



MEMORANDUM

DATE: July 30, 2021
TO: Deschutes County Historic Landmarks Commission
FROM: Tanya Saltzman, AICP, Senior Planner
RE: August 5 / Historic Landmarks Meeting Overview

The Historic Landmarks Commission (HLC) will conduct a meeting on August 5, 2021 at 5:30 p.m. in the Deschutes Services Center, Barnes and Sawyer rooms, in-person, electronically and by phone.¹ This meeting takes the place of the regularly scheduled August 2 meeting.

Please note: the new Deschutes County Meeting Portal is located here:
<https://www.deschutes.org/meetings>

I. Approval of Minutes – June 7, 2021 Meeting

The HLC will review and approve the June 7, 2021 meeting minutes. Draft minutes were to be distributed electronically on August 2.

II. Field Trip Discussion

At the June 7 meeting the HLC began to discuss a potential fall field trip. Staff and the Commission will continue to coordinate during this meeting. Items to consider:

- Date: September 7 and 13 were provided as options. As of the time of writing, neither date works for all commissioners—each date presents a conflict for one commissioner. The HLC should either select one of those dates or propose a new date
- It may be necessary to consider increasing COVID/Delta variant cases in the county when planning a field trip. In the week prior to writing this memorandum, additional guidelines have been issued at state and federal levels pertaining to masks, vaccination, and potential virus transmission.
- Field trip locations. The HLC chair provided the following ideas for potential field trip locations:

¹ See HLC August 5, 2021 Agenda for more information: <https://www.deschutes.org/meetings>

1. Camp Sherman: Head of River, Wizard Falls Fish Hatchery, Luther Metke cabins and video (it was up for an Oscar), CCC camp, etc. (Note: This is Jefferson County)
2. Spoo Mill in Skyline Forest: Remains of mill from early 1920s (mill pond, debris pile, camp remains and coral). This is one of many mills in the forest. Could add the Pine Mill as well. Also, in the Skyline Forest, the trip could view the restored Bull Flat Bridge – oldest bridge in the county. There is also a loop off Sisemore Road that has the remains of three old homesteads in it.
3. Indian Ford Meadow History and a re-visit of Camp Polk: there are new interpretative signs and the HLC could view the “persevered” barn, which is the oldest structure in the county. The group could also revisit the cemetery.
4. General tour of Sisters and all the historic buildings and potentially the museum, if it is still open.

Staff seeks direction from the HLC on when and if there should be a September field trip, and if so, where to visit; staff will then coordinate logistics with the Commission.

III. HLC Policies and Procedures Manual

As noted above and in previous meetings, one of the tasks of the new CLG grant is to create the HLC Policies and Procedures Manual. This manual 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.

Staff has provided a revised version of the manual, based on input from the subcommittee. This manual is in draft form with tracked changes viewable as well as comments in the margins. The HLC can either choose to wait for more changes from the subcommittee, or discuss and provide comments and edits at the next HLC meeting.

IV. Regional Coordination

At the last HLC meeting, commissioners expressed a desire for regional coordination with the Bend and Redmond HLCs. This can be done in several possible ways, and staff looks to discuss this with the HLC for the preferred approach.

- Invite representatives from each of the other HLCs to present updates to the Deschutes County HLC
- Alternatively, staff or an HLC commissioner can reach out to each of the HLCs and report back any updates
- Updates can be staggered with respect to meeting and city (i.e. Bend one meeting and Redmond the next) or the HLC could solicit updates from both cities for each Deschutes County HLC meeting.

Regardless of format, staff anticipates updates to begin at the next HLC meeting in November.

Attachments

1. Draft Revised HLC Policies and Procedures Manual