



**CITY OF REDMOND**  
Community Development Department

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[www.ci.redmond.or.us](http://www.ci.redmond.or.us)

**REDMOND HISTORIC LANDMARKS COMMISSION**  
**City Hall 716 SW Evergreen Avenue Conference Room A**  
**Friday February 13, 2015**  
**9:00am – 10:30am**

**Agenda**

MEMBERS	MEETING OBJECTIVES	TIME	ITEM
Trish Pinkerton, Chair	PROPOSED AGENDA	9:00 AM	<b>CALL TO ORDER / INTRODUCTIONS</b>
Tonia Cain		9:05 AM	<b>LIAISON COMMENTS</b>
Judy Fessler		9:10 AM	<b>CITIZEN COMMENTS</b>
Leaha Moon		9:20 AM	<b>DISCUSSION / ACTION ITEMS</b>
Jane Schroeder		9:25 AM	A. Approval of Minutes a. December 12, 2014 b. January 9, 2015 c. January 30, 2015
Vacant Youth Ex Officio		9:50 AM	B. Discuss 2015/16 Work Plan ( <i>Exhibit 1</i> )
		9:50 AM	C. May Preservation Planning Event ( <i>Exhibit 2</i> )
		10:20 AM	<b>STAFF COMMENTS</b>
		10:30 AM	<b>ADJOURN</b>

\*Please note that these documents are also available on the City's website [www.ci.redmond.or.us](http://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 Heather Richards at 923-7756 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 541-923-7735, 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**

Tuesday, December 12, 2014

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

**Commissioners Present:** Chair Trish Pinkerton, Judy Fessler, Leaha Moon (absent: *Jane Schroeder*; 1 vacancy)

**Youth Ex Officio:** Vacant

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

**Visitors:** Tonia Cain

*(scribe CP's note: The minutes were created from an audio record and notes taken at the meeting. The three digits after a motion title show the number of commissioners voting in favor/against/abstaining.)*

**CALL TO ORDER**

Chair Pinkerton opened the meeting at 9:05 a.m. with three of four Commissioners present, establishing a quorum.

Chair Pinkerton welcomed Ms. Cain who has applied to serve on the Landmarks Commission. She reported that David Adams resigned and that Commissioner Schroeder would become an "emeritus" (ex officio) member. She encouraged commissioners to help recruit new members.

**DISCUSSION/ACTION ITEMS**

A. Evergreen Elementary School Memorabilia Project

1. **Open House Debrief:** Members estimated most of the 15-20 people who attended the open house on December 10, 2014, signed in. Also present was Beau Eastes; a new reporter for *The Bulletin*. Hopefully, their enthusiasm will be contagious and lead to other contacts. Two people indicated interest in serving on the design task force. Donations received included paddles made for high school freshman initiations, annuals, bass fiddle, photo of 1938 football players, and a 75<sup>th</sup> anniversary coffee cup. Audio recordings were made of some alumni who attended the anniversary celebration, but no one knows where these are. Members discussed potential storage areas, display possibilities, who should be responsible for protecting donated materials, and conducting a monthly contest through the City newsletter to identify people in photos. Commissioner Fessler said she used this opportunity for commissioner recruiting.

Ms. Cain said the historical society had a collection of annuals.

2. **Next Steps:** Mr. Woodford said the City has some high school annuals but is missing junior high and elementary annuals. Collecting stories should be an ongoing effort. Staff will request donations and information via the City newsletter and social media. The City

has hired a contractor and is working to get an architect on board by January/February 2015 so construction can start in October 2015.

B. Planning for 2015 Historic Preservation Month Event

Commissioners explored the feasibility of a bike tour combined with a scavenger hunt, combining recreation and history, as this year's event. Discussion covered the date (Saturday, May 16), tour route (length, starting/ending points, public restrooms), type (guided or self-guided), transportation modes (bike, car, van, scooters, pedestrians), tour themes (Art Deco, scavenger hunt), refreshments, maps (paper, electronic), information about buildings/sites, bike rental sources (Trinity Bikes, Hutch's Bicycles), potential partners (St. Charles, Redmond Chamber of Commerce, Redmond Bike and Pedestrian Advisory Committee), assuring a successful event, projects done by other communities, and budget.

Following discussion, Commissioners Pinkerton and Fessler agreed to work on tour routes and Commissioner Moon and Mr. Woodford agreed to work on sponsor contacts.

C. Rescheduling of State Historic Preservation Office Training in January 2015

Mr. Woodford said SHPO training will take place on January 30, 2015, 9 a.m. to 12 noon.

Commissioner Fessler suggested including a tour of the old Evergreen Elementary building for the SHPO staff as well as commissioners.

D. Approval of Minutes

**Motion 1** (2/0/1): Commissioner Moon moved to approve the minutes of October 10, 2014. Commissioner Pinkerton seconded the motion which passed with Commissioners Moon and Pinkerton voting in favor and Fessler abstaining due to her not being a commissioner at the October 10 meeting.

**Motion 2** (3/0/0): Commissioner Fessler moved to approve the minutes of October 24 and November 7, 2014. Commissioner Moon seconded the motion which passed unanimously.

**LIAISON COMMENTS** (None)

**CITIZEN COMMENTS**

Ms. Cain asked about the possibility of museum space in the new City Hall (Evergreen Elementary) and suggested reusing the current City Hall building as a museum. The current City Hall building was a prototype for Safeway stores in the Northwest when it was built and should not be torn down. She identified two properties that were in her family at one time: her great-aunt's house at 5<sup>th</sup> Street/Antler Avenue and her great-grandfather's house on Antler (built before 1910). She reported that her great-grandfather was required to take over the Powell Butte mail route as a condition of the purchase.

Commissioner discussion covered the age of the current City Hall building and its extensions and whether it was protected from being demolished.

Mr. Woodford recommended that the museum submit a formal letter to Community Development Director Heather Richards, outlining its proposal.

**STAFF COMMENTS**

Mr. Woodford thanked Ms. Cain for her volunteering to serve on the Landmarks Commission.

**COMMISSIONER COMMENTS**

Commissioner Fessler thanked Mr. Woodford for his support of the Landmarks Commission open house on December 10, 2014. She suggested reviewing the State Historic Preservation Office's (SHPO) presentation on the myths of historic preservation. She asked about the historic designation process (she is living in the McCaffey house at 726 NW Birch Avenue, which is not listed). She requested an inventory of City-designated buildings and sites and a list of endangered buildings/sites. She offered the names of two people who could be consultants on Certified Local Government projects.

Commissioners discussed the level of protection that different historic designations offered, educating the public about what historic preservation does/does not do, and strategies available to protect endangered buildings and sites.

**ADJOURN**

The next regular meeting is scheduled for Friday, January 9, 2015, 9 a.m.

With no further business, Chair Pinkerton adjourned the meeting at 10:20 a.m.

APPROVED by the Redmond Historic Landmarks Commission and SIGNED by me this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

ATTEST:

\_\_\_\_\_  
Trish Pinkerton  
Chair

\_\_\_\_\_  
Heather Richards  
Community Development Director



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**REDMOND HISTORIC LANDMARKS COMMISSION**  
**Minutes**

Friday, January 9, 2015

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

**Commissioners Present:** Chair Trish Pinkerton, Vice-Chair Judy Fessler, Tonia Cain, Jane Schroeder (excused: Leaha Moon)

**Youth Ex Officio:** Vacant

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

**Visitors:** Ginny McPherson, *Council Liaison*

**Media:** None

*(scribe CP's note: The minutes were created from an audio record and notes taken at the meeting. The three digits after a motion title show the number of Commissioners voting in favor/against/abstaining.)*

**CALL TO ORDER**

Chair Pinkerton opened the meeting at 9:08 a.m. with four of five Commissioners present, establishing a quorum.

**SWEARING IN OF NEW MEMBERS**

Council Liaison McPherson administered the oath of office to new Commissioners Cain and Fessler individually.

**INTRODUCTIONS**

All commissioner introduced themselves.

**ENABLING CODE AND FY 2014-2015 WORK PLAN REVIEW**

Mr. Woodford summarized Redmond City Code Sections 2.590 through 2.599 for operation of the Historic Landmarks Commission.

Commissioner concerns included why the number of commission/committee members varied.

Mr. Woodford reviewed the commission's draft work plan for fiscal year 2014-2015. The City has requested proposals regarding creation of a five-year historic preservation plan and a survey of properties for a downtown historic district. The deadline for consultant proposals is January 23, 2015.

Commissioner concerns included updating the historic plaque inventory, plaque eligibility criteria for historic properties, adding a property's historic designation to the tax records, potential partners to improve community awareness of historic preservation (Redmond Museum, Redmond Chamber of Commerce, Leadership Redmond, Redmond School District, Greater Redmond Historical Society, Deschutes County Historical Landmarks Commission, Redmond City Hall, Redmond Public Library),

improving coordination among all historic preservation groups, and *Redmond Spokesman* support of the Evergreen Elementary rehabilitation project.

Chair Pinkerton reported contacting both the school district and a high school history teacher.

Commissioners Cain and Fessler requested a tour of the old Evergreen Elementary School.

Following discussion, Commissioners agreed by consensus to make the following corrections to their 2014-2015 work plan:

- \* Goal 1, Strategy 1, Actions 1-3: Change timeframe from December 31, 2014, to June 30, 2015.
- \* Goal 2, Strategy 2, Action 1: Replace "RCAPP" acronym with the actual name of "Redmond Committee for Art in Public Places."
- \* Goal 2, Strategy 3: Change priority from "Medium" to "High."

### **ELECTION OF CHAIR and VICE-CHAIR**

Commissioner Schroeder nominated Commissioner Pinkerton to serve as Chair for 2015. Commissioner Pinkerton agreed to serve. Commissioners Cain, Fessler, Pinkerton, and Schroeder voted unanimously in favor of Commissioner Pinkerton for Chair during calendar year 2015.

Commissioner Fessler volunteered to serve as Vice-Chair for 2015. Commissioners Cain, Fessler, Pinkerton, and Schroeder voted unanimously in favor of Commissioner Fessler for Vice-Chair during calendar year 2015.

### **DISCUSSION/ACTION ITEMS**

#### 1. May Preservation Month Planning

Commissioners discussed the logistics of a scavenger hunt for their May 2015 event. Concerns included getting property owners' permission, potential volunteers, involving property owners in storytelling, transportation modes (bike, skateboard, walking, shuttle bus, auto), parking, publicity (posters, City newsletter, City website, County website/calendar, displays in Homestead Park, social media), potential partners (Redmond Bicycle and Pedestrian Advisory Committee [BPAC], St. Charles), participant demographics (all ages, individuals and teams), information (maps, stories, phone applications), prizes, refreshments, hours of operation (10 a.m.-2 p.m.), coordinating with other City committees and community events, frequency of event (one-time vs. annual), posting signs along the tour route (re-use for next event), and public safety.

Mr. Woodford said BPAC supported the idea of a bike tour. He will check with Redmond Area Park and Recreation District about the date of their May 2015 event and issue an invitation to attend the February Landmarks Commission meeting.

**Next steps:** Chair Pinkerton and Vice-Chair Fessler agreed to serve on a subcommittee to prepare a draft tour route for review by all commissioners at their February 2015 meeting.

### **LIAISON COMMENTS**

Councilor McPherson asked about the results of the Landmarks Commission open house on the Evergreen Elementary rehabilitation project. She recommended commissioners monitor Council meetings via the website ([www.ci.redmond.or.us](http://www.ci.redmond.or.us)) and City newsletter for information about the City's historic preservation role. She will share with RCAPP what the Landmarks Commission is working on.

### **CITIZEN COMMENTS (None)**

**STAFF COMMENTS**

Mr. Woodford said Council is reconstituting the Redmond Development Committee to oversee implementation of the Redmond Development Plan. Members of this advisory committee will include chairs of the City’s other advisory commissions and committees. Chairs will be notified in advance of the meeting date.

Mr. Woodford said he and Community Development Director Heather Richards will provide orientation to new Commissioners Cain and Fessler.

Chair Pinkerton’s concerns included frequency of meetings and associated workload.

Upcoming meetings

- \* January 30, 9 a.m. – State Historic Preservation Office training
- \* February 13, 9 a.m. (Friday): next regular meeting
- \* April 24-25 (Friday-Saturday): Annual state historic preservation conference in Portland

**COMMISSIONER COMMENTS (None)**

**ADJOURN**

With no further business, Chair Pinkerton adjourned the meeting at 10:40 a.m.

APPROVED by the Redmond Historic Landmarks Commission and SIGNED by me this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

ATTEST:

\_\_\_\_\_  
Trish Pinkerton, Chair

\_\_\_\_\_  
Heather Richards, Community Development Director



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**REDMOND HISTORIC LANDMARKS COMMISSION**  
**Training Summary**

Friday, January 30, 2015

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

**Commissioners Present:** Chair Trish Pinkerton, Vice-Chair Judy Fessler, Tonia Cain, Leaha Moon, Jane Schroeder

**Youth Ex Officio:** Vacant

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

**Visitors:** Ginny McPherson, *Council Liaison*; Jack Nelson; Jason Allen, Mike Gushard, and Ian Johnson, *Oregon State Historic Preservation Office*; Heidi Kennedy and Jason \_\_\_\_, *City of Bend*; Chris \_\_\_\_ and Matt Martin, *Deschutes County*; Mr. \_\_\_\_

**Media:** None

*(scribe CP's note: This summary was created from notes taken at the meeting.)*

**REDMOND CERTIFIED LOCAL GOVERNMENT TRAINING**

The training session opened at 9 a.m. and everyone introduced themselves. All five commissioners were present, establishing a quorum.

Mr. Gushard, Outreach Specialist, made a brief presentation on Oregon Heritage services and the important role CLGs play in preserving Oregon's historic places.

Mr. Johnson, Historian, conducted an exercise designed to help participants identify what makes a building unique, using photos of properties from Redmond and across the state. After a short break, he presented a case-study-based approach to identify key issues in the design review process. Using the City of Redmond historic preservation code, he led discussion on how to determine which places are special in the community and discussed processes to document and list historic properties.

Mr. Allen, Heritage Preservation Specialist, outlined compliance issues.

Following a second break, Mr. Johnson reviewed what other Oregon CLGs are doing to promote preservation. He emphasized the importance of appealing to multiple audiences and suggested ways to encourage greater community interest and participation in events and activities. He provided several hand-outs to participants and a copy of his PowerPoint presentation to Mr. Woodford.

The training session closed at 12:05 p.m.



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## EXHIBIT 1

**DATE:** February 13, 2015  
**TO:** Redmond Historic Landmarks Commission (HLC)  
**FROM:** Scott Woodford, Associate Planner  
**SUBJECT:** 2015/16 Work Plan

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### **Report in Brief:**

This report outlines the process and methodology for adopting the HLC Work Plan for the upcoming 2015/16 fiscal year.

### **Discussion:**

The 2015/16 fiscal year for the City of Redmond extends from July 1, 2015 to June 30, 2016. The HLC Work Plan will guide the work of the HLC during that timeframe. Last meeting, we reviewed the status of the 2014/15 Work Plan and made some corresponding adjustments to timelines. The City Council will adopt the budget for next fiscal year this spring and so the City needs to know the tasks and budget needs of each department and committee prior to that time. HLC will discuss proposed items for the 2015/16 Work Plan at this meeting and will follow up at the March HLC meeting to consider adopting the Work Plan.

In planning for the next year, the HLC needs to consider the 2014/15 Work Plan to determine if any items need to be carried over to next year (see Attachment A). Additionally, the enabling ordinance for the HLC outlines the roles and responsibilities of the HLC, which will also help inform the discussion (see Attachment B).

**Redmond Historic Landmarks Commission (HLC) –2014/2015 Work Plan**



<b>GOAL: Preserve Redmond's Architectural Heritage</b>					
<b>STRATEGY</b>	<b>Action</b>	<b>Priority</b>	<b>Time-frame</b>	<b>Responsibility</b>	
<b>CREATE HISTORIC PRESERVATION PLAN</b>	Evaluate the City's current historic preservation program	High	6/30/15	Consultant, City of Redmond (COR), Historic Landmarks Commission (HLC)	
	Determine what the goals the HLC wants to achieve in the next 5 years	High	6/30/15	Consultant, COR, HLC	
	Create an action plan to achieve 5 year goals	High	6/30/15	Consultant, COR, HLC	
<b>EXPLORE VIABILITY OF NATIONAL REGISTER HISTORIC DISTRICTS</b>	Survey a Downtown Historic District	Medium	6/30/15	Consultant, COR, HLC	
	Rewrite Art Moderne Historic District	Medium	6/30/15	COR, HLC	
<b>GOAL: Increase Awareness and Appreciation of Redmond's Historic Heritage</b>					
<b>EDUCATE COMMUNITY ABOUT HISTORIC PRESERVATION</b>	May Historic Preservation Month Planning	High	5/16/15	COR, HLC	
<b>CREATE PARTNERSHIPS</b>	Reach Out to Redmond School District, Greater Redmond Historical Society, RCAPP, BPAC, etc.	High	6/30/15	COR, HLC	
<b>CONDUCT AN AWARENESS CAMPAIGN</b>	Tours, Newspaper Articles, etc.	High	6/30/15	COR, HLC	
<b>GOAL: Create a Strong Commission</b>					
<b>TRAINING</b>	Work with the Oregon State Historic Preservation Office on Training	High	1/30/15	COR, HLC	
	Attend Historic Preservation Conferences/Training (State - Portland)	Medium	4/30/15	COR, HLC	

*The purpose of the Redmond Historic Landmarks Commission is to preserve and promote Redmond's history and culture.*



## REDMOND CITY CODE: HISTORIC LANDMARKS COMMISSION

### Historic Landmarks Commission

**2.590 Purpose / Statement.** The purpose of this commission is to preserve and promote Redmond's history and culture by.

### 2.591 Definitions.

1. "Architectural Significance" means that the structure and/or building or district:
  - A. Portrays the environment of a group of people in the era of history characterized by a distinctive architectural style;
  - B. Embodies those distinguishing characteristics of an architectural type;
  - C. Is the work of an architect or master builder whose individual work has influenced the development of the county; or
  - D. Contains elements of architectural design, detail, materials or craftsmanship which represent a significant innovation.
2. "Historic or Cultural Resource" means a historic or cultural site, building, structure, object, historic district, and their significant settings or any combination of these resources that are either listed or deemed eligible for listing on the National Register of Historic Places, or are within a historic district that is either listed or deemed eligible for listing on the National Register of Historic Places, and/or are designated by the Redmond City Council as part of the City's inventory of historic landmarks in the Redmond UGB, as described in the Comprehensive Plan.
3. "Historic Object" means a construction which is primarily artistic or commemorative in nature and not normally movable or part of a building or structure, e.g. statue, fountain, milestone, monument, sign, etc.
4. "Historical Significance" means that the structure and/or building or district:
  - A. Has character, interest or value as part of the development, heritage or cultural characteristics for the city, state or nation;

**2.592 Responsibilities / Scope.** The Redmond Historic Landmarks Commission in an advisory capacity to City Council, shall:

1. Identify, evaluate, and designate historic and cultural resources in the City of Redmond as landmarks.
2. Inform and educate the public on the historic and architectural significance of the designated landmarks.
3. Inform and educate the public on the value of preserving Redmond's historic and cultural resources.
4. Solicit grants and other resources to help promote, advocate and undertake preservation projects in the City of Redmond.
5. Protect and enhance the City's attraction to residents, tourists and visitors and serve as a support and stimulus to business and industry;
6. Strengthen the economy of the City.
7. Stabilize and improve property values.
8. Any other activities which are consistent with the above responsibilities.

**2.593 Duties and Powers.** The Redmond Historic Landmarks Commission shall advise the City Council by:

1. Receive request by any citizen, or may on its own motion make recommendations concerning identifying and preserving significant historic and cultural resources which the Commission determines to be of historical significance to the City, state or nation.
2. Develop or adopt a system, based on historic integrity and significance, for evaluating historic and cultural resources for potential designation as historic landmarks.
3. Notify all property owners of sites recommended for designation of such recommendation. The site will not be approved for a historic landmarks designation unless the property owners at the time of designation support the local designation of their property as a landmark.
4. Compile and maintain a current list (Redmond Historic Landmarks Inventory) of all historical and cultural resources within the City, the applicable tax lots and addresses, the date of landmark designation, and a brief description of the resource and reasons for inclusion.
5. Serve as a hearings body for matters concerning historical and cultural resources listed on the Redmond Historic Landmarks Inventory.
6. Periodically revise the Redmond Historic Landmarks Inventory by adding or deleting properties.
7. Undertake to inform the citizens of, and visitors to the City of Redmond, regarding the community's history and prehistory; promote research into its history and prehistory; collect and make available materials on the preservation of historic resources; provide information on state and federal preservation programs; document historic resources prior to their alteration, demolition, or relocation and archive that documentation; assist the owners of historic resources in securing funding for the preservation of their properties; and recommend public incentives and code amendments to the Redmond City Council.
8. Advise and make policy recommendations to the Redmond City Council and the Planning Commission on matters relating to historic preservation.
9. Perform such other duties relating to historical matters as the Redmond City Council may request.
10. Have authority to coordinate its activities with other city, county, state or federal agencies.
11. Have the authority to take steps as it finds necessary or appropriate to inform the public of its activities and purposes.
12. Adopt rules and regulations it finds necessary or appropriate to carry out these code provisions. Such rules and regulations shall be approved by the Redmond City Council.
13. Submit an annual report to the Redmond City Council.
14. Support the enforcement of all state laws relating to historic preservation.

**2.594 Membership.**

1. **Number of Members.** The commission shall consist of five members, appointed by the Mayor with the approval of the Council.
2. **Residency.** A majority of the members should reside within the Redmond Urban Growth Boundary.
3. **Representation.** The members of the Redmond Historic Landmarks Commission shall be comprised of members with interest, knowledge, or competence in historic preservation to carry out the purpose and duties of the commission. Members shall be drawn from professionals in architecture, history, architectural history, planning, prehistoric and historic archeology, folklore, cultural anthropology, curation, conservation, and landscape architecture or related disciplines to the extent such professionals are available.

4. **Appointments.** The Mayor, with the approval of the City Council, shall appoint all members.
5. **Terms.** All terms are for four years. All full terms shall begin on January 1, with four of the original Commission being appointed for a term of two years, and five members being appointed for a term of four years. Thereafter, all members shall be appointed for four year terms. Any vacancy on the Redmond Historic Landmarks Commission shall be filled by the appropriate governing body for the unexpired term.
6. **Removal.** A commission member may be removed by the appointing governing body for misconduct, nonperformance of duty, or three successive unexcused absences from regular meetings. The non-appointing body may, by motion, request that a member be removed by the appointing body. If the appropriate governing body finds misconduct, nonperformance of duties or three successive unexcused absences from regular meetings by the member, the member shall be removed. The Mayor can recommend, with Council approval, the removal of any commission member without cause.
7. **Ex-Officio Youth.** One ex-officio youth (18 years of age and under) shall be appointed by the Mayor, without regard to jurisdictional restrictions, to serve a one year term. The Ex-Officio Youth shall not be a voting member.

#### **2.595 Officers.**

1. **Chairperson / Vice-Chairperson.** At its first meeting of each year, the Redmond Historic Landmarks Commission shall elect from among its membership a chairperson and vice-chairperson. The Chairperson or vice-chairperson, acting as chairperson, shall have the right to make or correct motions and vote on all matters before the Commission. A majority of the Commission may replace its chairperson or vice-chairperson with another member at any time during the calendar year.
2. **Annual Report to City Council.** The Chairperson of the commission shall make an annual report to the Redmond City Council outlining accomplishments for the past year and work plan for the following year.
3. **Redmond Development Committee Member.** The Chairperson or designee may serve as a member of the Redmond Development Committee.

#### **2.596 Meetings / Quorums.**

1. **Meeting Schedule.** The Commission shall meet as required to accomplish their objectives.
2. **Meeting Conduct.** The Rules of Parliamentary Law and Practice as in Roberts Rules of Order Revised Edition shall govern each commission meeting.
3. **Open to the Public.** All meetings shall be open to the public.
4. **Quorum.** A majority of the members of the Commission shall constitute a quorum. Quorum will be based on the number of people officially appointed to the Commission at the time and should not include vacancies.

**2.597 Expenses / Reimbursement.** Commission members shall receive no compensation. Any expense incurred by a commission member must be pre-authorized by the City Manager or designee.

#### **2.598 Special Provisions.**

1. The Redmond Historic Landmarks Commission shall operate within the laws and guidelines of the federal government, the state government, Deschutes County and the City of Redmond.
2. The Mayor may appoint an ad-hoc committee to address issues that are not under the purview of the existing committee.

**2.599 Staff Support.** Staffing shall be determined by the City Manager or City Manager designee.



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## EXHIBIT 2

**DATE:** February 13, 2015  
**TO:** Redmond Historic Landmarks Commission (HLC)  
**FROM:** Scott Woodford, Associate Planner  
**SUBJECT:** May Preservation Month Planning

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### Report in Brief:

This report provides an update on the planning efforts for the May is Historic Preservation Month event.

### Discussion:

The HLC has decided to offer walking, bike and van tours of historic residential properties in Redmond for the local celebration May is Historic Preservation Month. We are tentatively targeting Saturday, May 16, 2015 between 10am-2pm for the event. It is proposed to occur at Homestead Park, from which the tours will start and end. The City's Bicycle and Pedestrian Advisory Committee (BPAC) can assist the HLC in planning for and conducting the bike and walking tours. A scavenger hunt is also planned, whereby clues to the historic properties are provided and participants' bike and/or walk to the properties, read or listen to information about its historic nature, take pictures of themselves in front of the structure, and return to Homestead Park to be eligible for prizes. The event would involve food and drink.

At the January 9, 2015 HLC meeting, the group discussed the May event and agreed upon the following next steps in the planning process:

1. Conduct a feasibility analysis of the Homestead Park location as the base for the event
  - Trish, Judy, and Scott visited the site and will provide thoughts at the meeting
2. Create a map of the proposed tour routes and properties
  - A map of the properties has been created and is attached (Attachment A)
3. Discuss the event with hospital officials for possible sponsorship
  - Scott met with Carlos Salcedo, Community Strategies Educator, Community Benefit for St. Charles Health Care about grants for events
4. Research logistics of a scavenger hunt
  - Staff will present some further ideas at the meeting.

We will discuss this and more at the meeting as we continue to flesh out the event.

# Attachment A

