41.35) and its implementing regulations (11 AAC 16).

Alaska Historical Commission (AHC) is the state review board that reviews and makes recommendations to the SHPO on CLG grants from the Historic Preservation Fund.

Certified Local Government (CLG) is a local government with a historic preservation program that has been certified to carry out the purposes of the National Historic Preservation Act.

Chief elected local official is the elected head of a local government.

CLG share is the funding authorized for transfer to local governments through grants in accord with the National Historic Preservation Act, as amended.

Historic Preservation Fund (HPF) is the monies accrued under the Outer Continental Shelf Lands Act, as amended, to support the program of matching grants-in-aid to the states for historic preservation programs and projects, as authorized by Section 303101 of the National Historic Preservation Act, as amended.

Historic preservation commission is a board, council, commission, or other similar collegial body, which is established in accordance with 36 CFR 61.4 (c)(2).

Keeper of the National Register is the official with whom authority has been delegated by the Secretary of the Interior for expanding and monitoring the NRHP, listing properties, and determining the eligibility of properties for inclusion.

Local government is a city, municipality, or borough, or any other general purpose political subdivision of any state.

National Register of Historic Places (NRHP) is the national list of districts, sites, buildings, structures, and objects significant in American history, architecture, archaeology, engineering, and culture, maintained by the Secretary of the Interior under authority of Section 302101 of the National Historic Preservation Act, as amended.

National Park Service (NPS) is the bureau of the Department of the Interior to which the Secretary of the Interior has delegated the authority and responsibility for administering the National Historic Preservation Program.

Office of History and Archaeology (OHA) is the office within the Division of Parks and Outdoor Recreation, Alaska Department of Natural Resources, authorized to carry out the Historic Preservation Fund program in the state and maintaining the Alaska Heritage Resources Survey (AHRS).

Secretary is the U.S. Secretary of the Interior. Unless otherwise stated in law or regulation, the Secretary has delegated the authority and responsibility for administering the National Historic Preservation Program to the National Park Service.

Secretary's Standards and Guidelines is *The Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation.* These provide technical information about archaeological and historic preservation activities and methods. They are prepared under the authority of Section 306107 of the National Historic Preservation Act, as amended. The subjects covered include preservation planning, identification, evaluation, registration, historic research and documentation, architectural and engineering documentation, archaeological investigation, historic preservation projects, and preservation terminology.

State Historic Preservation Officer (SHPO) is the official within each state who has been designated and appointed by the Governor to administer the historic preservation program in the state under authority of Section 302301 of the National Historic Preservation Act, as amended.

Revised 2/1/2018

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):

_____

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.

Affidavit

a. I understand that this is an application for certification in the Certified Local Government Historic Preservation Program.

b. In submitting this application, I understand that it is my responsibility to comply with all requirements of the program as stated in the Alaska Certified Local Government Historic Preservation Program State Guidelines.

c. In submitting this application, I understand that records of the program are subject to review and audit. The program may be decertified if it is found inadequate.

d. I understand that this is not an application for a grant and that no money will be forthcoming.

_____
Applicant's authorized signature

NOTARY SEAL

_____
Signature of Notary Public

_____
Printed name, title

_____
City or borough

My commission expires:_____

_____
Date

Revised 8-21- 2003

(b) The National Park Service (NPS) will administer HPF matching grants-in-aid in accordance with the Act, OMB Circular A–133 and 43 CFR part 12, and related guidance that NPS issues. Failure by a State program to meet these requirements is cause for comment and appropriate action by the Secretary.

§ 61.6 Certified local government programs.

(a) Each approved State program must provide a mechanism for certification (by the State Historic Preservation Officer and the Secretary) of local governments to carry out the purposes of the Act.

(b) Each State Historic Preservation Officer (SHPO) must follow procedures that the Secretary approves for the certification of local governments. Each SHPO also must follow procedures for removal of certified local government (CLG) status for cause. A SHPO must submit any proposed amendment to its procedures to the Secretary for approval. The Secretary will act on each proposal in a timely fashion generally within 45 days of receipt.

(c) When a SHPO approves a local government certification request in accordance with the State program's National Park Service (NPS)-approved certification process, the SHPO must prepare a written certification agreement between the SHPO and the local government. The certification agreement must list the specific responsibilities of the local government when certified. The SHPO must submit to the Secretary the written certification agreement and any additional information as is necessary for the Secretary to certify the local government pursuant to the Act and this part. If the Secretary does not disapprove the proposed certification within 15 working days of receipt, the Secretary has certified the local government.

(d) Beyond the minimum responsibilities set out in the Act for all CLGs, the SHPO may make additional delegations of responsibility to individual CLGs. However, these delegations may not include the SHPO's overall responsibility derived from the Act or where law or regulation specifies.

(e) The SHPO must ensure that each local government satisfies the following minimum requirements as conditions for certification. Each CLG must:

(1) Enforce appropriate State or local legislation for the designation and protection of historic properties. The State procedures must define what constitutes appropriate legislation, as long as:

(i) Designation provisions in such legislation include the identification and registration of properties for protection that meet criteria established by the State or the locality for significant historic and prehistoric resources within the jurisdiction of the local government;

(ii) Protection provisions in such legislation include a local review process under State or local law for proposed demolitions of, changes to, or other action that may affect historic properties as paragraph (e)(1)(i) of this section describes; and

(iii) The legislation otherwise is consistent with the Act.

(2) Establish by State or local law and maintain an adequate and qualified historic preservation review commission (Commission). All Commission members must have a demonstrated interest, competence, or knowledge in historic preservation. Unless State or local legislation provides for a different method of appointment, the chief elected local official must appoint all Commission members.

(i) The State procedures must encourage certified local governments to include individuals who meet ''the Secretary's (Historic Preservation) Professional Qualifications Standards'' among the membership of the Commission, to the extent that such individuals are available in the community.

(ii) The State procedures may specify the minimum number of Commission members who must meet ''the Secretary's (Historic Preservation) Professional Qualifications Standards.'' The State procedures may also specify which, if any, disciplines the Commission's membership must include from among those disciplines that the Standards describe. Membership requirements set by the State procedures for Commissions must be cognizant of

the needs and functions of Commissions in the State and subject to the availability of such professionals in the community concerned.

(iii) Provided that the Commission is otherwise adequate and qualified to carry out the responsibilities delegated to it, the SHPO may certify a local government without the minimum number or types of disciplines established in State procedures, if the local government can demonstrate that it has made a reasonable effort to fill those positions, or that an alternative composition of the Commission best meets the needs of the Commission and of the local government.

(iv) The SHPO must make available to each Commission orientation materials and training designed to provide a working knowledge of the roles and operations of Federal, State, and local historic preservation programs, and historic preservation in general.

(3) Maintain a system for the survey and inventory of historic properties. The SHPO must ensure that such systems and the data that they produce are capable of integration into and are compatible with statewide inventories and (when and as appropriate) with State and local planning processes.

(4) Provide for adequate public participation in the local historic preservation program as a whole. The SHPO must provide each CLG with appropriate guidance on mechanisms to ensure adequate public participation in the local historic preservation program including the process for evaluating properties for nomination to the National Register of Historic Places.

(5) Satisfactorily perform the responsibilities delegated to it under the Act. The SHPO must monitor and evaluate the performance of each CLG according to written standards and procedures that the SHPO establishes. If a SHPO's evaluation of a CLG's performance indicates that such performance is inadequate, the SHPO must suggest in writing ways to improve performance. If, after a period of time that the SHPO stipulates, the SHPO determines that the CLG has not improved its performance sufficiently, the SHPO may recommend that the Secretary decertify the local government. If the Secretary does not object within 30 working days of receipt, the Secretary has approved the decertification.

(f) Effects of certification include:

(1) Inclusion in the process of nominating properties to the National Register of Historic Places in accordance with sections 101 (c)(2)(A) and (c)(2)(B) of the Act. The SHPO may delegate to a CLG any of the responsibilities of the SHPO and the Review Board in processing National Register nominations as specified in 36 CFR part 60 (see also §61.4(b)(3)), except for the authority to nominate properties directly to the National Register. A CLG may make nominations directly to NPS only when the State does not have an approved program pursuant to §61.4.

(2) Eligibility to apply for a portion of the State's annual Historic Preservation Fund (HPF) grant award. Each State must transfer at least 10 percent of its annual HPF grant award to CLGs for historic preservation projects and programs in accordance with the Act and as §61.7 specifies.

(g) The District of Columbia is exempt from the requirements of this section because there are no subordinated local governments in the District. If any other jurisdiction that section 301(2) of the Act defines as a State believes that its political subdivisions lack authorities similar to those of local governments in other States, and hence cannot satisfy the requirements for local government certification, it may apply to the Secretary for exemption from the requirements of this section.

(h) *Procedures for direct certification by the Secretary where there is no approved State program pursuant to §61.4.* To the extent feasible, the Secretary will ensure that there is consistency and continuity in the CLG program of a State that does not have an approved State program.

(1) Where there is no approved State program, a local government wishing to become certified must apply directly to the Secretary.

(2) The application must demonstrate that the local government meets the specifications for certification set forth in paragraph (e) of this section.

(3) The Secretary will review certification applications under this paragraph (h) and take action in a timely

fashion generally within 90 days of receipt.

§ 61.7 Subgrants to certified local governments.

(a) Each SHPO must transfer at least 10 percent of its annual Historic Preservation Fund (HPF) grant award to CLGs as subgrants for historic preservation projects and programs in accordance with the Act. In any year that the annual HPF State grant appropriation exceeds $65,000,000, SHPOs must transfer one half of the amount over $65,000,000 to CLGs according to procedures that the Secretary will establish.

(b) Each CLG is eligible to receive funds from the 10 percent (or greater) CLG share of the State's total annual HPF grant award. However, the SHPO need not award funds to all CLGs.

(c) Each SHPO must maintain and follow a procedure that the Secretary approves for the use and distribution of funds from the State's annual HPF grant award to CLGs to ensure that no CLG receives a disproportionate share of the allocation. The procedure will provide a clear basis for the funding decisions. The SHPO must submit any proposed amendment to its procedure to the Secretary for approval. The Secretary will respond to such a proposal in a timely fashion generally within 45 days of receipt.

(d) Each SHPO must notify annually each CLG of its opportunity to apply for HPF funding as well as what is entailed in the application and project selection process.

(e) Each CLG receiving an HPF grant award from the CLG share is a subgrantee of the State. The SHPO must ensure that each CLG adheres to all applicable grant conditions and government-wide and program specific requirements that the National Park Service issues. The SHPO may require specific uses of funds subgranted to CLGs. CLGs may not apply subgranted HPF monies as matching share for any other Federal grant.

(f) Where there is no approved State program pursuant to §61.4, the Secretary will determine the method for allocating funds to CLGs in that State in accordance with the procedures set forth for the State in this section. To the extent feasible, the Secretary will ensure consistency and continuity in the funding allocation policy of the CLG program for a State that does not have an approved historic preservation program.

§ 61.8 Tribal programs. [Reserved]

§ 61.9 Grants to tribal programs. [Reserved]

§ 61.10 Waiver.

The Secretary may waive any of the requirements of the rules in this part that are not mandated by statute or by other applicable regulations if the Secretary finds, in writing, that the historic preservation program would benefit from such waiver and the waiver would not compromise the purposes, conditions, and requirements of the National Historic Preservation Act of 1966, as amended.

§ 61.11 Information collection.

(a) The Office of Management and Budget (OMB) under 44 U.S.C. 3507 *et seq.*, has approved the collection of information contained in this part. OMB has assigned clearance number 1024–0038 to this collection of information. The National Park Service (NPS) collects this information as part of the process for reviewing the procedures and programs of State and local governments participating in the national historic preservation program and the Historic Preservation Fund grant program. NPS will use the information to evaluate those programs and procedures for consistency with the National Historic Preservation Act of 1966, as amended, and compliance with government-wide grant requirements. The obligation to respond is required to obtain a benefit under these programs. Note that a Federal agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. NPS provides no assurance of confidentiality to respondents with the exception of locational information concerning some properties that government historic preservation property inventories include. Pursuant to section 304 of the National Historic Preservation Act of 1966, as amended, NPS

CERTIFIED LOCAL GOVERNMENT HISTORIC PRESERVATION PROGRAM, ALASKA

CERTIFIED LOCAL GOVERNMENT PARTICIPANT AGREEMENT

This agreement is made and entered into by and between the Alaska State Historic Preservation Officer (SHPO) and the Matanuska-Susitna Borough, the Certified Local Government (CLG), whose address is Box 1608, Palmer, Alaska 99645.

The SHPO has authority to enter this Agreement pursuant to the National Historic Preservation Act of 1966, as amended, 16 U.S.C. 470, et seq.; the CLG has authority to enter into this Agreement pursuant to AS 29.35.010(9) and Matanuska-Susitna Borough Code section 1.10.160 & 2.80.010-030.

PART I. CONTRACT TERM

This Agreement will begin on the date it is signed by the SHPO, and shall remain in effect until the CLG requests decertification as a CLG or is decertified by the SHPO pursuant to the provisions of CLG Decertification Process section of the "Certified Local Government Historic Preservation Program, Alaska Regulations", a copy of which is attached hereto as Exhibit A and is incorporated by reference as a part of this Agreement.

PART II. CONSIDERATION

The consideration for this Agreement is the mutual promises of the parties contained herein.

PART III. COMPLIANCE

The parties shall comply with all applicable laws, rules and regulations pertaining to the execution and administration of the terms contained in Exhibit A to this Agreement.

The CLG and its agents shall be specifically subject to all applicable provisions of the National Register Program Guidelines, NPS-49, dated 1 October 1984 as presently in effect or as may be promulgated during the period of this Agreement. A copy of the National Register Program Guidelines, NPS-49, is available for inspection at the Alaska State Historic Preservation Office, Department of Natural Resources, Division of Parks and Outdoor Recreation, Office of History and Archaeology, 3601 C Street, Anchorage, Alaska (mailing address: P.O. Box 10-7001, Anchorage, Alaska 99510-7001) The SHPO will provide guidance on the provisions of the National Register Program Guidelines, NPS-49.

PART IV. ENFORCEMENT OF LOCAL ORDINANCE

The CLG agrees to enforce its Historic Preservation Ordinance, a copy of which is attached as Exhibit B and incorporated by reference as part of this Agreement.

The parties have executed this Agreement as of the dates entered below.

CERTIFIED LOCAL GOVERNMENT

Matanuska-Susitna Borough
(Name of CLG)

By Dorothy A. Jones

Dorothy A. Jones
(Typed Name)

MSB Mayor
(Title)

9/2/87
(Date)

ALASKA STATE HISTORIC PRESERVATION OFFICE

By Judith E. Bittner
(State Historic Preservation Officer)

Judith E. Bittner
(Typed Name)

September 8, 1987
(Date)

CLG's ATTORNEY APPROVAL AS TO FORM

(Signature)

9-2-87
(Date)

APPLICATION CHECKLIST
CERTIFIED LOCAL GOVERNMENT HISTORIC PRESERVATION PROGRAM, ALASKA

Community or Borough Matanuska-Susitna Borough

Date Submitted 1/5/87 Date Approved 5/18/87

		YES	NO
1)	Applicant has authority to enforce acceptable legislation for the designation and protection of historic properties. Ord. # 87-007 / Prop. # 2 passed 1985	✓	
2)	Applicant has established an historic preservation review commission consisting of 7 members. 82-14	✓	
	There are 2 professional members. Cooper - Hist.; Bissett - Architect; Workman archaeologist There are 5 non-professional members.		
3)	Resumes for each of the professional members and statement of expertise and occupation of all other members of the historic preservation commission attached. History Architect	✓	
4)	We have verified that professional members of the commission have been appointed to the extent available in the community, and have reviewed resumes that document professional qualifications and are acceptable under 36 CFR 61, Attachment A. Advertisement / Resumes	✓	
5)	We have verified that an appropriate professional will be contacted and utilized when necessary on CLG projects.	✓	
6)	The role and responsibilities of the commission in local preservation decisions have been specified in detail in the enclosed agreement.	✓	
	a) includes the three (3) basic responsibilities only i) develop historic preservation plan ✓ Section ii) review and make recommendations on local projects - Office visit Prz dist. hist, Dunsen Dist. - hist department iii) review and develop nominations to the National Register of Historic Places Sec. F		
	b) includes basic responsibilities and additional responsibilities specific to this CLG (for example: do Tax Act certifications) list: N/A		
	c) also includes other activities (list)		

7) Orientation/training sessions for the local commission have been/will be held Feb 6, 1987.

8) Applicant has applied for CLG funds. ___ ___

If yes:
- Applicant will be awarded funds ___ ___
- (Info 424 will be sent to NPS)
- Applicant's request for funds under review ___ ___
- Applicant's request for funds denied ___ ___

If no:
- Applicant intends to apply for funds ___ ___
- Applicant will not/unlikely to apply for funds ___ ___

9) Other information relevant to this application.

CLG APPLICATION

LETTER OF APPLICATION

State Historic Preservation Officer
Office of History and Archaeology
Alaska Division of Parks and Outdoor Recreation
P.O. Box 7001
Anchorage, Alaska 99510

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

Community or Borough: Matanuska-Susitna Borough

Location: South Central Alaska

Sincerely,

Robert E. Rakes, Development Services Director
Applicant's authorized signature

P. O. Box 1608, Palmer, AK 99645
Applicant's mailing address

745-4801 Ext. 855
Applicant's telephone number

DATE SUBMITTED: _____

DATE POSTMARKED: Handcarried ~~Jan 5, 1987~~ RECEIVED (to be completed by State)

DATE RECEIVED: JAN 05 REC'D '87 (to be completed by State)

APPLICATION FORM FOR CERTIFICATION UNDER THE
CERTIFIED LOCAL GOVERNMENT HISTORIC PRESERVATION PROGRAM, ALASKA

Community or Borough: Matanuska-Susitna Borough

Address: P. O. Box 1608, Palmer, AK 99645

Date: December 30, 1986

Name and title of responsible individual: Robert E. Robes, Development Services Director
This person is authorized by the elected body represented to make this application.

Signed before me this 05 day of January, 1987.

NOTARY SEAL Carmen Carlson
Notary in and for the state of Alaska
My commission expires 05/02/87.

1) The applicant must state that as a Certified Local Government (CLG), they will comply with all appropriate laws and regulations as stated in the Requirements and Responsibilities section of the CLG regulations.

2) Please attach a copy of the local historic preservation law, or a draft of the proposed regulation with a probable timetable for implementation.

3) Please attach a draft of, a final of, or a proposal for, a local historic preservation plan.

4) Please list all commission members:

Professional	Public
Ronald J. Bissett, Architect	Patricia Newman, Willow Representative
Robert Tucker, Geologist Retired (writer/historian)	Rita Pfauth, Chickaloon Representative

Ron Wendt, Journalist (historian)

The 6th and 7th members recently resigned. There are no replacements as yet.

5) Please attach resumes of all professional members of the commission and occupations and member expertise for all non-professional members.

6) Please make a brief statement of the goals you propose to accomplish under this program, if funds are awarded to you.

The Mat-Su Borough would like to continue implementing an ongoing Borough survey of sites. This survey was begun in 1977 and has slowly progressed to include 16 townships (nearly completely surveyed) and sites located in various other townships of the 710 within the Borough. The inventory (utilizing the same numerical system as the AHRS) would aid planners, developers, historians and other interested persons in their reviews of local projects that might affect properties with historic/prehistoric sites located on them. The implementation of the local historic preservation plan would be another goal, as well as the process of updating AHRS information and recommending properties for the National Register.

7) Please provide a preliminary list of resources identified by you, as historic or potentially historic in your area. SEE ATTACHED

Cottonwood Vicinity
Fairview School
Werner Farm
John Springer cabin and barn
Lakeview School
Woodward cabin and barn
Forks Roadhouse
Chickaloon House (Lucas Place)
Chickaloon House (Gladson House)
Felton Fishhook house and cabins
Palmer Depot
Any structures built in 1935 in conjunction with the ARRC

Willow Section House
Sunshine Section House
Talkeetna Section House, tool sheds and depot
Talkeetna (Historic Dist. could be designated)
University Experimental Farm - several buildings.
Roy Cornelius homestead
Jake Metz cabin
Susitna Station
Fish Creek - Echo Lake area
Saindon's Concrete House

Additional lists of cultural resources already identified within the Borough may be found in previous survey grant reports.

8) Please provide any other information you deem relevant to your application for certification.

Beginning Fiscal Year 1986-87, the Matanuska-Susitna Borough permanently employed part-time, three people as historians. Their resumes are attached.

The effort to survey and actively preserve Borough cultural resources is still in its initial stage. We feel that progress is being made towards the goals outlined in the Borough Preservation Plan. The certification of the Mat-Su Borough is an important step in the furthering of preservation efforts in the Borough.

ATTACHMENT #1

MATANUSKA-SUSITNA BOROUGH SITE
ON THE NATIONAL REGISTER OF HISTORIC PLACES

1. Susitna River Railroad bridge
2. Fairview Inn - Talkeetna
3. Wasilla Depot
4. Teeland's - Wasilla
5. Wasilla Elementary School
6. Wasilla Community Hall/Museum
7. Palmer Depot
8. United Protestant Church - Palmer
9. Ray Rebarchek Colony Farm - Palmer
10. Knik Site - Knik
11. Independence Mines - Hatcher Pass

1. I understand that this is an application for certification in the Certified Local Government Program.

2. In submitting this application, I understand that it is my responsibility to comply with all requirements of the program as stated in the "Requirements and Responsibilities of a CLG".

3. In submitting this application, I understand that records of the program are subject to biennial review and audit. The program may be decertified if it is found inadequate.

4. I understand that this is not an application for a grant and that no money will be forthcoming.

Signature of authorized applicant

NOTARY SEAL Signed before me this 05 day of January, 1987.

Notary in and for the State of Alaska

My commission expires 5/2/87 .

THE STATE of ALASKA
GOVERNOR BILL WALKER

Department of Natural Resources
DIVISION OF PARKS & OUTDOOR RECREATION
Office of History & Archaeology

August 23, 2018

File No.: 3350-1 Matanuska-Susitna Borough

Ted Eischeid
Planner II
Planning and Land Use Department
Matanuska-Susitna Borough
350 East Dahlia Avenue
Palmer, AK 99645

Subject: Matanuska-Susitna Borough Certified Local Government Performance Review 2018

Dear Mr. Eischeid:

Summer Louthan thoroughly enjoyed sitting down with you August 26, 2018. It was an excellent opportunity to discuss current historic preservation issues specific to the Matanuska-Susitna Borough while outlining preservation goals for the future. It is wonderful to know that the Borough has a functioning engaged commission after a period of struggle. Enclosed you will find a copy of the *Certified Local Government Performance Standards Checklist* that was discussed and completed during the meeting.

The goals that you outlined for the program over the next five years are excellent and should help the Borough focus its limited resources to be the most effective. Please let this office know how we can help you accomplish the following goals as effectively as possible:

- Develop a historic preservation plan for the Borough and get it passed by the Assembly.
- As part of the planning process, assess the known historic resources within the Borough and compare with OHA's AHRS data. Work with OHA to ensure there is a method for sharing data.
- Use historic preservation plan to focus annual efforts on specific plan goals.
- Conduct more face-to-face outreach with the community to educate them on historic preservation in the Borough and the Historical Preservation Commission (and membership).
- Develop training session for the commission in partnership with the Office of History and Archaeology.

Thank you and the historic preservation commissioners for all the hard work and dedication you bring to ensure the Matanuska-Susitna Borough's history is preserved for the future.

Sincerely,

Judith E. Bittner

Judith E. Bittner
State Historic Preservation Officer

JEB:sll
enclsoure

CERTIFIED LOCAL GOVERNMENT
HISTORIC PRESERVATION PROGRAM, ALASKA
CERTIFIED LOCAL GOVERNMENT PERFORMANCE STANDARDS CHECKLIST

Summer Louthan met with Ted Eischeid on August 16, 2018 to monitor the Mat-Su Borough's CLG program and discuss the CLG's goals over the next five years.

Local Legislation

1. Did the CLG adopt changes to the local ordinance during the review period?
   ☐ Yes ■ No

   The Mat-Su Borough is currently updating their Historic Preservation Ordinance. This comes from a push within the Borough to look at all their commissions not just the HPC.

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

   The SHPO office has reviewed and commented on one draft of the revised ordinance. The SHPO currently reviewing the second draft.

3. The SHPO determined that all revisions above are consistent with the requirements and intent of the program.
   ☐ Yes ☐ No

   The SHPO office is currently still reviewing the most recent draft for the updated ordinance.

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 and ■ No

   Yes, the ordinance calls for the commission to review and make recommendations on construction and development projects within the MSB that have the potential to adversely affect cultural resources within the Borough. Local projects are reviewed by MSB CLG staff Ted Eischeid against the AHRS. Projects with the potential to effect historic resources are brought to the attention of the commission.
   No, Section 106 projects are not making it to his desk. Research is needed to determine where those consultation letters are going and how to make sure they make it to his desk for review and comment by the commission if needed. The SHPO will check with agencies such as DOT&PF to see where their letters are sent and how to make sure CLG coordinators are receiving copies for review.

Public Participation

5. Did the CLG maintain an adequate and qualified Commission throughout the review period.

   ■ Yes ☐ No

   Yes, in the last year (2018) they have maintained an adequate qualified Commission. Prior to 2018 they did have issues with their commission that have been noted in past reviews. It appears that they have been able to move past those issues at this point.

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

   2017 they only held one meeting. 2018- so far, they have held meetings in March, April, and May. They have meetings planned for September, October, and November. Their new ordinance is calling for a minimum of 4 meetings a 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

   Yes, Ted Eischeid, staff to the commission is a stickler for Roberts Rules of Order. He did express interest in receiving training for the commission from the State of Alaska's Local Government Assistance Section on running effective commission meetings.

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

   The commission currently has two archaeologists as members.

9. Did 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

   - *Ted Eischeid, attended NAPC, NPS Vanishing Treasures, and OHA Workshop 2018*
   - *Fran Seager-Boss (commission Chair) attended the OHA Workshop 2018*
   - *Jake Anders (vice-chair) attended the OHA Workshop 2018*
   - *Ted expressed interest in the commission members receiving training from OHA.*

10. All new appointees evidence a demonstrated interest, competence of knowledge of historic preservation?

    ■ Yes ☐ No

    Three new members in 2018, Fran Seager-Boss (archaeologist with Knik Tribe), Jake Anders (archaeologist), Andrew (local teacher with interest in history)

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

    ■ Yes ☐ No

    Reached out to all local historical societies/museums. Currently needs someone to officially fill the historian seat and may need an Alaska Native seat. In the future Ted would like to make more personal (face to face) outreach to fill professional vacancies.

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

    ☐ Yes ■ No

    No, will send. OHA is aware that both Fran Seager-Boss and Jake Anders are qualified archaeologist.

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

    ■ Yes ☐ No

    While we have not received the resumes for the new qualified professionals on the commission, OHA is aware that both Fran Seager-Boss and Jake Anders are qualified archaeologist.

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 CLG does not have a local landmark/district program.

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

    The CLG does not have a local/landmark/district program. They do review local government project for effects on resources found in the AHRS.

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

    ☐ Yes ■ No

    Currently no, but very interested in developing ways to increase this with limited staff time available. Discussed ways to piggy back on other events related to history in the Borough. Develop outreach during Historic Preservation Month.

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, 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

    The minutes include all decisions and actions of the commission but does not go in to detail on the reasons for those decision.

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

    Yes, copies are on file as well as part of the agenda packets that are made public.

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

    ☐ Yes ☐ No

    The only nomination they have reviewed in 2018 were received from NPS- Denali.
    They expressed usefulness of form that guides the commission through their review. I noted that OHA provides one when we submit nomination for the commissions reviews. Park Service likely does not.

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

    ☐ Yes ■ No

    The CLG has not received a nomination yet that needs to be submitted to our office. The NPS nomination and already been reviewed by our office prior to them receiving. Ted said they will notify us in the future by email if the commission reviews and acts on a nomination received by the NPS.

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

    Since Ted has been staff to the commission the SHPO office has not forwarded any nominations to the Commission for review and comment. Prior to Ted's time the commission did receive the nomination for the Willow Community Center and provide us in October of 2016.

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

    No survey work has been undertaken by the CLG over the review period.

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

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

    There have been no surveys conducted over the review period.

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

    Ted Eischeid, the Borough's staff, noted that request for Section 106 review do not make it to his desk and thus do not make it in front of the commission. This is a missing link that needs to be fixed. OHA is working with our DOT&PF coordinator to ensure that DOT Section 106 consultation letters make it to all our CLG commission staff members. OHA will work with our Review and Compliance staff to make sure they know who each of our contact are within our CLGs and provide that agencies working within the Borough.

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 five-years.

1. The Borough would like to do an assessment of known historic resources, comparing with OHA's data and work with OHA to develop a system for sharing cultural resource information.

2. Develop a historic preservation plan. This is a responsibility of the HPC so the Borough would get their feedback on what components should be in the plan. Look at undertaking the plan in phases. Seek CLG grant funding to help fund the planning process and hire a planner. The planning process could be split into two phases, phase 1 compiling data on known historic resources and data gap analysis (see goal 1), background research, and public outreach, Phase 2 drafting the plan, additional public outreach and getting the plan adopted by the assembly.

3. Use historic preservation plan to focus the annual efforts on specific plan goals. This focused effort will allow progress measurement and will create continuity in the face of staff and/or HPC turn over.

4. Create a historic resource GIS layer for use by planners and the public (unrestricted data for the latter only). This would include training for any borough staff with access to restricted data.

5. Work with OHA to provide training for the Commission. Trainings may include, running an effective meeting, reviewing national register nominations, and Section 106 review.