



## MEMORANDUM

**DATE:** July 25, 2022  
**TO:** Deschutes County Historic Landmarks Commission  
**FROM:** Tanya Saltzman, AICP, Senior Planner  
**RE:** August 1 / Historic Landmarks Meeting Overview

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The Historic Landmarks Commission (HLC) will conduct its regular meeting on August 1, 2022, 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. Updates from Bend and Redmond HLCs**

County staff has reached out to the Bend and Redmond HLCs and will convey their updates.

### **II. CLG Grant / City of Sisters Updates**

Staff will provide a brief update on the Certified Local Government (CLG) grant. The grant cycle concludes on August 31, 2022, and staff is on track to complete all required grant tasks by that deadline. The in-kind match portion of the grant consists of County staff time primarily devoted to two major documents: the Policies and Procedures Manual, which the HLC approved in the spring, and the Strategic Plan, which is currently in progress and headed towards completion.

Reimbursable tasks comprising the grant (\$12,000) are largely tasks to be completed by the City of Sisters. Staff from the City will provide a full update at the next HLC meeting, by which time all of their grant tasks will be complete. In the interim, Sisters staff has provided the following update:

- Sisters Historic Properties StoryMap: 80% complete.

- Photos, narrative content, and maps have been populated in the StoryMap platform. The last push will be finishing touches on making everything neat and cohesive.
- Three Sisters Historical Society: *Task Completed*
  - The City of Sisters purchased 20 new audio equipment devices for TSHS to use on their historic landmark tours (\$811)
- Sisters Historic Landmarks Brochure: *Task Completed*
  - Printed 1000 copies of historic brochures to be used throughout the next year (\$730). Updates were made to the brochure in order to acknowledge the CLG grant.
- Final steps will be compiling invoices and details for County staff to close out the CLG grant.

## II. Strategic Plan

The HLC held a special meeting on July 11 to discuss revisions to the draft Strategic Plan.<sup>1</sup> During that meeting, some comments/questions were addressed in person, and some were deferred to allow commissioners to look at the document on their own. Staff provided a shared Google Doc for this purpose; one commissioner provided additional edits, which have been incorporated into the document provided as an attachment to this memorandum.

Staff has provided a revised document as an attachment. The document is provided in two formats: one with redlines and comments reflecting changes made since the last version, as well as any outstanding questions, and the second “clean” version without any redlines or comments. This document reflects the edits made to date during the previous meeting, through the shared document, comments received from stakeholders, and takes into account more general comments received from the public ad shared with the HLC. Staff seeks commissioner input on remaining questions and edits and notes that some queries that received no response from commissioners have been resolved as is.

### Next Steps

Depending on the level of resolution achieved with respect to outstanding comments/edits on the revised draft, staff will incorporate any last edits to create a final document to be provided to the HLC at its next meeting in November. Alternatively, if the HLC is satisfied with the document as provided and recommends no additional changes, the HLC may vote to approve the Plan in its current form.

### Attachments

1. Revised Historic Preservation Strategic Plan – redlined
2. Revised Historic Preservation Strategic Plan – clean

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<sup>1</sup> <https://www.deschutes.org/bc-hlc/page/historic-landmarks-commission-3>