



728 6th Ave SW
Albany, Oregon 97321
Phone: 503-857-6187
E-mail: Rebecca@adaptivepreservation.com



COTTAGE GROVE MAIN STREET DISASTER INVENTORIES REPORT

SUBMITTED BY: ADAPTIVE PRESERVATION, LLC

Prepared for:

Kuri Gill

Oregon Heritage Grants & Outreach Coordinator

Oregon Heritage, Oregon Parks and Recreation Department

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INTRODUCTION & PROJECT APPROACH

INTRODUCTION

Heritage organizations in Cottage Grove are actively engaged in the stewardship of historic assets and facilitating public participation of community cultural resources. As a result, Cottage Grove has been given, by the Oregon Heritage Commission, the prestigious designation of a Oregon Heritage All- Star Community. Given the importance of these heritage resources, a Disaster Resilience Plan for Heritage Resources (DRHR) in Cottage Grove was created. That plan aimed to bring together heritage organizations, the City of Cottage Grove, and emergency response teams to increase community-level decision making and align those goals with existing city planning documents. The plan was the first of its kind in Oregon and hopes to serve as a pilot project to model disaster resilience planning for other communities in Oregon.

The project team developed findings and recommendations in the DRHR through a six-step process, one of which included the completion of a community-wide asset inventory. As a result, in 2021, the Oregon Parks and Recreation Department (ORPD) contracted with Adaptive Preservation (Consultant) to research and prepare a spreadsheet and maps for cultural agencies in Cottage Grove to track their organizational assets and heritage collections.

The following cultural organizations were included in the asset inventory project:

- Downtown Cottage Grove
- Cottage Grove Genealogical Society
- Cottage Grove Historical Society
- Bohemia Gold Mining Museum
- Cottage Grove Museum

The asset inventory collections were appraised for asset type volume or number, location, materials, and risk factors. That data was then inputted into each organizations master inventory matrix and will be used by these organizations to prioritize relocation, protection, and recovery efforts in case of an emergency or disaster.

Since Downtown Cottage Grove (DCG) has a limited collection of heritage assets, the primary focus of this project was to record an inventory of the buildings and businesses within the Downtown Historic District; which also happens to be the DCG's primary area of service. Inside that district are 41 buildings, numerous historic murals and signs, and other cultural assets. All of these resources were documented and assessed for vulnerability in the case of a disaster or emergency, and the consultant prepared a final report of the findings.

PROJECT APPROACH

The mission of Downtown Cottage Grove is to work collaboratively to create an inviting downtown experience that respects the heritage, enhances the economic vitality, and beautifies the community. The Main Street Program merged with the Cottage Grove Economic and Business Improvement District (EBID) due to shared values and ability to expand the boundary and provide more resources.¹

¹ Downtown Cottage Grove, "Our Mission", <https://www.downtowncottagegrove.org/mission>

In May of 2021, the consultant held an joint on-site meeting with a City of Cottage Grove and DCG representative. This meeting consisted of introductions and general overview of the organization and goals for the city. The consultant completed a mini survey with the representatives before taking a full inventory of the Downtown Historic District's building stock. Photos were taken of each building in the historic district along with murals, neon signs, and other cultural resources. Any follow-up questions were addressed over the phone or via email.

Back in the office the consultant complied the survey data into the Excel template, created GIS maps with FEMA natural disaster layers, and completed a report with recommendations, priority setting, and a timeline plan. The consultant met with the representatives to review this report, provide a training for the Excel template along with guidance for how to update the documents.

The asset inventories should be referenced frequently and updated often. Moreover, it is important that these updates be shared with the emergency response teams for feedback on storage and maintenance recommendations for those cultural assets. The asset inventory matrix is a living, breathing document that is intended to be used for each organizations goal setting, strategic planning, and collections prioritization. The goal of this project is to provide recommendations and next steps for heritage asset inventories that seamlessly link the Cottage Grove's citywide planning documents and the DRHR plan.

This project was driven by the Oregon Heritage and Oregon Parks and Recreation Department. Funding was made possible by the Oregon Cultural Trust. A special thank you to Downtown Cottage Grove for their time and participation.



BUILDING & BUSINESS INVENTORY

In the event of a disaster or emergency it is critical that a plan is in place for the downtown core. To strategize accordingly, an inventory or baseline for what exists in that area is needed. This next section will provide a full building inventory list with dates of construction, historic building name, addresses, and photos. For reference, the map on page six shows the boundary line of the Downtown Historic District and numbers each building. For a map of which buildings have confirmed residential units, refer the Appendix A on page 35.

BUILDING & BUSINESS INVENTORY RECOMMENDATIONS & NEXT STEPS

The building inventory excel document with additional data has been provided to DCG and can easily be updated to allow for streamlined communications channels and a more efficient emergency response. The following are suggested next steps and timeline for how to utilize that data.

A: Review and Update Building and Business Inventory Spreadsheet: High Priority

The building and business inventory spreadsheet is an ever-changing document that needs consistent updating. Update this spreadsheet twice a year.

B: Share with Emergency Response Team: High Priority: High Priority

Provide the updated list to emergency response teams so they can quickly communicate with downtown contacts in case of an emergency.

C: Update Residential Units on Building Inventory Spreadsheet: High Priority

The county lists buildings in downtown as having residential units but it is unclear if some of those buildings currently house any residents. Those buildings have been noted for future research and it is suggested that those buildings property owners continue to be contacted for more information. Update this inventory yearly.

D: DCG Goal Setting and Strategic Planning: Medium Priority

Having a baseline for information like number of vacant properties, number of historic buildings, number of residential units, or current assessed values of properties, allows the DCG to compare those numbers year after year. Use the inventory spreadsheet as a baseline for goal setting and strategic planning in the downtown. For example, the DCG could plan by, year 2025, to increase upper-floor housing in the Downtown Historic District by 25%. Since there is a baseline already created, it is easy to figure that a 25% increase would be adding an additional 17 residential units downtown. Keeping an updated list allows the DCG to track items like business retention, property value increases, business demographics, etc.

E: Property and Business Owner Listserv: Medium Priority

Create an email list-serve for property owners and/or business owners to interact and communicate. They can opt out at anytime, but this tool will be quick and effective way to communicate any updates to district constituents, share time sensitive information, assist in case of an emergency, and share best practices. This list can also serve a multitude of other needs. For example, sharing downtown event information or a new business grant opportunity.

BUILDING & BUSINESS INVENTORY STATISTICAL REPORTS

FULL BUILDING AND BUSINESS INVENTORY LIST WERE PROVIDED ELECTRONICALLY

BUSINESS CATEGORIES IN THE DOWNTOWN HISTORIC DISTRICT

Type of Business	Number	Percentage of Total Businesses in HD
Accountant	1	1%
Bank/Financial Service	1	1%
Government	1	1%
Health/Beauty	9	14%
Manufacturing	2	3%
Nonprofit	6	11%
Public	3	5%
Restaurant	9	14%
Retail	18	30%
Service/Professional	7	12%
Vacant	5	8%
Total Number of Businesses in HD	62	100%

Total Number of Vacant Square Footage in the HD =	18,915
Total Number of Known Business Square Footage =	137,656
Percentage of Known Business Square Footage that is Vacant =	14%

QUICK BUILDING STATISTICS FOR THE DOWNTOWN HISTORIC DISTRICT

Total Building Square Footage in HD = 267,906

Total Residential Units in HD = 69

Total Assessed Property Value in HD = \$8,084,323



Map Created: August 2021



ADDRESS: 303 EAST MAIN
DATE OF CONSTRUCTION: 1952
HISTORIC NAME: MEDICAL CENTER



ADDRESS: 319-321 EAST MAIN
DATE OF CONSTRUCTION: 1927
HISTORIC NAME: IOOF #68



ADDRESS: 401 EAST MAIN
DATE OF CONSTRUCTION: 1906
HISTORIC NAME: BANK OF COTTAGE GROVE



ADDRESS: 401 EAST MAIN ADDITION



ADDRESS: 400 BLOCK OF EAST MAIN
CITY OF COTTAGE GROVE PUBLIC
PARKING



ADDRESS: 435 EAST MAIN
DATE OF CONSTRUCTION: 1971
HISTORIC NAME: STATE SAVINGS AND
LOAN



ADDRESS: 501 EAST MAIN
DATE OF CONSTRUCTION: 1907
HISTORIC NAME: HEMENWAY BUILDING



ADDRESS: 40 SOUTH 5TH
DATE OF CONSTRUCTION: N/A
HISTORIC NAME: N/A



ADDRESS: 29-35 SOUTH 6TH
DATE OF CONSTRUCTION: N/A
HISTORIC NAME: N/A



ADDRESS: 28 SOUTH 6TH
DATE OF CONSTRUCTION: 1920
HISTORIC NAME: OLD CITY HALL



ADDRESS: 40 SOUTH 6TH
DATE OF CONSTRUCTION: 1948
HISTORIC NAME: WOODWARD
MEMORIAL LIBRARY



ADDRESS: 638 S WASHINGTON
DATE OF CONSTRUCTION: 1930
HISTORIC NAME: COTTAGE GROVE
ARMORY



ADDRESS: 709 EAST MAIN
ALL AMERICAN CITY SQUARE



ADDRESS: 711 EAST MAIN
DATE OF CONSTRUCTION: 1938
HISTORIC NAME: COTTAGE GROVE AUTO
SUPPLY



ADDRESS: 717 EAST MAIN
DATE OF CONSTRUCTION: 1920
HISTORIC NAME: GATES MEAT MARKET



ADDRESS: 733-737 EAST MAIN
DATE OF CONSTRUCTION: 1908
HISTORIC NAME: STEWART AND HINDS
BUILDING



ADDRESS: 803-811 EAST MAIN
DATE OF CONSTRUCTION: 1911
HISTORIC NAME: COTTAGE GROVE
HOTEL



ADDRESS: 819 EAST MAIN
DATE OF CONSTRUCTION: 1938
HISTORIC NAME: FRED'S PLACE



ADDRESS: 836 EAST MAIN
DATE OF CONSTRUCTION: 1919
HISTORIC NAME: WOODSON BROTHER'S
GARAGE



ADDRESS: 802-820 EAST MAIN
DATE OF CONSTRUCTION: 1925
HISTORIC NAME: GITHENS BUILDING



ADDRESS: 750 EAST MAIN
DATE OF CONSTRUCTION: 1978
HISTORIC NAME: BENJAMIN FRANKLIN
SAVINGS AND LOAN

20



ADDRESS: 730 EAST MAIN
DATE OF CONSTRUCTION:
HISTORIC NAME: N/A

21



ADDRESS: 724 EAST MAIN
DATE OF CONSTRUCTION: 1926
HISTORIC NAME: HART BUILDING

22



ADDRESS: 702 EAST MAIN
DATE OF CONSTRUCTION: 1900
HISTORIC NAME: HELENA SALOON

23



ADDRESS: 632 EAST MAIN
DATE OF CONSTRUCTION:
HISTORIC NAME: N/A



ADDRESS: 630 EAST MAIN
DATE OF CONSTRUCTION:
HISTORIC NAME: N/A



ADDRESS: 637 EAST MAIN
DATE OF CONSTRUCTION: 1909
HISTORIC NAME: BURKHOLDER WOODS
BUILDING



ADDRESS: 615 EAST MAIN
DATE OF CONSTRUCTION: 1908
HISTORIC NAME: PHILIPS BUILDING



EXTENSION OF 615 EAST MAIN



ADDRESS: 603-609 EAST MAIN
DATE OF CONSTRUCTION: 1903
HISTORIC NAME: THE BANK BUILDING



ADDRESS: 616 EAST MAIN
DATE OF CONSTRUCTION: 1905
HISTORIC NAME: BARTELS MEAT MARKET



ADDRESS: 612 EAST MAIN
DATE OF CONSTRUCTION: 1907
HISTORIC NAME: SIMERAL &
VANDENBURG FURNITURE



ADDRESS: 602 EAST MAIN
DATE OF CONSTRUCTION: 1902
HISTORIC NAME: KNICKERBOCKER
BUILDING



ADDRESS: 17 N 6TH
DATE OF CONSTRUCTION: 1923
HISTORIC NAME: OMER APARTMENTS/
KERN BUILDING



ADDRESS: 535 EAST MAIN
DATE OF CONSTRUCTION: 1911
HISTORIC NAME: FIRST NATIONAL BANK



ADDRESS: 525- 533 EAST MAIN
DATE OF CONSTRUCTION: 1921
HISTORIC NAME: THE PUCKETT COMPLEX



ADDRESS: 521 EAST MAIN
DATE OF CONSTRUCTION: 1912
HISTORIC NAME: BADER BUILDING



ADDRESS: 513- 517 EAST MAIN
DATE OF CONSTRUCTION: 1909
HISTORIC NAME: LAWSON BUILDING



ADDRESS: 522 EAST MAIN
DATE OF CONSTRUCTION: 1907
HISTORIC NAME: THE STEWART AND
PORTER BUILDING



ADDRESS: 514 EAST MAIN
DATE OF CONSTRUCTION: 1910
HISTORIC NAME: N/A



ADDRESS: 510 EAST MAIN
DATE OF CONSTRUCTION: 1908
HISTORIC NAME: QUALITY MARKET



ADDRESS: 504 EAST MAIN
DATE OF CONSTRUCTION: 1912
HISTORIC NAME: ARCADE THEATER



ADDRESS: 434 EAST MAIN
DATE OF CONSTRUCTION: 1952
HISTORIC NAME: 1ST NATIONAL BANK

MURALS

UPDATING SHOULD OCCUR: BIENNIALLY: NEXT UPDATE TO OCCUR SUMMER 2023

Cottage Grove is home to many unique murals and a Mural Committee to encourage and promote these large-scale works of art. Murals add vibrancy to buildings walls and allow for the opportunity to tell a story, create a unique experience, engage citizens, increase foot traffic and tourism, add appreciation for the arts and artists, all while increasing the overall attractiveness of a space.

Currently, there are 19 identified murals in the city limits, seven of which are located within the Downtown Historic District. Additional mural information can be found in Appendix D on page 38) This section provides the following:

- A GIS map of all 19 murals
- Spreadsheet of mural name, location, artist, date installed (if known), and geographic coordinates
- Photograph of each mural
- Condition and risk assessment of each mural

Condition of the murals were assessed by windshield survey and do not encompass an in-depth materials analysis.

Mural condition was ranked according to the following system:

1. Excellent: A new mural and/or vibrant paint with no visible deterioration or peeling
2. Good: Only minor fading or peeling
3. Fair: Fading and/or peeling is apparent, graffiti, brick or masonry cleaning needed
4. Poor: Substantial fading and/or peeling. Sections of the mural missing, substantial graffiti or masonry cleaning needed.

Mural risk Assessment was ranked low to high according to if the mural had any of the following risks:

- Mural in a high traffic pedestrian zone that is prone to vandalism
- Located on a building that is historic and/or not seismically retrofitted
- Exposed to inclement weather and/or not protected by an awning
- Located on a building that needs exterior maintenance, cleaning, and/or masonry re-pointing

MURAL RECOMMENDATIONS & NEXT STEPS

A: Update Mural Inventory List Biennially: **Medium Priority**

Work closely with the Cottage Grove Mural Committee to continue to update the mural inventory and an create new mural brochures for continued education.

B: Share with Emergency Response Team: **High Priority: High Priority**

Provide the updated list to emergency response teams so they can quickly communicate with downtown contacts in case of an emergency.

C Mural Maintenance: **Medium Priority**

Work with the City of Cottage Grove to continue the facade improvement grant that allow murals to be eligible for repairs and maintenance. Create a best practices document for mural maintenance on historic buildings and include a list of approved contractors that perform mural repair work.



Cottage Grove Historic District Murals

- Historic District Outline
- Murals

Map Created: August 2021



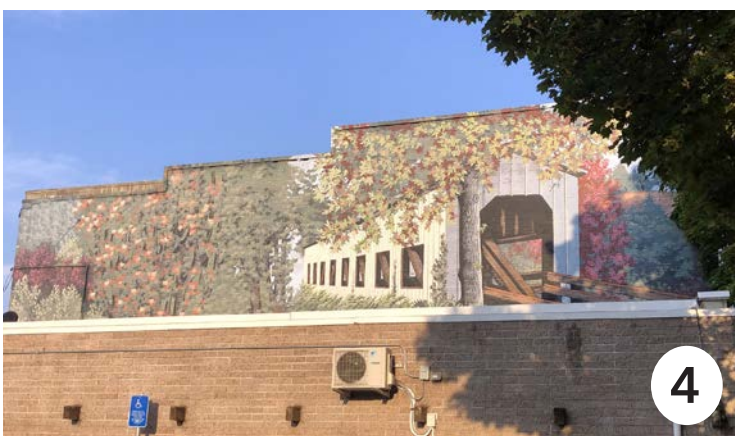
NAME: 1920'S MAIN
ADDRESS: 501 EAST MAIN
CONDITION: EXCELLENT
RISK LEVEL: LOW



NAME: BUSTER KEATON
ADDRESS: 819 EAST MAIN
CONDITION: EXCELLENT
RISK LEVEL: MEDIUM



NAME: CATHERINE FILMER PARK
ADDRESS: 626 EAST MAIN
CONDITION: FAIR
RISK LEVEL: HIGH



NAME: CENTENNIAL COVERED BRIDGE
ADDRESS: 401 EAST MAIN
CONDITION: GOOD
RISK LEVEL: MEDIUM



NAME: 1920'S MAIN
ADDRESS: 501 EAST MAIN
CONDITION: EXCELLENT
RISK LEVEL: LOW



NAME: BUSTER KEATON
ADDRESS: 819 EAST MAIN
CONDITION: EXCELLENT
RISK LEVEL: MEDIUM



NAME: CATHERINE FILMER PARK
ADDRESS: 626 EAST MAIN
CONDITION: FAIR
RISK LEVEL: HIGH



NAME: CENTENNIAL COVERED BRIDGE
ADDRESS: 401 EAST MAIN
CONDITION: GOOD
RISK LEVEL: MEDIUM



NAME: FARM ANIMALS *
ADDRESS: NORTH 8TH ST. ALLEY
CONDITION FAIR:
RISK LEVEL: HIGH



NAME: FOURTH OF JULY PARADE *
ADDRESS: 119 SOUTH 6TH
CONDITION: GOOD
RISK LEVEL: MEDIUM



NAME: COCA-COLA
ADDRESS: 733 EAST MAIN
CONDITION: EXCELLENT
RISK LEVEL: MEDIUM



NAME: COCA-COLA
ADDRESS: 657 EAST MAIN
CONDITION: EXCELLENT:
RISK LEVEL: MEDIUM



NAME: OLD GLORY! *
ADDRESS: 926 EAST MAIN
CONDITION: EXCELLENT
RISK LEVEL: LOW



NAME: OPAL WHITELEY
ADDRESS: 711 EAST MAIN
CONDITION: EXCELLENT
RISK LEVEL: LOW



NAME: OUR LADY OF GUADALUPE *
ADDRESS: 633 NORTH 9TH
CONDITION: GOOD
RISK LEVEL: MEDIUM



NAME: PINE TREES AND HISTORIC SCENES *
ADDRESS: 802 EAST MAIN
CONDITION: MEDIUM
RISK LEVEL: LOW



NAME: TAYLOR'S CHECKERSPOT BUTTERFLY *
ADDRESS: 106 SOUTH 10TH
CONDITION: EXCELLENT
RISK LEVEL: LOW



NAME: UNDERWATER WORLD *
ADDRESS: 403 NORTH RIVER ROAD
CONDITION: FAIR
RISK LEVEL: HIGH



NAME: WELCOME TO COTTAGE GROVE *
ADDRESS: 733 STATE HWY 99 SOUTH
CONDITION: FAIR
RISK LEVEL: MEDIUM

* PHOTO COURTESY OF EUGENECASCADESCOAST.ORG

OTHER CULTURAL RESOURCES

There are six cultural resources of interest located within the Downtown Historic District. While the list provided on the following pages encompasses cultural assets located only within the district, it is strongly encouraged to continue to expand upon this list and map other resources of potential interest throughout the City. Additional information on these resources can be found in Appendix E on page 39.

This section provides the following:

- A GIS map of all six resources
- Spreadsheet of resource name, location, date installed (if applicable), and geographic coordinates
- Photograph of each resource
- Condition and risk assessment of each resource

Condition of the resources were assessed via a windshield survey and do not entail an in-depth analysis of the materials.

Cultural resources condition were ranked according to the following system:

1. Excellent: No deterioration, peeling, visible wear and tear
2. Good: Only minor fading, peeling or wear and tear
3. Fair: Noticeable wear and tear, possible broken and/or missing pieces
4. Poor: Substantial wear and tear, broken and/or missing pieces.

Cultural resources risk assessment was ranked low to high according to if the resource had any of the following risks:

- Located in a high traffic pedestrian zone that is prone to vandalism
- Located on a building that is historic and/or not seismically retrofitted
- Exposed to inclement weather and/or not protected by an awning
- Located on a building that needs exterior maintenance, cleaning, and/or masonry re-pointing

CULTURAL RESOURCES RECOMMENDATIONS & NEXT STEPS

A: Perform a Conditions Assessment Biennially: Medium Priority

A quick conditions assessment of the historic neon signs should occur biennially. Next update would be in August 2023.

B: Share with Emergency Response Team: High Priority: High Priority

Provide the updated list to emergency response teams so they can quickly communicate with downtown contacts in case of an emergency.

C: Neon Sign Repairs and Maintenance Program: Medium Priority

Work with the City of Cottage Grove to add historic signage as an eligible grant project under the facade improvement grant. Create a best practices document for maintenance of historic neon signs and include a list of approved contractors that perform neon sign repair and maintenance work.



Source: Esri, Maxar, GeoEye, Earthstar, Geog

Cottage Grove Historic District Cultural Resources

- Historic District Outline
- Cultural Resources

Map Created: August 2021



NAME: BRITZ JEWELERS
ADDRESS: 612 EAST MAIN
CONDITION: POOR
RISK ASSESSMENT: HIGH



NAME: COTTAGE GROVE HOTEL
ADDRESS: 803 EAST MAIN
CONDITION: GOOD
RISK ASSESSMENT: LOW



NAME: COTTAGE GROVE TIME CAPSULE
ADDRESS: NORTH SIDE OF 400 BLOCK
OF EAST MAIN
CONDITION: GOOD
RISK ASSESSMENT: LOW



NAME: IOOF SIGN
ADDRESS: 319-321 EAST MAIN
CONDITION: FAIR
RISK ASSESSMENT: MEDIUM



NAME: OLD TOWN CLUB
ADDRESS: 522 EAST MAIN
CONDITION: GOOD
RISK ASSESSMENT: MEDIUM



NAME: THE GROVE
ADDRESS: 521 EAST MAIN
CONDITION: GOOD
RISK ASSESSMENT: MEDIUM

EXCEL INVENTORY SPREADSHEET

The master inventory template was created in Excel and provided to Downtown Cottage Grove via a Dropbox link. DCG has a limited list of cultural resources but it is still advised that they use that list to update any heritage and organizational resources they have and continue to host the master inventory template on a cloud-based software program to ensure a backup copy is readily accessible. It is important that Downtown Cottage Grove prioritize reviewing and updating the inventory spreadsheet as soon as possible. This document will be a baseline and starting benchmark for the organization and used in future comparative analysis.

HOW TO UPDATE THE EXCEL INVENTORY SPREADSHEET

Upon opening the document the viewer will see four tabs at the bottom of the excel page: Inventory Sheet, Significance Rating Matrix, Management & Storage Rating Matrix, and Drop Down Data Validation.

Inventory Sheet

The 2021 Inventory Sheet is a baseline for the organization and should be consistently reviewed and updated. It is recommended that the spreadsheet be updated yearly or after a significant change in inventory has occurred. Save a PDF copy of the inventory and use them in your annual reporting and goals setting sessions. This will allow your staff and volunteers to identify areas that have improved or need further improvement.

Add columns, subcategories, and additional comments to the inventory spreadsheet as needed. This spreadsheet provides a macro level review of your organization and its collection management process. Should your organization prefer to expand upon this document and provide a more in-depth analysis into each collection category, that is great; but keep in mind the spreadsheet should be easy to update and not require annual review that is laborious and taxing on staff. The purpose of this document is not to create an exhaustive list of all your organization's inventory, but rather a high level look at your collections, where they are stored and how they are stored. That data is then compared to using the Significance Rating Matrix and the Management & Storage Rating Matrix.

Significance Rating Matrix

Reference Appendix F on page 39 for additional information)

This matrix is the second tab on the Excel document and should be used to review each Historic Object Type category separately. Review each category and type the name of the category in the top next to the "Name of Object/Category/Item. Complete the matrix and use the total number provided at the bottom of the spreadsheet to enter the Inventory Sheet page. Save as a PDF and store in the appropriate annual folder. Do this for each category.

Management & Storage Rating Matrix

Reference Appendix G on page 40 for additional information)

This matrix is the third tab on the Excel document and should also be used to review each Historic Object Type category separately. Print off this grid and reference it when reviewing each object

category. Some categories will fit under two or more ratings, if this occurs, select the lowest rating that could be applied. For example, if when reviewing the Security & Emergency Planning column for the maps collection it is apparent that those items could have a 4 or 3 rating applied, then select 3. Be sure to update those ratings on the main Inventory Sheet.

Drop Down Data Validation

This sheet is the fourth tab in the Excel document and is used to provide the drop down list on the main Inventory Sheet. You can add or delete rows in this document but do not delete the tab from the workbook.

Risk Assessment Categories

The last columns on the Inventory template assess the different types of risks that could occur to the collections. It is advised to add any risks the organization might encounter in the future. For example, if the location of an organization changes and some items are now exposed to exterior elements, it would be advised to add that risk column on the Tracking Spreadsheet and rank the inventory categories accordingly.

Natural disasters are concerns and should be heavily considered when storing and managing your collections. The maps on the following pages highlight natural disasters of concern in relation to the museums in Cottage Grove. Identify your organizations location (#1) to assess any natural disaster risks. Referencing the Federal Emergency Management Agency, the entire Cottage Grove area is at low to medium risk for earthquakes, medium risk for wildfires, and low risk for tsunami, hurricane, avalanche, volcano and tornado's. Since those natural disaster risks blanketed the entire city of Cottage Grove those maps were not included in this report but should be noted for emergency planning purposes.

EXCEL INVENTORY RECOMMENDATIONS & PRIORITY SETTING

A: Review Initial Inventory Spreadsheet and Update: **High Priority**

Meet with staff to review the spreadsheet and add any additional categories and data. This is a good time to train any other members on how to utilize the matrix and assess for any gaps. The knowledge of photographs, works on paper, and other heritage collections is limited. The majority of collections is held in the Armory Building which is undergoing renovation. It is crucial that a full inventory update of the collections is added to the inventory template and a plan for housing the items is in place.

B: Prioritize and Address Areas of Vulnerability: **High Priority**

With nearly none of the paper collections being digitized and the Armory Building undergoing renovations, it is a high priority to analyze the areas of vulnerability on the inventory spreadsheet and address those in the near future.

C: Digitize, Scan, and Transcribe Records: **High Priority**

Digitizing records and saving them on a cloud-based software program ensures the item is preserved at some capacity for future generations. Create a prioritization list of most to least important documents to transcribe and digitize.

D: Review and Update Inventory Spreadsheet: **Ongoing**

The inventory spreadsheet is an ever-changing document that needs consistent updating. It is advised to update the heritage collection and organization inventory spreadsheet yearly.

E: Compare Best Practices and Partner with Other Local Museums: **Ongoing**

Coordinate with the Genealogical Society, Bohemia Gold Mine, Cottage Grove Historical Society, and the Cottage Grove Museum to compare inventories. Many of these organizations have the same inventory and it may be worthwhile to coordinate digitizing and scanning those records for mutual use (e.g., newspaper collections). Schedule an annual meeting to brainstorm best practices, share collections management strategies, and other collaboration ideas.

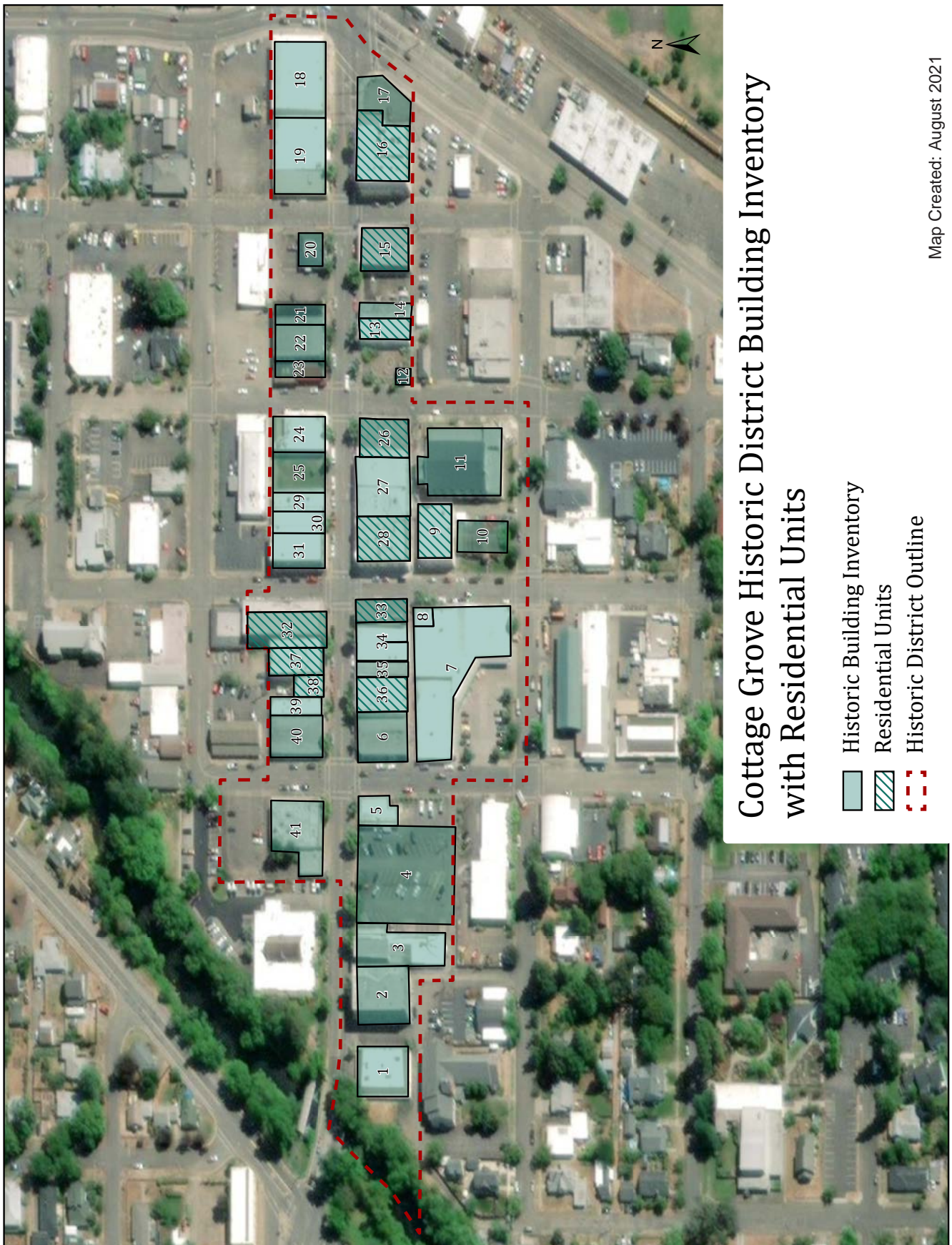
TIMELINE OF ALL PROJECT PRIORITIES

PROJECT	PRIORITY	UPDATE FREQUENCY OR DEADLINE	WHO
A: Review all Spreadsheets and Inventories and Update	HIGH	● COMPLETED BY NOVEMBER 1, 2021	Staff
B: Update Residential Units Inventory Count	HIGH	● COMPLETED BY NOVEMBER 1, 2021	Staff
C: Prioritize and Address Areas of Vulnerability	HIGH	● COMPLETED BY FEBRUARY , 2022	Staff
D: Digitize, Scan, and Transcribe Heritage and Organizational Records	HIGH	● BEGIN PROJECT BY MARCH OF 2022	Staff, Intern
E: Update all Inventory Spreadsheets	HIGH	ONGOING/BIENNIALLY	Staff
F: Compare Best Practices and Partner with other Local Museums	MEDIUM	ONGOING/ ANNUALLY	Staff
G: Create Business/Property Owner Email Listserv	MEDIUM	ONGOING/ TWICE A YEAR	Staff, Intern
H: Goal Setting and Strategic Planning	HIGH	ONGOING/ QUARTERLY	Staff
I: Share Information with Emergency Response Teams	HIGH	ONGOING/TWICE A YEAR	Staff



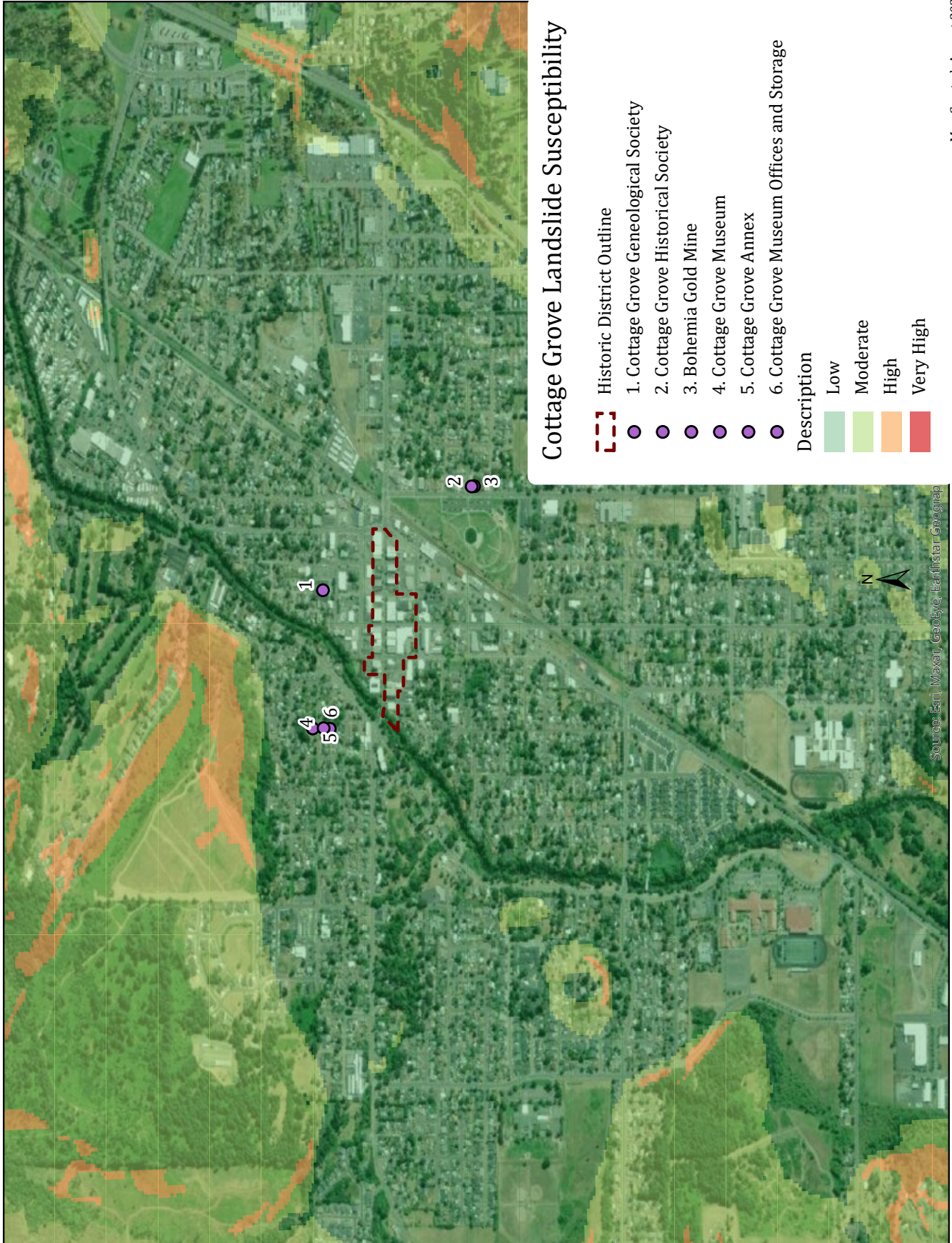
APPENDICES

APPENDIX A: BUILDING INVENTORY WITH RESIDENTIAL UNITS

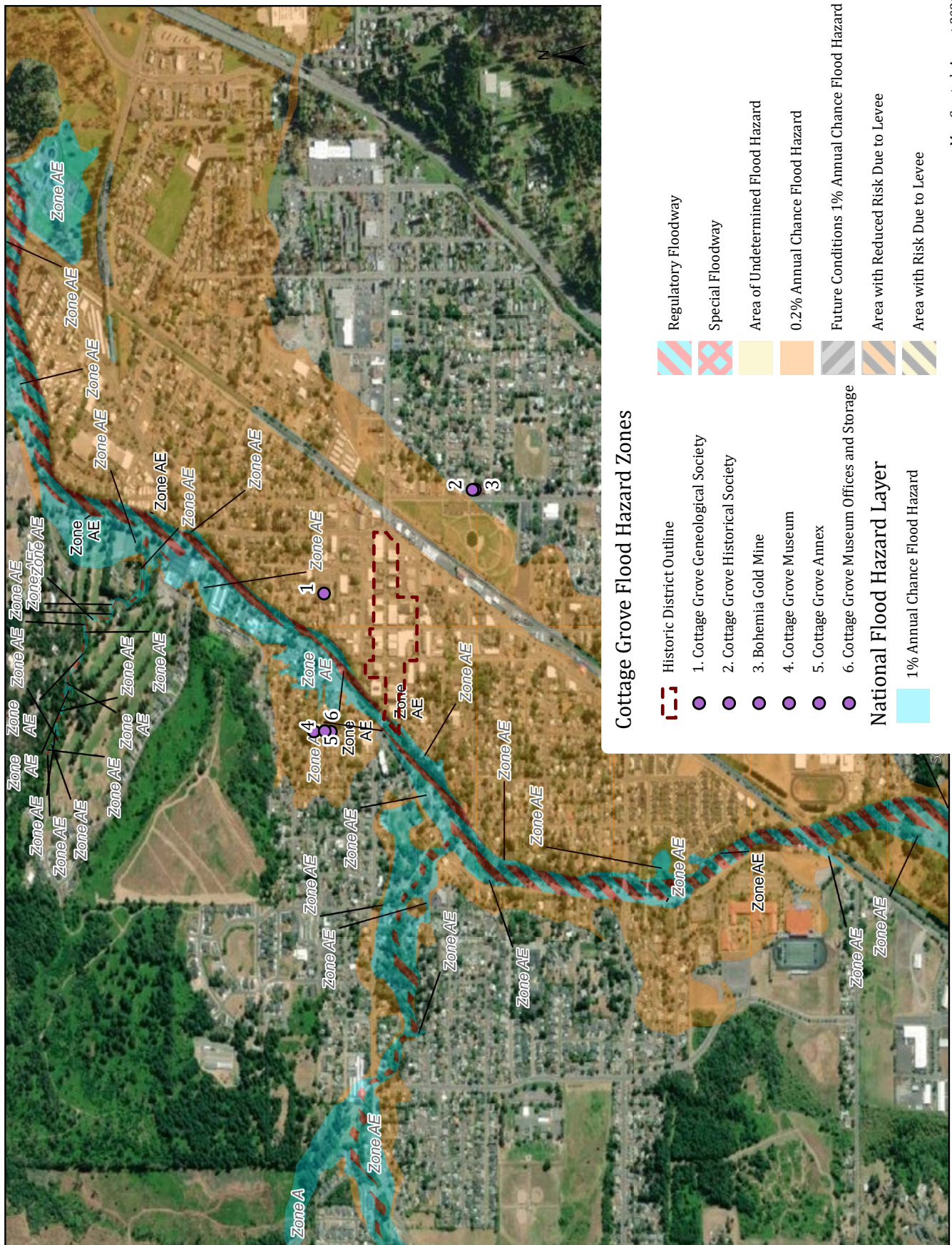


Map Created: August 2021

APPENDIX B: LANDSLIDE SUSCEPTIBILITY



APPENDIX C: FLOOD HAZARD ZONE



Map Created: August 2021

APPENDIX D: COTTAGE GROVE MURALS

Cottage Grove Murals

Mural Number	Name of Mural	Address	Located in Historic District	Artist	Date	Latitude	Longitude
1	1920's Main	501 East Main	YES	Connie Huston	2007	43.79707	-123.06274
2	Buster Keaton	819 East Main	YES	Howard Tharpe (full restoration by Connie Huston in 2021)	2002	43.79715	-123.05957
3	Catherine Filmer Park	626 East Main	YES	Art Guild	N/A	43.79752	-123.06134
4	Centennial Covered Bridge	401 East Main	YES	Jim Evangelista	N/A	43.79712	-123.06376
5	Children at Play	403 North River Road	NO	Cottage Grove High School Art Class	N/A	43.8013	-123.06187
6	Cottage Grove Jennys	926 East Main	NO	Jim Evangelista	N/A	43.79756	-123.05851
7	Cottage Grove Station	911 East Main	NO	Jim Evangelista	N/A	43.79689	-123.05892
8	Country Living	330 State Hwy 99 S	NO	Jim Evangelista	N/A	43.79416	-123.06114
9	Farm Animals	North 8th St. Alley	NO	Art Guild	N/A	43.79841	-123.05981
10	Fourth of July Parade	119 South 6th	NO	Howard Tharpe	2005	43.79596	-123.06221
11	Historic Coca-Cola Mural	733 East Main	YES	Unknown	N/A	43.7971	-123.06013
12	Historic Coca-Cola Mural	657 East Main	YES	Unknown	N/A	43.7971	-123.0611
13	Old Glory!	926 East Main	NO	Jim Evangelista	N/A	43.79756	-123.05851
14	Opal Whiteley	711 East Main	YES	Connie Huston and Howard Tharpe	2001	43.79707	-123.06067
15	Our Lady of Guadalupe	633 North 9th	NO	Jim Evangelista	N/A	43.80179	-123.05928
16	Pine Trees and Historic Scenes	802 East Main	NO	Jim Evangelista	N/A	43.79818	-123.0599
17	Taylor's Checkerspot Butterfly	106 South 10th	NO	Roger Peet	2018	43.79618	-123.05777
18	Underwater World	403 North River Road	NO	"Super Heroes"	N/A	43.8013	-123.06187
19	Welcome to Cottage Grove	733 State Hwy 99 S	NO	Suzi Marquess Long	2004	43.79165	-123.06368
						Updated	8/24/21



APPENDIX F: MANAGEMENT AND STORAGE RATING MATRIX

DOWNTOWN COTTAGE GROVE COLLECTIONS MANAGEMENT GRID			
NAME OF OBJECT/ CATEGORY/ ITEM:			
SELECT THE LOWEST RATING THAT COULD BE APPLIED			
	SECURITY & EMERGENCY PLANNING	STORAGE & DISPLAY SPACES	COLL
5	<ul style="list-style-type: none"> Unlocked space with unsupervised public or colleague access No continuous collection staff presence Cabinets, drawers, display cases not locked Items on open display not secured or alarmed Some material stored at floor level No fire extinguishers No emergency plan in place 	<ul style="list-style-type: none"> Shared use of space (e.g. with office or non-collection storage) Storage racking, cabinets, display cases etc. insufficient/ unstable/ inappropriate for the stored material Material overcrowded on shelves, some boxes / items inaccessible No space for handling / inspection Evident health + safety risks for staff (e.g. inadequate ladders) 	<ul style="list-style-type: none"> Material deterior Could pose risk Damaged or de
4	<ul style="list-style-type: none"> Shared space with public or colleague access - no continuous collection staff presence but locked when no staff present Most cabinets, drawers, display cases locked Items on open display secured and/or alarmed Key cabinet kept locked out of working hours Some material stored at floor level Appropriate fire extinguishers 	<ul style="list-style-type: none"> Shared use of room space but with, but with clearly designated collection storage / display area. Storage racking, cabinets, display cases etc. robust + stable, but made from materials that are untested / not inert / not appropriate for the stored items Some, overcrowding / limitations to access Some limited space usable for handling / inspection Potential health + safety risks for staff - area not checked for health + safety compliance 	<ul style="list-style-type: none"> No condition me considered for u Items incomplet people or co-lo Interventive cons permitted
3	<ul style="list-style-type: none"> Room locked or continuously invigilated in working hours Room covered by Intruder alarm out of working hours All cabinets, drawers, display cases locked Key cabinet kept locked at all times Smoke/fire alarm system + fire extinguishers in place No material stored at floor level Basic emergency plan for collection salvage in place 	<ul style="list-style-type: none"> Dedicated room for collection storage / display Storage racking, cabinets, display cases etc. made of materials that are largely inert / appropriate for the stored material Minimal overcrowding - most items readily accessible Some limited space designated for handling / inspection by staff Area checked for health + safety compliance – any necessary modifications planned 	<ul style="list-style-type: none"> Occasional conc Material current Some objects in Cleaning and/or Major conservat
2	<ul style="list-style-type: none"> Regular security checks on invigilated rooms during working hours All alarms linked out of hours to external response service(s) Threat from external / internal water penetration minimized Emergency plan + basic supplies for collection salvage in place + staff trained in emergency procedures 	<ul style="list-style-type: none"> All racking / display cases made of inert, conservation grade materials and/or appropriate for the stored material All racks, cabinets, shelves, display cases numbered for easy identification No overcrowding – all items readily accessible Adequate trolleys etc. for safe movement of collection items within + between storage and display spaces Area health + safety compliant Designated handling / inspection areas for staff & researchers 	<ul style="list-style-type: none"> Regular conditio Material in adeq Minor conservat
1	<ul style="list-style-type: none"> Security grade showcase glass Regular security patrols out or working hours Flood detection alarm Emergency plan includes location plan highlighting 'star' items for emergency salvage Contract / partnership arrangements in place for emergency salvage support / temporary storage 	<ul style="list-style-type: none"> Racking / storage / display units customized / purpose built Racks, cabinets, shelves, display cases numbered + room plan displayed / available Specialist equipment available where required for moving large/heavy objects Showcases dust proof Area regularly monitored for health + safety compliance Dedicated handling / inspection areas for staff + supervised space for researchers 	<ul style="list-style-type: none"> Material clean a

SECTION ITEMS: CONDITION ASSESSMENT	COLLECTION ITEMS : OWNERSHIP	CATALOGUING & DOCUMENTATION
deteriorating and/or potentially hazardous to staff or users located in close proximity to co-located items beyond repair	Material not formally accessioned into collection Provenance not documented Inward loans not fully documented Items not marked with unique identifier and/or all material on loan	Not documented / catalogued to professional minimum standard* No plan for proactive retrospective cataloguing / documentation
Monitoring regime in place - checks made when material is used Material is damaged / deteriorating, but no evident risk to collection material Conservation work required before any handling or use	Material recorded Origin known, but no formal proof of purchase / transfer of title / recorded No traceable acquisition correspondence Inward /outward loans documented, but without clear renewal schedule and/or include 'indefinite loans' Not all items marked with unique identifier and/or High proportion on loan	Not documented / catalogued to professional minimum standard* Not catalogued on computerized database Minimal retrievable paper-based records Existing documentation only accessible to collections staff Draft outline for retrospective cataloguing / documentation exists – no planned schedule + work not yet started
Condition checks made Material is stable Material is complete, damaged or poorly restored Minor conservation work / needed before any use Conservation / repair needed for display use	Material recorded and origin fully recorded Some related acquisition correspondence held Some proof of purchase / transfer of title records All items in store or on display marked with unique identifier Low proportion on loan	Existing catalogue data accessible to all staff Most supporting paper-based records retrievable Proactive retrospective cataloguing / documentation plan in place + work schedule planned
Monitoring regime in place Material in adequate condition for handling / research Conservation / cleaning / repair required for display use	All items covered by proof of purchase / transfer of title records Most acquisition correspondence held + retrievable All inward / outward loans documented + agreed renewal schedule	All material documented to above standard minimum Full catalogue data held on computerized database Catalogue information available to all staff Basic catalogue information accessible to external researchers + general public online Proactive retrospective cataloguing / documentation programmed implementation on schedule Documentation procedural manual maintained
Material in good condition for display / handling / research	All acquisition correspondence held + readily retrievable All inward / outward loans documented, with clear, time-limited purpose + agreed renewal schedule	All retrospective cataloguing / documentation complete Items have been inspected + intrinsic information added to catalogue Acquisition + associated paper records checked + information added to catalogue Catalogue information accessible to external researchers + general public on site or online Documentation procedural manual in place and regularly reviewed

