



CITY OF REDMOND
Community Development Department

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REDMOND HISTORIC LANDMARKS COMMISSION
City Hall 716 SW Evergreen Avenue Conference Room A

October 27, 2016
4:30pm – 6:00pm

Agenda

| RHLC MEMBERS | MEETING OBJECTIVES | | |
|-----------------------------|---------------------------|-------------|--|
| | | TIME | ITEM |
| Judy Fessler, Chair | PROPOSED AGENDA | 4:30 PM | CALL TO ORDER / INTRODUCTIONS |
| Trish Pinkerton, Vice Chair | | 4:30 PM | CITIZEN COMMENTS |
| Tonia Cain | | 4:35 PM | ACTION ITEMS A. Approval of Minutes a. June 24, 2016 (Exhibit 1) b. September 22, 2016 (Exhibit 2) |
| Leaha Moon | | 4:40 PM | DISCUSSION ITEMS A. Discuss New Commissioner Recruitment |
| Shannon Farnsworth Rose | | 5:00 PM | B. Downtown Historic District Update |
| Vacant Youth Ex Officio | | 5:25 PM | C. Discuss Awareness Campaign - 2016/17 Work Plan Goal (Exhibit 3) |
| | | 5:40 PM | D. CLG Conference in Salem on Nov. 3 rd |
| | | 5:45 PM | COMMISSIONER COMMENTS/ANNOUNCEMENTS |
| | | 5:55 PM | STAFF COMMENTS |
| | | 6:00 PM | ADJOURN |

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**DRAFT**

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REDMOND HISTORIC LANDMARKS COMMISSION
MINUTES

June 24, 2016

City Hall Conference Room A, 716 SW Evergreen Avenue, Redmond, Oregon

Commissioners Present: Chair Judy Fessler, Vice-Chair Trish Pinkerton, Tonia Cain, Shannon Farnsworth Rose (*absent: Leah Moon*)

Youth Ex Officio: Vacant

City Staff: Scott Woodford, *Associate Planner*; Cameron Prow, *TYPE-Write II*

Visitors: Ken Taylor; Kerry Davis, *Preservation Solutions, Inc.*

Media: None

(The 3 digits after a motion title show the number of commissioners voting in favor/opposed/abstaining.)

CALL TO ORDER

Chair Fessler opened the meeting at 9 a.m. with a quorum of commissioners (4 of 5) present. Ms. Davis joined the meeting by phone.

CITIZEN COMMENTS

Mr. Taylor said he was trying to come up to speed on the logistics and facets.

Mr. Woodford said he would e-mail the commission's 2016-2017 work plan to Mr. Taylor.

DISCUSSION ITEMS

D. Streamline Modern Nomination – Update

Mr. Woodford introduced everyone to Ms. Davis.

Ms. Davis outlined National Register listing requirements. Based on her 2015 survey, she suggested the City apply for a multiple-property designation to include Streamline Moderne, Craftsman, and commercial buildings. She explained the benefits of broadening the range of resources and said the broader scope of work would be achievable within the same timeframe and cost as the earlier Streamline Moderne-only proposal. Ms. Davis said she would provide – before June 30, 2016 – a sample National Historic District nomination, map of a potential Redmond downtown historic district, and a draft (and .pdf file) multiple-property designation.

Commissioner concerns included percentage of participating owners needed to designate a downtown district. Following discussion, all four commissioners agreed that Ms. Davis should proceed toward a multiple-property designation as discussed at this meeting.

ACTION ITEMS

A. Approval of Minutes

None.

B. Jack Elliot Residence – Landmark Request

Mr. Woodford presented his staff report and outlined the background and code requirements. James and Suzanne Moody have requested historic designation of their home at 303 NW Canyon Drive, Redmond (Deschutes County Assessor's Map 151309CD01700) on the Redmond Inventory of Historic Sites. Jack and Flo Elliott built this 3,743-square-foot, 1-story, Ranch-style home and detached 798-square-foot garage in 1940 on a 1.53-acre lot overlooking the Dry Canyon. His summary included the architectural significance and historic importance of the residence to the Redmond community.

Commissioner concerns included the impact of solar panels on the roof and when the national standards would be updated. Mr. Woodford noted that changes in the integrity thresholds would likely lead into the City's rewrite of the Redmond Historic Code.

Motion 1 (4/0/0): Ms. Pinkerton moved that the Historic Landmarks Commission recommend that City Council approve Historic Landmark Building Designation for the Jack Elliot House located at 303 NW Canyon Drive. Ms. Cain seconded the motion which passed unanimously.

DISCUSSION ITEMS

C. Historic Walking Tour Brochure – Update

Mr. Woodford said he and Communications Manager Heather Cassaro met with Charlie Rucker, Redmond Chamber of Commerce, on June 20, 2016. Among other concerns, they discussed fonts and colors needed to be consistent with the City's established branding. Mr. Woodford said Mr. Rucker was ready to roll on the brochure's content.

Commissioners considered Mr. Rucker's draft and the three print estimates (one local, two online) but requested time to do a more thorough review. Initial concerns included the fonts, size, design, map layout/location, number of colors, sample of previous work done by the online printer, City budget for this project, other printing options, desire to support Redmond businesses, and standardizing specifications prior to soliciting printing bids. Commissioners agreed by consensus to replace the current map with the Hunt for History (H4H) map and to add:

- Pictures: Carpenter, Dr. Christiansen, Heim, Hodecker, and Holmes houses and the Old Redmond Schoolhouse
- Research credits: Don and Dale Ellis, Keith and Donna Clark, Michael Houser
- Update/compilation credit: Redmond Historic Landmarks Commission
- Brochure design credit: Heather Cassaro, Charlie Rucker
- Brochure revision date
- Photo sources: Deschutes County Historical Society
- Asterisk or 2-letter code to indicate which resources are locally designated (LD) or National Register (NR) landmarks.

Vice-Chair Pinkerton left at 10:35 a.m.

The three remaining commissioners, who constituted a quorum, viewed an array of photos, recommended which photos should be included in the brochure, and asked Mr. Woodford to obtain at least one more printing bid from the Redmond/Bend area.

E. Street Fair – Hunt for History Brochures

Chair Fessler confirmed with Mr. Woodford that Mona Sorensen was still willing for visitors wanting H4H brochures to pick them up at her business: Green Plow Coffee Roasters. Mr. Woodford said Ms. Cassaro was working to make the H4H brochures more date-neutral.

COMMISSIONER COMMENTS – ANNOUNCEMENTS

Commissioner Rose asked when/if the commission was going to participate in the 2017 nomination process for Restore Oregon’s Most Endangered Places. Chair Fessler recommended adding this topic to the July meeting agenda as the submission deadline was August 5, 2016.

Chair Fessler asked when the State Historic Preservation Office training was scheduled. Mr. Woodford said he requested SHPO training for the week of August 8-12 and was awaiting confirmation on a specific date and time.

Chair Fessler presented a draft letter for sending (on City letterhead) to new residents, informing them of the historic status of their of homes. Due to lack of time, commissioners recommended reviewing/discussing the draft letter at their July 15 meeting.

STAFF COMMENTS

Next meeting: Friday, July 15, 2016, 9 a.m.

ADJOURN

With no further business, Chair Fessler adjourned the meeting at 11:10 p.m.

APPROVED by the Redmond Historic Landmarks Commission and SIGNED by me this _____ day of _____, 2016.

ATTEST:

Judy Fessler
Chair

Scott Woodford
Associate Planner

**DRAFT**

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REDMOND HISTORIC LANDMARKS COMMISSION
MINUTES

September 22, 2016

City Hall Conference Room A, 716 SW Evergreen Avenue, Redmond, Oregon

Commissioners Present: Chair Judy Fessler, Vice-Chair Trish Pinkerton, Tonia Cain, Leaha Moon
(absent: Shannon Farnsworth Rose)

Youth Ex Officio: Vacant

City Staff: Scott Woodford, *Associate Planner*; Cameron Prow, *TYPE-Write II*

City Council Liaison: None

Visitor: Charlie Rucker, *Redmond Chamber of Commerce*

Media: Dave Morgan, *RedmondNewsToday.com*

(The 3 digits after a motion title show the number of commissioners voting in favor/opposed/abstaining.)

CALL TO ORDER – INTRODUCTIONS

Chair Fessler opened the meeting at 4:33 p.m. with a quorum of commissioners (4 of 5) present.

CITIZEN COMMENTS – LIAISON COMMENTS

None.

ACTION ITEMS

A. Approval of Minutes

1. **June 2, 2016**

Chair Fessler requested correction of “Kathy Park” to “Kathy Clark” in Paragraph 1 of Agenda Item C, Walking Tour Brochure Updates.

Motion 1 (4/0/0): Commissioner Pinkerton moved to approve the minutes of June 2, 2016, as corrected. Commissioner Moon seconded the motion which passed unanimously.

2. **July 15, 2016**

Motion 2 (4/0/0): Commissioner Pinkerton moved to approve the minutes of July 15, 2016, as presented. Commissioner Cain seconded the motion which passed unanimously.

DISCUSSION ITEMS

B. Walking Tour Brochures

Mr. Rucker presented a copy of the latest draft and requested verification of map and building numbers. He will work with Commissioner Rose on the collage photos.

Commissioners discussed the format, content, and materials (100-pound matte-finish cover, 80-pound paper inside).

Mr. Woodford asked commissioners to e-mail additional comments to him by next week.

A. Display/Timeline for Evergreen

Mr. Woodford outlined a project suggested by Redmond Communications Manager Heather Cassaro: to display a timeline of the uses and significant events associated with the new city hall from when the building was first constructed to the present. He read aloud Ms. Cassaro's statement about this project in which she suggested working on the timeline during October and then the visual timeline in November 2016.

Commissioner discussion covered project scope, location within the new city hall, adding photos to the timeline, maintaining both physical and digital records of this project, and if memorabilia associated with the new city hall historic uses would be displayed within the building.

Commissioners Pinkerton, Cain, and Moon volunteered to gather photos for the timeline.

C. Downtown Historic District/MPD Update

Mr. Woodford said he explained to Councilors at their meeting last week the commission's reasons for using a Multiple Property Designation approach to create a downtown historic district. He said Diana Painter, Oregon State Historic Preservation Office (SHPO), did not support Kerry Davis's MPD approach. He suggested the commission table the MPD approach and pursue a Streamline Moderne historic district which SHPO would support. He has been keeping Chuck Arnold, staff liaison to the Downtown Urban Renewal Advisory Committee, informed about this process.

Vice-Chair Pinkerton said Councilor feedback on this project was generally supportive.

Chair Fessler said she initiated conversation with a property owner about historic preservation. She reported observing nine vacant buildings on 6th Street between Black Butte Avenue and Forest Avenue today. She recommended inviting Ms. Davis, Preservation Solutions, Inc., to update commissioners before the end of 2016.

Mr. Woodford suggested commissioners and City staff conduct public meetings with property owners in November 2016.

D. Letter to Historic Homeowners

Chair Fessler reported meeting with chairs of the Bend Historic Landmarks Commission and the Deschutes County Historic Landmarks Commission. She discussed format and content of a draft letter the Landmarks Commission could send to new owners of Redmond historic houses. She will present a draft of that letter at the October 2016 meeting.

E. SHPO Training Debrief

Chair Fessler reported that Diana Painter, Joyce Sears, and two SHPO interns (University of Oregon students) attended the August 2016 training session in Redmond. Her

Commissioner comments about the SHPO training session in August 2016:

- Good ideas on how to improve Redmond's historic code; SHPO staff welcomed contact when the City is ready to move forward on updating its historic code.
- Benefits of historic districts
- Roleplaying worked well
- Great to meet Ms. Painter and Ms. Search to put faces behind the names
- Good information: Mythbusters, tax incentives

COMMISSIONER COMMENTS – ANNOUNCEMENTS

Following discussion about the meeting schedule during the holiday season, commissioners agreed to meet on October 27 and explore this topic again at that time.

Commissioner Cain suggested the old Public Works building near Redmond Airport might be the last remaining barracks.

Chair Fessler suggested touring Redmond Airport (field trip) to see the history collage, old airport hangar, and other features. Following discussion, she said she would explore potential tour dates and times. The Oregon Department of Land Conservation and Development is considering updating Oregon Land Use Goal 5. She reported being interviewed by Bend Magazine regarding the old Redmond Hotel and the general flavor of downtown. She requested extra copies from Eric Flowers, Editor-in-Chief. Based on comments she has heard from residents and from the chairs of the Bend and Deschutes County Historic Landmarks Commissions, word is getting out about historic preservation in Redmond.

STAFF COMMENTS

Upcoming events:

- September 28: National Trust for Historic Places event, Deschutes County Historical Museum

Next commission meeting: Friday, October 27, 2016, 4:30 p.m. (discuss meeting schedule)

ADJOURN

With no further business, Chair Fessler adjourned the meeting at 6:20 p.m.

APPROVED by the Redmond Historic Landmarks Commission and SIGNED by me this _____ day of _____, 2016.

ATTEST:

Judy Fessler
Chair

Scott Woodford
Associate Planner



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EXHIBIT 3

DATE: October 27, 2016
TO: Redmond Historic Landmarks Commission (HLC)
FROM: Scott Woodford, Senior Planner
SUBJECT: Public Awareness Campaign

2016/17 Historic Landmarks Commission Work Plan Goal Implemented:

| GOAL: Increase Awareness and Appreciation of Redmond's Historic Heritage | | | | |
|--|--|----------|------------|----------------|
| STRATEGY | Action | Priority | Time-frame | Responsibility |
| CONDUCT AN AWARENESS CAMPAIGN | Tours, Newspaper Articles, Social Media, Improve HLC website, etc. | High | 1/30/17 | COR, HLC |

Report in Brief:

This staff report summarizes the goal of the above work plan item and methods to achieve it.

Discussion:

The Redmond Historic Landmarks Commission has a City Council approved Work Plan for the 2016 and 2017 fiscal year (see Attachment A). Several of the items on the work plan are already in motion and it is time to set our sights on some of the other action items, so that we can achieve our goals prior to the end of the fiscal year, June 30, 2017.

Part of the core purposes of the Historic Landmarks Commission is to increase awareness and appreciation among the public of Redmond's historic heritage. In addition to May Historic Preservation Month events, the HLC Work Plan also recommends other awareness activities, including:

- Reaching Out to Local Schools, RCAPP, BPAC, Redmond & Deschutes County Historical Society/Museum, etc.

The HLC has taken some steps to reach out to these entities, but more work can be done. HLC attempted to partner with the BPAC for the Hunt for History event – by encouraging participants to walk, bike or roll along the history stroll and many chose to do that. We've also made connections with the local museum (through requests for historic photos and due to some HLC members also being on the museum board) and with the Deschutes County Historical Society (and the Deschutes County Historic Landmarks Commission) via regional meetings and attending preservation month planning, and speaker events, such as the recent official from the National Trust for Historic Preservation. Branching out to the local schools is something we have not done much of and should be an area we focus more on in the upcoming year.

The soon to be completed revised Historic Walking Tour Brochure will also go a long way to increasing awareness and appreciation of our historic heritage with its new look and expanded tour offerings.

Building on that, staff proposes that the HLC begin to discuss other methods to communicate to the public the role of the HLC and the importance of Redmond's historic heritage. Suggestions include doing tours, newspaper articles, creating a social media presence, and improving the City HLC website. Another suggestion brought up by several commissioners recently is to send welcome letters to new homeowners of older homes in Redmond to let them know of the history of the home and the role of the Historic Landmarks Commission.

We can brainstorm these and other ideas at the meeting and create a plan.

Redmond Historic Landmarks Commission (HLC) – 2016/2017 Work Plan-Adopted



GOAL: Preserve Redmond's Architectural Heritage

| STRATEGY | Action | Priority | Time-frame | Responsibility |
|--|--|----------|------------|--|
| IMPLEMENT THE HISTORIC PRESERVATION PLAN | Begin implementing the Action Items of the City's Historic Preservation Plan | High | 6/30/17 | City of Redmond (COR), Historic Landmarks Commission (HLC) |
| EXPLORE VIABILITY OF NATIONAL REGISTER HISTORIC DISTRICTS | Pursue Nomination of a Downtown National Register Historic District | High | 6/30/17 | Consultant, COR, HLC |
| | Submit a Multiple Property Documentation Form (MPDF) for a Streamline Moderne National Historic District | Medium | 6/30/17 | Consultant, COR, HLC |
| | Evaluate the potential of a Craftsman Bungalow MPDF by conducting a Reconnaissance Level Survey of 110 residential properties. | Medium | 6/30/17 | Consultant, COR, HLC |
| UPDATE THE PRESERVATION CODE | Update the Preservation Code in the Redmond Development Code to improve the administration of the language. | Medium | 6/30/17 | Consultant, COR, HLC |

GOAL: Increase Awareness and Appreciation of Redmond's Historic Heritage

| | | | | |
|--|--|--------|---------|----------|
| EDUCATE COMMUNITY ABOUT HISTORIC PRESERVATION | May Historic Preservation Month Events (This Place Matters Photo contest and Hunt for History, etc.) | High | 5/17 | COR, HLC |
| CREATE PARTNERSHIPS | Reach Out to Local Schools, RCAPP, BPAC, Redmond & Deschutes County Historical Society/Museum, etc. | Medium | 6/30/17 | COR, HLC |
| CONDUCT AN AWARENESS CAMPAIGN | Tours, Newspaper Articles, Social Media, Improve HLC website, etc. | High | 1/30/17 | COR, HLC |

GOAL: Create a Strong Commission

| | | | | |
|-----------------|---|------|---------|----------|
| TRAINING | Work with the Oregon SHPO on Training | High | 1/30/17 | COR, HLC |
| | Attend Historic Preservation Conferences/Training | High | 4/30/17 | COR, HLC |