



MEMORANDUM

TO: Deschutes County Board of Commissioners
Deschutes County Historic Landmarks Commission

FROM: Tanya Saltzman, Senior Planner

DATE: February 26, 2024

SUBJECT: Joint Deschutes County Board of Commissioners / Historic Landmarks Commission Work Session

The Board of County Commissioners (Board) and Historic Landmarks Commission (HLC) will conduct a joint work session on March 4 at 5:30 p.m. at the Deschutes Services Center, 1300 Wall Street, Barnes and Sawyer rooms.

The joint work session allows commissioners to engage in open, informal conversations, discussing one's background, preservation interests, and topics identified in the Community Development Department (CDD) Fiscal Year 2023-24 Work Plan and thinking ahead about the upcoming Fiscal Year 2024-2025 Work Plan. Given that four of the seven HLC commissioners are newly appointed, this meeting will provide opportunities to discuss Board expectations of the HLC going forward. Long range planning staff will be in attendance to respond to any questions.

I. CALL TO ORDER

II. PUBLIC COMMENT

III. ACTION ITEMS

- 1. Welcome and Roundtable Introductions**
- 2. Preservation Topics and Interests**

This is an opportunity for commissioners to discuss preservation issues that interest them. The following topics represent some of the most prominent documents and issues pertinent to the HLC; however, staff encourages discussion of any others that may be of importance.

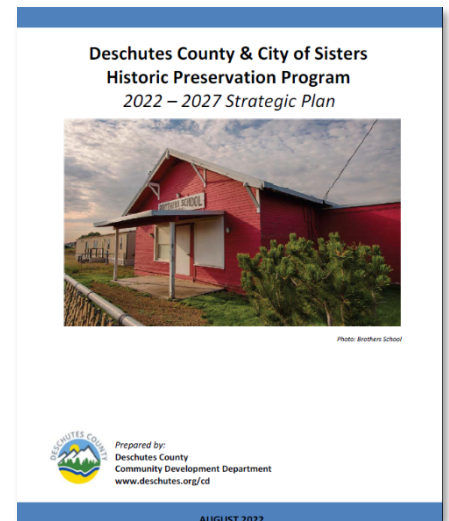
Certified Local Government Grant

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. Grant awards have generally ranged from \$10,000-\$15,000 (with a 1:1 match); Deschutes County CLG applied for and received a smaller amount this year due to a relative slowdown in HLC activity. For the current cycle, Deschutes County has been awarded a CLG Grant for the full amount requested of \$5,500, which is largely allocated to the City of Sisters for consultant work on planning for historic building hardening. The grant concludes on August 31, 2024. Applications for the next cycle are anticipated to occur in February 2025.

Historic Preservation Strategic Plan

The HLC engaged in the strategic planning process—funded by the CLG grant—from March through August 2022.¹ 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.



¹ The Historic Preservation Strategic Plan is available at https://www.deschutes.org/sites/default/files/fileattachments/community_development/page/796/2022-08-16_hlc_strategic_plan_-_final.pdf

Community Development Work Plan and Annual Report

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.² The work plan is the vehicle for the HLC and others to capture high priority projects across all CDD divisions. 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.

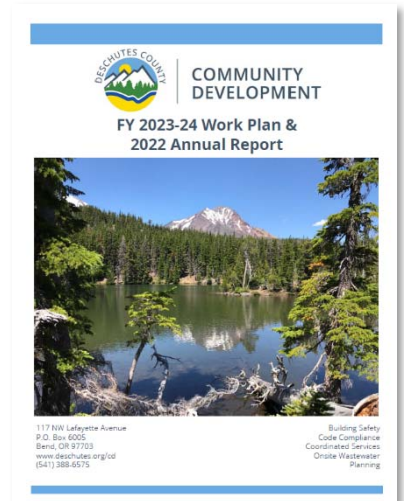
The work plan also serves as the context within which new projects that arise during the course of the year are prioritized and undertaken. As work begins on the workplan for the next fiscal year, staff will provide the HLC with a review of that document at its next meeting.

3. Other Board / Historic Landmarks Commission Coordination Issues

Additional issues may be discussed by commissioners during the work session that do not directly relate to CDD's work plan.

IV. Historic Landmarks Commission, Board of County Commissioners, and Staff Comments

V. Adjourn



² The current work plan is available for review at <https://www.deschutes.org/cd/page/work-plan-annual-report>. The FY 24-25 work plan is forthcoming, with an anticipated public hearing to take public testimony before the Planning Commission on March 28. The HLC will have the opportunity to review the document at its May 6 meeting.