



CITY OF REDMOND
Community Development Department

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www.ci.redmond.or.us

REDMOND HISTORIC LANDMARKS COMMISSION
411 SW 9th Street, Conference Room 200
May 4, 2017
4:30pm – 6:00pm
Agenda

**RHLC
MEMBERS**

**Judy
Fessler,
Chair**

**Trish
Pinkerton,
Vice Chair**

**Tonia
Cain**

**Leaha
Moon**

**Shannon
Farnsworth
Rose**

**Charles
Rucker**

**Karla
Mora
Ex Officio**

TIME	ITEM
4:30 PM	CALL TO ORDER / INTRODUCTIONS
4:30 PM	CITIZEN COMMENTS
4:35 PM	ACTION ITEMS A. Approval of Minutes a. January 19, 2017 (<i>Exhibit 1, pgs. 2-3</i>) b. March 23, 2017 (<i>Exhibit 2, pgs. 4-6</i>)
	DISCUSSION ITEMS
4:40 PM	A. Downtown Historic District Update
4:50 PM	B. Preservation Month Planning Update
5:00 PM	C. Preservation Code Amendments Work Session (<i>Exhibit 3, pg. 7</i>)
5:35 PM	D. City Historic Preservation Website Project Intro
5:50 PM	COMMISSIONER COMMENTS/ANNOUNCEMENTS
5:55 PM	STAFF COMMENTS
6:00 PM	ADJOURN

Next Historic Landmarks meeting will be May 25, 2017

*Please note that these documents are also available on the City's website www.ci.redmond.or.us; click on City Government, hover on Commissions and Committees, click on Redmond Historic Landmarks Commission. You may also request a copy at City Hall from Scott Woodford at 541-923-7758 or Jackie Abslag at 923-7763.

Anyone needing accommodation to participate in the meeting must notify ADA Coordinator, at least 48 hours in advance of the meeting at 541-504-3036, or through the Telecommunications Relay Service (TRS) which enables people who have difficulty hearing or speaking in the telephone to communicate to standard voice telephone users. If anyone needs Telecommunications Device for the Deaf (TDD) or Speech To Speech (STS) assistance, please use one of the following TRS numbers: 1-800-735-2900 (voice or text), 1-877-735-7525 (STS English) or 1-800-735-3896 (STS Spanish). The City of Redmond does not discriminate on the basis of disability status in the admission or access to, or treatment, or employment in, its programs or activities.



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REDMOND HISTORIC LANDMARKS COMMISSION **MINUTES**

January 19, 2017

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

Commissioners Present: Chair Judy Fessler, Vice-Chair Trish Pinkerton, Tonia Cain, Shannon Farnsworth Rose, Charles Rucker (*absent: Leaha Moon; 1 vacancy*)

Youth Ex Officio: Karla Mora

City Staff: Scott Woodford, *Senior Planner*; Jason Neff, *Deputy Director of Central Services/Human Resources & Budget Manager*; Heather Cassaro, *Communications Manager*; Cameron Prow, *TYPE-Write II*

Visitors: None

Media: None

(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 special meeting of the Redmond Historic Landmarks Commission (HLC) meeting at 10:03 a.m. with a quorum of commissioners (5 of 6) present.

CITIZEN COMMENTS – SWEAR IN NEW COMMISSIONERS

Chair Fessler postponed swearing in new commissioners to the January 26 meeting.

ACTION ITEMS

A. Approval of Minutes
None.

B. New Redmond City Hall, 411 SW 9th Street – Exterior Alteration Request to a Landmark Structure to Add Exterior Signage

Mr. Woodford presented the staff report and the applicant's request to add signage to the main building of the former Redmond Union High School (Deschutes County Assessor's Map 15-13-16AB-12700). City Council designated the main building as a local Historic Landmark on August 13, 1991. On November 13, 2015, the HLC approved minor alterations to this building and the site plan to accommodate the new city hall. Included in his summary were the background of the main building and signage, designer (Lee Arden Thomas), architectural style (Renaissance Revival), review criteria, and courses of action open to the commissioners.

Mr. Neff discussed the applicant's progress and historic interior features of the building that are being preserved. He requested commissioner assistance with conducting tours following the ribbon-cutting ceremony on February 21, 2017, 10 a.m.

Ms. Cassaro explained design elements of the proposed signage and responded to commissioner and staff concerns about lighting, sign design, and sign content.

Motion 1 (5/0/0): Commissioner Pinkerton moved that the Redmond Historic Landmarks Commission approve the request for a Certificate of Approval for exterior alterations to add the proposed signage to the Redmond Union High School building located at 411 SW 9th Street. Commissioner Cain seconded the motion which passed unanimously.

Chair Fessler invited Mr. Neff and Ms. Cassaro to attend the January 26 meeting to discuss commissioner assistance with tours of the new city hall.

COMMISSIONER COMMENTS – ANNOUNCEMENTS

Public outreach/awareness: Chair Fessler shared a packet of information for commissioners to use in educating property owners about benefits of a National Register Historic District. She also presented a preliminary list of contributing buildings (historic resources) being considered for inclusion in the City's first historic district.

Mr. Woodford said he would e-mail an updated map of the proposed historic district boundary to all commissioners and Ms. Mora.

Commissioner concerns covered the best approach to use in contacting property owners of historic buildings (guidance from Kerry Davis, traditional and social media, personal outreach, networking citizens at Coffee Clatters and other community events/activities), timing, content of information packets shared with property owners (economic advantages of historic district listing; funding available; testimonials from Redmond's façade improvement program participants and residents of other communities), concerns of building owners, and building on the excitement of siting the new Redmond City Hall in a landmarked building. Following discussion, commissioners agreed to meet with individual property owners before the January 26 meeting to get their feedback about the feasibility of a downtown historic district:

<u>Outreach Volunteers</u>	<u>Contact Person</u>	<u>Resource</u>
Cain, Rucker.....	Eric Sande	J. D. Butler Building
Fessler, Rose, Woodford	Mike Prescott	Ehert Building
Fessler, Rucker	B. J. Fowler-Gretler	Creamery Building

Ms. Mora volunteered to assist in property owner outreach.

STAFF COMMENTS

Mr. Woodford said commissioners and City staff were scheduled to meet with owners of historic properties on Wednesday, February 22, 2017. He also announced the submission deadline for nominations for Oregon Heritage Awards: Friday, January 27, 2017.

Next meeting: Thursday, January 26, 2017, 4:30 p.m.

ADJOURN

With no further business, Chair Fessler adjourned the meeting at 11:24 a.m.

APPROVED by the Redmond Historic Landmarks Commission and SIGNED by me this _____ day of _____, 2017.

ATTEST:

Judy Fessler
Chair

Scott Woodford
Senior Planner



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REDMOND HISTORIC LANDMARKS COMMISSION **MINUTES** **March 23, 2017**

446 SW 7th Street, Redmond Chamber of Commerce Conference Room, Redmond, Oregon

Commissioners Present: Chair Judy Fessler, Vice-Chair Trish Pinkerton, Tonia Cain, Leaha Moon, Shannon Farnsworth Rose, Charles Rucker (1 vacant position)

Youth Ex Officio: Karla Mora

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

Visitors: None

Media: None

(The 3 digits after a motion title show the number of commissioners voting in favor/opposed/abstaining. Agenda items in the minutes appear in the order they were discussed.)

CALL TO ORDER – INTRODUCTIONS

Chair Fessler opened the Redmond Historic Landmarks Commission (HLC) meeting at 4:39 p.m. with a quorum of commissioners (6 of 6) present.

CITIZEN COMMENTS

None.

ACTION ITEMS

- A. Approval of Minutes
Motion 1 (6/0/0): Commissioner Pinkerton moved to approve the minutes of February 23, 2017, as written. Commissioner Rose seconded the motion which passed unanimously.

DISCUSSION ITEMS

- A. 2017 Preservation Month Update
Commissioners reviewed progress on activities and identified tasks remaining to be done:
- **2nd annual This Place Matters Historic Photo Contest** (Commissioners Fessler and Rose): entry forms
 - **3rd annual Hunt for History – Saturday, May 13, 2017, 10 a.m.-2 p.m.** (Commissioners Moon and Pinkerton, Ms. Mora): “hunt” questions
 - **Publicity** (Commissioner Rucker, City Communications Manager Heather Cassaro): press releases, media outlets, updating City website and HLC Facebook page, posters, handbills, submission deadlines
 - **Refreshments:** bottles of water, potential sponsor, Centennial Park café

- **Entertainment:** student roles, tours of the new city hall
- **Award/gift ideas:** mugs with City logo, Redmond logo stickers, buttons, Centennial Park magnets, crayons and coloring books, *Images of Redmond* book, gift certificates

B. Downtown Historic District Update

Mr. Woodford reported he and Chair Fessler made a presentation on the Historic Landmarks Commission at the City Council work session on March 21, 2017. Topics covered included national vs. local protection, proposed National Historic District, design review of historic properties, and enhancing the Façade Improvement Program grant regulations to better support the City's historic preservation program.

Following discussion, commissioners generally agreed to work on preparing recommendations to Council on ways to repair and remodel historic properties that would respect and protect their value.

C. 2017-2018 Work Plan – Adoption

Mr. Woodford presented his staff report which included the 2016-2017 adopted work plan (current fiscal year) and the 2017-2018 draft work plan (next fiscal year).

Commissioners reviewed the draft work plan and recommended the following changes:

- Educate Community About Historic Preservation Strategy – add “mini preservation workshops” and “plaques to identify designated historic properties” to Action; update Timeframe to “5/31/18.”
- Training Strategy – add “attend other trainings as available” to Action and update Timeframe to “6/30/18.”

Motion 2 (6/0/0): Commissioner Pinkerton moved to accept the 2017-2018 Work Plan Draft as amended. Commissioner Rucker seconded the motion which passed unanimously.

D. Preservation Code Amendments – Work Session

Mr. Woodford presented his staff report, existing City of Redmond Historic Preservation Code in Chapter 8 Development Regulations (Section 8.0820-0880, Appendix A – Rating Sheet, Appendix B – Design Review Guidelines for Alterations/Additions, Appendix C – Design Review Guidelines for New Construction), and information about historic code language from the National Alliance of Preservation Commissions provided by the City's consultant, Kerry Davis.

Commissioner concerns included environmental issues (lawns, windows), rating sheet, Secretary of the Interior's guidelines for alterations and additions, and encouraging owners to maintain their historic properties without compromising the integrity of the historic buildings.

COMMISSIONER COMMENTS – ANNOUNCEMENTS

Commissioner Rucker proposed using the May 25 meeting to conduct tours of the new city hall for those unable to attend the ribbon-cutting ceremony.

Vice-Chair Pinkerton said the May 9 joint meeting with City Council had been postponed to June 2017. She announced she would miss the May 25, 2017, meeting.

STAFF COMMENTS

Next meeting: Thursday, April 27, 2017, 4:30 p.m., in the new city hall (*tentative agenda:* May Preservation Month activities and historic code update).

ADJOURN

With no further business, Chair Fessler adjourned the meeting at 6:22 p.m.

APPROVED by the Redmond Historic Landmarks Commission and SIGNED by me this _____ day
of _____, 2017.

ATTEST:

Judy Fessler
Chair

Scott Woodford
Senior Planner



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EXHIBIT 3

DATE: May 4, 2017
TO: Redmond Historic Landmarks Commission (HLC)
THROUGH: Kate Porsche, Community Development Director
FROM: Scott Woodford, Senior Planner
SUBJECT: Preservation Code Amendments

Report in Brief:

This report continues the discussion for amending the Preservation Code.

Discussion:

The 2016/17 HLC Work Plan calls for the HLC to “update the Preservation Code in the Redmond Development Code to improve the administration of the language.”

At the February 23, 2017 HLC meeting, we had a discussion with Kerry Davis of Preservation Solutions on options for updating and amending on the existing code and then continued that discussion on March 23rd. After extensive discussion, the consensus of the HLC was that the Preservation Code was not in need of a major overhaul; rather, refinements of the Code were found to be more necessary, such as to the definitions, review process for consideration of historic landmarks, clarification of the difference between local and national historic districts and how to use the rating sheet and design guidelines.

For our next discussion, please mark up your copies of the Preservation Code (email me if you need another copy) with areas of concern or question and bring it to the meeting to discuss with the broader group. Once we reach consensus on the changes (which may take a couple of work sessions), we will provide Ms. Davis with the feedback and she will create a draft of the amendments for the HLC to review in the future prior to proposing the changes to City Council for adoption.