



COTTAGE GROVE ADVISORY COMMITTEE
ON HISTORIC PRESERVATION

12800 RAVINE PARKWAY SOUTH
COTTAGE GROVE, MN 55016

TRAINING ROOM - 6:00 PM

February 11, 2025

1. Call to Order
2. Roll Call
3. Approval of the Agenda
4. Approval of Minutes
5. Open Forum
6. Action Items
 - A Review of 2025 Meeting Schedule Discussion
 - B Historic Preservationist of the Year - Open Submission
 - C Letter to Historically Listed Properties in Cottage Grove
 - D Cottage Grove Historic Landmark Notification & Eligibility Form(s)
7. Discussion Items
 - A Year in Review (2024)
8. Project Updates
 - A Historic Context Study Project Update - CLG Grant (New History)
9. Historic, Inquiries, Articles, and Research Information
10. Committee Comments
11. Council Comments
12. Adjournment



TO: Advisory Committee on Historic Preservation
FROM: Riley Rooney, Associate Planner
DATE: February 11, 2025
RE: 2025 Meeting Schedule and Start Time Discussion

Introduction:

The 2025 Advisory Committee on Historic Preservation (ACHP) meeting schedule is as follows:

- April 8
- June 10
- August 10
- October 14
- **Optional** December 9

All meetings are held at Cottage Grove City Hall, 12800 Ravine Parkway South, in the Training Room unless otherwise noted. Please mark your calendars with these dates. If a meeting is rescheduled, you will be notified of that change in a timely fashion.

Call Riley at 651-458-2834 if you have any questions or comments on this schedule.

Discussion:

Meetings have previously started at 6:00 p.m. and staff is wondering if the Committee would like to continue this meeting time or if the Committee would like to meet at the one of the following times:

- 7:30 A.M.
- 8:00 A.M.
- 5:00 P.M.
- 5:30 P.M.

Recommendation

That the ACHP discuss the meeting starting time and make a recommendation.



TO: Advisory Committee on Historic Preservation

FROM: Riley Rooney, Associate Planner

DATE: February 11, 2025

RE: 2025 Historic Preservationist of the Year – Online Public Submission

Introduction

The Advisory Committee on Historic Preservation annually nominates a person or organization who goes above and beyond to promote an aspect of Cottage Grove's history that helps to share our understanding and general knowledge of the people and places of Cottage Grove's past. In 2024, the Committee opened an online submission portal for the public to submit their nominations.

Discussion

As stated above the ACHP has annually selected person or organization for the Historic Preservationist of the Year Award, and in 2024 the public could submit nominations. Staff is wondering if the ACHP would again like to open the online submittal portal and accept nominations from the public. All nominations will be reviewed at the ACHP's April 8, 2025, meeting.

Recommendation

That the ACHP shall discuss allowing community members to nominate potential recipients of the 2025 Historic Preservationist of the Year award.



TO: Advisory Committee on Historic Preservation
FROM: Sam Pierret, Senior Planner
DATE: February 6, 2025
RE: Letter to Property Owners on Local Register

Background

Properties on the City of Cottage Grove's Register of Historic Sites and Landmarks are required to submit development projects, plans for construction, and other requests such as conditional use permits, variances, and preliminary plats to the ACHP for review. Knowledge and understanding of this requirement can vary between property owners.

Discussion

It is important that property owners allow ample time for ACHP review and action while planning for construction or development projects. In the interest of reminding property owners of the City's procedures a letter has been prepared by staff for ACHP review. This letter would be mailed to all property owners on the City's Register of Historic Sites and Landmarks.

Recommendation

That the ACHP discuss and review the Cottage Grove Register of Historic Sites letter and provide comments.

Attachments

Cottage Grove Register of Historic Sites Draft Letter

DATE

{Insert Property Owner}

{Insert Address}

{Insert City, State, and Area Code}

RE: City of Cottage Grove Historical Sites and Landmarks Registered Property Requirements

Dear Property Owner,

This letter is to remind you of the duties of the Advisory Committee on Historic Preservation (ACHP) as it relates to your property and any efforts to preserve, revitalize, and adaptively reuse the historical site or landmark.

The ACHP must be allowed an opportunity to review and comment on all development projects, plans for construction, rezonings, variances, preliminary plats, and conditional use permit applications in relation to properties listed in the City Register. Your property at [address above OR insert address] is on the City Register.

The ACHP, upon receipt of an application, shall determine if the work to be performed meets and, or promotes the character of the historic site or landmark by encouraging retention of its historic value. After ACHP consideration, the City Council will review a report from the ACHP and either approve or deny the application.

To encourage the preservation, protection and care for historic sites and landmarks within Cottage Grove, the City encourages private property owners of historic sites and landmarks to take proactive action when considering any plans for construction or other development on registered properties. Adequate time for staff, ACHP, Planning Commission, and City Council review must be considered when applying for consideration.

The ACHP typically meets the second Tuesday of every other month (beginning in February), and the City Council typically meets the first and third Monday of each month. These schedules are subject to change.

For more information about historic properties in Cottage Grove and City policy, please contact Samantha Pierret, Senior Planner, at 651-458-2825 or spierret@cottagegovemn.gov.

Sincerely,



Emily Schmitz

Community Development Director



TO: Advisory Committee on Historic Preservation
FROM: Samantha Pierret, Senior Planner
DATE: February 6, 2025
RE: Cottage Grove Historic Landmark Nomination & Eligibility Form

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 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 provided two draft documents to the ACHP in August 2024 for review and comment. The documents were reviewed and have been provided for final ACHP review and approval. 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.

Staff will provide these forms to interested applicants. These forms will not be sent to any property owners without a request from the property owner or designated representative.

Recommendation

That the ACHP discuss and approve the Cottage Grove Landmark Nomination Application and the Cottage Grove Historic Landmark Eligibility Form.

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 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 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:

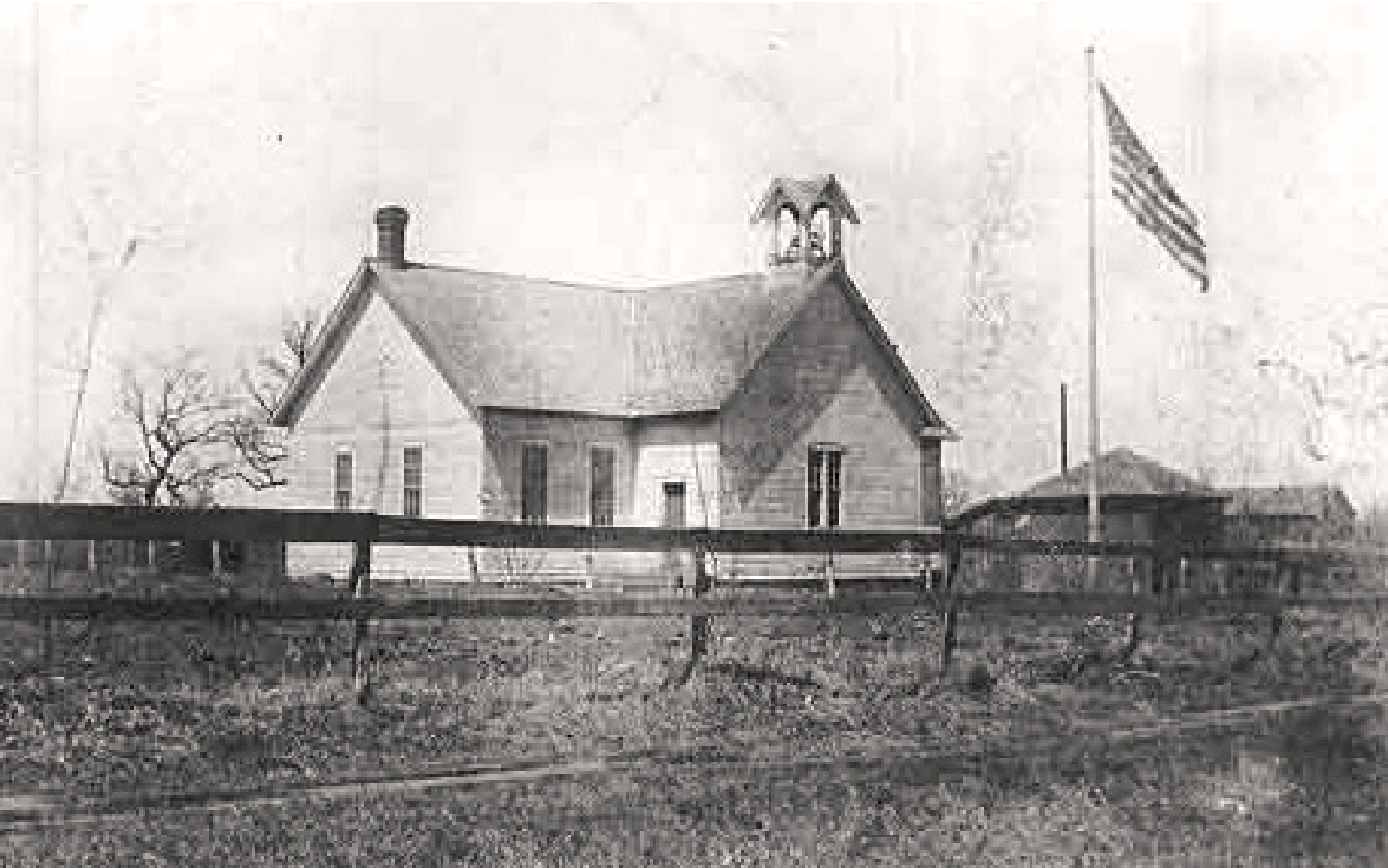
Print Name: _____

_____ *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

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 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

TO: Advisory Committee on Historic Preservation

FROM: Riley Rooney, Associate Planner

DATE: February 11, 2025

RE: Year in Review

Background

As the City of Cottage Grove continues to grow and develop rapidly, the ACHP has placed special attention on increased preservation planning of the City's unique history and culturally significant resources. Part of this attention includes educating residents on the City's history, relating to both resources that are still present and those that have been removed. Additional effort has been taken to support both the Committee members and its programming through this focus.

Discussion

Staff provided support to the ACHP over the last year for review and comment on the following items, activities, studies, and training.

- **Old Town Hall (1881)** – Members reviewed the City of Cottage Grove Old Town Hall, a locally listed property, currently used for material storage. Members also discussed recommendations for repair as staff identified funding.
- **MNHS Grant – Historic Plaques** - Committee members provided input on the marker locations, style, size, design, and research information. Members approved the design for the markers prior to approval and grant acceptance.
- **Historical Display Case** – Members provided input and discussion resulting in the display case in the Training Room hallway at City Hall.
- **Langdon Village Video** – Members identified the topic for the SWCTC informational video produced on Langdon Village including a privy digging event on City Owned property.
- **Cottage Grove Landmark Nomination Application & Cottage Grove Historic Landmark Eligibility Form** – Members initiated interest in nominating structures and properties to the local register. The committee reviewed and provided comment on the provided application and eligibility form.
- **CLG Grant – Historic Context Study** – Members initiated the interest in Historic Context Study and provided comments on the ongoing project.

- **Historic Properties Conditional Use Permit** – An update on the Historic Properties Conditional Use Permit being added to the City Code to support the use of historically listed properties.
- **Commissioner Training** – Members participated in commissioner training to further the committee’s knowledge relating to historical preservation.

Recommendation

That the ACHP discuss the Year in Review.



TO: Advisory Committee on Historic Preservation
FROM: Riley Rooney, Associate Planner
DATE: February 11, 2025
RE: Historic Context Study Project - Continued

Background

The City was awarded a Certified Local Government Grant by the Minnesota State Historic Preservation Office (SHPO) in the amount of \$30,000 to produce a Historic Context Study on the Suburban Expansion Era in Cottage Grove (1945-1990). The Grant was awarded with a project start date of July 1, 2024; with the official project kick-off meeting held at the October ACHP meeting with the project consultant, New History, facilitating the discussion.

Since the project kick-off meeting in October, New History has continued its work towards producing a Historic Context Study. The following work has been completed to date by New History:

- Reviewed research materials provided by City Staff (building permit, land use, and historic preservation files)
- Researched at Park Grove Library, Washington County Historical Society (WCHS) and Minnesota Historical Society (MNHS)
- Conducted individual residential interviews
- Organized, attended and facilitated the Community Open House on October 22
- Developed outline and began work on the draft Context Study report

New History is currently working towards a first draft of the Historic Context Study at the end of this month, on February 28, 2025. The Committee will have an opportunity to review and provide comment on the draft Historic Context Study at their April 8, 2025, regular meeting.

Discussion

City Staff would like to continue to involve the Committee with the ongoing project by providing an update on the timeline of the study.

Recommendation

That the ACHP receive a presentation from staff relating to the timeline of the Historic Context Study: Suburban Expansion Era (1945-1990).