

## CLG Program Review

The primary purpose of this review is to ensure that the local government continues to meet the basic requirements to be a Certified Local Government.

CLG: \_\_\_\_\_ Deschutes County \_\_\_\_\_

Contact Person: \_\_\_\_\_ Matt Martin \_\_\_\_\_

### 1. Historic Preservation Commission

- Is the commission fully constituted (no vacancies), and have copies of current members' resumes been forwarded to the SHPO?
- Are reasonable efforts made to appoint at least a few historic preservation "professionals"?
- Approximately how many times per year does the commission meet?
- Are written minutes kept and available to the public?
- Are proper public notices given for commission meetings?

Comments:

The full commission has five voting members and two ex-officio. There are many professionals and experts on the commission. They meet quarterly and as needed. They have audio and written minutes, available online.

Recommendations:

None

### 2. Protection of Historic Properties

- Does the historic preservation ordinance still contain appropriate protections for designated historic properties?
- Are the historic design review decisions made by the staff and/or commission appropriate and in keeping with accepted historic preservation standards?
- Are commission members and staff provided training in how to apply historic preservation standards?
- Are local historic preservation decisions consistent with decisions made through either the state or federal historic preservation process?

Comments: Little design review activity recently, though the process was smooth. They needed clarification on the definition of a site. They would like additional training. Completed a preservation plan.

Recommendations: Encourage members to attend CLG workshop and conferences. Have SHPO present workshop on National Register process, criteria and how to review them.

### 3. Maintain Appropriate Historic Property Records

- Is there an organized filing system for properties that have been surveyed or listed in historic site registers?
- Are these records available to the public?
- Are survey and inventory records consistent with SHPO standards and provided to the SHPO for integration into the master statewide system?

Comments:

Since the last review they put historic property records online with a story map. Recently scanned thousands of historic property photos and those will be added online. Completed a survey of recreation properties.

Recommendations:

Continue the update of the website. Consider additional survey, perhaps Sisters.

4. Participation in the National Register Nomination Process

- Has the CLG provided SHPO written comments on National Register nominations?
- Have nominations submitted by the CLG been approved by the State Advisory Committee on Historic Preservation and the National Park Service?

Comments: They have commented on recent nominations.

Recommendations: Consider a historical context for Sisters in preparation for possible nomination. Look though past survey and see if any properties jump out to promote for nomination. Attend the SACHP meeting in Sisters October 20 & 21 to see process.

5. Public Education and Awareness

- Does the CLG sponsor or support events and activities that promote awareness, understanding, and appreciation for historic properties within the community?
  - Examples:

Comments: They have increased drastically the preservation month activities since the last review. Bike tours and other creative efforts, presenters and workshops. They plan to incorporate preservation in comprehensive plan efforts around the county. They coordinate with the other CLGs in the area!

Recommendations: Send a letter to historic property owners, thanking them and letting them know the process. Offer mobile device tour. Continue strong preservation month activities.

6. Grant Management

- Has the CLG used its grant funds appropriately and completely?
- Has grant paperwork been submitted to the SHPO in a timely and organized fashion?
- Are grant records in good order and maintained for the appropriate 5-year (?) retention period?

Comments: Excellent reporting and communication.

**Overall evaluation**

X Meets Requirements

Does Not Meet Requirements

Comments: Deschutes County has done a great deal of work with a preservation plan and public outreach. Keep up the great work and keep going with survey.

SHPO Evaluator:     Kuri Gill      
(print name)

    Kuri Gill      
(signature)

Date:     9/13/16