



## Community Development Department

Planning Division Building Safety Division Environmental Soils Division

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### MEMORANDUM

**DATE:** January 31, 2017  
**TO:** Deschutes County Historic Landmarks Commission  
**FROM:** Matthew Martin, Associate Planner  
**RE:** Work Session – 2017/18 CLG Grant Projects

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#### PURPOSE

The purpose of this memo is to provide further details on prospective projects to propose for funding as part of the upcoming 2017/18 Certified Local Government (CLG) grant application.

#### OVERVIEW

The *2017 Certified Local Government (CLG) Grant Guidelines* prepared by the Oregon Heritage State Historic Preservation Office outlines the following project types that are eligible for funding on the CLG grant program. 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 list or National Register of Historic Places.
- PRE - DEVELOPMENT – Preservation plans, structural reports, designs, etc. for historic properties listed on the National Register of Historic Places.
- DEVELOPMENT – Rehabilitation of properties listed on the National Register of Historic Places.
- PLANNING, REVIEW AND COMPLIANCE – Management of the CLG's preservation program, processing design review applications, design guidelines, preservation plans, archaeology studies, etc.
- PUBLIC EDUCATION – Preservation month activities, speakers and trainings, historic property walking tours, mobile device tours, scanning of historic property photos, maps, etc.
- OTHER ACTIVITIES – trainings and conferences for staff and commissioners.

#### BACKGROUND

The packet prepared for the Historic Landmarks Commission (HLC) meeting on January 9, 2017, included a memo that outlined the goals, objectives, and actions from the *Deschutes County 2015-2020 Historic Preservation Strategic Plan* and several other projects suggestions. Following the cancellation of the January meeting, staff asked commissioners for project ideas and priorities to consider for inclusion for funding under the CLG grant application. The following are the general descriptions of the projects suggested by commissioners and staff using the project categories referenced above.

#### **SURVEY:**

- Support survey of City of Sisters historic properties to update historic property inventory.
- Support survey of Deschutes County historic properties that could be considered for Goal 5 list of historic resources.
- Support updating records for Deschutes County Goal 5 Sites including new photos, site forms, and similar.

#### **PUBLIC EDUCATION:**

- Support Historic Preservation Month activities in 2017 and 2018.
- Support updating historic record documentation including uploading of scanned images from the Deschutes Historical Society to the county online DIAL program and providing additional content on the Historic Preservation Story Map.
- Coordinate educational opportunities including field trips, presentations, and similar. This could be accomplished in part through the previously discussed regional historic preservation summit with municipalities and partners within the county.

#### **PLANNING, REVIEW, AND COMPLIANCE:**

- Support update of County webpage for ease of navigation and provide additional content pertaining to historic preservation standards and procedures.
- Support CLG grant management including staff time for documentation and reporting.

#### **OTHER ACTIVITIES:**

- Provide training for staff and commissioners including attendance at Oregon heritage Conference, CLG workshops, and similar. Specific topic noted was National Register Process.

#### **NEXT STEPS**

These projects will be discussed at the HLC meeting on February 6, 2017. Staff will hold a work session with the Board of County Commissioners on February 8<sup>th</sup>, to discuss the project list and request direction on submittal of the 2017/18 CLG grant application. The grant application deadline is February 23<sup>rd</sup>. If approved, the grant funds will distributed April 1<sup>st</sup> with an expenditure deadline of August 31, 2018.