



COTTAGE GROVE ADVISORY COMMITTEE  
ON HISTORIC PRESERVATION

August 13, 2024

12800 RAVINE PARKWAY SOUTH  
COTTAGE GROVE, MN 55016

TRAINING ROOM - 6:00 PM

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of the Agenda
5. Approval of Minutes
  - 1 June 11, 2024, ACHP Minutes  
*Staff Recommendation:*
6. Open Forum
7. Action Items
  - 1 Committee Logo Review
  - 2 Cottage Grove Historic Landmark Nomination & Eligibility Form
8. Discussion Items
  - 1 Preserve MN 2024 Conference
9. Project Updates
10. Historic, Inquiries, Articles, and Research Information
11. Committee Comments
12. Council Comments
13. Adjournment



**MINUTES**  
**CITY OF COTTAGE GROVE**  
**ADVISORY COMMITTEE ON HISTORIC PRESERVATION**  
**June 11, 2024**

---

Pursuant to due call and notice thereof, a meeting of the Advisory Committee on Historic Preservation was duly held at Shepard Farm, 8946 70th Street South, Cottage Grove, Minnesota, on the 11th day of June, 2024.

**CALL TO ORDER**

Chair Reckinger called the meeting to order at 5:54 p.m.

**ROLL CALL**

*MEMBERS PRESENT:* Herb Reckinger (Chair), Joseph Gall, Tony Brinkman, Linda Johnston, Marie Sumstine

*MEMBERS ABSENT:* Jacob Grundhauser, Councilmember Dave Thiede

*OTHERS PRESENT:* Mike Mroska, Senior Planner; Conner Jakes, Associate Planner

**APPROVAL OF THE AGENDA**

Motion made by Gall to approve the Agenda with no changes. Johnston seconded. The motion passed unanimously 5-to-0.

**APPROVAL OF MINUTES**

Brinkman stated the April 9, 2024 minutes should be amended to the correct number of voting members and in attendance. Gall made a motion to approve the April 9, 2024 meeting minutes with the requested changes. Brinkman seconded. The motion passed unanimously 5-to-0.

**OPEN FORUM**

No one spoke.

**ACTION ITEMS**

***Onsite Tour – Shepard Farm***

Jakes stated Dodge Nature Center staff is available to give the ACHP members a tour of the facilities and site.

Gall made a motion to tour the Shepard Farm facilities and site. Johnston seconded. The motion passed unanimously 5-to-0.

### ***Historical Markers – Plaque Design Review***

Jakes summarized the memo and requested the Committee go through each proposed plaque design to ensure there are no errors. The ACHP reviewed the Atkinson Cemetery plaque and proposed to change the title of the plaques to “Preserving Cottage Grove’s History.” In addition, the ACHP requested that the second paragraph be revised to focus on broader information and not specific to one person.

The ACHP reviewed the Old People’s Home & Cemetery plaque and had no comments. The Committee requested the bottom image of the Cottage View Drive-In plaque be replaced to be accurate to what was onsite. The Committee requested the image of the Shepard Farm plaque be replaced to provide an aerial image or image that shows the size of the property. The Committee reviewed the Cedarhurst plaque and requested the bottom image be changed to a photo of the main ballroom; in addition, the Committee requested there be labels added to the image to describe the photo. The Committee reviewed the Thompson Grove plaque and noted that there were five different model homes, and requested the writing be revised. In addition, the Committee inquired to whether the writing could mention the police station. The Committee had no comments on the Hill-Gibson plaque. The motion passed to approve the plaque design with the requested revisions 5-to-0.

### **DISCUSSION ITEMS**

There were none.

### **PROJECT UPDATES – VERBAL UPDATES**

#### ***CLG Grant for Historic Context Study***

Jakes stated that the Minnesota State Historic Preservation Office (SHPO) contacted staff with the notification that the City has been awarded the CLG Grant. The grant award is in the amount of \$30,000 to produce a Historic Context Study on the Suburban Expansion Era (1945-1990). Jakes stated work will begin shortly and that the ACHP will play a crucial role in the development of the study.

#### ***Cottage Grove Historic Landmark Eligibility Form***

Jakes stated that staff is working on creating a form to nominate historic properties to the City Register of Historic Sites and Landmarks. The form will be presented for ACHP review at the next meeting.

#### ***2024 Historic Preservationist of the Year Award***

Jakes stated the 2024 Historic Preservationist of the Year Award was presented to Kathy DeMarre and Cindy Yff at the May Council meeting. Kathy and Cindy were grateful for the award and look forward to continuing to contribute to the historic research of the City.

#### ***Langdon Village – SWCTC Informational Video***

Jakes stated the SWCTC is working on creating a video that will focus on the history of the Langdon Village area. The video is expected to be completed in fall 2024.

## **HISTORIC INQUIRIES, ARTICLES, AND RESEARCH INFORMATION**

### ***Riverside Inn (Later Named White House Inn)***

Jakes stated he was contacted by an individual working on their family heritage book. They inquired where the Riverside Inn was located and if any information existing on the structure.

## **COUNCIL LIASON COMMENTS**

There were none.

## **COMMITTEE COMMENTS**

There were none.

## **STAFF COMMENTS**

There were none.

## **ADJOURNMENT**

Gall made a motion to adjourn the meeting. Johnston seconded. The motion passed unanimously 5-to-0, and the meeting was adjourned.

**TO:** Advisory Committee on Historic Preservation

**FROM:** Conner Jakes, Planner

**DATE:** August 13, 2024

**RE:** Committee Logo Review

---

## Discussion

The City is currently reviewing each committee's logo and information to ensure consistency among each committee and with the design standards that are in place. The ACHP logo was last revised in approximately 2009 and has been used since. Staff is seeking the Committee's input on whether to adopt a new logo or to continue utilizing the existing logo. The proposed options are included below, but staff is open to other ideas the Committee may have.

HISTORICAL PRESERVATION COMMISSION  
City of Cottage Grove



### Proposed Logos



Current Logo

## Recommendation

That the ACHP discuss the above logo options.

**HISTORICAL PRESERVATION COMMISSION**  
City of Cottage Grove



— COTTAGE GROVE —

**HISTORIC  
PRESERVATION  
COMMISSION**

*Leaving Footprints*

A



B



**COTTAGE GROVE**

*Historic Preservation*

HONORING THE PAST, INSPIRING TODAY

C



**TO:** Advisory Committee on Historic Preservation  
**FROM:** Conner Jakes, Planner  
**DATE:** August 13, 2024  
**RE:** Cottage Grove Historic Landmark Nomination & Eligibility Form

---

## **Introduction/Background**

Recently the Committee has expressed interest in nominating cultural resources including, but not limited to, structures and properties to the City Register of Historic Sites and Landmarks. In order to nominate a property to the City Register, a nomination application and eligibility form are required to be completed. Staff has contacted multiple cities for the information the various jurisdictions require in their application and eligibility form and has produced a draft for the Committee's review.

## **Discussion**

Staff has produced two draft documents in order for a cultural resource to be nominated to the City Register of Historic Sites and Landmarks. The two documents are:

- Cottage Grove Landmark Nomination Application
- Cottage Grove Historic Landmark Eligibility Form

The Nomination Application provides brief and general information on the nominated resource as well as contact information for the parties involved with the resource (property owner, location, preparer). This application is intended to be the general application completed in conjunction with the Cottage Grove Landmark Nomination Application.

The Cottage Grove Landmark Eligibility Form is the detailed form to be completed with each resource nominated to the City Register of Historic Sites and Landmarks. This form requires information be gathered and submitted based on property history, designation criteria, the evaluation of integrity, identification of historically significant features, and other factors important to the listing of the property to the local register. This form will firstly be reviewed by staff, and if necessary a consultant, for completion and compliance with City Code standards as well as the Department of the Interior standards for a historic property. Following that review, the form and application would be reviewed by the ACHP to provide a recommendation to the City Council as to whether the property should be listed in the City Register of Historic Sites and Landmarks.

## **Recommendation**

That the ACHP discuss and review the Cottage Grove Landmark Nomination Application and the Cottage Grove Historic Landmark Eligibility Form and provide comments.

## **Attachments**

Cottage Grove Landmark Nomination Application  
Cottage Grove Historic Landmark Eligibility Form



## Cottage Grove Landmark Nomination Application

A property owner, the ACHP, the Mayor or the City Council, may initiate landmark designation. Property owners, to initiate landmark, shall submit an application including completed application form, any fee established by the City Council and a *professionally complete designation study based on objective evidence and research*. Assigned city personnel is authorized to reject any application deemed incomplete including for lack of adequate information and documented sources.

### Location Information:

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

Property Name (historic and/or common): \_\_\_\_\_

Legal Description: \_\_\_\_\_

Explanation of Boundaries (for districts): \_\_\_\_\_

### Property Owner Information:

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

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Preparer Information:

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

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Relationship to Owner: \_\_\_\_\_

### Property Information:

Category Type	Ownership	Status	Present Use	Existing Designation (if any)
<input type="checkbox"/> Building	<input type="checkbox"/> Public	<input type="checkbox"/> Occupied	<input type="checkbox"/> Commercial	<input type="checkbox"/> National Register
<input type="checkbox"/> Structure	<input type="checkbox"/> Private	<input type="checkbox"/> Unoccupied	<input type="checkbox"/> Residential	
<input type="checkbox"/> Site			<input type="checkbox"/> Institutional	
<input type="checkbox"/> Object			<input type="checkbox"/> Other:	
<input type="checkbox"/> District				

**Properties being considered for landmark designation will be found to have at least one (one or more) of the following criteria (per City Code Title 2-2-3). Please indicate under which of the following criteria, the property is significant.**

- (1) Its character, interest, or value as part of the development, heritage, or cultural characteristics of the city, state or United States;
- (2) Its association with a persons or events that have made a significant contribution to the cultural heritage of the City;
- (3) Its embodiment of distinguishing characteristics of architectural type or style, or elements of design, detail materials, or craftsmanship;

**Applicant (this will be the primary contact person):**

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

Signature: \_\_\_\_\_

\_\_\_\_\_ *Date*

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Property Owner:**

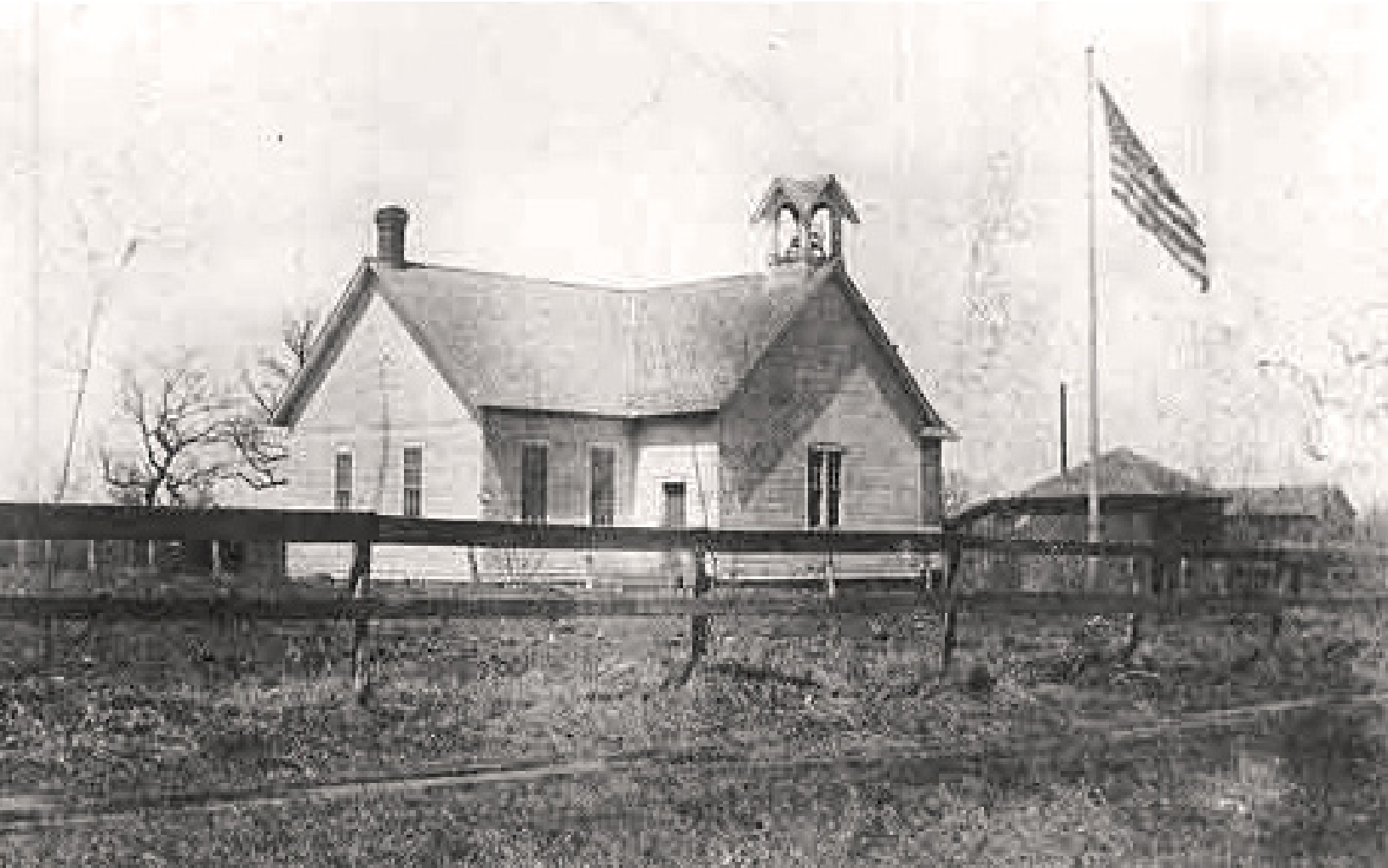
Print Name: \_\_\_\_\_

\_\_\_\_\_ *Signature*

\_\_\_\_\_ *Date*

Upon Submittal of complete information, material will be provided to the State Historic Preservation Office for a required review. A public hearing in front of the ACHP will be scheduled. They will make a recommendation to the City Council for landmark determination.

**CITY OF COTTAGE GROVE**  
ADVISORY COMMITTEE ON HISTORIC PRESERVATION (ACHP)



# HISTORIC LANDMARK ELIGIBILITY

[COTTAGEGROVEMN.GOV/ADVISORY-COMMITTEE-ON-HISTORIC-PRESERVATION](http://COTTAGEGROVEMN.GOV/ADVISORY-COMMITTEE-ON-HISTORIC-PRESERVATION)

# PROPERTY IDENTIFICATION & DESCRIPTION

## Identification

Historic Name:

Current Name:

Address:

City/Twp:

Country:

Legal Description:

USGS Quad:

Property ID (PIN):

SHPO Inventory Number:

Previous Determinations:

Insert aerial photo or map:

# PROPERTY IDENTIFICATION & DESCRIPTION

## Property Description

Commercial Artist:

Style:

Construction Date:

Original Use:

Current Use:

Associated Properties/Districts:

## Resource Type

**Buildings   Structures   Sites   Objects**

Contributing Resources:

Non-Contributing Resources:

## Designation Criteria

Criteria from City Code Title 2-2-3. *Check as applicable*

- Its character, interest, or value as part of the development, heritage, or culture characteristics of the city, state or United States;
  
- Its association with a persons or events that have made a significant contribution to the cultural heritage of the city;
  
- Its embodiment of distinguishing characteristics of architectural type or style, or elements of design, detail materials, or craftsmanship;

# EVALUATION OF INTEGRITY

Location:

Design:

Setting:

Materials:

Workmanship:

Feeling:

Association:

## Integrity Photos

Insert photos illustrating integrity:

Photo Name and Photo Source:

## IDENTIFICATION OF HISTORICALLY SIGNIFICANT FEATURES

*List all items below:*

Insert photos of features:

Photo name and photo source:

# HISTORY OF PROPERTY

*List factual statement below:*

Insert maps or other appropriate images:

Map/photo name and source:

# HISTORIC CONTEXT

Insert photos and illustrations:

Photo name and source:

# PREPARER INFORMATION

Date of Study	
Name & Title of Preparer 1	
Organization/Firm	
Name & Title of Preparer 2	
Organization/Firm	
Name & Title of Preparer 3	
Organization/Firm	

# SHPO COMMENTS & RECOMMENDATION

Date Sent to SHPO:

Date Comment:

Received from SHPO:

Comments:

# ACHP COMMENTS & RECOMMENDATION

Date Landmark:

Instigated:

Date of Publication:

Date of Public Hearing:

ACHP Action:

# CITY COUNCIL ACTION

Date of Meeting:

Council Action:

Ordinance Number:



**City of Cottage Grove**  
Historic Landmark Eligibility  
12800 Ravine Pkwy, Cottage Grove, MN 55016

**Advisory Committee on Historic Preservation (ACHP)**  
651-458-2868  
[CottageGroveMN.gov/ACHP](http://CottageGroveMN.gov/ACHP)



**TO:** Advisory Committee on Historic Preservation  
**FROM:** Conner Jakes, Planner  
**DATE:** August 13, 2024  
**RE:** Preserve MN 2024 Conference

---

## **Introduction/Background**

Each year the Minnesota State Historic Preservation Office (SHPO) hosts a statewide conference on preserving the history of Minnesota, including buildings, sites, structures, etc. This year the conference will be held in Red Wing, MN from September 18-20. The conference brings together city staff, historic preservation committee members, and city officials throughout the state to learn and converse about the current state and future of historic preservation within the state.

## **Discussion**

The Minnesota SHPO is offering scholarships for members of a Historic Preservation Commission to attend the 2024 Preserve MN Conference in Red Wing, MN from September 18-20. The scholarship offered would fund the event registration and lodging expenses. The scholarship grant must be matched by 30 percent of the total costs, although no cash match is required. The match can be fulfilled through Committee Member volunteer time, which is calculated at the federal volunteer rate for the state of Minnesota.

## **Recommendation**

That the ACHP discuss whether any Committee Members are interested in attending the 2024 Preserve MN Conference and whether staff should pursue scholarship grant funding for the interested members.


## **Attachments**

MN SHPO Scholarship Notice to Attend Preserve Minnesota 2024

**MEMORANDUM**

DATE: July 29, 2024

TO: Certified Local Governments

FROM:   
Amy Spong, Deputy State Historic Preservation Officer

SUBJECT: Scholarship Notice to Attend Preserve Minnesota 2024

---

The Minnesota State Historic Preservation Office (MNSHPO) is pleased to offer scholarships to Certified Local Governments (CLGs) for the **44<sup>th</sup> Annual Statewide Preserve Minnesota Conference to be held on September 18-20, 2024 in Red Wing.**

As part of the annual CLG pass-through funding, Heritage Preservation Commissioners, city staff, and city officials with direct involvement in the HPC are invited to apply for a CLG grant for a scholarship to assist in covering the cost of attending the conference. The conference includes a variety of educational sessions, tours, and networking opportunities. More information about the conference is available at the [Preserve MN website](#).

**Scholarship recipients must attend the conference on both Thursday and Friday.** Scholarships can cover registration and lodging. Hotel expenses can be requested from cities located more than 50 miles from Red Wing. Grants must be matched by 30% for total costs, although there is no cash match required. Travel time and time attending the conference can be used as match. Scholarship recipients are required to make their own registration, transportation and lodging arrangements.

**Scholarships will be awarded on a first-come, first-serve basis** until all funds have been expended. Each CLG may request scholarships for up to five participants.

**Application Deadline: Wednesday, September 4, 2024**

Please note that the scholarships will be awarded to the CLG, to whom the reimbursement will be made. Matching funds can come from the CLG as city funds, in-kind match, or costs borne by the attendee. Any CLG under a cooperative agreement with the State Historic Preservation Office is eligible to submit an application for a scholarship. **Scholarship recipients must attend the conference on both Thursday and Friday.**

**Source of Funding and Availability**

The MNSHPO administers the U.S. Department of the Interior's Historic Preservation Fund (HPF) Program in cooperation with the National Park Service. Under this program the Department of the

Interior specifies that at least ten (10) percent of Minnesota’s annual HPC Program award be designated as pass-through funding to CLGs each year. Scholarships are available on a 70:30 matching ratio.

Scholarships will cover:

- Registration (including opening reception and tours)
- Lodging

The match requirement is 70:30, 70 percent federal and 30 percent local match. No cash is required for the 30 percent match. Travel time and time attending the conference may be used as match.

CLGs may apply for a scholarship immediately by filling out the attached application and budget sheet and emailing it to Michael Koop: [michael.koop@state.mn.us](mailto:michael.koop@state.mn.us).

As of July 2024, the following Minnesota communities have been certified and are eligible to apply for funds:

Afton	Edina	Lake City	Pipestone
Albert Lea	Elk River	Lanesboro	Red Wing
Belview	Excelsior	Litchfield	Saint Cloud
Carver	Faribault	Little Falls	Saint Paul
Center City	Farmington	Mankato	Saint Peter
Chaska	Fergus Falls	Maplewood	Stillwater
Chatfield	Florence Twp.	Minneapolis	Taylor Falls
Cottage Grove	Gaylord	New Ulm	Wabasha
Dassel	Hastings	Newport	Waseca
Duluth	Henderson	Northfield	Winona
Eden Prairie	Kenyon	Otsego	

This program receives Federal funds from the National Park Service. Regulations of the U.S. Department of the Interior strictly prohibit unlawful discrimination in departmental Federally assisted Programs on the basis of race, color, national origin, age, or disability. Any person who believes he or she has been discriminated against in any program, activity, or facility operated by a recipient of Federal assistance should write to: Director, Equal Opportunity Program, U.S. Department of the Interior, National Park Service, P.O. Box 37127, Washington, D.C. 20013-7127.