

## MEMORANDUM

TO: Mayor and City Council

FROM: Eric Mongan, City Planner

SUBJECT: HISTORIC PRESERVATION COMMISSION APPOINTMENTS

DATE: March 23, 2022

### Background

Council appointed a subcommittee to conduct interviews of candidates for the Historic Preservation Commission vacancies created by term expirations on 12/31/2021. The subcommittee was appointed at the December 13, 2021 City Council Meeting. Councilor Savage (Chair) and Councilors Stinnett and Fleck volunteered and were selected by Council to staff the interview subcommittee.

There are three vacancies on the Historic Preservation Commission. Staff advertised the vacancies via the Cottage Grove Sentinel and on the City's website.

Two applications were received, with incumbent, Tara-Sue Hughart being excused from the interview process. The second applicant, William Christiansen, will be interviewed by the interview subcommittee on Monday, March 28, 2022. (Applications attached.)


The subcommittee will announce their recommendations for appointment at the City Council Meeting on March 28, 2022.

### Recommendation

That the City Council consider the recommendation of the interview subcommittee for the appointment of two Historic Preservation Commissioners for the remaining portion of the three year terms expiring on December 31, 2024.

### Cost

None

  
Richard Meyers, City Manager  
Eric Mongan, City Planner



Date Submitted by Applicant: 3/7/2022

400 E. Main Street  
Cottage Grove, Oregon

## Historic Preservation Commission Application

### Applicant:

Name: WILLIAM F. CHRISTIANSEN  
Residence Address: 1337 ELM AVE. COTTAGE GROVE  
Mailing Address (if different): \_\_\_\_\_  
Email Address: BILLSKI 777 @ YAHOO.COM  
Home Phone No.: 541 515 9515 Work Phone No.: SAME

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: FLOOR COVERING

BUSINESS. BUSINESS IS HOME ADDRESS.

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

FLOOR COVERING INSTALLING CARPET, LAMINATE FLOORING,  
VINYL PLANK FLOORING, SHEET VINYL. 30 YEARS RUNNING.

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):

CHRISTIANSEN FLOOR COVERING, 1337 ELM AVE. C.G. 97404  
541 515 9515

6. Please list any previous and current volunteer experience:

VARIOUS POLITICAL CAMPAIGNS, TRIPS TO ROMANIA FOR  
VOLUNTEER CONSTRUCTION PROJECTS, INCLUDING AN ORPHANAGE.

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

I HAVE A PASSION FOR HISTORY, BOTH LOCAL AND AMERICAN  
HISTORY. KNOWLEDGEABLE CONCERNING ALL PHASES OF BUILDING  
CONSTRUCTION. I CARE VERY MUCH ABOUT THE PRESERVATION OF  
COTTAGE GROVE HISTORY, THE POSITIVE AND THE NEGATIVE. I WORK WELL  
WITH OTHER PEOPLE AND GROUPS.

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 William

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: \_\_\_\_\_



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

400 E. Main Street  
Cottage Grove, Oregon

## Historic Preservation Commission Application

**Applicant:**

Name: Tara Sue Hughart  
Residence Address: 644 Birch Avenue  
Mailing Address (if different): Same  
Email Address: ~~tara.sue.hughart@gmail.com~~ tarasuehughart99@gmail.com  
Home Phone No.: 541-968-2254 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.

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**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.)

Coordinator C. Grove Museum  
Vice president C. Grove Historical Society  
member of C. Grove Genealogical Society  
Volunteer

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):

Cottage Grove Museum Cottage Grove  
contact: Becky Venize @ 953 942-4269

6. Please list any previous and current volunteer experience:

Cottage Grove Library Cottage Grove Chamber of Commerce  
Cottage Grove Genealogical Society  
Cottage Grove Historical Society  
Historic Preservation Commission

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

I am an avid promoter of all of our historic places in town. I am very learned in the history of Cottage Grove. I am current on the laws according to the Historic Preservation Commission. I continue my education on historic preservation & our town's history.

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 Tara Sue Hughes

Date Feb. 17, 2022

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: \_\_\_\_\_