



**Minutes**

**DESCHUTES COUNTY HISTORIC LANDMARKS COMMISSION  
DESCHUTES SERVICES CENTER  
1300 NW WALL STREET, BEND, OREGON, 97703  
MAY 6, 2024 – 5:30 P.M.**

**Meeting Format**

This meeting was conducted in person, electronically and by phone. It was audio and video recorded and can be accessed at the Deschutes County meeting portal website [www.deschutes.org/meetings](http://www.deschutes.org/meetings).

Minutes of the Deschutes County Historic Landmarks Commission meeting disclaimer: These minutes are derived from an automated transcription service and have been summarized through an automated process. While they are generally believed to be accurate, they may not capture the full context or nuances of the discussions that took place. Interested parties are encouraged to refer to the official video recording of the hearing to confirm specific topics, discussions, or issues addressed during the meeting.

**I. Call to order**

The meeting was called to order at 5:31 p.m. by Rachel Stemach. Commissioners present in person were Chair Stemach, Christine Horting-Jones, Eli Ashley and Marc Hudson. Commissioners present via Zoom were Lore Christopher.

Staff present were Peter Gutowsky, CDD Director and Will Groves, Planning Manager.

**II. Approval of Minutes**

The minutes from February 5, 2024, were approved.

**III. Public Comment**

None

**IV. Action Items**

**1. Meeting Protocol**

Will Groves reviewed meeting protocols, emphasizing that commissioners should be recognized by the Chair before speaking to ensure orderly participation.

**2. Community Development Work Plan and Annual Report**

Will Groves presented an overview of the Community Development Department's draft FY 2024-25 Work Plan and 2023 Annual Report. Key points included:

- The Planning Division received 685 land use applications in 2023, down 23.5% from 895 in 2022.
- Staff decreased from 70 FTE in FY 2022 to a projected 50 FTE in FY 2025 due to declining workload.
- Major projects for FY 2024-25 include updating the Comprehensive Plan, implementing wildfire hazard mapping changes, and completing a "clear and objective" code update project.
- The Planning Commission emphasized priorities including dark sky lighting standards, housing-related items, and updating the Newberry Country plan.

The Commission discussed potential areas of involvement, including:

- Monitoring the Goal 5 cultural resources rule making process and potentially providing input.
- Exploring opportunities related to historic/scenic bike routes and tours.
- Considering ways to integrate historic preservation awareness into community plans.

The Commission agreed to form small sub-groups (up to two commissioners) to meet informally between regular meetings. Key points:

- Tanya Saltzman will coordinate interests and availability via email, pairing commissioners accordingly.
- Meetups will discuss specific topics like cultural resources, wildfire preservation, and Camp Abbott designation.
- Findings will be reported at the next full Commission meeting.

Peter Gutowsky emphasized adhering to public meeting laws:

- Individual communication with Tanya
- No more than two commissioners per meet up.
- Results shared through Tanya for future meeting packets.
- This approach aims to maintain momentum and generate ideas between less frequent full meetings.

Will Groves and Tanya Saltzman will facilitate organizing these sub-group meet ups.

### **3. Certified Local Government (CLG) Grant Update**

Will Groves provided updates on current CLG grant tasks:

- Sisters is developing downtown building hardening requirements
- Staff are working to add the Downtown Redmond Historic District to the county's GIS system.
- A mailer is planned to owners of locally designated historic properties.

The commission discussed potential content for the mailer, including referencing the online story map with property information.

### **4. May Preservation Month Updates**

Chair Stemach provided an overview of Preservation Month events, including:

- Downtown Redmond tours
- Multiple walking tours in Bend and Sisters
- Presentations on topics like the Lava Lake murders and historic barns
- An archaeology roadshow at the Deschutes Historical Museum on June 1, 2024.

## **V. Staff and Commissioner Comments**

Peter Gutowsky provided updates on:

- A missing sign acknowledging the Tumalo Dam historic site.
- Potential county involvement with the Camp Polk Cemetery.

The Commission expressed interest in learning more about the Camp Polk Cemetery situation at a future meeting.

## **VI. ADJOURN**

The meeting adjourned at 7:08 p.m.

Respectfully submitted by:

Tracy Griffin, Administrative Assistant

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