

**Brookings Historic Preservation Commission
December 8, 2016 Minutes**

A meeting of the Brookings Historic Preservation Commission was held on Thursday, December 8, 2016 at 5:00 p.m. in City Hall. Members present: Leah Brink, Angie Boersma, Janet Merriman, Dennis Willert, Greg Heiberger, Virginia James, Janet Gritzner and Jessica Garcia Fritz. Les Rowland was absent. Shari Thornes, City Clerk and Laurie Carruthers, Communications Specialist, were also present.

Chairperson Brink called the meeting to order at 5:08 p.m. A motion was made by Garcia Fritz, seconded by James, to approve the agenda. All present voted yes, motion carried. A motion was made by Merriman, seconded by Garcia Fritz, to approve the August 25, 2016 minutes. All present voted yes; motion carried.

Schedule next meeting. January 12 at 5pm and the second Thursday of each month thereafter at 5pm pending any scheduling conflicts. Garcia Fritz may be late to the January meeting.

Project/Issue Updates & Reports.

PROPOSED DESIGN OF 6TH STREET, MAIN TO MEDARY. On December 15, 2015, the City Council approved protected bicycle lanes on all major arterial streets. The Bicycle Master Plan accelerated their engagement report on 6th Street and advised there was a strong response and support for a less stress environment on 6th Street. Thornes advised that the 6th Street Design Ad Hoc Committee did recommend historic lighting, but did not recommend bicycle lanes. The Brookings Bicycle Advisory Committee opposes the 6th Street Design Ad Hoc Committee's recommendation to not include bicycle lanes on the redesign of 6th Street from Main Avenue to Medary Avenue and sent a letter to the City Council. Boersma asked if there is a city ordinance on minimum lane widths for specific speed limits. Gritzner asked if the stop signal will remain at the intersection of 7th Avenue as it serves a purpose. Both questions would need to be verified with the city engineer. There will be changes to the boulevard easements and the trees/canopy will be removed for the construction. A shared use path is favored on the south side of 6th Street.

The Historic Preservation Commission agrees that a bicycle friendly community plays an important role in historic preservation and generally supports multimodal transit to and through historic districts. However, they will not be taking a stance on this issue.

ARMORY. Thornes provided an update. On November 8, 2016, the City Council took action to proceed with demolition on a 4/3 vote (Kidwiler, Bacon, Hansen against). Boersma and Heiberger attended and spoke. On December 1, 2015, Thornes met with the City Manager and provided a briefing on the process. Thornes provided him with the AG opinion and the summary of key points and reiterated that all discussion and action regarding this review had to be done in a public meeting with adequate notice. Nothing would be done in subcommittee level or with just staff response. On December 2, the City sent a notification letter to SHPO. On December 5, SHPO received notification and has 30 days to review. It is anticipated they will recommend the full force of the law, which includes public hearings. SHPO has been contacted by citizens with concerns.

The next steps include SHPO's response letter and recommended support/information that will be required. Jeff Weldon will be preparing the case report and the BHPC will review. Reliable and professional data will need to be provided. The data may include, but not be limited to, the following: study of open space, parking data, proposals, RFP and cost estimates (3). If the BHPC recommends against demolition, the City Council would hold a public hearing and make a decision to demolish or not. A

certified letter needs to be sent to SHPO and everything needs to be on hold for 10 days to allow an opportunity for legal action by public and aggrieved parties.

Willert arrived at 5:43pm.

MAYOR'S AWARDS FOR HISTORIC PRESERVATION FINAL REPORT. The November 10 event was well attended. The combined event cost \$3,000 with awards and \$2,000 without awards. Next year's date needs to be set early, as well as interviews, press releases and pictures need to be completed ahead of time. Lifetime Achievement and stewardship awards are possible awards for 2017.

CENTRAL DISTRICT TROLLEY RIDE FINAL REPORT. Merriman and Willert were the tour guides and provided 6 rides. They started early due to the crowd. The last ride had to end early to deliver Santa to the parade (the trolley also escorted Santa in the Festival of Lights Parade). The holiday lighting was worse this year, so it was difficult to read the script and view the homes. The Children's Museum was a better location for loading/unloading. It was suggested to have two drivers next year and well as three BHPC Members (one for each trolley and one for loading/unloading). Possible new route – 8th Street/University District. Potential other tours: summer, bike, walking or porch tours.

PUBLIC EDUCATION SUBCOMMITTEE. Three members are currently on the subcommittee, but there are many projects. Advocacy needs to be a focus, as well as meeting people, constituency building/PR. When the DBI executive director is filled, he/she could be on a subcommittee. Regarding a positive public relations image, networking with other historians who care about preservation would be a good resource. Jenn Brosz sent out article from Wisconsin and Thornes will resend. Duties will be flushed out in a separate meeting. The action plan from 1999 Preserve Brookings plan can be a resource as well as other community members to serve on the subcommittee (Volunteer Service Bank).

Brink left at 6:23 pm. Boersma filled in as chair.

11.1 REVIEW RUBRIC. Boersma drafted an 11.1 review rubric, but it needs further review for accuracy. Thornes, Garcia Fritz, Merriman and James will all review by email.

CONSTITUENCY BUILDING. Chair/vice-chair will meet with the Interim Mayor and the new Mayor in April. A bulleted summary will be prepared listing all current projects.

LIAISONS. Comprehensive Master Plan Advisory Committee – 3 finalists (Confluence, RDG and SRF) will be interviewed on December 14. Boersma, Garcia Fritz, von Fischer, Wyant, Watrel and Carruthers are on the interview team and will provide a recommendation to the City Council at the January 10 meeting.

Merriman left at 6:33 pm.

DBI update – Garcia Fritz advised that DBI is currently seeking a for replacements for Executive Director Elliot Johnson. The position has been split into two – one social media and one planner. Several good candidates have applied, and the closing date is the end of December. Carrie Kuehl from Hitch is currently filling in as Interim Executive Director.

STAFF. A local citizen is interested in setting up a revolving loan fund/grant in memory of Mary Bibby. A meeting will be held with the City Attorney. The BHPC would decide the recipients and grant the funds.

11.1 review updates.

Foundation bungalows (907 & 911 8th Street) – Eric Rasmussen has been retained by the SDSU Foundation to prepare the 11.1 review paperwork.

Cubbys (307 Main Avenue) – Concerns were raised by BHPC members that the final design did not conform with what was approved by the BHPC (the rooftop patio is too close to the street and too high on the adjacent building). Part of the architect’s license requirements are to assure that the project was constructed as to their design and “under responsible control.” Thornes contacted the architect and was assured the final plans approved by the BHPC were the same ones submitted for the building permit. However, the architect also noticed the final product didn’t match the approved design. On September 28, Thornes contacted the City Engineer about developing new procedures that include a “back check” to verify the actual approved plans are built. On October 11, Thornes met with City Engineer and Building Service Administrator regarding the process and how it can be improved. In the future Thornes will verify the BHPC and Engineering have the same plans. Any changes must be in writing to the city. Additionally, they discussed the possibility of having a Code Enforcement Officer trained in historic preservation to verify projects.

James left at 6:50 pm.

IDS Building (426 Main Avenue) – In May/June a piece fell off the building. On October 11, the Engineering Department issued a stop work order on the building for failure to obtain a permit and complete the 11.1 review process. On October 26, a meeting was held between the City Attorney, City Manager, City Engineering staff and City Clerk. A \$500 offense fee was ordered for not obtaining a building permit in a historic district. Further recourse would require taking this to circuit court.

Carnegie Library (Brookings Arts Council, 524 4th Street) – The original tile roof was scheduled to be removed and ductwork was going to impact window openings, which were not included in the initial 11.1 review proposal. Solutions were reached. The tile roof will remain, and the ductwork was rerouted to lessen the impact. The final flooring selection will be reviewed by the BHPC.

Membership – Brink, Willert and James have expiring terms. Appointments will be made at the December 13 City Council Meeting.

Film maker location request – Thornes received a request from filmmaker Lare Alexander Short. He is working on a documentary and looking for a registry of historical locations in Brookings.

University & Central Plaque Project – Plaques are scheduled to be installed this spring and property owners will be contacted in advance.

Annual Reports – the City’s Annual Report is due February 17, 2017. The State/Park Service is due January 31, 2017.

Jail Expansion – Thornes was initially contacted by a Central District resident for updates on the project. The County has selected BKV Group from Minneapolis as the architect for the project. The firm project manager has expressed the need for the project to be compatible with the surrounding neighborhood, to include the residential properties, museum, church and courthouse. They also noted the need to meet with the preservation commission. Thornes will contact the firm’s project manager after the holidays. It is recommended the BHPC send a courtesy letter to the County Commission chair advising them of the process and inviting them to involve the BHPC. The building is a 1970s structure and is not listed as a

historic property. The key issue will be what is proposed in its place. It is understood the exercise yard will be eliminated, which also includes the concertina wire. The design of the facility could directly impact the residential neighborhood with respect to traffic, lighting, scale, and other issues such as the opening and closing of gates for work release.

Form Nominating Committee. Gritzner volunteered to be on the nominating committee. Thornes will check with Merriman.

Announcements/Correspondence/Communications/Calendar.

- December 15 – Celebration of Service for Mayor Reed
- January 1 – April 30, 2017 – Interim Mayor's term

Meeting adjourned at 7:09 pm
Submitted by Laurie Carruthers