



MEMORANDUM

DATE: January 29, 2024
TO: Deschutes County Historic Landmarks Commission
FROM: Tanya Saltzman, AICP, Senior Planner
RE: February 5, 2024 - Historic Landmarks Commission Meeting

The Historic Landmarks Commission (HLC) will conduct a meeting on February 5, 2024 at 5:30 p.m. in the Deschutes Services Center, Barnes and Sawyer rooms, in-person, electronically and by phone. This memorandum will serve as an outline of all agenda items.

Please note: the Deschutes County Meeting Portal is located at the below link. All meeting materials as well as live video may be found there:

<https://www.deschutes.org/meetings>

- I. Call to Order**
- II. Election of Chair and Vice Chair**
- III. Public Comment**
- IV. Action Items**
 - 1. Historic Landmarks Commissioner and Staff Introductions**
 - 2. HLC Orientation**

Given the number of new commissioners and the extended period since the last HLC meeting, staff will provide an overview of the Historic Landmarks Commission, its purview, relevant documents, and its policies.

Policies and Procedures Manual

This manual, which was funded by the Certified Local Government (CLG) grant, is intended to provide context and background for HLC commissioners with respect to the Oregon land use system, Deschutes County structure, and general procedures, as well as provide a summary of HLC responsibilities. The HLC Manual was loosely based on the structure of the Planning Commission Policies and Procedures Manual, though is slightly more simplified owing to the role of the HLC.

Work on the manual began in June 2021 and included a Manual Subcommittee, which met outside of regular HLC meetings and worked with staff to shape the document. The HLC reviewed and discussed the manual during its 2021 meetings, provided edits to staff in person and through a shared electronic document. The HLC voted to approve the final document at its March 7, 2022 meeting, and the Board of County Commissioners gave its approval later the same year.

Workplan Overview

The Historic Landmarks Commission operates via the Planning Division within the Community Development Department (CDD) of Deschutes County. Each spring, CDD prepares an annual work plan describing proposed projects for the coming fiscal year. A review of the draft work plan provides the Planning Commission, Historic Landmarks Commission, County Administration, CDD's customers, partner agencies, and ultimately the Board of County Commissioners (Board) the opportunity to provide input, including additions, modifications and possible re-prioritization. The work plan describes the most important objectives and proposed projects in each CDD division based on:

1. Board annual goals and policies;
2. Carry-over projects from current or prior years;
3. Changes in state law;
4. Grants/funding sources; and
5. Public comments.

It also serves as the context within which new projects that arise during the course of the year are prioritized and undertaken. The current workplan is provided as an attachment to this memorandum. As work begins on the workplan for the next fiscal year, staff will provide the HLC with a review of that document.

Historic Preservation Strategic Plan 2022-2027

The HLC engaged in the strategic planning process—funded by the CLG grant—from March through August 2022. The previous Historic Preservation Strategic Plan was adopted in 2015, covering the years 2015-2020. Developing a Strategic Plan provides a framework for staff and HLC to reach out to its municipal partners, SHPO, historic landmark property owners,

stakeholders, and the public to prioritize preservation programs that build upon existing projects and promote collaboration.

While some of the content of the Plan document provides an overview of the HLC, Goal 5 resources, and other elements that are also described in the Policies and Procedures Manual, the Plan aims to help connect the HLC to the communities it serves while being cognizant of the regulatory limitations of the HLC (for instance, beyond the CLG grant funds, which are allocated according to state and federal guidelines, the HLC has generally not been a receiver or distributor of funding for other projects), and will help form a foundation for future CLG grant tasks through a series of Goals, Objectives, and Actions.

The Historic Preservation Strategic Plan process kicked off in March 2022. Recognizing the importance of public input, Planning Division staff conducted an outreach campaign focused on historic preservation, consisting of an online survey, public forums, and several stakeholder interviews.

Public forum announcements were provided in a variety of formats to reach the largest population of interested parties, including:

- Press release to the media
- Social media blasts
- E-mail distribution to 12 stakeholders, several of which further distributed the information to their network of members and partners
- CDD /project website, which included meeting information and survey link

Public forums held in April provided an overview of the historic preservation program and the strategic planning process.

- A PowerPoint presentation introduced the history of historic preservation in Deschutes County, project background, and purpose of the meeting.
- Two forums were scheduled; due to technical difficulties only one was held, but staff encouraged participants to reach out to staff to provide more information or ask questions if the cancellation created a scheduling conflict
- Public forums were conducted to allow for both virtual and in-person participation, and the recording of the forum is available at any time to watch online

In addition to the open forum, the public was provided an opportunity to complete an online survey to weigh in on historic preservation issues and priorities. This enabled participants to convey their thoughts privately. Staff also received several emails with input, which were shared with the HLC and taken into account when revising the plan.

- The online survey, which was shared via the project website as well as the press release, was open for approximately one month and received 27 responses. While recognizing that this survey is not intended to be statistically valid, it did succeed in soliciting numerous opinions about preservation and may help inform potential goals. Selected highlights include:
 - The majority (74 percent) of respondents reside in the City of the Bend; only 7.4 percent live in rural Deschutes County and 3.7 percent in Sisters
 - Most highly ranked goal for the strategic plan: increasing public awareness of the benefits of historic preservation
 - The next tier of most highly ranked goals were ranked similar to each other: promoting heritage tourism; preservation training and workshops; funding programs; making the inventory of historic properties more easily accessible to the public
 - Lack of awareness of historic preservation issues was ranked as the most important issue by a small margin
 - Websites/social media, tours, and exhibits were rated the top three methods for providing historic preservation information to the public

Stakeholder Interviews were held for one-on-one engagement.

- Staff reached out to stakeholders for individual interviews to gather their opinions and perspectives on Deschutes County’s historic preservation program.
- Staff contacted 12 stakeholders and invited them to participate in a stakeholder meeting independent of the community conversations. Staff met with the City of Bend HLC staff liaison, the City of Sisters Community Development Director, and the Deschutes National Forest – Sisters Ranger District. Responses from potential participants has been relatively limited, but staff has received helpful input nonetheless.

Staff provided a review of the public input received, including all survey responses, at the May HLC meeting.¹ During that meeting, as well as a specially scheduled July meeting² and a final meeting in August,³ the HLC worked with staff to refine existing goals, add new ones, and in some cases, delete ones that were no longer relevant. At the August meeting, the HLC developed concluding edits and voted to approve the plan as final with those changes to be incorporated. The plan was then approved by the Board of County Commissioners.

Introduction from County Assistant Legal Counsel

In addition to Planning staff, Assistant Legal Counsel Stephanie Marshall is available to members of the HLC for consultation on issues relating to procedures, ethics, or other matters at any time.

¹ <https://www.deschutes.org/bc-hlc/page/historic-landmarks-commission-2>

² <https://www.deschutes.org/bc-hlc/page/historic-landmarks-commission-3>

³ <https://www.deschutes.org/bc-hlc/page/historic-landmarks-commission-4>

This evening, Ms. Marshall will provide an introduction to the HLC about such matters, including conflicts of interest, quorums, email/public records, and any other related items.

3. City of Sisters Presentation

Staff from the City of Sisters will provide an overview of the City's role and relationship to the HLC, its preservation topics of interest, and an overview of its CLG grant tasks current and past.

4. Past Accomplishments and Future Aspirations

The CLG grant is the HLC's primary source of funding. Every twenty-four months, the State Historic Preservation Office (SHPO) offers matching grants to jurisdictions that have been "certified" as historic preservation partners with both state and federal governments. Since 1986 Deschutes County—including the City of Sisters—has been a CLG and is therefore eligible for grant funding. Over several grant cycles, our historic preservation program identified historic resources, offset costs associated with staffing the HLC, educated the public, and preserved historic structures. The CLG grant is non-competitive, which assures that all CLGs throughout the state benefit.

Examples of past CLG grant projects include:

Sisters: Historic Resource StoryMap/GIS consultant

The StoryMap platform is a user-friendly platform that provides all viewers information gathered through the 2018 Sisters Reconnaissance Level Survey (RLS) and expands upon it with maps, photos, and narratives put together with the help of the Three Sisters Historical Society. Screenshots of StoryMap highlights, including the required grant language, are provided as attachments.

- The StoryMap is published for public use here:
<https://storymaps.arcgis.com/stories/43286a6ceb6e453fa9d03da194fac019>

Sisters: Printing of 1,000 historic walking tour brochures:

These historic landmark brochures are well utilized by the City of Sisters and Three Sisters Historical Society over the summer season. The funds were used to print 1,000 brochures which will help get through the next summer season in 2023. A copy of the brochure is attached to this memorandum.

Sisters: Three Sisters Historical Society Tour Audio Equipment:

This audio equipment support the Three Sisters Historical Society in their walking tours of Sisters Downtown historic landmarks and nearby historical sites, such as the Camp Polk Cemetery. With these funds, 20 audio receivers, 2 audio transmitters, and 2 charging stations were purchased.

Historic Preservation Month (May 2019)

- Kickoff event at historic Bend Post Office building

- Guest presentations by Mike Powe, PhD, National Trust for Historic Preservation, discussing “How Preservation and Reuse Can Support Healthy, Equitable, Resilient Communities.”

- State Historic Preservation Office (SHPO) Training (June 2019)
- Panel Discussion with Deschutes Historic Society (June 2019)
- Restore Oregon Historic Barn Workshop (September 2019)
- HLC Review of Bull Creek Dam / Bridge Rehabilitation Project (November 2019)
- Attendance at CLG Workshop in Albany, OR (November 2019)
- Participation on National Register Rules Advisory Committee (January / March 2020)
- Updating Deschutes County Historic Landmark Story Map (May 2020)
- Evaluating Statewide Planning Goal 5 Historic Preservation Amendments (May / June 2020)
- Historic Preservation Strategic Plan (2021-2022)
- HLC Policies and Procedures Manual (2021-2022)

For the current cycle, Deschutes County has been awarded a CLG Grant for the full amount requested of \$5,500. The grant concludes on August 31, 2024. As a reminder, the following tasks comprise this grant for this cycle:

- Sisters Building Hardening Program
- County Historic Properties Mailer
- Update to DIAL web platform
- Review and compliance (HLC administration; coordination with other agencies)
- Grant administration
- Misc. Preservation Month assistance
- HLC membership to National Alliance of Preservation Commissions (<https://www.napcommissions.org/>)

Staff offers these past and current tasks as examples for commissioners to consider when it is time to conceptualize tasks for the next cycle of CLG grants (application will likely be due February 2025).

What goals does the Commission have for the future, and what would commissioners like to accomplish? Commissioners should be considering this as they begin to familiarize themselves with the HLC’s responsibilities, and in anticipation of its joint meeting with the Board of County Commissioners on March 4.

V. Staff and Commissioner Comments

VI. Adjourn

Attachments

1. HLC Policies and Procedures Manual
2. CDD Fiscal Year 2023-2024 Work Plan and 2022 Annual Report
3. Historic Preservation Strategic Plan 2022-2027