



MEMORANDUM

DATE: October 26, 2021
TO: Deschutes County Historic Landmarks Commission
FROM: Tanya Saltzman, AICP, Senior Planner
RE: November 1 / Historic Landmarks Meeting Overview

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

Please note: the new Deschutes County Meeting Portal is located here:

<https://www.deschutes.org/meetings>

I. Approval of Minutes – August 5, 2021 Meeting

The HLC will review and approve the August 5, 2021 meeting minutes. Draft minutes were to be distributed electronically on October 26.

II. City of Sisters Check-In

Staff from the City of Sisters will provide an update to the HLC on its recent activities relating to historic preservation, including projects covered by the current CLG grant.

III. Updates from Bend and Redmond HLCs

The HLC has expressed interest in obtaining updates from other HLCs in the region in an effort to stay connected, particularly in light of the lack of opportunities for in-person gatherings due to COVID-19. County staff has reached out to the Bend and Redmond HLCs and will convey their brief updates.

Discussion item: Redmond HLC Chair Charles Rucker mentioned the idea of conducting a joint workshop/session in the future. Would this be something the HLC would like to pursue? If so, are there any suggestions for topics? Any volunteers to help coordinate along with staff?

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

IV. HLC Policies and Procedures Manual

As noted in previous meetings, one of the tasks of the 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.

Since the last meeting, the manual subcommittee met once and exchanged an additional round of edits, questions, and comments. Staff is now providing this revised draft to the full HLC for review. Of note: the draft contains a few placeholders for items such as pagination and a cover photo, some explanatory comments in the margins, and a few organizational questions as to what is preferable to be an appendix.

Staff seeks any input on the draft from HLC commissioners by **January 5, 2021**. Comments can be any level of specificity, and staff can provide an editable Word version to commissioners upon request. Once staff reviews any comments received, a new version will be created and any outstanding items that may require further discussion will be brought back either to the manual subcommittee or the full HLC for the February meeting, depending on the nature of the comments.

Attachments

1. Draft Revised HLC Policies and Procedures Manual