



MEMORANDUM

DATE: April 28, 2025

TO: Deschutes County Historic Landmarks Commission

FROM: Tanya Saltzman, AICP, Senior Planner
Will Groves, Planning Manager

RE: May 5, 2025 - Historic Landmarks Commission Meeting

The Historic Landmarks Commission (HLC) will conduct its regular meeting on May 5, 2025 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. Public Comment**
- III. Approval of Minutes – February 3, 2025**
- IV. Action Items**

1. HLC Membership Update

Commissioner Christopher has informed staff that due to ongoing scheduling conflicts, she will be unable to continue on the HLC. Staff thanks Commissioner Christopher for her participation on the commission. Staff will initiate a recruitment to fill this vacancy shortly.

2. CLG Grant Discussion

After submitting an application at the end of February, the Deschutes County has been awarded a Certified Local Government (CLG) Grant for 2025-2026 in the amount of \$8,946. The grant agreement has been signed and is currently in effect.

Timeline:

- Application Deadline: February 28 (11:59pm), 2025
- Notification & Agreements sent: by April 1, 2025
- Required interim reporting & reimbursement request deadline: July 15, 2025
- Required interim progress reporting: December 31, 2025
- Project completion deadline: June 30, 2026 (note: previous cycles ended August 31)
- Final report deadline: July 15, 2026

A summary of grant tasks is as follows:

Public Education

Public education-related expenses include the updating (production, printing, and staff time) of the popular Sisters Walking Tour brochure, which highlights historic properties in the City of Sisters, and support for Preservation Month for the City of Sisters (likely for materials for the City or the Three Sisters Historical Society). The County will use in-kind staff time to update both the Deschutes County Historic Resource StoryMap and the HLC/Historic Preservation website, which has not received an update in several years.

Review and Compliance

This task will be completely covered by the in-kind match of staff time. Staff will prepare and administer Historic Landmarks Commission meetings, which are generally held quarterly, with occasional special meetings for other topics, including potential application reviews. This includes working with commissioners to develop meeting agendas, coordination with speakers, Preservation Month planning, and organizing updates with the Board of County Commissioners. The remainder of the staff time in this category is anticipated to address research, coordination, and preparation for administering changes to the County Code based on DLCD's recent Goal 5 Cultural Areas rulemaking. Staff awaits guidance from DLCD and will then implement model code/forms (potentially including legislative hearings) and coordinate with area tribes for implementation by January 1, 2026.

Other activities

The bulk of the reimbursable grant funding in this request will be allocated to commissioner (and staff where applicable) training, something that has been lacking for several years and given that there are four new commissioners, this is especially timely. Approximately \$7500 will be allocated to attendance and associated travel for seven commissioners to attend the Oregon Heritage Conference in Woodburn, OR, April 29- May 2, 2026. If any commissioners cannot attend, Planning staff from Deschutes County/Sisters will attend.

Backup activity

As a backup activity, Deschutes County will consider other training opportunities, including webinars and virtual conferences. Other smaller County public education tasks (outreach, updates to existing materials, etc.) could also be undertaken.

CATEGORY	COST	COST RESPONSIBILITY	
		County	CLG Grant
Grant Administration			
Staff time	\$1,342	\$1,342	
Total	\$1,342		
Review and Compliance - HLC admin and coordination			
Staff time: HLC admin, Goal 5 rulemaking coord.	\$5,854	\$5,854	
Total	\$5,854		
Other Preservation Activities - NAPC Membership, Conference			
Training: OR Heritage Conference (7 people)*	\$7,546		\$7,546
HLC Membership to NAPC	\$150		\$150
Total	\$7,696		
Public Education			
Sisters walking tour brochure	\$1,000		\$1,000
Staff Time (Sisters; DC website/Storymap)	\$1,750	\$1,750	
Preservation Month Materials (Sisters)	\$250		\$250
Total	\$3,000		
	\$17,892	\$8,946	\$8,946
	TOTAL	County Total	CLG Grant Total

***Per person conference breakdown:**

Mileage: 300 miles RT @ \$0.70/mi = \$210

Hotel: \$150/night for 3 nights = \$450

Per diem: \$68/day (\$51 first/last) = \$238

Registration: \$180

Total per person: \$1078

As noted above, the majority of reimbursable funds are allocated to conference attendance in spring 2026. Staff is anticipating spending a small amount of funds on Preservation Month this month for materials and printing. Staff will return to the HLC as additional tasks emerge, such as work associated with Goal 5 cultural areas rulemaking.

3. May Preservation Month

Chair Stemach will provide a brief update on events that are planned for May Preservation Month.

4. Draft Fiscal Year 2025-2026 Work Plan / 2024 Annual Report

Each spring, the Community Development Department prepares a work plan describing projects for the upcoming fiscal year. It provides an opportunity for the Planning Commission, Historic Landmarks Commission (HLC), residents, customers, partner agencies, and the Board of County Commissioners (Board) to offer input, including additions and modifications. The work plan describes the most important projects in each 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
5. Public comments

It also provides content for prioritizing and initiating new projects that arise during the year. The Board will hold a public hearing on the Draft Fiscal Year (FY) 2025-2026 Work Plan on May 7, 2025. The work plan document is included as an attachment to this memorandum.

Of note to the HLC, the work plan recognizes the Planning Division's 2024 accomplishments including completing a 2023-2024 Certified Local Government (CLG) grant and for next FY, administering a 2025-2026 CLG grant.

Attachment

Draft Fiscal Year (FY) 2025-2026 Work Plan

5. Subcommittee Roundup

Subcommittees have the opportunity to provide updates on any activities since the last meeting. Those committees are as follows:

1. Cultural resource work – Commissioners Hudson and Stemach
2. Wildfire and preservation issues – Commissioners Ashley and Syphers
3. Camp Abbot – Commissioner Hudson - *does any Commissioner want to fill Commissioner Christopher's vacancy on this subcommittee?*
4. General public awareness issues/education/Preservation Month: Commissioners Stemach, Ashley, Syphers

V. Staff and Commissioner Comments

VI. Adjourn