

Minutes
Bend Landmarks Commission
September 16, 2025
6:00 PM Regular Meeting
Virtual Zoom meeting platform and in person
in the Council Chambers.



CITY OF BEND

Minutes shall be prepared with sufficient detail to meet their intended uses. Verbatim minutes are not required.

REGULAR MEETING 6:00 p.m.

A. Roll Call:

Voting

Commissioners:

Kathy Nagel Hood	Excused
Jim Figurski	Excused
Heidi Slaybaugh	Present
Andy Coughlin	Present
Tom Schmidt	Present

Alternate

Commissioners:

Sean Quinlivan	Excused
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Staff Present:

Heidi Kennedy	Senior Planner
Beth LaFleur	Senior Planner

1. Call to Order/ Roll Call. Commissioner Coughlin called the meeting to order at approximately 6:00 PM and conducted roll call.

2. General comments and questions from public. (Topics not on agenda) Note: Public Presentations and Oral Testimony may be limited to five minutes.

No comments from the general public were received.

3. QUASI-JUDICIAL PUBLIC HEARING

3.1 PLHIS20250389

PROPERTY LOCATION: 334 NW Chamberlain Street; Lot 6 and Pt of Lot 5, Block 4, Staats Addition to Bend subdivision; Tax Lot 04100 of Deschutes County Assessor map 17-12-32DC.

REQUEST: Historic Major Alteration application to construct a new primary residential unit, attached to an existing residential unit and existing accessory structure, and to relocate the existing accessory structure out of the setbacks. The

request also includes exterior alterations to the existing residential unit and existing accessory structure including residing, replacement windows and doors, and roofing materials in the Old Town National Register Historic District. (Type III Quasi-Judicial Review – Landmarks Commission)

Commissioner Coughlin read the public hearing preliminary statement for the public hearing and then opened the public hearing for file PLHIS20250389. Commissioner Coughlin asked Commissioners if they had any prehearing exparte contacts, biases or conflicts of interest to declare. No Commissioners had anything to declare. No one in the audience challenged any Commissioners.

Commissioner Coughlin asked staff, Beth LaFleur, to provide a staff report or presentation. Following the presentation, there were no specific questions for staff. The applicant and applicant's representatives, Jason Offutt, Trinyde Fitzgerald and Monica Kendall, provided testimony in support of the application PLHIS20250389. Commissioners asked the applicant and the applicant's representatives several questions. No public testimony was received in favor or against this proposal either online or in person. Commissioner Coughlin closed the public hearing at 6:45 and asked for Commissioner deliberation. Commissioners had questions for staff. Commissioners deliberated on the project details. Commissioner Slaybaugh made a motion to approve the application with conditions of approval listed in the staff report plus under criteria 10.20.130.B.1 requesting that the City of Bend Planning Department allow a curb tight sidewalk with a simpler landscape plan that emulates what is there now and the character of the Old Town Historic District. Next under criteria 10.20.130.E.1 under proportion and scale, that the head height of the windows and doors be lowered to 6'8" or 7' in the addition and that the applicant look at the proportions of the windows to make them less tall. Next item, under the same criteria, the siding should be differentiated on the existing building and garage replicating the existing siding or having a smaller reveal. The proposed 6 inch Hardie plank siding on the new addition is acceptable as proposed. Under the same criteria E.1, the eaves and rakes should be differentiated similar to the existing home. Not matching per se but having a offset difference between the eaves and rakes. Commissioner Slaybaugh also asked that a consideration be made to reduce the impervious surface area of the pathway from Hunter Avenue to the house and to the extensive concrete driveway. Bright white concrete is not recommended. Commission Coughlin seconded the motion. There was no discussion on the motion. All Commissioners present approved the motion. Commissioner Coughlin a roll call.

4. Approval of Minutes: June 17, 2025 draft Minutes.

Commissioner Coughlin made a motion to approve draft minutes as presented. Commissioner Schmidt seconded the motion. All other Commissioners present approved the minutes with the exception of Commissioner Slaybaugh who was not present at the June meeting and abstained from voting on the minutes.

5. Communications: Reports from Landmarks Commissioners.

Commissioner Slaybaugh wanted to check on the status of the Franklin Overpass. No new information has been provided to staff with regards to updates. Commissioner Slaybaugh also asked for an update on the old Post Office building.

Ms. LaFleur indicated that exterior lighting is currently being installed and they are continuing to work on the inside. Commissioner Slaybaugh asked if staff was aware of the work being done on the historic courthouse. It should mainly be an interior remodel. Staff indicated that the courthouse is not designated as an historic resource. Commissioner Slaybaugh also indicated that the Okane building recently went up for sale and mentioned the Methodist Church is looking towards doing an affordable housing project. In addition, the Boss Rambler building on NW Galveston is looking at redeveloping a large two story building on their site. The downtown Bend business association is now part of the main street program and looking to retain their historic buildings and historic character. Staff will try and find the best person to talk about improvements downtown in the public right of way and determine how best the Commission can promote more compatible public right of way work efforts.

Ms. LaFleur provided an update regarding the Old Stone Church roof repair following the fire inside the building.

Commissioner Coughlin asked questions about the rules for Short Term Rental requirements on commercially zoned properties.

6. Adjourn: The meeting was adjourned at 7:58 pm.

Commissioner Slaybaugh made a motion to adjourn and Commissioner Coughlin seconded the motion. All present approved the motion.