



COMMUNITY DEVELOPMENT

DESCHUTES COUNTY HISTORIC LANDMARKS COMMISSION

5:30 PM, MONDAY, JANUARY 09, 2023

Barnes Sawyer Rooms - Deschutes Services Bldg - 1300 NW Wall St - Bend

(541) 388-6575 | www.deschutes.org

AGENDA

MEETING FORMAT

The Historic Landmarks Commission will conduct this meeting electronically, by phone, in person, and using Zoom.

Members of the public may view this meeting in real time via the Public Meeting Portal at www.deschutes.org/meetings.

Members of the public may listen, view, and/or participate in this meeting using Zoom. Using Zoom is free of charge. To login to the electronic meeting online using your computer, copy this link:

<https://us02web.zoom.us/j/89687899487?pwd=Q1Z4TGtPREd0NGpsZmZQb2pYQ0VTZz09>

Passcode: 385684

Using this option may require you to download the Zoom app to your device.

Members of the public can access the meeting via telephone, dial: 1-312-626-6799. When prompted, enter the following Webinar ID: 896 8789 9487 and Passcode: 385684. Written comments can also be provided for the public comment section to planning@deschutes.org by 5:00 PM on January 9. They will be entered into the record.

I. CALL TO ORDER

II. ELECTION OF OFFICERS (Chair/Vice Chair)

III. APPROVAL OF MINUTES - July 11 and August 1

IV. PUBLIC COMMENT

V. ACTION ITEMS

1. Deschutes County 2040 – Upcoming Open House Debriefing (*Nicole Mardell, Senior Planner*)

[2.](#) Certified Local Government Grant / Discussion

VI. HISTORIC LANDMARKS COMMISSION AND STAFF COMMENTS

VII. ADJOURN



Deschutes County encourages persons with disabilities to participate in all programs and activities. This event/location is accessible to people with disabilities. If you need accommodations to make participation possible, please call (541) 617-4747.



COMMUNITY DEVELOPMENT

MEMORANDUM

TO: Deschutes County Historic Landmarks Commission ("HLC")
FROM: Nicole Mardell, Senior Planner – Long Range
Will Groves, Planning Manager
DATE: January 3, 2023
SUBJECT: Deschutes County 2040 – Upcoming Open House Debriefing

Staff will brief the HLC on activities related to the County's Comprehensive Plan Update ("Deschutes County 2040"), including an exercise to gather input from Commissioners. This meeting is a continuation of the November 7, 2022 presentation and exercise.

I. PROJECT BACKGROUND

The Comprehensive Plan is Deschutes County's policy document for guiding growth and development within the rural county over a 20-year planning period. The plan's purpose is to provide a policy framework for zoning and land use regulations, demonstrate consistency with statewide goals, rules, and laws, and serve as a cohesive vision for future planning activities. The graphic below breaks down each phase of the process and its respective timing. The project team, consisting of Long Range Planning staff and the consultant, MIG/APG, recently completed the first phase of the Comprehensive Plan Update process. The second phase started last month.

Comprehensive Plan Update – Phases



The Planning Commission (PC), as the County's Citizen Involvement Committee, serves as the advisory body overseeing the project. The PC will advise on the following aspects of the process:

- Key County issues, goals, and vision
• Community engagement processes and activities
• Draft and revised Comprehensive Plan goals, policies, and implementation actions

The PC will ultimately provide a recommendation for adoption for the BOCC's consideration during the public hearing process in phase five.

II. BRAINSTORMING ACTIVITY

Staff will be facilitating an activity with Commissioners during the meeting to identify key issues, challenges, and opportunities facing the County over the next 20 years.

III. NEXT STEPS

Staff will continue to provide updates to the HLC throughout the project.



MEMORANDUM

DATE: January 3, 2023
TO: Deschutes County Historic Landmarks Commission
FROM: Tanya Saltzman, AICP, Senior Planner
RE: Certified Local Government Grant / Discussion

SHPO announced the opening of the 2023-24 Certified Local Government (CLG) Grant process on December 5, 2022. Applications are due on February 24. Awards will be in the range of \$13,500 - \$15,000 for each 17-month grant, with the County providing a 1:1 match.

Staff requested input from the HLC on potential projects in the previous meeting, and now presents those ideas to the group for discussion, recognizing that the list is long and varied and further follow up may be necessary. Staff seeks HLC direction on grant ideas and priorities, returning at the next HLC meeting in early February to finalize. Once the desired projects are finalized, staff will present them to the Board of County Commissioners for approval before submitting the CLG Grant application to SHPO. Grant awards are scheduled to be announced in April. Lastly, staff notes that there is overlap between CLG projects and Preservation Month activities and therefore both should be considered together during this brainstorming session.

Eligibility

Staff notes that grant eligibility can be somewhat narrow, and as such some of the suggestions provided by commissioners may not ultimately be appropriate for a CLG grant application. Staff will follow up with SHPO concerning eligibility for some of the proposed projects, and will attend a CLG Grant workshop on January 11 for more information and context. SHPO’s general eligibility language is as follows:

PROJECTS:

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.

Sisters Projects

Projects completed by the City of Sisters were very successful during the previous grant cycle. Staff from the City of Sisters suggested the following potential projects for the HLC’s consideration at this meeting and can follow up with more detail upon request:

1. Downtown Building Hardening Program (to mitigate wildfire concerns) – Hire a Historic Preservation consultant to come up with an acceptable building materials list that is fire resistant, yet historically sensitive.
2. Begin National Historic Register Nomination for buildings recommended for nomination in the 2019 RLS - Sisters Hotel, Forest Service house, Sisters Library, etc. (context statement writing)
3. Intensive Level Survey - on Sisters Hotel and Sisters Library (recommendation of the 2019 RLS)
4. Thematic Study of Forest Service, George Carrol (MPDF) (recommendation of the 2019 RLS)
5. Western Design Theme - update to better understand style to create a more authentic version of it (recommendation of the 2019 RLS)
6. School Admin Building – windows appear to be original wood windows and in bad shape – use funds to help restore some of the windows
7. Reach out to Sisters Historical Society for ideas - Conklin House, coloring books with new images, update brochure
8. Improvements to recently completed Story Map to touch it up, add more features

Deschutes County Projects

The following projects were suggested by individual commissioners and are provided verbatim. Staff notes on potential eligibility are included in italics where applicable, and further discussion about eligibility and cost will be forthcoming.

From Commissioner Ellingson:

1. Create an Historic Coalition of Central Oregon
 - a. Establish a coalition of all groups concerned with historic preservation in Central Oregon. For example:
 - i. Deschutes County Historic Landmarks Commission

- ii. Deschutes Historical Society
 - iii. Three Sisters Historical Society
 - iv. The Landmark Commission of Bend
 - v. The Landmark Commission of Redmond
 - vi. Archaeological Society of Central Oregon (ASCO)
 - vii. Deschutes Land Trust
 - viii. Crook County Historical Society
 - ix. Confederated Tribes of Warm Springs
- b. Monies for:
- i. A luncheon to entice all to attend kick-off meeting; then tri-monthly meetings to share goals and accomplishments; just before HLC meetings
 - ii. Creation of by-laws
 - iii. Election of HCOCO (Historic Coalition of Central Oregon – aka, Hot Cocoa) officers
 - iv. Creation of publications, webpages, brochures, etc. briefly describing for what each organization is responsible. Make information outgoing to the public
 - v. Establishment of a part-time employee (of Deschutes County? Volunteer?) to coordinate activities between organizations; then to publish agendas based on information; and publish minutes of meetings for distribution.
 - vi. Establish a small office for coordinator at Deschutes County Historical Museum
 - 1. Desk/chair
 - 2. Computer/WiFi
 - 3. Telephone
 - 4. File cabinet

Staff notes: Potential grant eligibility issues; need further discussion/review

2. Update Deschutes County Historical Landmarks

Phase I:

- i. Volunteers to assess condition of landmarks and determine extent and cost of repair/maintenance (note: Dan Ellingson will be happy to lead this effort)
- ii. Monies for: mileage, office supplies to document findings, publication costs to prepare presentation to HLC

Phase II:

- i. HLC determines priority of repair/maintenance projects
- ii. Volunteers (and some effort by Deschutes County Maintenance Department) to repair, perform maintenance, enhance landmark attractiveness, and improve/standardize signage. (note: Dan Ellingson will be happy to lead this effort)
- iii. Monies for: mileage, materials (as much as possible through the Deschutes County Maintenance Department to minimize costs), creation of signage, placement of signage (anything beyond volunteer tools and talent to place signage, such as augers, rock drills, etc.)

Staff notes: Potential grant eligibility issues as signs/interpretative panels are not eligible. Availability of resources/time from County Facilities Department is unlikely.

Phase III:

- i. Prepare a budget for on-going maintenance to be performed by the Deschutes County Maintenance Department.
- ii. Determine amount of ongoing maintenance that can be accomplished by volunteers.
- iii. Present proposed budget line-item to Deschutes County Commissioners for inclusion in the annual budget.

Staff notes: Availability of resources/time from County Facilities Department is unlikely.

From Commissioner Leighty:

- Preservation Month – I recommend we offer preservation activities throughout the year. This will improve attendance. We can offer in different communities. Maybe start with quarterly programs. Frankly, most people have no idea that May is preservation and probably do not care but they might be interested in a specific topic. Focus on why preservation is important.
- Have we thought about an audio tour of rural properties in Deschutes County or is there a community that still does not have an audio tour?
- Teach and Engage Youth - Some activity that we take to our schools. We need to increase the kids' awareness of historic preservation and why it is important. Use existing curriculum but added a local twist.

This is just one sample offered by the National Register of Historic Places.

Teaching with Historic Places program publishes over 150 free, ready-to-use lesson plans about real historic sites listed on the National Register of Historic Places. Discover how historic places can enliven school subjects with both original and primary source readings, historic photographs, maps, suggested activities, and more. This program also features a professional development content for educators, historic site directors, preservationists, and others interested in using historic places to teach. Some activity that we take to our schools. We need to increase the kids' awareness of historic preservation and why it is important. Someone has preservation education curriculum.

- Funds for the commissioners to attend the preservation workshops, etc., supported by OPRD
- Interpretive kiosk – is there any place that we should place an interpretive kiosk that hosts preservation sites or an area? Either physical or virtual?

Staff notes: potential grant eligibility issue as signs interpretative panels are not eligible

- Consider a joint project with Redmond and Bend
- What about something with our historic cemeteries? A program, virtual tour, whatever

From Chair Madden:

I looked over the goals, objectives, policies, and actions in the strategic plan and came up with a VERY general list of items from the plan that can be turned into projects and become the basis of project funding through the 2023-2024 CLG Grant Cycle.

1. **Support Incentives-**
 - a. **Connect** property owners to SHPO,
 - b. **Provide** incentives for those who follow correct guidelines and upgrade with code.
 - c. **Send** mailers to property owners to give information to them
2. **Promote Education-** collaborate with public through articles, exhibits, historic preservation month, quarterly newsletter
3. **Improve Training** for Commissioners- Regional HLC Summit May 2023?
4. **Review Current Codes** and make changes as needed
5. **Review lists** of Historic Properties to see that they are in order and create newly eligible properties list
6. **Create** Wildfire protection Plan
7. **Improve** Public access to Historic Records
8. **Work on plan** to designate/ monitor discuss archeological sites
9. **Help** Deschutes County Historical Museum with oral History collection- Publish as book? / **And help** with small upgrades to museum
10. **Assign** certain historic sites to certain people to monitor, maintain and observe
11. **Give** Money to improve historic signs in county
Staff notes: potential grant eligibility issue as signs interpretative panels are not eligible
12. **Highlight and Preserve sites** that are NOT buildings- wagon roads, tree blazes.
13. **Hold Workshops** for interested parties. (Contractors, homeowners, etc.)

Next Steps

Staff seeks HLC direction on selection of projects to submit for the CLG grant, including:

- Project selection and priority
- Potential cost
- Alternate projects: the CLG grant does provide some flexibility, allowing alternate projects in the event that another project is unable to be undertaken. To this end, it might be helpful to select two tiers of desired projects.
- If the HLC would like to include workshops or attendance at events as part of the grant, staff seeks information on which specific workshops/events commissioners are interested in pursuing.
- Balance of staff time projects with direct cost projects

Staff will utilize this input from HLC to prepare a shortlist of projects to finalize during the next meeting on February 6.