



Date Submitted by Applicant: _____

400 Main Street
Cottage Grove, OR 97424

Historic Landmarks Commission Application

To: City of Cottage Grove City Council

Applicant

1. Name: _____
2. Residence Address: _____
3. Mailing Address (if different): _____
4. Home Phone No.: _____ Work Phone No.: _____

Thank you for your interest in serving on the Cottage Grove Historic Landmarks Commission. State and local laws strictly regulate the composition of membership on the Landmarks 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 a minimum of three members and not more than five members with a demonstrated positive interest, knowledge, or competence in historic preservation. 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. The Community Development Director or designee shall be an exofficial member of the Commission.

1. Do you work for the City of Cottage Grove? Yes No
2. Do you reside within the City of Cottage Grove? Yes No
 - A. If "no", do you reside within a six-mile radius of the city limits?

Yes	No
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3. Do you have or own a business or real property within the city limits?

Yes	No
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If "yes," please provide 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.)

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

6. Please list any previous and current volunteer experience:

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

I voluntarily submit this application for the Cottage Grove Planning Commission and verify that the information contained on this application is correct.

Signed

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.

Ordinance No. 2946

AN ORDINANCE ESTABLISHING THE HISTORIC LANDMARKS
COMMISSION AND AMENDING TITLE 2 OF THE
COTTAGE GROVE MUNICIPAL CODE

THE CITY OF COTTAGE GROVE ORDAINS AS FOLLOWS:

WHEREAS, the City Council has authorized staff to submit an application to become a Certified Local Government with the Oregon State Historic Preservation Office (SHOP);

WHEREAS, the City Council has established various committees and commission in Title 2 of the Cottage Grove Municipal Code;

WHEREAS, in order to become a Certified Local Government the City must establish a Historic Landmarks Commission;

WHEREAS, the City Council recognizes that certain significant historic resources located within its boundaries contribute to the unique character of the community and are irreplaceable, and as such, merit preservation; and

WHEREAS, the establishment of the Historic Landmarks Commission is in the public interest and serves the health, safety, and welfare of the Citizens of the City of Cottage Grove;

THE CITY OF COTTAGE GROVE ORDAINS AS FOLLOWS:

Section 1. Enactment. Title 2 of the Cottage Grove Municipal Code is hereby amended as follows:

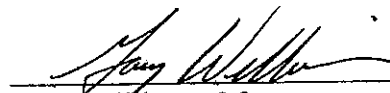
A new Chapter 2.26 Historic Landmarks Commission as detailed in the attached Exhibit A and forming a part of this Ordinance is adopted.

PASSED BY THE COUNCIL AND APPROVED BY THE MAYOR THIS 14TH DAY OF MAY, 2007.

ATTEST:

APPROVED:


Richard Meyers, City Manager


Gary Williams, Mayor

Dated: May 14, 2007

Dated: May 14, 2007

2.26.100 Duties and Responsibilities. The duties and responsibilities of the Commission are:

- A. With the approval of the City Manager the Commission may seek, accept, and expend grant and gift funds; cooperate with public and private entities; and employ clerical and expert assistance.
- B. 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; document historic resources prior to their alteration, demolition, or relocation and archive that documentation; assist the owners of historic resources in securing funding for the preservation of their properties; and recommend public incentives and code amendments to the Planning Commission and/or City Council.
- C. The Commission may develop and publish written and graphic guidelines and example materials to clarify the criteria in this ordinance or the Cottage Grove Development Code and to assist applicants in developing complete and viable applications.
- D. The Commission shall periodically identify and evaluate the historic resources of the City of Cottage Grove and maintain an Inventory of Historic Resources pursuant to Chapter 2.26.110. At such time as surveys are being conducted, owners of the subject properties shall be notified and invited to provide comment and input.
- E. The Commission shall periodically revise the Designated Landmarks Register of the City of Cottage Grove, by adding or deleting properties pursuant to Chapter 2.26.120.
- F. Employing the procedures and criteria in Chapter 14, the Cottage Grove Development Code, the Commission shall review and make recommendations to the Planning Commission upon applications for the alteration, relocation, or demolition of Designated Landmarks, or the major exterior alteration, relocation, or demolition of Historic Resources of Statewide Significance.
- G. The Commission shall advise and make policy recommendations to the City Council and the Planning Commission on matters relating to historic preservation; and shall make an annual report, in writing, to the City Council on its activities and expenditures during the preceding twelve months in January of each year.

2.26.110 Inventory of Historic Resources.

- A. The Commission shall determine and periodically revise priorities for the identification and evaluation of historic resources.

high artistic values, or that represents a significant and distinguishable entity whose components may lack individual distinction; or

4. has yielded or is likely to yield information which is important in local, state, or national history.

E. The Commission shall develop findings to support its decisions. These findings shall indicate those elements of a property, including interior, landscape, and archaeological features, that are included in the designation and subject to regulation under the provisions of this ordinance. Findings shall be referred with a recommendation of approval or denial to the Planning Commission for adoption. Properties designated as part of the Designated Landmarks Register shall be demarcated with an HP Historic Preservation Overlay Zoning District on the adopted City of Cottage Grove Zoning Map.

F. There is no fee for designation of a historic resource as a Designated Landmark.