



Date Submitted by Applicant: \_\_\_\_\_

400 E. Main Street  
Cottage Grove, Oregon

## Historic Preservation Commission Application

### Applicant:

Name: \_\_\_\_\_

Residence Address: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

Email Address: \_\_\_\_\_

Home Phone No.: \_\_\_\_\_ Work Phone No.: \_\_\_\_\_

Thank you for your interest in serving on the Cottage Grove Historic Preservation Commission. State and local laws strictly regulate the composition of membership on the Historic Preservation Commission. Because of these requirements, specific questions regarding your qualifications must be asked. Please answer all questions. Any incomplete applications will not be considered for appointment.

*Cottage Grove Municipal Code states:*

#### *2.26.020 Membership:*

*The commission shall consist of seven members with a demonstrated positive interest, knowledge, or competence in historic preservation. All reasonable efforts must be made to appoint those with professional experience in the fields of preservation, architecture, archaeology, community history, building trades, real estate, or related specialties. Members shall be appointed by the city council. A majority of the members shall reside within the corporate boundaries of the city of Cottage Grove. (Ord. 3146 §1(Exh. A), 2021)*

### Questionnaire:

1. Do you work for the City of Cottage Grove? ☐ Yes ☐ No
2. Do you reside within the City of Cottage Grove? ☐ Yes ☐ No
3. Do you have or own a business or real property within the city limits?  
☐ Yes ☐ No

If "yes", please provide the address of business or real property location: \_\_\_\_\_

\_\_\_\_\_

4. Describe all occupations, businesses, trades or professions in which you are currently engaged.  
(Please provide details of the work you actually do.)

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5. Please list your current employer(s), business (es), corporation or partnership's name, and their address(es), contact name(s) and telephone number(s):

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6. Please list any previous and current volunteer experience:

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7. Please list any special qualifications or skills which might make you a valuable member of a Historic Preservation Commission:

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I voluntarily submit this application for the City of Cottage Grove Historic Preservation Commission and verify that the information contained on this application is correct.

Signature \_\_\_\_\_ Date \_\_\_\_\_

*Note: This application will remain in effect for six months from the date submitted. If you wish to be considered for appointment beyond that time, you must renew your application.*

**Official Use Only**

Received date: \_\_\_\_\_

Interview Scheduled: Y\_\_\_\_ N\_\_\_\_

Date: \_\_\_\_\_

AN ORDINANCE REPEALING AND REPLACING CHAPTER 2.26 OF THE COTTAGE GROVE MUNICIPAL CODE REGARDING THE HISTORIC LANDMARKS COMMISSION CREATING THE HISTORIC PRESERVATION COMMISSION

WHEREAS, the City of Cottage Grove, adopted Ordinance No. 2946 creating Chapter 2.26 of the Cottage Grove Municipal code to establish the Historic Landmarks; and

WHEREAS, the Historic Landmarks Commission was established so that the City of Cottage Grove could qualify as a Certified Local Government under federal and state historic preservation programs; and

WHEREAS, Certified Local Governments are required to maintain compliance with national and state historic preservation laws requiring them to establish a commission to oversee local historic preservation programs, inventory local historic and designate local historic resources, and establish design-review processes; and

WHEREAS, in 2019, the State of Oregon amended its administrative rules for Statewide Planning Goal 5 (OAR 660-023-0200 and OAR 660-023-0030(2)) to address inventory, designation, and protection of historic resources, owner consent regarding historic resources, removal of a historic resource from the resource list, and protection of properties listed in the National Register of Historic Places; and

WHEREAS, The provisions of Chapter of 2.26 of the Cottage Grove Municipal Code, Historic Landmarks Commission, ordinance does not comply with the requirements of the revised Statewide Planning Goal 5 to qualify for funding and technical assistance as a Certified Local Government; and

WHEREAS, the Oregon State Historic Preservation Office has provided a Model Historic Preservation Ordinance to their Certified Local Government partners to use as a starting point for compliance with the revised Statewide Planning Goal 5; and

WHEREAS, the City of Cottage Grove desires to repeal Chapter 2.26 of the Cottage Grove Municipal Code and replace it with an ordinance that utilizes the Oregon Model Historic Preservation Ordinance and provisions of OAR 660-023-0200 0200 and OAR 660-023-0030(2) to rename the Historic Landmarks Commission as the Historic Preservation Commission and to update the Historic Preservation Commission's roles and responsibilities for historic preservation programs.


THE CITY OF COTTAGE GROVE ORDAINS AS FOLLOWS:

Section 1. Repealed. Chapter 2.26 of the Cottage Grove Municipal Code are hereby repealed and replaced in their entirety with the text attached as Exhibit A, incorporated herein by this reference.


Section 2. Unamended Sections. All unamended sections of the Cottage Grove Municipal Code shall remain in full force and effect.

Section 3. Findings. The City Council hereby adopts the findings of fact set forth in the recitals above and Exhibit B to support its decision to approve the proposed amendments.

PASSED BY THE COUNCIL AND APPROVED BY THE MAYOR THIS 13<sup>TH</sup> DAY OF SEPTEMBER, 2021.

  
Jeffrey D. Gowing, Mayor  
Dated: September 13, 2021

ATTEST:

  
Richard Meyers, City Manager  
Dated: Sept. 13, 2021

## EXHIBIT A

### ORDINANCE NO. 3146

#### CHAPTER 2.26 HISTORIC PRESERVATION COMMISSION

2.26.010 Establishment. The City hereby establishes the City of Cottage Grove Historic Preservation Commission. The purpose of this commission is to act as an advisory body to the City Council and the Planning Commission, to make decisions on items within the Commission's authority, and to refer recommendation and findings for requests which require the City Council's final approval. The Commission shall: establish a program for the identification, evaluation, and designation of historic resources as Locally Significant Historic Resources; recommend public incentives for the preservation of designated resources; encourage the promotion of historic preservation; and implement land use regulations under Chapter 14.26.300 regarding the alteration, moving or demolition of locally designated resources and historic resources of statewide significance.

2.26.020 Membership. The Commission shall consist of seven members with a demonstrated positive interest, knowledge, or competence in historic preservation. All reasonable efforts must be made to appoint those with professional experience in the fields of preservation, architecture, archaeology, community history, building trades, real estate, or related specialties. Members shall be appointed by the City Council. A majority of the members shall reside within the corporate boundaries of the City of Cottage Grove.

2.26.030 Terms of Office. The terms of office of the Commission shall be three years. A member may be appointed to fill an unexpired term should a member resign or be removed prior to the completion of their term. Members shall be eligible for reappointment.

2.26.040 Removal. Any member may be removed from office by the City Council during their term.

2.26.050 Quorum. A majority of the seated members shall constitute a quorum to conduct official business.

2.26.060 Chair and Vice-Chair. A Chair and Vice-Chair shall be elected annually by and from the seated membership. Officers are eligible for reelection.

2.26.070 Frequency of Meetings. The Commission shall meet at least four times a year, and as required to conduct business in a timely fashion. Notice of the meetings shall be in accordance with applicable state law. Minutes, applications, staff reports, findings, and decisions of the Commission shall be maintained as public records in accordance with applicable state law.

2.26.080 Rules of Procedure. Except as otherwise established by the City Council and state statute, the commission may adopt rules governing the conduct of its business.

2.26.090 Staff Services. The City Manager shall appoint a Historic Preservation Officer to serve as staff to the Historic Preservation Commission and to carry out the administrative provisions of

this regulation. The Historic Preservation Officer may appoint a designee(s) to carry out responsibilities under this regulation.

2.26.100 Duties and Responsibilities. The Commission has the following duties:

- A. Employing the procedures and criteria in these regulations, the Commission must identify and evaluate Historic Resources in the City of Cottage Grove, determine the historic integrity and historic significance of Historic Resources and maintain a Historic Resource Inventory consistent with the standards of the Oregon State Historic Preservation Office.
- B. Employing the procedures and criteria in 2.26.110, the Commission must inventory, evaluate and determine significance of Historic Resources that may be considered for designation as Locally Significant Historic Resources for inclusion on a Historic Resource Inventory. Employing the procedures and criteria in Chapter 14, the Cottage Grove Development Code, the Commission must recommend to the City Council Historic Resources for designation in the Historic Preservation Overlay District.
- C. Employing the procedures and criteria in Chapter 14, the Cottage Grove Development Code, the Commission shall review and act upon applications for the preservation, rehabilitation, reconstruction, alteration, relocation, or demolition of Significant Historic Resources, and new construction within the designated boundary of a Significant Historic Resource.
- D. The Commission must support the enforcement of all federal and state laws relating to the protection of National Register Resources, Archaeological Sites, and Archaeological Objects regardless if they are designated to the Resource List.
- E. Upon request, the Commission must provide the Oregon State Historic Preservation Office written comments on or before the stated deadline regarding the eligibility of historic resources for listing in the National Register of Historic Places. The Commission must hold a noticed, public hearing as part of their deliberations and take into account public testimony when writing comments.
- F. The Commission must perform any other functions that may be designated by resolution or motion of the City Council.
- G. The Commission may assume responsibility for functions of the Oregon State Historic Preservation Office under state and federal law as delegated by the Oregon State Historic Preservation Office.
- H. The Commission may adopt and publish and adopt written and graphic guidelines and example materials to clarify the standards in this regulation and to assist applicants in developing complete and viable applications to preserve, rehabilitate, reconstruct, alter, relocate and demolish a Significant Historic



Resource, and or erect new construction within the designated boundary of a Significant Historic Resource.

- I. The Commission may undertake to inform the citizens of, and visitors to the City of Cottage Grove regarding the community's history and prehistory; promote research into its history and prehistory; collect and make available materials on the preservation of historic resources provide information on state and federal preservation programs and incentives; and document historic resources prior to their alteration, demolition, or relocation and archive that documentation.
- J. The Commission may recommend to the City Council to seek, accept, and expend public appropriations; seek, accept, and expend grant and gift funds; cooperate with public and private entities; and assist the owners of Significant Historic Resources in securing funding for the preservation of their properties.
- K. The Commission may recommend incentives and code amendments to the Planning Commission and/or City Council to promote historic preservation in the community.
- L. The Commission may comment on local, state, or federal issues, laws, and requests relating to historic preservation.

2.26.110 Inventorying. Evaluating, and Determining Significance of Historic Resources. The following procedures must be used to identify Historic Resources that may be considered for designation as a Locally Significant Historic Resource on the Historic Resource Inventory.

- A. The Historic Resource Inventory must be maintained as a public record with the exception of archaeological sites, the publication of which is prohibited by state law.
- B. The Commission must determine and periodically revise priorities for the Historic Resource Inventory based on the community's needs and interests, goals established in the City of Cottage Grove Historic Preservation Plan, and Historic Context, if these documents are adopted.
- C. The Commission may take photographs and create physical descriptions based on on-site observations, or obtain information concerning Historic Resources through archival research, oral histories, other inventories, surveys, or any other method or information allowed or available by law. In addition, when collecting information to inventory Historic Resources, the Commission shall:
  - i. Notify state and federal resource management agencies and request current information about the Historic Resource(s); and
  - ii. Consider other information submitted in the local process.

- D. Historic Resources must be evaluated for their historic integrity and significance and recorded in the Historic Resource Inventory as Eligible/Significant (ES), Eligible/Contributing (EC), Non-Contributing (NC), or Not in Period (NP). Evaluation and documentation of properties in the Historic Resource Inventory must follow the document "Guidelines for Historic Resource Surveys in Oregon, 2010" or most recent guidance for such efforts published by the Oregon State Historic Preservation Office and be supplied to the agency within six (6) months of the completion of the study.
- E. Historic Resources added to the Historic Resource Inventory are not subject to the regulations described in Title 14 Development Code Chapter 14.26.350 Historic Preservation Overlay District.
- F. The objection of an owner must not prevent a property being inventoried, evaluated, or determined significant for placement on the Historic Resource Inventory.



## EXHIBIT B: FINDINGS

ORDINANCE NO. 3146

1. The City of Cottage Grove desires to repeal Ordinance No. 2946 and replace it with an ordinance that utilizes the Oregon Model Historic Preservation Ordinance and provisions of OAR 660-023-0200 to rename the Historic Landmarks Commission as the Historic Preservation Commission and to update the Historic Preservation Commission's roles and responsibilities for historic preservation programs.
2. The Historic Preservation Commission ordinance implements Historic Preservation Section of the Cottage Grove Comprehensive Plan. The ordinance designates the following responsibilities for the Historic Preservation Commission: to establish a program for the identification, evaluation, and designation of historic resources as Locally Significant Historic Resources; to recommend public incentives for the preservation of designated resources; to encourage the promotion of historic preservation; and to implement land use regulations under Chapter 14.26.300 regarding the alteration, moving or demolition of locally designated resources and historic resources of statewide significance. Thus, this ordinance continues "to promote the preservation of resources through survey and designation of historic resources at the local, state and national levels, and the continued development of inventories, ordinances, and guidelines," as recommended by Objective #1 in the Historic Preservation Section of the Comprehensive Plan. It also continues to "develop local programs and policies to protect and preserve the City's historic resources". However, the proposed amendments to Chapter 2.26 in this ordinance do not affect land uses or property ownership and do not involve land use decisions.
3. The following Statewide Planning Goals are not applicable to the proposed amendments: Goal 2 – Land Use Planning (the amendments to Chapter 2.26 address the structure of the Historic Preservation Commission and the process for inventorying Historic Resources under OAR 660-023-0030(2), but they do not affect land uses or property ownership and do not involve land use decisions); Goal 3 – Agricultural Lands; Goal 4 – Forest Lands; Goal 6 – Air, Water & Land Resources Quality; Goal 7 – Areas Subject to Natural Disasters and Hazards; Goal 8 – Recreational Needs; Goal 9 – Economic Development; Goal 10 – Housing; Goal 11 – Public Facilities and Services; Goal 12 – Transportation; Goal 13 – Energy Conservation; Goal 15 – Willamette River Greenway; Goal 17 – Coastal Shorelands; Goal 18 – Beaches & Dunes; and Goal 19 – Ocean Resources.
4. The following Statewide Planning Goals are applicable and the amendment complies with them as noted below:
  - a. Goal 1 – Citizen Involvement. This request is consistent with Goal 1. Adequate public notice of the proposed changes has been provided through the City Council meeting notice process. Public notice of a public hearing on this ordinance was placed in the local paper 20 days prior to the public hearing. City Council held a public hearing on this ordinance on September 13, 2021.
  - b. Goal 5 – Open Spaces, Scenic & Historic Areas and Natural Resources. This amendment is consistent with Goal 5 Historic Resources, as amended in 2017, because it implements OAR 660-023-0030(2) by incorporating the rule's requirements for collecting information needed to inventory historic resources prior to consideration for designation under the City's land use process.

- c. Goal 14 – Urbanization. Existing residential areas will remain residential in nature and no additional city resources will need to be extended to these areas. This will facilitate the redevelopment of existing residential lands and is consistent with Goal 14.
- 5. The City Council finds that repealing Ordinance No. 2946 and replacing it with an ordinance that utilizes the Oregon Model Historic Preservation Ordinance and provisions of OAR 660-023-0200 to rename the Historic Landmarks Commission as the Historic Preservation Commission and to update the Historic Preservation Commission's roles and responsibilities for historic preservation programs will serve to enhance and protect historic resources in Cottage Grove.
- 6. The proposed change is in the public's interest; will be consistent with the development pattern in historic areas of the city; is consistent with the City Comprehensive Plan; and promotes the public's health, safety and welfare.