



MEMORANDUM

DATE: April 29, 2024
TO: Deschutes County Historic Landmarks Commission
FROM: Tanya Saltzman, AICP, Senior Planner
RE: May 6, 2024 - Historic Landmarks Commission Meeting

The Historic Landmarks Commission (HLC) will conduct a meeting on May 6, 2024 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 5, 2024**
- IV. Action Items**

1. Meeting Protocol – Chair Stemach and Will Groves, Planning Manager

Continuing to recognize that the majority of Historic Landmarks Commissioners are newly appointed, this item will serve as a brief review of meeting protocols. It is important to remember that although the Commission might be a small group and the degree of public attendance may vary, commissioners and staff should seek to engage in a manner that allows for orderly participation from all, including those participating remotely. Those wishing to speak should do so after being recognized by the Chair—usually indicated by raising a hand (in person or virtually). In general, the Chair has discretion over meeting protocols. Chair Stemach and Will Groves will discuss any additional items or answer questions relating to this agenda topic.

2. Community Development Work Plan and Annual Report - Will Groves, Planning Manager

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. 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.

Planning Manager Will Groves will provide an overview of the draft work plan that is currently in progress and provided as an attachment to this memorandum.

3. Certified Local Government (CLG) Grant Update - Will Groves, Planning Manager

Staff continues to move forward with this year's CLG grant tasks and will provide updates on the following:

- City of Sisters Historic Building Hardening: Sisters staff reports that they have a signed contract with a local architect to create the downtown building hardening requirements and they will begin immediately on putting together a first draft of the guidelines.
- Dial upgrade: Planning staff is working with County IT to add the Downtown Redmond Historic District layer to Dial (Deschutes County Property Database). Staff is awaiting the GIS data from the City of Redmond, and then will work with IT to incorporate it into Dial. This district is a National Register Historic District and not a locally designated resource, so does not necessarily have the same protection/requirements as a Goal 5 designated individual property.
- Mailer to historic properties: One CLG task for this grant cycle is sending a postcard or letter mailer to owners of locally designated historic properties to remind them of the

property status, the code (DCC 2.28) governing modifications or demolitions to their properties, and any other resources. Staff will guide a discussion to develop draft language for the mailer, which should:

- Acknowledge locally significant historic resource status
- Reference relevant code chapter that would apply to alteration or demolition
- Offer contact info for SHPO and/or the County
- Any other pertinent information

4. May Preservation Month Updates - Chair Stemach

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

V. Staff and Commissioner Comments

VI. Adjourn

Attachments

1. Draft CDD FY 2024/2025 Work Plan and 2023 Annual Report