



## MEMORANDUM

**DATE:** December 23, 2024  
**TO:** Deschutes County Historic Landmarks Commission  
**FROM:** Tanya Saltzman, AICP, Senior Planner  
**RE:** January 6, 2025 - Historic Landmarks Commission Meeting

---

The Historic Landmarks Commission (HLC) will conduct a special CLG grant planning meeting on January 6, 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. **Election of Officers – Chair and Vice Chair**
- III. **Public Comment**
- IV. **Approval of Minutes – November 18, 2024**
- V. **Action Items**
  1. **Certified Local Government (CLG) Grant Discussion**

### Background

The primary purpose of this meeting is to begin planning for the next CLG grant cycle. Applications are due to the State Historic Preservation Office (SHPO) by February 28, 2025. The general grant guidelines are provided as an attachment. Highlights are as follows:

- Requests can be made for up to \$16,000; awards depend on number of applicants but are anticipated to be between \$11,000 and \$16,000
- 1:1 match is required, which can be in-kind donations, cash, or volunteer time. Historically, Deschutes County has utilized staff time for most, if not all, of the match.
- 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
  - Survey (RLS & ILS) 1st draft deadline: February 1, 2026
  - Survey (RLS & ILS) final draft deadline: May 31, 2026
  - Project completion deadline: June 30, 2026 (note: previous cycles ended August 31)
  - Final report deadline: July 15, 2026

## **Eligibility**

SHPO's general eligibility language is as follows:

These grants support projects that support the preservation of historic properties and archaeological sites.

- Survey – the documentation of historic properties and archaeological sites
- Designation – Designating a historic property or archaeological site to the local landmarks list or National Register of Historic Places.
- Pre-Development – Building preservation plans, structural reports, designs, etc. for historic properties.
- Development – Rehabilitation of properties listed on the National Register of Historic Places.
- Planning – Community preservation plans, archaeology studies, etc.
- Review and compliance – Management of the CLG's preservation program, processing design review applications, design guidelines, etc. This should generally be matching source, this grant is not intended to fund the operation of the preservation program.
- Public Education – Preservation month activities, speakers and trainings, historic property walking tours, mobile device tours, scanning of historic property photos, maps, etc. Signs and interpretive panels are NOT eligible for funding.
- Other activities – Trainings and conferences for staff and commissioners, membership in preservation organizations to access resources, training materials, etc. National Alliance of Preservation Commissions membership and trainings are highly recommended.

## **Project Ideas for Discussion**

Staff called for ideas from commissioners and the City of Sisters by December 18. Below are the ideas received, with staff notes below each one as applicable. The HLC will discuss these ideas and determine a shortlist of priority projects. Staff would also like to discuss further details of each shortlisted project with respect to potential cost and responsibility (i.e. consultant/staff time/etc.).

Staff will then return at the February 3 HLC meeting with a draft of final projects, associated costs, and other details.

Issues to consider:

- Who is responsible for completing the project?
- Is the project directly reimbursable, or primarily staff time? Consider overall balance.
- How much would it cost/how many hours of time would it take?
- What are the deliverables?

**From Commissioner Stemach:**

- We should allocate quite a bit of funds for Commissioner training, particularly for the new members, and for Oregon-specific events.  
*Staff notes: See general information concerning training opportunities below. (Reimbursable)*
- Also, some funding is typically reserved for Preservation Month, but it doesn't need to be a huge amount, since the City of Bend, Redmond, and DCHM also contribute.  
*Staff notes: See Commissioner Ashley's Preservation Month idea below.*
- Lastly, could we use funds for archeological sites - either survey/studies, or education?

**From Commissioner Ashley:**

- Improve the County's historic property database so it is up to date regarding owners, building condition, contact person, etc. This will help in contacting owners for fire safety, grant funds, marketing, etc.  
*Staff notes: all property data is managed by the County Assessor and published via Dial (<https://dial.deschutes.org/>) and can only be changed by property owners. However, we could consider a mailing to those properties based on that information asking them to opt-in to a mailing list (or similar) with alternate contact information and any other information they would like to provide, while being cognizant of private property/privacy. (Staff time)*
- Develop a more impactful Historic Preservation Month i.e. hire a part time consultant to coordinate all the cities and organizations into a comprehensive program, develop a promotion plan in conjunction with the Historical Society and tourist bureaus.  
*Staff notes: SHPO verified that consultant services would be eligible; wondered if the visitor's association might want to take that on; also notes that this would require coordination with the other CLGs and the historical society. (Reimbursable plus staff time for regional coordination, consultant solicitation and management)*
- Develop a plan to identify a working relationship with the tribes of the Warm Springs Reservation which could begin with creating a study committee to identify and protect sites located in the County.

*Staff notes: This effort might be appropriate for the next grant cycle to allow for time for the Goal 5 cultural areas program to begin in earnest (effective date January 2026) and for the tribes to determine their preferred way of identifying cultural sites. In 2025, there will be consultation between the tribes and the Legislative Commission on Indian Services to determine which tribes would like to receive notice from which areas. In general, planning staff is working on establishing communication protocols with the tribes for all land use matters.*

### **From Commissioner Horting Jones:**

- I support continued training for Deschutes Co. staff & funding for historic preservation week  
*Staff notes: See training notes below. (Reimbursable)*
- I would also suggest including the National Register Listed properties in Deschutes County (but outside of the boundaries of Bend & Redmond) be incorporated into the county's storyboard which already lists the Goal 5 cultural resources. I did a quick search, and there are 8 properties (excluding the pictograph site near Brothers) that could be added. The NR listings already have the info. needed to be added to the storyboard without this being a heavy lift for staff.  
*Staff notes: Staff has reached out to our IT/GIS staff to determine capacity and how much effort this may or may not take, in addition to general StoryMap updates/refreshes.*
- Would also (and I've been advocating this for years) like to see some kind of process developed & available for the public to use if they are interested in listing their property(ies) as a Goal 5 resource. I've been on the Co. HLC forever and I still don't know how I would go about including my property (IF it was historic and somehow related to the history of Deschutes Co.)...  
*Staff notes: More discussion needed. What would this entail—educational materials? Currently this process is outlined in code but is not necessarily user friendly. (Staff time)*

### **Staff notes on training opportunities:**

Kuri Gill (SHPO) provided helpful information regarding training opportunities. Staff performed additional research, and while limited information is available for trainings in 2026 at this time, below is some basic information.

- Annual membership to National Alliance of Preservation Commissions (NAPC): \$150/year (reimbursable)
- NAPC Forum (July 22-26, 2026, Minneapolis):  
2024 pricing:
  - \$275/\$300 member registration
  - \$175 virtual
  - Tours/events: \$30-85 each

- Additional costs: airfare (\$500), hotel (\$600-\$1000?), meals
- <https://www.napcommissions.org/forum-2024>
- Oregon Heritage (April 29-May 2, 2026, Woodburn, OR)  
2024 pricing (Wed-Fri):
  - \$180 early bird registration (\$300 after)
  - Lodging: \$120-220/night
  - Travel reimbursement (mileage)
  - <https://www.oregon.gov/oprd/OH/Pages/heritageconference.aspx>
- National Trust for Historic Preservation PastForward National Preservation Conference (September 16-18, 2025, Milwaukee)
  - <https://savingplaces.org/conference>
  - Costs not available at this time

### **City of Sisters:**

1. Following the Sisters 2018 RLS recommendations, use funding to support property owners to go through the ILS process (i.e., Hotel Sisters, Sisters Library)
2. Historic Preservation month activities.
  - Conduct a survey of Sisters community to learn about priorities of future historic preservation efforts. What would they like to see preserved? How could the City do a better job in promoting awareness?
  - Promote the storymap from the 2022 CLG Grant cycle. Educate about preservation.
  - Update the historic walking tour brochure & story map (minimal changes)
3. Support the Three Sisters Historical Society (TSHS):
  - Get feedback from TSHS and provide funding to support their needs.
  - Purchase and donate books about historic preservation and Sisters history.
  - Use funds to pay for an expert to present at an event.

*Staff notes: Reimbursable*
4. Make improvements to the Western Design Theme development code so that it supports the long-term preservation of existing western-themed buildings and overall continuation of the theme. Integrate the recommendations from the building hardening guidelines.
5. Multi-phase long term project (rough concept)
  - 2026: ILS - Local designation for significant historic resources
  - 2028: Update 2018 RLS to identify buildings that are eligible for designation on an individual listing or district level
  - 2030: Pursue nominations (individual and/or district)

At the time of writing, City of Sisters staff was aiming to coordinate with SHPO for an initial review of the above ideas, which will be discussed during this meeting.

### **Next Steps**

Staff recommends the HLC take the following actions based on the discussion of projects:

- Narrow down the above list/set general priorities for projects/remove lower priority projects
- For projects making the shortlist, begin to estimate rough costs where possible
- Select possible alternatives

Staff will then work with the HLC's project priorities to refine the project list and estimated costs for the next meeting, being mindful of the 1:1 match requirements and contingencies. The goal for the next HLC meeting will be to finalize the list of projects and costs; staff will then seek approval from the Board of County Commissioners prior to submitting the application.

### **VI. Staff and Commissioner Comments**

### **VII. Adjourn**

#### Attachment

1. SHPO CLG Grant Guidelines