



## MEMORANDUM

**DATE:** February 28, 2022  
**TO:** Deschutes County Historic Landmarks Commission  
**FROM:** Tanya Saltzman, AICP, Senior Planner  
**RE:** March 7 / Historic Landmarks Meeting Overview

---

The Historic Landmarks Commission (HLC) will conduct a meeting on March 7, 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. Approval of Minutes – November 1, 2021 Meeting**

The HLC will review and approve the November 1, 2021 meeting minutes. Draft minutes were distributed electronically on December 21.

### **II. Election of Officers (Chair/Vice Chair/Secretary)**

### **III. Reappointments of Commissioners Leighty and Ellingson**

The terms for Commissioners Leighty and Ellingson are due to expire on March 31, 2022. Both commissioners have expressed interest in reappointment for an additional four-year term. The HLC shall conduct a vote on these reappointments. If those reappointments are supported by a vote, staff will then bring the reappointment to the consent agenda of the Board of County Commissioners.

### **IV. Updates from Bend and Redmond HLCs**

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

## **V. Adoption of Final 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.

Staff provided a revised draft for additional edits at the last meeting, and distributed an editable shared electronic version via Google Docs, with a request for comments by January 5, 2021. No additional edits/comments were received. Staff completed minor additional edits and formatting, including a new cover photo per the previous HLC discussion, and presents the final version to the HLC for this meeting. If the HLC is in support, it can vote to approve and adopt the manual, which will then be posted on the Historic Landmarks Commission website and provided to all new commissioners.

## **VI. Strategic Plan Kickoff**

The HLC's next significant undertaking will be an update to the 5-year Strategic Plan, which is the other main internal/in-kind project that comprises the CLG grant. The previous Plan (Attachment 2) was adopted in 2015, covering the years 2015-2020. This process will run roughly from March to August, encompassing interviews with stakeholders and two virtual open houses in April to give the public a chance to weigh in on their desired goals and initiatives.

### **Background**

Developing a Strategic Plan enables staff and HLC to reach out to our municipal partners, SHPO, historic landmark property owners, stakeholders, and the public to prioritize preservation programs that build upon existing projects and promote collaboration. While some of the content of the Plan document provides an overview of the HLC, Goal 5 resources, and other elements that are also described in the Policies and Procedures Manual, the Plan will help connect the HLC to the communities it serves and will help form a foundation for future CLG grant tasks through a series of Goals, Objectives, and Actions. Once the below details are shared with the HLC, staff will share Strategic Plan information and relevant dates via press release, social media, and the County website to try and achieve maximum public involvement.

### **Timeline**

A project timeline is provided as Attachment 3. Much of the project will involve outreach to gather information about historic preservation priorities and potential projects; the majority of this work will be performed by staff via interviews as well as an online survey. In addition, staff anticipates holding two virtual open houses to follow up on the themes of the survey and gather additional information. HLC members would be invited to attend and help facilitate these virtual open houses, though commissioners would not be required to participate at both meetings.

Following the outreach initiatives, staff will compile the information received and present these to the HLC at its next meeting, at which time the Commission will discuss refining the Goals, Objectives, and Actions of the Plan. From there, staff will create a draft Plan. Staff anticipates holding an extra HLC meeting, likely in July, to share and discuss this draft, before anticipated adoption in August.

## **Potential Survey Questions**

The following questions were utilized for the survey for the 2015 Plan. Staff seeks input from the HLC on any potential changes or additions to the questions, which would be utilized in the online survey as well as provide a starting point for in-person interviews and the open houses.

### **1. Which of the following categories best describes your role in historic preservation?**

- Architect
- Government official or staff
- Interested citizen
- Owner of historic property
- Preservation or archaeology professional
- Preservation volunteer
- Other

### **2. Which best represents the community where you live?**

- Bend
- La Pine
- Redmond
- Sisters
- Rural Deschutes County
- Other

### **3. Rank the top 5 (1 being the most important) historic preservation goals you feel should be addressed in the 5-year historic preservation strategic plan.**

- Promoting heritage tourism
- Historic preservation training and workshops
- Funding programs (i.e. heritage grants, Certified Local Government grants)
- Making the inventory of historic properties more easily accessible to the public
- Strengthening network of preservation partners
- Increasing public awareness of the benefits of historic properties
- Other

### **4. Rate the importance of each of the following issues or challenges historic preservation is facing in rural Deschutes County and the City of Sisters (5 choices ranging from Not Important to Very Important).**

- Lack of local support for historic preservation
- A need for historic preservation education or training
- Lack of visibility in the community

- Property redevelopment
- Lack of communication or partnership between preservation organizations
- Other

**5. What issues should be the top priorities for the County and City of Sisters' historic preservation community, including both private and public preservation organizations, over the next five years? Please check all that apply.**

- Continue surveying and documenting historic properties
- Increase public awareness of the benefits of historic properties
- Increase access to historic property information
- Protecting archaeological sites
- Other

**6. Select the top 5 most effective methods that Deschutes County and the City of Sisters can use for providing historic preservation information to the public.**

- Exhibits
- Lectures and presentations
- Newspaper articles
- Publications (brochures, etc.)
- Training workshops
- Tours
- Website
- Other

**7. Why is the preservation of Deschutes County and the City of Sisters' heritage important to you?**

**8. Please include any other comments, concerns, or recommendations related to historic preservation in rural Deschutes County and the City of Sisters.**

**Potential Interviewees**

Below is a draft list of potential interviewees for individual outreach. Staff welcomes suggestions or changes to the list.

- Deschutes County Historical Society – Kelly Cannon-Miller
- Cities of Bend and Redmond HLCs
- City of Sisters – Scott Woodford / Matt Martin
- City of La Pine
- Central Oregon Archeology Society
- Consultants – Pat Kliewer, Michael Hall, others?
- SHPO – Kuri Gill
- BLM – Theresa Holtzapple
- Sisters Ranger District – Mathew Mawhirter

- Fort Rock Ranger District - Penni Borghi
- Sisters Country Historical Society
- Central Oregon Visitors Association
- Old St. Francis History Pub

### **Next Steps**

Staff welcomes discussion on any of the above elements of the strategic planning process and will begin to engage interviewees, prepare press releases, and schedule virtual open houses shortly. Staff will communicate these dates to the HLC as soon as they are confirmed.

### Attachments

1. Final HLC Policies and Procedures Manual
2. 2015 Strategic Plan
3. 2022 Strategic Plan Timeline