



# CITY OF EAGLE POINT

*"Gateway to the Lakes"*

OREGON

## COMMUNITY DEVELOPMENT COMMISSION

City Council Chambers  
17 Buchanan Avenue South, Eagle Point, Oregon  
November 7, 2017

### MEETING AGENDA

1. CALL TO ORDER – 5:00 P.M.
2. FLAG SALUTE.
3. AUDIENCE QUESTIONS OR COMMENTS RE ITEMS NOT ON THE AGENDA.
4. CONSENT CALENDAR.
  - 4.1 Presentation of Regular Meeting Minutes of October 3, 2017.
5. OLD BUSINESS.
  - 5.1 Discussion regarding the frequency of meetings for the Community Development Commission.
6. NEW BUSINESS.
  - 6.1 Review and Discuss Ordinance 2017-06: The City of Eagle Point Historic Preservation Ordinance.
  - 6.2 Goals and Priorities of the Community Development Commission.
7. REPORTS FROM COMMISSIONERS.
8. REPORTS FROM STAFF.
9. ADJOURNMENT.

*AGENDA AND MEETING PACKETS ALSO AVAILABLE ON WEBSITE  
([www.cityofeaglepoint.org](http://www.cityofeaglepoint.org))*

*If a physical accommodation is needed to participate in this meeting, please contact the City Recorder at 541-826-4212 ext. 106 or TTY/TDD 711 or 800-735-2900. Notification of at least 48 hours prior to the meeting will assist the City in providing reasonable accommodations. (28 CFR 35.102-35.104 ADA Title II).*



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## EAGLE POINT COMMUNITY DEVELOPMENT COMMISSION

17 BUCHANAN AVE. SOUTH, EAGLE POINT, OREGON

October 3, 2017

### REGULAR MEETING MINUTES

1. **CALL TO ORDER – 6:00 P.M.**

Commissioner Bilden called the meeting to order at 6:00 p.m.

Commission Members Present: Elizabeth Bilden, Brandon Crosier, Douglas Detling, Susie Doss, David Lacombe, Ana Mannenbach, Heather Marinucci and Jenna Thomas.

Commission Members Absent: Wyn Lewis

Staff Members Present: Mike Upston, Planning Director; Robert Miller, Public Works Director; and April Strouse, Meeting Secretary.

Guests: Robert Russell, Mayor and Maryann Pitcher; Sarah Sauter, Rogue River Watershed Council; Councilor Bilden, Liaison.

2. **FLAG SALUTE.**

Commissioner Bilden led the flag salute.

3. **ELECTION OF CHAIR AND VICE CHAIR.**

Commissioner Bilden opened elections for the Community Development Commission Chair. Commissioner Bilden nominated Ana Mannenbach as Chair. Commissioner Marinucci seconded the nomination. There were no further nominations. Commissioner Bilden called for a vote to appoint the Chair, and April Strouse directed the Commissioners to state the name of their choice when called upon. There was no further discussion. All stated their vote of Ana Mannenbach for Chair of the Community Development Commission. Mrs. Strouse announced that Ana Mannenbach was unanimously elected as Chair of the Community Development Commission by those present.

Commissioner Bilden opened elections for the Community Development Commission Vice Chair. Commissioner Mannenbach nominated Elizabeth Bilden for Vice Chair. Commissioner Crosier seconded the nomination. There were no further nominations. Commissioner Bilden called for a vote to appoint Elizabeth Bilden as Vice Chair, and Mrs. Strouse directed the commissioners to state the name of their choice when called upon. There was no further discussion. All stated their vote of Elizabeth Bilden for Vice

Chair of the Community Development Commission. April Strouse announced that Elizabeth Bilden was unanimously elected as Vice Chair of the Community Development Commission by those present.

4. AUDIENCE QUESTIONS OR COMMENTS CONCERNING ITEMS NOT ON THE AGENDA.

Mayor Robert Russell thanked the Commissioner's for their service.

5. PRESENTATIONS.  
None.

6. NEW BUSINESS.

6.1 Lagoon site stabilization grant by Rogue River Watershed Council  
Public Works Director Robert Miller introduced Sarah Sauter with the Rogue River Watershed Council and familiarized the Commissioner's with Lagoon site and noted that a grant has been awarded by BLM for the improvements of Little Butte Creek. Mr. Miller stated the RRWS is looking to the Community Development Commission for support for future grant applications. Mr. Miller turned the presentation over to Sarah Sauter. Ms. Sauter indicated the lagoon site used to be the waste water treatment plant for Eagle Point and that there was a desire to turn the site into a sports park with a nature trail. The RRWS hired an engineer to develop some plans to coordinate the city's desire to provide a park with the funds available and will be working with other entities to stabilize Little Butte Creek. Commissioner Detling made a motion to support further grant applications. Commissioner Bilden seconded the motion. The motion passed unanimously.

Councilor Bilden requested a change in the order of New Business to move agenda item 6.7 Butte Creek Mill Foundation to follow 6.1.

- 6.2 Past work of the Parks and Recreation Commission  
Mr. Miller noted the past projects of Parks and Recreation Commission and made mention of the projects that will now become the consideration of the new commission. It was noted that the Community Development Commission will need to complete the Parks & Recreation Master Plan started by the previous commission.
- 6.3 Past work of the Economic Development Commission  
Mr. Upston provided a document showing the frame work for the initiatives that Economic Development Commission was overseeing and talked about each of the initiatives briefly.
- 6.4 Review of the City Council Goals

Mr. Upston noted that City Council meets to set goals; and stated that it was an expectation of this commission similarly to set a meeting with the purpose of setting goals.

6.5 Preliminary discussion regarding Community Development Commission goal-setting

Mr. Upston reiterated that it would be necessary for the commission to meet, set goals and suggested that by the next meeting would be a good time to start this process.

6.6 Discussion of permanent meeting time and frequency

The first Tuesday of the month was established at the meeting day by staff. Commissioners discussed amongst themselves what time to establish a regular meeting time. Commissioner Bilden made a motion to move the meeting time to 5:00pm. Commissioner Marinucci seconded the motion. The motion passed unanimously.

6.7 Butte Creek Mill Foundation: City as Certified Local Government  
This item followed item 6.1 at the suggestion of Councilor Bilden.

Mayor Russell introduced Maryann Pitcher the Executive Director of The Butte Creek Mill Foundation and grant writer. The Mayor noted that an architect and historian have been hired to oversee the rebuilding of the mill; and contractor will be hired. The Mayor introduced the various cities within Jackson County that work with Oregon State Historic Preservation Office and are registered as a Certified Historic City enabling them to apply for grants through SHPO. Ms. Pitcher noted that being a Certified Local Government would require a group of members to meet on a regularly creating the ability to apply for funding, enforcing preservation of historic sites, maintaining an inventory of site, and be the commission that would make decisions regarding proposed historic sites. Chair Mannenbach made a motion to recommend making the Community Development Commission a Certified Local Government for historical preservation to the City Council. Commissioner Bilden seconded the motion. The motion passed unanimously.

7. REPORTS FROM COMMISSIONERS.

Councilor Bilden thanked the Commission for their service.

8. REPORTS FROM STAFF.

Mr. Upston suggested the Commissioner's review the Economic Development Commission packet, proposed goal-setting criteria in preparation for the scheduled November meeting. The frequency of the meetings will be determined at the next meeting.

9. ADJOURNMENT.

There being no further business, Chair Mannenbach adjourned the meeting at 7:45 p.m.

Respectfully submitted,

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April Strouse, Meeting Secretary

ATTEST:

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Ana Mannenbach, Chair

**BUSINESS OF THE COMMUNITY DEVELOPMENT COMMISSION  
EAGLE POINT, OREGON**

**AGENDA STATEMENT**

**Item Number:** 6.1

**Meeting Date:** November 7, 2017

**ITEM TITLE:** Review and Discuss Ordinance 2017-06: The City of Eagle Point Historic Preservation Ordinance

**SUBMITTED BY:** Henry Lawrence, City Administrator

**SUMMARY EXPLANATION:**

The Oregon Parks and Recreation Department operates the State Historic Preservation Office (SHPO) that administers the Certified Local Government (CLG) program. This program is designed to promote historic preservation at the local level. It is a federal program of the National Park Service administered in Oregon by SHPO.

Local Governments may apply to become a Certified Local Government, but must meet certain qualifications to become certified and qualified to apply for matching grants from SHPO. The basic certification requirements for local governments include:

- Establish a historic preservation commission and appoint interested and qualified residents to serve. To the extent available, it is recommended that some commission members meet professional qualifications in the disciplines of history, architecture, architectural history, archaeology, or related fields.
- Adopt a preservation ordinance outlining how the local government will address historic preservation issues.
- Agree to participate in updating and expanding the state's historic building inventory program.
- Agree to review and comment on any National Register of Historic Places nominations of properties within the local boundaries.
- Affirm that it will enforce existing state preservation laws.

Once certified, CLGs may qualify to apply for annual grants from SHPO generally in the \$5,000-\$20,000 range, requiring a 50/50 match. The SHPO web site provides additional information at the following link: <http://www.oregon.gov/oprd/HCD/SHPO/pages/clg.aspx>

On October 3, the Community Development Commission voted to recommend to the City Council that the City pursue certification under the SHPO program. The Commissioners voted to recommend that they serve as the local Historic Landmark Advisory Commission to satisfy one of the requirements of the CLG certification program. The recommendation was consistent with the charge given to the Community Development Commission, which states, in part, that the commission shall:

Act as an advisory body to the city council on matters pertaining to the acquisition, development, and promotion of public parks, greenways, **heritage programs and**

sites, visitor and tourism services, open spaces and other such recreation facilities and services as may be found suitable for the enjoyment of citizens of the city and surrounding areas. (EPMC 4.04.050 (A), Commission general duties)

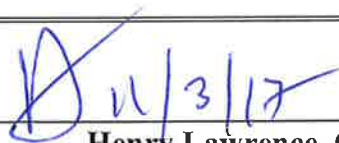
On October 24, the City Council passed Ordinance 2017-06 creating the Eagle Point Historic Preservation Ordinance. The Ordinance was developed using a template provided by SHPO and tailored by staff to meet the needs of the City of Eagle Point. Major changes to the template include:

- Utilizes the existing Community Development Commission sitting as the Historic Landmark Advisory Commission to administer the local Historic Preservation Program under the proposed ordinance.
- Establishes the Historic Landmark Advisory Commission as an advisory body to the City Council, rather than reporting to the Planning Commission
- Makes the City Council the final decision-making body concerning historic property designations.
- Provides for appeal of a City Council final decision to the Oregon Land Use Appeals Board (LUBA).

A copy of Ordinance 2017-06 is provided for current reference. Within the next few months the document will become codified and incorporated into the Eagle Point Municipal Code, available on the City's web site.

As part of the Certified Local Government approval process, SHPO is requesting that we submit a background form/resume showing the level of professional training, experience and/or historic preservation interest of each Historic Landmark Advisory Commissioner. Staff requests that each Community Development Commissioner complete the attached form, and list any level of professional training in the fields of preservation, architecture, archaeology, community history, building trades, real estate, or related specialties. In the event you do not have any targeted training in the above-noted topics, illustrate any competence, knowledge, or interest that you may have in historic preservation.

APPROVED FOR SUBMITTAL:



Henry Lawrence, City Administrator

**STAFF RECOMMENDATION:** None; information and discussion item only.

**ORDINANCE NO. 2017-06**

**THE CITY OF EAGLE POINT HISTORIC PRESERVATION ORDINANCE.**

**WHEREAS**, at the October 10, 2017 meeting of the City of Eagle Point City Council, the City Council discussed and requested staff to schedule a public hearing regarding adopting a Historic Preservation Ordinance, creating a Historic Landmark Advisory Commission, and working with the Oregon State Historic Preservation Office (SHPO) to qualify for historic preservation grants as a Certified Local Government; and

**WHEREAS**, the City of Eagle Point City Council held a public hearing on October 24, 2017, wherein it was determined to be in the best interest of the citizens of Eagle Point to adopt a City of Eagle Point Historic Preservation Ordinance.

Now therefore,

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF EAGLE POINT, OREGON, THAT:**

**Section 1:** Title. The City of Eagle Point Historic Preservation Ordinance.

**Section 2:** Purpose. The City of Eagle Point establishes a Historic Preservation Ordinance to identify, recognize, and preserve significant properties related to the community's history; encourage the rehabilitation and ongoing viability of historic buildings and structures; strengthen public support for historic preservation efforts within the community; foster civic pride; and encourage cultural heritage tourism.

**Section 3:** Applicability. No provision of this Ordinance shall be construed to prevent the ordinary maintenance of a Landmark when such action does not involve a change in design, materials, or appearance. No provision in this Ordinance shall be construed to prevent the alteration, demolition, or relocation of a Landmark when the Building Official certifies that such action is required for public safety. At his or her discretion, the Building Official may find that under state law and Section 11.D.3 that a Landmark does not meet current building code but is not dangerous.

**Section 4:** Definitions. The following definitions apply to terms used in this Ordinance. Terms not defined have their commonly construed meaning:

Alteration: An addition, removal, or reconfiguration that changes the appearance of a Landmark. Painting, when color is not specifically noted in Landmark's Record of Designation, and ordinary maintenance are excluded from this definition.

Building: A house, barn, church, hotel, or similar construction created principally to shelter any form of human activity.



**Certificate of Appropriateness (COA):** A document issued by the Historic Preservation Officer indicating that the applicant has satisfactorily met the provisions of this Ordinance for the alteration, relocation, or demolition of a Landmark.

**Demolition:** The complete destruction or dismantling of sixty-five (65) percent of, or greater, of the entirety of a Landmark.

**District:** A significant concentration, linkage, or continuity of sites, buildings, structures, or objects united historically or aesthetically by plan or physical development.

**Eligible/Contributing:** A building, structure, object, or site originally constructed within the applicable period of significance that retains and exhibits sufficient integrity (location, design, setting, materials, workmanship, feeling, and association) to convey a sense of history. These properties strengthen the historic integrity of an existing or potential historic district.

**Eligible/Significant:** A building, structure, object, or site originally constructed within the applicable period of significance that retains and exhibits sufficient integrity (location, design, setting, materials, workmanship, feeling, and association) to convey a sense of history. These properties strengthen the historic integrity of an existing or potential historic district, and are likely individually eligible for listing in the Local Landmark Register.

**Exceptional Significance:** The quality of historic significance achieved outside the usual norms of age, association, or rarity.

**Historic Integrity:** The quality of wholeness of historic location, design, setting, materials, workmanship, feeling, and/or association of a historic resource, as opposed to its physical condition.

**Historic Preservation Officer:** The city official responsible for the administration of this Ordinance.

**Historic Resource:** A building, structure, object, site, or district that is at least fifty (50) years old or is of exceptional significance and potentially meets the age, integrity, and significance criteria for listing in the Local Landmark Register, but may not necessarily be recorded in the Historic Resource Survey.

**Historic Resources of Statewide Significance:** Buildings, structures, sites, objects, and districts that are listed in the National Register.

**Historic Resource Survey:** The record of buildings, structures, objects, and sites recorded by the City of Eagle Point used to identify historic resources potentially eligible for listing in the Local Landmark Register.

**Historic Significance:** The physical association of a building, structure, site, object, or district with historic events, trends, persons, architecture, method of construction, or that have yielded or may yield information important in prehistory or history.

**Landmark:** A building, structure, site, object, or district listed in the City of Eagle Point Local Landmark Register.

**Local Landmark Register:** The list of historic resources officially recognized by the City of Eagle Point as important to its history and afforded the protection under this Ordinance.

**National Register of Historic Places:** The nation's official list of buildings, structures, sites, objects, and districts important in the nation's history and maintained by the National Park Service in Washington, D.C., and hereinafter referred to as the "National Register." Historic resources listed in the National Register are referred to as "Historic Resources of Statewide Significance" in Oregon Revised Statutes.

**Non-Contributing:** A building, structure, object, or site originally constructed within the applicable period of significance that does not retain or exhibit sufficient integrity (location, design, setting, materials, workmanship, feeling, and association) to convey a sense of history. These properties do not strengthen the historic integrity of an existing or potential historic district in their current condition.

**Not in Period:** A building, structure, object, or site that was originally constructed outside the applicable period of significance.

**Object:** A construction that is largely artistic in nature or is relatively small in scale and simply constructed in comparison to buildings or structures, including a fountain, sculpture, monument, milestone, etc.

**Ordinary Maintenance:** Activities that do not remove materials or alter qualities that make a historic resource eligible for listing in the Local Landmark Register, including cleaning, painting, when color is not specifically noted in Landmark's Record of Designation, and limited replacement of siding, trim, and window components when such material is beyond repair and where the new piece is of the same size, dimension, material, and finish as that of the original historic material. Excluded from this definition is the replacement of an entire window sash or more than twenty (20) percent of the siding or trim on any one side of a Landmark at any one time within one (1) calendar year.

**Period of Significance:** The time period, from one to several years or decades, during which a Landmark was associated with an important historic event(s), trend(s), person(s), architecture, or method(s) of construction.

**Record of Designation:** The official document created by the Historic Preservation Officer that describes how a Landmark meets the criteria for listing in the Local Landmark Register.

**Rehabilitation:** The process of returning a Landmark to a state of utility through repair or alteration, which makes possible an efficient use while preserving those portions and features of the Landmark and its site that convey its historic significance.

Relocation: The removal from or moving of a Landmark from its original location noted in the Record of Designation.

Site: The location of a significant event, prehistoric or historic occupation or activity, or a building or structure, whether standing, ruined, or vanished, where the location itself possesses historic, cultural, or archeological value regardless of any existing building, structure, or object.

Structure: A functional construction made usually for purposes other than creating human shelter, such as an aircraft, bridge, fence, dam, tunnel, etc.

Streetscape: The physical parts and aesthetic qualities of a public right-of-way, including the roadway, gutter, tree lawn, sidewalk, retaining walls, landscaping and building setback

**Section 5: Historic Landmark Advisory Commission.** The City of Eagle Point Historic Landmark Advisory Commission is hereby established as an advisory body to the City Council with the following provisions:

- A. The City Administrator shall appoint a Historic Preservation Officer to serve as staff to the Historic Landmark Advisory Commission and to carry out the administrative provisions of this Ordinance. The Historic Landmark Advisory Officer may appoint a designee(s) to carry out responsibilities delegated to him or her under this Ordinance.
- B. The nine member City of Eagle Point Community Development Commission (EPMC 4.04) shall serve as the Historic Landmark Advisory Commission, including members with a demonstrated competence, knowledge, or interest in historic preservation. Efforts will be made by the City of Eagle Point City Council to include members on the Commission with professional experience in the fields of preservation, architecture, archaeology, community history, building trades, real estate, or related specialties. Members shall serve without compensation.
- C. Appointments of Historic Landmark Advisory Commission members shall be for staggered terms pursuant to the enacting legislation establishing the Community Development Commission (EPMC 4.04). Members shall be eligible for reappointment.
- D. The Historic Landmark Advisory 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. Meeting minutes, applications for Certificates of Appropriateness, Landmark nominations, records of designation, staff reports, and decisions of the Commission shall be created and maintained as public records in accordance with applicable local and state laws.
- E. A simple majority of the members of the Historic Landmark Advisory Commission shall constitute a quorum. The concurring vote of the members present shall be required for approval or disapproval of any motion or other action of the Historic Landmark Advisory Commission.

**Section 6: Historic Landmark Advisory Commission Duties.** The Historic Landmark Advisory Commission shall have the following duties:

- A. Employing the procedures and criteria in Section 9, the Historic Landmark Advisory Commission shall maintain a Historic Resource Survey consistent with the standards of the Oregon State Historic Preservation Office, hereinafter referred to as "SHPO."
- B. Employing the procedures and criteria in Section 10, the Historic Landmark Advisory Commission shall recommend that the City Council designate historic resources to a Local Landmark Register.
- C. Employing the procedures and criteria in Section 11, the Historic Landmark Advisory Commission shall review and provide recommendations to the City Council on applications for the alteration, relocation, or demolition of Landmarks.
- D. The Historic Landmark Advisory Commission shall support the enforcement of all state laws relating to historic preservation.
- E. The Historic Landmark Advisory Commission shall perform any other functions that may be designated by resolution or motion of the City Council.
- F. The Historic Landmark Advisory Commission may undertake to inform the citizens of, and visitors to the City of Eagle Point, regarding the community's history; promote research into its history; collect and make available materials on the preservation of Landmarks; provide information on state and federal preservation programs; and document Landmarks prior to their alteration, demolition, or relocation and archive that documentation.
- G. For purposes consistent with this Ordinance the Historic Landmark Advisory Commission may recommend to the City Council, that the City seek, accept, and expend grant and gift funds; cooperate with public and private entities; and assist the owners of Landmarks in securing funding for the preservation of their properties.
- H. The Historic Landmark Advisory Commission may recommend incentives and code amendments to the City Council to promote historic preservation in the community.
- I. Upon request, the Historic Landmark Advisory Commission may advise the City Council on local, state, or federal issues, laws, and information requests relating to historic preservation.

**Section 7: Severability.** If any portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision and such holding shall not affect the validity of the remaining portions of this Ordinance shall remain in force and effect.

**Section 8: Conflicts with Other Laws.** If the provisions of this Ordinance are found to be in conflict with federal or state laws the federal or state law shall prevail. In cases of conflict with other city ordinances the previously established statute shall take precedence.

**Section 9: Identification and Evaluation of Historic Resources.** The Historic Resource Survey lists, describes, and determines the eligibility of historic resources for listing in the Local Landmark Register. Not all properties listed in the Historic Resource Survey are eligible for listing in the Landmarks Register. A property need not be first listed in the Historic Resource Survey before being nominated to the Local Landmark Register under Section 10.

- A. The Historic Landmark Advisory Commission shall determine and periodically revise priorities for the identification and evaluation of historic resources based on the community's needs and interests.
- B. Before commencing inventory studies or updates, the Historic Landmark Advisory Commission shall provide public notice describing the inventory, its purposes, and invite public participation.
- C. Surveyed properties shall be identified as Eligible/Significant (ES), Eligible/Contributing (EC), Non-Contributing (NC), or Not in Period (NP). Evaluation and documentation of properties in the Historic Resource Survey shall meet the requirements of the SHPO and be supplied to that agency within six (6) months of the completion of the study.
- D. The Historic Resource Survey shall be maintained as a public record with the exception of archaeological sites, which is prohibited by State law.
- E. Citizens shall have the opportunity to review and correct information included in the Historic Resource Survey. Any member of the public may place a property in the Historic Resource Survey; however, the Historic Landmark Advisory Commission retains the authority to determine the property's eligibility for listing in the Local Landmark Register.
- F. The Historic Landmark Advisory Commission may collect further information including, but not limited to, current photographs, architectural descriptions based on on-site observations, or archival documentation for properties already listed in the Local Landmark Register or National Register for the purposes of administering this Ordinance pursuant to the provisions of this Section.

**Section 10: Local Landmark Register.** The Commission may recommend to the City Council that a historic resource be designated to the Local Landmark Register as a means of providing recognition of its significance and providing incentives and guidelines for their preservation. The Local Landmark Register is maintained by the Historic Preservation Officer and shall be available to the public.

- A. Historic resources within the corporate boundaries of the City of Eagle Point and listed in the National Register, including all National Register-listed historic districts in their entirety may be listed in the Local Landmark Register using the procedures outlined in subsection C of this Section, but need not be documented as outlined in Section B.2 through B.4 of this Section. In such cases, the National Register nomination shall serve as the Record of Designation. As Historic Resources of Statewide Significance, all National Register-listed

properties, including individual properties in recognized National Register-listed historic districts are subject to the regulations in Section 11.E, pursuant to Oregon State Law.

- B. Criteria for Designating Historic Resources to the Local Landmark Register. Any building, structure, object, site, or district may be designated to the Local Landmark Register if it meets all the Criteria of Section 10.A or all of the criteria listed below:
1. The property is located within the boundaries of the City of Eagle Point.
  2. The property is over fifty (50) years of age or of exceptional importance, or in the case of a district, the majority of the properties are over fifty (50) years old or have exceptional significance.
  3. The property possesses sufficient historic integrity, in that there are no major alterations or additions that have obscured or destroyed the significant historic features. Major alterations that may destroy the historic integrity include, but are not limited to, changes in pitch of the main roof, enlargement or enclosure of windows on principal facades, addition of upper stories or the removal of original upper stories, covering the exterior walls with non-historic materials, moving the resource from its original location to one that is dissimilar to the original, additions which significantly detract from or obscure the form and appearance of the historic resource when viewed from the public right-of-way.
  4. The property has historic significance as demonstrated by meeting at least one of the following criteria:
    - (a) Association with events that have made a significant contribution to the broad patterns of our history; and/or
    - (b) Association with the lives or persons significant in our past; and/or
    - (c) Embody the distinctive characteristics of a type, period, or method of construction or that represent the work of a master, or that possess high artistic values, or that represent a significant and distinguishable entity whose components may lack individual distinction; and/or
    - (d) Have yielded, or may be likely to yield, information important in prehistory or history.
- C. Nomination Procedure. Any person, group, or government agency may nominate a property for listing in the Local Landmark Register. The nomination procedures are as follows:
1. There is no fee associated with nominating a historic resource to the Local Landmark Register.
  2. The nomination for a historic resource to the Local Landmark Register must include a description of the boundaries of the proposed nominated area and the buildings,