



MEMORANDUM

DATE: April 24, 2023
TO: Deschutes County Historic Landmarks Commission
FROM: Tanya Saltzman, AICP, Senior Planner
RE: May 1 / Historic Landmarks Meeting Overview

The Historic Landmarks Commission (HLC) will conduct a meeting on May 1, 2023 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. Approval of Minutes – February 6 Meeting

The HLC will review and approve the February 6 meeting minutes. Draft minutes were to be distributed electronically during the week of April 24.

II. Bend and Redmond Historic Preservation Updates

Staff will share updates from Bend and Redmond HLCs.

III. Community Development Department Fiscal Year 2023-2024 Work Plan / 2022 Annual Report

Each spring, the Community Development Department (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 Board will hold a public hearing on the Draft Fiscal Year 2023-2024 Work Plan on May 10, 2023. The Draft CDD Fiscal Year 2023-2024 Work Plan and 2022 Annual Report document is included as an attachment to this memorandum. Of note to the HLC, the Planning section (beginning on page 33) addresses 2022 accomplishments such as completing a 2021-22 Certified Local Government (CLG) grant, completing an HLC Policies and Procedures Manual and administering a forthcoming CLG grant (2023-24).

IV. Certified Local Government Grant Update

The Deschutes County Certified Local Government (CLG) 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 such as Archeological Society; potential open house as follow up to mailer)
- Grant administration
- Preservation Month (2024)
- HLC membership to National Alliance of Preservation Commissions (<https://www.napcommissions.org/>)

Staff will begin coordination of several projects shortly, including the Sisters Building Hardening Program and the DIAL update. Staff will follow up with CLG grant updates in subsequent HLC meetings.

V. Staff Comments

- Historic Preservation Month
- Deschutes County Historic Preservation Code Amendment – Pioneers’ Association Representative

Attachment

1. CDD Fiscal Year 2023-2024 Work Plan and 2022 Annual Report