

Brookings Historic Preservation Commission

2003 Annual Report

Brookings, South Dakota

Dated February 15, 2004

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Preface

The Brookings Historic Preservation Commission, formed in 1985, is the official representative for the city of Brookings in the National Park Service's Certified Local Government program. As outlined in program guidelines, each of South Dakota's certified local governments are required to submit an annual report to the State Historical Preservation Center and local government officials.

Anyone interested in further information about the Brookings Historic Preservation Commission or any of its projects may contact:

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This program receives Federal Financial assistance from the National Park Service. Under Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and South Dakota law SDCL 20-13, the State of South Dakota and U.S. Department of the Interior prohibit discrimination on the basis of race, color, creed, religion, sex, disability, ancestry or national origin. If you believe you have been discriminated against in any program, activity, or facility as described above, or if you desire further information, please write to: South Dakota Division of Human Rights, State Capital, Pierre, SD 57501, or the Office of Equal Opportunity, U.S. Department of the Interior, Washington, D.C. 20240

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Certified Local Government

The National Historic Preservation Act established a nationwide program of financial and technical assistance to preserve historic properties ~ buildings, structures, neighborhoods, and other places of importance in the historic and cultural life of the nation. A local government can participate directly in this program when the State Historic Preservation Officer certifies that the local government has established its own historic preservation commission and a program meeting Federal and State standards. A local government that receives such certification is known as a “Certified Local Government” or CLG.

State Historic Preservation Offices began certifying local governments in 1985. The Brookings Historic Preservation Commission became a member of South Dakota's certified local government program in August, 1985. Currently, every State has at least one CLG and the nationwide total exceeds 700. A major incentive of the CLG program is the pool of grant funds State Historic Preservation Offices (SHPOs) set aside to fund local historic preservation projects. CLGs are the only eligible applicants for these funds.”

The Brookings Historic Preservation Commission is committed to promoting the inspiration, pleasure and enrichment of the citizens of Brookings through the identification, documentation, preservation, promotion and development of the city’s historical resources.

The primary activity of the Brookings certified local government is to educate citizens and city officials about historic preservation.

(Source: “Questions and Answers about CLG Grants from SHPOs”, U.S. Dept. of the Interior, NPS Cultural Resources)

Eligible Projects

Historic Preservation Fund grants to Certified Local Governments have funded a wide variety of local historic preservation projects. Projects eligible for funding and the criteria used to select them are developed yearly by each SHPO. CLG project types that have been funded include the following:

- * Architectural, historical, archeological surveys, and oral histories;
- * preparation of nominations to the National Register of Historic Places;
- * research and development of historic context information;
- * staff work for historic preservation commissions, including designation of properties under local landmarks ordinances;
- * writing or amending preservation ordinances;
- * preparation of preservation plans;
- * public information and education activities;
- * development and publication of design guidelines;
- * publication of historic sites inventories;
- * preparation of zoning studies;
- * development of slide/tape shows, videotapes;
- * development and publication of walking/driving tours;
- * training for commission members and staff;
- * development of architectural drawings and specifications;
- * preparation of facade studies or condition assessments; and
- * rehabilitation and restoration of properties individually listed in the National Register of Historic Places or contributing to a National Register historic district.

(Source: "Questions and Answers about CLG Grants from SHPOs", U.S. Dept. of the Interior, NPS Cultural Resources)

Funding

Funding for grants to Certified Local Governments comes from the Historic Preservation Fund (HPF), a Federal grants program appropriated by the U.S. Congress and administered by the National Park Service (NPS), which provides financial support to State Historic Preservation Offices (SHPOs) and the National Trust for Historic Preservation.

Under the provisions of the National Historic Preservation Act of 1966, as amended, SHPOs are required to award at least 10% of their annual HPF monies to CLGs in their State. As a certified local government, Brookings is eligible to compete with other local governments for a portion of the state's preservation fund share on a matching basis. These funds are designed to supplement city programs, not sustain them.

Brookings CLG Bylaws

ARTICLE I: Constitution

Provisions for establishment of the Brookings Historic Preservation Commission are provided in Resolution 29-85 as adopted by the Brookings City Commission on July 2, 1985 and by Ordinance 5-89 as incorporated under the laws of the State of South Dakota. Amendments to Ordinance 5-89 were adopted by the City Council with the passage of Ordinance No. 30-99 and Ordinance No. 09-03.

ARTICLE II: Membership and Appointment

Section 1: Commission shall consist of not less than seven members nor more than 10 who shall be appointed by the City Council.

Section 2: A minimum of one of the members is to be a professional from the disciplines of paleontology, history, architecture, archeology, urban planning, or law as described in CLG requirements and state law.

Section 3: All members shall reside within the City and shall serve three (3) year terms. Each member shall be eligible for re-appointment.

Section 4: Any vacancy in the membership of the Commission shall be filled for the unexpired term in the same manner as for appointment

Section 5: In the event that a member has five consecutive unexcused absences, the member's position on the commission will be reviewed by the Mayor.

Section 6: Members of the Commission may be removed for cause following procedures established in the City Code of Ethics.

ARTICLE III: Meetings

Section 1: The Commission shall schedule at least 12 meetings a year. Meetings may be at such times and places as may be determined by the Commission. The chair of the commission may cancel or postpone a meeting.

Section 2: A majority of the current members shall constitute a quorum for transacting the official business of the commission.

Section 3: All meetings of the Commission shall be open to the public.

Section 4: "Roberts Rules of Order" shall be the procedural manual used for the conduct of business at official meetings.

ARTICLE IV: Officers

Section 1: The Commission shall elect a chair and a vice-chair from its members.

Section 2: Officers shall be elected for one-year terms. They may be re-elected.

ARTICLE V: Authority

The actions and authority of the Brookings Historic Preservation Commission shall be as stipulated in State Law 1-19B.

ARTICLE VI: Purpose

Section 1: Brookings shall enforce SDCL 1-19B in order to protect our historic and prehistoric sites through our Historic Preservation Commission.

Section 2: Brookings shall conduct inventories of our historic and/or prehistoric properties using the State's survey methods and in accordance with the comprehensive historic site management plans of South Dakota.

Section 3: The Commission's major goal is to inform, educate and involve the general citizens of Brookings in historic preservation matters including the participation in local, state and national recognition of historic and prehistoric sites. Toward this goal, we will hold an historic preservation workshop for the general public yearly and members shall annually attend at least one statewide Certified Local Government workshop as required by the State.

Section 4: To assure public participation and standardization, we adopt the *Guidelines for Historic Preservation Commissions in South Dakota*, *Secretary of Interior Standards for Historic Preservation Projects*, the criteria for listing on the National Register of Historic Places and other such standards and guidelines employed in Historic Preservation Commission work in South Dakota.

ARTICLE VII: Amendment

These bylaws may be amended or new bylaws adopted at any regular or special meeting of the Historic Preservation Commission provided members receive written notice of the proposed changes prior to the meeting.

Amended January 7, 1999
Adopted December 3, 2003

Brookings CLG Members

As outlined in certified local government requirements, two of the members are to be professionals from the disciplines of history, architectural history, architecture, archeology, planning, urban planning, American studies, American civilization, cultural geography, or cultural anthropology. At least three of the total membership must be non-professional members who represent a demonstrated interest, experience, or knowledge in historic preservation.

<u>Appointed</u>	<u>Member</u>	<u>Term Ends</u>
9/98	Gloria Kloster Historic Property Owner/Freelance Artist	1/2002 1/2002-1/2005
1/94	Pat Fishback Historic Property Owner, Chairperson	1/94-1/97 1/00-1/2003 1/2003-1/2006
1/97	Mark Kelsey Historic Property Owner/Contractor	1/2000 1/00-1/2003
1/2001	Mary Lou Berry Historic Property Owner	1/2004
4/2001	Diana Zwiig Historic Property Owner	1/2004*
5/2003	Jim Roden Historic Property Owner	1/2004**
1/2002	Carrie Lavarney Historic Property Owner/Museum Curator	1/2005
1/2002	Richard Pudwill (resigned 1/6/03)*	1/2005
5/2003	Stephen Van Buren Archivist	1/2005**
5/2003	Jim Talbert Retired	1/2005**
5/2003	Richard Shillander Historic Property Owner	1/2006**
	Michael Williams, City Manager (until 11/28/03) Allyn Frerichs, Interim City Manager (12/1/03 - 3/31/04) Shari Thornes, City Clerk & Program Manager	

* Completed unexpired term

**Appointed during Commission expansion from 7 to 10 members



Programs & Services

Completed & Ongoing

Purpose/Mission Statement

The Brookings Historic Preservation Commission is committed to promoting the inspiration, pleasure and enrichment of the citizens of Brookings through the identification, documentation, preservation, promotion and development of the city's historical resources.

Programs and Services

In August 1985, the Brookings Historic Preservation Commission became a member of the Certified Local Government program. The Certified Local Government Program, administered by the National Park Service, is a local, state and federal partnership. This national initiative provides valuable technical assistance and small grants to local governments seeking to keep for future generations what is important and significant from their past. Local, state and federal law support Brookings Historic Preservation Commission activities.

To remain a Certified Local Government, the BHPC must comply with various performance measurements that include:

1. Documentation of volunteer hours contributed;
2. An ongoing survey of historic resources;
3. Enforcement of state and local preservation legislation;
4. Submission of status and completion reports on all projects;
5. Written requests for variations to funded projects;
6. The creation and implementation of a preservation plan;
7. Submission of an annual report;
8. Holding a public workshop;
9. Conducting a public education activity; and
10. Attendance at a state sponsored preservation workshop.

In addition, the Commission must maintain at least two professional members from the disciplines of history, architectural history, architecture, archeology, planning, urban planning, American studies, American civilization, cultural geography or cultural anthropology.

Historic Resources Recordation and Preservation

This program consists of photographic, written and computerized recordation of historic sites and properties, primarily by commission members with assistance from volunteer community members and city staff. Larger documentation projects may also involve professional consultants. As a long-term benefit, this program provides a permanent record of our community's resources for future generations. It also assists in research projects and future restoration projects. Former

and current community residents and/or their relatives, future residents and generations, state and national archives, state and local elected officials, community leaders and organizations, and city officials all are served by this program.

Performance Measurement: *At the end of the year the BHPC will evaluate the number of National Register nominations made, the number and outcome of all SDCL 1-19A-11.1 state reviews, the number of historic resources documented, and any expansion to the database of eligible properties.*

- A. **New National Register Listings:** The BHPC did not pursue any individual or district National Register of Historic Places listings in 2002. Inquiries were received from individual property owners interested in listing their property. Assistance was provided by way of facilitating site visits from the State Historic Preservation Office. Owners were provided with examples of successful nominations and technical assistance as needed.

727 Main Avenue: On June 20, 2003, the Board of Trustees of the State Historical Society approved the nomination of the Ivan Cobel House, 727 Main Avenue, Brookings, South Dakota to the National Register of Historic Places. The BHPC was notified on August 28 that the National Park service had listed the property on the National Register of Historic Places and a letter was sent congratulating the owners, Doris and Jim Roden.

- B. **SDCL 1-19A-11.1 Review documentation as required by the State Preservation Office on threatened properties:**

- 1) DATE: January 21, 2003
NR Status: Brookings University Residential Historic District
Address: 726 6th Avenue (House & Garage)
BHPC Findings: February 25, 2003 with the following statement: *Demolition of this property that contributes to the historic significance of the district would clearly have an adverse effect on the Historic District. It is the determination of the State Historic Preservation Office (SHPO), a division of the Office of History, that there are no feasible alternatives and that planning to minimize harm to the historic resources has been undertaken through photographic documentation, provided the BHPC agrees with this determination.*

- 2) Date: April 1, 2003
NR Status: Brookings University Residential Historic District
Address: 623 Medary Avenue (garage)
BHPC Findings: April 3, 2003 meeting. The following official comment was made by the BHPC: *“While the Brookings Historic Preservation Commission feels that the loss of any original structure in an historic district is always detrimental to the historic integrity of that district, a replacement consistent with the historical character of the neighborhood would not have negative effect on the Brookings University Residential Historic District. We have*

found structures such as this can be reused by the public and there is an indicated interest in these resources. While it doesn't preserve the integrity of the site, it allows for the continued life and reuse of the structure and saves the materials from filling our landfill."

- 3) Date: June 2, 2003
NR Status: Brookings University Residential Historic District
Address: 627 8th Avenue & 716 7th Street
Case Report Completed
BHPC Finding: August 7, 2003 meeting. The following official comment was made by the BHPC: *"Removing the house at 716 7th Street and enlarging or removing the garage at 627 8th Avenue would have an adverse effect to the historic significance of the University Residential Historic District."*
- 4) Date: February 13, 2003
NR Status: Individual Listing
Address: Woodbine Cottage, SDSU President's Home
Case Report Completed by SDSU
BHPC provided official comment on July 1, 2003.
- 5) Date: October 20, 2003
NR Status: Brookings Central Residential Historic District
Address: 519 5th Street
BHPC Finding: November 5, 2003 meeting. The following official comment was made by the BHPC: *"The Brookings Historic Preservation Commission feels that the loss of any original contributing structure in an historic district is always detrimental to the historic integrity of that district, and its link to the primary house will also be lost with its demolition, apparently options for reuse of the building have been pursued to include relocation. Photo documentation will be done prior to demolition."*
- 6) Date: October 20, 2003
NR Status: Brookings Central Residential Historic District
Address: 416 8th Avenue
BHPC Finding: November 5, 2003 meeting. The following official comment was made by the BHPC: *"The Brookings Historic Preservation Commission feels that the loss of these original contributing structures in the Central Residential Historic District is always detrimental to the historic integrity of that district."*

Historic Resources Promotion, Public Education and Advocacy

When local citizens and organizations are kept abreast of local preservation issues and opportunities, as well as state and national program availability, the community at large will benefit through revitalized neighborhoods and a proactive approach to long-term community preservation. Additionally, a community which has attractive, well-maintained and diverse historic properties is a likely candidate for increased heritage tourism dollars.

While some activities are targeted to residents and owners within specific Historic Districts, others are presented to the entire community. By means of radio programs, newspaper articles, community presentations and walking tours, the preservation message is often disseminated beyond city borders.

A. Promotion of Historic Districts and Properties

1) Commercial Historic District

Cooperative efforts with Downtown Brookings Incorporated, a National Main Street Program: The BHPC has provided ongoing support to DBI after helping initiate the program in Brookings. A member of the BHPC has continued to participate as a board member during 2003. After April 2003, that participation was in the form of a liaison to the DBI board. At a meeting in fall 2003, the BHPC requested that a member of the BHPC serve as a voting member of DBI, requesting that that change be considered when new board members take office after the April annual meeting. The BHPC was supportive of a workshop that DBI sponsored on February 24 titled "Preservation 101" which involved the State Historic Preservation Office staff presenting information. One member of the BHPC has served as chairman of the DBI "Farmer's Market" committee. That committee exists to encourage cooperation between the City Plaza farmer's market and the downtown businesses doing cross-promotion of each entity. Monthly meetings take place during the winter and spring. A member of the BHPC and BHPC staff are members of the DBI Maintenance and Design Guidelines Committee which meets monthly. The purpose of this committee is to explore the idea of identifying significant architectural features of our downtown and developing volunteer guidelines to help maintain the historic character of the area.

DBI Maintenance and Design Guidelines Public Information Meeting, September 16, 2003: A Public Informational meeting was held involving community members and downtown business owners in discussion about the strengths and weaknesses of Downtown Brookings and design considerations for specific elements of the built environment in downtown. The committee is now contemplating how attendees' ideas and others' identification of common downtown architectural elements and specific guidelines can be incorporated into a document which will be user friendly for both downtown business owners and community members.

2) Threatened Properties

Dean of Agriculture's Home: in December, 2002 SDSU administration authorized the demolition of the former Dean of Agriculture's home at the north entrance to the SDSU campus. On January 6, the chairman, vice-chairman and staff of the BHPC participated in a conference call with the SHPO in order to clarify information about the demolition. After the demolition took place, a letter was received by the BHPC from Vice-President

Reger requesting that the BHPC provide comment as part of a review on the project. In January the BHPC responded to that letter. As explained by the SHPO, the situation was one in which the SHPO notified SDSU twice that the project was reviewable. However, SDSU did not respond to the notices, instead deciding to go ahead with the demolition without a review from the SHPO.

Solberg Hall: Solberg Hall, a former Engineering Hall and site of the discovery of the Briggs-Stratton engine, had been nominated to the Preserve SD Places in Peril list by the BHPC several years ago. Two years ago, in an innovative arrangement SDSU deeded the property to the SDSU foundation, which generated an aggressive fundraising campaign for the property's renovation and reconstruction. On October 10th in a ceremony attended by Governor Mike Rounds, U.S. Senator Tim Johnson, SDSU officials, and key members of the fundraising effort including SDSU Foundation members, the property was purchased back from the foundation for \$1. Reconstruction consisted of an addition to the building and gutting of the interior of the building. The "façade-omy" attempted to retain the historic, original exterior of the building.

1921 Building, Former Brookings High School & Middle School:

Activity of the BHPC members during the past year has been primarily as supportive bystanders to the process of the transfer of the building from the County, through the Brookings Economic Development Corporation, to private developer Steven McCarthy of McCarthy Properties in Rapid City. Mr. McCarthy will work with local contractor John Mills to renovate the property for office space on the first floor and residential lofts on the second level. Newsletter and newspaper articles featured updates on the issue from BHPC members. Members also made necessary contacts with individuals involved in helping to secure the HUD funding required to make the project financially feasible. BHPC members have provided original photos of the property through Mills Construction, and provided written documentation of the Save America's Treasure's information and documentation of the lengthy work to save the structure to the daughter of Mr. McCarthy so she could prepare appropriate information for submitting the project as a candidate for tax credits (this was only part of the assistance Mr. McCarthy received, he was also in contact with other preservationists in the state). In addition, the chair of the BHPC had discussion with Mike Williams, city manager, about the HUD funding which was allowable to the private contractor in the form of a revolving fund. With the consent of the BHPC, Mr. Williams shared with the director of the BEDC the concern of the BHPC about future involvement in discussion about preservation-related projects which may be funded by the revolving loan fund. (The 1921 building was a preservation project already identified for financial assistance. In the future, it will be important for the BHPC to be involved in discussions about future projects to be funded by the Brookings revolving loan fund). On December 30, 2003, the paperwork was completed and approved by the county and the BEDC and the developer and transfer was complete.

Woodbine Cottage: During the spring and early summer the Commission conducted a review of proposed maintenance and renovations to Woodbine Cottage, home of the

SDSU President, which is listed on the National Register of Historic Places. The proposal included replacement of windows, siding, and roof with materials different from existing materials. The South Dakota state Historical Society in February requested additional information and review. A public hearing was held, attended by a number of Commission members, and the resulting Case Report was sent to the Commission by SDSU.

All members of the Commission participated in a site visit conducted by SDSU and later held a meeting on the project. SDSU personnel were present to answer further questions. The Commission, after discussion and debate, approved a finding that the proposal would have a detrimental effect on the historic integrity of the property. This conclusion was forwarded to the State office. The project was delayed, at least for 2003 pending further discussions between SDSU and the State office.

Chronology of Woodbine cottage contacts:

- ✚ Feb. 13, Les Olive, SDSU physical plant presented information to the State Historic Preservation Office at the same time providing information to us.
- ✚ March 11, The State Historic Preservation office requested additional information form SDSU and expressed concern specifically about the replacement of all windows and residing the house meeting the Standards for treatment of historic properties.
- ✚ March 17, the State Historic Preservation Office requested that SDSU complete a case report on the project. As part of the case report, the SHPO office at that time also requested that a public hearing take place, that official comment from the Board of Trustees of the State Historical Society be requested, and that the BHPC comment within 90 days of having received the case report.
- ✚ In Early April, the Board of Trustees of the State Historical Society met and voted on the proposed modifications to Woodbine cottage, indicating that as they were presented, they would have an adverse effect on the historical significance of the property.
- ✚ Also, in early April, the Brookings Historic Preservation Commission indicated to the SDSU administration that a site visit by the BHPC would be needed.
- ✚ April 11-18 copies of a preliminary case report were made available by SDSU physical plant at city hall, physical plant and the state historic preservation office.
- ✚ April 21, a public hearing , scheduled by SDSU, was held at the Brookings Public Library.
- ✚ May 1, the BHPC held its monthly meeting
- ✚ May 2, BHPC provided specific date availability for site visit.
- ✚ May 13, the final case report was received at city hall and forwarded to BHPC members.
- ✚ May 21, SDSU provided the information that a site visit could take place on May 29.
- ✚ May 27, An addendum to the case report was received via e-mail at city hall and forwarded to members.
- ✚ May 29, BHPC members in subcommittees completed a site visit to Woodbine Cottage and then convened for a special meeting (an additional meeting to the monthly meeting) at city hall.
- ✚ June 10, a second addendum was received from SDSU via e-mail at city hall and was forwarded to all BHPC members.
- ✚ June 23, regular June meeting of the BHPC

B. Annual Mayor's Awards for Historic Preservation. The Mayor's Awards were presented to property owners at a City Council meeting. The awards were given to:

- ✚ Brookings County Courthouse Cupola Windows for the overall restoration.
- ✚ 821 and 825 9th street for the rehabilitation of deteriorated student housing.

- ✚ 928 7th Avenue for the sympathetic (ability to harmoniously blend with the neighborhood) new garage.
- ✚ 203 5th Street for the sympathetic new garage.
- ✚ The Old Sanctuary Community Center, 910 4th Street for adaptive reuse.
- ✚ And the United Methodist Church for the sympathetic addition.

C. **Preservation Week Activities:** National Historic Preservation Week was May 5-12, 2003. The theme for the week's events was "Cities, Suburbs and Countrysides." During this week the Brookings Historic Preservation Commission recognized property owners with the Mayor's Awards for Historic Preservation and an evening of tours and programs.

D. **Walking Tour Brochures:**

University Residential District Walking Tour Brochure: In January 2003 two subcommittees gathered the preliminary information and photographs of houses and properties in the designated area. The preliminary work had been previously completed by various members of the BHPC, staff and Bobbi Gaukel, hired consultant for the proposed brochure. In July, August and September 2003, the information and photos were assembled, proofed (by BHPC and long time community residents), revised and printed. The brochures were then available by the end of September, 2003. A subcommittee was formed to discuss distribution of the brochures. They presented their recommendations to the BHPC and then distributed brochures to the public library, service organizations where accompanying presentations were possible, the local museums, Downtown Brookings Inc. office, Chamber of Commerce, and various other community locations.

E. **Commercial District Plaques & Street Signage:** Fall of 2003 saw the completion of a grant-funded 3 year District Signage Project. Four signs were designed by Bobbi Gaukel, with substantial input from HPC members. The nationally recognized "historic site" brown and white signs share a common shape and design, but have building icons and wording specific to each of Brookings' four National Register of Historic Places Districts. They were produced at Lyle Signs in DeSmet. Between November 18th and 21st, the signs were installed at the borders and intersecting streets of their respective Historic Districts, with the co-operation of Koss Delfinis, Street Superintendent and his staff. A minimal number of replacement signs were also covered by the grant, and are stored at the Street Department.

F. **Revising BHPC Ordinance:** Initial meetings on amendments to the Brookings preservation ordinance began in November 2001. By January, 2003, the proposed amendments were presented to the city council at its January 7th meeting. The BHPC first presented the amendments to the city council and then planned to provide the document to citizen reviewers. The months of January, February and March were spent contacting citizen reviewers, providing them the document & then receiving their feedback on the proposed amendments. In addition, members of the BHPC were asked approximately 40 questions about the amendments by city council members at two of their meetings. The

BHPC responded to those questions in writing and also offered to meet individually with council members to discuss the ordinance amendments. Suggestions were made by council members, citizen reviewers and the city attorney and those in keeping with state law were incorporated into the document. Meetings with council members, the city attorney and citizen reviewers and telephone conferences with Frank Gilbert, attorney for the National Trust for Historic Preservation took place between January and April. On April 22, 2003, the City Council adopted the proposed amendments with a couple of last minute changes which they proposed.

- G. **“Picture This” Feature:** “Picture This” is the Brookings Historic Preservation Commission’s continuing public education project that is accomplished with support and sponsorship of Rude’s Home Furnishing and the Brookings Register. Each month a member of the Preservation commission wrote a brief article about an historic event, home, business, or person from Brookings. The article includes an historic photograph. Examples of topics written about are: Hobo Day, women’s suffrage, SDSU campus buildings, Victorian home interiors decorated for Christmas. This monthly article in the Brookings Register continues to be a popular education tool for Brookings Historic Preservation Commission and the community.
- H. **Commission Expansion:** Over the past few years, Historic Preservation Commission members have discussed increasing our seven member group to ten members, as allowed by our ordinance and bylaws. With Mayor Herriott’s concurrence we chose to do that this year, in conjunction with filling an unexpired vacancy. This timing permitted us to advertise the positions simultaneously, combine orientation sessions, and increase the membership with initial staggered term expirations (in addition to the two years remaining on the unexpired term, there were initially two new three year appointments, and one new one year appointment, all new terms to revert to the standard three years following initial appointment). This change has proved beneficial to the functioning of the HPC, permitting the formation of workable sub-committees without triggering a quorum/public meeting situation, and decreasing member burn-out by spreading out commission responsibilities.
- I. **2010 Initiative:** Beginning in August 2003, the Department of Tourism and State Development conducted a number of regional tourism and economic development summits across the state. These summits were held to gather observations, input and new thinking that would help move South Dakota’s visitor industry and business expansion efforts forward. As a Certified Local Government (CLG), the Brookings Historic Preservation Commission was invited to participate in the economic development sessions. Chairman Pat Fishback attended the session held in Watertown. HPC member Gloria Kloster attended the session held in Sioux Falls. Both gave input as to the positive economic impact preservation efforts can have on economic development and tourism. These sessions yielded a number of new ideas, and the best information was compiled to help build what Governor Rounds and the Department of Tourism and State

Development have named “the 2010 Initiative”. The summit results by location, and the 2010 Initiative itself, can be viewed at: <http://www.2010initiative.com/>

- J. City Manager Profile Workshop:** As the current city manager, Mike Williams, left his job in Brookings to take a city manager position in Minnesota, the city convened a group of Brookings citizens and board members to discuss qualities they would expect in the next city manager. On October 16, a broad-based group spent four hours in small group discussion about characteristics. Each group then reported their findings to the larger gathering. These individuals decided upon several qualities that were deemed important to successfully fulfilling the role of Brookings City manager.
- K. 125 Anniversary Committee:** The BHPC Historic Preservation Plan recommends that the BHPC be involved in plans for Brookings’ 125 anniversary celebration in 2004. A member of the commission has been serving on the “Brookings Alive in 125 committee” as a representative of the BHPC, she serves as a liaison for ideas, suggestions etc. Brainstorming about the BHPC’s involvement is continuing. A city-wide celebration will take place in July, 2004. A live theatre event took place in which characters from Brookings’ past were depicted by community members. A member of the BHPC provided some historic information for the event.
- L. Community Presentations on Historic Preservation:** As part of the ongoing mission to provide public awareness and education about historic preservation, members of the BHPC presented information to community groups throughout the year. Among those groups were the Brookings Retired Teachers meeting on February 28, 2003. This is a large organization consisting of former K-12 educators and college professors. Approximately 60 people attended this meeting. The presentation provided the opportunity to clarify the role of the BHPC as a commission of city government and to discuss its purpose and composition. Also, the importance of historic preservation’s connections with economic development, heritage tourism and historic character were emphasized. The Community-Based Historic Preservation Plan was briefly outlined for those in attendance. The questions asked by attendees had to do with state regulations and remodeling or demolishing properties, tax incentives & the history of several buildings in Brookings. On August 9, 2003, the Golden K club of Brookings featured the BHPC as their meeting topic. This is also a large community group of about 90 people. The information provided was similar to that at the Retired Teachers gathering. And, the questions were, again, about campus related properties and their remodeling or demolition. A small gathering of Senior Citizens from the First Lutheran Church requested a presentation on historic preservation and that was provided on October 9, 2003.
- M. The George & Evelyn Norby Collection.**
In late August and early September of 2003, an agreement was reached to house the George and Evelyn Norby Historical Collection at the South Dakota State University Archives, in H.M. Briggs Library on the SDSU Campus. The bulk of the material was

moved from the house to the Library on September 24th, 2003. The collection was originally assumed to consist primarily of a set of historic newspapers, including a complete run of the Brookings Register, with duplicates. The collection also included runs of the Sentinel and the Press, newspapers published in Brookings in the late 19th and early 20th centuries. In addition, it was reported that there were some negatives, photographs and computer files listing lot histories and personnel records for city departments.

Further examination of the collection, and additional materials delivered by the family after the bulk of the collection was moved, shows a much larger portion devoted to negatives from the Register files. The current estimate is at approximately 35,000 pieces for this part of the collection. The collection itself was housed in its own room in the Library on the SDSU campus. Shelving and more appropriate, archivally sound materials were to be provided as resources allowed. On Sunday, December 28th, 2003, the Archivist in charge of the collection went in to check on things and found water running through all three floors of the library, and draining directly into the room housing the Norby collection. An emergency response procedure was implemented, and the situation corrected that day. At this time, all but a few of the negatives had already been removed from the room, along with several boxes of mixed materials (photographs and negatives, commemorative newspapers) to begin initial processing. In this event, less than a third of the collection got any water on it at all, and of that, only 2-3% was actually soaked.

Those papers that received minimal exposure were laid out to dry that Sunday night. The rest were frozen, and processed (thawed and dried) by the end of the next weekend. While it is not accurate to claim 100% recovery (many papers show water stains), it is accurate to say that no material was discarded due to the damage, and that all of it is still usable. The collection has since been moved to another room, and the shelving that was due last fall has finally arrived for it and been assembled. The newspapers are currently being transferred to the new room and shelving as fast as they can safely be handled.

The current plan is to continue processing the collection and to make it available for public use as soon as possible. The incident with the water will not, I think, delay the project too much. In some ways it actually speeded things up - we have a much better idea of the content of the collection, and it has been organized into years with all copies in each group, rather than divided into the 'full run' and the 'duplicates'. The State Library has let us know that they would be interested in re-filming the papers as soon as a full set is ready, and that this will occur at no charge.

In addition, a grant application for processing materials to take care of the negatives has been submitted to the Mary Chilton DAR Foundation in Sioux Falls. Further funding will be sought as discussed as soon as specific items can be identified.

Technical Assistance

Staff and State and National preservation office personnel are primarily responsible for answering property owner tax project and eligibility questions, as well as conducting site visits at the request of the property owners. When state or national preservation office staff are in Brookings, as many site visits and consultations as possible are scheduled, to maximize benefits from the visit. Commissioners accompany the site visits, as observers and for their education, but do not offer tax project advice. Commissioners provide grant writing and application assistance, deliver Welcome Packets, and prepare and present briefings to the City Manager, elected officials, and other city officials.

The technical assistance services provided directly benefit local property owners by answering their preservation-related questions, providing alternative options if applicable, and affording them free, ongoing expert advice. Informed property owners are more likely to use all of their options in maintaining their own historic properties, frequently purchase and rehabilitate additional historic properties, and often let other historic property owners know of the services available, continuing the preservation cycle. In 2003, the following technical assistance services are provided:

- ❑ Served on the Brookings Downtown, Inc. Board of Directors (Commission)
- ❑ Researched possible funding sources (Commission/Staff)
- ❑ Assisted property owners on local, state and federal benefits (Staff)
- ❑ Facilitated and accompanied site visits with state and national preservation personnel and property owners to answer technical assistance questions (Staff)
- ❑ Facilitated securing preservation consultants for community projects (Commission/Staff)
- ❑ Prepared and delivered Welcome Packets for new owners of historic properties (prepared by Staff and delivered by Commission)
- ❑ Responded to realtor inquiries regarding tax benefits (Staff)
- ❑ Provided information on the revised Preservation Ordinance to East Central Board of Realtors (Commission/Staff)
- ❑ Provided materials and informational briefings to City Manager and other city officials (Commission/Staff)

Continuing Education

A. Attend mandatory annual state training sessions:

In 2003, there were three educational opportunities for Brookings Historic Preservation members. May 15-17, was the Preserve South Dakota Conference in Yankton.

The SHPO Update and Training Workshop was offered in Brookings on July 23. The workshop was led by Stephen Rogers, Lynda Schwann, and Joy Sears; all are from the State Historic Preservation Office in Pierre. Commission members learned about the National Historic Preservation Program, Federal 106 Review process, South Dakota State Preservation laws, and the role and responsibilities of Certified Local Governments and the Brookings Historic Preservation Commission. Also reviewed and discussed were incentives

and benefits of historic preservation, the history of the Brookings Historic Preservation Commission and the newly passed preservation ordinance.

On September 13, Preservation Commission members from Brookings and across eastern South Dakota met for CAMP—Commission Assistance and Mentoring Program. Leading the program were Pratt Cassity and Lisbeth Court Henning from the National Trust for Historic Preservation. This intensive daylong program was held at the Old Firehouse in Brookings. The primary areas covered were Community Goals and Preservation Planning, Legal Aspects, Making Design Review Work, and Identification and Designation. The commissioners were made aware of many useful resources and publications available to them. Among the publications that were given to participants are: Maintaining Community Character: How to Establish a Local Historic District, A Layperson's Guide to Historic Preservation Law, and Design Review in Historic Districts.

B. Ongoing professional and technical training through materials, video, etc.

C. Membership to preservation organization

- State Historical Society
- Preservation South Dakota
- National Trust for Historic Preservation
- National Main Street organization
- National Alliance of Preservation Commissions
- Preservation Law Forum

Funding:

Funding for grants to the BHPC comes from the Historic Preservation Fund (HPF), a Federal grants program appropriated by the U.S. Congress and administered by the National Park Service (NPS), which also provides financial support to State Historic Preservation Offices (SHPOs) and the National Trust for Historic Preservation.

Under the provisions of the National Historic Preservation Act of 1966, as amended, SHPOs are required to award at least 10% of their annual HPF monies to CLGs in their State. As a certified local government, Brookings is eligible to compete with other local governments for a portion of the state's preservation fund share on a matching basis. These funds are designed to supplement city programs, not sustain them. In FY 2003 the Brookings Historic Preservation Program received \$5,750 in federal money and \$3,500 from the City general fund.

GOALS & OBJECTIVES FOR 2004:

- Implement procedures to comply with the amended Brookings historic preservation ordinance.
- Continue to work with City Planning Commission and city officials to develop guidelines for preservation commission awareness in matters of zoning, building permits and timely notification.

- Serve as a conduit for state and national preservation entities to provide technical assistance and referral to property owners in the community.
- Continue public awareness campaign through a variety of projects to include newsletters, welcome packets, “Picture This” feature articles, exhibits, newspaper columns, radio segments and workshops.
- Continue to monitor potential changes with any historic resources within Brookings city limits, including the SDSU campus.
- Continue to pursue and develop effective communication with local, state and national preservation organizations.
- Propose city adoption of preservation-friendly building code such as the Uniform Code for Building Conservation (UCBC) or “Smart Codes” that include special provisions for rehabilitation of historic buildings.
- Pursue a collaborative, proactive relationship with SDSU to facilitate identification and preservation of SDSU’s historic resources.
- Continue to pursue the creation of a local revolving loan fund for historic preservation and participate in the decision making process of funding applications.

Brookings CLG Members

As outlined in certified local government requirements, two of the members are to be professionals from the disciplines of history, architectural history, architecture, archeology, planning, urban planning, American studies, American civilization, cultural geography, or cultural anthropology. At least three of the total membership must be non-professional members who represent a demonstrated interest, experience, or knowledge in historic preservation.

<u>Appointed</u>	<u>Member</u>	<u>Term Ends</u>
9/98	Gloria Kloster Historic Property Owner/Freelance Artist	1/2002 1/2002-1/2005
1/94	Pat Fishback Historic Property Owner, Chairperson	1/94-1/97 1/00-1/2003 1/2003-1/2006
1/97	Mark Kelsey Historic Property Owner/Contractor	1/2000 1/00-1/2003
1/2001	Mary Lou Berry Historic Property Owner	1/2004
4/2001	Diana Zwiag Historic Property Owner	1/2004*
5/2003	Jim Roden Historic Property Owner	1/2004**
1/2002	Carrie Lavarney Historic Property Owner/Museum Curator	1/2005
1/2002	Richard Pudwill (resigned 1/6/03)*	1/2005
5/2003	Stephen Van Buren Archivist	1/2005**
5/2003	Jim Talbert Retired	1/2005**
5/2003	Richard Shillander Historic Property Owner	1/2006**

Shari Thornes, City Clerk & Program Manager

* Completed unexpired term

**Appointed during Commission expansion from 7 to 10 members

Public Education Program

The Brookings Historic Preservation Commission is the city's official representative in the Certified Local Government program of the National Park Service. The primary purpose of the CLG is to inform, educate and involve the general citizens in historic preservation matters. This report outlines the methods in which the Brookings Historic Preservation Commission will meet this requirement.

Public Education

- A. The purpose of the program is to increase the historic preservation awareness, education, and involvement of all Brookings residents.
- B. A current public education program will be outlined in all funding applications of the Historic Preservation Commission.
- C. Each year, the Brookings CLG public education program will include the following:
 - 1) An annual report of the Brookings Historic Preservation Commission.
 - 2) An educational/informative preservation workshop for the general public.
 - 3) A public recognition of the preservation efforts of local citizens with the Mayor's Awards program.
 - 4) Printing and distribution of brochure(s) that describe the historic resources in Brookings.
 - 5) Media information about all activities of the Historic Preservation Commission.
 - 6) Information about the Brookings Historic Preservation Commission and its programs on the City of Brookings website.

Advisory Role

- A. To provide information on the historical significance of local cultural resources to the City Manager, City Council, County Commission, Planning Commission and other city boards and commissions.
- B. To promote the protection of endangered sites to local governmental bodies.
- C. To participate in planning processes of the City.

2004 Outreach Outline

The Brookings Historic Preservation Commission is committed to promoting the inspiration, pleasure and enrichment of the citizens of Brookings through the identification, documentation, preservation, promotion and development of the city's historical resources.

PURPOSE:

To Preserve, Promote and Develop the Historic Resources of the City

In 1989, the City of Brookings adopted a historic preservation ordinance, Ordinance 5-89, which established the Commission's purpose to allow the city to engage in a comprehensive program of historic preservation to promote the inspiration, pleasure and enrichment of the citizens of Brookings through the identification, documentation, preservation, promotion and development of the city's historic resources. Ordinance No. 09-03 amending the original ordinance was adopted by the City Council on April 22, 2003.

Mission Statement

The Brookings Historic Preservation Commission is committed to promoting the inspiration, pleasure and enrichment of the citizens of Brookings through the identification, documentation, preservation, promotion and development of the city's historic resources.

PROGRAMS AND SERVICES:

1. Historic Resources Recordation and Preservation

- A. National Register of Historic Places listings
 - Consider additional individual properties and districts for designation *
- B. National Register Computer Database
 - Expand as appropriate *
- C. Case report documentation as required by State on threatened properties
- D. Preservation Planning for the Norby Collection of historic newspapers and other documents
- E. Continued use of consultation services provided by local historian George Norby
- F. Photographic recordation

*(*if state funding allocation permits)*

This program consists of photographic, written and computerized recordation of historic sites and properties, completed primarily by commission members with assistance from volunteer community members and city staff. Larger documentation projects also involve professional consultants. As a long-term benefit, this program provides a permanent record of our community's resources for future generations. It also assists in research projects and future restoration projects. Former and current community residents and/or their relatives, future residents and generations, state and national archives, state and local elected officials, community leaders and organizations, and city officials all are served by this program.

The BHPC creates twelve "Picture This" newspaper column pieces (Commission/Staff); develops routes and assists with the script for the annual Preservation Week Walking Tour (Commission/Staff/

Community Volunteers); presents preservation-related information at community meetings, hearings and forums (Commission); and develops workshop programs (Commission/Staff).

This program has immediate benefits, as well as long term ramifications. When recordation is complete, accurate and in place, additional research is rarely needed when an inquiry comes in, allowing the Commission and staff to respond in a timely and helpful manner. Likewise, when positive preservation related articles and workshops are offered to the public, the benefits and tools of preservation can be offered in a free, user-friendly format.

2. **Historic Resources Promotion, Public Education and Advocacy**

A. Promotion of National Register Historic Districts and Properties

1) Commercial Historic District:

a) Continue involvement with Downtown Brookings, Inc.

- 1) Maintain liaison position on DBI Board of Directors (Commission)
- 2) Pursue position on DBI Design Committee (Commission/Staff)
- 3) Maintain Position on DBI Design Guidelines Subcommittee (Commission/Staff)
- 4) Maintain National Main Street Program membership

b) Update and reprint Walking Tour Brochure (Commission/Staff)*

2) University Residential Historic District

- Promote Walking Tour Brochure (Commission/Consultant/Staff)

3) Central Residential Historic District

4) Sexauer Seed Company Historic District

5) Individually Eligible Properties

- **At their request, assist owners of eligible properties in obtaining necessary documentation, and preparing applications (Commission/Staff)**

6) Potential Future Designations

- Update National Register nominations for the Central and Commercial Districts (State/Staff/Commission)
- Amend University District boundary to incorporate additional historic resources (State/Staff/Commission)
- Nominate additional properties within existing historic districts as they come of age (Homeowners/Commission/Staff)
- Provide workshops and educational opportunities on methods of restoring eligibility (Commission/Staff)

7) Threatened Properties

- If appropriate, nominate properties to the State or Federal "Places in Peril" list (Commission/Staff)
- Write "Speak Out" Columns (Commission Chair)
- Participate in public forums (Commission)
- When requested, provide information on grant possibilities, and assistance with application process (Commission/Staff)

B. Local Register Properties and Districts

- 1) Educate Commission members on Local Register ordinance requirements and process.
- 2) Develop internal procedures to respond to citizen-requested individual and district nominations to the local register.

- 3) Develop materials to educate the public on the Brookings Local Register Program.
- C. Community presentations (Commission)
- D. Workshops (one workshop per year is required) (Commission/Staff) *
- E. Annual Mayor's Awards for Historic Preservation (Commission/Mayor's Office/Staff)
- F. Preservation Week Activities*
- These activities vary slightly from year to year, depending upon the dates and theme selected by the National Trust, the activities that are fundable through the State Historic Preservation Office, and the availability of Commissioners and staff. Preservation week activities often spread over a full month and can involve the Mayor's Awards, a guided Walking Tour, Publicity Releases, Radio program participation, Mayoral Proclamation, Workshop, Photo Day/Week. (Commission/Staff)
- G. Walking Tour Brochures *
- Reprint and update existing brochures as supplies diminish
- H. Signage*
- Install new Commercial District historic plaques
 - Install new district street signage
 - Research tourism oriented signage on community entrance approaches
 - Assist with individually listed property plaques as requested (Commission/ Staff)
- I. Newsletter to historic property owners and the public (Commission/Staff)*
- J. Review Preservation Plan on an ongoing basis and report progress to City Manager
- K. Develop BHPC web pages on cityofbrookings.org site (Commission/Staff)
- L. Heritage Tourism
- Expand partnership with Convention and Visitor's Bureau, SDSU, SDSU Foundation, Downtown Brookings, Inc., Swiftel Center, BEDC, Convention Visitor's Bureau, and One-Stop Career Center (Commission)
- M. Photo Day (Staff/Ag Heritage Museum/Commission)
- N. Supplemental Funds Project to be determined when state criteria and priorities are established, generally March 2004 for June 2004 funds award. (Staff/Commission) *
- O. Welcome Packets (containing historic district information, tax incentives available, newsletter etc.) for new historic property owners (Hand delivered by Commission)
- P. Participation in the conduct of land use, urban renewal and other planning processes undertaken by the city.
- 1) City Planning Commission Interaction/Involvement
 - Continue to work with City Planning Commission and city officials to develop guidelines for Preservation Commission awareness in matters of zoning, building permits and notification.
 - 2) City Building Officials:
 - Research options, initiate dialogue, and if appropriate, propose city adoption of a preservation-friendly building code such as the Uniform Code for Building Conservation (UCBC) or "Smart Codes" that include special provisions for rehabilitation of historic buildings.
 - 3) SDSU Interaction and Involvement
 - Pursue a collaborative, proactive relationship with SDSU to facilitate identification and preservation of SDSU's historic resources. (Commission/Staff)
 - Work with SDSU and SDSU Foundation officials to discuss what infill is proposed for the gateway corner at 8th Street and Medary Avenue in the University Residential Historic District (Commission/Staff)

**if state funding allocation permits*

We anticipate the program goals will be accomplished as in the past year, with commission members attending community forums, providing educational presentations, participating in broadcasts promoting preservation related activities, writing a monthly "Picture This" column, submitting Speak Out columns on current preservation issues, developing and facilitating an annual Walking Tour, selecting the annual recipients of the Mayor's Awards for Historic Preservation and partnering with the Agricultural Heritage Museum for a photo day/week.

When local citizens and organizations are kept abreast of local preservation issues and opportunities, as well as state and national program availability, the community at large will benefit through revitalized neighborhoods and a proactive approach to long-term community preservation. A community that has attractive, well-maintained, diverse historic properties is a likely candidate for increased heritage tourism dollars.

While some activities are targeted to residents and owners within specific Historic Districts, others are presented to the entire community. An additional benefit occurs with the radio programs, newspaper articles, community presentations and walking tours.

The availability of a variety of relevant preservation related programs provides the commissioners and staff with the flexibility of multiple approaches when planning for and providing the historic promotional and educational opportunities required to fulfill their local and state preservation obligations.

3. Technical and Funding Resources:

- A. Advise property owners within Brookings city limits on local, state and federal benefits (Staff)
- B. When requested, advise property owners in the Brookings area on local, state and federal benefits and facilitate site visits with state personnel and property owners to answer technical assistance questions. (Staff)
- C. Accompany site visits with state preservation personnel and property owners to answer technical assistance questions (Staff)
- D. Facilitate securing preservation consultants for community projects (Commission)
- E. Provide Welcome Packets for new owners of historic properties (Commission)
- F. Respond to realtor inquiries regarding tax benefits (Staff)
- G. Disseminate material and provide ongoing updates to City Manager and other city officials (Commission/Staff)
- H. Work with Brookings Downtown, Inc. Board of Directors (Commission)
- I. Research possible funding sources (Commission)
- J. Continue to pursue the creation of a local revolving loan fund for historic preservation as identified in the 1999 Preservation Plan. Participate in the decision making process of funding applications.

Staff and State Historic Preservation Office personnel are primarily responsible for answering property owner tax project and eligibility questions, as well as conducting site visits at the request of historic property owners. Commissioners deliver Welcome Packets to new property owners, and prepare and present briefings to the City Manager, elected officials, and other city officials.

The technical assistance services directly benefit local property owners by answering their preservation-related questions, providing alternative options if applicable, and affording them ongoing expert advice. Informed property owners are more likely to use all of their options in maintaining their own historic properties, purchase and rehabilitate additional historic properties, and let other historic property owners know of the services available, thus promoting neighborhood stability.

4. Commission Development

- A. Attend mandatory annual state training sessions (Commission/Staff)
- B. Attend bi-annual National Alliance of Preservation Commissions Conference (Commission/Staff)*
- C. Participate in new member orientation process (Commission/Staff)
- D. Seek ongoing professional and technical training through professional publications, preservation related materials, video, etc. (Commission/Staff)
- E. Maintain enrollment as members of preservation organizations* (State Historical Society, Preserve SD, National Trust for Historic Preservation, National Main Street organization, National Alliance of Preservation Commissions, Preservation Law Forum). Seek ways to share professional journals and other materials with city officials, community attorneys and interested citizens. (Commission)
- F. Conduct training for commission members on amended historic preservation ordinance and the local register process.

**if state funding allocation permits*

The funding amount reflects an estimation of FY2004/2005 grant funds and remaining FY2003 grant funds. Programs funded with city funds will consist of the annual Mayor's Awards, historian services and research, general office supplies and postage, photographic recordation, travel and lodging to attend statewide meetings, photo week activities, guided tours, public workshops, newsletters, welcome packets, Picture This series, and other public education campaigns.

SOURCE OF FUNDS:

Amount	Source	Fiscal Year
\$3600	City Funds	January 1, 2004-Dec. 31, 2004
\$6300	2003/2004 State Allocation	June 1, 2003 to May 31, 2004
\$6300	2004/2005 State Allocation	June 1, 2004 to May 31, 2005

State Allocation funding criteria and priorities generally will be published in March 2004 with funding award in June 2004.

DEPARTMENTAL GOALS & RELATIONSHIP TO CITY GOALS AND VALUES:

City Ordinance 09-03: "...The Brookings Historic Preservation Commission is committed to promoting the inspiration, pleasure and enrichment of the citizens of Brookings through the identification, documentation, preservation, promotion and development of the city's historical resources..."

As a result of a community-based planning process, the Brookings Historic Preservation Plan was developed and subsequently adopted by the Brookings City Council on March 12, 2001. The Plan outlines a

proactive means of planning for our community's unique character and a means to protect, promote and develop our historic resources. It describes why preservation is important to Brookings, and identifies those elements of the built and natural environment which merit preservation, promotion and protection. Using the Plan as a proactive planning resource, the Preservation Commission members are able to consistently establish priorities before issues arise, efficiently and logically make use of volunteer time and city funds, expedite decision-making and listen attentively to citizens without speculation about grassroots opinions.

HIGHLIGHTS OF CURRENT YEAR'S OPERATIONS:

- Participated, along with Codington County, Vermillion and Yankton in a two year state-funded project to research and propose amendments to local Historic Preservation Ordinance. Amended Ordinance No. 09-03 was approved by Brookings City Council on April 22, 2003.
- Served as advocate for adaptive reuse of 1921 Middle School Structure (ongoing)
- Selected and presented 17th annual Mayor's Awards for Preservation
- Conducted annual Preservation Week Activities
- Responded to technical assistance/ tax project inquiries
- Conducted preliminary development of the University Residential Historic District walking tour brochure
- Purchased through grant funding new bronze historic designation signage for Commercial Historic District, and street signage for Commercial (correct terminology), Central, University and Sexauer Historic District boundaries
- Participated in a formal comment in an 11.1 review case report on the proposed modifications on the SDSU Woodbine Cottage

CAPITAL IMPROVEMENTS PLAN SUMMARY:

No capital expenditures relating to BHPC programs and services are planned in 2004 or 2005

UNMET NEEDS:

Identification of Archival storage space for Norby Collection

Statement of Goals & Objectives for 2004

Promote the Understanding that Preservation is Progress

GOALS & OBJECTIVES FOR 2004:

- Implement procedures to comply with the amended Brookings historic preservation ordinance.
- Continue to work with City Planning Commission and city officials to develop guidelines for preservation commission awareness in matters of zoning, building permits and timely notification.
- Serve as a conduit for state and national preservation entities to provide technical assistance and referral to property owners in the community.
- Continue public awareness campaign through a variety of projects to include newsletters, welcome packets, "Picture This" feature articles, exhibits, newspaper columns, radio segments and workshops.
- Continue to monitor potential changes with any historic resources within Brookings city limits, including the SDSU campus.
- Continue to pursue and develop effective communication with local, state and national preservation organizations.
- Propose city adoption of preservation-friendly building code such as the Uniform Code for Building Conservation (UCBC) or "Smart Codes" that include special provisions for rehabilitation of historic buildings.
- Pursue a collaborative, proactive relationship with SDSU to facilitate identification and preservation of SDSU's historic resources.
- Continue to pursue the creation of a local revolving loan fund for historic preservation and participate in the decision making process of funding applications.

Appendices

Brookings Historic Preservation Commission

City Hall, 311 Third Avenue
Post Office Box 270
Brookings, SD 57006
(605) 692-6281 phone
(605) 692-6907 fax
Pat Fishback, Chair
Mark Kelsey
Gloria Kloster
Mary Lou Berry
Diana Zwiig
Richard Pudwill
Carrie Larvarnway

Brookings Historic Preservation Commission

Thursday, January 9, 2003

4:00 p.m ~ City Hall Meeting Room

1. Call to Order.
2. Adoption of Agenda.
3. Approval of the December 5, 2002 minutes.
4. Schedule next meeting.
5. Calendar.
 - January 2 5:00 pm Board of Adjustment – Old Sanctuary Variance Request
 - January 6 Noon DBI – Design Review Committee
 - January 7 5:30 pm City Council Planning Session – BHPC Ordinance Review
 - January 7 Morning County Commission Meeting
6. Key Issues & Projects Updates:
 - A. SDSU Dean of Agriculture house on Medary Avenue (enclosure)
 - B. Brookings Historic Preservation Ordinance Project (enclosure)
 - C. University District Brochure Subcommittee Reports
 - D. Street Signage Project
7. Historic Districts and Properties Update:
 - A. Central Residential
 - 1) Brookings County Government Center
 - Deadwood Fund Grant Extension (enclosure)
 - B. Commercial District
 - 1) Downtown Brookings Inc.
 - Design Review Guidelines Subcommittee
 - C. University Residential District
 - 1) 720 Sixth Avenue, Historic “Niels Hansen House”
 - D. Sexauer Historic Seed District

- E. Eligible - Pending
 - 1) Old Sanctuary, former St. Thomas More Catholic Church (enclosure)
- F. Individual Listings:
 - 1) SDSU Administration Building
 - 2) SDSU Woodbine Cottage
- 8. Annual Review of the Brookings Historic Preservation Plan (bring plan).
- 9. 2002 Annual Reports:
 - A. State CLG Annual Report (enclosures)
 - 1) Update Public Education Program
 - 2) Identify 2003 Goals and Objectives
 - B. City Council Annual Report and Meeting
- 10. State 2003/2004 Funding Allocation Request.
- 11. Current areas of interest for preservation
 - A. Project Manager's report:
 - 1) Meeting with Lynda Schwan, new CLG Staff
 - 2) Legislative Updates
- 12. Nominating Committee Report.
- 13. Election of 2003 Officers.
- 14. Announcements/Correspondence
- 15. Adjournment

** Enclosures in the packet are in order of the agenda.

Mission Statement
The Brookings Historic Preservation Commission is committed to promoting the inspiration, pleasure and enrichment of the citizens of Brookings through the identification, documentation, preservation, promotion and development of the city's historical resources.

The City of Brookings is responsive to requests for communication aids and the need to provide appropriate access, and will provide alternative formats and accessible locations consistent with the Americans with Disabilities Act.”

Brookings Historic Preservation Commission

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Pat Fishback, Chair
Mark Kelsey
Gloria Kloster
Mary Lou Berry
Diana Zwieg
Carrie Lavarney

Brookings Historic Preservation Commission

Thursday, February 13, 2003

4:00 p.m ~ City Hall Meeting Room

1. Call to Order.
2. Adoption of Agenda.
3. Approval of the January 9, 2003 minutes.
4. Schedule next meeting.
5. Calendar.
 - February 10 City Council Planning Session
 - February 24 Historic Preservation 101 Workshop
 - March 4 City Council Planning Session
 - March 24 Annual Report Board Event
6. Presentation on proposed modifications to Woodbine Cottage, SDSU President's House, by Les Olive, SDSU Physical Plant (enclosures).
7. Brookings Historic Preservation Ordinance Project (enclosures).
8. Annual Review of the Brookings Historic Preservation Plan (bring plan).
9. Discussion and possible comment on SDCL 1-19B-11.1 Review on 726 Sixth Avenue (enclosure).
10. Non-profit organization subcommittee report.
11. University District brochure subcommittee reports.
12. Historic Districts and Properties Update:
 - A. Central Residential
 - 2) Brookings County Government Center
 - B. Commercial District
 - 1) Downtown Brookings Inc.
 - Design Review Guidelines Subcommittee
 - Historic Preservation 101 Workshop

- C. University Residential District
 - 1) 8th Street and Medary (enclosure)
 - D. Sexauer Historic Seed District
 - E. Eligible - Pending
 - 1) Old Sanctuary, former St. Thomas More Catholic Church
 - 2) SDSU District
 - F. Individual Listings:
13. 2002 Annual Reports.
 14. State 2003/2004 Funding Allocation Request.
 15. Current areas of interest for preservation
 - A. Project Manager's report:
 - 1) Meeting with Lynda Schwan, new CLG Staff
 - 2) Legislative Updates
 - 3) Commission vacancies status
 16. Announcements/Correspondence/Communications
 - Restoration & Renovation Exhibition and Conference, March 19-22 - Baltimore
 - Historic Preservation 101: A Workshop on Commercial Buildings - Feb. 24
 - Preservation Books List
 - Building Codes and Historic Preservation Rehabilitation Conference, March 13-14, Washington DC
 - Lesson Plan materials from SHPO dated January 27, 2003
 - National Preservation Awards
 - "The Window", Brookings County Historical Society
 - "Working on the Past in Local Historic Districts"
 - Preserve South Dakota, Winter 2003
 - National Alliance of Preservation Commissions materials
 - The Alliance Review, August 2002
 - Federal Historic Preservation Laws, US Dept of the Interior (available to check out)
 - MainStreet News, Dec. 2002
 - MainStreet News, Jan. 2003
 - Forum News, Jan/Feb 2003
 - Retired Teachers Presentation
 17. Adjournment

** Enclosures in the packet are in order of the agenda.

Mission Statement

The Brookings Historic Preservation Commission is committed to promoting the inspiration, pleasure and enrichment of the citizens of Brookings through the identification, documentation, preservation, promotion and development of the city's historical resources.

The City of Brookings is responsive to requests for communication aids and the need to provide appropriate access, and will provide alternative formats and accessible locations consistent with the Americans with Disabilities Act.”

Brookings Historic Preservation Commission
February 13, 2003 (amended)

A meeting of the Brookings Historic Preservation Commission was held on Thursday, February 13, 2003 at 4:00 p.m. in City Hall. Members present: Pat Fishback, Carrie Lavarney, Mary Lou Berry, Mark Kelsey, Diana Zwieg and Gloria Kloster. Shari Thornes, City Clerk, was also present.

Chairman Fishback called the meeting to order at 4:00 p.m. and made the following opening statement, "This is the Brookings Historic Preservation Commission, the BHPC is a commission of city government whose purpose is to promote the inspiration, pleasure and enrichment of the citizens of Brookings and to identify, document, preserve, promote and develop the historical resources of the city. The powers and responsibilities of the Commission are set forth in SDCL 1-19B and City Ordinance 5-89. The members of the commission are volunteers who are appointed by the mayor with the consent of the City Council. Biographies of our commission members are on file with the city clerk for public viewing."

Handouts:

- Comments from Mary Troutman Gates regarding the proposed ordinance amendments
- "Investing in Michigan's Future", an article pertaining to increased property values due to local districts
- Council Member Scott Munsterman's comments pertaining to the proposed ordinance amendments
- Frank Gilbert's remaining answers to City Council questions

Agenda. A motion was made by Kloster, seconded by Zwieg, to approve the agenda. All present voted yes; motion carried.

Minutes. A motion was made by Kloster, seconded by Lavarney, to approve the January 9, 2003 minutes as amended. All present voted yes; motion carried.

Schedule future meetings. Thursday, March 13th at 4:00 p.m.

Calendar:

- February 10 City Council Planning Session
- February 24 Historic Preservation 101 Workshop - 6 pm - Old City Hall
- March 4 City Council Planning Session
- March 24 Annual Report Board Event

Presentation on proposed modifications to Woodbine Cottage, SDSU President's House.

Les Olive, SDSU Physical Plant architect, gave a presentation to the BHPC on the modifications proposed for the SDSU President's House (Woodbine Cottage). It was noted that Woodbine Cottage is individually listed on the National Register of Historic Places. The primary reason for the proposed modifications is that the ongoing annual maintenance costs of the structure are beyond normal and typical. SDSU is considering replacement of various things to keep the house

easier to maintain. SDSU has proposed a complete upgrade of the exterior of the building to the South Dakota Board of Regents.

In Olive's research on the history of the house he discovered its design came from one the first plan books in the United States, the 1878 edition of the Palliser's American Cottage Homes. This document has been one of their guiding pieces in doing the work they are planning to do. He indicated that SDSU is also trying to obtain as many historic photos as possible.

Olive reviewed each of the following key areas on the proposed modifications:

1) **Windows.** Olive said that many of the home's 70 windows are inoperable from dry rot and swelling. They also leak cold air. A total replacement project of all 70 windows is planned. To mitigate their removal they plan to make the new windows as historically accurate as possible. There are no divided light style windows in the house except on the west addition. All others are double hung sash style. The new windows will be clad with vinyl on the exterior and wood on the interior. He demonstrated with an example at the meeting. The interior wood trim will remain. The new vinyl windows would be maintenance free. They will include screen windows and no storm windows. For energy conservation, the glass will be low e-solar, double glazing. The new windows will look the same as the old. The dimensions will be fractionally different. All are custom size windows. Other options that they may pursue include the two window areas in upper floor that don't meet the fire egress size specifications. To be code compliant they plan to raise the window headers on the window grouping the east side and widen the window grouping on the north side. Another issue is the west porch which was added in 1932 during the Pugsley era. These windows are custom casements that are hinged in the center. They have had nothing but problems with them. He has not found a manufacturer with a center hinged casement window and is reluctant to make a custom because the manufacturers won't give a guarantee of weather condition. They have problems with the top of the window being weather proof. The joint down the middle won't seal to keep out air. He noted that the porch is an historic addition. Two or three of the windows would have obscured glass (frosted) in bathroom windows.

Window Questions:

- Do you have cost estimates for repair of the windows rather than replacement? No.
- Standards allow for repair of current windows, replacement of window with in kind materials are allowed only if completely deteriorated. All windows can't be bad, how many are deteriorated? Approximately half the windows have problems. They have tried epoxy on the dry rot wood. They can't get the paint to adhere.
- Scott Peterson, Window Restorationist, successfully restored the Brookings Courthouse cupola windows. Has he been approached for this project? No, Larry Schuman, from the SDSU Physical Plant, has worked with the windows. He has 15 to 20 years experience from the Pipestore area.

- Which windows don't meet egress? What is their egress size? It was noted that city code allows smaller window openings than state code. Olive said they are obligated to follow the Uniform Building Code.
- The Secretary of the Interior Standards for Rehabilitation require repair over replacement with kind. Members expressed concern regarding the total replacement projects and said they would want to see pictures of the current condition of the windows.

2) **Roof.** Olive said the shingle style roof is 14 years old with a 20 year life and is not in great need of repair. However, this would be the perfect time to replace it before the new landscaping is installed. The original plan book recommends a slate roof; however, there is no evidence that Woodbine's roof had ever been slate. It appears to have been originally wood. It has had asphalt shingles for long time. He is currently investigating slate colored shingle-style tab asphalt shingles but did not have examples to show.

3) **Siding.** Olive said the existing wood clapboard siding requires 3 to 5 gallons of paint annually due to peeling. There is some evidence of rot. There is a vine covering the home's south side that is taking off the siding. They would like to reside the entire structure to save energy and insulate at the same time. The new material would look like the existing siding. They are considering using a modern cement composite called Hardie Board. It would lap in the same fashion as the existing siding. All trim including the scallops could be replicated. With this material the width of the trim boards could also be replicated. This material has more duration, is more expensive, and is more water proof. The new trim would be consistent with the existing patterns and widths, with the exception of the vertical pieces on the west porch and the garage. They would not be able to replicate their size with this material and plan to make them considerably smaller. Olive didn't know when the garage was built.

Siding Questions:

- Has SDSU tried removing the paint down to bare wood? Yes, it was stripped to bare wood in 1984.
- The paint adherence problem appears to be moisture related rather than surface preparation. Were vapor barriers installed with the insulation? No. The home has had substantial plaster repair.
- Are the porch and garage wide pilasters surfaced mounted? Yes.
- Why is cedar siding not an option? SDSU is still discussing it and cedar will be bid as an alternate. Cedar siding would require more preparation to paint.
- If cedar is selected, width of pilasters would no longer be an issue? Possibly not.
- What about the soffit fascia? It is not currently cedar material. They would replace it.

- How long has Hardie Board been in existence? We don't know that it lasts as long as wood.

4) **Exterior Paint.** Olive provided three exterior color scheme examples that the President is considering. The suggested colors were similar to those in the plan book's color chip chart. The home's exterior colors in the past have included all white and white with blue trim. It was also unpainted for a few years. It has been its current color since 1984. The following colors are under consideration:

- A) Dark olive drab with burnt red trim (Plan Book). Marvin Windows makes vinyl trim in matching red.
- B) Light green (Hillside District in Connecticut color palette recommendations)
- C) Yellow and blue (Hillside District in Connecticut color palette recommendations)

He indicated that he only brings this for information. This is the President's home and she gets to choose. It is her personal residence.

Paint Questions:

- Have you done a paint chip evaluation on it? No.
- It was noted that historic colors vary immensely from region to region. As the Queen Ann style migrated the colors didn't always travel with the style. Is there a historic color resource that is regional? No, he worked off the Palliser plan book.

5) **Landscaping.** They plan to replace all landscaping around immediate perimeter. The Buffalo junipers and vines will be removed.

6) **ADA.** He noted that the home is not currently accessible. They currently use a portable ramp for larger events. They want permanent accessibility. They are proposing the access the home from the front entrance on the south side of the existing porch by increasing the grade. The two basement windows on the southwest corner would be covered. With grade changes and landscaping it will only be an 18 inch elevation change which will not require handrails.

Accessibility Questions:

- Who were the consultants on the accessibility? Were people with disabilities consulted? No.
- Has SDSU consulted with the Brookings Committee for People who have Disabilities for design assistance? No.
- Would the basement windows be removed or covered? Removed.
- Would the windows be saved for future reinstallation? No.

7) **Exterior Doors.** Both the front and west entrance doors will be replaced with new doors that look exactly like it was.

Door Questions:

- Are the doors original? Yes. Why replace them?

Other Questions:

- Has a preservation architect or consultant been retained for this project? Ole Odeland from Holman Associates in Sioux Falls is the architect on the project.

Olive said the construction and bidding documents are proceeding. There is no specified time that the documents are going out. Construction is planned for this summer. It is estimated to be a six week project.

Brookings Historic Preservation Ordinance Project.

Members of the Commission met with the City Council on February 4th to review the status the project and respond to Council members' questions. The City Council asked 31 questions at their January 7th meeting. Responses to half of those questions were provided in February.

Follow-up action:

- Follow-up calls to the remaining reviewers is needed.
- Responses to the questions 16-31 need to be provided to the City Council.
- Mary Troutman Gates provided her comments on the document and additional comments in a cover letter. She recommended the city adopt the Uniform Conservation Building Code. Members agreed the BHPC should obtain a copy of Code.
- The City Attorney indicated that this ordinance would be referable. Clarification from the City Attorney is needed.
- Meeting with all reviewers that provided letters is needed.
- Kloster, Fishback, Thornes & Kelsey met with subcommittee of the Planning Commission. Justin Hyde, Mike Bartley, Dave Kurtz and Dan Hanson just prior to this BHPC meeting.
- Council Members Zeno Wicks III commented that the document is nebulous. The BHPC needs to know where it is nebulous. Fishback will contact Wicks.
- Members of the BHPC have been provided with all the citizen reviewer comments that are not duplicates.
- A subcommittee of Fishback, Thornes, Kelsey and Lavarney will review the citizen and consultant comments and make a recommendation on a revised document.
- Thornes and Fishback met with Steve Britzman, City Attorney, on February 4th to review questions.

Annual Review of the Brookings Historic Preservation Plan.

The BHPC reviewed the pages 65 to 86 of the Preservation Plan Action Plan. The plan is not currently available on the computer. Staff will type the action plan this year.

Discussion and possible comment on SDCL 1-19B-11.1 Review on 726 Sixth Avenue. The item was not discussed because the state has not sent a letter requesting comment.

Non-profit organization subcommittee report. No report.

University District brochure subcommittee reports. No report.

Central Residential Historic District Updates:

- **Brookings County Government Center.** The 1921 building area was rezoned as a Planned Development District (PDD) by the City. The PDD designation requires detailed plans for all aspects of the site including parking. The County Commission recently commissioned parking lot designs that did not conform to the PDD. BHPC members advised the developer of the PDD designation and discovered the Commission was not aware of this zoning designation. The BHPC may formally request that a BHPC member attend Brookings Economic Development Corporation meetings when the 1921 building is to be discussed.

Commercial Historic District Updates:

- **DBI Design Review Guidelines Subcommittee.** Fishback and Thornes reported the committee had met two times (January 6th and 27th). At the next meeting the committee will review information gathered by Prairie Partners for the downtown plan.
- **DBI Historic Preservation 101 Workshop.** Downtown Brookings Inc. is holding a workshop on Monday, February 24th, with Lynda Schwan and Joy Sears from the State Historic Preservation Office as the speakers.

University Residential Historic District Updates:

- **8th Street and Medary.** The BHPC reviewed a letter from the SHPO dated May 11, 2000 that indicates that any construction on the site is reviewable.

National Register Eligible/Pending Updates:

- **Old Sanctuary, former St. Thomas More Catholic Church.** The owners of the former St. Thomas More Catholic Church are interested in listing the property on the National Register. Thornes and SHPO staff will conduct a site visit on February 24th.
- **2) SDSU District.** The BHPC has requested background information regarding the rationale and background on a district nomination for SDSU.

2002 Annual Reports. The final report to the City Council is due March 24th.

State 2003/2004 Funding Allocation Request. No word on the status of funding or an application deadline.

Project Manager's Report:

- 1) Meeting with Lynda Schwan, new CLG Staff. The orientation with Schwan has been rescheduled to April.
- 2) Legislative Updates - None.

3) Commission vacancies status. Closing date to apply for a position on the BHPC is February 20th. Those interested need to obtain an application packet from the City Clerk.

Announcements/Correspondence/Communications

- Restoration & Renovation Exhibition and Conference, March 19-22 - Baltimore
- Historic Preservation 101: A Workshop on Commercial Buildings - Feb. 24
- Preservation Books List
- Building Codes and Historic Preservation Rehabilitation Conference, March 13-14, Washington DC
- Lesson Plan materials from SHPO dated January 27, 2003
- National Preservation Awards
- "The Window", Brookings County Historical Society
- "Working on the Past in Local Historic Districts"
- Preserve South Dakota, Winter 2003
- National Alliance of Preservation Commissions materials
- The Alliance Review, August 2002
- Federal Historic Preservation Laws, US Dept of the Interior (available to check out)
- MainStreet News, Dec. 2002
- MainStreet News, Jan. 2003
- Forum News, Jan/Feb 2003
- Presentation to retired teachers organization - February 28, 2003

Meeting adjourned at 7:20 p.m.

Submitted by Shari Thornes, Brookings City Clerk

Brookings Historic Preservation Commission

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Mark Kelsey
Gloria Kloster
Mary Lou Berry
Diana Zwieg
Carrie Lavarney

Brookings Historic Preservation Commission

Thursday, March 13, 2003

4:00 p.m ~ City Hall Meeting Room

1. Call to Order.
2. Adoption of Agenda.
3. Approval of the February 13, 2003 minutes.
4. Schedule next meeting.
5. Calendar.
 - March 24 Annual Meeting & Appreciation Night
 - March 25 Council Action Meeting
 - April 1st Council Planning Meeting
 - April 15th Council Action Meeting
 - April 22nd Council Action Meeting
 - April 29 DBI Annual Meeting, Cubbys
 - May 5-12 National Preservation Week - *Cities, Suburbs & Countryside*
 - May 16-17 Preservation Conference, Yankton
 - May 18-21 National Town Meeting on Main Street, Cincinnati, Ohio
 - Sept. 30-Oct 5 National Preservation Conference, Denver, Colorado
6. 2003/2004 Funding Allocation Request - March 31st deadline (enclosure).
7. 2002 Annual Reports - March 24th deadline.
8. Historic Preservation Ordinance Amendments.
9. Annual Review of the Brookings Historic Preservation Plan.
10. 2003 Mayor's Awards.
11. Preservation Week Activities:
 - A. Walking Tour/Workshop
 - B. Spring Newsletter
12. Discussion and comment on SDCL 1-19B-11.1 review of 726 6th Avenue (enclosure).
13. Historic Districts and Properties Update
 - A. *Central Residential Historic District*—National Register District:

1) 1921 Building

B. *Brookings Commercial Historic District* –National Register District :

1) Downtown Brookings Inc.

- Design Review Guidelines Subcommittee
- Report on Historic Preservation 101 Workshop

C. *University Residential Historic District* –National Register District:

1) 8th Street and Medary

2) University District Brochure

D. *Sexauer Seed Company Historic District* –National Register District.

E. Eligible – National Register Listing

1) SDSU (enclosure)

F. National Register Properties that are individually listed:

1) Woodbine Cottage proposed modifications

G. Pending – National Register Listing

1) Old Sanctuary

14. Current Areas of Interest for Preservation

A. Project Manager's Report

1) Commission vacancies status

2) Legislative updates

3) Picture This reminders

4) 2003 Preservation Conference Registration – May 16 & 17, Yankton

15. Announcements/Correspondence/Communications

- Maintaining Community Character: How to Establish a Local Historic District (information shared with City Council)
- Design Review in Historic Districts (information shared with City Council)
- MainStreet News, Feb 2003
- *Preservation*, March/April 2003 (check out)
- National Town Meeting on Main Street Conference, Cincinnati, May 18-21, 2003
- *Forum Journal: Cities, Suburbs & Countryside*, Winter 2003 (check out)
- National Preservation Conference 2003, Denver, Sept. 30-Oct. 5, 2003
- DBI Agenda, January & February 2003

16. Adjournment

** Enclosures in the packet are in order of the agenda.

Mission Statement

The Brookings Historic Preservation Commission is committed to promoting the inspiration, pleasure and enrichment of the citizens of Brookings through the identification, documentation, preservation, promotion and development of the city's historical resources.

The City of Brookings is responsive to requests for communication aids and the need to provide appropriate access, and will provide alternative formats and accessible locations consistent with the Americans with Disabilities Act.”

Brookings Historic Preservation Commission
March 13, 2003 (amended)

A meeting of the Brookings Historic Preservation Commission was held on Thursday, March 13, 2003 at 4:00 p.m. in City Hall. Members present: Pat Fishback, Carrie Lavarney, Gloria Kloster, Mark Kelsey. Diana Zwieg and Mary Lou Berry were absent. Shari Thornes, City Clerk, was also present.

Chairman Fishback called the meeting to order at 4:52 p.m. and made the following opening statement, *“This is the Brookings Historic Preservation Commission, the BHPC is a commission of city government whose purpose is to promote the inspiration, pleasure and enrichment of the citizens of Brookings and to identify, document, preserve, promote and develop the historical resources of the city. The powers and responsibilities of the Commission are set forth in SDCL 1-19B and City Ordinance 5-89. The members of the commission are volunteers who are appointed by the mayor with the consent of the City Council. Biographies of our commission members are on file with the city clerk for public viewing.”*

Handouts:

- ✓ Suggested modifications to the ordinance
- ✓ Correspondence from Jay Vogt dated March 11, 2003 pertaining to Woodbine Cottage
- ✓ The Alliance Review – Nov/Dec 2002 issue

Agenda. A motion was made by Kelsey, seconded by Lavarney, to approve the agenda. All present voted yes; motion carried.

Minutes. Several corrections were made to the February 13 minutes. A motion was made by Kloster, seconded by Kelsey, to approve the February 13, 2003 minutes as amended. All present voted yes; motion carried.

Schedule future meetings. Thursday, April 3rd at 4:00 p.m.

Calendar:

- March 24 Annual Meeting & Appreciation Night
- March 25 Council Action Meeting
- April 1st Council Planning Meeting
- April 15th Council Action Meeting
- April 22nd Council Action Meeting
- April 29 DBI Annual Meeting, Cubbys
- May 5-12 National Preservation Week – *Cities, Suburbs & Countryside*
- May 16-17 Preservation Conference, Yankton
- May 18-21 National Town Meeting on Main Street, Cincinnati, Ohio
- Sept. 30-Oct 5 National Preservation Conference, Denver, Colorado

2003/2004 Funding Allocation Request.

The deadline to apply for the 2003/2004 funding allocation is March 31. All qualifying CLGs will receive the \$2000 basic allocation. Additional funds are available from the supplemental fund. Suggested projects included the following:

- Coordinate with Preserve SD on the Preservation Camp as our workshop this year
- Commercial District plaque installation
- Revise and update the Central and Commercial National Register nominations
- Commission member development training by attending any of the following:
National Trust Annual Conference in Denver, Preservation Camp and the Annual Preserve SD workshop in Yankton
- Bring in a consultant for the promotion and development of a non-profit organization
- Update and enter the Brookings *Preservation Plan* into the computer

2002 Annual Reports.

The annual report to the state was due in January. Thornes has made a request to change the report deadline to February or March to coincide with the city annual report deadline. Thornes will prepare and submit the report prior to the funding application submission. The Commission asked Thornes to obtain other examples of reports in an effort to make improvements to our own.

The city annual report will be a shortened version of the state report and is due on March 24th.

Historic Preservation Ordinance Amendments.

The subcommittee is currently reviewing Frank Gilbert's reply to the remaining City Council questions and the individual questions posed by City Council member Scott Munsterman. The responses will need to be sent to the Council as soon as possible.

The subcommittee is investigating the 45 day limit on certificates of appropriateness. There isn't anything in state law about a time limit.

The subcommittee is incorporating the suggestions made by consultant and citizen reviewers.

Because the document has changed, it will need to go back before the City Council at a planning meeting. The agenda packet should include the current ordinance, new ordinance with clean read, and a bulleted list of changes.

Fishback and Thornes will be meeting with the City Attorney on March 21st to review the changes.

Annual Review of the Brookings Historic Preservation Plan. This item was postponed.

2003 Mayor's Awards.

A press release will be issued on March 14th. The BHPC will review and act on all nominations. The presentations are tentatively scheduled for the May 13th City Council meeting. It was noted that this is a 2003/2004 funding project.

Preservation Week Activities: May 5th to 12th - *Cities, Countrysides & Suburbs*

Walking Tour/Workshop

In accordance with the state funding allocation, the BHPC is to host a guided tour of a historic Brookings district in celebration of National Preservation Week 2003. The members suggested holding this year's tour at the Sexauer Seed Company Historic District. Fishback will contact property owner Janice Fergen.

Spring Newsletter

In accordance with the state funding application, the BHPC is to produce the *Brookings Preservationist* Newsletter to inform historic district property owners about current local and regional preservation issues and events. Issues will either be distributed by direct mail to the property owners in the three historic districts or through a local newspaper insert.

Discussion and comment on SDCL 1-19B-11.1 review of 726 6th Avenue.

Teen Challenge of the Dakotas, Inc., owner of 720 and 726 6th Avenue, applied for a demolition permit for the house located at 726 6th Avenue in the University Residential Historic District. The house at 720 6th Avenue serves as the parsonage for the Center. They wish to remove the house at 726 6th Avenue in order to provide additional space for a future addition to the north side of the parsonage. Please note that the garage located at 726 6th Avenue was removed on January 16, 2003 without obtaining a demolition permit. The structure is a contributing property in the Brookings University Residential Historic District. BHPC staff met with Mr. Mike Gilmartin, Teen Challenge pastor, on January 17, 2003 and he was advised that the demolition of this structure is subject to review under SDCL 1-19A-11.1.

The State Historic Preservation Office responded on February 25, 2003 with the following statement: *Demolition of this property that contributes to the historic significance of the district would clearly have an adverse effect on the Historic District. It is the determination of the State Historic Preservation Office (SHPO), a division of the Office of History, that there are no feasible alternatives and that planning to minimize harm to the historic resources has been undertaken through photographic documentation, provided the BHPC agrees with this determination.*

Thornes said the owner is willing to meet with preservation representatives regarding the design of the addition on 720 6th Avenue. Kelsey volunteered to contact the owner.

A motion was made by Kelsey, seconded by Kloster, that the BHPC agree with the SHPO that demolition of this property that contributes to the historic significance of the district would clearly have an adverse effect on the Historic District; however, there are no feasible alternatives and that planning to minimize harm to the historic resources has been undertaken through photographic documentation. Further, the BHPC is very concerned about the design of the addition for 720 6th

Avenue and the Commission looks forward to working with the owners on the addition design. All present voted yes; motion carried.

Central Residential Historic District–National Register District:

1921 Building. The developer is moving ahead with the project and is checking on whether the HUD grant is available to him.

Brookings Commercial Historic District –National Register District :

Downtown Brookings Inc. - Design Review Guidelines Subcommittee. The subcommittee is in the process of taking pictures of all building facades and alleys. They are also looking for the pictures that were taken by Prairie partners for the Downtown improvement project and any historical photos available. The subcommittee will talk about the draft guideline categories at their next meeting.

University Residential Historic District –National Register District:

8th Street and Medary. The BHPC asked Thornes to contact city staff for an update on the project.

Eligible – National Register Listing

SDSU District. Lynda Schwan, SHPO staff, provided the following information. “A nomination was started in 1991 by our office after the demolition of a barn on campus. For whatever reason, it was shelved. This summer, we were contacted by a professor in the Department of Ag who wanted to fix up the brick barn. She was told it was not listed and would have to get listed as a condition of the grant. We have not heard from her since. Our intern this past summer, started researching the history of SDSU with the thought that he and a staff member would finally pick up the 1991 nomination and finish it. It is currently in a draft form circulating through our staff for review. According to what I have read, no members of the University staff has been contacted about this nomination. Here is how the SHPO proposes to handle the situation: Because the Brookings HPC feels out of the loop and with our recent problems at SDSU, we are going to put the nomination on hold again. We don't want this nomination to appear to be in retaliation for the demolition of the Dean of Agriculture's house. Nevertheless, we would like to take steps to restart the process with State University and the local HPC. We would like to approach SDSU with the local HPC support and request that an intensive level survey of the campus be conducted. Once that has been completed, we will update the draft nomination to reflect what the survey found. This is not a project that we plan to just jump into. I want to take our time, working with both the HPC and University.”

The BHPC members asked to find out how and when the SHPO would approach SDSU about a nomination.

National Register Properties that are individually listed:

Woodbine Cottage proposed modifications. Stephen Rogers, SHPO staff, asked for input from the BHPC regarding the 11.1 Review process on the Woodbine Cottage modification. He indicated that the SHPO can require SDSU to hold a public hearing. He asked if the BHPC thought a public meeting should be held. Yes. He further asked if they thought the SHPO should obtain comments from State Historical Society Board of Trustees. Yes. The Office of History can specify the number of days the local commission has to review the case report (up to 180 days). He asked how long the BHPC would require to review the report. 90 days.

The State plans to send a follow-up letter to SDSU informing them of the public meeting requirement, the review by the Board of Trustees and the BHPC's case report review period.

Pending – National Register Listing

Old Sanctuary. SHPO staff are working with the owners on a National Register nomination of the building.

Announcements/Correspondence/Communications

- Maintaining Community Character: How to Establish a Local Historic District (information shared with City Council)
- Design Review in Historic Districts (information shared with City Council)
- MainStreet News, Feb 2003
- *Preservation*, March/April 2003 (check out)
- National Town Meeting on Main Street Conference, Cincinnati, May 18-21, 2003
- *Forum Journal: Cities, Suburbs & Countryside*, Winter 2003 (check out)
- National Preservation Conference 2003, Denver, Sept. 30-Oct. 5, 2003
- DBI Agenda, January & February 2003

Meeting adjourned at 6:31 p.m.

Submitted by Shari Thornes, Brookings City Clerk

Brookings Historic Preservation Commission

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Carrie Lavarnway

Brookings Historic Preservation Commission

Thursday, April 3, 2003

4:00 p.m ~ City Hall Meeting Room

1. Call to Order.
2. Adoption of Agenda.
3. Approval of the March 13, 2003 minutes.
4. Schedule next meeting.
5. Calendar.
 - April 1st Council Planning Meeting
 - April 15th Council Action Meeting
 - April 22nd Council Action Meeting
 - April 29 DBI Annual Meeting, Cubbys
 - May 5-12 National Preservation Week - *Cities, Suburbs & Countryside*
 - May 13 Mayor's Awards for Historic Preservation
 - May 16-17 Preservation Conference, Yankton
 - May 18-21 National Town Meeting on Main Street, Cincinnati, Ohio
 - Sept. 30-Oct 5 National Preservation Conference, Denver, Colorado
6. 2003/2004 Funding Allocation Request.
7. Annual Review of the Brookings Historic Preservation Plan.
8. Mayor's Awards for Historic Preservation, May 13, 2003.
9. Preservation Week Activities:
 - A. Walking Tour/Workshop
 - B. Spring Newsletter
10. 2004 City Budget Narrative.
11. Historic Preservation Ordinance Amendments (enclosures).
12. Commercial Historic District Plaques.
13. Street Signage Project.
14. University Historic District Brochure.

15. Historic Districts and Properties Update
 - A. *Central Residential Historic District*—National Register District:
 - 1) 1921 Building
 - B. *Brookings Commercial Historic District* –National Register District :
 - 1) Downtown Brookings Inc.
 - Design Review Guidelines Subcommittee
 - Annual Fund Drive
 - Annual Meeting, April 29, Cubby’s
 - C. *University Residential Historic District* –National Register District:
 - 1) 8th Street and Medary
 - D. *Sexauer Seed Company Historic District* –National Register District.
 - E. National Register Properties that are individually listed:
 - 1) Woodbine Cottage proposed modifications (enclosure)
16. Current Areas of Interest for Preservation
 - A. Project Manager’s Report
 - 1) Commission vacancies status
 - 2) *Picture This* reminders
 - 3) Annual Report
 - 4) 2003 Preservation Conference Registration – May 16 & 17, Yankton
17. Announcements/Correspondence/Communications
18. Adjournment

** Enclosures in the packet are in order of the agenda.

Mission Statement

The Brookings Historic Preservation Commission is committed to promoting the inspiration, pleasure and enrichment of the citizens of Brookings through the identification, documentation, preservation, promotion and development of the city’s historical resources.

The City of Brookings is responsive to requests for communication aids and the need to provide appropriate access, and will provide alternative formats and accessible locations consistent with the Americans with Disabilities Act.”

Brookings Historic Preservation Commission
Thursday, April 3, 2003 (amended)

A meeting of the Brookings Historic Preservation Commission was held on Thursday, April 3, 2003 at 4:00 p.m. in City Hall. Members present: Pat Fishback, Gloria Kloster, Mark Kelsey, and Mary Lou Berry. Carrie Lavarney and Diana Zwieg were absent. Shari Thornes, City Clerk, was also present.

Chairman Fishback called the meeting to order and made the following opening statement, *"This is the Brookings Historic Preservation Commission, the BHPC is a commission of city government whose purpose is to promote the inspiration, pleasure and enrichment of the citizens of Brookings and to identify, document, preserve, promote and develop the historical resources of the city. The powers and responsibilities of the Commission are set forth in SDCL 1-19B and City Ordinance 09-03. The members of the commission are volunteers who are appointed by the mayor with the consent of the City Council. Biographies of our commission members are on file with the city clerk for public viewing."*

Handouts:

- ✓ Suggested modifications to the ordinance
- ✓ 2002-2003 Catalog
- ✓ Letter to Jay Vogt - 623 Medary Avenue
- ✓ Letter from Jay Vogt regarding 623 Medary Avenue
- ✓ 2003 funding application
- ✓ city budget calendar
- ✓ 2002 annual report to city

Agenda. Creation of nominating committee and discussion and comment on an 11.1 review for 623 Medary Avenue were added to the agenda. A motion was made by Kloster, seconded by Berry, to approve the agenda as amended. All present voted yes; motion carried.

Minutes. Corrections were made to the March minutes. A motion was made by Kelsey, seconded by Kloster, to approve the March 13, 2003 minutes as amended. All present voted yes; motion carried.

Schedule future meetings. Thursday, May 1st at 4:00 p.m.

Calendar/Announcements/Correspondence:

✚ **125th Brookings' anniversary** - On April 3, 2003 at 7:00 p.m. a planning meeting will be held for the 125th anniversary celebration. Doris Roden, DBI, Deb Garbers, CVB, and Diane Ammann are initiating the discussion. The Brookings Preservation Plan has a section with ideas for the anniversary event. The Commission should designate a BHPC representative to serve on the committee. Fishback will ask Lavarney.

✚ **Railroad Depot** - 2004 is the 100th year of railroad depot. The BHPC will contact Tom Coughlin, Depot Radio general manager, to offer to assist in the celebration. The BHPC

could feature the depot for “Picture This”. A re-release the depot poster during preservation week was also suggested.

✚ The St. Thomas More parish is celebrating its 100th anniversary.

- April 1st Council Planning Meeting
- April 15th Council Action Meeting
- April 22nd Council Action Meeting
- April 29 DBI Annual Meeting, Cubbys
- May 5-12 National Preservation Week – *Cities, Suburbs & Countryside*
- May 13 Mayor’s Awards for Historic Preservation
- May 16-17 Preservation Conference, Yankton
- May 18-21 National Town Meeting on Main Street, Cincinnati, Ohio
- Sept. 30-Oct 5 National Preservation Conference, Denver, Colorado

2003/2004 Funding Allocation Request. A motion was made by Kloster, seconded by Berry, to approve the funding application for the 2003/2004 funding cycle. All present voted yes; motion carried.

Annual Review of the Brookings Historic Preservation Plan. Review was tabled until the new members could be present.

Mayor’s Awards for Historic Preservation, May 13, 2003.

✚ Presentation – Fishback and Thornes will meet with Mayor-elect Munsterman to brief him on the presentation protocol.

✚ The following Mayor’s Awards nominations were made. The Commission was asked to review the nominations and vote via email not later than April 11th

1. Courthouse Cupola Windows (overall restoration)
2. 821 & 825 9th Street – (rehabbing deteriorated student housing)
3. 928 7th Avenue (infill – new garage)
4. 203 5th Street (infill – new garage)
5. Old Job Service building on the southwest corner of 7th Street and 5th Avenue as infill.
6. Old Sanctuary (adaptive reuse)
7. Methodist Church (sympathetic addition)

✚ The following nominations were discussed, however were determined to be in the category of “maintenance” or “uncompleted” and could not be considered at this time.

- Removal of slip cover on Coast to Coast building
- 315 5th Street for tuck pointing (maintenance)
- 317 4th Street for painting (maintenance)
- 501 3rd Street for painting (maintenance)

- 301 Main Avenue and the former Duff's Tire Shop for tuck pointing (maintenance)
- 627 Medary Avenue (uncompleted)
- 824 4th Street (uncompleted)

Preservation Week Activities:

✚ **Walking Tour/Workshop.** Fishback contacted property owner Janice Fergen prior to coordinate the event. A subcommittee of Berry, Lavarney and Zwiig will work on the arrangements for the walking tour of the Sexauer Seed Company Historic District. Lavarney is trying to secure the "Skyscrapers of the Prairie" grain elevator exhibit to use at the public library and the tour. Janice Fergen, owner, has photos to use for the exhibit and some old seed bags to give away. Suggested dates included May 4th, May 10th, May 18th or a Thursday evening. The subcommittee will need to check with Janice Fergen on her availability. Kloster offered to provide baked goods for the event.

✚ **Newsletter:** Deadline to email articles to Thornes will be April 28th. The following topics were suggested and assignments made:

- Mayor's Awards (Gloria)
- Public Education about Demolition & Moving (11.1 Review) - (Mark)
- Historic Plantings (Gloria)
- Welcome Packet Advertisement (Gloria)
- New ordinance (Pat)
- New members (Pat)
- 1921 building (Pat)

Fillers:

- ✚ Yankton workshop
- ✚ National Preservation Week information (message from Richard Moe, press suggestions)
- ✚ Spring historic house maintenance tips

Deadlines:

- ✚ Monday, April 28th Email articles to Shari
- ✚ Tuesday, April 29th Text to printer
- ✚ Wednesday, April 30th Proof
- ✚ Wed., May 7th Insert in newspaper

2004 City Budget Narrative.

The subcommittee of Fishback, Thornes, Kloster and Kelsey will need to meet in May. Final action must be done by June 7th.

Historic Preservation Ordinance Amendments.

The ordinance is scheduled for City Council action at their April 15th and 22nd meetings. Fishback has individually met with Council members Munsterman and Wicks to respond to questions. She hopes to also meet with other Council members who have questions.

Nominating Committee – Vice Chairman. A nominating committee of Kloster and Kelsey will make a recommendation at the May meeting.

Historic Districts and Properties Update

Central Residential Historic District–National Register District:

- ✚ **1921 Building.** The developer is working with HUD office and our congressional members to determine if this project is still eligible for the HUD grant.

Brookings Commercial Historic District –National Register District:

- ✚ **Downtown Brookings Inc.:**
 - The Design Review Guidelines Subcommittee is in the process of taking photographs of downtown to identify key features.
 - The DBI is kicking off their Annual Fund Drive
 - The DBI Annual Meeting will be on April 29th at Cubby’s with Kent Burns as the keynote speaker

University Residential Historic District –National Register District:

- ✚ **8th Street and Medary.** It was noted that large trees were being removed from the site. There has been no contact with city offices regarding this project. The BHPC should be in contact with Foundation to advise that further demotion would require a review. The State Office still needs to advise if the new construction at this location is reviewable under 11.1 law.

- ✚ **623 Medary Avenue.** The owners of 623 Medary Avenue wish to demolish the existing garage at the rear of the property and replace it with a new structure. The existing structure is 24’ x 24’ in size and is listing as non-contributing in the district. The new structure would be 26’ x 36’ in size. Its siding, trim and roof material would match the existing house. Motion was made by Kelsey, seconded by Berry, to make the following comment: *“While the Brookings Historic Preservation Commission feels that the loss of any original structure in an historic district is always detrimental to the historic integrity of that district, a replacement consistent with the historical character of the neighborhood would not have negative effect on the Brookings University Residential Historic District. We have found structures such as this can be reused by the public and there is an indicated interest in these resources. While it doesn’t preserve the integrity of the site, it allows for the continued life and reuse of the structure and saves the materials from filling our landfill.”* All present voted yes; motion carried.

- ✚ **720 6th Avenue.** Kelsey has been in contact with the owners of this property regarding the design of a proposed addition to the north. They do not currently have specific design plans or a timeframe.

Individually Listed National Register Properties:

- ✚ **Woodbine Cottage proposed modifications.** The SHPO has directed the University to hold a public hearing to obtain comments on the project. Les Olive, SDSU Physical Plant Architect, has requested assistance in arranging for a public meeting. The hearing is tentatively scheduled for Monday, April 21st at 7:00 p.m. in the public library. The BHPC's role will be to review and comment on the final case report. Those comments will be submitted to the State Historic Preservation Office.

Current Areas of Interest for Preservation

- ✚ Project Manager's Report
 - Commission Vacancies Status - Mayor Herriott will make appointments to the Commission on April 22nd.
 - *Picture This* reminders - Thornes suggested the Commission feature the Sexauer Seed complex as the May Picture This.
 - Annual Report - The city and state annual reports have been submitted to the appropriate parties.
 - 2003 Preservation Conference Registration - May 16 & 17, Yankton - Deadline to register is April 15th.
 - 316 8th Avenue is being moved to 925 First Avenue. The project has already been reviewed under state law.

Meeting adjourned at 6:30 p.m.

Submitted by Shari Thornes, Brookings City Clerk

Brookings Historic Preservation Commission

City Hall, 311 Third Avenue
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Brookings, SD 57006
(605) 692-6281 phone
(605) 692-6907 fax
Pat Fishback, Chair
Mark Kelsey
Gloria Kloster
Mary Lou Berry
Diana Zwieg
Carrie Lavarney
Richard Shillander
Stephen Van Buren
James Talbert
James Roden

Brookings Historic Preservation Commission

Thursday, May 1, 2003

4:00 p.m ~ City Hall Meeting Room

1. Call to Order.
2. Welcome to new members!
3. Adoption of Agenda.
4. Approval of the April 3, 2003 minutes.
5. Calendar.
 - April 29 DBI Annual Meeting - Cubby's
 - May 5-12 National Preservation Week - *Cities, Suburbs & Countryside*
 - May 8 Sexauer Seed District Walking Tour (tentative)
 - May 13 Mayor's Awards for Historic Preservation
 - May 16-17 Preservation Conference, Yankton
 - May 18-21 National Town Meeting on Main Street, Cincinnati, Ohio
 - Sept. 13 Preservation Camp/CLG Workshop - Brookings
 - Sept. 30-Oct 5 National Preservation Conference, Denver, Colorado
6. Update Woodbine Cottage SDCL 1-19B-11.1 Review Process (enclosures).
7. Schedule future meetings:
 - A. Special BHPC Orientation/Update Meeting
 - B. Next Regular Meeting
8. Official comment on the Ivan Cobel House, 727 Main Avenue, National Register Nomination (enclosure).
9. Preservation Week Activities:
 - A. Walking Tour/Workshop
 - B. Spring Newsletter
 - C. Mayor's Awards Presentation
10. Revised Historic Preservation Ordinance 09-03.
11. 2004 City Budget Narrative.

12. Street Signage Project.
13. University Historic District Brochure.
14. Historic Districts and Properties Update
 - A. *Central Residential Historic District*—National Register District:
 - 1) 1921 Building
 - B. *Brookings Commercial Historic District* –National Register District:
 - 1) Downtown Brookings Inc.
 - Design Review Guidelines Subcommittee
 - Annual Fund Drive
 - Annual Meeting, April 29, Cubby’s
 - C. *University Residential Historic District* –National Register District:
 - D. *Sexauer Seed Company Historic District* –National Register District.
15. Nominating Committee Report for the position of Vice Chairman.
16. Current Areas of Interest for Preservation
 - A. Project Manager’s Report
 - 1) Update on 2003/2004 funding allocation request.
 - 2) *Picture This* assignments
 - 3) 2003 Preservation Conference Registration – May 16 & 17, Yankton
17. Announcements/Correspondence/Communications
 -  Preserve South Dakota, Spring 2003
 -  DBI Agenda, April 2003
 -  *The Window*, Brookings County Historical Society April 2003 Newsletter
18. Adjournment

** Enclosures in the packet are in order of the agenda.

Mission Statement

The Brookings Historic Preservation Commission is committed to promoting the inspiration, pleasure and enrichment of the citizens of Brookings through the identification, documentation, preservation, promotion and development of the city’s historical resources.

The City of Brookings is responsive to requests for communication aids and the need to provide appropriate access, and will provide alternative formats and accessible locations consistent with the Americans with Disabilities Act.”

Brookings Historic Preservation Commission
Thursday, May 1, 2003
(amended)

A meeting of the Brookings Historic Preservation Commission was held on Thursday, May 1, 2003 at 4:00 p.m. in City Hall. Members present: Pat Fishback, Gloria Kloster, Mark Kelsey, Carrie Lavarney, Diana Zwieg, Richard Shillander, Stephen Van Buren, Jim Talbert, and Jim Roden. Mary Lou Berry was absent. Shari Thornes, City Clerk, was also present.

Chairman Fishback called the meeting to order and made the following opening statement, “*This is the Brookings Historic Preservation Commission, the BHPC is a commission of city government whose purpose is to promote the inspiration, pleasure and enrichment of the citizens of Brookings and to identify, document, preserve, promote and develop the historical resources of the city. The powers and responsibilities of the Commission are set forth in SDCL 1-19B and City Ordinance 09-03. The members of the commission are volunteers who are appointed by the mayor with the consent of the City Council. Biographies of our commission members are on file with the city clerk for public viewing.*”

Handouts:

-  Secretary of Interior Standards
-  Amended February 13, 2003 minutes pertaining to Woodbine Cottage

Agenda. Discussion regarding the Oslo Lutheran Church was added to the agenda. A motion was made by Zwieg, seconded by Kloster, to approve the agenda as amended. All present voted yes; motion carried.

Minutes. A motion was made by Zwieg, seconded by Lavarney, to approve the April 3, 2003 minutes as amended. All present voted yes; motion carried.

Woodbine Cottage Case Report. Les Olive, SDSU Physical Plant Architect, had requested time on the BHPC February 13th agenda and attended that meeting to provide information about proposed modifications about Woodbine Cottage. The amended minutes of the February 13th meeting were distributed to the members. The proposed replacement of windows and siding were the BHPC’s primary concerns. The issue on this property is whether or not the proposed modifications meet the Secretary of Interior Standards for Rehabilitation. The same materials were sent to the SHPO. At that time it appeared that the proposed modifications would be extensive and the SHPO would probably request a case report and they did. In March the BHPC received notification that the SHPO was requiring SDSU conduct a public hearing, request comment from the BHPC and comment from the State Board of Trustees for the State Historical Society.

Thornes assisted Olive in the arrangements for a public meeting which was held on April 21st in the Brookings Public Library. Earlier that day Stephen Rogers and Lynda Schwan, SHPO staff, conducted a site visit at Woodbine Cottage and examined the outside and the interior windows. They also attended the public hearing. Rogers provided background information on the state law

and reported that the State Board of Trustees had met and agreed with the SHPO that the modifications would have an adverse effect on the property. It is now SDSU's duty to tabulate the public comments and include in the case report. A final case report will be provided to the BHPC for comment.

Copies of the Secretary of Interior Standards have been provided to Dr. Reger and Dean Kattelmann of SDSU. Fishback and Thornes met with President Miller and Dr. Reger prior to the meeting. The case report is not available yet. The BHPC will have 90 days from the receipt of the case report to review and provide official comment. The preliminary case report was made available at SDSU, City Hall and the State Office. The final report should include the public comment and sometimes contains modifications to the preliminary report.

Talbert asked if there were any limitations on what the administration can do? Are they prohibited from going forward with construction plans? State law specifies a process because it is on the National Register of Historic Places and because it is owned by the State. Are their plans to begin construction for mid-May scrapped? If they were follow the state law, there would need to be a few things happen before mid-May.

Shillander asked about the number commenting at the public hearing. There were approximately 30 people in attendance. Most of the people were concerned about proposed changes. Everyone that spoke was either opposed or had concerns.

Once in receipt of the case report, the BHPC will need to visit the property to examine the conditions of the siding and windows. That permission has been granted for the BHPC to go on the property.

Kelsey commented that the final decision will be based on public perception. He clarified that the BHPC is not an advocate group and must follow procedures in this matter.

Fishback noted that SDSU has a concern about moisture issues. Staff has provided grant information to SDSU that could potentially pay for moisture testing.

Potential site visit dates: May 15th or 29th early or late in the day.

Ivan Cobel House. A motion was made by Kloster, seconded by Kelsey, stating the BHPC concurs with the National Register nomination of the Ivan Cobel house and recommends approval at the next available State Board of Trustees review meeting. All voted yes; Roden abstained. Motion carried.

Preservation Week Activities – Cities, Suburbs, & Countrysides – May 5-12

1. **Walking Tour/Workshop – Sexauer Seed Company Historic District.** The following press release on the event was prepared:

Sexauer Seed Company Historic District
Walking Tour & Elevator Exhibit
Thursday, May 8th ~ ~ 5:30 p.m.
1st Street & Main Avenue (south of tracks)

Join us for a guided walking tour in honor of National Historic Preservation Week and to celebrate Brookings' newest historic district - the Sexauer Seed Co. Historic District which was listed on the National Register of Historic Places on July 20, 2001. The Brookings Historic Preservation Commission will host a guided walking tour of the elevator, seed plant, store, and old & "new" warehouses. Grab your tennis shoes and meet us by the "tent" near the elevator. The tour will begin at 5:30 p.m. Refreshments will follow. The "Skyscrapers of the Prairies" elevator exhibit sponsored by the SD Humanities Council will also be on display. In the event of inclement weather, the Walk will not be rescheduled. Please note that the exhibit display is accessible; however, portions of this tour include climbing of stairs and narrow walkways.

2. **Spring Newsletter.** The annual *Brookings Preservationist* newsletter will be distributed in the May 7th Brookings Register. Topics will include the 1921 building update, the Mayor's Awards, State preservation workshop, new BHPC members, a public education piece on moving/demolition permits in historic districts, historic plantings, a welcome packet advertisement, and an update on the ordinance project.

3. **Mayor's Awards Presentation.** The following awards will be presented on May 13th by Mayor Munsterman:

- *Brookings County Commission, 314 6th Avenue, Courthouse Cupola Windows - "Overall Restoration"*
- *Craig & Kathy Kreyger, 821 & 825 9th Street, "Rehabilitation of Student Housing"*
- *Brian & Lynn Darnall, 203 5th Street, "Infill Design - Garage"*
- *Mike Reisetter, Dakota Abstract & Title Company, 627 5th Avenue, "Infill Design"*
- *Dennis and Darla Bielfeldt, 910 4th Street, Old Sanctuary, "Adaptive Reuse"*

Preservation Ordinance. This has been over a 2 year project to amend the local preservation ordinance. The BHPC worked with Frank Gilbert, an attorney from the National Trust for Historic Preservation, in a state-funded project with the SHPO. The BHPC met several times with Mr. Gilbert and worked with the City Attorney, Manager, and the City Council. After the draft amendment was presented the draft to the City Council in January, it was then offered for citizen review. The BHPC contacted about 30 people and their input was very helpful. Many of their comments were incorporated in the final draft. The amended ordinance was adopted on April 22nd with three modifications.

2004 City Budget Narrative. A budget committee of Van Buren, Kloster, Talbert and Thornes will draft a final document for action by the commission.

Central District -1921 Building. The City was awarded a \$400,000 HUD grant for the 1921. which was transferred to the County. The County still owns the building but willing to transfer it to BEDC. Negotiations are underway between HUD, the grant writers, the BEDC and the

developer. The Brookings Economic Development Corporation is working with the First District of County & Local Governments for grant writing. Developer Steve McCarthy from Rapid City was selected by the County Commission. They are attempting to get HUD grant transferred. Fishback and Kloster met with the new head of the State Department of Tourism & Development and Governor Rounds regarding the retention of this grant.

Commercial District – DBI. The DBI’s annual fund drive has concluded. The annual meeting was held on April 29th with investors and board members present. New directors were elected. Fishback has served as Board President and Vice President. She attended a breakfast meeting with Kent Burnes, a consultant and program manager of Main street programs. During that meeting he commented that the BHPC is weak without much respect from the public because of the number of old buildings lost. Fishback said it is not helpful for a consultant to make a comment without talking to the BHPC. She is further concerned because we don’t know of any we have lost. He further commented that only the program manager is attending the national conferences on Main Streets. He was concerned that board members don’t go. Fishback noted that the program was founded was because the BHPC provided funding for business people to go to the National Main Street program. The BHPC provided the impetus for three local business people to attend.

Senator Tim Johnson is scheduled to be in Brookings to tour the downtown.

University District – Gateway Corner. Fishback didn’t know the status of the Foundation’s plans for the corner. The BHPC would be involved if a demolition permit were applied for but not for new construction. The BHPC has written to Foundation about concerns that the new construction be a compatible setback, mass and scale.

Nominating Committee Report. Kloster presented Mark Kelsey as vice chair for the remainder of the calendar year. All present voted yes; motion carried.

Oslo Lutheran Church. Plans were to move the church; however, it recently was blown off its foundation. Now church leaders are interested in a national or state register listing designation for the property and plan to leave it on site and install a new foundation.

Picture This: June – Carrie; July – Diana; August – Stephen; September – Richard

A motion was made by Roden, seconded by Zwiig, to adjourn at 6:30 p.m.

Submitted by Shari Thornes, Brookings City Clerk

Brookings Historic Preservation Commission

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Pat Fishback, Chair

Mark Kelsey

Gloria Kloster

Mary Lou Berry

Diana Zwieg

Carrie Lavarney

Richard Shillander

Stephen Van Buren

James Talbert

James Roden

Brookings Historic Preservation Commission

Special Meeting

Thursday, May 29, 2003

5:00 p.m ~ City Hall Meeting Room

1. Call to Order.
2. Adoption of Agenda.
3. Reschedule June Monthly Meeting.
4. Preliminary discussion regarding Woodbine Cottage Case Report.
5. Adjournment.

Mission Statement

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Brookings Historic Preservation Commission
May 29, 2003
Special Meeting (amended)

A special meeting of the Brookings Historic Preservation Commission was held on Thursday, May 29, 2003 at 5:00 p.m. in City Hall. Members present: Pat Fishback, Jim Roden, Jim Talbert, Stephen VanBuren, Mary Lou Berry, Mark Kelsey (arrived at 5:30 p.m.), Diana Zwieg and Gloria Kloster. Carrie Lavarney and Richard Shillander were absent. Shari Thornes, City Clerk, was also present.

Chairman Fishback called the meeting to order at 5:04 p.m. and made the following opening statement, "This is the Brookings Historic Preservation Commission, the BHPC is a commission of city government whose purpose is to promote the inspiration, pleasure and enrichment of the citizens of Brookings and to identify, document, preserve, promote and develop the historical resources of the city. The powers and responsibilities of the Commission are set forth in SDCL 1-19B and City Ordinance 09-03. The members of the commission are volunteers who are appointed by the mayor with the consent of the City Council. Biographies of our commission members are on file with the city clerk for public viewing."

Handouts:

- Woodbine Cottage Case Report Addendum was provided to the Commission via email on May 27, 2003
- Information pertaining to a Board of Appeals variance request for 316 4th Street
- Secretary of Interior Standards for Rehabilitation Booklet

Agenda. The agenda was amended to add a discussion and possible action on a recommendation on a Building Code exemption for 316 4th Street. A motion was made by Zwieg, seconded by Van Buren, to approve amendment. A motion was made by Kloster, seconded by Talbert, to approve the agenda as amended. All present voted yes; motion carried.

Schedule future meetings. Monday, June 23rd at 4:00 p.m.

Presentation on proposed modifications to Woodbine Cottage, SDSU President's House.

Fishback said during this preliminary discussion today the BHPC will attempt to identify any items members' need clarification on in regard to the case report. The BHPC will not be providing official comment on the case report at this meeting. She suggested that for discussion purposes to go by building systems - windows, siding, etc. Any members' clarification in regard to windows for instance could be stated. Les Olive, SDSU Physical Plant Architect, was present to observe the meeting. The goal of today's meeting is to try to make sure that everyone understands what is being proposed by the case report so that official comment can be made at a future meeting.

Fishback outlined chronologically the situation to date. When Les Olive provided information to the State Historic Preservation Office, he presented information also the BHPC on February 13, 2003. On March 11, the SHPO requested additional information. On March 17, the SHPO

requested that SDSU complete a case report and as part of the case report that a public hearing be held, that official comment from the SD Historical Society Board of Trustees be sought and that the BHPC comment within 90 days of having received the case report. Prior to the public hearing preliminary case reports were received by the BHPC and it was indicated that the preliminary case reports were made available at City Hall, SDSU Physical Plant, and the SHPO's office in Pierre. And, the Board of Trustees of the State Historical Society voted on the proposed modifications to Woodbine Cottage indicating that as they were presented, they would have an adverse effect on the historical significance of the property. On April 21, a public hearing scheduled by SDSU was held at the Brookings Public Library. On May 13, the final case report was received at City Hall and forwarded to the BHPC members. On May 27 an addendum to the case report was received at City Hall and forwarded to BHPC members via email. On May 29, prior to the meeting, the BHPC members completed a site visit to Woodbine Cottage.

The reason why this project is reviewable by the State Historic Preservation Office is that Woodbine Cottage is a state-owned property listed on the National Register of Historic Places. And, the reason the BHPC is involved is because as part of the case report, administrative rules state that the local preservation commission shall provide official comment on the case report. A case report is a written and illustrated report of efforts undertaken to maintain the historical integrity of the structure and continue the listing of a property on the national or state register of historic places.

The purpose of the discussion today is to take the opportunity to try to understand any areas of the case report that need clarification for the BHPC in the study of the contents of the report and the addendum.

Once the BHPC has made official comment, those comments will be provided to the SHPO. The SHPO has 10 days upon receipt of the comments to provide their final comment.

Building System Questions:

- 1) **Windows:**
 - Berry asked what type of maintenance over the years has been done on the windows? Olive responded that there is no precise maintenance record. Spring weather stripping has been installed as a maintenance feature. Some of the locking hardware has been done but is at least 10 years old. Repainting has been regular because the home is used for entertainment. He will look over previous work reports on the property and will specifically check other breaks or glazing issues.
 - Roden asked what is the guarantee/warranty on the proposed new windows? Olive said they have a one (1) year warranty based upon for that particular contractor. The clad windows have a life-time warranty on the finish of the cladding. 2 or 3 manufacturers would meet those specifications. The example he brought to the February meeting was a Marvin window.

- Berry asked what the source was for the estimate of an additional 5 hours per window in the addendum? Is it for materials, labor, or a combination of both? Olive said primarily labor. Associated materials costs that are smaller. Additional labor is needed to remove sashes, remove the frame, strip the finish, and treat decaying wood or fabrication when treatment is not possible.
- Berry noted that window restorationist Bobb Yapp suggests using a type of metal stripping material that tightens up old windows? Have they tried it or are they aware it exists? Olive was not aware of this system. He could not say if their consultants had examined that specific solution. Fishback will provide Olive with product information on the Dorbine Metal Strip System.
- Kloster asked about the egress window on east side. Olive said they do not intend to modify it. Will it match anything else on that façade or will it be a different size all together? Olive said the sill height doesn't match the lines of any of the existing second story windows. The revised width would be closer to width of the adjacent window. It is now a relatively narrative window. The replacement window would be dropped to get closer to building code requirements.
- Zwieg asked what the clad aluminum window would be like? Olive said it would be quite a bit different from the aluminum storm windows. It comes in colors.
- Kloster asked if they could paint the aluminum to a different color later if they needed to change the color scheme? How does it affect the warranty? Olive said that would void the warranty which is on the color-fastness of the color finish.

(Kelsey arrived at 5:30 p.m.)

- Kelsey asked where consultant came up the numbers for the cost of reconditioning the windows? What other projects have they done? What is their reference for those prices? What is his expertise? Olive didn't know.

It was noted that the final case report and addendum are available at City Hall for public viewing. Additional copies available at Physical Plant for viewing.

Siding System Questions:

- Berry asked as far as the whole project, the SDSU's primary goal to insulate the house better? If it is, shouldn't insulation come from the inside out? Olive said insulation was a deciding factor, but not primary goal. Items that came under consideration with the siding were the frequency of painting, knowing there is moisture and air infiltration going through the house with the amount of the plaster repair done, and other repair projects on the interior. With those things in mind as well as knowing we had no insulation and the utility bills and energy utilized, that became a big factor in determining what we want to do

and go about it. The replacement of the siding is due to maintenance. Repainting the existing siding would not solve the problems. Insulation is an opportunity to mitigate the problem. The home is being used differently than in the past. When it was built, entertaining on a frequent basis didn't happen. There are more moisture opportunities with bathrooms, kitchen, people, and food-preparation going on in this house. They saw this (insulation) as an opportunity. The primary way this is done is insulate with a vapor barrier. To blow in insulation they find they don't get a vapor barrier - it condenses in the walls, starts to rot wood and tends to settle.

- Kloster commented that Hardyboard in the siding variety is a new product. How was it determined this was a sustainable product when it has only been on the market for a relatively short time? Wood has been on the house for a long time. Why is that product an acceptable alternative? Olive said they see the cedar and hardyboard are largely equivalent materials and can be fabricated in similar ways. Wood breaths and because hardyboard is a cement composite it will be more moisture resistant. It has been used as an exterior building material in a plywood form in longer time than in a lap siding or trim form. They are affecting the way it is applied and it should perform in the same way. They are going off the manufacturer's recommendations.
- Kelsey asked for clarification on if the engineers said take off all tongue-in-groove sheeting? Olive said they have talked with consultants and analyzed cost replacement. They have talked about taking off boards, not sheeting, to look at the wiring. The cost is reflected in the labor to fish insulation through rather than pulling off all sheeting and replacing with existing or to use new sheeting. Graff face ?? or aluminum face are two primary alternatives. No vapor barrier over the studs? No.

Fishback expressed concern about the way questions and answers are being exchanged. In this method the members and the guests (press) will only hear rationale for replacement and the BHPC doesn't have an opportunity to respond with rationale for retention.

Door Replacement/ South Entrance Porch/ ADA Accessibility System Questions.

- Berry asked why there is a need to replace the front door. Do they need to make it bigger? Olive said it is a solid core door. It does have some problems holding finish. The bottom of the door has some very soft spots.
- Kloster asked if there will be any plan to add storm doors or weather doors to the exterior. She further wanted to know what would be done with the original leaded glass from the sidelights. Olive said they will keep and reuse the leaded glass. They anticipate having to custom manufacture a new door with the same opening size, trim, and utilize the salvage glass. Storm doors will not be installed.
- Fishback asked for clarification in the case report. Which doors are being replaced? Will the front door and sidelights and the door to west porch will be replaced? Olive said he will need to check, the report may be a mistake.

Reroofing System Questions.

- Kloster said in the history portion of the case report it said that the manufacturer recommended a slate roof but it was never, to our knowledge, on Woodbine. Why do asphalt tiles that replicate slate? What was the rationale for that? Olive said they discounted slate because it has never been there and was not sure if the house structurally could hold slate. Kloster asked why choose an asphalt shingle that looks like slate. Olive said the asphalt material would inhibit the growth of moss and would be fire resistant. Wood shingles would elevate the cost significantly. Kloster asked again why they would emulate slate? Why not emulate wood shingles in an asphalt material?
- Berry asked where the estimate numbers in the addendum came from? Olive said the estimate on materials came directly from manufacturers. Labor costs are an estimate from previous experience. They have actual cost of when it was reroofed in 1984 with inflation factored in. He feels most comfortable with this cost estimate.
- Kelsey asked how many squares is that? 53.
- Van Buren asked if there was any photographic documentation when the roof switched from wood to asphalt. Olive said he didn't know and was not sure if he could find out. The Physical Plant work order system is now computerized but that change occurred prior to that system.
- Zwieg asked if the sheathing is already in place or does that include sheathing the roof? Olive said they will utilize the existing board sheathing.
- Kelsey asked if the roof is completely stripped to the sheathing. Olive said in 1984 it noted that everything was to be stripped off. Consultants did not find evidence that anything is underneath.
- Kelsey asked about the \$18,250 estimate for stripping roof. Are they taking 2 layers off? Is labor at \$200 and removing at \$20 per square? How does he get his numbers? He thought the numbers were high based on common sense and his reroofing old house experiences.

Landscaping Questions – None

Color Questions – None

Public Comment Portion of Case Report.

- Fishback expressed concern regarding inaccuracies in the public hearing comment portion of the case report and reviewed several changes. Olive said he was planning to provide a second addendum to the report based on the questions received today and the corrections to the public hearing could be made at that time. She noted that it is important to have

the public comments be accurate. It is also important that the State Board of Trustees comments be included in the report.

Overall Comments.

- Fishback said at the Public Hearing she asked about the credentials and preservation experience of the architects on this project ~ Holman Associates. She noted that the question was never answered. Olive said that Holman Associates has limited experience with preservation projects. They have been involved in evaluating historic structures. Kloster asked what was the process for selecting a consultant for a historic property and how did we come up with one with relatively little experience? Olive said consultant selection is project specific. It depends upon on the cost and value of the project. For projects over \$2 million there is a specific and rigid method, under that there is more flexibility. For small projects they are able to ask for specific firms through the state engineer's office that they feel would be qualified and adequate. This project (Woodbine Cottage) is small enough to fit into that category. They have had good success on projects with this firm. Their estimating capabilities have been very close. Their recommendations have been very practical.

Board of Appeals Variance Request.

The Brookings Historic Preservation Commission was notified by city staff on May 29, 2003 that the Board of Appeals had received a request for a variance for property located in the Brookings Historic Commercial District. The BHPC has the authority to recommend to the Board of Appeals exemptions from the currently adopted Building Code or other building-related regulations pertaining to exterior features of historic property. City staff and a representative of the State Historic Preservation Office examined the site on May 29th and reported their findings the Commission. A letter from the Brookings Deputy Fire Chief was also handed out. In the letter the Deputy Chief stated the plan for the property met code requirements. A motion was made by Kelsey, seconded by Roden, to concur with the recommendations of the Brookings Deputy Fire Chief. All present voted yes; motion carried.

Updates:

- Joy Sears from SHPO was in Brookings for site visits prior to the meeting.
- The BHPC is scheduled to provide an update to the City Council on June 3rd.

A motion was made by Kloster, seconded by Zwieg, to adjourned at 6:32 pm.

Submitted by Shari Thornes, Brookings City Clerk

Brookings Historic Preservation Commission

Thursday, May 1, 2003

(amended)

A meeting of the Brookings Historic Preservation Commission was held on Thursday, May 1, 2003 at 4:00 p.m. in City Hall. Members present: Pat Fishback, Gloria Kloster, Mark Kelsey, Carrie Lavarney, Diana Zwieg, Richard Shillander, Stephen Van Buren, Jim Talbert, and Jim Roden.

Mary Lou Berry was absent. Shari Thornes, City Clerk, was also present.

Chairman Fishback called the meeting to order and made the following opening statement, “*This is the Brookings Historic Preservation Commission, the BHPC is a commission of city government whose purpose is to promote the inspiration, pleasure and enrichment of the citizens of Brookings and to identify, document, preserve, promote and develop the historical resources of the city. The powers and responsibilities of the Commission are set forth in SDCL 1-19B and City Ordinance 09-03. The members of the commission are volunteers who are appointed by the mayor with the consent of the City Council. Biographies of our commission members are on file with the city clerk for public viewing.*”

Handouts:

- ✚ Secretary of Interior Standards
- ✚ Amended February 13, 2003 minutes pertaining to Woodbine Cottage

Agenda. Discussion regarding the Oslo Lutheran Church was added to the agenda. A motion was made by Zwieg, seconded by Kloster, to approve the agenda as amended. All present voted yes; motion carried.

Minutes. A motion was made by Zwieg, seconded by Lavarney, to approve the April 3, 2003 minutes as amended. All present voted yes; motion carried.

Woodbine Cottage Case Report. Les Olive, SDSU Physical Plant Architect, had requested time on the BHPC February 13th agenda and attended that meeting to provide information about proposed modifications about Woodbine Cottage. The amended minutes of the February 13th meeting were distributed to the members. The proposed replacement of windows and siding were the BHPC’s primary concerns. The issue on this property is whether or not the proposed modifications meet the Secretary of Interior Standards for Rehabilitation. The same materials were sent to the SHPO. At that time it appeared that the proposed modifications would be extensive and the SHPO would probably request a case report and they did. In March the BHPC received notification that the SHPO was requiring SDSU conduct a public hearing, request comment from the BHPC and comment from the State Board of Trustees for the State Historical Society.

Thornes assisted Olive in the arrangements for a public meeting which was held on April 21st in the Brookings Public Library. Earlier that day Stephen Rogers and Lynda Schwan, SHPO staff, conducted a site visit at Woodbine Cottage and examined the outside and the interior windows. They also attended the public hearing. Rogers provided background information on the state law and reported that the State Board of Trustees had met and agreed with the SHPO that the modifications would have an adverse effect on the property. It is now SDSU’s duty to tabulate the public comments and include in the case report. A final case report will be provided to the BHPC for comment.

Copies of the Secretary of Interior Standards have been provided to Dr. Reger and Dean Kattelman of SDSU. Fishback and Thornes met with President Miller and Dr. Reger prior to

the meeting. The case report is not available yet. The BHPC will have 90 days from the receipt of the case report to review and provide official comment. The preliminary case report was made available at SDSU, City Hall and the State Office. The final report should include the public comment and sometimes contains modifications to the preliminary report.

Talbert asked if there were any limitations on what the administration can do? Are they prohibited from going forward with construction plans? State law specifies a process because it is on the National Register of Historic Places and because it is owned by the State. Are their plans to begin construction for mid-May scrapped? If they were follow the state law, there would need to be a few things happen before mid-May.

Shillander asked about the number commenting at the public hearing. There were approximately 30 people in attendance. Most of the people were concerned about proposed changes. Everyone that spoke was either opposed or had concerns.

Once in receipt of the case report, the BHPC will need to visit the property to examine the conditions of the siding and windows. That permission has been granted for the BHPC to go on the property.

Kelsey commented that the final decision will be based on public perception. He clarified that the BHPC is not an advocate group and must follow procedures in this matter.

Fishback noted that SDSU has a concern about moisture issues. Staff has provided grant information to SDSU that could potentially pay for moisture testing.

Potential site visit dates: May 15th or 29th early or late in the day.

Ivan Cobel House. A motion was made by Kloster, seconded by Kelsey, stating the BHPC concurs with the National Register nomination of the Ivan Cobel house and recommends approval at the next available State Board of Trustees review meeting. All voted yes; Roden abstained. Motion carried.

Preservation Week Activities – Cities, Suburbs, & Countrysides – May 5-12

1. **Walking Tour/Workshop – Sexauer Seed Company Historic District.** The following press release on the event was prepared:

Sexauer Seed Company Historic District

Walking Tour & Elevator Exhibit

Thursday, May 8th ~ ~ 5:30 p.m.

1st Street & Main Avenue (south of tracks)

Join us for a guided walking tour in honor of National Historic Preservation Week and to celebrate Brookings' newest historic district – the Sexauer Seed Co. Historic District which was listed on the National Register of

Historic Places on July 20, 2001. The Brookings Historic Preservation Commission will host a guided walking tour of the elevator, seed plant, store, and old & “new” warehouses. Grab your tennis shoes and meet us by the “tent” near the elevator. The tour will begin at 5:30 p.m. Refreshments will follow. The “Skyscrapers of the Prairies” elevator exhibit sponsored by the SD Humanities Council will also be on display. In the event of inclement weather, the Walk will not be rescheduled. Please note that the exhibit display is accessible; however, portions of this tour include climbing of stairs and narrow walkways.

2. **Spring Newsletter.** The annual *Brookings Preservationist* newsletter will be distributed in the May 7th **Brookings Register.** Topics will include the 1921 building update, the Mayor’s Awards, State preservation workshop, new BHPC members, a public education piece on moving/demolition permits in historic districts, historic plantings, a welcome packet advertisement, and an update on the ordinance project.

3. **Mayor’s Awards Presentation.** The following awards will be presented on May 13th by Mayor Munsterman:

- *Brookings County Commission, 314 6th Avenue, Courthouse Cupola Windows - “Overall Restoration”*
- *Craig & Kathy Kreyger, 821 & 825 9th Street, “Rehabilitation of Student Housing”*
- *Brian & Lynn Darnall, 203 5th Street, “Infill Design – Garage”*
- *Mike Reisetter, Dakota Abstract & Title Company, 627 5th Avenue, “Infill Design”*
- *Dennis and Darla Bielfeldt, 910 4th Street, Old Sanctuary, “Adaptive Reuse”*

Preservation Ordinance. This has been over a 2 year project to amend the local preservation ordinance. The BHPC worked with Frank Gilbert, an attorney from the National Trust for Historic Preservation, in a state-funded project with the SHPO. The BHPC met several times with Mr. Gilbert and worked with the City Attorney, Manager, and the City Council. After the draft amendment was presented the draft to the City Council in January, it was then offered for citizen review. The BHPC contacted about 30 people and their input was very helpful. Many of their comments were incorporated in the final draft. The amended ordinance was adopted on April 22nd with three modifications.

2004 City Budget Narrative. A budget committee of Van Buren, Kloster, Talbert and Thornes will draft a final document for action by the commission.

Central District –1921 Building. The City was awarded a \$400,000 HUD grant for the 1921. which was transferred to the County. The County still owns the building but willing to transfer it to BEDC. Negotiations are underway between HUD, the grant writers, the BEDC and the developer. The Brookings Economic Development Corporation is working with the First District of County & Local Governments for grant writing. Developer Steve McCarthy from Rapid City was selected by the County Commission. They are attempting to get HUD grant transferred. Fishback and Kloster met with the new head of the State Department of Tourism & Development and Governor Rounds regarding the retention of this grant.

Commercial District – DBI. The DBI’s annual fund drive has concluded. The annual meeting was held on April 29th with investors and board members present. New directors were elected. Fishback has served as Board President and Vice President. She attended a breakfast meeting with Kent Burnes, a consultant and program manager of Main street programs. During that meeting he commented that the BHPC is weak without much respect from the public because of the number of old buildings lost. Fishback said it is not helpful for a consultant to make a comment without talking to the BHPC. She is further concerned because we don’t know of any we have lost. He further commented that only the program manager is attending the national conferences on Main Streets. He was concerned that board members don’t go. Fishback noted that the program was founded was because the BHPC provided funding for business people to go to the National Main Street program. The BHPC provided the impetus for three local business people to attend.

Senator Tim Johnson is scheduled to be in Brookings to tour the downtown.

University District – Gateway Corner. Fishback didn’t know the status of the Foundation’s plans for the corner. The BHPC would be involved if a demolition permit were applied for but not for new construction. The BHPC has written to Foundation about concerns that the new construction be a compatible setback, mass and scale.

Nominating Committee Report. Kloster presented Mark Kelsey as vice chair for the remainder of the calendar year. All present voted yes; motion carried.

Oslo Lutheran Church. Plans were to move the church; however, it recently was blown off its foundation. Now church leaders are interested in a national or state register listing designation for the property and plan to leave it on site and install a new foundation.

Picture This: June – Carrie; July – Diana; August – Stephen; September – Richard

A motion was made by Roden, seconded by Zwiig, to adjourn at 6:30 p.m.

Submitted by Shari Thornes, Brookings City Clerk

Report for City Council Tuesday, June 3, 2003

I currently serve as the chairman of the BHPC a city commission. Currently we have ten members on the commission, they are: Mark Kelsey, vice chairman, Mary Lou Berry, Gloria Kloster, Carrie Lavarnway, Richard Schillander, Jim Talbert, Jim Roden, Stephen Van Buren, and Diana Zwiig. The BHPC is the certified local government for the city of Brookings and part of a state and federal preservation partnership. As a CLG, we are eligible to receive grants and technical assistance for use on local preservation projects. The National Park Service administers an Historic Preservation Fund and money from that fund goes to State Preservation offices where it is then provided to the Certified Local Governments in the state. SD has 17 CLGs, Brookings is one of them.

Our commission meets monthly and also monthly in cooperation with the Brookings Register and Rudes Furniture, we provide a historic information column and photo for the newspaper.

Since we last provided a report to you,(December 2002?) here is a list of our activities:

* Submitted the 2002 City Annual Report to the city manager, and the 2002 State Annual report to the State Historic Preservation office.

*Completed the ordinance review project –a two year project for our commission. The last phase was completed when we worked with you during the city council planning & action meetings from January through April to amend the Brookings Historic Preservation Ordinance.

* In February a presentation on “Historic Brookings” was give to the Retired Teachers Association by the BHPC.

*We completed the 2003/2004 funding application to the State Historic Preservation Office.

*On March 24 members of the commission attended the city’s annual meeting for members of boards, commissions and committees.

*On March 30, two members of our commission attended the Capital for a Day activities in Brookings where we met with the new head of the Department of Tourism and Development. The State Historic Preservation office is now assigned to that department and we met with the new administrator, John Calvin. We discussed the HUD grant for the 1921 building with him and the fact that we were concerned that Brookings needed the grant money for economic development on the 1921 building. We also spoke with the governor about the HUD grant and the fact that we needed to work to keep this money which had already been assigned to the state, in the state.

*On April 21 members of the commission attended the public hearing provided by SDSU on the Woodbine Cottage project.

*A preservation newsletter was developed and distributed during National Preservaiton week to 5,200 households

*On May 8th a walking tour sponsored and conducted by the BHPC took place at the Sexauer Seed National Register district, Brookings newest National Register district. In spite of pouring rain, about 20 participants enjoyed seeing the buildings, and learning more about the importance of the elevator to Brookings.

* On May 13, during National Historic Preservation Week, the honorees for the annual mayors awards for historic preservation were provided recognition at your council meeting.

*Two members of the commission attended the annual Preserve South Dakota workshop in Yankton on May 15 & 16 where Bob Yapp, window restoration consultant provided workshops and members of the National Park Service explained historic preservation tax credits. Tours of a

rehabilitated high school (very similar in design to the 1921 former middle and high school here) now being slated for use as assisted living and apts ,and the former Yankton College, now a minimum security prison were attended.

*Some of the commission members' time has been spent working facilitating communication with the State Historic Preservation Office and SDSU on the modifications to Woodbine cottage, the President's home on campus. The property is listed on the national register of historic places and as a state owned building, any modifications to the property are subject to review by the SHPO. In March, the SHPO requested that SDSU provide a case report on the proposed modifications. There are specific standards for a case report as specified in SD administrative rules and one of them is that the local preservation commission be provided a specified period of time to examine plans for the proposed project. The members of the BHPC now have copies of the final case report.

* State Historic Preservation Office staff have been in Brookings 4 times to provide technical assistance to property owners with questions about their historic property.

*A budget committee of the BHPC has met and worked to ensure all items required by the city are prepared in a thorough and timely manner. The budget narrative will be provided to the city manager this week.

*At a special BHPC meeting last week, the commissioners completed a site visit to Woodbine Cottage and held a special meeting to discuss that issue and then set a June meeting date of June 23.

*At that special meeting, we also reviewed a pending application for a property in the National Register commercial district and made a recommendation to the board of Appeals on June 2. Thanks you for this time to report on our activities, if you have any questions, I would be happy to respond.

Brookings Historic Preservation Commission

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(605) 692-6281 phone

(605) 692-6907 fax

Pat Fishback, Chair

Mark Kelsey

Gloria Kloster

Mary Lou Berry

Diana Zwiig

Carrie Lavarney

Richard Shillander

Stephen Van Buren

James Talbert

James Roden

Brookings Historic Preservation Commission

Monday, June 23, 2003

4:00 p.m ~ City Hall Meeting Room

1. Call to Order.
2. Adoption of Agenda.
3. Approval of the May 1, 2003 and May 29, 2003 minutes.
4. Schedule next monthly meeting.
5. Calendar.
 - Sept. 13 Preservation Camp/CLG Workshop - Brookings
 - Sept. 30-Oct 5 National Preservation Conference, Denver, Colorado
6. Discussion and possible action/comment on Case Report on proposed modifications to Woodbine Cottage ~ SDCL 1-19B-11.1 Review Process (enclosures).
7. Preservation Week Activities Program Evaluation:
 - A. Mayor's Awards - Establish a subcommittee
 - B. Walking Tour/Workshop
 - C. Spring Newsletter
8. Report on Preserve South Dakota Conference.
9. Schedule special BHPC meeting for Orientation with SHPO.
10. Report from Budget Narrative Committee and action on final 2004 City Budget Proposal (enclosure).
11. Discussion and possible comment on an 11.1 review for 627 8th Avenue & 716 7th Street.
12. University Historic District Brochure.
 -  Review of remaining 2002/2003 Grant Obligations
13. Historic Districts and Properties Update
 - A. *Central Residential Historic District*—National Register District:

- 1) 1921 Building
 - ✚ HUD information (enclosure)
 - B. *Brookings Commercial Historic District* –National Register District:
 - 1) Downtown Brookings Inc.
 - ✚ Design Review Guidelines Subcommittee
 - ✚ Liaison to DBI Board
 - ✚ Contact suggested by J. Mitterholzer
 - C. *University Residential Historic District* –National Register District:
 - 1) 8th Street & Medary
 - D. *Sexauer Seed Company Historic District* –National Register District.
 - E. Individually Listed Properties:
 - ✚ Wenona Hall, SDSU Campus
14. Current Areas of Interest for Preservation
- A. Project Manager’s Report
 - ✚ Update on 2003/2004 funding allocation request.
 - ✚ *Picture This* assignments
 - ✚ SHPO Site Visits (May 29th, June 17th, June 23rd)
 - ✚ Board of Appeals Variance (enclosure)
 - ✚ 106 Review – Esther Heights Addition
 - B. Hope VI Program Reauthorization and Small Community Rejuvenation- (H.R. 1614)
 - C. State Transportation Enhancement Funds.
 - D. Preservation Camp – September 13th – Discussion regarding ordinance project
 - E. Governor’s Residence (enclosure)
 - F. June 3rd report to City Council
 - G. Preservation-sensitive building code examples (available to check out)
 - H. 125th Anniversary Committee (enclosure)
 - I. Oslo Church
15. Announcements/Correspondence/Communications:
- ☺ Materials from Yankton Conference (available to check out)
 - ☺ *The Alliance Review*, Jan/Feb 2003, Smart Codes and Alternative Materials
 - ☺ *South Dakota History*, Spring 2003 (check out)
 - ☺ *Preservation*, May/June 2003 (check out)
 - ☺ *MainStreet News*, March/April 2003
 - ☺ *Forum News*, May/June 2003
 - ☺ *Forum Journal*, Spring 2003 (check out)
 - ☺ *MainStreet News*, May 2003
16. Adjournment

** Enclosures in the packet are in order of the agenda.

Mission Statement

The Brookings Historic Preservation Commission is committed to promoting the inspiration, pleasure and enrichment of the citizens of Brookings through the identification, documentation, preservation, promotion and development of the city's historical resources.

Brookings Historic Preservation Commission
June 23, 2003

A meeting of the Brookings Historic Preservation Commission was held on Monday, June 23, 2003 at 4:00 p.m. in City Hall. Members present: Pat Fishback, Jim Roden, Jim Talbert, Mary Lou Berry, Mark Kelsey, Diana Zwieg, Carrie Lavarney and Richard Shillander. Gloria Kloster and Stephen Van Buren were absent. Shari Thornes, City Clerk, was also present.

Chairman Fishback called the meeting to order at 4:00 p.m. and made the following opening statement, "This is the Brookings Historic Preservation Commission, the BHPC is a commission of city government whose purpose is to promote the inspiration, pleasure and enrichment of the citizens of Brookings and to identify, document, preserve, promote and develop the historical resources of the city. The powers and responsibilities of the Commission are set forth in SDCL 1-19B and City Ordinance 09-03. The members of the commission are volunteers who are appointed by the mayor with the consent of the City Council. Biographies of our commission members are on file with the city clerk for public viewing." The Commission is made up of people who are interested in preservation, have been involved in renovating historic property, some of whom are interested in serving the city via board membership. We do have requirements for professional membership on the BHPC, and one of the areas specified is history, but we are not all historians.

Agenda. A motion was made by Talbert, seconded by Roden, to approve the agenda. All present voted yes; motion carried.

Minutes. A motion was made by Berry, seconded by Zwieg, to approve the May 1, 2003 and May 29, 2003 minutes as amended.

Schedule future meetings. Thursday, July 10th at 4:00 p.m.

Calendar.

- Sept. 13 Preservation Camp/CLG Workshop - Brookings
- Sept. 30-Oct 5 National Preservation Conference, Denver, Colorado

Discussion and possible action/comment on Case Report on proposed modifications to Woodbine Cottage ~ SDCL 1-19B-11.1 Review Process.

Chairman Fishback provided a chronology of Woodbine Cottage contacts to date.

- Feb. 13 - Les Olive, SDSU Physical Plant, presented information to the State Historic Preservation Office at the same time providing information to the BHPC.
- March 11 - The State Historic Preservation office requested additional information from SDSU and expressed concern specifically about the replacement of all windows and replacing the siding on the house meeting the Standards for treatment of historic properties.
- March 17 - The State Historic Preservation Office requested that SDSU complete a case report on the project. As part of the case report, the SHPO office at that time also

requested that a public hearing take place, that official comment from the Board of Trustees of the State Historical Society be requested, and that the BHPC comment within 90 days of having received the case report.

- In Early April, the Board of Trustees of the State Historical Society met and voted on the proposed modifications to Woodbine Cottage, indicating that as presented, the proposed modifications would have an adverse effect on the historical significance of the property.
- Also, in early April, the Brookings Historic Preservation Commission indicated to the SDSU administration that a site visit by the BHPC would be needed.
- April 11-18 - Copies of a preliminary case report were made available by SDSU Physical Plant at City Hall, Physical Plant and the State Historic Preservation Office.
- April 21 - A public hearing, scheduled by SDSU, was held at the Brookings Public Library.
- May 1 - The BHPC held its monthly meeting.
- May 2 - The BHPC provided specific date availability for site visit.
- May 13 - The final case report was received at City Hall and forwarded to BHPC members.
- May 21 - SDSU provided the information that a site visit by BHPC members could take place on May 29.
- May 27 - An addendum to the case report was received via e-mail and hard copy at City Hall and forwarded to members.
- May 29 - BHPC members in subcommittees completed a site visit to Woodbine Cottage and then convened for a special meeting (an additional meeting to the monthly meeting) at City Hall.
- June 10 - A second addendum was received from SDSU via e-mail at City Hall and was forwarded to all BHPC members.
- June 23 - Regular June meeting of the BHPC

The reason that this project is reviewable by the SHPO in Pierre is that Woodbine Cottage is a state owned property listed on the National Register of Historic Places. And, the reason the BHPC is involved is because as a part of the case report, administrative rules state that the local preservation commission shall provide official comment on the case report. A case report is a written and illustrated report of efforts undertaken to maintain the historical integrity of the structure and continue the listing of the property on the national or state register of historic places.

Fishback also had received correspondence from Mary Jo Flemming and Yvonne Fetzer regarding Woodbine Cottage. In addition, Fetzer had a published letter to the editor in the Brookings Register. Thornes also had a letter from Preserve SD regarding the project. Copies of these letters will be provided to the BHPC members. All correspondence pertaining to the proposed project will be attached to the BHPC's formal comment and submitted to the State Historic Preservation Office.

Fishback reviewed the *Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings*. The *Standards* are a product of the National Park Service and are used in the review of National Register of Historic Places issues. There are separate standards for various types of projects that include "rehabilitation". "***Rehabilitation***" is defined as "***the process of returning a property to a state of utility, through repair or alteration, which makes possible***

an efficient contemporary use while preserving those portions and features of the property which are significant to its historic, architectural, and cultural values.”

The *Standards* are applied to projects in a reasonable manner, taking into consideration economic and technical feasibility. Fishback noted Standards 1, 2, 4, 5 and 6 as Germaine to this issue.

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

The U.S. Department of the Interior has also created 40 plus *Preservation Briefs* which are historic preservation technical notes available to the general public. Fishback noted there are many

resources available to assist people in understanding the *Standards*. Seeking assistance in the planning stage of any project is always recommended.

Fishback reviewed the Commission's responsibilities as outlined in the *Standards for Case Report* as described in the SD Administration Rules (ARSD 24:52:07:03):

(10) Documentation that a local historical preservation commission constituted under SDCL 1-19B with jurisdiction in the city or county where the affected historic property is located was provided a specified period of time to examine plans for proposed projects. Official comments of the commission must be included. The Office of History shall specify periods of time not to exceed 180 days to be given local historical preservation commissions to examine plans and may specify such periods for each set of revised plans submitted for a project. The commission shall:

- (a) Agree with the findings of the case report;*
- (b) Disagree with the findings of the case report; or*
- (c) Decline to comment on the findings of the case report;*

Consensus of the BHPC members was to provide comment on the findings of the case report
Fishback recommended the Commission review and comment on each building system.

1. Building Systems: Windows

Discussion:

- ✚ Shillander said at some point combination aluminum storm windows were installed over the original windows due to energy/heat loss. Don't the storm windows detract from that property? To return the property to its original look, won't the repair or replacement of the windows still need to solve those heat loss problems? There is a challenge to prevent heat loss and restore the windows.
- ✚ Fishback said the Commission's responsibility is to address rehabilitation, not restoration to the original look. The house currently has aluminum storms and screens. It doesn't have to go back to the original look. What is important is to retain the character of the building and remaining historic features.
- ✚ Roden questioned what SDSU would do with the screens when the storms are replaced. The original system was probably be separate wood storms and screens.
- ✚ Shillander commented that he didn't think repair of the windows had been totally researched. Is there technology to repair with higher E glass and glazing? Yes.
- ✚ Kelsey said SDSU is planning to install new windows with interior screen inserts.
- ✚ Berry commented that the goal is to prevent air filtration. She personally doesn't care if the top sash in a double-hung system won't open. She noted personal experience with her own windows.
- ✚ Kelsey cautioned that the proposed window system, Marvin Tilt-Pack, is not a complete system. It will still allow air filtration. The sashes are wood on wood with no seal system. The

bottom sash is the same design. When the strip seal gets cold the plastic starts moving. The seal has a one year warranty. The screens for this system are on the inside. This design will lose the function of a double hung window. If new windows are installed they will be painted, kept shut, and no one will install screens because of the air conditioning. He estimated it would cost \$350-400 to make the existing windows work appropriately using the existing material with new wood or metal-clad storms and a plex-glass insert. If SDSU installs new windows they will still have to install additional materials to make them work appropriately.

- ✚ Fishback noted that aluminum storm windows can be painted.
- ✚ Kelsey said the goal is make the current windows not wiggle. He demonstrated an insert that could be installed in the current system. If properly painted and caulked, there won't be air infiltration. A track system which is more durable than a piece of plastic is needed to make the window system work.
- ✚ Fishback commented on the historic importance of windows to a building. Windows encompass 20 to 30 percent of a home's exterior walls. Windows are a significant amount of historic material. Windows are also one of the few architectural features important from the inside and outside of a home. The glass on historic windows has a different reflective quality. Once some of those features are removed, it changes the nature of what one sees.
- ✚ Fishback said the windows on the west porch are a separate issue. SDSU wants to replace the original casement windows with double-hung windows. She noted *Standard #4* says that the changes that have acquired significance in their own right shall be retained and preserved. This standard applies to the casement windows. Replacement hardware for the casements is available.
- ✚ Roden commented that the west porch casements have never worked decently. He said there are problems with rotting on that side of the house. Replacement of the flat deck porch roof solved part of the leakage problem.
- ✚ Fishback noted that the hardware is not a significant issue because the windows aren't used. The house is sealed and relies on air conditioning and the air handling system.
- ✚ Kelsey said he could understand that the casement windows could create a problem if they are not in a square frame. New style crank-outs that are square in the hole may be an appropriate solution.
- ✚ Shillander commented that these 100 year old windows have longevity. Replacement windows don't have the life cycle that original windows have. The fact they are still there today is amazing that they survived all these years.
- ✚ Kelsey said the original windows were all created with old timber. New windows use kiln dried lumber which is a different material.

- Sample components of a window repair system were made available for the members' information.

Windows Official Comment:

Double-hung windows:

A motion was made by Kelsey, seconded Berry, to disagree with the Case Report on double-hung windows.

This is based on the BHPC's assessment of the existing windows' condition and the fact that not enough emphasis and/or research has been given on the windows' repair rather than replacement. There is a concern that new windows could create additional problems in the future due to their design.

Removing or radically changing windows which are important in defining the overall historic character of the building so that, as a result, the character is diminished should be avoided. (per Secretary of Interior Standards for Rehabilitation page 25).

If the intention is to have operable windows, repairs can be made. If the intention is to eliminate air infiltration, repairs can be made. There are concerns whether a new window replacement system would actually solve the problems.

Alternatives: The BHPC recommended SDSU apply for a Deadwood Grant to fund a preservation expert to train SDSU personnel in the preservation techniques for historic properties.

West Porch Windows:

The Secretary of the Interior's Standard #4 reads that most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved. The need to replace the west porch windows due to hardware is somewhat of a moot point because of the use of air conditioning and the fact that windows haven't been operable in some time. The BHPC recommended replacing missing hardware and repairing windows, but not replacing the windows. If replacement is to be done, the SHPO should be consulted about appropriate replacements.

Egress Windows:

Replacement should be as close to the configuration of the other windows as possible.

All present voted yes; motion carried on the window building system comment.

2. Building System - Siding

- Fishback said the siding problem is a moisture issue and she is concerned how the home's ventilating system works. She said the attic has an air pump and everything appeared to be covered with plastic in the attic. She noted the importance of venting in the attic. It is

important to research the moisture issue (i.e. whether or not the air pumps are working properly) before taking any action on the siding.

- ✚ Berry said she was not convinced their proposed method would do anything for the moisture problem. If the building is wrapped it will just trap moisture between the walls. Their plan installs the vapor barrier in the wrong place.
- ✚ Shillander said insulating the walls is a good idea and is not opposed to removing cedar siding to replace it with new siding. However, a vapor barrier is normally on the inside.

Siding Building System Official Comment:

A motion was made by Kelsey, seconded by Talbert, to disagree with Case Report Option Two to replace the siding with a Hardi Plank cement board for the following reasons:

Removing or radically changing wood features which are important in defining the overall historic character of the building so that, as a result, the character is diminished is allowed only when the historic fabric is severely deteriorated. Removing a major portion of the historic wood from a façade instead of repairing or replacing only the deteriorated wood, then reconstructing the façade with new material in order to achieve a uniform or “improved” appearance is also greatly discouraged. (per Secretary of Interior Standards for Rehabilitation page 16).

Discussion: There is concern regarding the resistance of this material to moisture. No local district or preservation commission in the United States allows the use of cement board as a “like material” for replacement materials on historic buildings. This material also lacks shadow and depth and would change the footprint of the building. Some of the inherent siding characteristics can’t be replicated with cement board.

All present voted yes; motion carried.

Siding Building System – Other Options:

- ✚ Kelsey said many of the siding and trim physical features are in very good shape. Some siding may need to be replaced. Moisture is the biggest problem. The moisture problems need to be solved before anything is done. It could be the air handler systems (new air in and old air out). Is that system balanced? There should be a neutral system. Are steam tables or humidifiers used in the wintertime? Are the vents big enough to accommodate moisture in bathrooms? Is there plastic over the attic vents? Primary ventilation is through the roof. Plastic over the insulation stops the moisture from getting out of the roof system. Where is it coming from and where is it going. ?
- ✚ The overgrown foliage has also created a lot of problems.
- ✚ The house must be able to dry out and breathe.

- ✚ Kelsey said to pull out the ¾” sheathing and install bat vapor barrier is not appropriate. It will tear the inside vapor barrier and it won’t get tight into the studs. The moisture will conduct into the 2’x4’s. Air gaps will create condensation and a mold problem in the house.
- ✚ Kelsey recommended using a vapor barrier interior paint. Another product called “New Wall” could be installed over existing plaster just like wallpaper. In addition, proper painting, caulking and a good interior latex paint would provide additional insulation.
- ✚ Kelsey said houses before 1945 are more energy efficient than after 1945.
- ✚ Fishback said there are other ways of insulating through attics, basements, and windows.
- ✚ Roden noted there is a moisture problem on the house’s north side. Ice builds up on the siding in the winter.
- ✚ Les Olive, SDSU Physical Plant Architect, noted that there is a power vent in the attic. Once the attic reaches a specific temperature the vent system will start to draw air into the attic. There is a direct tie to the outside vents on the north side. Some fresh outside air is circulated in by the heating/cooling coils depending on season. Outside and inside air is mixed together, heated or cooled as necessary, and redistributed into the home. Is there a vent to the outside? No. More outside air is drawn in creating a pressurized level. Depend on leakage from opening doors.
- ✚ Kelsey said power vents don’t help much in the winter when everything is covered up and can’t breathe.
- ✚ Shillander agreed that unsecured vapor barriers are a serious problem with the bat approach.
- ✚ There is an issue that has not been adequately addressed in the Case Report; that is the issue of moisture in the house.
- ✚ Kelsey provided for the commission's inspection, a piece of hardi plank (cement fiber board) that had been exposed to moisture and it was obviously deteriorated with minimum exposure.

A motion was made by Berry, seconded by Zwiig, to disagree with the Case Report because it doesn’t address moisture problem and the proposed method of insulation totally jeopardizes the original clapboard siding. Renovation or repair of the outside of the property should be done according to the Secretary of Interior Standards for Rehabilitation. All present voted yes; motion carried.

3. Building Systems – Roof, Paint Color & Landscaping

A motion was made by Zwiig, seconded by Talbert, to agree with Case Report on color, roofing and landscaping. All present voted yes; motion carried.

4. Building Systems - Stoops/ADA/Door Replacement

✚ It is important that an ADA compliant entrance be installed to provide access to the home. It is also important that the Queen Anne porch entrance including the front steps be retained. Other designs are possible that would allow access through the primary entrance but would also retain the front steps. The BHPC recommended SDSU contacting area ADA specialists, particularly those with disabilities and knowledge of historic properties, for further consultation.

A motion was made by Zwiig, seconded by Berry, that the front entrance be protected, maintained and repaired and other design options be researched for that would be less compromising to the south entrance and be compatible with ADA. All present voted yes; except Talbert; motion carried.

A motion was made by Roden, seconded by Talbert, to adjourn at 7:00 p.m. All present voted yes; motion carried.

Submitted by Shari Thornes, Brookings City Clerk

Brookings Historic Preservation Commission

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Mark Kelsey

Gloria Kloster

Mary Lou Berry

Diana Zwiig

Carrie Lavarway

Richard Shillander

Stephen Van Buren

James Talbert

James Roden

Brookings Historic Preservation Commission

Thursday, July 10, 2003

4:00 p.m ~ City Hall Meeting Room

1. Call to Order.
2. Adoption of Agenda.
3. Approval of the June 23, 2003 minutes.
4. Schedule next monthly meeting.
5. Calendar.
 - Sept. 13 Preservation Camp/CLG Workshop - Brookings
 - Sept. 30-Oct 5 National Preservation Conference, Denver, Colorado
6. Preservation Week Activities Program Evaluation:
 - A. Mayor's Awards - Establish a subcommittee
 - B. Walking Tour/Workshop
 - C. Spring Newsletter
7. Report on Preserve South Dakota Conference.
8. Schedule special BHPC meeting for Orientation with SHPO.
9. Report from Budget Narrative Committee and action on final 2004 City Budget Proposal (enclosure).
10. Discussion and possible comment on an 11.1 review for 627 8th Avenue & 716 7th Street.
11. University Historic District Brochure.
 - 📄 Review of remaining 2002/2003 Grant Obligations
12. Historic Districts and Properties Update
 - A. *Central Residential Historic District*—National Register District:
 - 1) 1921 Building
 - 📄 HUD information (enclosure)
 - B. *Brookings Commercial Historic District* –National Register District:

- 1) Downtown Brookings Inc.
 - ✚ Design Review Guidelines Subcommittee
 - ✚ Liaison to DBI Board
 - ✚ Contact suggested by J. Mitterholzer
 - C. *University Residential Historic District* -National Register District:
 - 1) 8th Street & Medary
 - D. *Sexauer Seed Company Historic District* -National Register District.
 - E. Individually Listed Properties:
 - ✚ Wenona Hall, SDSU Campus
 - ✚ **Woodbine Cottage Update (enclosure)**
13. Current Areas of Interest for Preservation
- A. Project Manager's Report
 - ✚ Update on 2003/2004 funding allocation request (**enclosure**)
 - ✚ *Picture This* assignments
 - ✚ SHPO Site Visits (May 29th, June 17th, June 23rd)
 - ✚ Board of Appeals Variance (enclosure)
 - ✚ 106 Review - Esther Heights Addition
 - B. Hope VI Program Reauthorization and Small Community Rejuvenation- (H.R. 1614)
 - C. State Transportation Enhancement Funds.
 - D. Preservation Camp - September 13th - Discussion regarding ordinance project
 - E. Governor's Residence (enclosure)
 - F. June 3rd report to City Council
 - G. Preservation-sensitive building code examples (available to check out)
 - H. 125th Anniversary Committee (enclosure)
 - I. Oslo Church
 - J. **Ivan Cobel House National Register Listing Update (enclosure)**
14. Announcements/Correspondence/Communications:
- ☺ Materials from Yankton Conference (available to check out)
 - ☺ *The Alliance Review*, Jan/Feb 2003, Smart Codes and Alternative Materials
 - ☺ *South Dakota History*, Spring 2003 (check out)
 - ☺ *Preservation*, May/June 2003 (check out)
 - ☺ *MainStreet News*, March/April 2003
 - ☺ *Forum News*, May/June 2003
 - ☺ *Forum Journal*, Spring 2003 (check out)
 - ☺ *MainStreet News*, May 2003
 - ☺ **DBI Agenda - June/July 2003**
 - ☺ **Preservation - July/Aug 2003 (check out)**
 - ☺ **Living in a Historic District (FAQ)**
15. Adjournment

** Enclosures in the packet are in order of the agenda.

Mission Statement

The Brookings Historic Preservation Commission is committed to promoting the inspiration, pleasure and enrichment of the citizens of Brookings through the identification, documentation, preservation, promotion and development of the city's historical resources.

Brookings Historic Preservation Commission
July 10, 2003

A meeting of the Brookings Historic Preservation Commission was held on Thursday, July 10, 2003 at 4:00 p.m. in City Hall. Members present: Pat Fishback, Jim Roden, Jim Talbert, Mary Lou Berry, Mark Kelsey, Carrie Lavarnway, Richard Shillander, Gloria Kloster, Diana Zwieg and Stephen Van Buren. Shari Thornes, City Clerk, was also present.

Chairman Fishback called the meeting to order at 4:06 p.m. and made the following opening statement, "This is the Brookings Historic Preservation Commission, the BHPC is a commission of city government whose purpose is to promote the inspiration, pleasure and enrichment of the citizens of Brookings and to identify, document, preserve, promote and develop the historical resources of the city. The powers and responsibilities of the Commission are set forth in SDCL 1-19B and City Ordinance 09-03. The members of the commission are volunteers who are appointed by the mayor with the consent of the City Council. Biographies of our commission members are on file with the city clerk for public viewing."

Agenda. The following items were added to the agenda: a presentation request from the East Central Board of Realtors, a garage demolition at 721 5th Street, and the proposed widening of Highway 14. The discussion regarding Woodbine Cottage was moved to the beginning of the agenda. A motion was made by Talbert, seconded by Van Buren, to approve the agenda as amended. All present voted yes; motion carried.

Minutes. A motion was made by Talbert, seconded by Shillander, to approve the June 23, 2003 minutes as amended.

Handouts:

- ✚ The Alliance Review - May/June 2003
- ✚ Letter dated July 2, 2003 from SHPO pertaining to 716 7th Street & 627 8th Avenue and Case Report Standards
- ✚ Preservation CAMP budget
- ✚ Email from Mike Reger, SDSU, dated July 8th regarding Woodbine Cottage

Schedule future meetings. Thursday, August 7th - 4:00 p.m.

Calendar.

- Sept. 13 Preservation Camp/CLG Workshop - Brookings
- Sept. 30-Oct 5 National Preservation Conference, Denver, Colorado

Woodbine Cottage Update.

The Brookings Historic Preservation Commission submitted their official comments on the Case Report prepared by SDSU within 21 days of receipt. The BHPC was allowed 90 days by state law to provide comment. The State Historic Preservation Office staff is currently reviewing the case report and BHPC comment and they will be preparing their final comments. On July 8th SDSU requested a delay in the SHPO's final comments until August 1st in order to obtain additional

information and input. SHPO has agreed with a new timeline. A copy of the email from Michael Reger to Stephen Rogers was provided to the members.

Preservation Week Activities Program Evaluation:

A. Mayor's Awards. The Commission reviewed the event and made the following comments:

- ✚ A subcommittee of Berry, Zwieg, Shillander and Kelsey was formed to review the award criteria and process for selection and make recommendations to the full committee.
- ✚ The Commission should continue to seek ways to publicize the award program through the entire year.
- ✚ It should be clarified that projects will not be considered until they are completed.
- ✚ It is important that the group vote as a body and not by email. It is important to hear what everyone has to say about the nominations.

B. Walking Tour/Workshop. The Commission evaluated the workshop that was held at the Sexauer Seed Co. Historic District.

- ✚ It rained. The Commission may want to do this tour again due to the weather.
- ✚ The subcommittee sent thank you cards to the property owners and the tenant.
- ✚ The display was an excellent addition to walking tour.
- ✚ Those that participated were thrilled with the tour.
- ✚ It was noted that it can be extra challenging to coordinate a tour on private land rather than on public sidewalks.

C. Spring Newsletter. A newsletter was distributed on May 13, 2003 during National Preservation Week. Members did not hear any feedback from the public. It was noted that there were few members at the meeting when assignments were made and the distribution of article preparation needs to be more equitable in the future. May is a good time of the year for the public to receive a newsletter but it is a difficult time for the BHPC due to the number of other projects always held at that same time.

Report on Preserve South Dakota Conference. Fishback, Thornes and Kelsey attended the Preserve South Dakota Conference in Yankton on May 16 and 17.

Thornes gave the following report:

She has conference handouts available to be checked out. She attended a Tax Credit Workshop in which the National Park Service Reviewer for South Dakota gave a presentation. She said that since 1993 South Dakota has received 134 rehab proposals and 86 received final certification. This totals \$37 million in rehab costs alone and does not include the total project cost. She also attended a program on design guidelines done by representatives of the Sioux Falls Downtown organization. Sioux Falls has a Downtown Economic Development Incentive Fund of \$1.3M corporate donations for loans. They have 47 loans out totaling \$1.5 million. The loans are considered to be gap financing of 50% of a project or a maximum of \$50,000.

(www.downtownsiouxfalls.com). Their design guidelines took 2 to 3 years to create. They invited a large cross section of community to help in defining the key characteristics of the downtown to be saved. They issue certificates of appropriateness through a design overlay zone district ordinance. A preservation consultant from the city serves on their monthly design committee meetings.

Kelsey encouraged all members to attend these conferences in the future. Kelsey spoke with the conference key note speaker and window restorationist Bob Yapp about Woodbine Cottage and Yapp gave him ideas on the project. Architects from Architects Inc. in Sioux Falls provided information on their restoration of Old Main at USD and the Masonic Lodge in Sioux Falls.

Fishback said the Yankton County Courthouse is being torn down. Yankton doesn't have a preservation commission and they have five national register districts. Yankton is only second to Sioux Falls for having the most significant housing stock. The Meridian Bridge, which was threatened with demolition, has been purchased by the state. The Yankton Middle School is very similar to the 1921 building and was one of the tours available. A local construction company is rehabbing the site into assisted living and apartments.

Schedule special BHPC meeting for Orientation with SHPO. SHPO staff are available the following dates for an evening training session: July 21, 23, 24, 28, 29, 30 and 31. Members will be asked to email their availability for those dates.

Report from Budget Narrative Committee and action on final 2004 City Budget Proposal. The Commission reviewed the narrative and approved a funding request of \$3,500.

Discussion and possible comment on an 11.1 review for 627 8th Avenue & 716 7th Street. The State Office is requiring the city to prepare an abbreviated case report on the proposed project. Members were provided with the case report standards and a summary of the law. Thornes will prepare the case report for discussion and action at the BHPC August 7th meeting.

University Historic District Brochure.

Thornes reviewed the remaining 2002/2003 Grant Obligations
2002/2003 Grant #46-02-014

Amount:	\$8,000		
Timeline:	May 1, 2002 to September 1, 2003		
Amendments: #1:	amendment to change the deadline from April 30, 2003 to September 1, 2003		
	Project	Amount	Status
1.	Mayor's Awards (2002)	\$300	DONE
2.	Workshop/Walking Tour (2003)	\$100	DONE
3.	Newsletter #1	\$785	DONE
	Newsletter #2		Not Required (amendment)
4.	Brochure	\$4000	Fall 2003
	☐ Printing 7500 16 pg 2-color		
5.	San Antonio	\$2300	DONE

Central Residential Historic District—National Register District:

- 1) 1921 Building. The BEDC and developer are trying to work out a parking lot agreement with the School District. Modifications have been made to the original building proposal that now include second floor apartments in addition to office space.
- 2) 721 5th Street - Thornes was advised that the City Building Office issued a demolition permit for a garage in the Central District and failed to go through the required review process. It was noted that it was a “non-contributing” garage in the district.
- 3) 715 4th Street - Kloster was contacted by the great, great grandson of the original owner of her house and was provided family history and photographs.

Brookings Commercial Historic District –National Register District:

- 1) Downtown Brookings Inc.
 - ✚ Design Review Guidelines Subcommittee - The committee is planning to hold a community meeting to gather input on what is significant architecturally downtown.
 - ✚ Liaison to DBI Board - The DBI Board of Directors has asked for a BHPC representative on their board. Fishback has been involved on the DBI as the president, vice president, and past president. The representative would attend and participate as a non-voting member of their board. Their next meeting is July 17th at 11:30 a.m. A motion was made by Talbert, seconded by Roden, to nominate Pat Fishback as the representative and also recommending rotating commission members to attend meetings with Fishback. All present voted; motion carried.
 - ✚ Contact suggested by J. Mitterholzer - John Mitterholzer, National Trust, has recommended this issue not be dropped. Fishback received an email from Kennedy Smith, National Main Street Organization. A commission members asked if Kent Burnes had been contacted directly? Yes, Fishback spoke to him at the time that he made comments about the BHPC. He had not read our state preservation law and had not ever met with anyone of BHPC before making comments to the public group. Writing a letter to the Burnes expressing concerns was suggested. The letter should be copied to DBI, Kennedy Smith, the City Manager, and the National Trust Denver Officer. Fishback will prepare a draft letter for review by the Commission.

Individually Listed National Register Properties:

- ✚ Wenona Hall, SDSU Campus - An SDSU student reported that SDSU was power washing or sandblasting of brick façade and wood trim. A site visit revealed random damage to wood on columns and entrance ceiling. It was determined that the random markings were caused by vines that had been removed.

Current Areas of Interest for Preservation

- ✚ Update on 2003/2004 funding allocation request - A copy of the grant award was distributed to the members.

Picture This assignments: July–Diana; August–Stephen; September–Richard; October–Gloria

- ✚ SHPO Site Visits were held on May 29th, June 17th, and June 23rd
- ✚ Board of Appeals Variance – The Board of Appeals accepted the property owners plan to use the windows as the official egress with the use of steps to the windows.
- ✚ East Central Board of Realtors – The Board requested a presentation on the new BHPC ordinance and the local register. Fishback and Thornes will attend their July 16th meeting.
- ✚ 6th Street Widening – The State of South Dakota is planning to widen 6th Street (Highway 14) from Medary Avenue to 22nd Avenue. This project is reviewable under state law. The widening would impact one National Register property located at 1302 6th Street.
- ✚ Hope VI Program Reauthorization and Small Community Rejuvenation– (H.R. 1614) – This is a proposed program that would provide 5% (\$30M) for main streets under 30,000.
- ✚ Preserve America is a semi new initiative by Laura Bush that would provide seed money for heritage tourism initiatives. The guidelines haven't been developed yet.
(www.preserveamerica.gov)

Preservation Camp – September 13th – The BHPC will be a co-sponsor this workshop and it will also serve as the Commission's official workshop in the 2003/2004 grant cycle. The organizer would like to hold a meal at a local restaurant that isn't accessible. Thornes advised the Commission that city programs should always be held in accessible locations. If anyone registers requesting accommodations, the meal would have to be moved. A motion was made by Kloster, seconded by Berry, to co-sponsor the event in the amount of \$500. All present voted yes; motion carried.

Governor's Residence. Governor Rounds is planning to build a new house and remove the old Governor's residence. The issue is currently in a state review process. The Governor has said he would prefer to move, not to demolish, the structure.

125th Anniversary Committee. Lavarney expressed concern how the programs will be funded.

Announcements/Correspondence/Communications:

- ☺ Materials from Yankton Conference (available to check out)
- ☺ *The Alliance Review*, Jan/Feb 2003, Smart Codes and Alternative Materials
- ☺ *South Dakota History*, Spring 2003 (check out)
- ☺ *Preservation*, May/June 2003 (check out)
- ☺ *MainStreet News*, March/April 2003
- ☺ *Forum News*, May/June 2003
- ☺ *Forum Journal*, Spring 2003 (check out)
- ☺ *MainStreet News*, May 2003

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Brookings Historic Preservation Commission

Wednesday, July 23, 2003

4:00 p.m to 9:00 p.m. City Hall Meeting Room

The members of the Brookings Historic Preservation Commission will participate in a 5 hour Training Session sponsored by the City and State Historic Preservation Commission

1. National Historic Preservation Program
2. State Preservation Program
3. Certified Local Government
4. National Register of Historic Places
5. State Register of Historic Places
6. Incentives and Benefits:
7. SDCL 11.1 Review
8. Federal 106 Review
9. Preservation Advocacy Partners:
10. Brookings Historic Preservation Commission
11. Commission Member Conduct
12. BHPC and Role within City
13. Historic Preservation Program and Activities in Brookings:
14. Current and Pending Issues/Other
15. Adjournment

Brookings Historic Preservation Commission

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Brookings Historic Preservation Commission

Thursday, August 7, 2003

4:00 p.m ~ City Hall Meeting Room

1. Call to Order.
2. Adoption of Agenda.
3. Approval of the July 10, 2003 minutes.
4. Schedule next monthly meeting.
5. Calendar.
 - Sept. 13 Preservation Camp/CLG Workshop - Brookings
 - Sept. 30-Oct 5 National Preservation Conference, Denver, Colorado
6. Discussion and possible comment on an 11.1 review for 627 8th Avenue & 716 7th Street (enclosures).
7. Evaluation of SHPO Training Session
8. Establish Bylaws Subcommittee (enclosure)
9. Presentation to East Central Board of Realtors (enclosure)
10. Status Performance Measurements & Benchmarks
 - Donated Service Records Format and Procedure
 - Turn in July Records
11. Update on University Historic District Brochure.
12. Plaque Installation Project
13. Street Signage Project
14. Historic Districts and Properties Update
 - A. *Central Residential Historic District*—National Register District:
 - 1) 1921 Building

- B. *Brookings Commercial Historic District* –National Register District:
 - 1) Downtown Brookings Inc.
 - ✚ Design Review Guidelines Subcommittee
 - Facilitated Meeting – September 16th
 - ✚ Liaison to DBI Board
 - ✚ Proposed draft to Kent Burnes
 - C. *University Residential Historic District* –National Register District:
 - 1) 8th Street & Medary
 - D. *Sexauer Seed Company Historic District* –National Register District.
 - E. Individually Listed Properties:
 - ✚ Woodbine Cottage Update
 - ✚ “William & Elizabeth Beal” House – 1302 6th Street
15. Current Areas of Interest for Preservation
- A. Project Manager’s Report
 - 1) Status of pass-through grant for Frank Gilbert, National Trust
 - 2) Preservation CAMP Registration – September 13th (enclosure)
 - B. Highway 14 - 6th Street Widening Project
 - C. 125th Anniversary and report (enclosure)
16. Announcements/Correspondence/Communications:
- ☺ *Forum News*, July/August 2003
 - ☺ *Forum Journal*, Summer 2003 (check out)
 - ☺ *Preserve South Dakota*, Summer 2003
 - ☺ *MainStreet News*, June 2003
 - ☺ website address for Codington County HPC – www.cchsmuseum.org
 - ☺ website address for Clay County HPC – www.preserveclaycounty.org
17. Adjournment

** Enclosures in the packet are in order of the agenda.

Mission Statement

The Brookings Historic Preservation Commission is committed to promoting the inspiration, pleasure and enrichment of the citizens of Brookings through the identification, documentation, preservation, promotion and development of the city’s historical resources.

The City of Brookings is responsive to requests for communication aids and the need to provide appropriate access, and will provide alternative formats and accessible locations consistent with the Americans with Disabilities Act.”

Brookings Historic Preservation Commission
August 7, 2003
(unapproved)

A meeting of the Brookings Historic Preservation Commission was held on Thursday, August 7, 2003 at 4:00 p.m. in City Hall. Members present: Pat Fishback, Jim Roden, Jim Talbert, Mary Lou Berry, Mark Kelsey, Carrie Lavarney, Richard Shillander, and Diana Zwieg. Stephen Van Buren and Gloria Kloster were absent. Shari Thornes, City Clerk, was also present.

Chairman Fishback called the meeting to order at 4:06 p.m. and made the following opening statement, "This is the Brookings Historic Preservation Commission, the BHPC is a commission of city government whose purpose is to promote the inspiration, pleasure and enrichment of the citizens of Brookings and to identify, document, preserve, promote and develop the historical resources of the city. The powers and responsibilities of the Commission are set forth in SDCL 1-19B and City Ordinance 09-03. The members of the commission are volunteers who are appointed by the mayor with the consent of the City Council. Biographies of our commission members are on file with the city clerk for public viewing."

Agenda. The following items were added to the agenda: Places in Peril, the Pioneer Park Bandshell and the Governor's Mansion Press Release. A motion was made by Talbert, seconded by Shillander, to approve the agenda as amended. All present voted yes; motion carried.

Minutes. A motion was made by Lavarney, seconded by Talbert, to approve the July 10, 2003 minutes as amended.

Handouts:

- ✚ Preserve SD Press Release on the Governor's House
- ✚ Places in Peril Entry
- ✚ Preservation CAMP Bios
- ✚ Gloria Kloster's comments on the Case Report
- ✚ Revised BHPC performance measurements

Schedule next monthly meeting. Wednesday, September 3rd at 4:00 p.m.

Calendar.

- Sept. 13 Preservation Camp/CLG Workshop - Brookings
- Sept. 30-Oct 5 National Preservation Conference, Denver, Colorado

Discussion and possible comment on an 11.1 review for 627 8th Avenue & 716 7th Street.

Fishback said we have a survey of the properties in question provided to us by a consultant hired to review the historic resources of this area. That survey established the significance of the district and why it merits protection. The survey identified the character-defining features of structures within this district. The properties under consideration today are included in the University historic district and a rationale for including them as contributing properties to this area is

included in the University Residential Historic District nomination. We have the architectural description, the character defining features of the properties, the dates of construction, the name of the builder of the property, a description of the relationship of the buildings to their setting and a listing of their contributions to the historic character and appearance of the area. The properties in the area, once moved, will lose their setting, their place in the history of Brookings and their importance to the community of Brookings.

A motion was made by Shillander, seconded by Berry, *“Removing the house at 716 7th Street and enlarging or removing the garage at 627 8th Avenue would have an adverse effect to the historic significance of the University Residential Historic District.”* All present voted yes; motion carried.

Evaluation of SHPO Training Session. Staff members from the State Historic Preservation Office provided a 4 hour training session to the BHPC members on July 23rd. Shillander said as a new member, he found the training and materials extremely helpful. It has given him more motivation to be actively involved. Fishback said she was excited about the videos; they will be a good tool for educating not only the preservation commission, but also city officials and general public.

Establish Bylaws Committee. A committee of Talbert, Fishback, Roden, and Kelsey was established. The committee will provide a report at the December meeting.

Presentation to East Central Board of Realtors. Fishback and Thornes attended an East Central Board of Realtors meeting on July 16th to provide information on the amended local preservation ordinance and the local register process. A summary of the questions and responses will be provided to the 33 participants.

Status Performance Measurements & Benchmarks. The following performance measurements and benchmarks have been identified for the Commission. Thornes will provide 2002 and 2003 data for each item.

Performance Measurements

1. Fulfill the annual Certified Local Government (CLG) requirements with the State Historic Preservation Office and National Park Service. Requirements include:
 - A. Sponsor a minimum of one educational program workshop and conduct a program evaluation to include attendance and/or number served
 - B. BHPC members and staff will attend a minimum of one state/regional training session per year and one national level training on a bi-annual basis, if funds permit
 - C. Document volunteer hours contributed
 - D. Conduct an ongoing survey of historic resources

- E. Enforce state and local preservation legislation
 - F. Submit status and completion reports on all projects
 - G. Submit written requests for variations to funded projects
 - H. Create and implement a Preservation Plan
 - I. Submit an annual report to the State of South Dakota. Required components include a statement of goals and objectives; listing of funding sources; outline of projects; future objectives; documentation of workshop and educational events; copies of minutes; list of current members; and summary of 11.1 and 106 review opinions.
 - J. Conduct a public education activity
 - K. Fulfill requirements of SDCL 1-19A-11.1 for review of threatened historic properties within the city of Brookings to include completion of case reports, public hearings and official comment
2. Sponsor the annual Mayor's Awards for Historic Preservation
Program Description: Each year the Brookings Historic Preservation Commission, in cooperation with the Mayor's Office, celebrates the best of preservation by presenting **Mayor's Awards** to individuals, businesses and organizations that have demonstrated outstanding achievements in historic preservation.
 3. Completion of an annual report and participation in the city's annual meeting event (Note: The practice of periodic reports to the City Council commenced in April 2002).
 4. Submission of periodic verbal reports to the City Council

Benchmarks

1. Total Operating budget
2. Budget per capita (18,504)
3. Number of Mayor's Award Winners
4. Number of National Register Nominations (submitted by the Commission - this does not include owner or state submissions)
5. Number and outcome of SDCL 1-19A-11.1 state reviews
6. Number of property owners requesting and receiving assistance
7. Number of preservation-related meetings attended (volunteers)
8. Number of historic property site visits by state and national preservation personnel
9. Number served in BHPC public education programs
10. Program evaluations at the conclusion of each activity
11. Cost per unit of all BHPC publications
12. Number of donated hours provided by volunteers

Update on University Historic District Brochure. The final product and grant must be completed not later than September 15th. A brochure proof will be distributed to the members prior to the next meeting.

Plaque Installation Project. Commission members are needed to supervise the project by contacting the property owners and overseeing the installation. Mark volunteered to contact Jiggs Rice regarding the installation. He will need the installation specifications from Erie Landmark Company regarding the bolts and lags. Notifying property owners via the DBI newsletter was also suggested.

Street Signage Project. The Street Department will need maps of each district indicating sign placement at each intersection. This project will be discussed again in September after the brochure project is completed.

Historic Districts and Properties Update

1921 Building - Central Residential Historic District–National Register District:

Modifications to the 1921 building PDD (planned development district) is under review by the City Planning Commission and will move forward to the City Council.

Downtown Brookings Inc.- Brookings Commercial Historic District –National Register District:

- ✚ Design Review Guidelines Subcommittee is sponsoring a facilitated public meeting on Tuesday, September 16, from 6:30 to 8:30 p.m., at the Old Firehall, at 310 Fourth Street. Don Seten, Urban Planner for the City of Sioux Falls, will be the facilitator. The purpose of the meeting will be to develop a master list of important characteristics that will be used to draft maintenance and design guidelines. All members of the Commission will be invited.
- ✚ Proposed draft to Kent Burnes - There was group consensus that it was inappropriate for Mr. Burnes to criticize another preservation organization without obtaining any information or contacting the organization. Fishback was asked to draft a letter to Burnes with copies also being distributed to the SHPO, DBI, City Manager, and National Trust.

8th Street & Medary - University Residential Historic District –National Register District:

Fishback hasn't had any contact with Foundation or SDSU officials on this project. Members questioned if the construction plan had been finalized. Thornes will inquire with the Mayor and City Manager on the status of the project. The Commission sent the Foundation a letter some time ago expressing concern about the impact of the new development with respect to massing, setback, and materials. Thornes will give a copy of the letter to the Mayor and City Manager.

“William & Elizabeth Beal” House – 1302 6th Street – Individually Listed: Thornes was contacted by the property owner requesting information on the original porch design.

Preservation CAMP Registration – September 13th. Berry, Zwieg, Lavarney, Roden, and Shillander will attend the CAMP.

Governor’s Mansion. Preserve SD is requesting people sign a letter urging the Governor not to tear down the house. Members were encouraged to copy and distribute the letter to interested parties and could participate as individuals if so desired.

Highway 14 - 6th Street Widening Project. Fishback attended a public hearing sponsored by the Dept. of Transportation on the proposed widening project. The State has been notified that the project will impact a National Register site – 1302 6th Street.

125th Anniversary and Report. Lavarney reported that the Committee has narrowed the list of projects. They are planning a tour of century homes – homes and gardens over 100 years old. They plan to donate any funds generated by the project to be used for preservation activities. Can the money be given to the City of Brookings? Would it have to go to a non-profit corporation? Is there any project that BHPC is planning for the 125th or do they want to sponsor an event? The Commission will review the list of events at their next meeting.

Announcements/Correspondence/Communications:

- ☺ *Forum News*, July/August 2003
- ☺ *Forum Journal*, Summer 2003 (check out)
- ☺ *Preserve South Dakota*, Summer 2003
- ☺ *MainStreet News*, June 2003
- ☺ website address for Codington County HPC – www.cchsmuseum.org
- ☺ website address for Clay County HPC – www.preserveclaycounty.org

Meeting adjourned at 6:20 PM
Submitted by Shari Thornes, Brookings City Clerk

Brookings Historic Preservation Commission

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Pat Fishback, Chair

Mark Kelsey

Gloria Kloster

Mary Lou Berry

Diana Zwiig

Carrie Lavarney

Richard Shillander

Stephen Van Buren

James Talbert

James Roden

Brookings Historic Preservation Commission

Wednesday, September 3, 2003

4:00 p.m ~ City Hall Meeting Room

1. Call to Order.
2. Adoption of Agenda.
3. Approval of the August 7, 2003 minutes.
4. Schedule next monthly meeting.
5. Calendar.
 - Sept. 8th DBI Design Guidelines Subcommittee Meeting - Noon
 - Sept. 13 Preservation Camp/CLG Workshop - Brookings
 - Sept. 30-Oct 5 National Preservation Conference, Denver, Colorado
 - Oct. 26 Brookings Alive DBI Fundraiser/Dinner Theatre - Ram Pub
6. University Residential Historic District Walking Tour Brochure
7. Plaque Installation Project
8. Street Signage Project
9. Status Performance Measurements & Benchmarks (enclosure)
10. Boardinghouse Subcommittee Report (Kelsey)
11. Places in Peril Nomination (enclosure)
12. Historic Districts and Properties Update
 - A. *Central Residential Historic District*—National Register District:
 - 1) 1921 Building (enclosure)
 - B. *Brookings Commercial Historic District* –National Register District:
 - 1) Downtown Brookings Inc.
 -  Design Review Guidelines Subcommittee (enclosure)
 -  Follow-up Correspondence (enclosure)

- C. *University Residential Historic District* –National Register District:
 - 1) 8th Street & Medary
 - D. *Sexauer Seed Company Historic District* –National Register District.
 - E. Individually Listed Properties:
13. Current Areas of Interest for Preservation
- A. Project Manager’s Report
 - 1) Picture This Reminders
 - 2) State Office Site Visits
 - 3) Status of pass-through grant
 - 4) Status of 2002/2003 grant closeout
 - 5) Definition of “environs”
 - 6) Review of State Preservation Plan in January
 - 7) City Budget Request
 - B. 125th Anniversary and report (enclosure)
14. Announcements/Correspondence/Communications:
- ☺ *MainStreet News*, July 2003
 - ☺ *2003-2004 Heritage Store Lewis & Clark Book Catalogue* (check-out item)
15. Adjournment

** Enclosures in the packet are in order of the agenda.

Mission Statement

The Brookings Historic Preservation Commission is committed to promoting the inspiration, pleasure and enrichment of the citizens of Brookings through the identification, documentation, preservation, promotion and development of the city’s historical resources.

The City of Brookings is responsive to requests for communication aids and the need to provide appropriate access, and will provide alternative formats and accessible locations consistent with the Americans with Disabilities Act.”

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Brookings Historic Preservation Commission

Special Meeting

Friday, September 19, 2003

8:00 a.m.

SDSU Hilton Briggs Library

1. Call to Order
2. Adoption of Agenda
3. Update on the Norby Collection
4. Action to sign an *Instrument of Gift* agreement with the SDSU Briggs Library Archives & Special Collections regarding the Norby Collection
5. Adjournment

** Enclosures in the packet are in order of the agenda.

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Brookings Historic Preservation Commission
September 19, 2003
(unapproved)

A special meeting of the Brookings Historic Preservation Commission was held on Friday, September 19, 2003 at 8:00 a.m. in the SDSU Briggs Library. Members present: Pat Fishback, Jim Talbert, Mary Lou Berry, Mark Kelsey, Carrie Lavarnway, Stephen Van Buren, Gloria Kloster, and Diana Zwiig. Jim Roden and Richard Shillander were absent. Shari Thornes, City Clerk, and John Awald, Ag Heritage Museum Director, were also present.

Chairman Fishback called the meeting to order at 8:05 a.m. and made the following opening statement, "This is the Brookings Historic Preservation Commission, the BHPC is a commission of city government whose purpose is to promote the inspiration, pleasure and enrichment of the citizens of Brookings and to identify, document, preserve, promote and develop the historical resources of the city. The powers and responsibilities of the Commission are set forth in SDCL 1-19B and City Ordinance 09-03. The members of the commission are volunteers who are appointed by the mayor with the consent of the City Council. Biographies of our commission members are on file with the city clerk for public viewing."

Subcommittee Report on the Norby Collection. George Norby passed away on Thursday, September 11, 2003. Two weeks prior to his death George asked representatives of the Historic Preservation Commission and the Ag Heritage Museum to assist him with final arrangements for his extensive collection of Brookings history. The collection includes newspapers, photographs (including negatives), posters (auction/sales posters and other event posters), computer print-outs, digital and backup media, microfilm and ephemera (notices, postings, brochures, etc.).

Per this request, a committee of Van Buren, Lavarnway, Fishback, John Awald, Ag Heritage Museum Director, and Thornes met on September 10 and 24 to discuss the best home for the collection. The committee evaluated all the options and agreed that the best place for the collection was the SDSU Briggs Library. The committee felt that the Briggs Library Archives was the best home due to the large size of the collection, the desire to keep the collection intact, and the considerable expertise and staffing the collection processing and maintenance would require.

The committee determined, upon consultation with the Brookings Public Library Director, that the Brookings Public Library did not have adequate space and available staffing to care for the collection.

Van Buren indicated the newspaper collection would be housed in a dedicated room in the lower level of Briggs. Shelving (42"x24") has been ordered for the collection and will arrive December 2003. The public would not have access to that room. Retrieval of papers would be done by library personnel. The computer files, photographs and other materials will be available in the third floor Reading Room. In this arrangement, the public will have full access to copy materials. The BHPC will retain complete access for researching needs.

A draft *SDSU Archives & Special Collections Instrument of Gift Agreement* was distributed to the Commission members. Thornes explained that signing the document would allow the family to agree to donate the materials. The family's estate attorney is currently reviewing the document. The agreement also stipulates that the Brookings Historic Preservation Commission must be contacted if SDSU wishes to dispose of any of the collection.

John Awald and Van Buren have met and are continuing to meet with George's children to review the collection. At the request of the family, arrangements have been made to remove the entire collection on Tuesday, September 23rd. Before anything can be removed, George's family must sign the gift agreement. SDSU is providing personnel and transportation for the move. The collection will be immediately moved into the designated room at Briggs that same day.

A Mayoral Proclamation that celebrates George and Evelyn's work and information about the collection's disposition was suggested.

Instrument of Gift Agreement. A motion was made by Zwieg, seconded by Talbert, to approve of the *SDSU Archives & Special Collections Instrument of Gift Agreement* and to authorize city officials to sign the document in its final form. All present voted yes; motion carried.

Tour. Members of the Commission toured the areas where the collection will be housed and where the public will view the collection.

At the October meeting, the BHPC will discuss a funding request to the SHPO for the collection, volunteer needs to process the collection, and a volunteer organization to maintain the database. A grand opening or open house to invite the public to see the collection in its new space will be also be discussed.

Adjournment. A motion was made by Kloster, seconded by Zwieg, to adjourn. All present voted yes; motion carried.

Meeting adjourned at 8:41 a.m.

Submitted by Shari Thornes, Brookings City Clerk

Brookings Historic Preservation Commission

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James Talbert

James Roden

Brookings Historic Preservation Commission

Wednesday, October 1, 2003

4:00 p.m ~ City Hall Meeting Room

1. Call to Order.
2. Adoption of Agenda.
3. Approval of the September 3, 2003 and September 19, 2003 minutes.
4. Schedule next monthly meeting.
5. Calendar.
 - Sept. 30-Oct 5 National Preservation Conference, Denver, Colorado
 - October 1st Picture This Deadline
 - Oct. 26 Brookings Alive DBI Fundraiser/Dinner Theatre - Ram Pub
 - Oct 29 Picture This Deadline
6. University Residential Historic District Brochure
 - Report on end of project and Celebration !!!
 - Ideas for distribution
7. The George & Evelyn Norby Collection (enclosure)
8. September 13th CLG Training Report
9. Governor's Economic Development Summit Report - September 22nd & 23rd
10. Governor's 2010 Initiative Summit - October 14th & 15th - Rapid City
11. Boarding House Subcommittee Report (Kelsey)
12. Historic Districts and Properties Update
 - A. Central Residential Historic District--National Register District:
 - 1) 1921 Building
 - B. Commercial District -National Register District :
 - 1) Downtown Brookings Inc.
 - Design Review Guidelines Subcommittee

- DBI Board Report
 - 2) District Plaques
 - C. University Residential District -National Register District:
 - 1) 8th Street and Medary
 - D. Sexauer Seeds Historic District -National Register District
 - E. Individually Listed Properties
 - F. Pending
 - 1) Update on the Old Sanctuary Listing
13. Initial Discussion of Facilitated Meeting on Non-profit organization
14. Current Areas of Interest for Preservation
- A. Project Manager's Report
 - 1) Picture This Reminders
 - 2) State Office Site Visits
 - 3) Status of pass-through grant
 - 4) 2002-2003 grant closeout
 - 5) Donated Service Records
 - B. 125th Anniversary Report (enclosure)
15. Members & Project Manager Calendar Coordination:
- Bylaws Subcommittee (Members)
 - National Preservation Week Award Guidelines (Members & Staff, report by Nov.)
 - Historic District Street Signage (Members & Staff)
 - Commercial District Plaques (Members & Staff)
 - Preservation Materials Subcommittee established to report by January
16. Announcements/Correspondence/Communications
- DBI Agenda, August/Sept 2003
 - Preserve SD, Fall 2003
 - The Alliance Review, July/August 2003
 - Forum News, Sept./Oct 2003
 - MainStreet News, Aug. 2003
 - Common Ground: Preserving Our Nation's Heritage, Summer 2003
17. Adjournment

** Enclosures in the packet are in order of the agenda.

Mission Statement

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Brookings Historic Preservation Commission
Wednesday, October 1, 2003
(unapproved)

A meeting of the Brookings Historic Preservation Commission was held on Wednesday, October 1, 2003 at 4:00 p.m. in City Hall. Members present: Pat Fishback, Jim Talbert, Jim Roden, Carrie Lavarney, Gloria Kloster (arrived at 5:25 p.m.), Mark Kelsey, Diana Zwieg, Richard Shillander and Stephen Van Buren. Mary Lou Berry was absent. Shari Thornes, City Clerk, was also present.

Chairman Fishback called the meeting to order at 4:00 p.m. and made the following opening statement, "This is the Brookings Historic Preservation Commission, the BHPC is a commission of city government whose purpose is to promote the inspiration, pleasure and enrichment of the citizens of Brookings and to identify, document, preserve, promote and develop the historical resources of the city. The powers and responsibilities of the Commission are set forth in SDCL 1-19B and City Ordinance 09-03. The members of the commission are volunteers who are appointed by the mayor with the consent of the City Council. Biographies of our commission members are on file with the city clerk for public viewing."

Agenda. A motion was made by Zwieg, seconded by Talbert, to approve the agenda. All present voted yes; motion carried.

Schedule next monthly meeting. Wednesday, November 5th at 4:00 pm

Calendar.

- Sept. 30-Oct 5 National Preservation Conference, Denver, Colorado
- October 1st Picture This Deadline
- Oct. 26 Brookings Alive DBI Fundraiser/Dinner Theatre - Ram Pub
- Oct 29 Picture This Deadline

University Residential Historic District Brochure. The brochure project has been completed. The final cost was \$4,095 to print 10,000 16-page four color brochures at Sioux Printing in Sioux Falls. The BHPC received a federal grant of \$4,000 for this project. Harold's Printing in Brookings quoted \$6,700 for the job and no bid was received from Reynold's. Fishback and Thornes drove to Sioux Falls to proof the final plates and sign off on the project. The brochures were delivered on September 15th.

A brochure distribution committee of Lavarney and Zwieg was created. They will be responsible to develop a distribution list, delivery of brochures, and to periodically restock. Location ideas were as follows: Chamber Office, Museums, Libraries, Community Cultural Center, Hotels, Banks, Swiftel Center, and various SDSU Departments. The committee will email their distribution list to all members and will commence distribution. It was noted that distribution numbers will need to be tracked for the performance measurements.

An official kick-off of the brochure and the new walking tour will be done during Preservation Week in May 2004.

The George & Evelyn Norby Collection. Staff of the Ag Heritage Museum have successfully converted George and Evelyn Norby's computer files from Q&A to Microsoft Word and from Microsoft Works to Microsoft Excel. As agreed, the Museum provided CDs for University Archives, the Historic Preservation Commission and the museum. John Awald, Museum Director, raised the question of who would get the referrals regarding the Norby Collection? When a reference question comes in, who do they refer them to? Will there be a fee?

It was agreed that the response to requests will be that the Collection is currently being processed and is not available to the public until mid 2004 (May). There is not city staff available to conduct research for the public. Once the collection is available, all calls will be referred to the University Archives Department. It was clarified that University personnel will not conduct research for individuals. The information will be available for individuals to conduct their own research.

If a fee is charged for materials, it will be important that all three entities follow the same practice.

Preservation Week 2004 would be an excellent time to officially open the collection with exhibits, a grand opening, and a mayoral proclamation.

Seeking additional funding to process and maintain the collection was discussed. Seeking endowments to cover costs will be pursued.

The subcommittee of Awald, Van Buren, Lavarney, Thornes, and Fishback will continue to meet periodically.

Van Buren will provide a brief report on the collection at each monthly meeting.

September 13th CLG Training Report. Lavarney, Van Buren, Zwieg, Berry, Shillander and Roden attended a "Preservation Camp" sponsored by the BHPC and the Preserve SD organization.

Governor's Economic Development Summit Report. Fishback attended a summit in Watertown on September 22nd. She reported that there were 90 in attendance. They split into separate facilitated groups. She participated in the "Quality of Life/Cultural Arts" group. All the group responses will be posted on the state's website.

Governor's 2010 Tourism Initiative Summit. A summit on Tourism is scheduled for October 14th and 15th in Rapid City. None of the members was available to attend.

Boarding House Subcommittee Report. Kelsey represented the BHPC on a subcommittee that reviewed the possibility of increasing the boardinghouse density from 3 unrelated persons to 4.

The group unanimously decided against this recommendation. No further meetings or action is scheduled on this issue.

Historic Districts and Properties Update:

□ **Commercial District:**

- **Downtown Brookings Inc.** The DBI is currently pursuing the creation of a Business Improvement District for the purpose of raising revenue for downtown projects. The item is scheduled for discussion at the October 7th City Council planning session.

(Kloster arrived at 5:25 p.m.)

- **DBI Board Report.** Fishback currently serves as an ex-officio member on the DBI Board of Directors representing the BHPC. She noted that ex-officio members don't receive emails and other communications sent to full board members. She said it is important to have a vote and a complete understanding of the DBI program and its activities. She recommended that it is important to receive all correspondence and to vote on actions. She will ask the Board if this is board policy or practice not to provide this information. A motion was made by Kloster, seconded by Zwieg, to submit a request to have a BHPC member be a voting member on the DBI Board at the next normal time when positions are filled. All present voted yes; motion carried.

- **District Plaques.** No report.

□ **University Residential District:**

- **8th Street and Medary.** Plans are going forward with the construction of an SDSU facility at this site. The City Planning Department has offered to share the plans that were submitted for this project.

□ **Individually Listed Properties**

- Plans are in the works to remove the trailer court east of the First Lutheran Church. This area is adjacent to a National Register property.

Governor's Economic Development Summit Report. Kloster attended a summit in Sioux Falls on September 23rd. She reported that the summit was very preservation oriented.

Initial Discussion of Facilitated Meeting on Non-profit Organization. The project is funded in the 2003/2004 grant cycle and must be completed by May 31, 2004. The following comments were made in this initial discussion:

- The role of the preservation commission is not to lobby or do advocacy work. A non profit organization would do preservation advocacy in the community.
- The meeting will be facilitated by a preservation consultant.
- The participants should be a broad cross section of individuals who are active in preservation issues.

- The commission should review the grant narrative on the project.
- Those who attended the Historic Home Owners Workshop should be invited to this meeting.
- The commission will need to get a list of potential facilitators.
- Members should review Page 90 of the Preservation Plan pertaining to establishing a non profit organization.
- Holding the event on a weekday evening was suggested. Not a weekend.
- Suggested timeline:
 - November – solicit proposals
 - December – select a facilitator
 - January – advertising and planning
 - February – hold event
 - May-May – prepare report

Project Manager’s Report

- Picture This Reminders: October – Kloster, November – Lavarney, December – Van Buren
- Status of pass-through grant: The National Trust submitted a reimbursement request for \$11,000. Payment was made out of the BHPC budget. A funding request has been sent to the SHPO requesting reimbursement.
- 2002-2003 grant closeout: All documentation to close out the 2002/2003 was submitted to the SHPO on September 15th.

125th Anniversary Report. Lavarney reported that the meeting was cancelled.

Members & Project Manager Calendar Coordination:

- Bylaws Subcommittee – Roden, Kelsey, Fishback and Talbert will prepare a bylaws amendment for action at the November meeting.
- National Preservation Week Award Guidelines – Berry, Shillander and Zwieg will make recommendations at the November meeting.
- Historic District Street Signage – Kloster and Thornes will work on this project.
- Commercial District Plaques – Fishback and Talbert will meet with property owners to advise of the plaque installation and coordinate the plaque installation project.
- Preservation Materials Subcommittee – Van Buren will make a report in November.

Announcements/Correspondence/Communications

- DBI Agenda, August/Sept 2003
- Preserve SD, Fall 2003
- The Alliance Review, July/August 2003

- Forum News, Sept./Oct 2003
- MainStreet News, Aug. 2003
- Common Ground: Preserving Our Nation's Heritage, Summer 2003

Meeting adjourned at 6:32 p.m.

Submitted by Shari Thornes, Brookings City Clerk

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James Talbert

James Roden

Brookings Historic Preservation Commission

Wednesday, November 5, 2003

4:00 p.m ~ City Hall Meeting Room

1. Call to Order.
2. Adoption of Agenda.
3. Approval of Commission minutes.
4. Schedule next monthly meeting.
5. Calendar.
 - Oct 29 Picture This Deadline
 - Nov 25 Report to City Council - 5:30 p.m.
6. University Residential District Brochure Distribution Committee Report.
7. Bylaws Committee Report and discussion and possible action to amend the Commission Bylaws.
8. National Preservation Week Award Guidelines Committee Report.
9. National Register District Signage Committee Report.
10. Facilitated Meeting on Non-profit Organization:
 - A. Request for Proposals
 - B. Proposed Timeline
 - C. Location
 - D. Meeting Arrangements
11. Historic Districts and Properties Update
 - A. Central Residential Historic District—National Register District:
 - 1) 1921 Building Update
 - 2) SDCL 11.1 Reviews
 - a. 519 (B) 5th Street
 - b. 416 8th Avenue & 802 5th Street
 - B. Commercial District -National Register District :

- 1) Downtown Brookings Inc.
 - a. Design Review Guidelines Subcommittee
 - b. DBI Board Report
- 2) District Plaques

- C. University Residential District -National Register District:

- D. Sexauer Seeds Historic District -National Register District:

- E. Individually Listed Properties
 - 1) Solberg Hall
 - 2) Other

- 12. Current Areas of Interest for Preservation
 - A. Project Manager's Report
 - B. 125th Anniversary Report by Lavarney
 - C. Monthly Norby Collection Report by Van Buren
 - D. Formation of nominating committee
 - E. Annual Report topics assignments
 - F. Commission members' terms expiring 12/31/03

- 13. Announcements/Correspondence/Communications
 - A. Report on City Manager Profile meeting at Swiftel Center
 - B. Presentation at First Lutheran Church Seniors
 - C. Contact with the Preservation Commission in Mitchell
 - D. Report on the Gathering and Healing of Nations Conference in Pierre
 - E. Correspondence:
 - Forum News, Nov/Dec 2003
 - Book list from "Planners Press" (available to check out)
 - The Window, Brookings County Historical Society, October 2003
 - MainStreet News, Sept 2003
 - The Alliance Review, Sept/October 2003
 - South Dakota History, Summer 2003 (available to check out)

- 14. Adjournment

** Enclosures in the packet are in order of the agenda.

Mission Statement

The Brookings Historic Preservation Commission is committed to promoting the inspiration, pleasure and enrichment of the citizens of Brookings through the identification, documentation, preservation, promotion and development of the city's historical resources.

The City of Brookings is responsive to requests for communication aids and the need to provide appropriate access, and will provide alternative formats and accessible locations consistent with the Americans with Disabilities Act."

Brookings Historic Preservation Commission
Wednesday, November 5, 2003
(unapproved)

A meeting of the Brookings Historic Preservation Commission was held on Wednesday, November 5, 2003 at 4:00 p.m. in City Hall. Members present: Pat Fishback, Jim Talbert, Jim Roden, Carrie Lavarney, Gloria Kloster, Mark Kelsey, Diana Zwieg, Richard Shillander, Stephen Van Buren and Mary Lou Berry. Shari Thornes, City Clerk, was also present.

Chairman Fishback called the meeting to order at 4:00 p.m. and made the following opening statement, "This is the Brookings Historic Preservation Commission, the BHPC is a commission of city government whose purpose is to promote the inspiration, pleasure and enrichment of the citizens of Brookings and to identify, document, preserve, promote and develop the historical resources of the city. The powers and responsibilities of the Commission are set forth in SDCL 1-19B and City Ordinance 09-03. The members of the commission are volunteers who are appointed by the mayor with the consent of the City Council. Biographies of our commission members are on file with the city clerk for public viewing."

Agenda. Discussion regarding the 2010 Initiative was added to the agenda. A motion was made by Talbert, seconded by Kelsey, to approve the agenda as amend. All present voted yes; motion carried.

Minutes. A motion was made by Roden, seconded by Kloster, to approve the minutes as amended. All present voted yes; motion carried.

Schedule next monthly meeting. Wednesday, December 3rd at 4:00 pm

Handouts:

- DBI Agenda - November 2003
- 2010 Initiative
- Preservation Magazines
- Forum Journal - Fall 2003 - Is It Real? Exploring Authenticity at Historic Sites
- National Park Service Annual Products Report for CLGs and Baseline Questionnaire for CLGs

Calendar.

- Oct 29 Picture This Deadline
- Nov 25 Report to City Council - 5:30 p.m.

University Residential District Brochure Distribution Committee Report.

Zwieg and Lavarney presented a list of possible locations for distribution of the brochures. They will distribute the new university brochure along with the other BHPC brochures on a regular basis.

Bylaws Committee Report and discussion and possible action to amend the Commission

Bylaws.

Talbert reviewed proposed changes to the bylaws. Action on the amendments will be considered at the next meeting.

National Preservation Week Award Guidelines Committee Report. The subcommittee of Zwieg and Berry presented a written report with suggested revisions to the Annual Mayor's Awards nomination criteria. The Commission will review the proposal and discuss it at the December meeting.

National Register District Signage Committee Report. The subcommittee of Kloster and Thornes reported that the street signs for the Central, Commercial, Sexauer, and University National Register Districts had been installed by Brookings Street Department personnel.

Facilitated Meeting on Non-profit Organization: The Commission reviewed the project description in the 2003 grant request. The next step in the process is to develop a Request for Proposal. Thornes will check with former regional National Trust representatives Robb Nieweg or John Mitterholzer on their opinion if this event could effectively be done in a 4 hour time period rather than the originally planned day-long session. The event is tentatively planned for the end of February.

Central Residential Historic District—National Register District:

SDCL 11.1 Review - 519 (B) 5th Street: Greg and Don Koenders, owners of 519A & B Fifth Street, have applied for a demolition permit for 519B 5th Street (located on alley), legal description: Lot 12, Block 12, Second Addition, Brookings, South Dakota. The structure is a contributing property in the Brookings Central Residential Historic District. BHPC staff spoke with Mr. Don Koenders on October 14, 2003, and he is aware that the removal of this structure is subject to review under SDCL 1-19A-11.1. The City sent official notification to the State Historic Preservation Office on October 20th.

The owners plan to demolish the structure and are not planning a replacement primary or secondary structure. The National Register lists the date of construction as 1908. The primary home's date of construction is listed as 1888. It is a single story wood clapboard residential structure consisting of one bedroom, a bathroom, kitchen, and a living room. It has been a rental for a several decades. The owners wish to remove it due to severe overall deterioration.

The State Preservation Office had not submitted a written response by the time of the meeting; however, the following email was received by Stephen Rogers: *"...I have done a preliminary review and will be requesting a case report on both of these properties. If you would like to go ahead and gather the official comments of the HPC this evening that would probably be a good idea. As far as the garage at 802 5th, if there is some record or documentation or if the owner wants to provide proof that the garage has not been there for over 20 years then we will certainly allow the removal of that structure. The others will require a Case Report...."*

A motion was made by Zwiig, seconded by Berry, the Brookings Historic Preservation Commission feels that the loss of any original contributing structure in an historic district is always detrimental to the historic integrity of that district, and its link to the primary house will also be lost with its demolition, apparently options for reuse of the building have been pursued to include relocation. Photo documentation will be done prior to demolition. All present voted yes; motion carried.

A motion was made by Kloster, seconded by Talbert, to acknowledge that the BHPC believes secondary structures to be important but questions the necessity of doing a case report on this property and asks the State Preservation Office to clarify. All present voted yes; motion carried.

SDCL 11.1 Review: 416 8th Avenue & 802 5th Street. Dave Dotson, owner of 802 5th Street and 416 8th Avenue, has applied for a demolition permit for the garage located at 802 5th Street and the house at 416 8th Avenue, legal description: South 50' of Lots 6 and 7, Block 5, Skinner's First Addition, Brookings, South Dakota. The structures are contributing properties in the Brookings Central Residential Historic District. BHPC staff spoke with Mr. Dotson on October 17, 2003, and he is aware that the removal of these structures is subject to review under SDCL 1-19A-11.1. The City sent the official notification to the State Historic Preservation Office on October 20th.

The owner plans to demolish the garage at his primary residence and the rental house located directly behind his home at 416 8th Avenue. Both structures are listed as "contributing properties" in the National Register Nomination; however, the owner said the garage isn't more than 20 years old. The owner plans to remove both structures and construct a new 28' x 36' garage at the alley. The new garage will be of similar roof pitch to the house with cement board with a "clapboard-like" appearance.

A motion was made by Zwiig, seconded by Van Buren the Brookings Historic Preservation Commission feels that the loss of these original contributing structures in the Central Residential Historic District is always detrimental to the historic integrity of that district. All present voted yes; motion carried.

Kloster left at 6:10 pm

The Commission discussed the need to analyze previous actions taken pertaining to 11.1 reviews to evaluate the possibility of developing standard official comments.

Commercial District –National Register District :

Downtown Brookings Inc. The Business Improvement District issue was removed from the City Council agenda pending further review and input by the DBI Board. At the time the DBI Board conducts their election of officers and change of officers, the BHPC will request a full time BHPC representative director on the Board.

District Plaques. Shillander volunteered to assist Kelsey, Talbert, and Fishback on this project. The subcommittee will schedule a meeting. Kelsey will work on getting bids.

University Residential District –National Register District. It was noted that the City Council has reviewed a significant number of boardinghouse requests this year.

Individually Listed Properties. It was noted that the front porch of the Beal House, 1302 6th Street, had been restored.

Eligible Properties.

- Solberg Hall. Fishback attended the dedication ceremony.
- SDSU Properties. It was noted that there are several campus properties that are eligible, but not listed. The State Preservation Office independently initiated the creation of a district some time ago. The Commission will discuss this item at a future meeting.

Project Manager's Report.

- National Park Service Annual Products Report for CLGs and Baseline Questionnaire for CLGs. Thornes recently received these reports from the State Preservation Office and are due on December 31, 2003.
- Signage Committee. Thornes recently attended a committee meeting that is studying wayfinding signage in the community to determine what venues in the community should be signed, what isn't currently signed, and recommendations on the shape, style, and size of signs and any banners. This committee was initiated by the City Manager. John Awald is serving as the chair.
- Downtown Streetscape Committee. The Committee has met twice to review the 1998 landscape and amenities plan. After first meeting the asked for a BHPC representative and Thornes attended. They are developing a Request for Proposals to present to the City Council.
- Discussion with local realtor. Thornes was contacted by a local realtor who had several questions regarding the revised BHPC ordinance and local districts.
- Board, Committee & Commission minutes format. Thornes reported that the City Council is considering a policy that would set minimum standards for the minutes of all city boards, committees, and commissions.
- Performance Measurements and Benchmarking Data. The City Council recently reviewed the BHPC performance measurement and benchmarking data. They will want to review the 2003 data in February.

Talbert left at 6:32 pm

Monthly Norby Collection Report. Van Buren reported that he is working on the volunteer program. He has developed volunteer packets, is scheduling training sessions, and will obtain temporary parking permits for active volunteers. He is working to finish the complete inventory.

Once the inventory is completed, he will be able to make estimates to be used for application for grants.

Formation of nominating committee. Kelsey, Shillander and Talbert volunteered to serve on the nominating committee.

Annual Report Topics Assignments. A subcommittee of Shillander, Lavarnway, and Fishback will work on the project.

Commission members' terms. The terms for Roden, Zwieg, and Berry expire on December 31, 2003. Members were asked to let Thornes know if they wished to be reappointed.

Announcements/Correspondence/Communications:

- Report on City Manager Profile. Fishback participated in a four hour profiling session of critical competencies for the new city manager position.
- Presentation at First Lutheran Church Seniors. Fishback gave a presentation on the new University Brochure to the First Lutheran Church seniors in October with approximately 60 in attendance.

Correspondence:

- Forum News, Nov/Dec 2003
- Book list from "Planners Press" (available to check out)
- The Window, Brookings County Historical Society, October 2003
- MainStreet News, Sept 2003
- The Alliance Review, Sept/October 2003
- South Dakota History, Summer 2003 (available to check out)
- 2010 INITIATIVE

Meeting adjourned at 6:47 p.m.

Submitted by Shari Thornes, Brookings City Clerk

Report of City Council, November 25, 2003:

< Our current members of the BHPC are: Mary Lou Berry, Mark Kelsey, Gloria Kloster, Carrie Lavarney, Jim Roden, Richard Schillander, Jim Talbert, Stephen VanBuren and Diana Zwiig. I am Pat Fishback and the chair of the BHPC.

< The BHPC is part of the certified local government for the city of Brookings and part of a state and federal preservation partnership.

<CLGs are eligible to receive grants and technical assistance for use on local preservation projects. The National Park Service administers an Historic Preservation Fund and money from that fund goes to State Preservation offices where it is then provided to the CLGs in the state, SD has 17 CLGs, Brookings is one of them.

< We meet monthly and also provide an historic information column and photo for the Brookings Register sponsored by Rudes Furniture and the Register.

* We last provided a report in June, 2003 and our activities in addition to our monthly meetings have included the following:

*Provided official comment on the Woodbine cottage rehabilitation on June 23 and forwarded the 13 pages of comment to the SHPO.

*On July 16, Shari Thornes and I met with the Board of Realtors to present information about the adopted amendments to the Preservation ordinance.

*On July 23, BHPC members completed a 4 hour update and training session conducted by the State Historic Preservation Office which included introduction to video tapes depicting the work of CLGs in SD. These will be available next year to city officials and will serve to assist with education as to what is being done in SD by preservation commissions.

*We continued to remain in contact with individuals involved in reuse of the 1921 building.

*In July, August and September we worked to complete the new University Residential Historic District brochure. This was a project completed with assistance from a state grant. The brochure was proofed at the printer and was published on Sept. 15. We are grateful to Allyn Frerichs from the Park and Rec. dept. for assistance with identifying trees for the brochure. And, for those individuals who provided additional information about houses and who proofed the brochure. (Brochures will be provided to council after this meeting).

*Sept. 3 George Norby requested assistance with arrangements for the Norby Collection. Three BHPC members and city staff met with representatives from the Ag Museum to discuss working with George on disposition of the collection at two subcommittee meetings on Sept. 10 & 17. On Sept. 19 a special BHPC meeting was held at the Briggs library and the commission adopted a motion to approve the SDSU Archives and Special Collection Instrument of Gift Agreement and to work with officials and family to complete the necessary work to make the collection a part of the SDSU Archives.

*Needless to say, we & the whole community of Brookings will miss George and Evelyn Norby very much. They made major contributions to the community by preserving the history of Brookings

and the surrounding area.

*Sept. 13, five members of the BHPC attended a workshop provided by representatives of the National Alliance of Preservation Commissions, sponsored by Preserve South Dakota.

*Sept. 16, members of the BHPC participated in the Community informational meeting on Design Guidelines sponsored by DBI.

*On September 22 and Sept. 23 BHPC members attended the Governor's Summit meetings on Economic Development in Watertown and Sioux Falls.

*On October 9 a presentation was made on preservation in Brookings to members of the Seniors group at First Lutheran Church congregation.

*On October 16, two members of the commission participated in the city sponsored City Manager profile workshop.

*The report for the State Historic Preservation Office was completed to meet the grant requirements.

*Subcommittees of the BHPC have been working on reviewing bylaws and procedure for National Preservation Week.

*The Historic District Signage committee met with street dept. officials to specify exact placement of district signage. This district signage project began with work from BHPC, the city Engineer, various community entities and the city street department. And, it is now in place. We are grateful to the city street to the city street department for installing the signs. Funding for the signs was made possible by a grant from the National Park Service awarded through the State Historic Preservation Office.

*The BHPC has had a representative on the Brookings Alive in 125 anniversary committee.

*We would like to take this opportunity to thank city manager, Mike Williams, for his work for the city and especially his work with our commission.

Thank you for your time on the agenda this evening.

Brookings Historic Preservation Commission

City Hall, 311 Third Avenue

Post Office Box 270

Brookings, SD 57006

(605) 692-6281 phone

(605) 692-6907 fax

Pat Fishback, Chair

Mark Kelsey

Gloria Kloster

Mary Lou Berry

Diana Zwieg

Carrie Lavarney

Richard Shillander

Stephen Van Buren

James Talbert

James Roden

Brookings Historic Preservation Commission

Wednesday, December 3, 2003

4:00 p.m ~ City Hall Meeting Room

1. Call to Order.
2. Adoption of Agenda.
3. Approval of minutes.
4. Schedule next monthly meeting.
5. Calendar.

6. Action to amend the Commission Bylaws (enclosure).

7. National Preservation Week Award Guidelines Committee Report (enclosure).

8. National Register District Signage Committee Report.

9. Annual Report Subcommittee Report.

10. Report from the Nominating Committee.

11. Facilitated Meeting on Non-profit Organization.

12. Historic Districts and Properties Update
 - A. Central Residential Historic District—National Register District:
 - 1) 1921 Building Update
 - 2) SDCL 11.1 Reviews
 - a. 519 (B) 5th Street (enclosure)
 - b. 416 8th Avenue & 802 5th Street (enclosure)
 - B. Commercial District –National Register District :
 - 1) Downtown Brookings Inc.
 - a. Design Review Guidelines Subcommittee
 - b. DBI Board Report
 - 2) District Plaques

- C. University Residential District -National Register District
 - D. Sexauer Seeds Historic District -National Register District
 - E. Individually Listed Properties
12. Current Areas of Interest for Preservation
- A. Project Manager's Report
 - B. 125th Anniversary Report by Lavarway
 - C. Request to sponsor a History & Garden Festival (enclosure)
 - D. Monthly Norby Collection Report by Van Buren
 - E. Commission members' terms expiring 12/31/03
 - F. SD State Historical Society Notice Public Hearing to Adopt and Amend Certain Rules (enclosure)
 - G. 2004-2006 Conservation Programs - Request for cultural resource concerns (enc)
 - H. Preserve America Program (enclosure)
 - I. Self-Assessment Guide (enclosure)
 - J. Secretary of Tourism & State Development announces resignation (enclosure)
 - K. Report on the Gathering & Healing of Nations Conference (enclosure)
 - L. 2010 Initiative (enclosure)
 - M. National Park Service CLG Questionnaires
13. Announcements/Correspondence/Communications
- SD History Fall 2003 (check-out)
 - Preservation, December 2003 (check-out)
 - MainStreet News, October 2003 (enclosure)
 - SD History Notes, Fall/Winter 2003 (enclosure)
14. Adjournment

** Enclosures in the packet are in order of the agenda.

Mission Statement

The Brookings Historic Preservation Commission is committed to promoting the inspiration, pleasure and enrichment of the citizens of Brookings through the identification, documentation, preservation, promotion and development of the city's historical resources.

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Brookings Historic Preservation Commission
December 3, 2003

A meeting of the Brookings Historic Preservation Commission was held on Wednesday, December 3, 2003 at 4:00 p.m. in City Hall. Members present: Pat Fishback, Jim Talbert, Jim Roden, Carrie Lavarney, Gloria Kloster, Diana Zwiig, Richard Shillander, Stephen Van Buren and Mary Lou Berry. Mark Kelsey was absent. Shari Thornes, City Clerk, was also present.

Chairman Fishback called the meeting to order at 4:00 p.m. and made the following opening statement, *"This is the Brookings Historic Preservation Commission, the BHPC is a commission of city government whose purpose is to promote the inspiration, pleasure and enrichment of the citizens of Brookings and to identify, document, preserve, promote and develop the historical resources of the city. The powers and responsibilities of the Commission are set forth in SDCL 1-19B and City Ordinance 09-03. The members of the commission are volunteers who are appointed by the mayor with the consent of the City Council. Biographies of our commission members are on file with the city clerk for public viewing."*

Agenda. The following items were added to the agenda: request for Docent for tour in February, Historic markers, Planning commission report, Main street report and request, Request on home and garden channel, Property on 8th Street & 13th Avenue demolition, and Article from Old House Journal. A motion was made by Van Buren, seconded by Talbert, to approve the agenda as amended. All present voted yes; motion carried.

Minutes. Corrections were noted to the minutes. A motion was made by Kloster, seconded by Talbert, to approve the minutes as amended. All present voted yes; motion carried.

Schedule next monthly meeting. Thursday, January 22nd at 4:00 p.m.
(Berry arrived at 4:28 p.m.)

Action to amend the Commission Bylaws. A motion was made by Talbert, seconded by Kloster, adopt the proposed amendments. All present voted yes; motion carried.

National Preservation Week Award Guidelines Committee Report. The Commission reviewed the Committee's suggested criteria for nominations for the Annual Mayor's Awards. A suggested changes was made to use the National Register definitions for interior and exterior work.

National Register District Signage Committee Report. Kloster and Thornes reported that the street signage for the University, Central, Sexauer, and Commercial districts had been installed by City Street Department personnel.

Annual Report Subcommittee Report. Fishback will email out a list of topics to members. Action on the report is scheduled for the January meeting.

Report from the Nominating Committee.

Facilitated Meeting on Non-profit Organization. The next step in the process is to develop the Request for Proposal (RFP). Gaining input from Esther Hall (National Trust), Linda Kluthe (Preserve SD), and Mary Gates was suggested.

Central - 1921 Building Update. The 1921 transfer is on the County Commission agenda for December 9th.

SDCL 11.1 Review - 519 (B) 5th Street. The Commission asked what legal remedies are available to the City/Commission when property owners remove structures in the historic districts without obtaining a demolition permit.

SDCL 11.1 Review - 416 8th Avenue & 802 5th Street. The property owner demolished the structures without going through the state review process. The Commission will work with the City Attorney on legal remedies.

Downtown Brookings Inc. - Design Review Guidelines Subcommittee. The Committee met on December 1st. Dan Hanson, Planning and Zoning Administrator, has joined the committee. He provided the committee with zoning regulations in the commercial district.

Commercial District Plaques. The committee has not met on this project. City personnel assisting with the project was suggested. Thornes will check with the City's Risk Manager to see if there is a standard liability form the Commission can use.

Tour of properties. Kloster reported that the Optimist Club will host a District Meeting in Brookings this February. The Club organizes activities for attending spouses. She asked if the Commission wanted to sponsor a windshield tour of one or more of the historic districts on Saturday, February 28th at 10:00 a.m. A docent would be needed for 6 to 8 participants. The Club would provide a van. The docent doesn't have to be a commission member. Docent suggestions were Barb Hoium and Sonya Anderson.

City Clerk's Report. Thornes asked the Commission to closely evaluate all future projects and any time commitments involved before beginning any new projects. The ability to provide any support is really not available. A close evaluation and simplification of how programs and processes are done is needed. Are program evaluations needed? Should a public education commission do *Performance Measurements and Benchmarks*? Should the Commissions apply for supplemental project funding in the 2004/2005 funding cycle?

Initiate meeting with State. A roundtable discussion with representatives of the State Historic Preservation Office and members of the CLGs was suggested. Something similar to the 2010 initiative format.

125th Anniversary Report. Lavarway reported that the group is meeting December 4th.

Request to sponsor a History & Garden Festival. The Commission reviewed information provided by Doris Roden on holding a home and house fair similar to what is done in Waterloo/Cedar Falls. Members were excited about the material and the concept, but decided this was not a project that could be taken on this year. Members wondered if the project could be done in conjunction with the Brookings Home Show, although were concerned that the timeline for this year's show is probably not realistic either.

Request on Home & Garden Channel. HG TV is looking for a building to feature in an upcoming program. The members felt that the 1921 project isn't completed.

Monthly Norby Collection Report. Van Buren reported that he received an additional 50,000 images from David Norby, son of George and Evelyn Norby. He also received more phone books. Seeking grant funds from Questers was suggested (Patty Kratochvil).

Commission members' terms expiring 12/31/03. The terms for Zwieg, Berry, and Roden expire on December 31st. (Talbert left at 6:24 p.m.)

Preserve America Program. Van Buren will work on the application. The deadline is January 15th.

Self-Assessment Guide. Members doing the guide individually and reporting in February was suggested.

Resignation. Secretary of Tourism & State Development announced his resignation.

Report on the Gathering & Healing of Nations Conference. Van Buren attended the Conference on behalf of the City and provided the Commission with a written report. He is still attempting to get the a copy of the Governor's speech.

National Park Service CLG Questionnaires. Thornes will complete and mail the forms to Pierre.

Announcements/Correspondence/Communications

- SD History Fall 2003 (check-out)
- Preservation, December 2003 (check-out)
- MainStreet News, October 2003 (enclosure)
- SD History Notes, Fall/Winter 2003 (enclosure)

Property on 8th & 13th - owned by SDSU Foundation - no permit requested

Meeting adjourned at 6:54 p.m.

Submitted by Shari Thornes