



## COMMUNITY DEVELOPMENT

### DESCHUTES COUNTY HISTORIC LANDMARKS COMMISSION

5:30 PM, MONDAY, FEBRUARY 05, 2024

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

(541) 388-6575 | [www.deschutes.org](http://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](http://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/84744009707?pwd=YVpNSWMzclM2Um9FdDR5VmxBOWFvZz09>

**Passcode:** 057988

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: 847 4400 9707 and Passcode: 057988. Written comments can also be provided for the public comment section to [planning@deschutes.org](mailto:planning@deschutes.org) by 5:00 PM on February 5. They will be entered into the record.

#### I. CALL TO ORDER

#### II. ELECTION OF CHAIR AND VICE CHAIR

#### III. PUBLIC COMMENT

#### IV. ACTION ITEMS

1. Historic Landmarks Commissioner and Staff Introductions
2. HLC Orientation
3. City of Sisters Presentation

4. Past Accomplishments and Future Aspirations

**V. HISTORIC LANDMARKS COMMISSION AND STAFF COMMENTS**

**VI. 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.

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## MEMORANDUM

**DATE:** January 29, 2024  
**TO:** Deschutes County Historic Landmarks Commission  
**FROM:** Tanya Saltzman, AICP, Senior Planner  
**RE:** February 5, 2024 - Historic Landmarks Commission Meeting

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The Historic Landmarks Commission (HLC) will conduct a meeting on February 5, 2024 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. Call to Order**
- II. Election of Chair and Vice Chair**
- III. Public Comment**
- IV. Action Items**
  - 1. Historic Landmarks Commissioner and Staff Introductions**
  - 2. HLC Orientation**

Given the number of new commissioners and the extended period since the last HLC meeting, staff will provide an overview of the Historic Landmarks Commission, its purview, relevant documents, and its policies.

## **Policies and Procedures Manual**

This manual, which was funded by the Certified Local Government (CLG) grant, 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. The HLC Manual was loosely based on the structure of the Planning Commission Policies and Procedures Manual, though is slightly more simplified owing to the role of the HLC.

Work on the manual began in June 2021 and included a Manual Subcommittee, which met outside of regular HLC meetings and worked with staff to shape the document. The HLC reviewed and discussed the manual during its 2021 meetings, provided edits to staff in person and through a shared electronic document. The HLC voted to approve the final document at its March 7, 2022 meeting, and the Board of County Commissioners gave its approval later the same year.

## **Workplan Overview**

The Historic Landmarks Commission operates via the Planning Division within the Community Development Department (CDD) of Deschutes County. Each spring, CDD prepares an annual work plan describing proposed projects for the coming fiscal year. A review of the draft work plan provides the Planning Commission, Historic Landmarks Commission, County Administration, CDD's customers, partner agencies, and ultimately the Board of County Commissioners (Board) the opportunity to provide input, including additions, modifications and possible re-prioritization. The work plan describes the most important objectives and proposed projects in each CDD division based on:

1. Board annual goals and policies;
2. Carry-over projects from current or prior years;
3. Changes in state law;
4. Grants/funding sources; and
5. Public comments.

It also serves as the context within which new projects that arise during the course of the year are prioritized and undertaken. The current workplan is provided as an attachment to this memorandum. As work begins on the workplan for the next fiscal year, staff will provide the HLC with a review of that document.

## **Historic Preservation Strategic Plan 2022-2027**

The HLC engaged in the strategic planning process—funded by the CLG grant—from March through August 2022. The previous Historic Preservation Strategic Plan was adopted in 2015, covering the years 2015-2020. Developing a Strategic Plan provides a framework for staff and HLC to reach out to its 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 aims to help connect the HLC to the communities it serves while being cognizant of the regulatory limitations of the HLC (for instance, beyond the CLG grant funds, which are allocated according to state and federal guidelines, the HLC has generally not been a receiver or distributor of funding for other projects), and will help form a foundation for future CLG grant tasks through a series of Goals, Objectives, and Actions.

The Historic Preservation Strategic Plan process kicked off in March 2022. Recognizing the importance of public input, Planning Division staff conducted an outreach campaign focused on historic preservation, consisting of an online survey, public forums, and several stakeholder interviews.

Public forum announcements were provided in a variety of formats to reach the largest population of interested parties, including:

- Press release to the media
- Social media blasts
- E-mail distribution to 12 stakeholders, several of which further distributed the information to their network of members and partners
- CDD /project website, which included meeting information and survey link

Public forums held in April provided an overview of the historic preservation program and the strategic planning process.

- A PowerPoint presentation introduced the history of historic preservation in Deschutes County, project background, and purpose of the meeting.
- Two forums were scheduled; due to technical difficulties only one was held, but staff encouraged participants to reach out to staff to provide more information or ask questions if the cancellation created a scheduling conflict
- Public forums were conducted to allow for both virtual and in-person participation, and the recording of the forum is available at any time to watch online

In addition to the open forum, the public was provided an opportunity to complete an online survey to weigh in on historic preservation issues and priorities. This enabled participants to convey their thoughts privately. Staff also received several emails with input, which were shared with the HLC and taken into account when revising the plan.

- The online survey, which was shared via the project website as well as the press release, was open for approximately one month and received 27 responses. While recognizing that this survey is not intended to be statistically valid, it did succeed in soliciting numerous opinions about preservation and may help inform potential goals. Selected highlights include:
  - The majority (74 percent) of respondents reside in the City of the Bend; only 7.4 percent live in rural Deschutes County and 3.7 percent in Sisters
  - Most highly ranked goal for the strategic plan: increasing public awareness of the benefits of historic preservation
  - The next tier of most highly ranked goals were ranked similar to each other: promoting heritage tourism; preservation training and workshops; funding programs; making the inventory of historic properties more easily accessible to the public
  - Lack of awareness of historic preservation issues was ranked as the most important issue by a small margin
  - Websites/social media, tours, and exhibits were rated the top three methods for providing historic preservation information to the public

Stakeholder Interviews were held for one-on-one engagement.

- Staff reached out to stakeholders for individual interviews to gather their opinions and perspectives on Deschutes County's historic preservation program.
- Staff contacted 12 stakeholders and invited them to participate in a stakeholder meeting independent of the community conversations. Staff met with the City of Bend HLC staff liaison, the City of Sisters Community Development Director, and the Deschutes National Forest – Sisters Ranger District. Responses from potential participants has been relatively limited, but staff has received helpful input nonetheless.

Staff provided a review of the public input received, including all survey responses, at the May HLC meeting.<sup>1</sup> During that meeting, as well as a specially scheduled July meeting<sup>2</sup> and a final meeting in August,<sup>3</sup> the HLC worked with staff to refine existing goals, add new ones, and in some cases, delete ones that were no longer relevant. At the August meeting, the HLC developed concluding edits and voted to approve the plan as final with those changes to be incorporated. The plan was then approved by the Board of County Commissioners.

### **Introduction from County Assistant Legal Counsel**

In addition to Planning staff, Assistant Legal Counsel Stephanie Marshall is available to members of the HLC for consultation on issues relating to procedures, ethics, or other matters at any time.

<sup>1</sup> <https://www.deschutes.org/bc-hlc/page/historic-landmarks-commission-2>

<sup>2</sup> <https://www.deschutes.org/bc-hlc/page/historic-landmarks-commission-3>

<sup>3</sup> <https://www.deschutes.org/bc-hlc/page/historic-landmarks-commission-4>

This evening, Ms. Marshall will provide an introduction to the HLC about such matters, including conflicts of interest, quorums, email/public records, and any other related items.

### 3. City of Sisters Presentation

Staff from the City of Sisters will provide an overview of the City's role and relationship to the HLC, its preservation topics of interest, and an overview of its CLG grant tasks current and past.

### 4. Past Accomplishments and Future Aspirations

The CLG grant is the HLC's primary source of funding. Every twenty-four months, the State Historic Preservation Office (SHPO) offers matching grants to jurisdictions that have been "certified" as historic preservation partners with both state and federal governments. Since 1986 Deschutes County—including the City of Sisters—has been a CLG and is therefore eligible for grant funding. Over several grant cycles, our historic preservation program identified historic resources, offset costs associated with staffing the HLC, educated the public, and preserved historic structures. The CLG grant is non-competitive, which assures that all CLGs throughout the state benefit.

Examples of past CLG grant projects include:

#### **Sisters: Historic Resource StoryMap/GIS consultant**

The StoryMap platform is a user-friendly platform that provides all viewers information gathered through the 2018 Sisters Reconnaissance Level Survey (RLS) and expands upon it with maps, photos, and narratives put together with the help of the Three Sisters Historical Society. Screenshots of StoryMap highlights, including the required grant language, are provided as attachments.

- The StoryMap is published for public use here:  
<https://storymaps.arcgis.com/stories/43286a6ceb6e453fa9d03da194fac019>

#### **Sisters: Printing of 1,000 historic walking tour brochures:**

These historic landmark brochures are well utilized by the City of Sisters and Three Sisters Historical Society over the summer season. The funds were used to print 1,000 brochures which will help get through the next summer season in 2023. A copy of the brochure is attached to this memorandum.

#### **Sisters: Three Sisters Historical Society Tour Audio Equipment:**

This audio equipment support the Three Sisters Historical Society in their walking tours of Sisters Downtown historic landmarks and nearby historical sites, such as the Camp Polk Cemetery. With these funds, 20 audio receivers, 2 audio transmitters, and 2 charging stations were purchased.

#### **Historic Preservation Month (May 2019)**

- Kickoff event at historic Bend Post Office building

- Guest presentations by Mike Powe, PhD, National Trust for Historic Preservation, discussing “How Preservation and Reuse Can Support Healthy, Equitable, Resilient Communities.”
- State Historic Preservation Office (SHPO) Training (June 2019)
- Panel Discussion with Deschutes Historic Society (June 2019)
- Restore Oregon Historic Barn Workshop (September 2019)
- HLC Review of Bull Creek Dam / Bridge Rehabilitation Project (November 2019)
- Attendance at CLG Workshop in Albany, OR (November 2019)
- Participation on National Register Rules Advisory Committee (January / March 2020)
- Updating Deschutes County Historic Landmark Story Map (May 2020)
- Evaluating Statewide Planning Goal 5 Historic Preservation Amendments (May / June 2020)
- Historic Preservation Strategic Plan (2021-2022)
- HLC Policies and Procedures Manual (2021-2022)

For the current cycle, Deschutes County has been awarded a CLG Grant for the full amount requested of \$5,500. The grant concludes on August 31, 2024. As a reminder, the following tasks comprise this grant for this cycle:

- Sisters Building Hardening Program
- County Historic Properties Mailer
- Update to DIAL web platform
- Review and compliance (HLC administration; coordination with other agencies)
- Grant administration
- Misc. Preservation Month assistance
- HLC membership to National Alliance of Preservation Commissions  
(<https://www.napcommissions.org/>)

Staff offers these past and current tasks as examples for commissioners to consider when it is time to conceptualize tasks for the next cycle of CLG grants (application will likely be due February 2025).

What goals does the Commission have for the future, and what would commissioners like to accomplish? Commissioners should be considering this as they begin to familiarize themselves with the HLC’s responsibilities, and in anticipation of its joint meeting with the Board of County Commissioners on March 4.

## V. Staff and Commissioner Comments

## VI. Adjourn

### Attachments

1. HLC Policies and Procedures Manual
2. CDD Fiscal Year 2023-2024 Work Plan and 2022 Annual Report
3. Historic Preservation Strategic Plan 2022-2027



# Historic Landmarks Commission

## *Policies and Procedures Manual*



*Photo: Independent Order of Odd Fellows (IOOF) Cabin, Paulina Lake*



*Prepared by:*  
**Deschutes County**  
**Community Development Department**  
[www.deschutes.org/cd](http://www.deschutes.org/cd)

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# ACKNOWLEDGMENTS

## **Historic Landmarks Commission**

Dan Ellingson—Pioneer Association  
 Christine Horting-Jones—Ex-Officio  
 Sharon Leighty— Unincorporated Area  
 Kelly Madden— Unincorporated Area  
 Dennis Schmidling— City of Sisters  
 Rachel Stemach— Bend Area

## **Deschutes County Community Development Department**

Peter Gutowsky, AICP, Community Development Director  
 Will Groves, Planning Manager  
 Tanya Saltzman, AICP, Senior Planner

## **City of Sisters Community Development Department**

Scott Woodford, Community Development Director  
 Emelia Shoup, Assistant Planner

The Historic Landmarks Commission is responsible for taking the lead in promoting historic and cultural resource preservation in unincorporated Deschutes County and the City of Sisters.

This manual was developed by the Deschutes County Community Development Department, with significant input from the Historic Landmarks Commission to provide guidance and helpful references, especially for newly appointed commissioners. It is intended to be an active document that is regularly revisited and updated. The project was funded by a 2021-22 Certified Local Government (CLG) Grant.

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## PURPOSE

The purpose of this policy and procedures manual is to put into one document a list of the current responsibilities, activities, procedures and basic policies of the Deschutes County Historic Landmarks Commission (HLC). In addition to excerpts from Deschutes County Code and the Comprehensive Plan that expressly describe the HLC's priorities, this manual provides background on the County's historic preservation program, information on currently-recognized historic resources, and the procedures that govern the Commission's activities. It also provides larger context in the form of an overview of the Oregon land use system and the procedures by which land use decisions are made in Deschutes County. The HLC, along with other advisory committees, provides a vital link between County government and its citizenry.

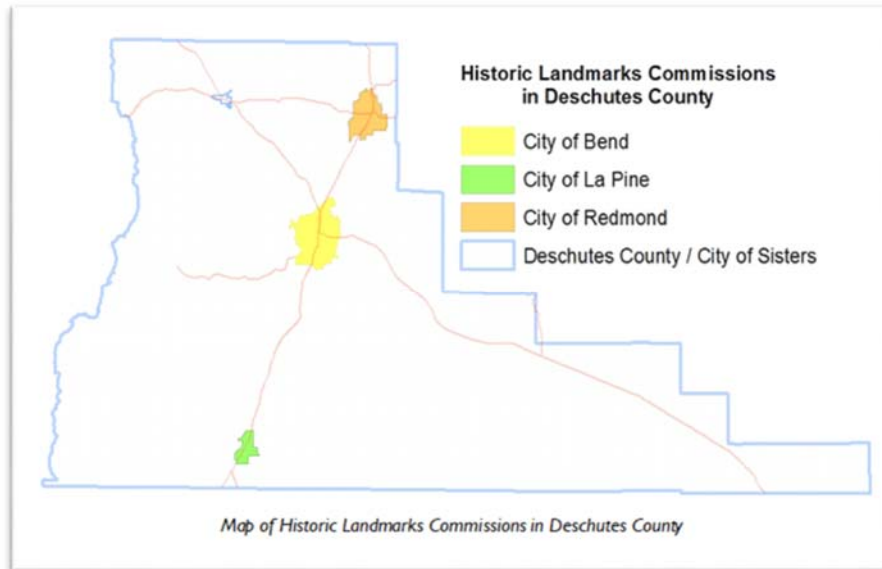
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## SECTION 1: HLC OVERVIEW, PROCEDURES, AND RESPONSIBILITIES

### Historic Preservation Program History

In 1979, Deschutes County inventoried potential historic and cultural sites in the Resource Element of the Comprehensive Plan. The 1979 Comprehensive Plan included goals and policies to protect historic resources as well as provisions that the County establish an HLC and adopt an ordinance to protect designated historic sites. One year later, the Board of County Commissioners (BOCC) adopted Ordinance PL-21, which established an HLC and created a process to evaluate, designate and regulate historic structures. The HLC subsequently, and over time, evaluated proposed historic sites and cultural resources, including Locally Significant Historic Resources, National Register historic properties, Archaeological Sites and Objects. The resulting list of historically designated sites can be found in the Comprehensive Plans of Deschutes County and the City of Sisters (see Section 2 for more on the designation process for locally significant sites).

Since 2011, Deschutes County and Sisters reorganized and created their own program as a result of the Cities of Bend, La Pine and Redmond wanting autonomy and becoming independent Certified Local Governments (CLG). The jurisdictions of various historic landmarks commissions are illustrated in the map below.



## Purpose of the Historic Landmarks Commission

The HLC serves as an advisory body for issues concerning historic and cultural resources for unincorporated Deschutes County and the City of Sisters and reviews development applications for alterations to designated historic sites. In addition and specific to Sisters, it reviews the exterior treatments of buildings applying the Western Frontier Architectural Design Theme.

The Deschutes County Comprehensive Plan Section 2.11 Cultural and Historic Resources and Deschutes County Code (DCC) Chapter 2.28, Historic Preservation and Historic Landmarks Commission, establish the legal basis for the HLC.

## Formal Responsibilities of the Historic Landmarks Commission

The formal duties and responsibilities of the HLC are described in the guiding documents of Deschutes County: Deschutes County Code, the Deschutes County Comprehensive Plan, and the City of Sisters Comprehensive Plan, excerpted below.

### Deschutes County Code

Per DCC 2.28.040, Administration, the HLC has the following duties:

- Submit an annual report to the BOCC.
- Serve as a hearings body for matters concerning Significant Historic Resources within the County and the City of Sisters.

- Serve as the initial hearings body for matters concerning applications to designate a historic resource as a Locally Significant Historic Resource. The BOCC shall consider the decision of the Landmarks Commission and serve as the final hearings body.
- Review nominations to the National Register of Historic Places at the direction of the State Historic Preservation Office.
- May act upon requests by any community member, by owners of structures, objects, districts, or sites, or on its own motion concerning the designation of particular districts, objects, or sites.
- Inspect or investigate any district, structure, object or site in the County which it is requested to designate, or which it has reason to believe is an architectural and/or historical landmark.
- Review all information which it has and shall hold hearings as prescribed in DCC 22.24.050 through 22.24.190.
- Coordinate historical preservation programs of the county, state and federal governments, as they relate to property within the County.
- May recommend to the BOCC or the State Legislature any changes of law which it finds appropriate.
- Compile and maintain a current Resource List, also known as the Deschutes County Goal 5 Inventory of Historic and Cultural Resources, that includes the applicable tax lots and addresses, the date of designation, and a brief description of the resource and reasons for inclusion.
- Take such steps as it finds appropriate or necessary to make available to the public information concerning its activities and various Historic Resources to be designated pursuant to DCC 2.28.
- Perform such other duties relating to historical matters as the BOCC may request.
- Serve without compensation.
- Support the enforcement of all federal and state laws relating to the protection of National Register historic properties, Archaeological Sites, and Archaeological Objects regardless if they are designated to the Resource List.

The duties mentioned above enable the HLC to concentrate on historic preservation policy and entitlements. A summary of recent HLC accomplishments can be found in the annual Community Development Department (CDD) Citizen Involvement Report.

**Deschutes County Comprehensive Plan**

Deschutes County Comprehensive Plan Section 2.11 Cultural and Historic Resources recognizes the HLC:

**Goal and Policies**

**Goal 1            Promote the preservation of designated historic and cultural resources through education, incentives and voluntary programs.**

- Policy 2.11.1 The Historic Landmarks Commission shall take the lead in promoting historic and cultural resource preservation as defined in DCC 2.28.
  - a. Support incentives for private landowners to protect and restore historic resources.
  - b. Support the Historic Landmarks Commission to promote educational programs to inform the public of the values of historic preservation.
  - c. Support improved training for the Historic Landmarks Commission.

**City of Sisters Comprehensive Plan**

City of Sisters Comprehensive Plan recognizes the HLC:

**Goal and Policies**

**5.1 Goal            To protect natural resources and conserve scenic and historic areas and open spaces.**

5.4 Policies

...

2.            The City shall identify and protect historical sites within the Urban Growth Boundary.

Task –

- a. The Sisters City Council has entered into an agreement with the Deschutes County Landmarks Commission to periodically investigate and identify historic sites within the City Limits and study various means of interpreting local history.

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# HLC STANDARD OPERATING PROCEDURES

The following Standard Operating Procedures both reference DCC Chapter 2.28 and supplemental best practices adopted by the HLC to guide its meeting management and decision



making processes. Frequently Asked Questions and a Reference Guide are provided in Appendices A and B respectively.

## **Jurisdiction**

The Deschutes County HLC is the Landmarks Commission for the City of Sisters and unincorporated area of the County outside of the Urban Growth Boundaries (UGBs) of Bend, La Pine, Redmond, and Sisters.

## **Membership**

The HLC is composed of five voting members residing in Deschutes County and an undetermined number of ex-officio members. The Mayor of Sisters may appoint one Commissioner to represent the City of Sisters or delegate it to Deschutes County. The BOCC appoints at least four Landmarks Commissioners. Upon recommendation of the Deschutes County Pioneer Association, the BOCC appoints one representative from the Deschutes County Pioneer Association as one of the four Landmarks Commissioners. Landmarks Commissioners serve four-year terms. Any vacancy occurring in a position for any reason other than expiration of a term shall be filled by appointment for the remainder of the term. There are no term limits. To the extent they are available, at least some of the commission members should meet professional qualifications in the disciplines of history, architecture, architectural history, archaeology, or related fields.

Ex officio members are not entitled to vote and are not required to reside within Deschutes County. These persons shall be representative of organizations including, but not limited to, the United States Forest Service (USFS), United States Bureau of Land Management (BLM), the County building division, the American Institute of Architects, the Confederated Tribes of Warm Springs, Burns Paiute Tribe, and Klamath Tribes.

It is important to acknowledge that failure to achieve such geographic representation does not affect the validity of any action taken by the HLC. The County strives to stagger Landmarks Commissioner terms with not more than three commissioner terms expiring in any one year. Membership, to the extent possible, is representative of the various geographic areas of Deschutes County.

## **Removal from Office**

A member of the HLC may be removed by the BOCC for findings of misconduct or nonperformance of duty.

## **Vacancy Filing**

Vacancies on the HLC are filled by the BOCC for the unexpired term of the predecessor in office. Vacancies created by the expiration of a member's term are filled by the BOCC for a term of four years. The terms of office start on July 1.

## Chair and Vice-Chair Responsibilities

At its first meeting of each year, the HLC elects from among its membership a chair and a vice-chair. Chair responsibilities include:

- Conducts meetings per the current edition of Roberts Rules of Order.
- Encourages relevant testimony by making the criteria for decisions clear.
- Ensures that time limits are met.
- Keeps Commission discussion on track and germane to the subject.
- Summarizes as needed.
- Diffuses hostility.
- Asks for ideas and opinions from each Landmarks Commissioner.
- Check-in with staff to ensure minutes are being properly recorded, speakers have identified themselves and can be heard.

## Meeting Schedule and Logistics

The HLC typically holds four meetings a year in February, May, August and November. Meetings are held the first Monday at 5:30 p.m. at the Deschutes Services Center, 1300 Wall Street, Barnes and Sawyer rooms, Bend. The HLC can conduct additional meetings as necessary. In the past additional meetings were necessary to address a nomination to the National Register of Historic Places and local entitlement for a historic landmark. The HLC may also conduct joint meetings with the BOCC to expedite legislative processes, such as an amendments to DCC Chapter 2.28. Both may also consider a liaison to better connect the two bodies. Examples of other purposes to conduct a joint meeting include, but are not limited to:

1. Facilitate an understanding of the responsibilities and authority of the HLC and BOCC.
2. Clarify the BOCC's policies, actions, or legislative proposals.
3. Information sharing and/or educational opportunities.
4. Coordinate on future or pending legislative proposals to establish a mutual understanding.
5. Discussing the scope of a strategic project.
6. Identify and discuss what is working and what needs improvement in the relationship, processes and procedures, resources, staffing, etc.

HLC subcommittees may be established for special projects.

HLC meeting packets are made available at least six (6) days prior to each meeting on the County's website (<https://www.deschutes.org/meetings>). Commissioners may request a hard copy of the meeting packet, which will be available for pick-up at CDD in Bend. Occasionally

supplemental materials are submitted after the meeting packet is published. Commissioners generally will not be expected to make decisions at the meeting when new materials submitted after the meeting packet are published or new materials are submitted at the meeting.

Meeting preparation requires approximately to 1-3 hours, depending on the agenda, meeting materials, and the complexity of issues. Commissioners are encouraged to contact staff with questions or concerns about the meeting agenda, meeting materials, or request additional information prior to the meeting to maximize productivity. Staff fulfills additional information requests based on available resources, direct relevance to the meeting agenda item, and applicability to the entire HLC, at the discretion of the Planning Director.

### **Annual Statement of Economic Interest**

State law, ORS 244.050 requires each Landmarks Commissioner as a public official to submit an annual Statement of Economic Interest in order to serve on the commission by April 15. More information is available at the Oregon Government Ethics Commission [website](#).

### **Quorum, Rules and Procedures**

A majority of the members of the HLC constitutes a quorum. The HLC may establish rules, regulations and procedures for its operation consistent with applicable laws of the State and the County. While not specified in County Code, the current edition of Roberts Rules of Order govern parliamentary procedure in HLC meetings.

### **Conflicts of Interest**

A member of the HLC is a public official pursuant to ORS 244.020(15), and thereby must be mindful of actual and potential conflicts of interest. Generally, a member of the HLC should not participate in any proceeding or action in which any of the following have a pecuniary benefit or detriment: the member, the member's spouse, parent, stepparent, child, sibling, stepsibling, son-in-law, or daughter-in-law; the member's spouse's parent, stepparent, child, sibling, stepsibling, son-in-law or daughter-in-law; any individual for whom the member has a legal support obligation or otherwise receives benefits arising from the member's employment; any business which the member or the aforementioned-listed relatives is associated. Any potential conflict of interest must be disclosed at the meeting of the HLC where the matter is being considered. The rules governing conflicts of interest are at times complicated, and any questions should be raised prior to any proceeding with staff or directly with County Legal.

### **Powers and Duties**

The HLC handles legislative and quasi-judicial land use matters (discussed on Page 16).

## Staff Services

County planning staff is responsible for setting agendas, preparing reports and submitting them to the HLC. Other duties include preparing public notices and agendas and maintaining minutes, findings and reports as public records.

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## SECTION 2: HLC TASKS AND INITIATIVES

The following sections provide an overview of the primary tasks and initiatives the HLC undertakes each year. In addition to these tasks, the HLC often provides additional activities for its members, including educational experiences, lectures, conference attendance, field trips, and regional coordination.

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### GOAL 5 HISTORIC RESOURCES

#### What Is a Goal 5 Historic Resource?

The structure for protecting Oregon's lands is provided by five of the 19 Statewide Planning Goals and the associated Oregon Revised Statutes (ORS) and Oregon Administrative Rules (OAR). Statewide Goal 5, Natural Resources, Scenic and Historic Areas and Open Spaces, establishes a process for inventorying and evaluating more than a dozen natural and cultural resources. The process is defined in OAR 660-016 and OAR 660-023. If a resource is found to be significant, local government can protect it, allow uses that conflict with it, or find a balance. These are often referred to as Goal 5 resources.

The Statewide Goal and OAR require basic demolition and relocation review of historic properties on the National Register of Historic Places and recommend the County to inventory and protect other local historic and cultural sites. Deschutes County Code Chapter 2.28 – Historic Preservation and Historic Landmarks Commission implements OAR 660-023-200 as required by the State of Oregon. Starting in 1997, all historic and cultural designations were initiated at the request of property owners through the Comprehensive Plan text amendment process.

The list of Deschutes County's Goal 5 Historic Resources as acknowledged in the 2011 Comprehensive Plan is provided in Appendix C.

#### Goal 5 Historic Resource Nomination Process

The process of nominating a resource for Goal 5 nomination is delineated in Deschutes County Code 2.28.060 Procedures as follows:

##### **2.28.060 Procedures**

- A. Locally Significant Resource Designation Procedures:
  1. Upon receipt of a request from the Landmarks Commission to designate a particular structure, object, site or district as a Locally Significant Historic Resource or upon direction by the Board

- or on its own motion, the Planning Division shall fix a date and time for a public hearing before the Board.
2. Upon acceptance of a complete application, the owner of the subject structure, object, site, or district must be notified in writing of the designation process and their right to support or object to the designation of the Historic Resource to the Resource List under the provisions of ORS 197.772.
    - a. An owner may object to the designation of the Historic Resource to the Resource List. Such a refusal to consent shall be submitted on the public record and must remove the Historic Resource from any consideration for designation to the Resource List.
  3. Any request for Locally Significant Historic Resource designation must be filed with the County Planning Division before the date of application for any building permit, or any other application or permit which might be affected by such historical designation.
  4. The Planning Division shall notify, in writing, the property owner(s), the County Planning Commission and Landmarks Commission, of the public hearing before the Board at least 10 days prior to the public hearing.
  5. The Landmarks Commission shall submit its recommendation to the Board at least 10 days prior to the public hearing.
  6. At such public hearing, the owner(s) of the property involved, a representative of the Landmarks Commission and all other interested parties shall be entitled to be heard.
  7. If the Board determines that a property or properties proposed for designation has significance based upon the criteria in "[Appendix A](#)", the Board may designate such districts, sites, structures or objects as a Locally Significant Historic Resource.
  8. At the time of annexation to a city, all Locally Significant Historic Resources within the annexation area shall retain their resource designations within city jurisdiction unless a public hearing by the applicable City Council is held to remove the resource designation.
  9. An area may be designated a historic district even if all sites or structures within a district are not of historical or architectural significance, provided that the district as a whole is of such significance.
  10. A permit to demolish or modify a structure, object, or site under consideration for a Locally Significant Historic Resource designation must not be issued for 120 days from the date of the owner's refusal to consent to designation or the application to alter, relocate, or demolish the structure, object, or site, whichever occurs first.
  11. The Landmarks Commission may recommend additional protections to supplement the regulations in Chapter 2.28 to the Board as part of the designation process necessary for the protection of a Significant Historic Resource.

## Alteration of a Goal 5 Historic Resource

The following process applies to Locally Significant Historic Resources and National Register Historic Properties listed before February 23, 2017:

1. Except as provided in DCC 2.28.090(11), no person may demolish, relocate or alter any Significant Historic Resource in such a manner as to affect its exterior appearance or integrity, nor may any new structure be constructed in an historic district, unless a certificate of approval has been issued by the Landmarks Commission and the County.

2. Application for a certificate of approval for exterior demolition, relocation, alteration or new construction under DCC 2.28.090 shall be made to the Planning Division and shall be referred to the Landmarks Commission for review and/or hearing. Quasi-judicial applications shall follow DCC Chapter 22.
3. All applications for alteration or new construction shall be accompanied by appropriate plans and/or specifications.
4. Any request for a certificate of approval for demolition, exterior alteration or new construction must be filed prior to or in conjunction with an application for any building or land use permit.
5. Upon approval by the Chair of the Landmarks Commission, applications for minor alterations may be processed administratively.
6. Applications for major alterations shall be forwarded to the Landmarks Commission.
7. Applications for certificates of approval for exterior alterations to structures in an historic district or to a Significant Historic Resource shall be evaluated by the Landmarks Commission under the following criteria:
  - a. Applicable provisions of the County Comprehensive Plan;
  - b. Applicable sections of the Secretary of the Interior's Standards and Guidelines for Rehabilitation;
  - c. The reasonableness of the proposed alteration and its relationship to the public interest in the resource's preservation or renovation;
  - d. The design review guidelines set out in [Appendix B](#) of DCC 2.28;
  - e. The physical condition of the resource;
  - f. The general compatibility of proposed exterior design, arrangement, proportion, detail, scale, color, texture and materials proposed to be used on the existing resource;
  - g. Whether the alteration is required to remedy an unsafe or dangerous condition;
  - h. Other pertinent aesthetic factors, as appropriate.

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## CERTIFIED LOCAL GOVERNMENT

### What Is a Certified Local Government?

The Certified Local Government (CLG) program is designed to promote historic preservation at the local level. It is a federal program (National Park Service) that is administered by the Oregon State Historic Preservation Office (SHPO). Local governments must meet certain qualifications to become "certified" and thereby qualify to receive federal grants through SHPO and additional technical assistance. These requirements include:

- Establish a historic preservation commission
- Pass a preservation ordinance that outlines how the local government will address historic preservation issues
- Agree to participate in updating and expanding the state's historic building inventory program

- Agree to review and comment on any National Register of Historic Places nominations of properties within the local government boundaries<sup>1</sup>

## CLG Grants

CLGs are eligible for non-competitive grants that fund work that supports the promotion of historic preservation including survey, nominations to the National Register of Historic Places, public education, training, etc. The grants, which require a 50/50 match, have typically been in the \$5,000-\$20,000 range in recent years. Deschutes County has applied for and received CLG grants since 2009. Recent CLG grants have funded guest lectures, attendance at conferences, development of a walking tour app, and update to a historic resource StoryMap, to name a few.

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# HISTORIC PRESERVATION MONTH

Every year in May, local preservation groups, historical societies, businesses and other organizations across the country celebrate Historic Preservation Month. The month of May is set aside for events that promote historic places and heritage tourism. The events are also a way to demonstrate the social and economic benefits of historic preservation.

Historic Preservation Month began as National Preservation week in 1973. In 2005 the National Trust extended the celebration to the entire month of May and declared it “Preservation Month.” This provides an even greater opportunity to celebrate the diverse and unique heritage in our state.

The Deschutes County Historic Landmarks Commission is part of a nationwide network of groups that are dedicated to the preservation and celebration of our cultural heritage. As noted above, the HLC is part of the Certified Local Government Grant Funding program. The Deschutes County Historical Society, City of Bend Landmarks Commission, City of Redmond Landmarks Commission, Deschutes Public Library, the Bowman Museum, the Deschutes Land Trust, Redmond Parks and Recreation, and other interested groups partner with the Landmarks Commissions to demonstrate how historic preservation enhances the quality of life in Deschutes County. Each year the month of May has a full schedule of events that celebrate the unique and exciting history of Deschutes County.

Typically, the month of May begins with a kickoff event. Then, throughout the month there are outings and lectures and workshops and all sorts of fun and informative events to participate in and learn about.

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<sup>1</sup> <https://www.oregon.gov/oprd/OH/pages/clg.aspx>



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## SECTION 3: LAND USE PLANNING IN DESCHUTES COUNTY AND THE STATE OF OREGON

The following sections provide an overview of the Oregon land use system as well as the procedures that are used in land use decisions, including those performed by the Historic Landmarks Commission, in Deschutes County.

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### MAKING LAND USE RECOMMENDATIONS

This section outlines the classification of land use decisions, how to make a decision correctly, and the essential steps in conducting a public hearing.

#### Types of Land Use Decisions

The first step in making a decision is determining what type of decision the request involves. The statutory definition of a “land use decision” is long, detailed, and legalistic (see ORS 197.015(10)). To summarize, a land use decision is a final decision that concerns the adoption, amendment or application of Oregon’s Statewide Planning Goals, a Comprehensive Plan provision, a land use regulation, or a new land use regulation that requires the use of discretion. Land use decisions are either “legislative” or “quasi-judicial.” Approval of a use based on clear and objective standards (i.e., one that does not require discretion) is “ministerial” and is not a land use decision.

#### Quasi-judicial Versus Legislative Land Use Decisions

The Deschutes County HLC focuses on legislative land use and quasi-judicial matters. What are the differences between a quasi-judicial and a legislative decision? The Oregon Supreme Court in *Strawberry Hill 4 Wheelers v. Board of Comm’rs*, 287 Or 591, 601 P2d 769 (1979) established three factors generally distinguishing a quasi-judicial decision:

1. Is the process bound to result in a decision?
2. Is the decision bound to apply pre-existing criteria to concrete facts?
3. Is the action directed at a closely circumscribed factual situation involving a relatively small number of persons?

Following *Strawberry Hill 4 Wheelers*, the Land Use Board of Appeals (“LUBA”) further opined that the more definitively the above factors are answered in the negative, the more likely the decision is legislative. *Valerio v. Union County*, 33 Or LUBA 604 (1997). Otherwise, the decision is more likely to be quasi-judicial. No single answer controls. The second factor – whether the decision is bound to apply pre-existing criteria – is present to some extent in most land use

decisions and is thereby often given less weight. *Andrews v. City of Brookings*, 27 Or LUBA 39 (1994). Generally, if the first and third factors are answered negatively, it is a legislative decision.

## Legislative Land Use Decisions

Legislative proceedings relate to policy issues or matters that affect a broad area, or both. An amendment to the text of the Comprehensive Plan or Zoning code is nearly always a legislative matter. A Plan or Zoning map amendment may be legislative depending on its scope and whether it is initiated by an applicant or the local government. The procedures for hearing a legislative matter are different from those for a quasi-judicial proceeding; the laws are less detailed and the hearings less structured.

## Notice of Legislative Decisions

Individual mailed notices must be sent to all property owners whose property would be rezoned by a legislative action. This includes a change to the base zoning designation and a change to text “in a manner that limits or prohibits land uses previously allowed in the affected zone.” This is commonly referred to as “Measure 56 notice.” According to State law, the individual notice specifically must inform the owner that a rezoning, “may reduce the value of your property.” If no property is to be rezoned, local legislative hearing notice requirements need to be followed. Counties may exceed state notice requirements. Deschutes County is increasingly exceeding state notice requirements in land use processes to maximize public involvement in their local government’s decisions.

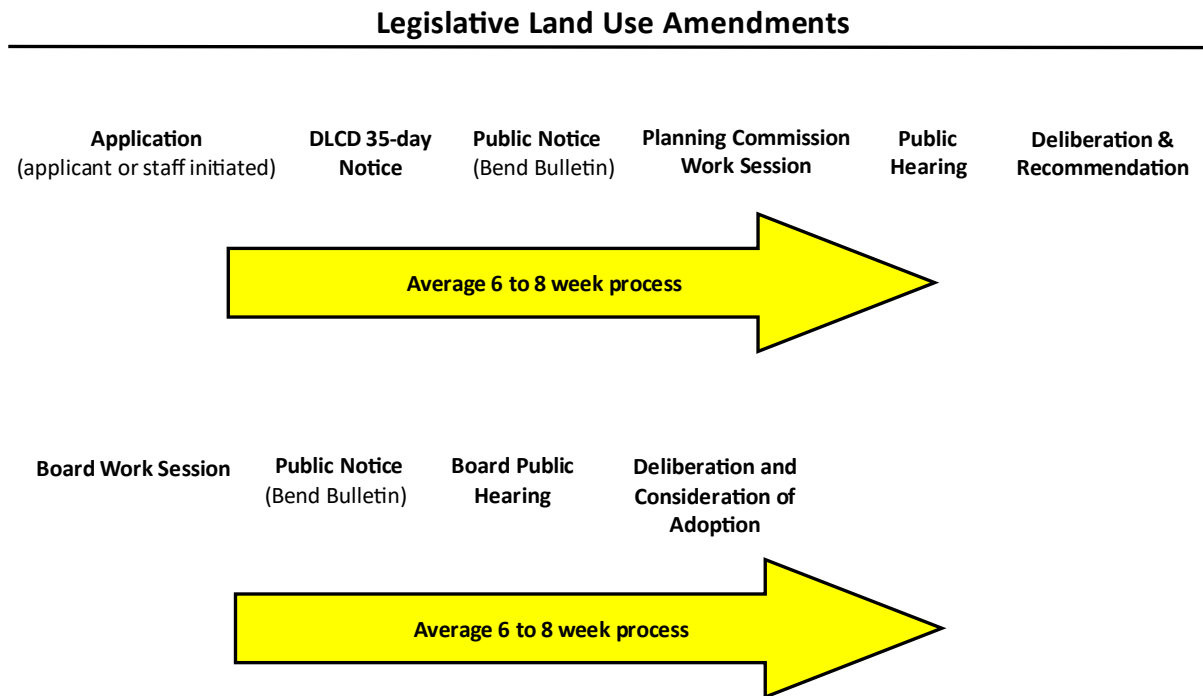
## Legislative Hearings

In a quasi-judicial setting, there are always proponents and often opponents to the proposal. In a policy matter, an individual may support part of the proposal and object to others. Parties may support the objective but disagree with some of the wording. Therefore, testimony at a legislative hearing is more open. Segmenting testimony into “proponents” and “opponents” is inappropriate.

Since legislative matters affect policy or a broad area, an individual’s rights are handled differently from a quasi-judicial process. There are no limits on ex parte contact so there is no time set aside for ex parte declarations at the commencement of the hearing. While the Statewide Planning Goals and perhaps statutes apply to many legislative matters, criteria are not as central to these hearings as they are in quasi-judicial matters. The correct policy is what matters, not whether a criterion is satisfied. Decision-maker opinions in this arena are acceptable – even expected. Formal statutes governing conflicts of interest as well as general principles discouraging members of the HLC to be influenced by biases, still matter, however.

The HLC does not decide a legislative matter, but rather makes a recommendation to the BOCC. However, as a dedicated planning body for Deschutes County, the elected County Commissioners depend on the HLC to fully consider land use matters relating to historic

preservation, listen to and evaluate public testimony or the topic under consideration and forward thoroughly evaluated, reasoned recommendations. Landmarks Commissioners actively listen and read all public testimony related to the topic being discussed. **Figure 2** illustrates the legislative land use amendment process.



### Outline for Conducting a Legislative Public Hearing

The following is an outline for conducting a public hearing. It is important to acknowledge that the HLC ensures a civil proceeding by directing all public questions to the chair. The chair (or vice-chair when the chair is absent) facilitates the public meeting and interactions among Landmarks Commissioners and staff. Even in contested land use proceedings, HLC’s recommendation reflects the advisory body as a whole. Members of the HLC, in their individual capacity and not as a representative of the Landmarks Commission, maintain their ability to testify at subsequent BOCC proceedings.

1. Chair opens hearing.
2. Chair describes procedures for testimony and outcome of the hearing.
3. Staff report is summarized.
4. HLC asks technical or clarifying questions to staff of the proposal.
5. Testimony from citizens, interest groups, state agencies, and other units of government are entered into the record.

Requests to continue the hearing do not need to be observed, but the HLC may continue a legislative hearing as needed. If the continuance is to a date, time, and place certain, no new notice is required.

6. Close the hearing.
7. Discussion. Note: Questions to staff may be asked during discussion (or all through the process) even after the close of the hearing.
8. Motion and second.
9. Deliberation, amendments to motion (if any).
10. Vote on a recommendation.

### **Work Sessions: Purpose and Conduct**

The Planning Director may schedule a work session to prepare the HLC for an upcoming public hearing or following a hearing and prior to deliberations, for informational or educational purposes, or to address other relevant topics applicable to rural land use planning.

Work session conduct is generally informal:

1. Chair opens the work session.
2. Staff presents or introduces an issue, topic, invited speakers (if any), etc.
3. Chair facilitates the discussion among the work session participants.
4. Staff presents next steps pertaining the topic (if any).

Public comments are generally not be permitted at any work session which pertains to a pending application before the HLC to avoid due process issues since the public hearing either usually has not have been opened or has been closed as the HLC prepares for deliberations, or has not otherwise been noticed as a public hearing on a pending application.

Public comments on other matters is at the discretion of the chair. However, work sessions are generally understood to be discussions between the HLC and staff and/or other specifically invited persons. Please note, if the chair permits public comments on non-public hearing agenda items, then other people who do not attend may legitimately raise concerns regarding the adequacy of the notice.

### **Applicable Standards and Criteria**

Statutes require a land use decision to be based on approval criteria. The decision must apply the approval criteria to the facts. The decision-maker must apply the adopted criteria for approval that are contained in the zoning code. If the applicant demonstrates compliance with these criteria, the application must be approved even if the decision-maker disagrees with the criteria, or believes that additional, un-adopted criteria should be applied. Conversely, if the applicant fails to demonstrate compliance with the applicable criteria, the decision-maker must deny the application even if it believes that the applicable criteria are unreasonable.

Regarding interpretation of criteria, if the wording is clear and unambiguous, it must be followed. A hearing body may not insert what has been omitted or omit what has been inserted. If two provisions conflict, the more specific provision usually controls. For example, if

a property is located in a zone that allows certain uses, but is subject to an overlay zone that restricts several of those uses, the overlay zone restrictions will control.

## Findings

Findings are statements of the relevant facts as understood by the decision-maker and a statement of how each approval criterion is satisfied by the facts. A brief statement that explains the criteria accompanies approval or denial and standards considered relevant to the decision, states the facts relied upon and explains the justification for the decision.

The purposes of findings are to:

- Ensure that the hearings body applied the criteria prescribed by statute, administrative rule, and its own regulations and did not act arbitrarily or on an ad hoc basis.
- Establish what evidence the reviewing body relied on in making the decision to inform the parties why the hearings body acted as it did and explain how the conclusions are supported by substantial evidence.
- Demonstrate that the reviewing body followed proper procedures.
- Aid careful consideration of criteria by the reviewing body.
- Keep agencies within their jurisdictions.

Statutes require:

- An explanation of the standards considered relevant to the decision.
- A statement of the facts supporting the decision.
- An explanation of how the standards and the facts dictate the decision.

Findings need not be exhaustive, but rather should contain a summary of the relevant facts. No particular form is required, and no magic words need to be employed.

Generally, the best way to prepare findings is to:

1. Identify all of the applicable criteria.
2. Start with the first criterion and deal with each element separately; for example, “The criterion is that the property is not subject to landslides, floods, or erosion.”
3. State the criterion as a conclusion; e.g., “The property is not subject to landslides because...”
4. State the fact that leads to the conclusion the property is not subject to landslides; e.g., “...because the topography on the property has a 0% grade and the property is located on a lava bed.”
5. Repeat the process for each element of every applicable criterion.

6. Where there is a criterion or element of a criterion that is not applicable, state why it is not applicable.
7. Where there is conflicting evidence, the safest course is to state there was conflicting evidence, but the hearings body believed certain evidence for certain reasons. This however, is not required.

Common problems with findings include:

- Failure to identify all applicable standards and criteria.
- Failure to address each standard and criterion.
- Deferring a necessary finding to a condition of approval.
- Generalizing or making a conclusion without sufficient facts.
- A mere statement that the criteria have been met, without further explanation.
- Simple restatement of the criterion.
- Failure to establish a causal relationship (direct observation, reports from other people), between facts and ultimate conclusions.

## Evidence

The applicant has the burden of proof to introduce evidence that shows that all of the approval criteria are satisfied. Opponents, on the other hand, have the duty to show that the applicant's facts are incorrect or that the applicant has not introduced all of the facts necessary to satisfy the burden of proof. The questions that arise are:

- What is relevant evidence in the record?
- How much evidence is required to support a finding; that is, what does substantial evidence mean?
- How does the reviewing body address conflicting evidence in the findings?

The decision must be based on relevant evidence in the record. Evidence in the record is evidence submitted to the reviewing body. The reason for limiting the basis for the decision to evidence in the record is to assure that all interested persons have an opportunity to review the evidence and to rebut it.

A reviewing body may support an application in concept or members may have personal knowledge of facts that would satisfy the approval criteria, but it cannot approve the application on that alone. There must be substantial evidence in the record. Personal knowledge is not evidence in the record. In reality, such applications are approved but they will be remanded if appealed to LUBA. It is also important to note that an application cannot be denied on the basis of facts not in the record.

Relevant evidence is evidence in the record that shows an approval criterion is or is not satisfied. Testimony about effects on real estate values is not relevant unless the approval criteria require a finding on the effect on real estate values.

A statute provides that LUBA may reverse or remand a local government decision when the local government has “made a decision not supported by **substantial evidence** in the records as whole.” The term “substantial evidence” does not go to the volume of evidence. Substantial evidence consists of evidence that a reasonable person could accept as adequate to support the conclusion.

Where the evidence is such that reasonable persons may fairly differ as to whether it establishes a fact, there is substantial evidence to support the decision. In other words, what is required is enough evidence to show that an approval criterion is satisfied. If two people agree that there is not substantial evidence, there is not enough evidence.

When the applicant’s evidence is countered by the opponents, there is **conflicting evidence**. Where there is conflicting testimony based on different data, but any of the data is such that a reasonable person might accept it, a conclusion based on any of the data is supported by reasonable evidence. That is, the hearings body may select any of the information for its decision provided it is reasonable that a person would accept the data as correct. The best course of action is for the hearings body to state what evidence it believes and why when it prepares its findings of fact.

## Decision

The job of the reviewing body is to ascertain the facts and apply the approval criteria to the facts. A quasi-judicial decision will take one of three forms:

- 1. Approval.** The reviewing body found that the facts in evidence indicate the criteria are satisfied.
- 2. Approval with conditions.** The reviewing body has found that the facts in evidence do not demonstrate the criteria are fully satisfied, but, through the application of conditions, the criteria can be satisfied. This assumes the ordinance authorizes the application of conditions for approval.
- 3. Denial.** The reviewing body has found that the facts in evidence have not demonstrated that the criteria are satisfied and the application cannot be made to comply with conditions attached to it.

Whereas a quasi-judicial land use decision is required to take no longer than 150 days after the application is deemed complete, a legislative amendment does not have a State mandated timeline for issuing a decision. Nevertheless, the HLC needs to be cognizant of making timely recommendations, taking into account staff time, Commission meeting schedule, and other factors that might contribute to the decision-making process.

## Appeals and Timing

### *The “150-Day Rule”*

A county’s final quasi-judicial land use decision must be made within 150 days from acceptance of a complete application including time needed for appeal. Legislative proposals are not subject to this requirement. Deschutes County procedures allow staff 30 days to determine if the submittal is complete and then to send written notice to the applicant. Date of that notice starts the 150-day clock. If a decision cannot be made within the time limits, the local government can ask the applicant if they will extend the rule. Often that is agreeable since the alternative may be denial of the application. If the clock runs out and the deadline has not been extended, the applicant may ask the court to grant a writ of mandamus. If granted, the writ allows the application to proceed without local government approval.

### *Appeals*

The final consideration in a legislative or quasi-judicial decision is the potential of an appeal – from a staff decision to the Planning Commission, HLC or hearings officer, from the Planning Commission or HLC to the BOCC or from the BOCC to LUBA. Timeframes for these actions are set out in State law and local ordinances.

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## ROOTS OF LAND USE PLANNING IN OREGON

Land use planning in Oregon began in the cities. Urban settings created urban needs for coordinated approaches to particular uses of the land. Recognizing this, the 1919 Oregon Legislature passed enabling legislation allowing cities in Oregon to plan in an orderly way for the challenges that resulted from steady growth. This legislation enabled cities to establish Planning Commissions and required Planning Commission approval for subdivision plats. After World War II, Oregon counties were similarly authorized to establish Planning Commissions, at a time when rapid growth created increasing urban problems in many unincorporated areas.

Through most of the 20th century, Oregon state government’s role in planning was limited. The state legislature authorized local planning to occur and provided for coordination with the federal government when the need arose (during depression-era dam building projects, for example), but did not preempt or control local guidance of development and growth. However, as Oregon grew dramatically in population and income during and after World War II, it became increasingly evident that the system of permissive, local-option planning was not adequate to accommodate complex regional and statewide pressures and trends that crossed many jurisdictional boundaries.

State government during this period began slowly, but with growing speed spurred by popular concern, to respond to the challenges resulting from rapid growth and development. A Department of Environmental Quality was established, backed by clean air and water laws as well as pollution bonds; landmark Oregon legislation created significant laws on beaches, bottle



deposits, bike paths, and billboard removal. It was apparent that land use difficulties were at the root of many of the problems resulting from growth. Oregon's most productive farmland, the 100-mile-long Willamette Valley, was also home to 80 percent of the state's population.

Oregon's population increased by nearly 40 percent between 1950 and 1970, and 80 percent of that occurred in the Willamette Valley. The result was significant growth in cities of the Valley, with the subsequent loss of prime farmland. Spurred by the losses of farmland and prodded by first-term Governor Tom McCall, the 1969 Oregon Legislature passed Senate Bill (SB) 10, which required all cities and counties to adopt comprehensive land use plans and zoning regulations. SB 10 ended the view that selective local option planning alone would suffice to meet regional and area-wide land use challenges, which could significantly affect the economic and environmental bases of this state. Not only were zoning and subdivision regulations required of every jurisdiction in the state, but statewide goals were set out which addressed conservation of prime farm and forest lands and other vital state concerns, including air and water quality, open space, natural scenic resources, timely development of public facilities, well-considered transportation systems and orderly transition from rural to urban uses with a careful view to protecting the basic character of Oregon.

Unfortunately, the 1969 legislation contained no assistance to meet the cost of compliance, and its enforcement provisions proved inappropriate. This led to a strong effort on the part of Governor McCall and key state legislators to work together to develop an acceptable proposal that would make statewide land use planning a reality, rather than a platitude, in every jurisdiction in the state.

### **The Oregon Land Use Act of 1973**

The 1973 Legislature convened with bipartisan support for strengthening state oversight of local planning. The result of its effort, the Oregon Land Use Act of 1973 (Senate Bill 100), established the framework that in major part governs and guides land use planning in Oregon today. The Act was passed by substantial margins in both chambers of the legislature. It remains a controversial piece of legislation but has withstood numerous challenges in the legislature, in courts, and at the polls. It also represents the concerns, and has received the support of various groups representing agriculture, business, homebuilders, local governments, and environmental organizations.

### **Developing the Statewide Planning Goals**

Once the Land Use Act was on the books, the work of implementation began. The first task for the Land Conservation and Development Commission (LCDC) was creation of the Statewide Planning Goals against which each local comprehensive plan would be measured. After more than a year of public workshops and hearings in 20 locations around the state involving over 3,000 Oregonians, LCDC adopted 14 statewide land use-planning goals in 1974. Later, coastal goals and a Willamette River Greenway goal were added to bring the total to 19 goals.

## LCDC'S Responsibilities

LCDC itself acts mainly through the acknowledgement (initial approval), periodic review, and post-acknowledgement review processes. It may issue enforcement orders, which specify areas of noncompliance in local planning decisions, and specific corrective actions required. LCDC conducts studies through its staff (the Department of Land Conservation and Development, or DLCD) and writes administrative rules refining the provisions of the goals. Often it is in this forum where discussion and consensus building can take place that best works to define Oregon's planning program.

All city and county comprehensive plans and implementing regulations were "acknowledged" by LCDC as complying with the Statewide Planning Goals. Acknowledgment was needed before the local government could rely on its plan for making land use decisions without showing goal compliance for every land use decision. Once a comprehensive plan (including the implementing ordinances and regulations) gains acknowledgment, the plan – not the statewide goals – controls land use decision-making for the local government. Any amendment to an acknowledged plan must be shown to comply with the goals so that the whole plan maintains acknowledgment. It is important to note that LCDC's enforcement powers relate primarily to city and county compliance with the land use statutes and the goals. Cities and counties themselves remain responsible for assuring that individual land use actions comply with their local comprehensive plan. Local government is the primary enforcement entity, and appeals of final local decisions go to LUBA, not LCDC.

## Purpose of the Goals: Development and Preservation

Taken as a whole, the goals are best understood as devoted to creating and maintaining sustainable, livable, and equitable communities. First, they seek to protect the natural resources on which much of Oregon's economy depends (in particular, farm and forest land) and our environmental quality. Second, the goals promote efficient urban development and an orderly transition from rural to urban use. Implicit in both purposes of the goals is the encouragement of economic development through orderly growth. That change must occur in a manner that does not threaten the long-term economic foundations of Oregon. The twin concerns – development and preservation – meet in Goal 14. This urbanization goal requires that a city, in consultation with the county, local special districts, and neighboring jurisdictions, draw a boundary around itself to establish the projected limits of urban growth for 20 years. Data to support the boundary is required, including 20-year growth forecasts. All land within the boundary – called an urban growth boundary (or UGB) – will be considered either urban or potentially urban, while land outside the UGB must remain predominantly rural in character. The 19 Statewide Planning Goals can be generally grouped into three categories:

1. **Process Goals**, which ensure citizen participation and set forth basic requirements and procedures for local planning and development regulations (Goals 1 and 2).

2. **Development Goals**, which address the interrelated factors of economy, housing, public facilities, transportation, energy, and urbanization (Goals 9-14).
3. **Conservation Goals**, which address the preservation of natural resources of various types:
  - Land resources – agricultural and forest (Goals 2 and 4).
  - Coastal resources – estuaries, shorelines and dunes, and the ocean (Goals 16-19).
  - Managing resources – environmental quality; recreational and resort areas; scenic, historic, and natural resource areas; and natural hazards (Goals 5-8).
  - Willamette River – special regulations relating to particular concerns and values of this major waterway (Goal 15).

## Deschutes County Comprehensive Plan

The Deschutes County Comprehensive Plan provides a blueprint for land use conservation and development. This is accomplished through goals and policies that tell a cohesive story of where and how development should occur and what places should remain undeveloped. The Plan provides a legal framework for establishing more specific land use actions and regulations such as zoning. The goals and policies are based on existing conditions and trends, community values and the statewide planning system.

The Plan covers a 20-year period from 2010-2030. To remain useful over that time, the Plan must provide clear policy direction yet remain flexible. As Deschutes County conditions change, legislative amendments will ensure the Plan remains relevant and timely. The unincorporated areas of the County are covered by this Plan. The cities of Bend, La Pine, Redmond and Sisters each maintain their own comprehensive plans within their respective UGBs. The cities and County use intergovernmental agreements to coordinate land use within UGBs. The Plan complies with the statewide planning system, which was adopted in 1973 to ensure consistent land use policies across the state. While compliance with the statewide system is required, it is also important for a comprehensive plan to reflect local needs and interests. This Plan balances statewide requirements and local land use values.

Deschutes County encompasses a total of 3,054 square miles. The County was created in 1916 from a portion of Crook County and was named after the Deschutes River. Approximately 80 percent of the land in the County is publicly owned by the federal, state or local governments. Deschutes County's first Comprehensive Plan, *Comprehensive Plan to 1990*, was adopted in 1970. To comply with newly adopted statewide planning regulations a new plan was adopted in 1979, *Deschutes County Year 2000 Comprehensive Plan* (1979 Plan). In 1981, the 1979 Plan was acknowledged as being in compliance with the Statewide Goals. Along with the 1979 Plan, the County adopted a background document and map. The *Deschutes County Comprehensive Plan Resource Element (Resource Element)* contained valuable information pertaining to resources and demographics. The map depicted the long-term general land use categories for all lands in

the County. Over time, the County amended the 1979 Plan to comply with changes initiated by the State, the BOCC or property owners. Periodic Review, a plan update process once required by the state, started in 1988 and was completed in 2003. Periodic Review included major additions and amendments to the 1979 Plan to keep the Plan and its policies consistent with evolving State planning regulations and local conditions. The 1979 Plan was codified as Title 23 in the Deschutes County Code.

Deschutes County Comprehensive Plan 2030 is organized into five chapters:

- Chapter 1      Comprehensive Planning
- Chapter 2      Resource Management
- Chapter 3      Rural Growth Management
- Chapter 4      Urban Growth Management
- Chapter 5      Supplemental Sections

Chapters 1-4 contain the following:

- Background: Information providing context for the reason and process for including the goals and policies.
- Goals: A general description of what Deschutes County wants to achieve. The County will direct resources and/or support partner agencies and organizations to implement the goals over the 20-year Plan timeframe.
- Policies: Statements of principles and guidelines to aid decision making by clarifying and providing direction on meeting the Goals.
- References: A list of resources used in the preparation of each chapter is included at the end of each chapter.

The Plan's land use goals and policies are anticipated to be completed over a 20 year period.

## Types of Regulations

As noted above, the Deschutes County Comprehensive Plan contains a map and general policy statements. Implementing ordinances establish particular criteria, standards, and procedures through which the Plan will be carried out. These ordinances prescribe laws governing the way in which rural land may be used and divided. The most common types of regulation are subdivision and zoning regulations. Subdivision regulations control the particular ways in which parcels of land are divided. Provisions address design and layout of sites, roads, utility easements, public areas, etc.

Zoning is the placement of various land use "labels" (such as residential, commercial, or exclusive farm use) on a particular geographic. Zoning describes the uses permitted and generally establishes criteria and standards for each use (such as lot size, setbacks, and

parking). In designating these areas and establishing the conditions, the zoning ordinance will usually allow for flexibility and accommodation of special concerns. Provisions for variances, nonconforming uses, conditional uses, and other special provisions are incorporated into the zoning ordinances. Table 1 lists existing Comprehensive Plan designations and related Zoning districts. Some Plan designations apply County-wide and while others apply to designated areas of existing development. The Destination Resort designation recognizes a combining zone that supplements the underlying zoning. Most of the area-specific designations fall under the State rules for Unincorporated Communities.

**Table 1 - Comprehensive Plan and Zoning Code Designations**

<b>Comprehensive Plan Designation</b>	<b>Associated Deschutes County Zoning Code</b>
<b>County-wide designations</b>	
Agriculture	Title 18 - All EFU subzones
Airport Development	Title 18 - AD, AS
Destination Resort Combining Zone	Title 18 - DR
Forest	Title 18 - F-1, F-2
Open Space and Conservation	Title 18 - OS&C
Rural Residential Exception Area	Title 18 - RR-10 and MUA-10
Surface Mining	Title 18 - SM
<b>Area specific designations</b>	
Resort Community	Title 18 - All Black Butte Ranch and Inn of the 7 <sup>th</sup> Mountain/Widgi Creek subzones
Rural Community	Title 18 - All Tumalo and Terrebonne subzones
Rural Service Center	Title 18 - All RSC zones
Urban Unincorporated Community	Title 18 - All Sunriver subzones
Rural Commercial	Title 18 - Rural Commercial
Rural Industrial	Title 18 - Rural Industrial
Bend Urban Growth Area	Title 19 - UAR-10, SM, SR 2 ½, RS, IL, FP, WTZ
Redmond Urban Growth Area	Title 20 - UH-10
Sisters Urban Growth Area	Title 21 - UAR-10, OA, FP
Redmond Urban Reserve Area	Title 18 - RURA

Source: County Geographical Information System and Deschutes County Code

Deschutes County also recognizes the importance of working closely and cooperatively with the cities of Bend, La Pine, Redmond and Sisters, as well as special districts and state and federal agencies, to ensure a coordinated approach to future growth and conservation. Deschutes County has the responsibility for negotiating urban service agreements with representatives of all cities and special districts that provide, or declare an interest in providing, urban services inside a UGB. Urban service means:

- Sanitary sewers
- Water
- Fire protection
- Parks
- Open space
- Recreation

- Streets, roads and mass transit
- Special Districts

Deschutes County is responsible for coordinating other planning activities affecting land uses within the County. This includes:

- Coordinating with special districts, including irrigation districts, park districts, school districts, sewer districts, and water districts.
- Establishing Cooperation Agreements with special districts that provide an urban service in a UGB.
- Coordinating with the U.S. Forest Service and Bureau of Land Management.
- Joint Management Agreements with municipalities for managing urban growth areas (areas outside city limits, but inside a UGB).
- Establishing Urban Reserve Areas.

### Post-Acknowledgement Review

Post-acknowledgement review allows Deschutes County (and other cities and counties) to prepare amendments to comprehensive plans and associated inventories, studies, and implementing codes (i.e., zoning, subdivision, etc.) and then consider the amendment in a public process. Adoption of a post-acknowledgment plan amendment can be completed only by the Board at a public hearing. Deschutes County is required to submit changes to plans and codes to DLCDC 35-days prior to the first evidentiary hearing. DLCDC provides notice of all plan amendments throughout the state and publishes them on its web site. DLCDC may review and evaluate the amendment for compliance with the goals. Changes not involving the topics within the Statewide Planning Goals do not have to be submitted to DLCDC.

If a party (such as a citizen, an advocacy group, or DLCDC) believes the plan amendment does not comply with applicable goals, administrative rules, or land use statutes, the recourse is to appeal the amendment to LUBA.

### Land Use Board of Appeals

LUBA, is a panel of administrative hearings officers appointed by the governor charged with deciding appeals of local government land use decisions, including plan amendments and zone changes. LUBA was created to simplify the appeal process, speed resolution of land use disputes, and provide consistent interpretation of state and local land use laws.

Prior to LUBA's creation, land use appeals were heard by LCDC and the circuit courts. The tribunal is the first of its kind in the United States. The governor appoints the three-member board to serve four-year terms. The appointments are confirmed by the Oregon Senate. The board members must be members of the Oregon State Bar.

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## RELATIONSHIP TO STAFF

The Community Development Department consists of Administrative Services and five divisions which provide coordinated planning and development. The five divisions are:

- Building and Safety – provides construction plan reviews, consultation and inspections to assure compliance with federal and state building codes in the rural County and cities of La Pine and Sisters.
- Code Enforcement – investigates investigating code violation complaints to ensure compliance with each of the codes and statutes administered by CDD, and provides direct service on contract to the City of La Pine for solid waste violations.
- Coordinated Services – provides coordination of permitting and “front line” direct services to customers at the main office in Bend and at the La Pine and Sisters city halls.
- Environmental Soils – regulates on-site wastewater treatments systems (septic) and monitors environmental factors for public health and resource protection.
- Planning – consists of two operational areas, Current and Long Range Planning.

Current Planning is responsible for reviewing land use applications for compliance with Deschutes County Code and State law, including zoning, subdivision and development regulations, and facilitating public hearings with Hearings Officers and the BOCC. Staff is also responsible for verifying compliance with land use rules for building permit applications and septic permits; coordinating with Code Enforcement to respond to complaints and monitor conditions of approval for land use permits; and providing assistance at the public information counter, over the telephone and via email.

Long Range Planning is responsible for planning for the future of Deschutes County, including developing and implementing land use policy with the BOCC, Planning Commission, HLC, community and partner organizations. It is in charge of updating the Comprehensive Plan and zoning regulations, and coordinating with cities and agencies on various planning projects taking place in the region. Staff also monitors and participates in annual legislative sessions, and serves on numerous local, regional and statewide committees primarily focusing on transportation, natural resources, growth management and economic development.

To understand the roles and responsibilities of staff, the HLC, and Board of County Commissioners, please see the Resources section of this document.

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## ETHICS

According to the Oregon Ethics Guide for Public Officials, “a public office is a public trust.” Planning issues commonly involve a conflict of values, and often there are significant private interests at stake. These accentuate the necessity for the highest standards of fairness and honesty among all participants. See [Oregon Government Ethics Law: A Guide for Public Officials](#). HLC members, if interested, can attend an in-person training conducted by Deschutes County Legal Counsel. As questions arise, Commissioners can contact County Legal Counsel. Additionally, as mentioned earlier, Landmarks Commissioners must complete an Annual Statement of Economic Interest.

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## OREGON’S OPEN MEETING LAW

Oregon’s open meeting law (ORS 192.610–192.690) requires that decisions of any “governing body” be arrived at openly so that the public can be aware and informed of the body’s deliberations and decisions. A governing body is one with two or more members that decides for or recommends to a public body. The law applies to the state, cities and counties, and advisory bodies to those jurisdictions. Not only must meetings of city councils and boards of county commissioners be “open” – the meetings of HLCs, design review boards and other appointed boards or commissions with the authority to make decisions or recommendations are also subject to the requirements.

With a few exceptions, a meeting exists any time a quorum of the body’s membership is present. “Closed meetings” (or executive sessions) are allowed to discuss, for example employment, discipline or labor relations but decisions on these issues must be made at a public (open) meeting. HLCs will rarely conduct business in an executive session. Notice of public meetings is required, and the notice must include the time and place and principle subject to be discussed. Notice should be timed to give “reasonable” advance notice to the public. For “emergency” or special meetings, the law calls for 24 hours advance notice.

### *Emails*

Landmarks Commissioners need to be cognizant that sending emails to fellow Commissioners constitutes a public meeting when it is sent to a majority of members. When staff coordinates with the HLC electronically, the email often reminds Commissioners to respond to staff individually to ensure an accidental public meeting does not take place.

### Meeting Requirements

Any public body must provide for the sound, video or digital recording or the taking of written minutes of all its meetings. Neither a full transcript nor a full recording of the meeting is required, but the written minutes or recording must give a true reflection of the matters discussed at the meeting and the views of the participants. All minutes or recordings must be



available to the public within a reasonable time after the meeting, and shall include at least the following information:

- All members of the body present;
- All motions, proposals, resolutions, orders, ordinances, and measures proposed and their disposition;
- The results of all votes and the vote of each member by name;
- The substance of any discussion on any matter; and
- A reference to any document discussed at the meeting.

Because a meeting is open to the public, it means that anyone can attend. But “open” does not mean that anyone has the right to speak. HLCs and governing bodies may hold work sessions and other meetings without allowing public comment.

### Site Visits

Oregon’s open meeting law exempts “site inspections” from the meeting requirements. That means that technically the HLC or governing body could go as a group, as a quorum, to visit a site. However, site visits often introduce numerous other considerations. Notably, site visits are considered *ex parte* contact and should be disclosed at the first public hearing. A second consideration is the assumptions, which may be made by the public when they realize that a majority of the decision-making body visited the site without everyone else who might be interested in having an opportunity to be there. What did they see? What was discussed? What did they decide? As such, site visits rarely occur. When needed, it is usually best for the members of the HLC to refrain from discussing the proposal with one another or, for example, a property owner conducting the tour. Those conversations are best held during the public hearing with the public being able to fully participate.

### Resolving Land Use Conflicts

Land use issues can generate conflicts. It is important to recognize issues that may produce conflicts, anticipate opportunities to deal with the problems and use techniques that encourage “win-win” solutions.

#### *Elements in Every Conflict*

- Issues. The “what” of a dispute (e.g. the wetland impact of proposed development).
- Positions. The “how” – a specific proposal about how to solve the dispute (“This wetland permit cannot be issued”).
- Interests. The “why” – the expression of needs that drive a person’s behavior (Why do you want...? Why is that important?).

Interests may be:

- Procedural. Do people feel they are being treated fairly?
- Psychological. Do people feel they are listened to and their ideas respected?
- Substantive. Do people feel they will benefit from the result?

Only by identifying the interest(s) underlying the issues and positions and recognizing the different levels of importance each party gives to these interests can the disputing parties create mutually satisfying, durable solutions to conflicts.

## Potential Conflicts in Legislative Decisions

Local jurisdictions generally set the schedule for legislative land use decisions. There is no 150-day rule. By identifying stakeholders, clearly presenting facts and alternatives, and really listening and responding to the ideas and suggestions from all of the interested parties, decisions will be made that people see as fair. Even when people disagree with the results, it is difficult to generate a conflict over a “fair” decision.

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# PUBLIC INVOLVEMENT

## Encouraging Effective Citizen Involvement

How, and if, citizens become involved in your land use decisions can significantly affect results. The best road to success is to provide opportunities for meaningful public involvement throughout the process. Recognition of that fact may be the reason that the people of Oregon decided to make citizen involvement the first of the statewide land use planning goals.

Effective citizen involvement requires public awareness of:

- What is proposed?
- Who will be affected and how?
- Criteria for decisions.
- Who makes decisions, when and where, and with what time line?

## How to Get Feedback

The type of land use decision influences the approach to public participation. For legislative decisions, be creative! Get outside the box. Choices are available when considering an amendment to the comprehensive plan or zoning code, adoption of a sign ordinance, and the like. The local elected and appointed officials need a broad range of ideas. There are no questions of ex parte contacts and there is no requirement that a decision be reached. (For example, if people don't like the idea of a new or revised ordinance, the idea can be dropped). Questionnaires, surveys, or focus groups can help identify the level of interest in an issue of proposal. Town hall meetings, forums, and open houses (with staff available to answer

questions), as well as printed material, can attract interest prior to a public hearing. Feedback will let citizens know that their opinions were heard and considered. Provide a summary or “feedback report” that lists major comments and impact, if any, on decisions.

People need to know what is proposed, why, and what alternatives exist. Describe how a decision may be reached and list timeframes. Provide this information several times in several ways. Notice of legislative hearings should be provided to those who have an interest, including residents, businesses, interest groups, neighborhood associations, state and federal agencies, and other local governments. Since passage of Ballot Measure 56, property owners who may be affected receive direct, mailed notice.

For quasi-judicial decisions, follow the rules! Procedures for making these decisions are proscribed by law and local ordinances and limit involvement choices. For example, when an applicant requests approval for a permit or a zone change for a specific area, criteria dictate the basis for a decision and a decision – approve, deny, or approve with condition – must be made. Minimum hearing opportunities must be offered, but these are minimums, not maximums! A local government can encourage or even require an applicant to provide public-involvement opportunities in the form of neighborhood meetings or open pre-application conferences, or through social media or direct mail. Public involvement in quasi-judicial decisions is ultimately at the public hearing(s).

## Help Citizens Help You

Goal 1 requires opportunities for public involvement in land use planning. There are benefits beyond complying with that legal requirement:

- Citizens know their neighborhoods and community best.
- Residents and property owners can offer ideas on what is needed, what works and what doesn't.
- Members of the public who participate in development of a plan or ordinance take pride in their work and support the results
- Public involvement increases understanding of, and potentially support for, local government.

## Explain the System

Citizens can make their greatest contributions to the planning process when they understand the system. How staff handles questions at the planning department and how Landmarks Commissioners conduct meetings can contribute to public understanding. Several local jurisdictions go beyond that and make special efforts to educate people on planning.

## Stress Criteria for Decisions

A citizen whose testimony does not connect to the applicable criteria then sees the testimony dismissed and becomes frustrated, angry and distrustful of both local officials and local land use planning. The public needs to know that decisions are based on criteria in local ordinances. Make criteria stand out in the staff written report, the oral presentation and in comments by the chair. Additionally, it is important to note that staff are trained “experts.” The HLC can engage staff for additional feedback recognizing for example, that they can provide context on procedural issues, criteria, floodplains, transportation, etc.

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## RESOURCES

The following resources can assist the HLC:

- Deschutes County Code  
<https://www.deschutes.org/administration/page/deschutes-county-code>
- Deschutes County Community Development Department  
<https://www.deschutes.org/cd>
- Deschutes County Meetings and Hearings Information  
<https://www.deschutes.org/bcc/page/meetings-and-hearings-information>
- Deschutes County Historic Landmarks Commission  
<https://www.deschutes.org/cd/page/historic-landmarks-commission>
- Deschutes County Property Information  
<https://dial.deschutes.org/>
- Oregon Administrative Rules  
[https://sos.oregon.gov/archives/Pages/oregon\\_administrative\\_rules.aspx](https://sos.oregon.gov/archives/Pages/oregon_administrative_rules.aspx)
- Oregon Department of Land Conservation and Development  
<https://www.oregon.gov/lcd/Pages/index.aspx>
- Oregon Ethics Guide for Public Officials  
[https://www.oregon.gov/ogec/Documents/2010-10\\_PO\\_Guide\\_October\\_Final\\_Adopted.pdf](https://www.oregon.gov/ogec/Documents/2010-10_PO_Guide_October_Final_Adopted.pdf)
- Oregon Government Ethics Commission  
<https://www.oregon.gov/ogec/Pages/index.aspx>
- Oregon State Historic Preservation Office  
<https://www.oregon.gov/oprd/OH/>
- Oregon Revised Statutes  
[https://www.oregonlegislature.gov/bills\\_laws/pages/ors.aspx](https://www.oregonlegislature.gov/bills_laws/pages/ors.aspx)

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## FREQUENTLY ASKED QUESTIONS

### 1. How much time will I need to spend doing Historic Landmarks Commission business?

The HLC typically holds four meetings a year in February, May, August and November. Mondays at 5:30 p.m. at the Deschutes Services Center, 1300 Wall Street, Barnes and Sawyer rooms, Bend.

Meeting preparation requires upwards to 1-3 hours, depending on the agenda, meeting materials, and the complexity of issues. Commissioners are encouraged to contact staff with questions or concerns about the meeting agenda or meeting materials, or request additional information prior to the meeting to maximize productivity. Staff fulfills additional information requests based on available resources, direct relevance to the meeting agenda item, and applicability to the entire HLC, at the discretion of the Planning Director.

### 2. How do the Historic Landmarks Commission and the Board of County Commissioners interface?

A HLC Commission does not decide a legislative matter, but rather makes a recommendation to the Board of County Commissioners. However, as a dedicated planning body for Deschutes County, the elected County Commissioners depend on the HLC to fully consider land use matters relating to historic preservation and forward thoroughly evaluated, reasoned recommendations.

### 3. Who runs Historic Landmarks Commission meetings?

The chair (or vice-chair when the chair is absent) is responsible for facilitating public meetings and discussions among Landmarks Commissioners and staff. Chair responsibilities include:

- Conducts meetings and maintains order.
- Encourages relevant testimony by making the criteria for decisions clear.
- Ensures that time limits are met.
- Keeps Commission discussion on track and germane to the subject.
- Summarizes as needed.
- Diffuses hostility.
- Asks for ideas and opinions from each Landmarks Commissioner.

## APPENDIX A

### 4. Who establishes the Commission's agenda?

County planning staff is responsible for setting agendas, preparing staff reports and submitting them to the HLC. Other duties include preparing public notices and agendas and maintaining minutes, findings and reports as public records.

### 5. Can you provide an example of conflict of interest?

In Oregon, conflict of interest involve pecuniary matters. Nonetheless, the American Planning Association offers the following circumstances that may involve a conflict of Interest (Source: PAC QuickNotes4. January 1, 2006):

*A conflict of interest is a contradiction between an individual's personal interest and his or her public duty. Such conflicts can exist whether or not money is involved, and whether the conflict is actual or only perceived. Questions about conflicts of interest are part of larger due process considerations concerning the impartiality of the planning board or commission. Such conflicts threaten the right of applicants to receive a fair hearing and decision. To avoid conflicts, a planning commissioner must maintain independence, neutrality, and objectivity in an environment of often competing interests.*

*Scenarios. Circumstances that may involve a conflict of interest include:*

- *A personal bias or prejudice concerning any interested party or representative of a party in a matter before the commission;*
- *A personal or financial relationship with any party or party representative; or*
- *An action on a matter that may substantially affect the personal or financial interests (either directly or indirectly) of the Planning Commissioner or the Commissioner's family, such as owning nearby property.*

*Familial Contacts. What is reasonable in terms of familial contacts may vary from community to community; for example, in some small jurisdictions, extended families have been around for generations and interrelationships between applicants and commission members are common. Such contacts may be so pervasive that a commission member could not regularly be excused from participation; if that were the case, the commission might not ever achieve a quorum. However, a commission member can publicly declare the relationship and make an affirmative statement that the relationship, although it exists, will not impair his or her judgment. Again, if the conflict of interest is financial, even if it might be common practice to vote on matters of direct financial gain, the ethical planning commissioner should not do so.*

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# QUICK REFERENCE GUIDE: MEETINGS

## 1. Prior to each Historic Landmarks Commission Meeting:

- a. Contact staff if you are not able to access the information online at least six (6) days prior to the meeting date.
- b. Prepare for the meeting by reading the meeting agenda and packet. Good preparation results in a good meeting. Based on the agenda and topics:
  - i. Determine whether you have a conflict of interest or need to disclose any information pertaining to the proposal.
  - ii. Identify the different types of agenda items (i.e., public hearing, work session), the requested actions or recommendations for each agenda item, time of the actions or recommendations, and options (i.e., recommend approval, recommend approval with amendments/revisions/conditions, recommend denial, or no recommendation).
  - iii. Contact staff with questions or information requests regarding the proposed application or supporting documents, staff report, findings, and other applicable information necessary to prepare for the meeting.
- c. Refer to this Manual regarding the outline for conducting a Legislative Public Hearing or Work Session to understand the appropriate process for each agenda item. In addition, review Roberts Rules of Order if necessary to participate effectively in the meeting.
- d. Conduct site visit(s) individually or with staff, if applicable.
- e. Inform staff if you will not attend or arrive late to the meeting.

## 2. At the Historic Landmarks Commission Meeting:

- a. Keep an open mind. Always be respectful of fellow Commissioners, the public and staff. Act in a fair, ethical, and consistent manner.
- b. Be patient with public comments. Listen and do not pre-judge before testimony is taken. Avoid jargon and explain terms. Be mindful of body language.
- c. Participate and ask questions.
- d. Follow the applicable meeting procedures based on the type of agenda time (i.e., public hearing, work session), and Roberts of Rules of Order.
- e. Consider proposals to amend the Comprehensive Plan or Deschutes County Code based on:
  - i. Consistency with federal law, the Oregon Planning Program, and the Comprehensive Plan.



- ii. The application and evidence submitted supporting the proposal.
- iii. All public, expert, applicant, and agency testimony, as well as staff comments.
- f. Ask questions to gain a thorough understanding of the proposal; the reasons, basis, legal foundation for the proposal; and all perspectives of the proposal and potential impacts.
- g. State the reasons of your recommendation so the actions are clear to the HLC, the applicant, the public, and staff.
- h. The Chair's primary responsibilities are to:
  - i. Conduct and run an orderly meeting in a fair and timely manner, per the agenda, and in compliance with Roberts Rules of Order.
  - ii. Maintain order and facilitate a civil, safe, and respectful meeting, dialogue and behavior by all parties. Diffuse hostility. Intervene when:
    1. Speakers are interrupting one another.
    2. Speakers make personal attacks or ask personal questions.
    3. Speakers ramble or get away from the issue.
    4. Testimony, discussion, clapping, or cheering is out of order (intimidates people not sharing the same views and discourages public participation).
  - iii. Keep the Commission on track by managing the discussion or deliberations:
    1. Ensure participation among all Commissioners, especially newer members;
    2. Elicit relevant testimony, meaning that testimony should pertain to the matter under consideration. Refocus the discussion that has wandered off the point;
    3. Highlight or summarizes important points;
    4. Clarify misunderstanding;
    5. Enforce time limits equally, if applicable;
    6. Keep the evidence phase separate from the deliberation phase;
    7. Deliberate the proposal's facts and standards.
    8. Ensure motions are clearly stated before a vote is taken.
    9. Verify the administrative assistant has accurately recorded the vote and the reasons for the recommendation.
  - iv. Seek guidance or advice from staff when necessary.

## LIST OF GOAL 5 HISTORIC RESOURCES

The following list of Goal 5 Cultural and Historic Resources in rural Deschutes County appear in the County's current Comprehensive Plan. These inventories are acknowledged by the Department of Land Conservation and Development. In 2020, Deschutes County's inventories were updated to comply with Oregon Administrative Rule (OAR) 660-023-0200, the historic resources rule, which includes procedural requirements for surveying sites, evaluating integrity, and considering whether and how to protect historic and cultural resources. The State amended the historic resources rule in February 2017 to require a base level of protection for National Register historic properties and provide a more usable and clear list of standards for local governments to follow if they have an established historic preservation ordinance. This rule change is reflected in the separation of National Register sites into pre- and post-2017 listings below. Protection standards for resources listed on the National Register of Historic Places are required for local governments to comply with regardless of what the local ordinance provides.

### Locally Significant Historic Resources

1. Alfalfa Grange: Grange building and community center, built in 1930, located on Willard Road, Alfalfa. 17-14-26 TL 400.
2. Allen Ranch Cemetery: Oldest cemetery in Deschutes County. 30' by 40' fenced cemetery plot. Situated 100 yards west of South Century Drive, one-half mile south of Road 42. Two marble gravestones, two wooden markers. 20-11-7 TL 1700.
3. Fall River Fish Hatchery "Ice House": The hatchery "Ice House" dates from the beginning of fishery management in Oregon, circa 1920. It is an 18 foot by 18 foot improvement, the only original building remaining on the property, and the only significant building or structure on the site. Located at 15055 S. Century Drive, E½; NE¼; Section 32, Township 20S, Range 10 E, Tax Lot 100. (Ordinance 94-006 §1, 1994).
4. Long Hollow Ranch – Black Butte: Headquarters complex of historic ranch, located on Holmes Road in Lower Bridge area, including headquarters house, ranch commissary, equipment shed, barn and bunkhouse. 14-11-1 TL 101.
5. Swamp Ranch – Black Butte: The present day site of the Black Butte Ranch was part of the vast holdings of the Black Butte Land and Livestock Company in 1904. No buildings from the period exist. 14-9-10A, 10B, 15B, 15C, 16A, 21A, 21B, 21C, 22A, 22B.
6. Brothers School: Only one-room schoolhouse currently in use in Deschutes County, located on Highway 20 in Brothers. 20-18-00 TL 3200.
7. Bull Creek Dam: The Bull Creek Dam, a component of the Tumalo Irrigation Project was constructed in 1914 to form a water storage reservoir to increase the amount of irrigated acreage at Tumalo. It is a gravity type of overflow dam. Two cut off walls are extended into solid formation, one at the upper toe and the other at the lower toes of the concrete dam. The dam proper is about 17 feet high from the foundation, although the completed

## APPENDIX C

structure is about 25 feet. Located on Tumalo Reservoir-Market Road. 16-11-33 TL 2700 SW-¼; SW-¼.

8. Bull Creek Dam Bridge (Tumalo Irrigation Ditch Bridge): Built in 1914, the bridge, which spans the dam, consists of five continuous filled spandrel, barrel-type concrete deck arch spans, each 25 feet long. The concrete piers are keyed into notches in the arch structure. The structure is the oldest bridge in Deschutes County. On Tumalo Reserve-market Road. 16-11-33 TL 2700/ SW-¼; SW-¼.
9. Camp Abbot Site, Officers' Club: Officers' Club for former military camp, currently identified as Great Hall in Sunriver and used as a meeting hall. 20-11-5B TL 112.
10. Camp Polk Cemetery: One of the last remaining pioneer cemeteries, located off Camp Polk Road near Sisters. The site is composed of a tract of land, including gravestones and memorials, containing 2.112 acres in the Southwest Quarter of the Southeast Quarter of Section 27, Township 14 South, Range 10 E.W.M., TL 2100, described as follows: Beginning at a point North 20 degrees 06' 20" West 751 feet from the corner common to Sections 26, 27, 34 and 35 in Township 14 South Range 10 E.W.M. and running thence South 88 degrees 30' West 460 feet; thence North 1 degree 30' East 460 feet; thence South 1 degree 30' 200 feet to the point of beginning.
11. Camp Polk Military Post Site: One of the oldest military sites in Deschutes County. Located on Camp Polk Cemetery Road. Site includes entire tax lots, listed as follows 14-10-00 TL 2805 & 14-10-34 TL 100, 300.
12. Cloverdale School: School building in Cloverdale, located near 68515 George Cyrus Road. First building built in Cloverdale. 15-11-7 TL 600.
13. Eastern Star Grange: Grange hall for earliest grange organized in Deschutes County, located at 62850 Powell Butte Road. 17-13-19 TL 1900.
14. Enoch Cyrus Homestead Hay Station and Blacksmith Shop: The Enoch Cyrus Homestead was the original homestead of Oscar Maxwell, built in 1892 and purchased in 1900 by Enoch Cyrus. Important stage/store stop for early travelers. The homestead house, including a back porch and cistern, and the Blacksmith Shop are designated. 15-11-10 TL 700.
15. Fremont Meadow: A small natural meadow on Tumalo Creek in Section 34, Township 17 South, Range 11 East, lying within Shevlin Park. TL 5900. Campsite for 1843 Fremont expedition. 17-11-34 TL 5900.
16. Harper School: One-room schoolhouse, located west of South Century Drive, south of Sunriver, moved halfway between the Allen Ranch and the Vandever Ranch from the former townsite of Harper. 20-11-17 TL 1200.
17. Improved Order of Redmond Cemetery: Historic cemetery used by residents of La Pine/Rosland area. Located on Forest Road 4270, east of Highway 97. A 40-acre parcel described as: The Southwest one-quarter of the Southeast one-quarter (SW-¼; SE-¼) Section 7, Township 22 south, Range 11, East of the Willamette Meridian, Deschutes County, Oregon.

## APPENDIX C

18. Laidlaw Bank and Trust: One of the few remaining commercial buildings from the community of Laidlaw, located at 64697 Cook Avenue, Tumalo. 16-12-31A TL 2900.
19. La Pine Commercial Club: Building was built in 1912 as a community center, serving as a regular meeting place for civic organizations and occasionally served as a church. One of the oldest and continuously used buildings in La Pine. Located at 51518 Morrison Street, La Pine. 22-10-15AA TL 4600.
20. Lynch and Roberts Store Advertisement: Ad advertising sign painted on a soft volcanic ash surface. Only area example of early advertising on natural material. Lynch and Roberts established mercantile in Redmond in 1913. Roberts Field near Redmond was named for J. R. Roberts. Site includes the bluff. 14-12-00 TL 1505.
21. Maston Cemetery: One of the oldest cemeteries in County. Oldest grave marker is 1901. About one-half mile from site of Maston Sawmill and Homestead. Site includes the gravestones and memorials and the entire tax lot, identified as 22-09-00 TL 1800.
22. George Millican Ranch and Mill Site: Ranch established in 1886. Well dug at or near that date. Remains of vast cattle ranching empire. 19-15-33 Tls 100, 300.
23. George Millican Townsite: Town established 1913. Site includes store and garage buildings, which retain none of the architectural integrity from era. 19-15-33 TL 500.
24. Petersen Rock Gardens: The Petersen Rock Gardens consist of stone replicas and structures erected by Rasmus Petersen. A residence house and museum are part of the site. The site has been a tourist attraction for over 60 years. Located at 7930 SW 77th, Redmond. Site includes entire tax lot. 16-12-11 TL 400.
25. Pickett's Island: After originally settling in Crook County, Marsh Awbrey moved to Bend and then homesteaded on this island in the Deschutes River south of Tumalo. The site was an early ford for pioneers. Located in Deschutes River near Tumalo State Park. 17-12-6 NE-¼ TL 100. Portion between Deschutes River and Old Bend Road is designated.
26. Rease (Paulina Prairie) Cemetery: Historic cemetery on Elizabeth Victoria Castle Rease and Denison Rease's homestead. Earliest known grave is of their son, George Guy Rease, born in 1879, who was also a homesteader on Paulina Prairie. George Guy Rease died of smallpox on the Caldwell Ranch on May 2, 1903. Other known burials are William Henry Caldwell, 1841-October 15, 1910, died on the Caldwell Ranch of injuries sustained on a cattle drive; Melvin Raper, 1892-1914, died in a tent of tuberculosis; Addie Laura Caldwell, 1909-November 16, 1918, died of the Spanish influenza epidemic; and Emma Nimtze Deedon, 1886-April 15, 1915, died of complications from a pregnancy. There are several unmarked graves. The cemetery is a county-owned one-acre parcel on the north edge of Paulina Prairie, two miles east of Highway 97. 210-11-29, SE-¼; NW-¼ TL 99.
27. Terrebonne Ladies Pioneer Club: The Club was organized in 1910. The building has been a community-meeting place since 1911. Located at 8334 11th Street, Terrebonne. 14-13-16DC TL 700.
28. Tetherow House and Crossing: Site is an excellent example of an early Deschutes River crossing. Major route from Santiam Wagon Road to Prineville. Tetherow House was built

## APPENDIX C

- in 1878. The Tetherows operated a toll bridge, store and livery stable for travelers. Oldest house in County. Site includes house and entire tax lot. 14-12-36A TL 4500.
29. Tumalo Creek – Diversion Dam The original headgate and diversion dam for the feed canal was constructed in 1914. The feed canal’s purpose was to convey water from Tumalo Creek to the reservoir. The original headworks were replaced and the original 94.2 ft low overflow weir dam was partially removed in 2009/2010 to accommodate a new fish screen and fish ladder. The remaining original structure is a 90 foot (crest length) section of dam of reinforced concrete. Tax Map 17-11-23, Tax Lot 800 & 1600.
  30. Tumalo Community Church: The building is the oldest church in the County, built in 1905. It stands in the former town of Laidlaw, laid out in 1904. Located at 64671 Bruce Avenue, Tumalo. 16-12-31A TL 3900.
  31. Tumalo Project Dam: Concrete core, earth-filled dam 75 feet high. First project by State of Oregon to use State monies for reclamation project. On Tumalo Creek. 16-11-29.
  32. William P. Vandever Ranch Homestead House: The Vandever Ranch House stands on the east bank of the Little Deschutes River at 17600 Vandever Road near Sunriver. The homestead was established in 1892, and has been recently relocated and renovated. Vandever family history in the area spans 100 years. 20-11-18D TL 13800.
  33. Kathryn Grace Clark Vandever Grave: Kathryn Grace Vandever, daughter of William P. Vandever, died of influenza during the epidemic of 1918. Her grave is located across a pasture due south of the Vandever House, 50 feet east of the Little Deschutes River. Site includes gravestone and fenced gravesite measuring is approximately 15 feet by 25 feet. 20-11-00 TL 1900.
  34. Young School: Built in 1928, it is an excellent example of a rural “one-room” school which served homesteaders of the 1920s. Located on Butler Market Road. 17-13-19 TL 400.
  35. Agnes Mae Allen Sottong and Henry J. Sottong House and Barn: House and barn are constructed with lumber milled on the property in a portable sawmill run by the Pine Forest Lumber Company in 1911. Henry was awarded homestead patent 7364 issued at The Dalles on Dec 1, 1904. Henry was president of the Mountain States Fox Farm. A flume on the Arnold Irrigation District is named the Sottong Flume. The structures are also associated with William Kuhn, a president of the Arnold Irrigation District; Edward and Margaret Uffelman, who were part of the group that privatized and developed the Hoo Doo Ski Resort; and Frank Rust Gilchrist, son of the founder of the town of Gilchrist and Gilchrist Mill and president of the Gilchrist Timber Company from the time of his father’s death in 1956 to 1988. Frank R. Gilchrist served on the Oregon Board of Forestry under four governors and was appointed by the governors to serve as a member of the Oregon Parks and Recreation Advisory Committee. He served on the Oregon State University’s Forest Products Research Lab and was a director and president of the National Forest Products Association. T18 R12 Section 22, 00 Tax lot 01600.

Inventory note: Unless otherwise indicated the inventoried site includes only the designated structure. No impact areas have been designated for any inventoried site or structure.

**National Register Historic Properties listed before February 23, 2017**

36. Pilot Butte Canal: A gravity-flow irrigation canal constructed in 1904 that diverts 400 cubic feet of Deschutes River water per second. The canal conveys water through a 225-miles-long distribution system of successively narrower and shallower laterals and ditches on its way to those who hold water rights, serving about 20,711 acres by 1922. The canal was built in an area that had a population of 81 people when it was constructed. The historic district measures 7,435 feet long and encompasses 50 feet on either side of the canal centerline to create a 100-foot corridor. The district has a character-defining rocky, uneven bed, and highly irregular slopes, angles, cuts, and embankments.
37. Elk Lake Guard Station: A wagon road built in 1920 between Elk Lake and Bend sparked a wave of tourism around the scenic waterfront. To protect natural resources of the Deschutes National Forest and provide visitor information to guests, the Elk Lake Guard Station was constructed in 1929 to house a forest guard.
38. Deedon (Ed and Genvieve) Homestead: The homestead is located between the Deschutes River and the Little Deschutes River. All of the buildings were constructed between 1914 and 1915.
39. Gerking, Jonathan N.B. Homestead: Jonathan N.8. Gerking, "Father of the Tumalo Irrigation Project," played a crucial role in getting the project recognized and funded.
40. McKenzie Highway: The McKenzie Salt Springs and Deschutes Wagon Road, a predecessor to the modern McKenzie Highway, was constructed in the 1860s and 1870s.
41. Paulina Lake Guard Station: The station typifies the construction projects undertaken by the Civilian Conservation Corps and signifies the aid to the local community provided by the emergency work-relief program through employment of youth and experienced craftsmen, purchase of building materials and camp supplies, and personal expenditures of enrollees.
42. Paulina Lake I.O.O.F Organization Camp: The Paulina Lake I.O.O.F. Organization camp was constructed during the depression era and are the result of cooperative efforts by nonprofessional builders. Such camp buildings are important in Oregon's recreational history as an unusual expression of both its rustic style and its vernacular traditions.
43. Petersen Rock Gardens: The Petersen Rock Gardens consist of stone replicas and structures erected by Rasmus Petersen. The site has been a tourist attraction for over 60 years.
44. Rock O' the Range Bridge: Rock O' The Range is the only covered span east of the Cascades in Oregon. To gain access to his property, William Bowen instructed Maurice Olson – a local contractor – to build a bridge inspired by Lane County's Goodpasture Bridge.
45. Skyliners Lodge: The Skyliners are a Bend-based mountaineering club organized in 1927. In 1935, the group started building the Skyliners Lodge with help from the Deschutes National Forest, the Economic Recovery Act and the City of Bend.

## APPENDIX C

46. Santiam Wagon Road: The Santiam Wagon Road went from Sweet Home to Cache Creek Toll Station. The road was conceived of in 1859 to create a route across the Cascades. By the 1890s, the road had become a major trade route.

47. Wilson, William T.E. Homestead: This homestead house was built in 1903 and has an "American Foursquare" architectural style.

### **National Register Resources listed on / after February 23, 2017**

Central Oregon Canal: A gravity-flow irrigation canal constructed in 1905 and enlarged in 1907 and 1913. The canal retains its impressive historic open, trapezoidal shape, dimensions and characteristics. It is characterized by the volcanic rock flows, native materials, rocky bed and sides, and its hurried hand-hewn workmanship. The historic district is 3.4 miles long, crossing rural land between the Ward Road Bridge on the western edge and the Gosney Road Bridge on the eastern edge. In the historic district, the canal ranges in width from 34' to 78', averaging around 50', and its depth varies from 1' to 9', averaging around 4' deep, depending on the amount of volcanic lava flows encountered, the terrain, and slope. The canal through the historic district carries nearly the full amount of water diverted from the Deschutes River, 530 cubic feet per second during the irrigation season, April through October. The historic district encompasses 50' on either side of the canal centerline to create a 100' corridor that includes the whole of the easement held by COID, and all the contributing resources. (Date listed: 03/18/2019)



# COMMUNITY DEVELOPMENT

## FY 2023-24 Work Plan & 2022 Annual Report



117 NW Lafayette Avenue  
P.O. Box 6005  
Bend, OR 97703  
[www.deschutes.org/cd](http://www.deschutes.org/cd)  
(541) 388-6575

Building Safety  
Code Compliance  
Coordinated Services  
Onsite Wastewater  
Planning



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# Introduction

## Community Development Mission Statement

The Community Development Department (CDD) facilitates orderly growth and development in the Deschutes County community through coordinated programs of Building Safety, Code Compliance, Coordinated Services, Onsite Wastewater, Planning and education and service to the public.

### Purpose

2023-24 Work Plan and 2022 Annual Report highlight the department's accomplishments, goals and objectives and are developed to:

- Report on achievements and performance.
- Implement the Board of County Commissioners (BOCC) goals and objectives.
- Implement the Deschutes County Customer Service "Every Time" Standards.
- Effectively and efficiently manage organizational assets, capabilities and finances.
- Fulfill the department's regulatory compliance requirements.
- Address changes in state law.
- Enhance the county as a safe, sustainable and highly desirable place to live, work, learn, recreate, visit and more.

### Adoption

The BOCC adopted this report on June 28, 2023, after considering public, stakeholder and partner organization input and Planning Commission and Historic Landmarks Commission recommendations. The Work Plan often includes more projects than there are resources available. CDD coordinates with the BOCC throughout the year to prioritize and initiate projects. Projects not initiated are often carried over to future years.



# Elected & Appointed Officials

## **BOARD OF COUNTY COMMISSIONERS**

Anthony DeBone, Chair, January 2027  
 Patti Adair, Vice Chair, January 2027  
 Phil Chang, Commissioner, January 2025

## **COUNTY ADMINISTRATION**

Nick Lelack, County Administrator  
 Erik Kropp, Deputy County Administrator  
 Whitney Hale, Deputy County Administrator

## **PLANNING COMMISSION**

Jessica Kieras — Chair, Redmond Area, 6/30/26  
 Nathan Hovekamp — Vice Chair, Bend Area, 6/30/27  
 Susan Altman — Bend Area, 6/30/24  
 Patrick Trowbridge — At Large, 6/30/27  
 Kelsey Kelley — Tumalo, Area, 6/30/27  
 Toni Williams — South County Area, 6/30/25  
 Matt Cyrus — Sisters Area, 6/30/26

## **HISTORIC LANDMARKS COMMISSION**

Open — Chair, Unincorporated Area  
 Open — Vice Chair, Unincorporated Area  
 Open — Unincorporated Area  
 Dennis Schmidling — Secretary, City of Sisters, 3/31/24  
 Christine Horting-Jones — Ex-Officio, 3/31/24  
 Rachel Stemach — Bend Area, 3/31/24

## **HEARINGS OFFICERS**

Gregory J. Frank  
 Tommy Brooks  
 Laura Westmeyer  
 Alan Rapplelea

## **BICYCLE AND PEDESTRIAN ADVISORY COMMITTEE**

Dave Thomson — Chair, At Large, 6/30/24  
 David Green — Vice Chair, At Large, 6/30/26  
 Rachel Zakem — Secretary, At Large 6/30/26  
 Wendy Holzman — At Large, 6/30/26  
 Open — Sisters  
 Open — La Pine  
 Open — Redmond  
 Open — Bend  
 Mason Lacy — At Large, 6/30/26  
 Christopher Cassard — At Large, 6/30/24  
 Open — At Large, 6/30/24  
 Neil Baunsgard — Bend, 6/30/24  
 Mark Smith — At Large, 6/30/24

# Board of County Commissioners

*Mission Statement: Enhancing the lives of citizens by delivering quality services in a cost-effective manner.*

## FY 2023-24 Goals & Objectives

**Safe Communities (SC):** Protect the community through planning, preparedness, and delivery of coordinated services.

- Provide safe and secure communities through coordinated public safety and crisis management services.
- Reduce crime and recidivism and support victim restoration and well-being through equitable engagement, prevention, reparation of harm, intervention, supervision and enforcement.
- Collaborate with partners to prepare for and respond to emergencies, natural hazards and disasters.

**Healthy People (HP):** Enhance and protect the health and well-being of communities and their residents.

- Support and advance the health and safety of all Deschutes County's residents.
- Promote well-being through behavioral health and community support programs.
- Help to sustain natural resources and air and water quality in balance with other community needs.
- Continue to support pandemic response and community recovery, examining lessons learned to ensure we are prepared for future events.

**A Resilient County (RC):** Promote policies and actions that sustain and stimulate economic resilience and a strong regional workforce.

- Update County land use plans and policies to promote livability, economic opportunity, disaster preparedness, and a healthy environment.
- Maintain a safe, efficient and economically sustainable transportation system.
- Manage County assets and enhance partnerships that grow and sustain businesses, tourism, and recreation.

**Housing Stability and Supply (HS):** Support actions to increase housing production and achieve stability.

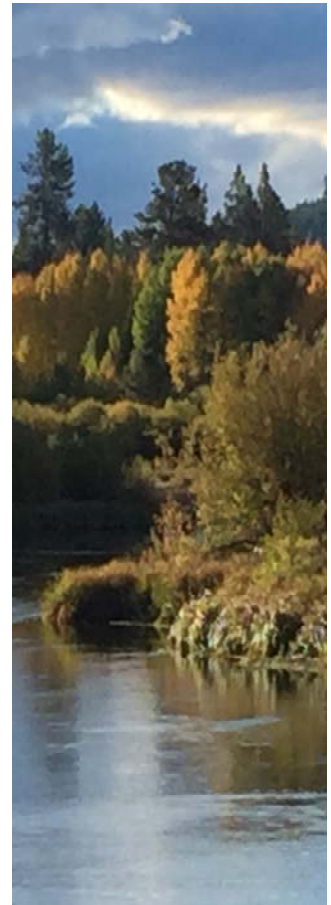
- Expand opportunities for residential development on appropriate County-owned properties.
- Support actions to increase housing supply.
- Collaborate with partner organizations to provide an adequate supply of short-term and permanent housing and services to address housing insecurity.

# Board of County Commissioners

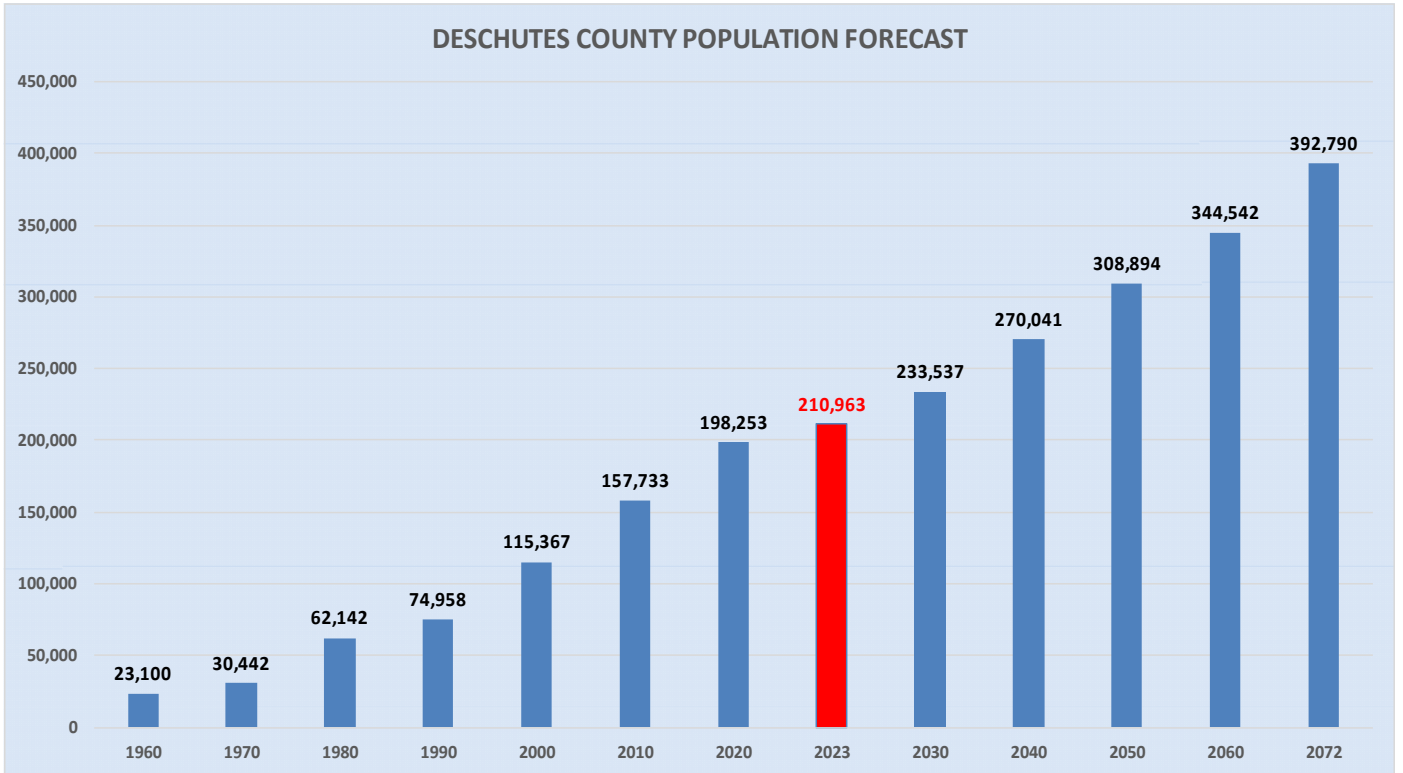
## FY 2023-24 Goals & Objectives, Continued

Service Delivery (SD): Provide solution-oriented service that is cost-effective and efficient.

- Ensure quality service delivery through the use of innovative technology and systems.
- Support and promote Deschutes County Customer Service “Every Time” standards.
- Continue to enhance community participation and proactively welcome residents to engage with County programs, services and policy deliberations.
- Preserve, expand and enhance capital assets, to ensure sufficient space for operational needs.
- Maintain strong fiscal practices to support short and long-term county needs.
- Provide collaborative internal support for County operations with a focus on recruitment and retention initiatives.



# Population Growth



This graph provides a snapshot of the County’s growth since 1960 and the coordinated 50-year Portland State University (PSU), Oregon Population Forecast Program, through 2072.

## HISTORICAL AND PORTLAND STATE UNIVERSITY FORECAST TRENDS

Geographic Area	2000	2010	*AAGR 2023-2047	2023	2047	2072
<b>Deschutes County</b>	<b>114,827</b>	<b>157,733</b>	<b>1.5%</b>	<b>210,836</b>	<b>298,937</b>	<b>392,790</b>
Bend	52,163	77,010	1.7%	105,794	160,361	225,619
Redmond	15,524	26,508	1.9%	38,059	60,060	82,601
Sisters	961	2,038	3.4%	3,554	7,911	14,881
La Pine	899	1,653	2.5%	2,806	5,129	8,336
Unincorporated	45,280	50,524	0.3%	60,624	65,476	61,352

\*AAGR: Average Annual Growth Rate

# Budget & Organization

## Fiscal Issues

- Ensure financial stability and sustained high quality services by establishing a financial contingency plan providing a clear course of action if CDD's reserve funds decline.
- CDD is experiencing a decrease in permitting volume during a period in which there has been significant staff turnover and increased costs. A short-term challenge will be to navigate this period of decreasing revenue while focusing on service delivery and staff training and education while reducing expenditures, where possible.
- CDD is responding to inquiries regarding rural development opportunities. Many of these inquiries require research and in-depth responses, but do not result in permits and corresponding revenue. This "non-fee generating" work, a public good, is consuming limited resources to efficiently process a variety of permits.

## Operational Challenges

- Maintaining productivity while experiencing staff turnover resulting in comprehensive training and development plans for new staff. During 2022, CDD welcomed 11 new staff, internally promoted 8 staff, and ended the year with 14 unfilled positions with 8 of those being removed in early 2023. An estimated 57% of CDD staff have 5 years or less experience with the department.
- Coordinating with the Human Resources Department to evaluate, propose and implement strategies to attract and retain staff to meet service demands in a highly competitive market.
- Succession planning for upcoming staff retirements. An estimated 14% of current staff will be eligible for retirement within the next 6 to 8 years based on length of service.
- Continuing modified business operations including remote work opportunities, dispatching field staff from home, adherence to ongoing public health and safety measures and continued expansion of CDD online services and meeting technologies.
- Improving public hearing and engagement strategies with in-person and remote/online participation opportunities.
- Implementing new laws from the 2023 Legislative Session.
- Processing complex and controversial code compliance cases.
- Addressing affordable housing through collaboration with cities, the County's Property Manager, and rural land use strategies.
- Continuing improvement of the department's website and other electronic internal and external services to improve efficiencies and service delivery.





# Budget & Organization

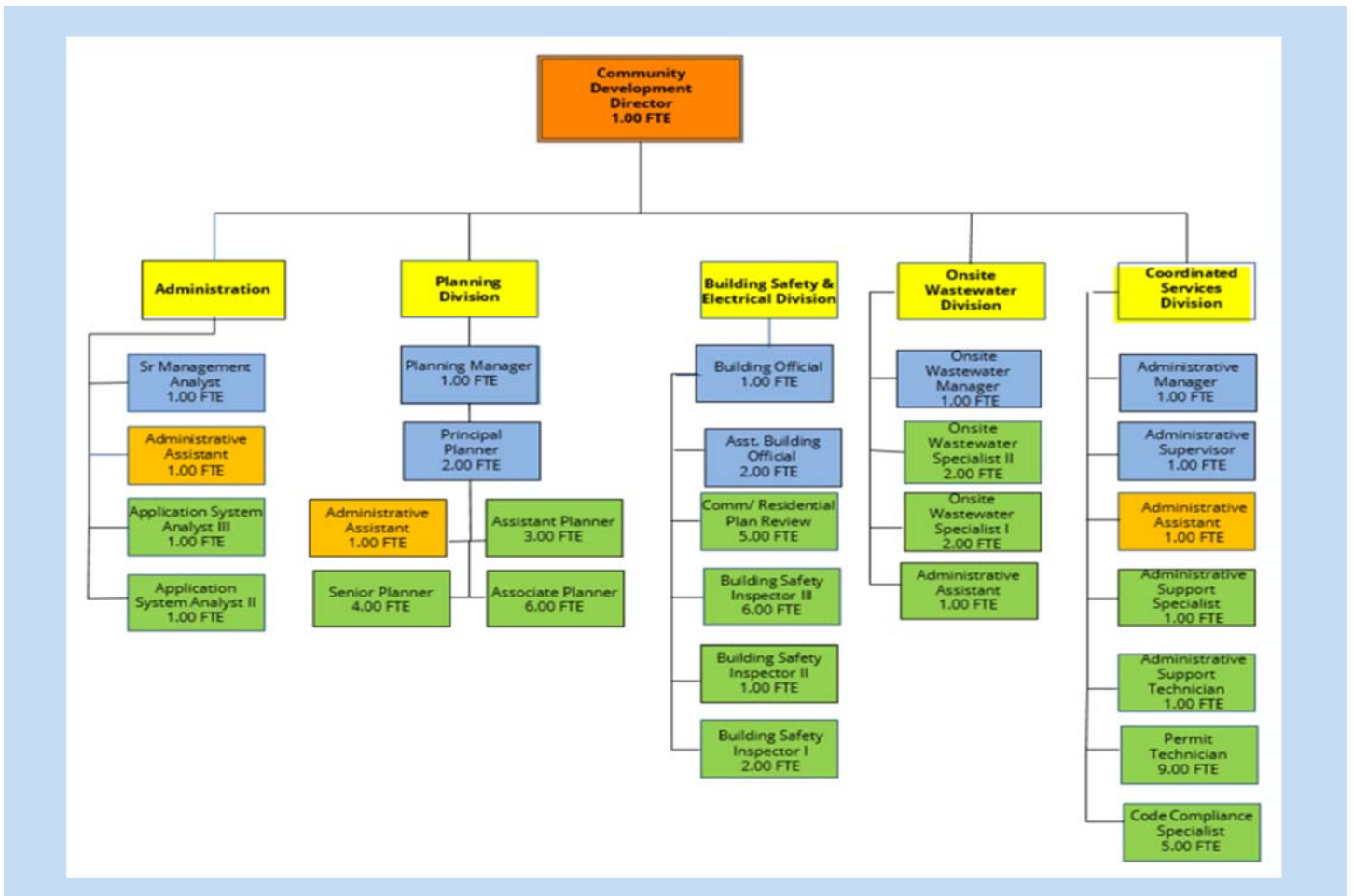
## Budget Summary

	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
Resources	\$9,927,078	\$10,940,808	\$11,302,683	\$13,932,023	\$12,655,385
Requirements	\$9,927,078	\$10,940,808	\$11,302,683	\$13,932,023	\$12,655,385

## Staff Summary

	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
Total FTE's	58.00	65.00	70.00	64.00	64.00

## Organizational Chart



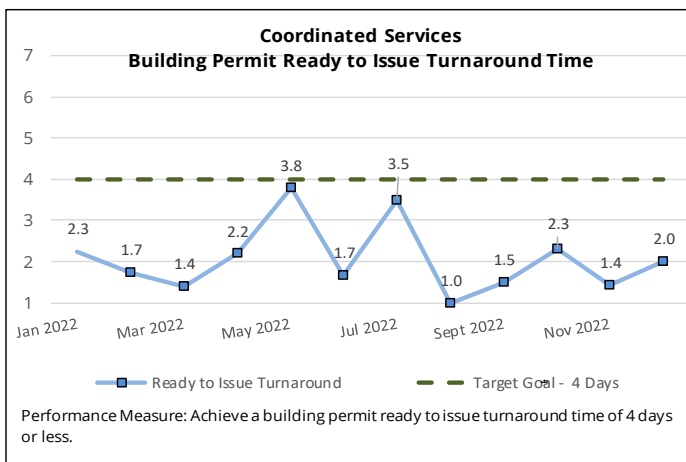
# Performance Management

CDD is committed to a comprehensive approach to managing performance. The department achieves its goals and objectives by strategically establishing and monitoring performance measures and by adjusting operations based on those results. The performance measures allow staff to:

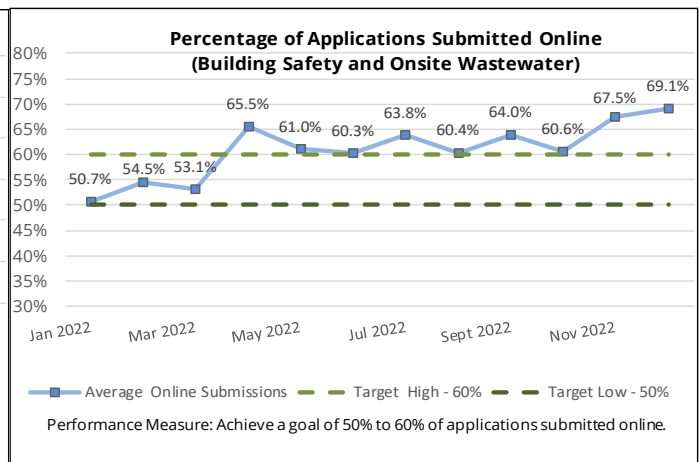
- Address service delivery expectations from the perspectives of CDD’s customers.
- Ensure the department fulfills its regulatory compliance requirements.
- Efficiently and effectively manage the organization’s assets, capacities and finances; and
- Preserve and enhance the County as a safe, sustainable and desirable place to live, visit, work, learn and recreate.

The following graphs represent a sample of CDD’s performance measures for 2022. For a complete review of performance measures, please follow this link: <https://deschutes.org/cd/>.

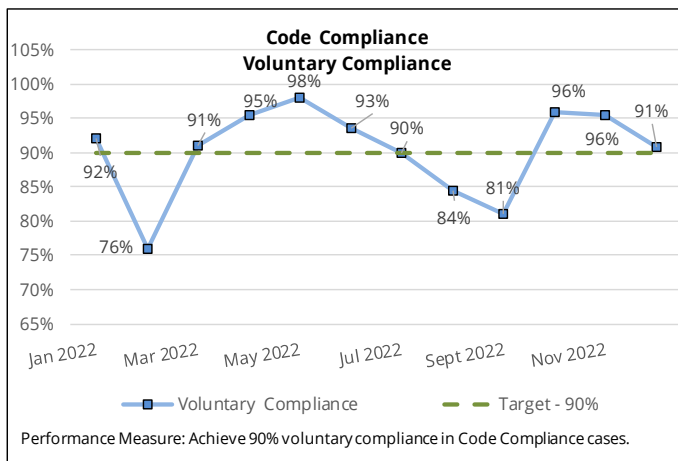
## 2022 Performance Management Results



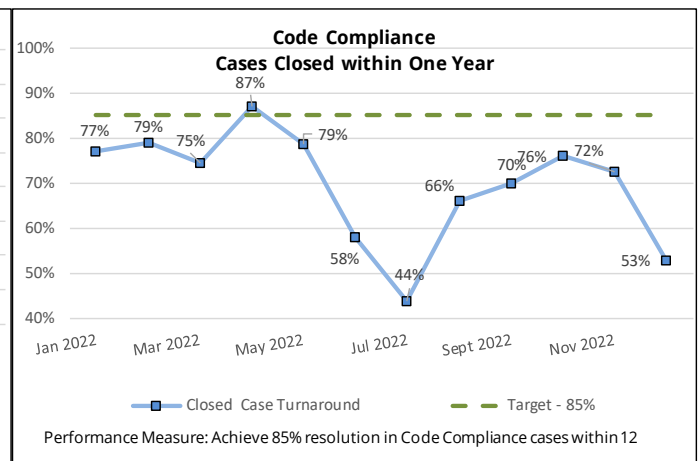
Annual Average of 2.0 Days - Target Achieved



Annual Average of 60.4% Submitted Online- Target Achieved



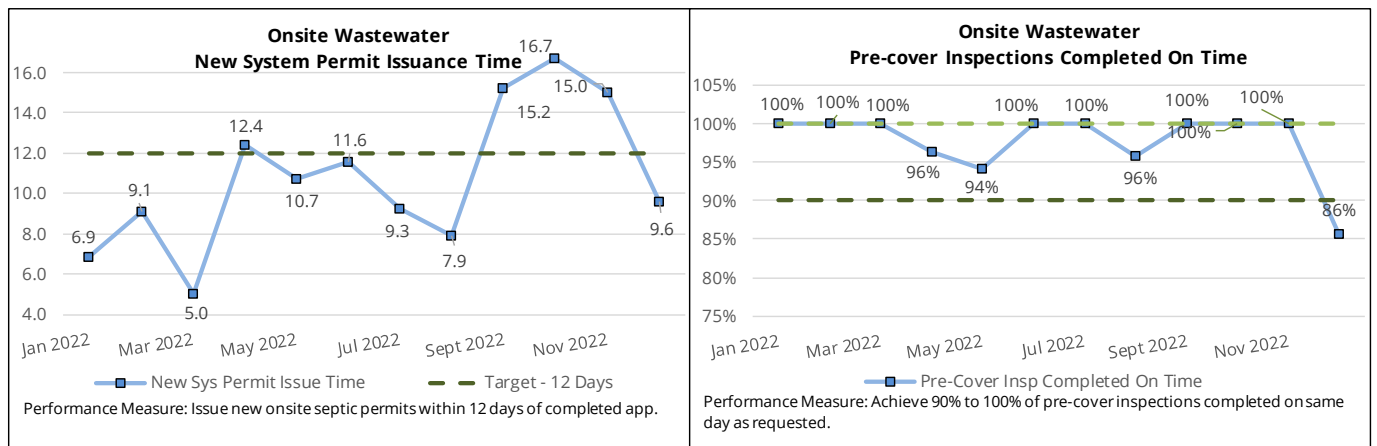
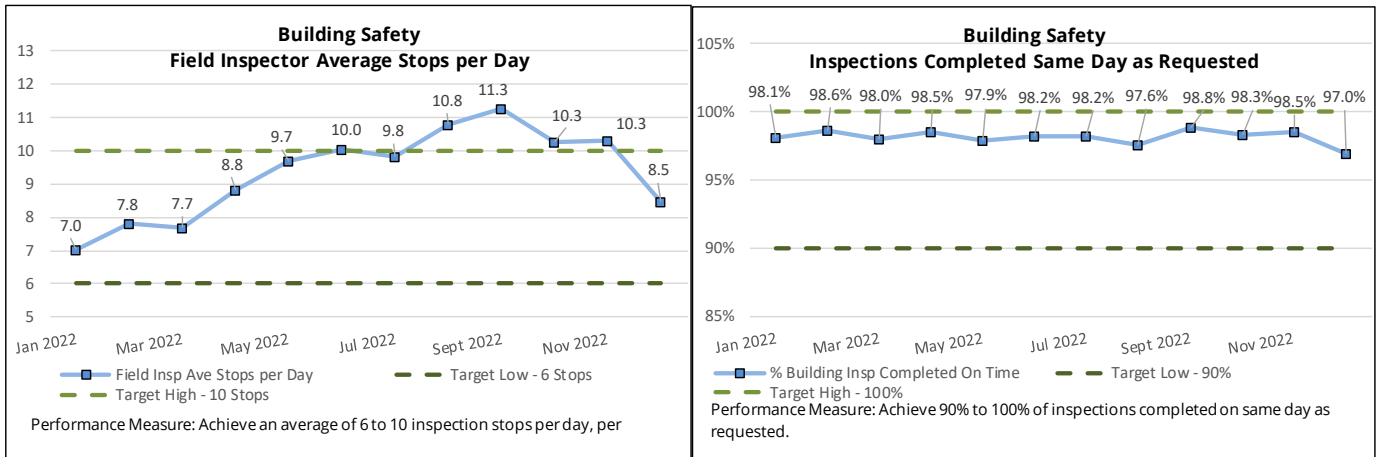
Annual Average of 90% Compliance - Target Achieved



Annual Average of 85% Closed within 1 Year- Target Not Achieved

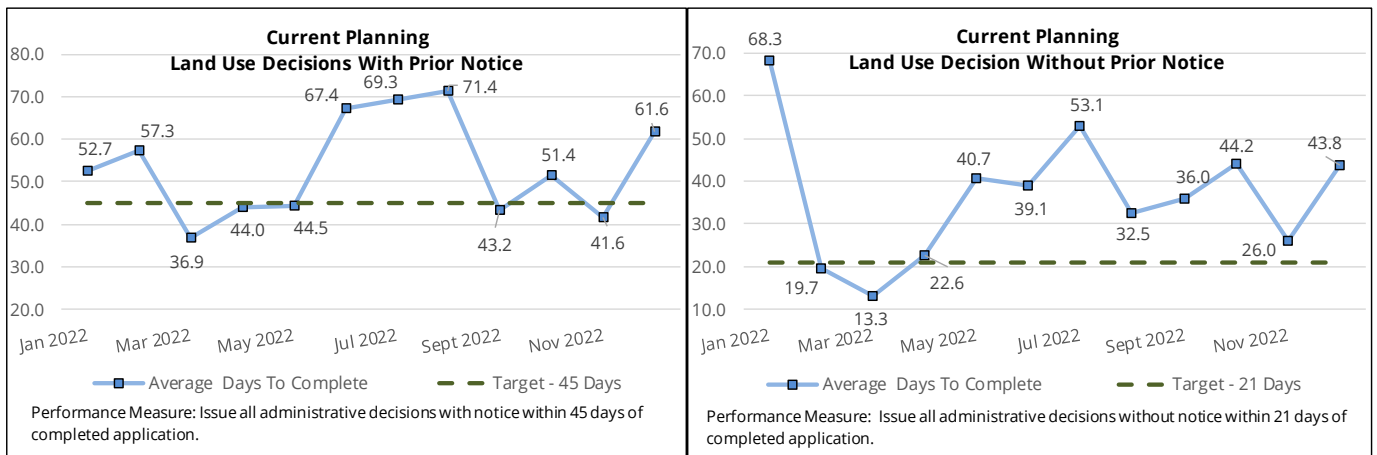
# Performance Management

## 2022 Performance Management Results, continued



Annual Average of 10.5 Days - Target Within Range

Annual Average of 97.9% Completed - Target Achieved



Annual Average of 51.2 Days - Target Within Range

Annual Average of 36.8 Days - Target Not Achieved

# Performance Management

## 2022 Year in Review

- Invested significant resources in comprehensive training and development plans for new staff.
- Transitioned residential plan submissions to electronic submittals.
- Improved system interoperability of Accela and DIAL software systems by increasing efficiency and improved service by allowing “real time” document upload.
- Participated in pilot program to test the Oregon ePermitting inspector application



## FY 2023-24 Performance Measures By Division

CDD's 2023-24 performance measures align the department's operations and work plan with BOCC annual goals and objectives and the County's Customer Service "Every Time" Standards. <https://intranet.deschutes.org/Pages/Customer-Service-Standards.aspx>

### Building Safety

- Achieve 8—12 inspection stops per day to provide quality service. (BOCC Goal & Objective SD-1)
- Achieve an average turnaround time on building plan reviews of 8-10 days to meet or exceed state requirements. (BOCC Goal & Objective SD-1)
- Achieve 50-80% of inspections scheduled online. (BOCC Goal & Objective SD-1)
- Achieve 90-100% of inspections completed the same day as requested. (BOCC Goal & Objective SD-1)
- Provide community training opportunities for online application submission to obtain a goal of 70% of application submittals conducted online. (BOCC Goal & Objective SD-1)

### Code Compliance

- Achieve 90% voluntary compliance in Code Compliance cases. (BOCC Goal & Objective SC-1)

### Coordinated Services

- Expand community training opportunities for online application submissions to obtain a goal of 60-70% of application submittals conducted online. (BOCC Goal & Objective SD-1)
- Achieve structural permit ready-to-issue turnaround time for Coordinated Services of 4 days or less. (BOCC Goal & Objective SD-1)

# Performance Management

## FY 2023-24 Performance Measures By Division, continued

### Onsite Wastewater

- Achieve compliance with the Alternative Treatment Technology (ATT) Septic System Operation and Maintenance (O&M) reporting requirements of 95% to protect groundwater. (BOCC Goal & Objective HP-3)
- Achieve the issuance of onsite septic system permits within 12 days of completed application. (BOCC Goal & Objective SD-1)
- Achieve 50% of inspections scheduled online. (BOCC Goal & Objective SD-1)
- Achieve 90-100% of Pre-cover inspections completed the same day as requested. (BOCC Goal & Objective SD-1)

### Planning

- Sustain the issuance of land use administrative decisions with notice within 45 days and without notice within 21 days of completed application. (BOCC Goal & Objective SD-1)
- Address Housing strategies by amending County Code to implement SB 391, Rural Accessory Dwelling Units (ADU). (BOCC Goal & Objectives RC-1 and HP-1)
- Natural Resources:
  - Natural Hazards— Develop a work plan to amend the Comprehensive Plan and County Code requiring defensible space and fire-resistant building materials per SB 762—Wildfire Mitigation. (BOCC Goal & Objectives SC-3, HP-3, and RC-1)
  - Wildlife Inventories—Amend Comprehensive Plan and Zoning Code to incorporate a new mule deer winter range inventory from ODFW. (BOCC Goal & Objectives HP-3)



# Administrative Services

## Overview

Administrative Services consists of the Community Development Director, Senior Management Analyst, two Systems Analysts and one Administrative Assistant. The Administrative Services Division provides oversight for all departmental operations and facilities, human resources, budget, customer services, technology and performance measures. Analyst staff are responsible for the integration of technology across all CDD divisions, coordination with the cities as well as providing direct service to the public via application training and support, web-based mapping, reporting services and data distribution.

## 2022 Year in Review

- ✓ Continued remote work options for approximately 50% of staff.
- ✓ Improved system interoperability of Accela and DIAL software systems by increasing efficiency and improved service by allowing “real time” document upload.
- ✓ Completed a reorganization of office spaces and small remodel on CDD’s first floor in an effort to better utilize available square footage.
- ✓ Implemented process and procedure to invoice non-residential transportation system development charges (SDCs) in an effort to identify charges due and allow for online payments.
- ✓ Adopted Unmanned Aerial System (Drones) Policy to establish guidelines for the use of drones to perform building safety inspections.
- ✓ Provided addressing services to the City of Redmond on contract.
- ✓ Published a Community Engagement Center webpage in an effort to provide an opportunity for public engagement, learn about current projects and post department announcements.



# Administrative Services

## FY 2023-24 Work Plan Projects

- Continue to reconfigure Accela to improve code compliance case management and planning land use module interoperability.
- Continue to participate in a County-led effort to create a county-wide Pre-disaster Preparedness Plan.
- Continue to update CDD's Continuity Of Operation Plan (COOP), as necessary, based on lessons learned and ensure staff are aware of their roles and responsibilities during an emergency.
- Coordinate with the Human Resources Department to evaluate, propose and implement strategies to attract and retain staff to meet service demands in a highly competitive market.
- Coordinate with Human Resources to develop a Permit Technician job series.
- Continue to explore and research opportunities to increase CDD's sustainable business practices while maximizing the efficiency of operations in a cost effective manner.
- Publish CDD's enhanced website which is more customer-centric. Improved content will allow customers to better understand CDD's policies and procedures and create an improved customer experience that acts as a guide for understanding the process of development in Deschutes County while also expanding online application instruction content.
- Implement a new employee onboarding process to acclimate new employees to their role and an exit interview process for departing staff to learn where department improvements can be made and make sure the employee feels satisfied about their service.
- Research help desk service software to assist with tracking citizen inquiries and staff responses.
- Expand Code Compliance reporting capabilities.
- Explore redesign of CDD main office lobby in an effort to increase security measures.

## Staff Directory

Peter Gutowsky	Community Development Director	(541) 385-1709	Peter.Gutowsky@deschutes.org
Tim Berg	Applications System Analyst III	(541) 330-4648	Tim.Berg@deschutes.org
Ines Curland	Applications System Analyst II	(541) 317-3193	Ines.Curland@deschutes.org
Tracy Griffin	Administrative Assistant	(541) 388-6573	Tracy.Griffin@deschutes.org
Sherri Pinner	Senior Management Analyst	(541) 385-1712	Sherri.Pinner@deschutes.org

# Building Safety

## Overview

Building Safety consists of one Building Official, two Assistant Building Officials and fourteen Building Safety Inspectors. The Building Safety Division administers and implements state and federal building codes through a process of education and a clear and consistent application of the specialty codes. The division provides construction plan reviews, consultation and inspection services throughout the rural county and the cities of La Pine and Sisters. The division also provides services to Lake, Jefferson, Klamath and Crook counties, the cities of Bend and Redmond, and the State of Oregon Building Codes Division (BCD) on an as-needed basis.

## 2022 Year in Review

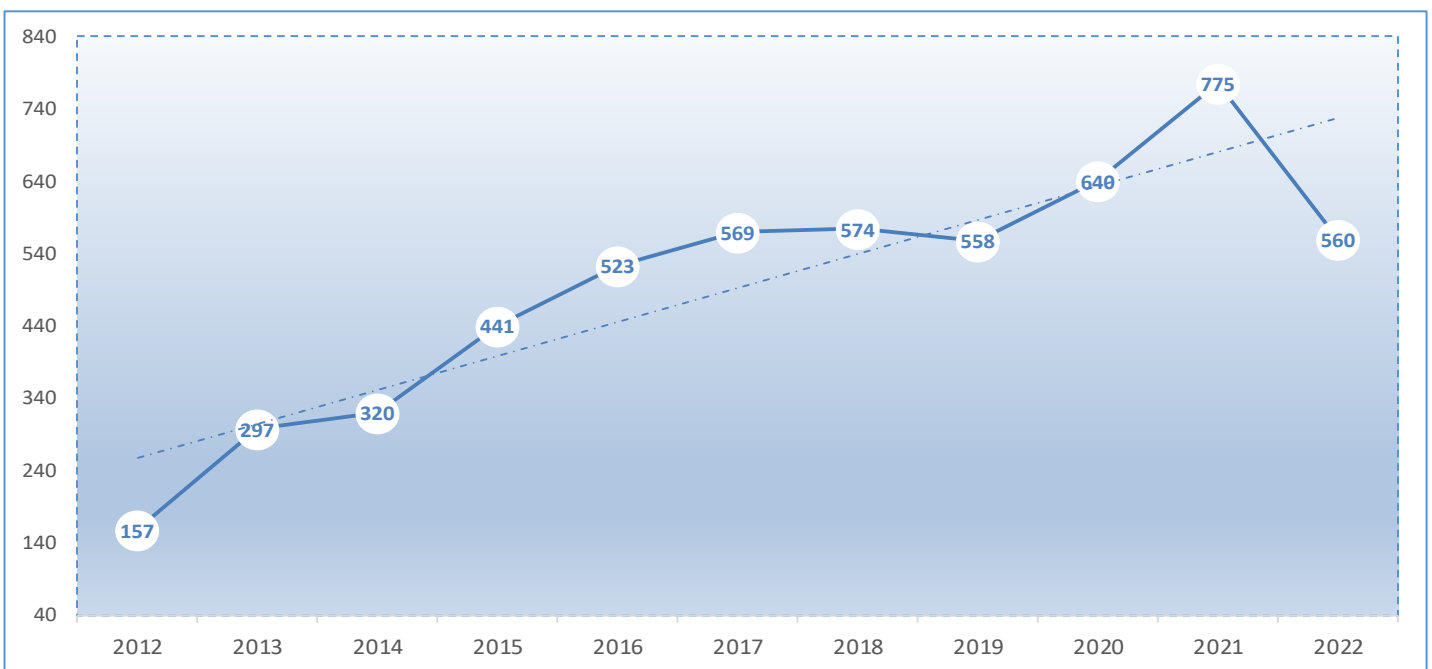
- ✓ Issued 560 new single-family dwelling permits in 2022. The distribution of these new homes for Deschutes County's building jurisdiction included:
  - Rural/unincorporated areas: 419
  - City of La Pine: 70
  - City of Sisters: 71
- ✓ Completed inspections on major projects such as:
  - Healing Reins Therapeutic Riding Center
  - Commercial Photovoltaic Solar System in Sisters
  - Black Butte Ranch Lodge Dining Facility
  - Several Large Custom Homes over 10K sq. ft. .
  - Caldera Springs Pool & Fitness Center
  - Two apartment buildings in La Pine
  - Lab remodel for Bend Research
  - Two cannabis extraction facilities
  - Fifteen aircraft hangars
- ✓ Completed major building plan reviews for:
  - Leading Edge helicopter facility
  - U.S. Forest Service storage building
  - 41K sq. ft. speculative industrial building
  - Caldera Springs Pool & Fitness Center
  - Deschutes Public Library remodels in La Pine and Sisters
  - Sisters School District Elementary School
  - 15K sq. ft. church building
  - Six multi-story apartment buildings in La Pine and Sisters
  - Negus Transfer Station
  - Aircraft paint booth
- ✓ Maintained high levels of customers service, productivity and efficiency while navigating staff turnover and remote work schedules.
- ✓ A Building Safety Inspector III participated on the 2023 Oregon Residential Specialty Code review committee through the Oregon BCD.
- ✓ Coordinated local discussions regarding most recent building code updates.
- ✓ Participated in public, community and customer-specific education and outreach efforts such as Oregon Administrative Rule (OAR) 918-480-0125 Uniform Alternate Construction Standards for mitigation due to a lack of firefighting water supplies.
- ✓ Coordinated with state and county staff to promote and educate customers on how to apply for online permits and inspections.
- ✓ Continued succession planning, cross-training and technology investments to maintain and improve efficiencies.



## 2022 Year in Review, continued

- ✓ A Building Safety Inspector III was elected to serve as Vice President of the Central Oregon Chapter of the International Code Council (ICC).
- ✓ There was an internal promotion for a second Assistant Building Official position.
- ✓ The Building Official was appointed to Electronic Processes Review Committee by BCD.
- ✓ Participated in pilot program to test the Oregon ePermitting inspector application.
- ✓ Implemented the use of drones and other technology to accomplish high risk inspections such as roof diaphragm nailing, chimney construction, PV solar installations and high lift concrete masonry unit grouting.
- ✓ Actively participated in discussions related to:
  - SB 762, Wildfire Mitigation, and forthcoming requirements to apply Oregon Residential Specialty Code (ORSC) 327.4 to new development.
  - Newly created requirements for daycare and adult foster care facilities located in private residential homes.
  - Local contractors in regards to the new American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) ventilation requirements.
- ✓ Provided A-level commercial electrical and plumbing inspections services for the City of Redmond, on contract.

## New Single Family Dwelling Permits Issued



## FY 2023-24 Work Plan Projects

- Continue succession planning for future retirements and explore staffing needs such as obtaining additional certifications to enhance department efficiencies.
- Continue certification cross-training for all new hires to maintain the division's goal of having fully certified residential inspection staff.
- Continue participation in SB 762, Wildfire Mitigation and the forthcoming process of implementing additional construction standards to reduce hazards presented by wildfire ORSC R327.4, and/or defensible space requirements into Deschutes County Code (DCC).
- Continue participation in SB 391 discussions regarding Rural Accessory Dwelling Unit's (ADU's) in Deschutes County.
- Produce new informational brochures as required by OAR 918-020-0090 to help customers navigate code changes such as Energy Code and Daycare Facility updates.
- Host Chemeketa Community College Building Inspection Technology students for summer Cooperative Work Experience program which provides an opportunity to demonstrate the county's customer friendly, service-oriented approach as a regulatory agency.
- Coordinate with the Human Resources Department to evaluate, propose and implement strategies to attract and retain staff to meet increasing service demands in a highly competitive market.
- Promote use of video inspections for difficult to access areas, such as, underfloor areas that are covered.
- Continue participation in CDD's website updates.



# Building Safety



## Staff Directory

Randy Scheid	Building Official	(541) 317-3137	Randy.Scheid@deschutes.org
Krista Appleby	Assistant Building Official	(541) 385-1701	Krista.Appleby@deschutes.org
Keri Blackburn	Building Inspector III	(541) 388-6577	Keri.Blackburn@deschutes.org
Mark Byrd	Building Inspector III	(541) 749-7909	Mark.Byrd@deschutes.org
Rainer Doerge	Building Inspector III	(541) 480-8935	Rainer.Doerge@deschutes.org
Ami Dougherty	Building Inspector II	(541) 385-3217	Ami.Dougherty@deschutes.org
Travis Eggleston	Building Inspector I	(541) 480-8934	Travis.Eggleston@deschutes.org
David Farrin	Building Inspector III	(541) 385-1702	David.Farrin@deschutes.org
Owen Gilstrap	Building Inspector III	(541) 480-8948	Owen.Gilstrap@deschutes.org
John Kelley	Building Inspector III	(541) 797-3582	John.Kelley@deschutes.org
Michael Liskh	Building Inspector III	(541) 280-0342	Michael.Liskh@deschutes.org
Brian Moore	Building Inspector III	(541) 385-1705	Brian.Moore@deschutes.org
Aaron Susee	Building Inspector III	(541) 749-7370	Aaron.Susee@deschutes.org
Laurie Wilson	Building Inspector III	(541) 383-6711	Laurie.Wilson@deschutes.org
Nicholas Wood	Building Inspector I	(541) 213-0653	Nicholas.Wood@deschutes.org

## Overview

Code Compliance consists of four Code Compliance Specialists with one designated as Lead. The program is managed by the Coordinated Services Administrative Manager and is supported by a law enforcement deputy from the Deschutes County Sheriff's Office (DCSO) and CDD's operating divisions. The Code Compliance Division is responsible for investigating code violation complaints to ensure compliance with land use, onsite wastewater disposal, building and solid waste codes (by contract with the Solid Waste Department), and provides direct service to the cities of La Pine and Sisters for building code violations under the Building Safety program. The program's overriding goal is to achieve voluntary compliance. If necessary, cases are resolved through Circuit Court, Justice Court or before a Code Compliance Administrative Hearings Officer proceeding. The program continues to adapt to the county's challenges of growth and diversification, incorporating new measures to ensure timely code compliance.

While voluntary compliance is the primary objective, an ever-growing number of cases require further code compliance action because of delayed correction or non-compliance. Through the refinement of departmental procedures for administrative civil penalty, Code Compliance is obtaining compliance from citations rather than court adjudication, resulting in greater cost recovery. A disconcerting trend is the need for county abatement in some cases. In abatement, the county corrects the violations. Abatement action is reserved for matters of chronic nuisance and public health and safety. In response to this trend, Code Compliance is closely coordinating with other county departments in the development and enactment of abatement plans.

## 2022 Year in Review

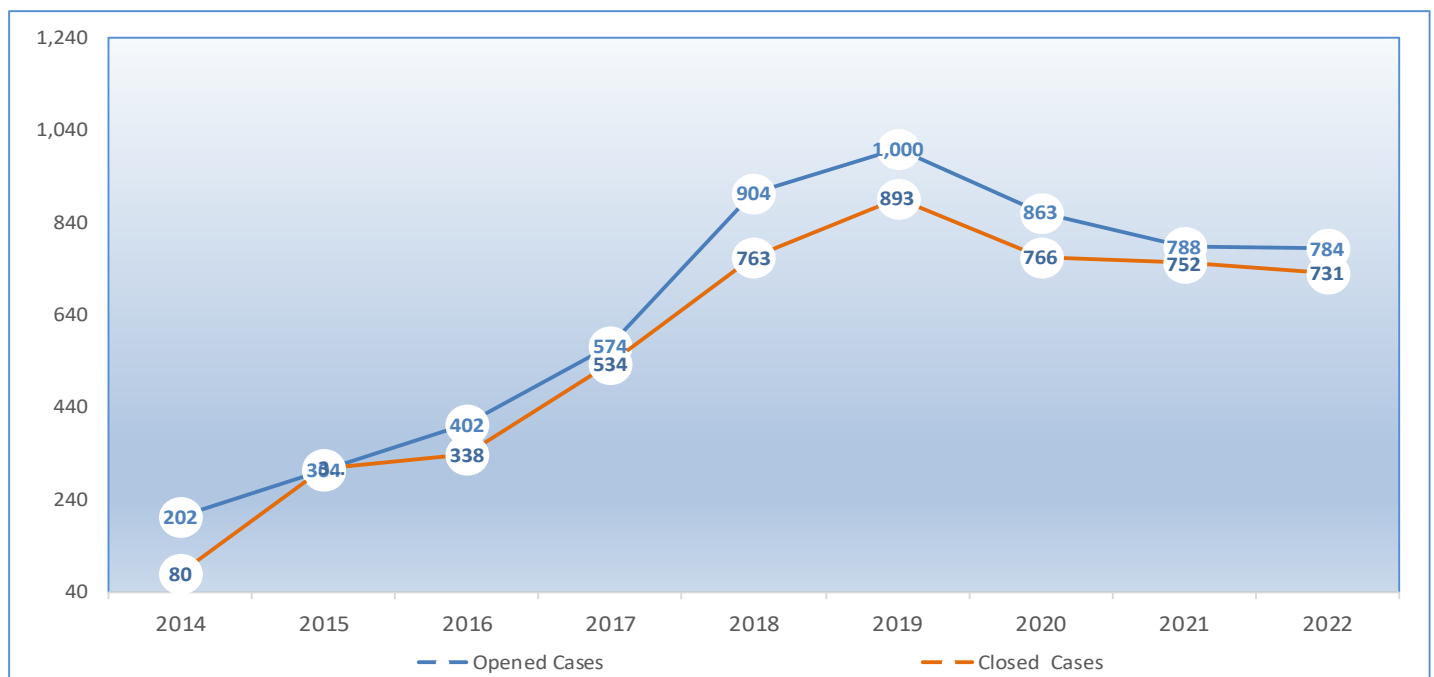
- ✓ Received 784 new cases and resolved 731. This is near identical to new and resolved cases from the previous year.
- ✓ Designated a lead Code Compliance Specialist and assigned duties.
- ✓ Analyzed the Code Compliance program in an effort to create efficiencies for case assignment, management and proceedings.
- ✓ Revised the Voluntary Compliance Agreement and templates for Pre-Enforcement Notices to improve communications.
- ✓ Continued to partner with county departments to resolve difficult cases. Coordination ensures efficient operations and avoids overlapping efforts, thus allowing staff to conduct a thorough investigation on behalf of community members.
- ✓ Implemented staff remote work options and flex schedules for efficiency.
- ✓ Utilized the designated DSCO deputy for site visits as a safety measure.
- ✓ Revised method of case assignments to incorporate staff experience and training opportunities.
- ✓ Implemented post-pandemic remote hearing proceedings and engagement strategies to ensure an opportunity for citizens to participate.

# Code Compliance

## FY 2023-24 Work Plan Projects

- Improve methods of communication with complainants regarding case status and case closure.
- Continue to improve training program for new hires to include staff onboarding and procedural guidelines.
- Coordinate with DSCO and Risk Management to develop and implement annual field safety classes.
- Coordinate with the Human Resources Department to evaluate, propose and implement strategies to attract and retain staff to meet service demands in a highly competitive market.
- Coordinate with Solid Waste Department and BOCC to identify a funding source for code abatement processes.
- In coordination with the Legal Department, explore the creation of policies and procedures related to discretionary immunity and caps on lien amounts, among other topics.
- Revise online complaint submittal process to include photos, geographic information systems (GIS) and communication in an effort to improve efficiency and record keeping.
- Update Deschutes County Code (DCC) 1.16 Abatement language to include appeal processes.
- Revise Code Compliance dashboard to include management tools to ensure relevant data is utilized.
- Explore software revisions to improve record keeping and enable collection of court fines and fees.

## Annual Cases Opened and Closed



# Code Compliance



## Staff Directory

Scott Durr	Code Compliance Specialist	(541) 385-1745	Scott.Durr@deschutes.org
Carolyn Francis	Code Compliance Specialist	(541) 617-4736	Carolyn.Francis@deschutes.org
Dan Smith	Code Compliance Specialist	(541) 385-1710	Daniel.Smith@deschutes.org
Jeff Williams	Code Compliance Specialist	(541) 385-1745	Jeff.Williams@deschutes.org

# Coordinated Services

## Overview

Coordinated Services consists of an Administrative Manager, one Administrative Supervisor, eight Permit Technicians, one Administrative Assistant, one Administrative Support Specialist and one Administrative Support Technician. The Coordinated Services Division provides permitting and “front line” direct services to customers. While coordinating with all operating divisions, staff ensure accurate information is provided to the public, while minimizing wait times and ensuring the efficient operation of the front counter and online portal.

## 2022 Year in Review

- ✓ Permit Technicians continued to provide exceptional customer service to in-person customers as well as virtually through the Accela online portal.
- ✓ Implemented a flexible work schedule for staff.
- ✓ Implemented an improved phased staff training program including cross division record research and permitting processes.
- ✓ Continued to update the Standard Operating Procedures manual which serves as an additional resource for staff consistency and succession planning.
- ✓ Revised role of administrative staff to include complex assignments in an effort to increase staff retention.
- ✓ Increased electronic permit submittals through public education and outreach to licensed professionals. Received 60.4% of Building Safety and Onsite Wastewater applications online compared to 49.9% in 2021.
- ✓ Transitioned residential plans from paper to electronic submittals.
- ✓ Transitioned residential plans from paper to electronic submittals locations in City of Sisters and City of La Pine which allowed reallocation of staff resources to the main office in Bend.



# Coordinated Services

## FY 2023-24 Work Plan Projects

- Revise CDD's decommissioning plan process and procedure.
- Revise internal process and procedure for legitimizing unpermitted structures.
- Implement increased safety measures for the front lobby including staff safety training from DCSO.
- Continue to improve efficiencies in permit processes and procedures.
- Coordinate with the Human Resources Department to evaluate, propose and implement a Permit Technician job series through the creation of a new Permit Technician II classification in an effort to attract and retain staff to meet service demands in a highly competitive market.
- Continue participation in CDD's website updates.

### Office Location & Lobby Hours

117 NW Lafayette Ave, Bend, OR 97703  
 Monday, Tuesday, Thursday, Friday 8:00 AM—4:00 PM,  
 Wednesday 9:00 AM—4:00 PM

## Staff Directory

Angie Havniear	Administrative Manager	(541) 317-3122	Angela.Havniear@deschutes.org
Jennifer Lawrence	Administrative Supervisor	(541) 385-1405	Jennifer.L.Lawrence@deschutes.org
Robert Graham	Administrative Assistant	(541) 385-3217	Robert.Graham@deschutes.org
Miu Green	Permit Technician	(541) 385-3200	Miu.Green@deschutes.org
Jessie Henderson	Permit Technician	(541) 385-1730	Jessica.Henderson@deschutes.org
Terese Jarvis	Permit Technician	(541) 383-4435	Terese.Jarvis@deschutes.org
Mikaela Watson	Permit Technician	(541) 385-1714	Mikaela.Watson@deschutes.org
Treyson Wayland	Permit Technician	(541) 388-6680	treyson.wayland@deschutes.org
Adam Weisgerber	Permit Technician	(541) 322-7193	adam.weisgerber@deschutes.org



# Onsite Wastewater

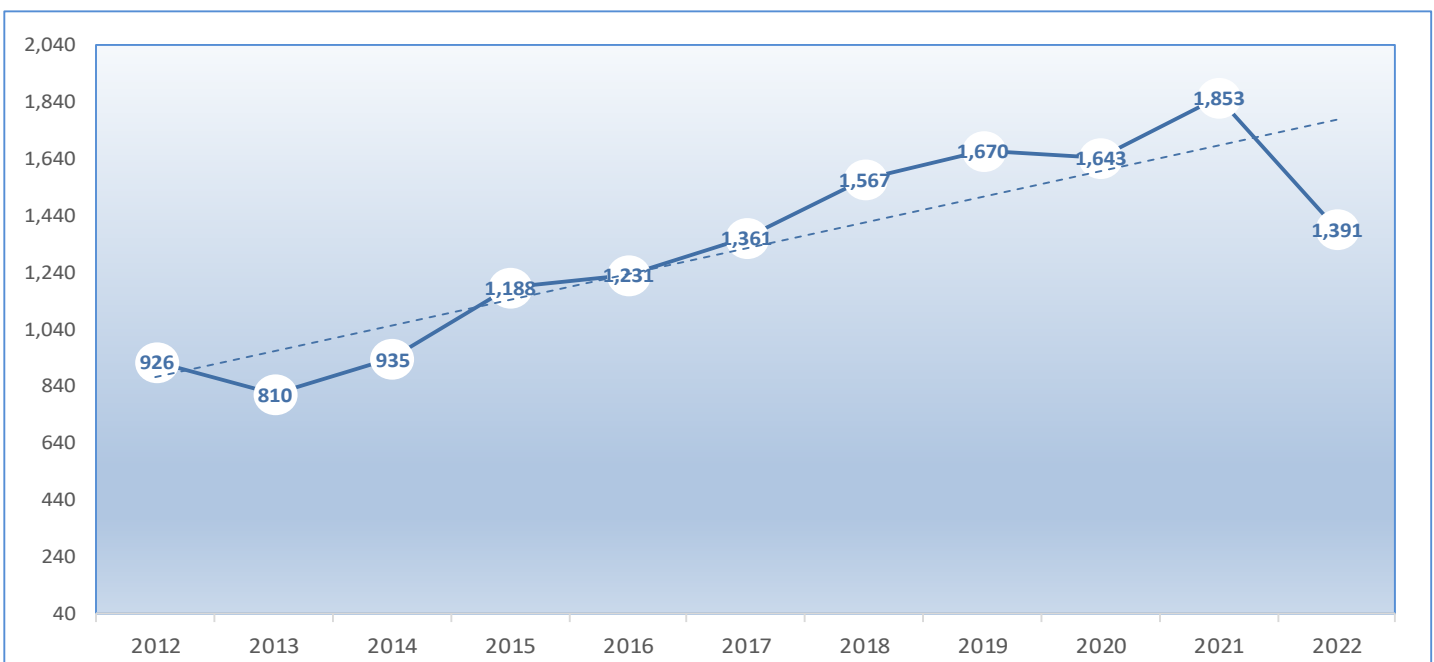
## Overview

Onsite Wastewater consists of one Onsite Wastewater Manager, two Onsite Wastewater Specialists II, two Onsite Wastewater Specialists I and one Administrative Assistant. The Onsite Wastewater Division regulates on-site wastewater treatment systems (septic) to assure compliance with state rules, and monitors environmental factors for public health and resource protection. They provide site evaluations, design reviews, permitting, inspections and education and coordination with the Oregon Department of Environmental Quality (DEQ) for onsite wastewater treatment and dispersal systems. Staff inspects sewage pumper trucks, reports on the condition of existing wastewater systems, maintains an Operation & Maintenance (O&M) tracking system, provides the public with information on wastewater treatment systems and regulations and investigates sewage hazards to protect public health and the environment. Staff are also engaged in the proactive pursuit of protecting the groundwater in Deschutes County and continue to work with DEQ on permitting protective onsite wastewater systems in Southern Deschutes County.

## 2022 Year in Review

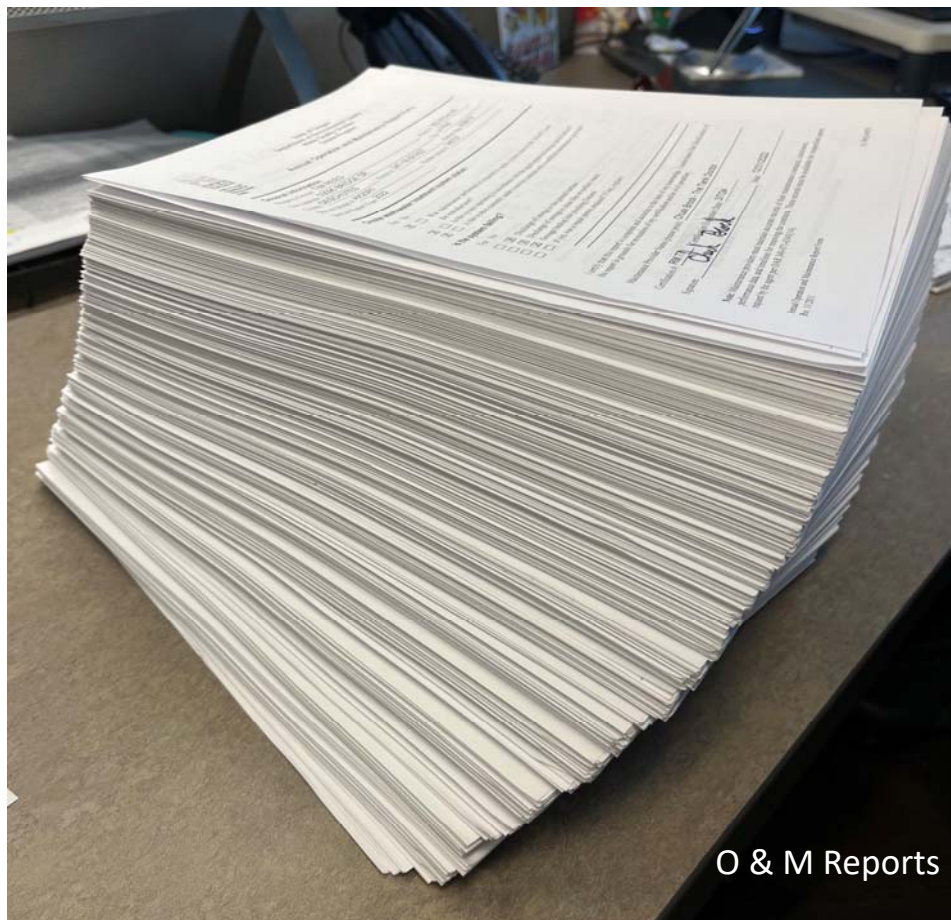
- ✓ Assessed 216 sites for onsite wastewater treatment and dispersal systems, a decrease of 43.5% from 2021, and issued 1,175 permits and authorizations for new and existing onsite treatment and dispersal systems, a decrease of 21% from 2021. Applications continue to increase in complexity and technical requirements.
- ✓ Repaired 223 failing or substandard systems correcting sewage health hazards and protecting public health and the environment.
- ✓ Increased electronic permit submittal and inspection scheduling through outreach and education of customers, particularly licensed professionals. The division received 45.7% of applications online compared to 43.2% in 2021.
- ✓ Created Onsite Wastewater Manager classification.

## Onsite Permits Issued



## 2022 Year in Review, continued

- ✓ Provided eleven property owners in South County with rebates of \$3,750 per property for upgrading conventional onsite wastewater treatment systems to nitrogen-reducing pollution reduction systems.
- ✓ Provided technical assistance to Terrebonne Sanitary District Formation Committee.
- ✓ Provided technical assistance for the Tumalo sewer feasibility study.
- ✓ Verified an estimated 1,500 septic system maintenance contracts for the O&M tracking system.
- ✓ Coordinated with the City of Bend and DEQ staff regarding the septic to sewer program, and the impact on homeowners with onsite wastewater systems.
- ✓ Worked with DEQ on permitting protective onsite wastewater systems in South County. Participated in dozens of variance hearings for modified advanced treatment systems on severely limited sites.
- ✓ Coordinated with DEQ staff for a South County groundwater and drinking well sampling event.
- ✓ Supported and provided technical assistance for Central Oregon Intergovernmental Council applying for and receiving DEQ Onsite Financial Aid Program (OSFAP) to assist property owners with septic repairs.
- ✓ Onsite trainees are fully integrated team members knowledgeable about permitting, inspections and other tasks.



O & M Reports

# Onsite Wastewater

## FY 2023-24 Work Plan Projects

- Work with DEQ staff on planning for and funding of long term and regular well sampling events approximately every 10 years to monitor changes in water quality in the aquifer.
- Participate in the Upper Deschutes Agricultural Water Quality Management Area Local Advisory Committee.
- Continue to provide financial assistance opportunities to South County property owners to upgrade conventional systems to nitrogen reducing pollution reduction systems through Nitrogen Reducing System Rebates and the NeighborImpact Non-conforming Loan Partnership.
- Review current groundwater protection policies for South County and continue review of variance applications with DEQ onsite staff to ensure the goals of water resource protection are addressed. Highest risk areas may require greater scrutiny.
- Prepare for development to occur in the Newberry Neighborhood in La Pine by reviewing financial assistance programs for groundwater protection efforts. This may include creation of a financial advisory group process to include community members.
- Continue providing technical assistance support for the Terrebonne Sanitary District formation and Tumalo sewer feasibility study.
- Coordinate with the Planning Division regarding process or code amendments that could impact onsite wastewater processes for temporary use permits, hardship dwellings and lot line adjustments.
- Update website information for onsite wastewater and groundwater protection.



## Staff Directory

Todd Cleveland	Environmental Health Supervisor	(541) 617-4714	Todd.Cleveland@deschutes.org
Keoni Frampton	Environmental Health Specialist I	(541) 330-4666	Keoni.Frampton@deschutes.org
Kevin Hesson	Environmental Health Specialist II	(541) 322-7181	Kevin.Hesson@deschutes.org
Lindsey Holloway	Environmental Health Specialist I	(541) 388-6596	Lindsey.Holloway@deschutes.org
Kiley Rucker-Clamons	Environmental Health Specialist II	(541) 383-6709	Kiley.Rucker-Clamons@deschutes.org
Martha Shields	Administrative Assistant	(541) 385-1706	Martha.Shields@deschutes.org

# Planning

## Overview

Planning consists of one Planning Director, one Planning Manager, two Principal Planners, two Senior Planners, two Senior Long Range Planners, one Senior Transportation Planner, six Associate Planners, three Assistant Planners and one Administrative Assistant. The Planning Division consists of two operational areas: Current Planning and Long Range Planning. Current Planning processes individual land use applications and provides information to the public on all land use related issues. Long Range Planning addresses the future needs of the county through updates to the comprehensive plan, changes to the county code and other special projects.

## Current Planning

Responsible for reviewing land use applications for compliance with Deschutes County Code (DCC) and state law, including zoning, subdivision and development regulations, and facilitating public hearings with Hearings Officers and the BOCC. Staff is also responsible for verifying compliance with land use rules for building permit applications and septic permits; coordinating with Code Compliance to respond to complaints and monitor conditions of approval for land use permits; performing road naming duties; providing assistance at the public information counter, over the telephone and via email; and addressing in the rural county and City of Redmond under contract.

## Long Range Planning

Responsible for planning for the future of Deschutes County, including developing and implementing land use policy with the BOCC, Planning Commission, community and partner organizations. It is in charge of updating the County Comprehensive Plan and zoning regulations, coordinating with cities and agencies on various planning projects taking place in the region, including population forecasts with Portland State University and cities. Staff also monitors and participates in annual legislative sessions, and serves on numerous local, regional and statewide committees primarily focusing on transportation, natural resources, growth management and economic development.

## Transportation Planning

Provides comments and expertise on land use applications, calculates System Development Charges (SDC's) as part of land use application review process or upon request; provides comments to the County's Risk Management Department regarding traffic issues for permitted events; participates in the annual County Capital Improvement Plan (CIP) process with the Road Department; applies for grants for enhanced bicycle and pedestrian facilities in coordination with the Bicycle and Pedestrian Advisory Committee (BPAC); participates in Oregon Department of Transportation (ODOT) funded refinement planning; coordinates road issues with Bureau of Land Management (BLM) and the United States Forest Service (USFS) for urban interface plans; and serves on several local and regional transportation committees, most notably BPAC, the Bend Metropolitan Planning Organization Technical Advisory Committee, and Central Oregon Area Commission on Transportation Technical Advisory Committee (TAC).

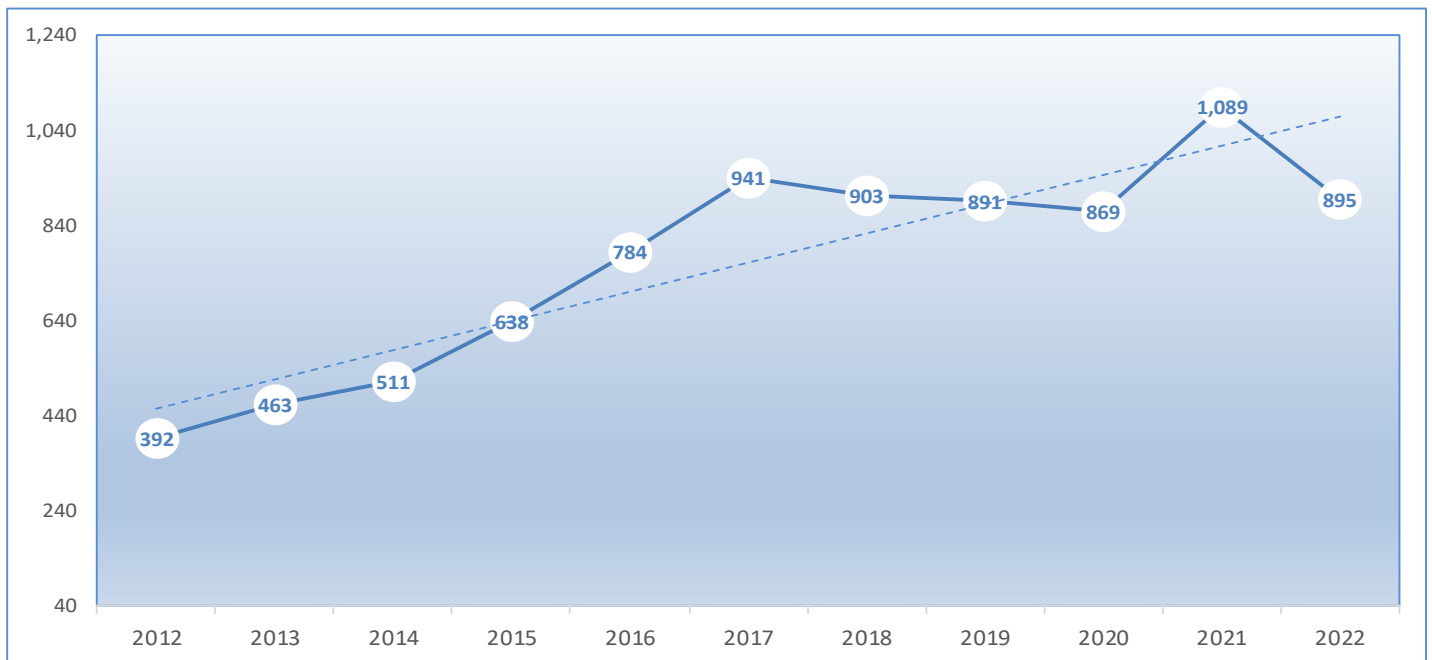
## Floodplain & Wetlands Planning

Responsible for providing comments and expertise on land use applications, code compliance, and general property inquiries that require development, fill, or removal in mapped floodplain and wetland areas. Staff maintains certification as an Association of State Floodplain Managers (ASFPM) Certified Floodplain Manager to provide customers with up-to-date and accurate information regarding Federal Emergency Management Agency (FEMA) regulations, surveying requirements, and construction requirements. Coordination is frequently required with external agencies including FEMA, US Army Corps of Engineers, Oregon Department of State Lands (DSL), ODFW, and USFS.

## 2022 Year in Review

- ✓ Counter coverage averaged 222 customer visits a month compared to 242 in 2021.
- ✓ Staff responded to 2,757 emails and 2,598 phone call inquiries. This equates to over 229 emails and 217 phone calls per month.
- ✓ Received 895 land use applications compared to 1,089 in 2021, a decrease of 17.8% over prior year.
- ✓ The Planning Division received 10 non-farm dwelling applications compared with 22 for 2021.
- ✓ Twenty (20) final plats were recorded in 2022 or are in the process of being recorded, creating a total of 210 residential lots.
- ✓ Selected a consultant to lead a major Deschutes County Comprehensive Plan Update process.

### Land Use Applications Received



# Planning

## 2022 Year in Review, continued

Thirteen (13) land use applications were reviewed by Hearings Officers compared to 20 in 2021. They include:

- ✓ Thornburg Destination Resort (3)
- ✓ Declaratory Rulings for Initiation of Use of Prior Approvals (2)
- ✓ Quasi-Judicial Hearings for Land Use Applications (3)
- ✓ Plan Amendment Zone Changes from Exclusive Farm Use to Non-Resource Zoning (4)
- ✓ City of Bend Urban Growth Boundary (UGB) Amendment / HB 4079 (1)

The BOCC conducted 16 quasi-judicial land use hearings or proceedings, equal to 2021.

- ✓ Appeals declined for review by the BOCC (3)
- ✓ Improvement Agreements (2)
- ✓ City of Bend UGB Amendment (1)
- ✓ Road Name Change (1)
- ✓ Noise Variances (3)
- ✓ Plan Amendment Zone Changes from Exclusive Farm Use to Non-Resource Zones (3)
- ✓ Quasi-Judicial Hearings for Land Use Applications (1)

Ten (10) appeals were filed with the Land Use Board of Appeals (LUBA) in 2022, compared to 11 in 2021:

- ✓ Oregon Water Resources Department Land Use Compatibility Statement / Quasi-Municipal Water Right
- ✓ Private Airstrip
- ✓ Template Dwelling
- ✓ Wireless Tower / ODOT Right of Way
- ✓ Declaratory Ruling for Tumalo Sewer Expansion
- ✓ Thornburgh Destination Resort (4)
- ✓ Plan Amendment Zone Change Remand



## 2022 Year in Review, continued

### Legislative Amendments

The BOCC adopted:

- ✓ Psilocybin Time, Place, and Manner (TPM) Amendments—Pursuant to Measure 109, the county adopted ordinances that impose reasonable TPM regulations on the location and operation of psilocybin businesses.

### Deschutes 2040 Comprehensive Plan Update

Planning staff initiated an 18-month process to update the County's Comprehensive Plan in May 2022. The initial phases of the project focused on conducting background research to form the technical basis for the plan update, and collecting community feedback to identify the key issues, goals, and challenges facing the county for the next 20 years. During the last 7 months, staff accomplished the following:

- ✓ Initiated a professional services agreement with the project consultant for an estimated \$233,000.
- ✓ Received a \$5,000 technical assistance grant from Department of Land Conservation and Development (DLCD) for virtual engagement and software tools.
- ✓ Drafted background summaries of existing conditions and projected trends in Deschutes County, which will ultimately be used as the narrative for Comprehensive Plan Update chapters.
- ✓ Conducted a community engagement training for staff.
- ✓ Created a community engagement plan to raise awareness of the project and ensure an inclusive strategy for outreach.
- ✓ Conducted the first round of community engagements including four in-person open houses, an online survey, and over 50 local meetings designed for community groups, stakeholders and residents to come together and share their thoughts. These meetings resulted in responses from 550 community members.
- ✓ Established a project website using a new integrative tool (ArcHub) and utilized social media to spread awareness of the project website and meetings, resulting in 9,699 post views across a variety of social media platforms.
- ✓ Provided two project updates through a Constant Contact email list with 391 subscribers.
- ✓ Established the Planning Commission as the community advisory body for the project and met six times to review and discuss the project scope, community engagement plan, and staff edits to the Comprehensive Plan goals and policies.

# Planning

## 2022 Year in Review, continued

### Grants

#### Certified Local Government Grant

Planning staff administered an 18-month \$11,500 Certified Local Government (CLG) Grant from the State Historic Preservation Office (SHPO) to assist Deschutes County with its historic preservation programs.

#### Technical Assistance Grant

In November 2022, DLCD awarded the department a \$5,000 Technical Assistance Grant to fund the use of specialized software tools to assist in virtual outreach for the county's Comprehensive Plan Update.

#### Transportation Growth Management Grant

Planning staff coordinated with ODOT to execute a \$75,000 Transportation and Growth Management (TGM) Grant to update the Tumalo Community Plan bike/ped/transit elements and implement the rural trails portion of the Sisters Country Vision Action Plan.

### Coordination with Other Jurisdictions, Agencies and Committees

#### Bicycle and Pedestrian Advisory Committee

BPAC met 12 times, commenting on regional Transportation System Plan (TSP) updates, trail connections between cities and recreation areas, bicycle and pedestrian safety issues and ODOT projects, among others.

#### Oregon Department of Transportation (ODOT)

Participated in Baker Road-Lava Butte Multi-use Path and Lava Butte-La Pine Multi-use Path Technical Advisory Committee (TAC); Baker Road Interchange Area Management Plan TAC; quarterly meetings with ODOT, Road Department, and cities of Bend and Redmond to review traffic modeling needs; stakeholder committee for ODOT study on wildlife passages for US 20 between Bend and Santiam Pass; US 20 (Greenwood Ave.) 3rd Street / Powell Butte Hwy Refinement Plan.

#### Deschutes River Mitigation and Enhancement Committee

Convened two Deschutes River Mitigation and Enhancement Committee meetings to receive updates from ODFW and Central Oregon Irrigation District (COID).





## 2022 Year in Review, continued

### Coordination with Other Jurisdictions, Agencies and Committees

#### City of Bend—Coordinated with City staff regarding:

- ✓ Bend Airport Master Plan.
- ✓ Bend UGB Amendment / HB 4079 / Affordable Housing Project.
- ✓ Long-term Planning for the Outback Water Filtration Facility.
- ✓ Bend Metropolitan Planning Organization TAC.
- ✓ Bend UGB Amendment / HB 3318 / Stevens Road Tract.

#### City of La Pine—Coordinated with City staff regarding:

- ✓ Land use applications for effects on county road system.
- ✓ Participation with Property Management and the city to update and amend the county owned Newberry Neighborhood comprehensive plan designations, master plan and implementing regulation.

#### City of Redmond—Coordinated with City staff regarding:

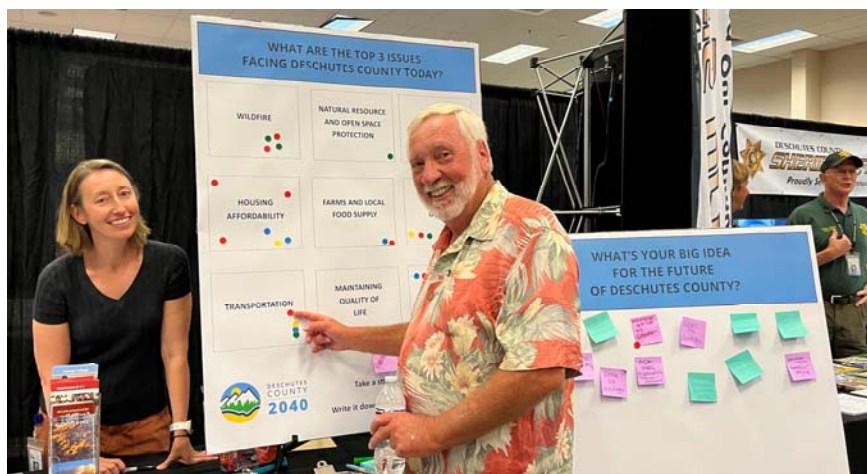
- ✓ CORE3—UGB Amendment for dedicated, multi-agency coordination center for emergency operations and training led by Central Oregon Intergovernmental Council (COIC)
- ✓ Relocation and expansion of wastewater treatment plant.
- ✓ Update Airport Safety Zone associated with the Redmond Airport Master Plan Update.

#### City of Sisters—Coordinated with City staff regarding:

- ✓ Participation in the implementation of Sisters Country Vision Plan and Sisters Comprehensive Plan.

#### Deschutes County

- ✓ Provided updates to BOCC regarding SB 391 Rural ADUs, SB 762 Wildfire Mitigation, wildlife inventories produced by ODFW, Portland State University (PSU) population updates, short-term rentals, Tumalo Community Plan update and dark skies project.



# Planning

## FY 2023-24 Work Plan Projects

### Development Review

- Respond to phone and email customer inquiries within 48 to 72 hours.
- Issue all administrative (staff) decisions for land use actions that do not require prior notice within 21 days of determination of a complete application.
- Issue all administrative (staff) decisions for land use actions requiring prior notice within 45 days of determination of a complete application.
- Process Hearings Officer decisions for land use actions and potential appeals to the BOCC within 150 days per State law.
- Continue to improve website accessibility to the public to view records associated with complex land use applications.

### Comprehensive Plan Update

- Amend Comprehensive Plan (Comp Plan 2040) to incorporate new existing conditions, goals and policies.
- Engage Newberry County and Terrebonne and residents to determine if community plans, goals, and policies meet the current and future needs of the area and whether there is an interest and readiness for area and/or community plan updates.

### Natural Resources

- Natural Hazards—Develop a work plan to amend the Comprehensive Plan and County Code requiring defensible space and fire-resistant building materials per SB 762 (2021, Wildfire Mitigation).
- Natural Hazards—Initiate recommended development code amendments related to the Natural Hazard Mitigation Plan.
- Wildlife Inventories—Amend the Comprehensive Plan and Zoning Code to incorporate a new mule deer winter range inventory from ODFW.
- Sage-Grouse—Participate as a Coordinating Agency with the Bureau of Land Management (BLM).
- Dark Skies Update—Revisit County's existing outdoor lighting ordinance and update regulations to reflect current best practices and technology.

### Transportation Growth Management (TGM) Grant

- Amend Comprehensive Plan to incorporate the Tumalo Community Plan update.
- Implement the rural trails portion of the Sisters Country Vision Action Plan.

# Planning

## FY 2023-24 Work Plan Projects, continued

### Transportation Planning

- Amend Comprehensive Plan to incorporate Transportation System Plan (TSP) update in coordination with Road Department and ODOT.
- Process road naming requests associated with certain types of development on a semi-annual basis.
- Coordinate with ODOT and Parks Districts on regional trail projects.

### City of Bend Coordination

- Adopt the Bend Airport Master Plan (BAMP) and amend the County's Comprehensive Plan and Development Code to implement measures that allow for a new air traffic control tower and new airport-related businesses.
- Coordinate on growth management issues, including technical analyses related to housing and employment needs and modernizing Title 19 for the Deschutes County Jail.
- Process a Plan Amendment and Zone Change to add the Stevens Road Tract to the Bend Urban Growth Boundary (UGB), in accordance with HB 3318.

### City of La Pine Coordination

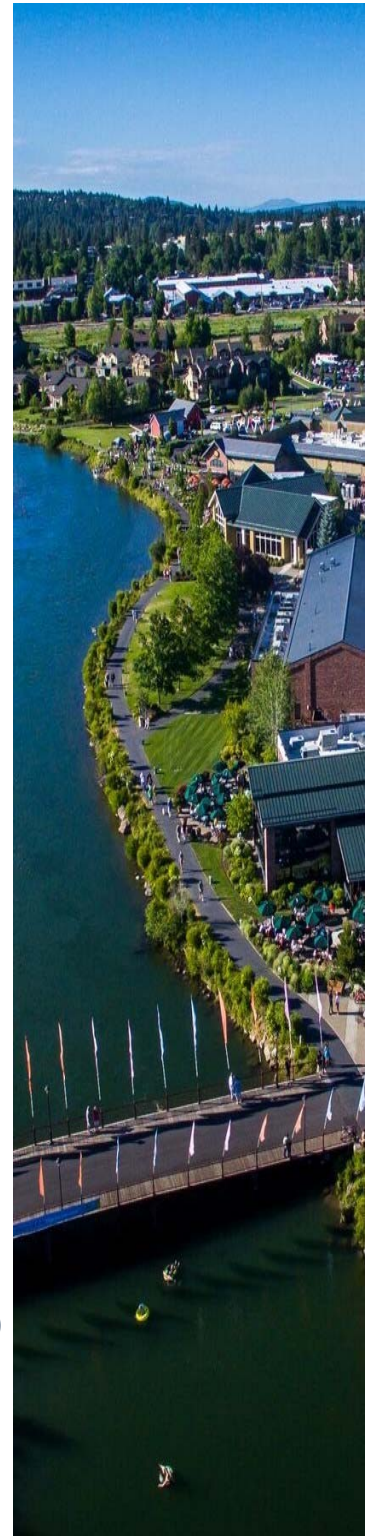
- Participate with Property Management and the City of La Pine process to update and amend the county-owned Newberry Neighborhood comprehensive plan designations, master plan and implementing regulations.

### City of Redmond Coordination

- Coordinate on growth management issues, including with Central Oregon Intergovernmental Council on CORE3, a multi-stakeholder regional emergency center, and the City's upcoming East Redmond plan, which will involve over 1,000 acres of County-owned land.
- Process Conditional Use Permit and Site Plan Review applications for a new wastewater treatment plant.
- Coordinate on an update of the Airport Safety Zone associated with the Redmond Airport.
- Support City staff to modernize the Joint Management Agreement and assist with City-led updates to DCC Title 20 (i.e., Urban Holding-10 zone).
- Continue to engage the City as a stakeholder in the County's Comp Plan 2040 and TSP updates.

### City of Sisters Coordination

- Participate in the implementation of Sisters Country Vision Plan and their Comprehensive Plan Update.



## FY 2023-24 Work Plan Projects, continued

### Growth Management Committees

- Coordinate and/or participate on Deschutes County BPAC, Project Wildfire, and Deschutes River Mitigation and Enhancement Committee.

### Historic Preservation—Certified Local Government (CLG) Grant

- Administer 2023-24 Certified Local Government Grant from SHPO.

### Housekeeping Amendments

- Initiate housekeeping amendments to ensure County Code complies with state law.

### Housing Strategies

- Amend County Code to implement SB 391, Rural ADUs.
- Amend County Code to repeal Conventional Housing Combining Zone.
- Amend County Code to define family for unrelated persons HB 2538 (non-familial Individuals).
- Explore options and approaches to address rural housing and homelessness as allowed under state law.

### Legislative Session (2023-24)

- Initiate Comprehensive Plan and/or Zoning Text amendments to comply with and implement new or revised state laws.
- Participate in legislative or rulemaking work groups to shape state laws that benefit Deschutes County.

### Short Term Rentals

- Prepare a white paper describing methods for regulating short term rentals.
- Coordinate with BOCC on next steps

### Zoning Text Amendments

- Accessory structure amendments clarifying it must be built concurrent with or after the establishment of a primary residence with certain allowed facilities.
- Applicant initiated plan amendment, zone changes, and/or text amendments.
- Allow “self-serve” farm stands in Rural residential Exception Areas
- Comply with House Bill 3109 (2021) pertaining to establishment of childcare facilities in industrial zones.
- Define family for unrelated persons per HB 2538 (Non-familial Individuals).
- Forest Zone Code—Review for compliance with Oregon Administrative Rule.
- In conduit hydroelectric generation code amendments.
- Lot Line Adjustments and Re-platting.
- Medical Hardship Dwellings—review for consistency with state law.
- Minor variance 10% lot area rule for farm and forest zoned properties.
- Outdoor Mass Gatherings update.

# Planning

## FY 2023-24 Work Plan Projects, continued

- Repeal Conventional Housing Combining Zone.
- Section 6409(a) of the Spectrum Act (Wireless Telecommunication Amendments).
- Sign code to become consistent with federal law.
- Temporary use of recreational vehicles as dwellings.
- Title 19, 20, 21—Language related to Class I, II, and III road projects as allowed uses.
- Title 22—Procedures Ordinance for consistency with state law and planning department interpretations.
- Wetland Regulation Clarification for Irrigation or Artificially Created Wetlands.



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# Community Involvement Report

## 2022

Statewide Planning Goal 1, Citizen Involvement, requires cities and counties to create a citizen involvement program that provides opportunities for community participation in land use planning processes and decisions.

Land use legislation, policies and implementation measures made by Oregonians nearly 50 years ago helped shape Oregon's urban and rural environments. Likewise, choices made today will ultimately shape these areas in the future. Successful land use planning occurs through an open and public process that provides room for information gathering, analysis and vigorous debate. Deschutes County's Community Involvement program is defined in Section 1.2 of the Comprehensive Plan.

This chapter identifies the County Planning Commission as the committee for citizen involvement. It also contains the County's Community Involvement goal and corresponding five policies that comply with Goal 1. This report briefly discusses the noteworthy community involvement actions undertaken by the Planning Division in 2022. The report is intended to provide county residents and stakeholders with a tool to assess its effectiveness and offer additional suggestions the County can utilize to ensure that its diverse communities remain actively involved in land use planning discussions.



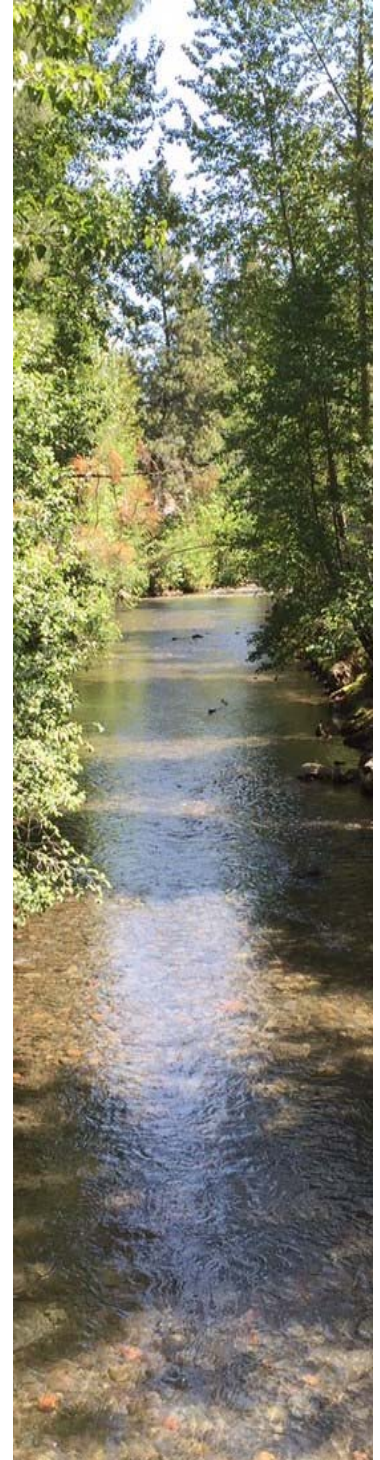
# Community Involvement Report

## 2022

### Planning Commission

The Planning Commission convened 17 times to consider:

- ✓ Amateur (HAM) Radio Facility Text Amendments
- ✓ CDD FY 2022-23 Annual Report & Work Plan
- ✓ Dark Skies Update
- ✓ Deschutes 2040 Meetings:
  - Comprehensive Plan Update Briefing
  - Community Engagement Plan Review
  - Phase 1 Results Overview and Phase 2 Activities
  - Key Planning Issues, Challenges, and Goals
  - Initial Policy Review
  - Results of Phase 2 Visioning Activities, and Initial Policy Review
- ✓ Deschutes County Transportation System Plan 2020-2040 Update
- ✓ Joint BOCC / PC Work Session
- ✓ Psilocybin TPM Amendments
- ✓ SB 391—Rural ADU Text Amendment
- ✓ SB 762—Wildfire Hazard Risk Mapping and the Wildland Urban Interface
- ✓ TGM Grant for Bike/Ped/Transit in Tumalo; Rural trails in Sisters Country
- ✓ Tumalo Community Plan
- ✓ Water Resources Discussion Panel
- ✓ Wildlife Inventory Update



# Community Involvement Report

## 2022

### Historic Landmarks Commission

Convened 5 times in 2022 to consider:

- ✓ Archeological Society of Central Oregon—Introduction
- ✓ CDD FY 2022-23 Annual Report & Work Plan
- ✓ CLG Grant Application
- ✓ City of Sisters Check-In—CLG Grant Projects
- ✓ Deschutes County 2040—Project Briefing
- ✓ Field Trip Discussion
- ✓ HLC Policies and Procedures Manual
- ✓ Preservation Month 2023
- ✓ Regional Coordination
- ✓ Strategic Plan
- ✓ Updates from Bend and Redmond Historic Landmarks Commission





# Deschutes County & City of Sisters Historic Preservation Program *2022 – 2027 Strategic Plan*



*Photo: Brothers School*



*Prepared by:*  
**Deschutes County**  
**Community Development Department**  
[www.deschutes.org/cd](http://www.deschutes.org/cd)

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# ACKNOWLEDGMENTS

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 Christine Horting-Jones—Ex-Officio  
 Sharon Leighty— Unincorporated Area  
 Kelly Madden— Unincorporated Area  
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The Historic Landmarks Commission is responsible for taking the lead in promoting historic and cultural resource preservation in unincorporated Deschutes County and the City of Sisters.

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## EXECUTIVE SUMMARY

The *Deschutes County and City of Sisters Historic Preservation Strategic Plan 2022-2027* provides a framework for shaping the county and City of Sisters' preservation programs and services over the next five years and creates a blueprint for allocating Certified Local Government (CLG) grant funding. Currently, Deschutes County and its Historic Landmarks Commission (HLC), which also serves the City of Sisters, rely on CLG grants administered through the Oregon State Historic Preservation Office (SHPO). They are awarded to eligible local governments in the spring of every odd numbered year. The grant period lasts approximately sixteen to eighteen months. The grants, which require a 50/50 match are typically in the \$10,000 to \$14,000 range and used for a broad range of preservation activities.

Developing a Strategic Plan enables staff and HLC to reach out to our municipal partners, the Oregon State Historic Preservation Office (SHPO), historic landmark property owners, stakeholders, and the public to prioritize preservation programs that build upon existing projects and promote collaboration. This effort also takes into account finite in-kind resources from Deschutes County and Sisters. Both rely on their Community Development Department (CDD) to manage the CLG program and the HLC as outlined in the annual CDD work plan.

To prepare this plan, Deschutes County staff solicited the guidance of a spectrum of people and organizations: two public forums provided opportunity for public input; an on-line survey was established to provide additional feedback; and several stakeholder interviews were held to further understand their opinions.

The mission of the HLC is to preserve the City of Sisters and Deschutes County's significant historic and archaeological resources and to encourage greater public understanding and appreciation.

The plan identifies three goals, with associated objectives and actions, which are intended to guide and measure the success of the program:

1. **Collaborate:** Strengthen the network of historic preservation and community partners through collaboration.
2. **Coordinate:** Facilitate program administration and special projects that provide opportunities to expand the scope and benefits of historic preservation.
3. **Educate:** Promote educational opportunities highlighting the value, benefits, responsibilities, and requirements of historic preservation.

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## OVERVIEW

Historic resources are recognized by Statewide Planning Goal 5, Natural Resources, Scenic Views and Historic Areas and Open Spaces, and Oregon Administrative Rule (OAR) 660-023. The Statewide Goal and OAR recommend cities and counties inventory and protect historic and cultural sites. Recognizing the value and importance of having a connection to our past, Deschutes County and the City of Sisters have chosen to implement and maintain a historic preservation program.

### What is a Historic Resource?

Historic landmarks connect us to the past and teach us how people in different eras worked and interacted within their surroundings. Historic resources are the buildings, structures, sites, districts, and large objects that have survived to the present. Examples include houses, cemeteries, bridges, camps, and canals. They are important because of their association with significant local, state, or national themes, events, individuals, or eras in history. They also include traditional cultural places which are not obvious constructions because they are no longer present but continue to have significant meaning such as traditional Native Americans meeting places. These landmarks enrich the community by providing tangible evidence of our heritage.

### Why Preserve the Past?

As described by the National Trust for Historic Preservation, historic preservation means saving the story of us—the communities we cherish, the parks we love, the buildings we admire, the little stories we always share with visitors. From ancient cultures through the growth of our current communities, it is about saving the places, buildings, artifacts, stories, and memories that preserve and enhance our human experience.

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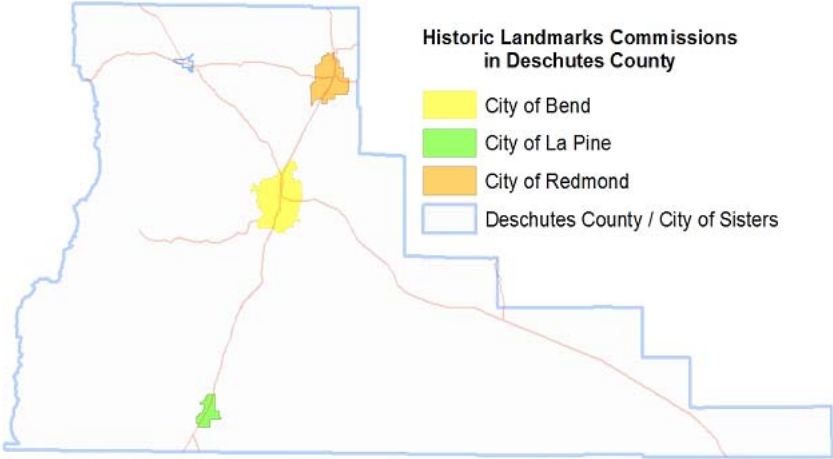
## BACKGROUND

### Historic Preservation Program History

In 1979, Deschutes County inventoried potential historic and cultural sites in the Resource Element of the Comprehensive Plan. The 1979 Comprehensive Plan included goals and policies to protect historic resources as well as provisions that the County establish an HLC and adopt an ordinance to protect designated historic sites. One year later, the Board of County Commissioners (BOCC) adopted Ordinance PL-21, which established an HLC and created a process to evaluate, designate and regulate historic structures. The HLC subsequently, and over time, evaluated proposed historic sites and cultural resources, including Locally Significant Historic Resources, National Register historic properties,

Archaeological Sites and Objects. The resulting list of historically designated sites can be found in the Comprehensive Plans of Deschutes County and the City of Sisters (see Section 2 for more on the designation process for locally significant sites).

Since 2011, Deschutes County and Sisters reorganized and created their own program as a result of the Cities of Bend, La Pine and Redmond wanting autonomy and becoming independently recognized Certified Local Governments (CLG). The jurisdictions of various historic landmarks commissions are illustrated in the map below.



Map of Historic Landmarks Commissions in Deschutes County

### Purpose of the Historic Landmarks Commission

The HLC serves as an advisory body for issues concerning historic and cultural resources for unincorporated Deschutes County and the City of Sisters and reviews development applications for alterations to designated historic sites. In addition, it reviews the exterior treatments of buildings applying the Western Frontier Architectural Design Theme for the City of Sisters. For more information concerning the procedures and policies of the Historic Landmarks Commission, please refer to the *Historic Landmarks Commission Policies and Procedures Manual*.

The Deschutes County Comprehensive Plan Section 2.11 Cultural and Historic Resources and Deschutes County Code (DCC) Chapter 2.28, Historic Preservation and Historic Landmarks Commission, establish the legal basis for the HLC.

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# HISTORIC PRESERVATION POLICIES

## Deschutes County

In 2011, Deschutes County updated its Comprehensive Plan, a policy document that provides a framework for addressing resource protection, rural growth and development over a 20-year period (2010-2030). The update was performed to ensure a consistent policy framework for land use planning and development that reflects current conditions and trends, recent population projections, state law, and community values. The Comprehensive Plan goals and policies addressing cultural and historic resources are summarized below.

### Goal and Policies

**Goal 1**      **Promote the preservation of designated historic and cultural resources through education, incentives, and voluntary programs.**

**Policy 2.11.1** The Historic Landmarks Commission shall take the lead in promoting historic and cultural resource preservation as defined in DCC 2.28.

- a. Support incentives for private landowners to protect and restore historic resources.
- b. promote educational programs to inform the public of the values of historic preservation.
- c. Support improved training for the Historic Landmarks Commission.

**Policy 2.11.2** Coordinate cultural and historic preservation with the Oregon State Historic Preservation Office.

- o Maintain Deschutes County's designation as a Certified Local Government.
- o Encourage private property owners to coordinate with the State Historic Preservation Office.

**Policy 2.11.3** Encourage the preservation of lands with significant historic or cultural resources.

- a. Develop and maintain a comprehensive list of sites on the National Register of Historic Places.
- b. Review County Code and revise as needed to provide incentives and adequate regulations to preserve sites listed on the Statewide Goal 5 historic and cultural inventory.

## City of Sisters

The Sisters Comprehensive Plan was revised and adopted in 2021. The Plan's goals and policies inform critical planning and regulatory documents used by the City that guide growth and development in Sisters, specifically the Sisters Development Code. Standards in those documents provide the criteria that are used to make land use decisions by the City and go a long way toward shaping the character of development. The plan also provides key guidance on partnership with neighboring agencies including Deschutes County, Sisters-Camp Sherman Fire District, and the Sisters School District, to name a few, to provide key services.

The City of Sisters recognizes the importance of historic preservation in several sections of its Comprehensive Plan:

### Livability Section

- **GOAL 4: Maintain and enhance the livability of Sisters as a welcoming community with a high quality of life and a strong community identity.**
  - Objective 4.1: COMMUNITY IDENTITY. To promote projects, programs, and initiatives that strengthen the community's identity, including historic resources, scenic views, trees, artisanal activities, and inclusive attitude towards all community members.
    - POLICY 4.1.1: The City shall recognize and conserve the environment and natural resources that enhance the community's identity, including open spaces, natural landscapes, outdoor recreation areas, historic structures, architectural styles, and public art.
    - POLICY 4.1.7: The City shall conduct public education and outreach of the historic resources in Sisters and encourage property owners to nominate their eligible properties to the Deschutes County Inventory of Historic Sites and/ or National Historic Register.
    - POLICY 4.1.8: The City shall identify and protect historical sites in coordination with the Deschutes County Landmarks Commission

### Environment Section

- **GOAL 6.2: Protect people, property, and structures from natural hazards**
  - Objective 6.2.1: To reduce the hazards related to wildfire through a combination of proper location and design of new development, reduction of combustible materials, and coordination with partnering agencies and community members.
    - POLICY 6.2.1.5: The City shall support a program to support fire resistant retrofits of commercial and residential buildings with emphasis on buildings that are designated historic or have historic value, as determined through historic survey



### Parks, Rec, Open Space Section

- **GOAL 7.1: Plan, develop, maintain, and enhance recreation opportunities, scenic views, and open spaces to meet the needs of community members and visitors of all ages, abilities, cultures, and incomes and enhance their physical and mental health.**
  - POLICY 7.1.16: The City shall add signage or information kiosks in parks that include historical and educational information, where appropriate.

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## HISTORIC RESOURCES

The Deschutes County HLC is part of a nationwide network of groups dedicated to the preservation and celebration of our heritage. The HLC is responsible for reviewing and maintaining the Goal 5 list of designated historic resources. The resulting inventory of historically designated sites is formally adopted in the Comprehensive Plans of Deschutes County and the City of Sisters. In addition, the National Register of Historic Places catalogs and protects properties worthy of preservation because of their significance to our nation's history, architecture, landscape, archeology, engineering, and/or culture. As a CLG, the Deschutes County HLC is responsible for oversight of both the locally and nationally designated resources. Both are detailed below.

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## HISTORIC RESOURCE LISTS

The following list of Goal 5 Cultural and Historic Resources in rural Deschutes County appear in the County's current Comprehensive Plan. These inventories are acknowledged as written by the Department of Land Conservation and Development. In 2020, Deschutes County's inventories were updated to comply with Oregon Administrative Rule (OAR) 660-023-0200, the historic resources rule, which includes procedural requirements for surveying sites, evaluating integrity, and considering whether and how to protect historic and cultural resources. The State amended the historic resources rule in February 2017 to require a base level of protection for National Register historic properties and provide a more usable and clearer list of standards for local governments to follow if they have an established historic preservation ordinance. This rule change is reflected in the separation of National Register sites into pre- and post-2017 listings below. Protection standards for resources listed on the National Register of Historic Places are required for local governments to comply with regardless of what the local ordinance provides. Any modifications to any element of this list must occur by legislative amendment.

## Locally Significant Historic Resources

1. Alfalfa Grange: Grange building and community center, built in 1930, located on Willard Road, Alfalfa. 17-14-26 TL 400.

2. Allen Ranch Cemetery: Oldest cemetery in Deschutes County. 30' by 40' fenced cemetery plot. Situated 100 yards west of South Century Drive, one-half mile south of Road 42. Two marble gravestones, two wooden markers. 20-11-7 TL 1700.



Allen Ranch Cemetery

3. Fall River Fish Hatchery "Ice House": The hatchery "Ice House" dates from the beginning of fishery management in Oregon, circa 1920. It is an 18 foot by 18 foot improvement, the only original building remaining on the property, and the only significant building or structure on the site. Located at 15055 S. Century Drive, E½; NE¼; Section 32, Township 20S, Range 10 E, Tax Lot 100. (Ordinance 94-006 §1, 1994).
4. Long Hollow Ranch – Black Butte: Headquarters complex of historic ranch, located on Holmes Road in Lower Bridge area, including headquarters house, ranch commissary, equipment shed, barn and bunkhouse. 14-11-1 TL 101.
5. Swamp Ranch – Black Butte: The present day site of the Black Butte Ranch was part of the vast holdings of the Black Butte Land and Livestock Company in 1904. No buildings from the period exist. 14-9-10A, 10B, 15B, 15C, 16A, 21A, 21B, 21C, 22A, 22B.
6. Brothers School: Only one-room schoolhouse currently in use in Deschutes County, located on Highway 20 in Brothers. 20-18-00 TL 3200.
7. Bull Creek Dam: The Bull Creek Dam, a component of the Tumalo Irrigation Project was constructed in 1914 to form a water storage reservoir to increase the amount of irrigated acreage at Tumalo. It is a gravity type of overflow dam. Two cut off walls are extended into solid formation, one at the upper toe and the other at the lower toes of the concrete dam. The dam proper is about 17 feet high from the foundation, although the completed structure is about 25 feet. Located on Tumalo Reservoir-Market Road. 16-11-33 TL 2700 SW-¼; SW-¼.
8. Bull Creek Dam Bridge (Tumalo Irrigation Ditch Bridge): Built in 1914, the bridge, which spans the dam, consists of five continuous filled spandrel, barrel-type concrete deck arch spans, each 25 feet long. The concrete piers are keyed into notches in the arch structure. The structure is the oldest bridge in Deschutes County. On Tumalo Reserve-market Road. 16-11-33 TL 2700/ SW-¼; SW-¼.

9. Camp Abbot Site, Officers' Club: Officers' Club for former military camp, currently identified as Great Hall in Sunriver and used as a meeting hall. 20-11-5B TL 112.



Camp Abbot Site, Officers' Club

10. Camp Polk Cemetery: One of the last remaining pioneer cemeteries, located off Camp Polk Road near Sisters. The site is composed of a tract of land, including gravestones and memorials, containing 2.112 acres in the Southwest Quarter of the Southeast Quarter of Section 27, Township 14 South, Range 10 E.W.M., TL 2100, described as follows: Beginning at a point North 20 degrees 06' 20" West 751 feet from the corner common to Sections 26, 27, 34 and 35 in Township 14 South Range 10 E.W.M. and running thence South 88 degrees 30' West 460 feet; thence North 1 degree 30' East 460 feet; thence South 1 degree 30' 200 feet to the point of beginning.
11. Camp Polk Military Post Site: One of the oldest military sites in Deschutes County. Located on Camp Polk Cemetery Road. Site includes entire tax lots, listed as follows 14-10-00 TL 2805 & 14-10-34 TL 100, 300.
12. Cloverdale School: School building in Cloverdale, located near 68515 George Cyrus Road. First building built in Cloverdale. 15-11-7 TL 600.
13. Eastern Star Grange: Grange hall for earliest grange organized in Deschutes County, located at 62850 Powell Butte Road. 17-13-19 TL 1900.
14. Enoch Cyrus Homestead Hay Station and Blacksmith Shop: The Enoch Cyrus Homestead was the original homestead of Oscar Maxwell, built in 1892 and purchased in 1900 by Enoch Cyrus. Important stage/store stop for early travelers. The homestead house, including a back porch and cistern, and the Blacksmith Shop are designated. 15-11-10 TL 700.
15. Fremont Meadow: A small natural meadow on Tumalo Creek in Section 34, Township 17 South, Range 11 East, lying within Shevlin Park. TL 5900. Campsite for 1843 Fremont expedition. 17-11-34 TL 5900.
16. Harper School: One-room schoolhouse, located west of South Century Drive, south of Sunriver, moved halfway between the Allen Ranch and the Vandeventer Ranch from the former townsite of Harper. 20-11-17 TL 1200.
17. Improved Order of Redmond Cemetery: Historic cemetery used by residents of La Pine/Rosland area. Located on Forest Road 4270, east of Highway 97. A 40-acre parcel described as: The Southwest one-quarter of the Southeast one-quarter (SW-¼; SE-¼) Section 7, Township 22 south, Range 11, East of the Willamette Meridian, Deschutes County, Oregon.

18. Laidlaw Bank and Trust: One of the few remaining commercial buildings from the community of Laidlaw, located at 64697 Cook Avenue, Tumalo. 16-12-31A TL 2900.
19. La Pine Commercial Club: Building was built in 1912 as a community center, serving as a regular meeting place for civic organizations and occasionally served as a church. One of the oldest and continuously used buildings in La Pine. Located at 51518 Morrison Street, La Pine. 22-10-15AA TL 4600.
20. Lynch and Roberts Store Advertisement: Ad advertising sign painted on a soft volcanic ash surface. Only area example of early advertising on natural material. Lynch and Roberts established mercantile in Redmond in 1913. Roberts Field near Redmond was named for J. R. Roberts. Site includes the bluff. 14-12-00 TL 1505.
21. Maston Cemetery: One of the oldest cemeteries in County. Oldest grave marker is 1901. About one-half mile from site of Maston Sawmill and Homestead. Site includes the gravestones and memorials and the entire tax lot, identified as 22-09-00 TL 1800.
22. George Millican Ranch and Mill Site: Ranch established in 1886. Well dug at or near that date. Remains of vast cattle ranching empire. 19-15-33 Tls 100, 300.
23. George Millican Townsite: Town established 1913. Site includes store and garage buildings, which retain none of the architectural integrity from era. 19-15-33 TL 500.
24. Petersen Rock Gardens: The Petersen Rock Gardens consist of stone replicas and structures erected by Rasmus Petersen. A residence house and museum are part of the site. The site has been a tourist attraction for over 60 years. Located at 7930 SW 77th, Redmond. Site includes entire tax lot. 16-12-11 TL 400.
25. Pickett's Island: After originally settling in Crook County, Marsh Awbrey moved to Bend and then homesteaded on this island in the Deschutes River south of Tumalo. The site was an early ford for pioneers. Located in Deschutes River near Tumalo State Park. 17-12-6 NE-¼ TL 100. Portion between Deschutes River and Old Bend Road is designated.
26. Rease (Paulina Prairie) Cemetery: Historic cemetery on Elizabeth Victoria Castle Rease and Denison Rease's homestead. Earliest known grave is of their son, George Guy Rease, born in 1879, who was also a homesteader on Paulina Prairie. George Guy Rease died of smallpox on the Caldwell Ranch on May 2, 1903. Other known burials are William Henry Caldwell, 1841-October 15, 1910, died on the Caldwell Ranch of injuries sustained on a cattle drive; Melvin Raper, 1892-1914, died in a tent of tuberculosis; Addie Laura Caldwell, 1909-November 16, 1918, died of the Spanish influenza epidemic; and Emma Nimtz Deedon, 1886-April 15, 1915, died of complications from a pregnancy. There are several unmarked graves. The cemetery is a county-owned one-acre parcel on the north edge of Paulina Prairie, two miles east of Highway 97. 210-11-29, SE-¼; NW-¼ TL 99.
27. Terrebonne Ladies Pioneer Club: The Club was organized in 1910. The building has been a community-meeting place since 1911. Located at 8334 11th Street, Terrebonne. 14-13-16DC TL 700.

28. Tetherow House and Crossing: Site is an excellent example of an early Deschutes River crossing. Major route from Santiam Wagon Road to Prineville. Tetherow House was built in 1878. The Tetherows operated a toll bridge, store and livery stable for travelers. Oldest house in County. Site includes house and entire tax lot. 14-12-36A TL 4500.

29. Tumalo Creek – Diversion Dam  
The original headgate and diversion dam for the feed canal was constructed in 1914. The feed canal’s purpose was to convey water from Tumalo Creek to the reservoir. The original headworks were replaced and the original 94.2 ft low overflow weir dam was partially removed in 2009/2010 to accommodate a new fish screen and fish ladder. The remaining original structure is a 90 foot (crest length) section of dam of reinforced concrete. Tax Map 17-11-23, Tax Lot 800 & 1600.



Tumalo Creek – Diversion Dam

30. Tumalo Community Church: The building is the oldest church in the County, built in 1905. It stands in the former town of Laidlaw, laid out in 1904. Located at 64671 Bruce Avenue, Tumalo. 16-12-31A TL 3900.

31. Tumalo Project Dam: Concrete core, earth-filled dam 75 feet high. First project by State of Oregon to use State monies for reclamation project. On Tumalo Creek. 16-11-29.

32. William P. Vandever Ranch Homestead House: The Vandever Ranch House stands on the east bank of the Little Deschutes River at 17600 Vandever Road near Sunriver. The homestead was established in 1892, and has been recently relocated and renovated. Vandever family history in the area spans 100 years. 20-11-18D TL 13800.

33. Kathryn Grace Clark Vandever Grave: Kathryn Grace Vandever, daughter of William P. Vandever, died of influenza during the epidemic of 1918. Her grave is located across a pasture due south of the Vandever House, 50 feet east of the Little Deschutes River. Site includes gravestone and fenced gravesite measuring is approximately 15 feet by 25 feet. 20-11-00 TL 1900.

34. Young School: Built in 1928, it is an excellent example of a rural “one-room” school which served homesteaders of the 1920s. Located on Butler Market Road. 17-13-19 TL 400.

35. Agnes Mae Allen Sottong and Henry J. Sottong House and Barn: House and barn are constructed with lumber milled on the property in a portable sawmill run by the Pine Forest Lumber Company in 1911. Henry was awarded homestead patent 7364 issued at The Dalles on Dec 1, 1904. Henry was president of the Mountain States Fox Farm. A flume on the Arnold Irrigation District is named the Sottong Flume. The structures are also associated with William Kuhn, a president of the Arnold Irrigation District; Edward

and Margaret Uffelman, who were part of the group that privatized and developed the Hoo Doo Ski Resort; and Frank Rust Gilchrist, son of the founder of the town of Gilchrist and Gilchrist Mill and president of the Gilchrist Timber Company from the time of his father's death in 1956 to 1988. Frank R. Gilchrist served on the Oregon Board of Forestry under four governors and was appointed by the governors to serve as a member of the Oregon Parks and Recreation Advisory Committee. He served on the Oregon State University's Forest Products Research Lab and was a director and president of the National Forest Products Association. T18 R12 Section 22, 00 Tax lot 01600.

Inventory note: Unless otherwise indicated the inventoried site includes only the designated structure. No impact areas have been designated for any inventoried site or structure.

### **National Register Historic Properties listed before February 23, 2017**

36. Pilot Butte Canal: A gravity-flow irrigation canal constructed in 1904 that diverts 400 cubic feet of Deschutes River water per second. The canal conveys water through a 225-miles-long distribution system of successively narrower and shallower laterals and ditches on its way to those who hold water rights, serving about 20,711 acres by 1922. The canal was built in an area that had a population of 81 people when it was constructed. The historic district measures 7,435 feet long and encompasses 50 feet on either side of the canal centerline to create a 100-foot corridor. The district has a character-defining rocky, uneven bed, and highly irregular slopes, angles, cuts, and embankments.

37. Elk Lake Guard Station:  
A wagon road built in 1920 between Elk Lake and Bend sparked a wave of tourism around the scenic waterfront. To protect natural resources of the Deschutes National Forest and provide visitor information to



Elk Lake Guard Station

guests, the Elk Lake Guard Station was constructed in 1929 to house a forest guard.

38. Deedon (Ed and Genvieve) Homestead: The homestead is located between the Deschutes River and the Little Deschutes River. All of the buildings were constructed between 1914 and 1915.

39. Gerking, Jonathan N.B. Homestead: Jonathan N.8. Gerking, "Father of the Tumalo Irrigation Project," played a crucial role in getting the project recognized and funded.

40. McKenzie Highway: The McKenzie Salt Springs and Deschutes Wagon Road, a predecessor to the modern McKenzie Highway, was constructed in the 1860s and 1870s.
41. Paulina Lake Guard Station: The station typifies the construction projects undertaken by the Civilian Conservation Corps and signifies the aid to the local community provided by the emergency work-relief program through employment of youth and experienced craftsmen, purchase of building materials and camp supplies, and personal expenditures of enrollees.
42. Paulina Lake I.O.O.F Organization Camp: The Paulina Lake I.O.O.F. Organization camp was constructed during the depression era and are the result of cooperative efforts by nonprofessional builders. Such camp buildings are important in Oregon's recreational history as an unusual expression of both its rustic style and its vernacular traditions.
43. Petersen Rock Gardens: The Petersen Rock Gardens consist of stone replicas and structures erected by Rasmus Petersen. The site has been a tourist attraction for over 60 years.
44. Rock O' the Range Bridge: Rock O' The Range is the only covered span east of the Cascades in Oregon. To gain access to his property, William Bowen instructed Maurice Olson – a local contractor – to build a bridge inspired by Lane County's Goodpasture Bridge.
45. Skyliners Lodge: The Skyliners are a Bend-based mountaineering club organized in 1927. In 1935, the group started building the Skyliners Lodge with help from the Deschutes National Forest, the Economic Recovery Act and the City of Bend.
46. Santiam Wagon Road: The Santiam Wagon Road went from Sweet Home to Cache Creek Toll Station. The road was conceived of in 1859 to create a route across the Cascades. By the 1890s, the road had become a major trade route.
47. Wilson, William T.E. Homestead: This homestead house was built in 1903 and has an "American Foursquare" architectural style.



Skyliners Lodge

#### **National Register Resources listed on / after February 23, 2017**

Central Oregon Canal: A gravity-flow irrigation canal constructed in 1905 and enlarged in 1907 and 1913. The canal retains its impressive historic open, trapezoidal shape, dimensions, and characteristics. It is characterized by the volcanic rock flows, native materials, rocky bed and sides, and its hurried hand-hewn workmanship. The historic

district is 3.4 miles long, crossing rural land between the Ward Road Bridge on the western edge and the Gosney Road Bridge on the eastern edge. In the historic district, the canal ranges in width from 34' to 78', averaging around 50', and its depth varies from 1' to 9', averaging around 4' deep, depending on the amount of volcanic lava flows encountered, the terrain, and slope. The canal through the historic district carries nearly the full amount of water diverted from the Deschutes River, 530 cubic feet per second during the irrigation season, April through October. The historic district encompasses 50' on either side of the canal centerline to create a 100' corridor that includes the whole of the easement held by COID, and all the contributing resources. (Date listed: 03/18/2019)



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# PLAN DEVELOPMENT

## Community Involvement

Deschutes County values public involvement, recognizing it is a critical part of evaluating public policy and land use planning processes. Understanding the perspective, goals, interests, and concerns of the community allows decision makers to make informed decisions. Recognizing this, Planning Division staff conducted an outreach campaign focused on historic preservation, consisting of an online survey, public forums, and several stakeholder interviews.

- Public forum announcements were provided in a variety of formats to reach the largest population of interested parties, including:
  - Press release to the media
  - Social media blasts
  - E-mail distribution to 12 stakeholders, several of which further distributed the information to their network of members and partners
  - CDD /project website, which included meeting information and survey link
- Public forums provided an overview of the historic preservation program and the strategic planning process.
  - A PowerPoint presentation introduced the history of historic preservation in Deschutes County, project background, and purpose of the meeting.
  - Two forums were scheduled; due to technical difficulties only one was held, but staff encouraged participants to reach out to staff to provide more information or ask questions if the cancellation created a scheduling conflict
  - Public forums were conducted to allow for both virtual and in-person participation, and the recording of the forum is available at any time to watch online
- An online survey solicited input from the public and stakeholders.
  - In addition to the open forum, the public was provided an opportunity to complete an online survey to weigh in on historic preservation issues and priorities. This enabled participants to convey their thoughts privately.
  - The survey was linked on the project web page and in social media blasts
  - A total of 27 responses were collected.
- Stakeholder Interviews
  - Staff reached out to stakeholders for individual interviews to gather their opinions and perspectives on Deschutes County's historic preservation program.
  - Staff contacted 12 stakeholders and invited them to participate in a stakeholder meeting independent of the community conversations. Staff

met with the City of Bend HLC staff liaison, the City of Sisters Community Development Director, and the Deschutes National Forest – Sisters Ranger District.

- The Historic Landmarks Commission will aim to conduct stakeholder interviews on an ongoing basis for continual feedback rather than only during the strategic planning process.

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## PLAN ELEMENTS

### Goals, Objectives, and Actions

The following goals, objectives and actions reflect a general consensus of those who participated and the priorities of the Deschutes County Historic Landmarks Commission.

#### Goals

The goals are directly linked to the priorities expressed by the public, the HLC, and the BOCC.

#### Objectives

The plan's objectives describe elements of how the historic preservation program will approach the goals. Several of the objectives serve multiple goals but each is listed with its most relevant goal. Objectives are listed in rough priority order. Each has associated actions to implement.

#### Actions

The plan's actions detail how the objectives will be accomplished over a 3-to-5-year time frame. Actions are listed as priorities and may apply to multiple objectives but are described in relation to their primary objective.

**Goal 1 - Collaborate:** Strengthen the network of historic preservation and community partners through collaboration.

**Objective 1A:** Improve facilitation of Historic Preservation in the region to increase the visibility of and participation in historic preservation efforts throughout the county.

#### Actions:

- Establish the Deschutes Historical Society, Redmond Historical Society, and Three Sisters Historical Society as the hubs of historic preservation educational programs.
- Support and engage in Historic Preservation Month activities.

**Objective 1B:** Work with other HLCs and stakeholder groups to maximize impact and value

to owners and general community.

**Actions:**

- Schedule annual meetings and/or presentations and facilitate regular updates with other HLCs in the region.
- Improve the management and access of historic property records in partnership with other agencies and local museum resources through support for technology upgrades.

**Goal 2 - Coordinate:** Facilitate program administration and special projects that provide opportunities to expand the scope and benefits of the historic preservation.

**Objective 2A:** Expand and Improve Historic Preservation Program Administration.

**Actions:**

- Provide dedicated staff to facilitate and manage historic preservation program.
- Conduct an inventory of potential properties eligible for landmark designation.
- Support efforts to protect archeological sites in Deschutes County.
- Tell the full American story through sites representing native/indigenous and minority populations in Deschutes County and outreach to relevant cultural resource managers.
- Support, share, and celebrate Deschutes County's oral history collections.
- Review and update relevant county codes for consistency with state laws and policies.

**Objective 2B:** Improve access to historic resource information.

**Actions:**

- Regularly hold HLC meetings in Sisters and other regions of the county.
- Provide more content to the "Story Map" descriptions.
- Support technology upgrades at Deschutes Historical Society.
- Provide support to maintain and promote the Deschutes Historical Museum Deschutes History mobile app.

**Objective 2C:** Improve relationships with historic resource owners.

**Actions:**

- Maintain regular contact with historic property owners such as scheduled mailers, electronic mailing lists, and visits to highlight benefits and responsibilities of designation as well as any active project status.
- Assign historic sites to landmarks commissioners to establish stronger relationships.

**Goal 3 - Educate:** Promote educational opportunities highlighting the value, benefits, responsibilities, and requirements of historic preservation.

**Objective 3A:** Expand historic preservation education.

**Actions:**

- Promote presentations during Historic Preservation Month to various groups including community organizations.
- Increase visibility through published articles in various media outlets and formats, including regional preservation group newsletters.
- Give annual presentations to Board of County Commissioners and Sisters City Council.
- Attend, present, and provide materials at community events, i.e. History Pub and others.
- Support the preservation and/or replacement of historic site signage.
- Highlight/celebrate milestone years for Deschutes County and the City of Sisters.

**Objective 3B:** Increase the attention paid to, and protection of, the historic rural county setting.

**Actions:**

- Organize field trips that promote both public and other HLC participation.
- Highlight importance and relevance of historic resources other than buildings and structures such as the Santiam Wagon Road, tree blazes, cemeteries, and indigenous sites and history.
- Distribute quarterly newsletters highlighting Goal 5 resources, designation processes, or other preservation-themed opportunities.