

BROOKINGS HISTORIC PRESERVATION COMMISSION

2010 ANNUAL REPORT

BROOKINGS, SOUTH DAKOTA

Preface

The Brookings Historic Preservation Commission, formed in 1985, is the City's official representative in the United States National Park Service 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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Table of Contents

Certified Local Government - 1
Eligible Projects - 1
Funding - 3
Commission Members - 4
Purpose/Mission/Mandate - 5
Programs Overview – 7
2010 Highlights – 13-25
SDCL 11.1 Reviews - 14
Public Education Program – 26
2011 Goals & Objective - 27

Appendices

2010 Meeting Minutes- 29
Workshop Documentation - 62
11.1 Review Internal Process - 60
Commission Bylaws - 63

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 / National Park Service

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 site 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.

2010 FUNDING SOURCES, SCHEDULE AND PROJECTS

Programs funded with city funds will consist of the annual Mayor's Awards, general office supplies, postage and public education efforts. The annual National Park Service Grant funding criteria and priorities are generally published in March with funding awarded in June of each year by the State Historic Preservation Office. The fiscal calendar years for state allocation funding is a hybrid of a State (7/1-6/30) and a Federal (10/1-9/30) system.

□ **City of Brookings**

Funding Cycle: January 1, 2010 to December 31, 2010
Funding: \$3,600

□ **2009/2010 National Park Service Grant**

Funding Cycle: June 1, 2009 to Sept. 1, 2010

Grant: \$2,000 Basic
\$2,860 Supplement

Status: Closed

Projects:

Basic Allocation Funding - Project Titles:

1. Mayor's Awards for Historic Preservation
2. Brookings Preservationist Newsletter
3. Public Workshop
4. Membership in state and national preservation organizations

Supplemental Funding – Project Titles:

1. Board Development Training **
 - A. National Trust Conference

** Priorities in Brookings Historic Preservation Plan Action Plan

□ **2010/2011 National Park Service Grant**

Funding Cycle: June 1, 2010 to Sept. 1, 2011

Grant: \$2,000 Basic
\$8,000 Supplement

Status: Open

Projects:

Basic Allocation Funding - Project Titles:

1. Mayor's Awards for Historic Preservation
2. Public Workshop
3. Membership in state and national preservation organizations

Supplemental Funding – Project Titles:

1. Local Register Project – Phase 2 (Handbook, Training) **
2. Facilitated Board Retreat **
3. Board Development Training **
 - A. National Trust Conference (1/2 2010 Trust Conference)

** Priorities in Brookings Historic Preservation Plan Action Plan

Brookings Historic Preservation Commission 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.

1. Dr. Dennis Willert, Chair
2. Mary McClure Bibby, Vice Chair 2010
3. Les Rowland, Vice Chair 2011 *
4. Pam Merchant
5. Dr. Janet Gritzner *
6. Father Ryan Hall *
7. Thomas Agostini *

STAFF: Shari Thornes, Brookings City Clerk

* Completed unexpired term

** Resigned

Brookings Historic Preservation Commission Powers & Authorities

Mandate... 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.

Statutory Responsibilities ... Pursuant to SDCL 1-19B, the BHPC may exercise the following powers, duties and responsibilities in addition to the powers, duties and responsibilities stated elsewhere in this ordinance:

- (1) To preserve, promote and develop the historical resources of the City;
- (2) To conduct a survey of local historic properties complying with all applicable standards and criteria of the statewide survey undertaken by the Office of History of the South Dakota Department of Tourism;
- (3) To participate in the conduct of land use, urban renewal, and other planning processes undertaken by the city;
- (4) To acquire fee and lesser interests in historic properties including adjacent to or associated lands by purchase, bequest or donation, with consent of the City Council. All lands, buildings, structures, sites, areas, or objects acquired by funds appropriated by the city shall be acquired in the name of the city unless otherwise provided by the City Council. These properties may be maintained by or under the supervision and control of the city. If acquired by funds other than those appropriated by the city, the lands, buildings or structures may be held in the name of the BHPC, the city or both;
- (5) To preserve, restore, maintain, and operate historic properties which are under the ownership or control of the BHPC the city or both;
- (6) To acquire, with the consent of the City Council, by purchase, donation, or condemnation, historic easements in any area within the city provided the city determines the acquisition will be in the public interest. For the purpose of this section, "historic easement" means any easement, restriction, covenant or condition running with the land, designated to preserve, maintain or enhance all or part of the existing state of places of historical, architectural, archaeological or cultural significance;
- (7) To lease, sell and otherwise transfer or dispose of, with the consent of the City Council, historical properties subject to rights of public access and other covenants that will preserve

the historical qualities of such properties and in a manner that will preserve the properties within the city;

- (8) To promote and conduct an educational and interpretive program on historic properties within the city;
- (9) To recommend ordinances and otherwise provide information for the purpose of historic preservation to the City Council;
- (10) 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;
- (11) To contract with the state or the federal government, or any agency of either government, and to contract with other organizations and individuals;
- (12) To cooperate with the federal, state and other local governments in the pursuance of the objectives of historic preservation;
- (13) To investigate and report on the historical, architectural, archaeological, or cultural significance of a property under consideration for local designation by the City Council;
- (14) To adopt written guidelines based on the Secretary of the Interior's Standards for Rehabilitation in order to assist owners who are making exterior changes to their historic properties;
- (15) To negotiate with owners of historic properties and other interested persons when the designated property may be demolished, materially altered, remodeled or relocated;
- (16) To assist the Local Historic District Study Committee when it investigates and reports to the City Council on proposed local historic districts; and
- (17) To attend informational and educational programs covering the duties of the BHPC and current developments in historic preservation.

Brookings Historic Preservation Commission Programs & Services

Programs and Services

In August 1985, the Brookings Historic Preservation Commission became a member of the Certified Local Government program, a local, state and federal partnership. The primary goal of the Certified Local Government Program, administered by the National Park Service, is to integrate local government and historic preservation. This national initiative provides valuable technical assistance and small grants to local governments. 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. Documenting of volunteer hours,
2. Conducting an ongoing survey of historic resources,
3. Enforcing state and local preservation legislation,
4. Submitting status and completion reports on all projects,
5. Submitting written requests for variations to funded projects,
6. Creating and implementing a preservation plan,
7. Submitting an annual report per National Park Service guidelines,
8. Holding at least one public workshop annually,
9. Conducting at least one public education activity annually, and
10. Attending state sponsored preservation training opportunities.

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.

Overview of BHPC Programs/Activities/Services

The annual programs and activities of the Brookings Historic Preservation Commission are generated from the following list of possible projects. Various projects are dependent on the availability of National Park Services funds and other state funding allocations.

1. Historic Resources Recordation and Preservation

- A. National Register of Historic Places listings
 - 1) Consider additional individual properties and districts for designation *
- B. Case report documentation as required by State on threatened properties
- C. Preservation services for the Norby Collection of historic newspapers and other documents to include workshops and equipment

D. 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 are served by this program.

The BHPC 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 of Historic Districts and Properties
 - 1) Commercial Historic District:
 - a. Continue involvement with Downtown Brookings, Inc. (DBI)
 - Maintain ex-officio position on DBI Board of Directors (Commission)
 - Maintain National Main Street Program membership
 - b. Update and reprint Walking Tour Brochure (Commission/Staff)*
 - 2) University Residential Historic District
 - a. Promote Walking Tour Brochure (Commission/Staff)
 - 3) Central Residential Historic District
 - 4) Sexauer Seed Company Historic District
 - 5) Individually Eligible Properties

- a. At their request, assist owners of eligible properties in obtaining necessary documentation, and preparing applications (Commission/Staff)
 - 6) Potential Future Designations *
 - a. Update National register nominations for current Districts (State/Staff/Commission/Consultant)
 - b. Amend District boundaries to incorporate additional historic resources (State/Staff/Commission/Consultant)
 - c. Nominate additional properties within existing historic districts as they come of age (Homeowners/Commission/Staff/Consultant)
 - d. Provide workshops and educational opportunities on methods of restoring eligibility (Commission/Staff)
 - 7) Threatened Properties
 - a. If appropriate, nominate properties to the State or Federal “Places in Peril” list (Commission/Staff)
 - b. Write “Speak Out” Columns (Commission Chair)
 - c. Participate in public forums (Commission)
 - d. 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 (Staff/Consultant)
 - 2) Develop internal procedures to respond to citizen-requested individual and district nominations to the local register (Staff)
 - 3) Develop materials to educate the public on the Brookings Local Register Program (Commission/Staff)
- 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*
 - 1) 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, the Downtown History and Garden Festival, a guided Walking Tour, Publicity Releases, Radio program participation, Mayoral Proclamation, and Workshops (Commission/Staff).

- G. Walking Tour Brochures *
 - 1) Reprint and update existing brochures as supplies diminish

- H. Signage *
 - 1) Maintain district street signage
 - 2) 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 and update BHPC web pages on cityofbrookings.org site (Commission/Staff/Webmaster)

- L. Supplemental Funds Project to be determined when state criteria and priorities are established, generally March for June funds awards (Staff/Commission)*

- M. Welcome Packets (containing historic district information, tax incentives available, newsletter, etc.) for new historic property owners (hand delivered by Commission)

- N. Participation in the conduct of land use, urban renewal and other planning processes undertaken by the city
 - 1) City Planning Commission Interaction/Involvement
 - a. 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
 - a. 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

- a. Pursue a collaborative, proactive relationship with SDSU to facilitate identification and preservation of SDSU's historic resources. (Commission/Staff)
- b. Participate on SDSU Master Planning Committee (Commission)

**if state funding allocation permits*

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 commission 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 Downtown Brookings, Inc. Board of Directors. (Commission/Staff)
- 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 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). The Commission has traditionally received funding to send at least two representatives.*
- 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*

2010 Highlights:

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 are served by this program.

1. National Register of Historic Places:

The National Register of Historic Places was created by the United States government to recognize properties which contribute to the prehistoric and historic development of our localities, states and nation. Through the National Historic Preservation Act of 1966, each state participates in the identification and recognition of these important sites. In this way, we preserve the visible elements of our country's heritage for future generations.

A. New Listings:

- **202 5th Street.** The National Park Service, U.S. Department of the Interior, officially listed the E.E. Haugen Residence and Barn (Charles and Mary Lou Berry Residence), 202 Fifth Street, on the National Register of Historic Places on March 11, 2010.
- **1001 6th Avenue.** The National Park Service, U.S. Department of the Interior, officially listed the Lockhart/Fishback House, 1001 Sixth Avenue, on the National Register of Historic Places on December 16, 2010.

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

South Dakota Codified Law 1-19-A-11.1

Preservation of Historic Property – Procedures. “The state or any political subdivision of the state, or any instrumentality thereof, may not undertake any project which will encroach upon, damage or destroy any historic property included in the National Register of Historic Places or the State Register of Historic Places until the Office of History has been given notice and an opportunity to investigate and comment on the proposed project. The office may solicit the advice and recommendations of the board with respect to such project and may direct a public hearing be held thereon. If the office determines that the proposed project will encroach upon, damage or destroy any historic property which is included in the National Register of Historic Places or the State Register of Historic Places or the environs of such property, the project may not proceed until:

- 1) The Governor, in the case of a project of the state or an instrumentality thereof or the governing body of the political subdivision has made a written determination, based upon the consideration of all relevant factors, that there is no feasible and prudent alternative to the proposal and that the program includes all possible planning to minimize harm to the historic property, resulting from such use; and
- 2) Ten day's notice of the determination has been given, by certified mail, to the office of history. A complete record of factors considered shall be included with such notice.

Any person aggrieved by the determination of the Governor or governing body may appeal the decision pursuant to the provisions of chapter 1-26.

The failure of the office to initiate an investigation of any proposed project within 30 days from the date of receipt of notice thereof is approval of the project.

Any project subject to a federal historic preservation review need not be reviewed pursuant to this section."

Opinions of the Attorney General

A city government must comply with this section even when its only involvement with the demolition of a private historical structure is the issuance of a demolition permit, Opinion No. 89-41.

Given the absence of other legislative or judicial guidance on this subject, the provisions of this section shall apply to the issuance of a permit by a city affecting a designated historic district, Opinion No. 89-41.

11.1 Reviews in 2010:

Date: 09/2010
 Project: Remove Garage / new construction
 NR Status: Central Residential Historic District (non-contributing)
 Address: 704 5th Street (garage)
 Owner: Mark and Patty Kratochvil
 Outcome: No adverse effect

Date: 11/18/2010
 Project: Move/Demolition of two houses
 NR Status: University Residential Historic District (Contributing)
 Address: 821 and 825 9th Street
 Owner: Linehan/Folkerts
 Outcome: Case Report / Adverse Effect / Recommended Denial of Permits

BHPC Official Statement: "A motion was made by Bibby, seconded by Gritzner, to agree with the findings of the case report in that the removal of 821 and 825 9th Street will clearly have a negative impact on the structures and the University Residential Historic District. The Commission recommends the City deny the demolition permits based on the fact that the owners did not provide a plan for the future use of the property, specifically a site plan and elevations. The Commission also recommends denial because the owners did not provide sufficient information regarding the exploration of feasible and prudent alternatives to demolition of these two contributing resources that are prominently placed at an intersection in the District. All present voted yes; motion carried.

Date: 06/03/10

Project: City/County Governmental Center - Phase 1/Site Clearing
NR Status: Central Residential Historic District
Addresses: 500 Block – 3rd Street
Owner: City and County of Brookings
Outcome: Case Report

BHPC Official Statement: "A motion was made by Bibby, seconded by Merchant, to agree with the findings of the case report as presented. All present voted yes; motion carried."

Date: 12/21/10

Project: City/County Governmental Center - Phase 2/ Exterior Site Plan & Elevations
NR Status: Central Residential Historic District
Addresses: 500 block of Third Street (south)
Owner: City and County of Brookings
Outcome: Case Report

BHPC Official Statement: "A motion was made by Bibby, seconded by Hall, to agree with the findings of the case report contingent on implementation of the following design recommendations:

As illustrated in the enclosed revised elevations presented by the architect on November 19, 2010, include the use of belt coursing on the courthouse to visually reduce the height of the building at the first floor level, add a third floor belt course at the lintels (top of the windows) that extends the width of the facades as well as a secondary course at the vertical division of the windows and repeat the stucco panels that go between the first and second floor windows on the north and west facades on the east elevation that face historic homes. Adding the belt courses to the stucco elevations will visually reduce the height of the walls and the stucco panels will also break up the massing of the east facing facade more. Stepped and recessed elevations add a lot of character to the building, as well as breaking up the massing.

Replace the diagonal with parallel parking on Third Street to be consistent with past and present patterns of the neighborhood and downtown.

Align the sidewalks to visually and physically maintain the patterns of the Central Residential Historic District and Brookings Commercial Historic District. Sidewalks should still be aligned even if the diagonal parking is installed by curving the sidewalks back at the corners.

If budgetary concerns do not permit completion of a sculptural element on elevated north façade, the Commission recommends the area be left blank until funds are available to install something of artistic or historic relevance."

- **City Ordinance No. 20-10.** The City amended Chapter 22 pertaining to moving a building. Previously, city officials contended that since a permit wasn't required to move a house out of town, the project wasn't reviewable under the 11.1 State Law. The revised ordinance now requires a permit for all structures moved and those moved in or adjacent to historic district would be subject to an 11.1 review.

BROOKINGS COMMERCIAL HISTORIC DISTRICT

- **Downtown Brookings Incorporated.** Dr. Dennis Willert, BHPC member, served as the Commission representative on the Board in 2010. Dr. Willert is also a member of the DBI Board of Directors.
- **Request for BHPC to reconsider funding co-sponsorship of Downtown Façade Restoration Design Project.** John Seward, DBI Program Director, asked the BHPC to reconsider co-sponsorship of the program façade restoration project as presented by Design Arc Inc. in 2009. The original concept was to encourage reinvestment by downtown business owners and tenants and the images would be used as visualization tools. However, DBI did not secure matching funds and the Commission felt the proposed product was too expensive and suggested a visualization data line instead.

CENTRAL RESIDENTIAL HISTORIC DISTRICT

- **512 Third Street.** The house was saved thanks to a combined effort of private donors and the Brookings County Historical Society. The house was moved to museum grounds in Volga.

UNIVERSITY RESIDENTIAL HISTORIC DISTRICT

- **SDSU Woodbine Cottage Project.** Marcia Chicoine informed the Commission that she and her husband, SDSU President David Chicoine, planned to repaint their official university residence, “Woodbine Cottage,” in the near future. The house was painted two years ago in a dark green color palate; however, the paint has had serious peeling problems and the house will need to be completely repainted. Historically, the house has been painted dark brown, white, tan and brown and most recently a dark green. President and Mrs. Chicoine asked SDSU interior design students to assist them in developing a historically appropriate color scheme for the 1887 Queen Anne. They selected two shades of warm gray as the primary colors, off white for the trim, the foundation in a salmon brown and blue for the front door. Woodbine Cottage has served as the official President’s residence for all but one president.

Many changes have also occurred with the gardens. A SDSU landscape architecture class, under the direction of Professor Matt James, designed a new garden plan. The garden and grounds are framed on the west side by an experimental “rammed earth” wall.

PUBLIC EDUCATION ACTIVITIES & ISSUES

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.

- **Preservation Week Activities.** In celebration of National Historic Preservation Week (May 10-16), the Commission and Mayor recognized property owners with the Mayor's Awards for Historic Preservation at the May 11th Council Meeting.
- **History & Garden Festival Workshop.** The Commission sponsored a public education workshop/presentation by Harlan Olson at the annual Downtown Brookings, Inc. (DBI) History and Garden Festival on April 23. The session was well received with over 70 in attendance.
- **Preserve America (Heritage Tourism) Signs**
The South Dakota State Historical Society – State Historic Preservation Office (SD SHPO) received a Preserve America grant to help fund the Central South Dakota Heritage Tourism Education Program. The goals of this project are to encourage other South Dakota communities to identify and recognize their significant historic properties and provide those communities with tools to promote that history.

To help meet these goals, the project will focus on two objectives

- Identify 3-5 communities potentially eligible for Preserve America Community recognition and prepare applications for them
- Develop and install approximately 40-50 interpretive signs in 3-5 South Dakota communities

Brookings was chosen to receive ten signs. The Commission and State selected the following locations. Pioneer Park Bandshell, Hillcrest Park Tree Claim, McCrory Gardens, Government Center – Carnegie, Courthouse, 1921 Building and Central Elementary, Sexauer Seed Historic District, SDSU – Historic Stock Judging Pavilion (current Ag Heritage Museum), SDSU – Administration, SDSU – Sylvan Theatre & Campanile, SDSU – Horse Barn and Commercial Historic District. Signs have been ordered and will be installed in 2011.

- ***Historic Porches Tour.*** The BHPC sponsored its 4th annual “Historic Porch Tour” on July 7th in conjunction with the SDSU University Week for Women. Commission members Pam Merchant and Janet Gritzner led the full class on a tour of an eclectic variety of fine period home porches including vernacular, Mediterranean, Colonial, Federal, Italianate, Queen Anne, and Victorian styles. The tour concluded at the home of Dave and Diane Kosbau at 824 Fifth Street for refreshments on their front porch.

- ***Annual Mayor’s Awards for Historic Preservation.*** The Mayor’s Awards program began in 1986, to acknowledge property owners who save and maintain historical properties within the City of Brookings. During Preservation Week or Month each year, the Brookings Historic Preservation Commission in cooperation with the Mayor’s Office, recognizes work which enhances properties at least 50 years of age.

*427 Main Avenue
Nick’s Hamburger Shop, Dick Fergen
“Overall Commercial Rehabilitation”*

*202 Fifth Street
Charles & Mary Lou Berry
“Overall Residential Restoration”*

*617 Eighth Avenue
David & Tasha Jones
“Overall Residential Restoration”*

*727 Main Avenue
James & Doris Roden
“Overall Residential Restoration”*



***“Overall Commercial Rehabilitation”
427 Main Avenue
Nick's Hamburger Shop
Dick Fergen, owner***

The "Nicksburger" and Nick's Hamburger Shop have held a long-standing tradition in Brookings, and we are proud that Dick Fergen and his remodeled Main Street restaurant have been chosen

to receive a Mayor's Award for Historic Preservation.

Dick was raised on Nickburgers as a Brookings kid, and has owned the shop since 2004. The original owners were Harold and Gladys Nikalson and Dick has run the shop with a friendly smile that offers a fun dining experience akin to Nick's grand opening in 1929.

This dedication led Fergen to remodel the entire historical building, expanding the restaurant from the corner half into the entire structure in 2008-9. The remodel was done with a retro flair that has rehabilitated not only the building but an eating tradition.



The extensive work consists of opening the entire building from north to south, allowing for a central cooking system, in the Nick's mouth-watering tradition of cooking in front of the customer. A handy walk-up window has been added in the open lot adjacent to the south side for customer convenience. The

overall redesign is replete with the red and white Nick's logo, a clean new paint job, and the front of the building sports a fresh new awning. In addition to the work on the building, a new seating and performance area was created on the south side of the building, allowing for people to enjoy the out-of-doors while enjoying their delectable "Nicksburger."

The next time you stop by Nick's Hamburger Shop—which is sure to be soon—make note of the loving care that Dick Fergen has for the building, offering customer service second to none, and the wonderful experience of our very own Brookings "Nicksburger"

***“Overall Residential
Restoration”
202 Fifth Street
Charles & Mary Lou Berry***

Mayor’s Award to Charles and Mary Lou Berry is in recognition of the recent listing of their Brookings’ home on the National Register of Historical Places. This is the culmination of extensive preservation efforts on their property that has taken place over a number of years.



The E.E. Haugen residence and barn is located at 202 Fifth Street, Brookings on a corner lot immediately west of the Brookings Historic Commercial District. This prominent Colonial Revival style home was built in 1904 by Engbret E. and Andrina Haugen, who moved to Brookings from Webster, SD in 1895. Mr. Haugen was a one-time partner of E.J. Skinner in a general store, now Skinner’s Pub; he opened his own general store in 1898 two blocks north on Main Ave. called Haugen’s Large General Store. The store sold everything from dry goods, furniture to groceries, with guaranteed delivery of everything down to a single spool of thread. The National Register listing describes the residence as an excellent local example of the Colonial Revival style of architecture used for homes built in the United States during the late-nineteenth and early-twentieth centuries. The residence is a local interpretation of a nationally advertised architect’s design that appeared in *The Woman’s Home Companion* between 1898 and 1904. Mrs Haugen found the design by architect Ernest Schellentrager in an 1899 issue of the magazine, and hired local contractor Mr. Berg to construct the house.

The two-story house has a symmetrical, square plan, dormers and a hipped roof with a flat roof deck. It exhibits key characteristics of the Colonial Revival style, described as any building echoing architecture of English and Dutch houses of the Atlantic Coast.

The full-length one-story hipped-roofed front porch was added in the mid 1980’s in effort to return the porch to an open porch, after being enclosed in the mid 1900’s. The nomination cites the residence’s excellent integrity, in setting, location, design, workmanship, materials, feeling, and association.

The Interior of the residence has retained much of its original form, features, and trim. Large, quite beautiful, stained glass windows still grace the area above the stair landing. Mrs. Haugen it is said insisted on the placement of stained glass and frosted windows in the back of the

house as she did not think it proper for visitors to see the barn and activities in the backyard. The gable roofed barn remains on the property, where the Haugens kept horses, a delivery van, and the family carriage. The barn has undergone minor changes to insure its continued use; it is considered a rare resource for an urban area.

The grand home was one of the early landmarks in Brookings and was even featured in an early twentieth-century promotional booklet for the town. Considered to be fully modern house for its time, what was said to be the first electric washing machine in town was installed in its basement while house was still under construction.

In the late 1940's the house was sold to the Jack Frost family. In the late 1950's after the Frosts moved, the house became a dormitory for SDSU students. Auctions were held in the barn on a regular basis. Later owners Earl and Marha Shadswell used the house as a residence and later as a boarding house. By the mid 1980's, when



David Sogn purchased the property, the house and barn were in total disrepair. Halfway through the renovation, it was bought from Sogn by Charles and Mary Lou Berry, the present owners. The Berry's continued work on restoring the property to its present, restored well-maintained condition.

Haugen House nomination was the weekly highlight nomination on the National Register of Historic Preservation website for March 12th, 2010.

http://www.nps.gov/nr/feature/weekly_features/10_03_12_haugenhouse.htm



“Overall Residential Restoration” 617 Eighth Avenue

David and Tasha Jones have received the 2010 Mayor's Award for Outstanding Home Restoration of their residence at 617 Eighth Avenue, Brookings.

Described in a March 1952 BETTER HOMES AND GARDENS feature article as a "Private World on a City

Lot," the home was designed and built in 1948 for Russell and Pauline Cole by Sioux Falls architect Harold Spitznagel. Sixty-two years later, its minimalist lines, emphasis on natural woods, and abundant built-ins continue to create a "modern" feel.

When the Jones' purchased and moved into the house three years ago, they were pleased that there had been few changes made to the original structure. But weathering and the years had taken their toll on the roof, windows and exterior siding.

David and Tasha decided to restore the look and color of the original redwood siding that had been darkened with an opaque stain and later painted a forest green. But while removing the paint and stain, they discovered that much of the wood was in very poor condition and would need to be replaced. Through an ad in ARCHITECTURAL DIGEST, David contacted a supplier of the rare redwood he needed: tongue and groove panels in varied widths using a center cut without knots, available only in northern California or British Columbia. As for the redwood garage doors, those could be stripped and restored to their original color without having to be replaced.

Local craftsman Gary LaJoie was hired to do the work which included window replacement using Douglas Fir trim as in the original. Douglas Fir was also used in restoring the fascia and an overhead trellis. Cedar shingles were used to replace the original roof. As the restoration progressed, additional insulation was blown in. The new windows and insulation cut heating costs in half from the previous year. The heating system is radiant heat using pipes under the floor in the main part of the house and in the ceilings of the two bedrooms.

Another challenge to the Jones' has been a chimney leak which David says is of long standing. He and Tasha hope the new roof and some capping have fixed the problem. The water-tolerant cypress ceiling shows little evidence of damage.

Using the BETTER HOMES AND GARDENS picture spread as a guide, David and Tasha found interior paints to match original colors in the home's living areas that complement the white oak paneling and cabinets. And they are also finding similar furniture, their glass-topped coffee table being an exact reproduction of the one shown in the magazine. Also of help to the couple have been the original blueprints.

Previous owners Kevin and Sherry Ishol had built an addition compatible with the original design to provide welcome new space to the existing 2100 square feet. The new room covered what had been a patio area and the Ishols' saved its slate flagstones. David and Tasha used those to create a new patio in the spacious back yard which is still surrounded by the original louvered redwood fence. "The fence should be replaced," said David. "But that will be another year. For now we're taking a break."

“Overall Residential Restoration”

***727 Main Avenue
James & Doris Roden***

Known today as the Roden house, this quaint bungalow at 727 Main Avenue Brookings, SD was originally purchased and developed by Ivan Cobel in April 1919.



This Prairie Craftsman home combines many textures both on the outside and inside. From the lawn of First Lutheran Church you will see all of the work Jim and Doris have done to maintain and restore the exterior features. Most striking are the Brick and Stucco columns supporting exposed purlins and rafters. You will also notice the towering fireplace accented at the base with beautiful landscaping of various scrubs. The home bodes original siding and windows along with the original eastwardly facing porch and porte cochere. From the front porch you will enter the almost 3,400 sq ft home by way of a spacious living room complete with fireplace adorned by a lacquer finished elm mantel and oak built-in cabinets.

There are numerous features of this old house that would take anyone’s breath away. My personal favorite is the lead-glass French doors. Other noteworthy restored features include the oak floors, two inch ceiling molding, classic lighting features , massive elm crossbeams (matches the fireplace mantel), and hot water radiators. Notable details are the original brass fixtures and push button light switches.

This home is truly a gem of our fair community. It would not be the treasure it is without the tremendous amount of research completed and the application of detail to maintain the structure’s integrity. Jim and Doris have been quoted they are honored to be the caretakers of this historic house, but it myself and this community that are honored by all you have done and the things you continue to do to make your home a treasure we can all enjoy. Congratulations!



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 2010, the following technical assistance services are provided:

- Served on the Brookings Downtown, Inc. Board of Directors (Commission)
- Served on Preserve Brookings as ex-officio member (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 (Commission/Staff)
- Facilitated securing preservation consultants for community projects (Commission/Staff)
- Responded to realtor inquiries regarding tax benefits (Staff)
- Provided materials and informational briefings to City Manager and other city officials (Commission/Staff)

COMMISSION DEVELOPMENT / CONTINUING EDUCATION

A. Local, Regional, State & National Conferences

- 1) National Trust for Historic Preservation Conference
 - Location: Austin, TX
 - Date: October 28-30, 2010
 - Attending: One Commissioner and Staff
 - Funding: National Park Service Grant

- 2) Preservation Leadership Training
 - No members were available to attend in 2010

3) National Alliance of Preservation Commissions

- No members were available to attend in 2010. This conference is only offered in even years.

4) State Historical Society Annual Meeting**

- Location: Pierre, SD
- Date: April 30-May 1, 2010
- Attending: Two Commissioners
- Funding: National Park Service Grant

** Required Attendance

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

C. Membership to preservation organizations: State Historical Society, Preservation South Dakota, National Trust for Historic Preservation, National Main Street Organization and National Alliance of Preservation Commissions

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) Distribution of existing 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.

Statement of Goals & Objectives for 2011

Promote the Understanding that Preservation is Progress

Foster Collaborative Governance

- 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.
- Actively seek participation in any ad hoc or subcommittees established by the local governing body that affect preservation issues or resources.

Provide Clear Communications

- 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, newspaper features, exhibits, newspaper columns, radio segments and workshops.
- Continue to pursue and develop effective communications with local, state and national preservation organizations.

Build Working Partnerships

- Continue to monitor potential changes with any historic resources with in Brookings city limits, including the SDSU campus.
- Pursue a collaborative, proactive relationship with SDSU to facilitate identification and preservation of SDSU's historic resources.

Offer Quality Education

- Work with the local nonprofit organization to develop the "Endangered Places List" for the City of Brookings to promote awareness about threatened historic resources.

Conduct Sound Planning

- Continue to pursue the creation of a local revolving loan fund for residential historic preservation and participate in the decision making process of funding applications.

Participate in State's 2011-2015 Goals to increase promotion of historic preservation

- Utilize social networking outlets like Facebook, Flickr
- Expand the online promotion of historic preservation programs on the city's new website

Appendices

Brookings Historic Preservation Commission
January 7, 2010

A meeting of the Brookings Historic Preservation Commission was held on Thursday, January 7, 2010 at 4:00 p.m. in City Hall. Members present: Pam Merchant, Mary Bibby, Janet Gritzner, Dennis Willert and Joanita Kant. Pat Powers was absent. Shari Thornes, City Clerk, was also present.

Chairperson Willert called the meeting to order at 4:10 p.m. Motion was made by Bibby, seconded by Merchant, to approve the December 3rd minutes. All present voted yes; motion carried. A motion was made by Merchant, seconded by Bibby, to approve the agenda as printed. All present voted yes; motion carried.

Schedule next monthly meeting - Thursday, February 4th at 4:30 p.m.

Nominating Committee Report. The Committee had not had a chance to meet yet. A motion was made by Bibby, seconded by Merchant, to move that the nominating committee hold a discussion now. All present voted yes; motion carried. The nominating committee of Merchant and Gritzner nominated the current slate of officers to remain for the 2010 year: Willert at chair and Bibby as vice chair. A motion was made by Merchant, seconded by Gritzner, to nominate the current slate. All present voted yes; motion carried.

Preserve America Sign Selection. A motion was made by Merchant, seconded by Bibby, to approve Preserve America signage for the following location subject to conditions listed in the motion:

1. Pioneer Park Bandshell
2. Hillcrest Park Tree Claim
3. McCrory Gardens
4. Government Center – Carnegie, Courthouse, 1921 Building and Central Elementary
5. Sexauer Seed District
6. SDSU – Historic Stock Judging Pavilion (current Ag Heritage Museum)
7. SDSU – Administration
8. SDSU – Sylvan Theatre & Campanile
9. SDSU – Horse Barn
10. Downtown

Approval contingent upon the following conditions:

- BHPC approval on text, narrative, design, colors, contrast variation*, and pictures required prior to production. **BHPC specifically requests taupe or brown colors to match residential district signage.
- Design format subject to new city government branding color formats/schemes.
- ADA compliant hard surface accessible path must be provided to all free standing signage.
- BHPC will work with Allyn Frerichs, City Park/Recreation/Forestry Superintendent, on all in-city locations to determine appropriate landscaping and softening design appropriate for each location.
- SHPO staff should coordinate with SDSU officials regarding signs located on the South Dakota State University campus in order to coordinate with the University's new signage program.

- The BHPC is very concerned about appropriateness of scale and number of signs in the new government center and a careful and deliberate discussion regarding these issues will be needed.

All present voted yes; motion carried.

University Week for Women Porch Tour. The University needs a commitment whether or not the BHPC would be willing to offer a tour during the 2010 University Week for Women this summer. Kant volunteered to conduct the tour if she can obtain Jerry McCollough’s script. Merchant, Bibby and Gritzner offered to help.

National Register Nomination – 202 5th Street. Thornes reported that the National Register of Historic Places nomination for 202 5th Street was approved by the South Dakota State Board of Trustees and had been forwarded to the National Park Service for review and possible action.

Annual Reports (City & National Park Service). Thornes reminded the Commission that the State and City annual reports for 2009 will be due on February 15th.

Vacancy. Thornes reported that the BHPC member vacancy had been advertised and the Mayor was reviewing applications for consideration.

Central Residential Historic District—National Register District:

City/County Expansion Plans – Thornes reviewed the state 11.1 review process regarding the proposed city/county project that would be located in the Central Residential District and require the removal of several residential properties.

South Dakota Codified Law 1-19-A-11.1: *Preservation of Historic Property – Procedures.* *“The state or any political subdivision of the state, or any instrumentality thereof, may not undertake any project which will encroach upon, damage or destroy any historic property included in the National Register of Historic Places or the State Register of Historic Places until the Office of History has been given notice and an opportunity to investigate and comment on the proposed project. The office may solicit the advice and recommendations of the board with respect to such project and may direct a public hearing be held thereon. If the office determines that the proposed project will encroach upon, damage or destroy any historic property which is included in the National Register of Historic Places or the State Register of Historic Places or the environs of such property, the project may not proceed until:*

- 3) The Governor, in the case of a project of the state or an instrumentality thereof or the governing body of the political subdivision has made a written determination, based upon the consideration of all relevant factors, that there is no feasible and prudent alternative to the proposal and that the program includes all possible planning to minimize harm to the historic property, resulting from such use; and
- 4) Ten day’s notice of the determination has been given, by certified mail, to the office of history. A complete record of factors considered shall be included with such notice. Any person aggrieved by the determination of the Governor or governing body may appeal the decision pursuant to the provisions of chapter 1-26.

The failure of the office to initiate an investigation of any proposed project within 30 days from the date of receipt of notice thereof is approval of the project.

Any project subject to a federal historic preservation review need not be reviewed pursuant to this section.”

Opinions of the Attorney General: A city government must comply with this section even when its only involvement with the demolition of a private historical structure is the issuance of a demolition permit, *Opinion No. 89-41*. Given the absence of other legislative or judicial guidance on this subject, the provisions of this section shall apply to the issuance of a permit by a city affecting a designated historic district, *Opinion No. 89-41*.

She also informed the Commission regarding additional comments made by SHPO staff during a conference call on this project.

- When is the soonest the review can be initiated? Can the review be initiated before actually owning the property (i.e. purchase agreements in place)? *SHPO has no problem with initiating the review now with purchase agreements only. However, they will strongly encourage the City/County to conduct the 11.1 review as one project for both demo and construction. This will take longer because the review couldn't be completed until the construction plans are firmed up. Two full separate reviews are possible – one for demo and another for construction. Their concern is that when only a demo review is done there is the potential that the site is cleared for an empty lot and then the project falls through.*
- The site and facility will be owned by a joint powers arrangement between the City and County governments. Can this be done with one review or are two needed – one by County and one by City? *SHPO will recognize the joint powers arrangements as one entity or in the case of two organizations, they would name one as a the lead agency, which would probably be the City since they have the most experience with 11.1 Reviews.*
- What is estimate timeline for review process? *This response is under the assumption of two reviews (1st – Demo, 2nd – Construction). Also reference City's internal review process and procedures that provides additional details (attached).*
 - *City submits written notification to SHPO*
 - *SHPO responds or requests for information (up to 30 days)*
 - *Case report required (however long the city takes to write it)*
 - *BHPC review and official comment on case report and could include public hearing requirement (up to 180 days)*
 - *City submits final case report & BHPC comments to SHPO*
 - *SHPO may find the case report is not complete and requests more info*
 - *Or, SHPO completes final review*
- What level of detail will be required in the construction review? *SHPO will need enough detail to determine if the new building will adversely effect the district. Most often, this requires architectural plans and elevation drawings. Conceptual drawings are also helpful.*
- Will a Federal Section 106 review be required? What is that process? *If either the city or the county will be using any type of federal funds or require a federal permit, Section 106 will apply. If not, only 11.1 will apply. If Section 106 applies, state law says 11.1 does not apply.*

Brookings Historic Preservation Commission
February 4, 2010

A meeting of the Brookings Historic Preservation Commission was held on Thursday, February 4, 2010 at 4:30 p.m. in City Hall. Members present: Pam Merchant, Mary Bibby, Janet Gritzner, Dennis Willert and Joanita Kant. Pat Powers was absent. Shari Thornes, City Clerk, was also present.

Chairperson Willert called the meeting to order at 4:50 p.m. Motion was made by Kant, seconded by Bibby, to approve the January minutes. All present voted yes; motion carried. A motion was made by Bibby, seconded by Gritzner, to approve the agenda as printed. All present voted yes; motion carried.

Schedule next monthly meeting - Thursday, March 4th at 4:30 p.m.

NEW BUSINESS.

Request for BHPC to reconsider funding co-sponsorship of Downtown Façade Restoration Design Project. John Seward, DBI Program Director, attended the meeting to request the BHPC reconsider a funding co-sponsorship of the program façade restoration project as presented by Design Arc Inc. in 2009. He noted that DBI has not secured matching funds. Staff noted that the goal of the original concept was to encourage reinvestment by downtown business owners and tenants and the images would be used as visualization tools.

Gritzner expressed concern that the proposed product was too expensive and suggested a visualization dataline instead. Base data may be available from the County GIS program. Seward will meet with Gritzner regarding how to create it with a database and how it would work.

Sponsorship of a speaker at the 2010 Garden & History Festival. The BHPC typically co-sponsors a preservation related speaker and provides \$100 for advertising costs. Several speaker ideas were discussed and Willert and Thornes will pursue options based on availability.

Proposed 2010/2011 Grant Projects. There was Commission consensus to pursue funding for the next phases in the local district process, annual PLT training opportunities and board

development opportunities at National Trust and National Alliance conferences and workshops.

PROJECT & ISSUES UPDATES/REPORTS:

Preserve America Sign Selection. Thornes notified the SHPO Preserve America Coordinator of the BHPC's concerns as noted in January and was advised that these issues could be addressed.

Annual Reports. The annual report to the city was completed and submitted by the deadline. The state report will be sent in March

National Register Properties & District Reports:

Central District – Status report on the City/County Expansion Plans & the State

11.1 Review Process. Thornes reported that the City will submit its official letter of notification to the State Historic Preservation Office once the purchase agreements are signed.

The city hopes to acquire the properties by June 1st. BHPC review would occur after the case report has been prepared.

Calendar

July 28-Aug 1, 2010 - National Alliance of Preservation Commissions – Forum 2010 – Grand Rapids, MI

Oct. 26-30, 2010 National Trust for Historic Preservation Annual Conf – Austin, TX

Meeting adjourned at 5:30 p.m.

Submitted by Shari Thornes

Brookings Historic Preservation Commission
April 8, 2010

A meeting of the Brookings Historic Preservation Commission was held on Thursday, April 8, 2010 at 4:30 p.m. in City Hall. Members present: Pam Merchant (left at 5:30 pm), Mary Bibby, Janet Gritzner, Ryan Hall and Dennis Willert (arrived @ 5:30 pm). Pat Powers was absent. Shari Thornes, City Clerk, was also present.

Father Ryan Hall was welcomed as the newest member to the Commission!

Vice Chairperson Bibby called the meeting to order at 4:40 p.m. A motion was made by Merchant, seconded by Hall, to approve the agenda as printed. All present voted yes; motion carried.

Schedule next monthly meeting - Thursday, May 6th at 4:00 p.m.

NEW BUSINESS:

(May 2010 - National Historic Preservation Month "Spread the word this May – Old is the New Green!")

- **Mayor's Awards for Historic Preservation.** A motion was made by Merchant, seconded by Gritzner, to approve Mayor's Awards for Historic Preservation to the following (pending staff confirmation): *727 Main Avenue, James & Doris Roden, Overall Residential Restoration; 427 Main Avenue, Nick's Hamburger Shop, Dick Fergen, Overall Commercial Rehabilitation; 202 Fifth Street, Charles & Mary Lou Berry, Overall Residential Restoration and 617 Eighth Avenue, David & Tasha Jones, Overall Residential Restoration.* All present voted yes; motion carried.

Members were given the following press release & photo assignments: Willert—Radio PSAs, Gritzner—Berry's, Merchant-Nick's, Willert-Roden, Bibby-Jones. Releases and photos needs to be emailed to Thornes not later than May 4th.

Willert and the Mayor will present the Awards at the May 11th City Council meeting at 6:00 p.m. Members were asked to attend in support of the chair.

NATIONAL REGISTER PROPERTIES & DISTRICT REPORTS:

CENTRAL RESIDENTIAL HISTORIC DISTRICT

- **Completed: 11.1 Review - 704 5th Street (garage).** Thornes notified the Commission that the owner of 704 5th Street had applied to remove a garage from the rear of the lot. Because the garage was newer and its removal was not considered a negative impact, the State already approved it and no Commission comment or review was needed.
- **Update on City/County Expansion Plans & the State 11.1 Review Process.**
The Commission discussed the 11.1 review process in greater detail. The Commission has a maximum of 180 days to review and provide comment on each case report. It was noted that the City and County will go through another 11.1 review on the building's design. It was noted that the parking location in the new building design will be very critical and the Commission will stress the importance of rear parking.

(Willert arrived and Merchant left at 5:30 p.m.)

BROOKINGS COMMERCIAL HISTORIC DISTRICT

- Downtown Brookings Inc. (DBI) Report – Willert reported that DBI is hosting eight major events downtown this year including the *Taste of Brookings*.
- 2010 Garden & History Festival – Harlan Olson will be the BHPC Co-Sponsored Speaker at this year’s event.

PROJECT & ISSUES UPDATES/REPORTS:

- Tour Guide(s) and other arrangements for University Week for Women Porch Tour. Merchant will try to get more information from Jerry McCollough on the tour. Thornes suggested asking Dan and Michelle Kemp to host the tour.
- Preserve America Sign Project. Thornes is working with the State’s Preserve America Coordinator on the sign placement. The Commission will have final approval on the signs.
- Calendar
 - April 23-24 History & Garden Festival
 - April 30 Grant Deadline
 - May 11 Mayor’s Awards Presentation
 - May 14-16 Window Workshop
 - July 28-Aug 1 National Alliance of Preservation Commissions Forum, Grand Rapids, MI
 - Oct 26-30 National Trust for Historic Preservation Annual Conf – Austin, TX

Meeting adjourned at 6:20 p.m.

Submitted by Shari Thornes

Brookings Historic Preservation Commission
May 6, 2010 (unapproved)

A meeting of the Brookings Historic Preservation Commission was held on Thursday, May 6, 2010 at 4:00 p.m. in City Hall. Members present: Pam Merchant, Mary Bibby, Janet Gritzner, Dennis Willert, Pat Powers and Ryan Hall. Shari Thornes, City Clerk, was also present.

Chairperson Willert called the meeting to order at 4:10 p.m.

Agenda: A motion was made by Merchant, seconded by Bibby, to approve the agenda. All present voted yes; motion carried.

Minutes: A motion was made by Bibby, seconded by Merchant, to approve the February 4, 2010 minutes. All present voted yes; motion carried. A motion was made by Bibby, seconded by Powers, to approve the April 8, 2010 minutes. All present voted yes; motion carried.

Schedule next monthly meeting - Thursday, June 3, 2010 at 4:00 p.m.

NEW BUSINESS:

Report on State Historical Society Annual Meeting. Bibby and Hall attended the State Historical Society Annual Meeting in Pierre on April 30th-May 1st. Hall said he found the SD history sessions helpful being a newcomer to the state.

Bibby submitted the following written report.

SOUTH DAKOTA STATE HISTORICAL SOCIETY
2010 HISTORY CONFERENCE
April 30-May 1
Pierre, SD
Mary Bibby Report

"The 2010 conference "Prairie Politics...From Territory to Today" was exceptionally well programmed and enthusiastically received. Co-moderators Bernie Hunhoff and Dusty Johnson contributed greatly to the overall high quality of the meeting and kept things moving along with humor and tact.

Each presentation was excellent and it is difficult to select any most outstanding. But the crowd favorite seemed to be Saturday morning's First Families panel discussion. Former First Lady Pat Miller, First Daughters Patricia Mickelson Adam and Connie Herseth Jacobs, and First Son David Mickelson shared what it had been like to live and grow up in the Governor's Mansion. Describing both funny and sad moments, they all agreed that it had been a wonderful opportunity. They also marveled at South Dakota's unique openness and freedom of movement afforded the First Family.

Other speakers were Tom Isern from North Dakota State University, Bill Pratt from the University of Nebraska, Elizabeth Smith of USD, Bob Burns and John Miller from SDSU. Jeff Means of the University of Wyoming acknowledged "yes, one of 'those' Means" and gave a fascinating and provocative analysis of

Native American culture and politics. Author Jon Lauck and reporters Kevin and Terry Woster participated in an absorbing "Politics Then & Now" panel discussion.

Stephanie Rissler of South Dakota Public Broadcasting showed segments of a new documentary she has co-produced of the State Capitol Building. Photographer Tom Dempster presented incredibly beautiful slide show photos he had taken during the 2009 and 2010 legislative *sessions. The Capitol celebrates its 100 Anniversary at a special rededication on June 19, 2010.

Part of the fun of the conference was the good-natured interaction between "Historians" and "Political Scientists" and challenges to conclusions reached. Dynamics and participation among audience and speakers was also impressive. The only downside to me was disappointment that the timeline of most of the presentations and discussions ended with the 1940's, the emphasis being on territorial developments and early 20th century politics. I had hoped that more would be said about the latter part of the century. But that may require a whole new conference."

2011 City Funding Request. Next year's city funding request deadline is June 18th. Thornes anticipates level or minimal increase funding mandates. Level funding is \$3,600.

NATIONAL REGISTER PROPERTIES & DISTRICT REPORTS:

Central Residential Historic District

- **City/County Expansion Plans & the State 11.1 Review Process.** Bibby and Willert met with Jeff Weldon, City Manager, on April 23rd to request clarification on the review process and project timeline. The City and County take ownership of the properties on June 1st and hope to have the site cleared by September in order to install footings before frost. There may be an opportunity to save some houses because some current owners have expressed interest in moving their structures or have secured other interested parties. Bibby expressed a desire to complete this phase of the review as expediently as possible so that more focus and concern is given to the design review phase.

The current review process involves the BHPC hosting a public hearing to receive comments regarding the removal of the structures. The Commission agreed to schedule the hearing for Thursday, June 3rd at 5:00 p.m. and staff will issue a press release. The hearing will not pertain to the design. Additional hearings will be held in the second review process. Assuming the case report is completed, the BHPC is also scheduled to review and possibly provide its official comment on the report.

Members expressed concern about the short timeline to move the structures off the site and asked if extensions would be possible. Questions were raised about how long the city will advertise the properties, how salvage rights are being handled and how to keep the current owners from stripping the architectural elements prior to an auction.

The Commission discussed potential bare lots to relocate houses and potential interested parties.

Jeff Weldon, City Manager, was invited to attend this portion of the meeting to respond to these questions about the process. The City plans to provide 30 days notice prior to a public auction. The current owners will not have any control over the properties or contents after June 1st. The City is

planning to give buyers 30 days after the auction to remove the structures. Preliminary schematic plans won't be ready until late summer.

Brookings Commercial Historic District

- Downtown Brookings Inc. (DBI) Report. Willert reported on a number of events scheduled downtown this summer including a combined car show and crazy days. John Seward, DBI Program Manager, is working with Gritzner on the sketch-out project.
- 2010 Garden & History Festival Speaker – Wrap-up report – Excellent presentation by Harlan Olson with a turnout of over 70 attendees.

PROJECT & ISSUES UPDATES/REPORTS:

Mayor's Awards for Historic Preservation. The awards will be presented during the May 11th City Council. Willert and the Mayor will make the presentations. Members thought presentations during a council meeting are too impersonal. The Commission will consider hosting a reception for the winners next year. A personal gift was also discussed.

National Park Service Funding. Thornes will submit this year's National Park Service funding application. Projects will include National board development opportunities, Phase II of the Local Register Project and multi-day planning retreat.

Preserve America Signage. Members reviewed the ten draft Preserve America signs to be located in the community and on campus. A number of concerns were expressed about various design elements including photo placement, font consistency, colors and visual impact. Gritzner and Merchant volunteered to work on the design for review at the June 3rd meeting. SDSU officials have agreed to all the signs and would like installation completed by mid August.

Tour Guide(s) and other arrangements for University Week for Women Porch Tour.

Merchant is working on this year's event on July 7th. She reported that Diane and Dave Kosbau have once again graciously agreed to provide their porch for the end-of-tour reception. She is reviewing Jerry McCollough's tour guide notes and plans to conduct the tour.

Commission Membership. Les Rowland, local architect, has agreed to serve on the Commission. Formal appointment is scheduled for May 11th.

Announcements/Correspondence/Communications. Merchant distributed brochures for the "Growing the Arts, Growing South Dakota" program.

Calendar:

May 11	Mayor's Awards Presentation
July 7 th	Porch Tour
July 28-Aug 1	National Alliance of Preservation Commissions Forum, Grand Rapids, MI
Oct 26-30	National Trust for Historic Preservation Annual Conf – Austin, TX

Meeting adjourned at 6:10 p.m.
Submitted by Shari Thornes

**Brookings Historic Preservation Commission
June 3, 2010**

A meeting of the Brookings Historic Preservation Commission was held on Thursday, June 3, 2010 at 4:00 p.m. in City Hall. Members present: Pam Merchant (arrived at 5:09 pm), Mary Bibby, Janet Gritzner, Dennis Willert, Les Rowland and Ryan Hall. Pat Powers was absent. Shari Thornes, City Clerk, was also present.

Chairperson Willert called the meeting to order at 4:05 p.m.

New Member. Les Rowland was welcomed as the newest member to the BHPC.

Agenda: A motion was made by Hall, seconded by Gritzner, to approve the agenda. All present voted yes; motion carried.

Minutes: A motion was made by Bibby, seconded by Hall, to approve the May 6, 2010 minutes. All present voted yes; motion carried.

Next Meeting: Thursday, July 8th @ 4:00 p.m.

NEW BUSINESS:

SDSU Woodbine Cottage Project.

Marcia Chicoine informed the Commission that she and her husband, SDSU President David Chicoine, hope to repaint their official university residence, "Woodbine Cottage," in the near future. The house was painted two years ago in a dark green color palate; however, the paint has had serious peeling problems and the house will need to be completely repainted. Historically, the house has been painted dark brown, white, tan and brown and most recently a dark green. President and Mrs. Chicoine asked SDSU interior design students to assist them in developing a historically appropriate color scheme for the 1887 Queen Anne. They selected two shades of warm gray as the primary colors, off white for the trim, the foundation in a salmon brown and blue for the front door. Woodbine Cottage has served as the official President's residence for all but one president.

Many changes have also occurred with the gardens. A SDSU landscape architecture class, under the direction of Professor Matt James, designed a new garden plan.

The garden and grounds are framed on the west side by an experimental "rammed earth" wall. Mrs. Chicoine asked if the Commission had any information regarding appropriate maintenance techniques for this building material.

City Ordinance No. 20-10. Thornes informed the Commission of a recently approved City Ordinance that amended Chapter 22 pertaining to moving a building. Previously, city officials contended that since a permit wasn't required to move a house out of town, the project wasn't reviewable under the 11.1 State Law. The revised ordinance now requires a permit for all moves and those in or adjacent to historic district would be subject to an 11.1 review.

PROJECT & ISSUES UPDATES/REPORTS.

Mayor's Awards. Members thanked Willert for assisting Mayor Reed in the award ceremonies on May 11th. Bibby suggested the Commission try a different format for next year's awards that was more personal, such as a Mayor's reception at one of the homes.

Public hearing regarding removal of structures in the Central Residential Historic District for the proposed City/County Governmental Center pursuant to State 11.1 Review Process.

Chairman Willert opened the public hearing at 5:00 p.m. Blair Collins, owner of 524 Third Street, expressed interest in saving his apartment house by moving it to another location in Brookings. However, he was concerned that the City's current multi-unit parking requirements were too onerous and may prevent owners from relocating structures in town.

Collins introduced Kevin Grunewaldt who is interested in purchasing 524 3rd Street at the City's auction and moving it to 146 3rd Avenue South (behind Rental Depot). However, a new foundation would be required along with one parking space per bedroom. Grunewaldt intends on applying for variances with the City Board of Adjustment to the parking and green space requirements; however, that process may delay the move.

Jeffrey Weldon, Brookings City Manager, said the city could consider an extension on the moving date if more time is needed for the variance process.

No other public comments were made. Willert closed the public hearing.

ACTION: A motion was made by Bibby, seconded by Merchant, to agree with the findings of the case report as presented. All present voted yes; motion carried.

BROOKINGS COMMERCIAL HISTORIC DISTRICT

Downtown Brookings Inc. (DBI) Report. Gritzner met with John Seward, DBI Program Coordinator, on the design "sketch-up project" to revise the proposal and redefine the products, making the output compatible for Google Earth. Thornes noted that the annual Park Service funding application deadline was March 31st.

University Week for Women Porch Tour. The Third Annual Porch Tour is scheduled for Wednesday, July 7th at 10:00 a.m. Merchant is working on the tour and Gritzner is assisting. Thornes said her staff would coordinate the end of tour reception at the Kosbau Home.

Calendar

June 19 th	SD Capitol Centennial Celebration
July 7 th	Porch Tour
July 28-Aug 1	National Alliance of Preservation Commissions Forum, Grand Rapids, MI
Oct 26-30	National Trust for Historic Preservation Annual Conf – Austin, TX

Meeting adjourned at 6:11 p.m.
Submitted by Shari Thornes

**Brookings Historic Preservation Commission
July 8, 2010**

A meeting of the Brookings Historic Preservation Commission was held on Thursday, July 8, 2010 at 4:00 p.m. in City Hall. Members present: Pat Powers, Pam Merchant, Janet Gritzner and Dennis Willert. Mary Bibby, Les Rowland and Ryan Hall were absent. Shari Thornes, City Clerk, was also present.

Chairperson Willert called the meeting to order at 4:15 p.m.

Agenda: A motion was made by Merchant, seconded by Powers, to approve the agenda. All present voted yes; motion carried.

Minutes: A motion was made by Merchant, seconded by Powers, to approve the May 6, 2010 minutes. All present voted yes; motion carried.

Next Meeting: Thursday, August 12th @ 4:00 p.m.

New Business:

Brookings Municipal Utilities – Residential Street Lights. Staff report the Brookings Municipal Utilities may allow different street light designs in the historic districts. The design has not been selected; however, property owners would have to pay the difference in cost from the standard design. Members asked if property owners would have the choice to participate or would it be decided on a majority basis. They also asked if the costs would be assessed back to owners similar to a sidewalk or alley assessment. Powers noted that several areas have restrictive covenants governed by home owners' associations. Any street light design for historic districts would have to be reviewed by the BHPC, pursuant to state review laws. Staff noted that there is a desire to extend the downtown street lights into the Central Residential Historic District.

New City Website. Merchant and Willert volunteered to work on the content for the new City website.

Project & Issues Updates/Reports:

Preserve America Signage. Members felt strongly that it was SHPO's responsibility to redesign the signs and resubmit new designs to the Commission for approval. Powers suggested SHPO enlist the help of the graphic design talents of the SD Tourism Office staff to redesign the signs. In addition to problems previously cited, members also noted that the photos were not dated or sourced.

University Week for Women Porch Tour. Merchant said the tour was very successful with 22 participants. She added narrative and photographs to the previous tour document. One unfortunate thing occurred with transportation. The bus transporting the participants was 25 minutes late and the event is on a tight timeline. For future tours, she suggested giving participants a packet of all our walking tour brochures at the end of the event.

2010/2011 Grant Award: The BHPC's National Park Service 2010/2011 grant request was fully funded in the amount of \$8,000 (\$2000 basic funding and \$6,000 supplement funds). Supplemental funds will be used for the following additional activities:

- National Trust Conference: One Commission member and staff will attend the 2010 National Trust for Historic Preservation Annual Conference in Austin, TX from October 27-31, 2010
- Creation of a Board Local Register Handbook that would include all the pertinent documents that Commissioners would need to provide the city with sound decision-making and a glossary of preservation-related terminology that might be helpful for Commissioners of varied levels of expertise.
- A Board Retreat for the Commission that would review their role in the historic preservation process and establish their goals and objectives for the educational component of their Certified Local Government work. This session would be totally separate from any standard education process the City of Brookings already provides for Commissioners vis a vis conflicts of interest, and other legal matters.
- A Mock Public Hearing to provide Commissioners a "rehearsal" for the local review process. This mock session would provide an opportunity for the Commission to experience the process first-hand, before actual decision-making would need to occur. This may also involve a field trip to another jurisdiction to observe the process elsewhere, before this mock session (i.e. Deadwood). This rehearsal would occur in whatever room the BHPC would occupy in their official decision-making capacity. Volunteers (BHPC alumni, community leaders, etc.) would be recruited to serve as applicants and mock testifiers to add realism to the process.
- An informal meeting with staff, consultant and past preservation community leaders to share their hard-won experience with municipal and/or civic process.

Merchant also suggested the Commission hold an annual joint meeting with the Preserve Brookings organization.

National Register Properties & District: CENTRAL

City/County Governmental Center Update: The State Historic Preservation Office issued its final letter of determination on the first 11.1 review related to the demolition process. SHPO did encourage the City to save the house located at 512 3rd Street. Private efforts continue to save this house.

The City will hold a public auction of all the houses and other structures on July 27th. Anything not sold will be torn down.

Joanita Kant, former BHPC member, photo documented the contributing structures pursuant to National Park Service national register guidelines. The photos and corresponding documentation was filed with the State Historical Archives and a copy was retained in the city offices. Kant donated her time.

The owners of the large apartment building at 524 Third Street applied to relocate the structure in a commercial zone west of Main Avenue South and had requested a variance. However, the Board of Adjustment turned it down the variance. It was noted that the house may still be moved onto the proposed site. A motion was made by Powers, seconded by Merchant, to request the Board of Adjustment reconsider this variance application. All present voted yes; motion carried.

A motion was made by Powers, seconded by Merchant, to notify the Joint Powers Board that the building exterior site plan and elevations are also reviewable and suggest including the BHPC in process prior to any determination is made in order to facilitate the timing approval of the plan. All present voted yes; motion carried.

Announcements/Correspondence

- **Masonic Temple** – Representatives of the Masonic Temple located at 225 Main have asked for technical assistance regarding possible funding for a preservation planning grant.
- **Huron** – The City of Huron is interested in a preservation ordinance that would create local districts and asked for a copy of the Brooking’s ordinance as an example.
- **Aberdeen** - The Brown County Historic Preservation Commission is interested in creating a preservation month newsletter and asked for past examples of the BHPC’s newsletters.

Calendar

July 7 th	Porch Tour
July 22 nd	Workshop on Tools & Financial Incentives for Historic Structures - Deadwood
July 27 th	Auction of Houses – Central District
July 28-Aug 1	National Alliance of Preservation Commissions Forum, Grand Rapids, MI
Oct 26-30	National Trust for Historic Preservation Annual Conf – Austin, TX
May 20-21, 2011	150 th Anniversary of Dakota Territory

Meeting adjourned at 6:00 p.m.

Submitted by Shari Thornes

Brookings Historic Preservation Commission
September 2, 2010

A meeting of the Brookings Historic Preservation Commission was held on Thursday, September 2, 2010 at 4:30 p.m. in City Hall. Members present: Pam Merchant, Janet Gritzner, Dennis Willert, Mary Bibby, Les Rowland, Ryan Hall and Pat Powers. Shari Thornes, City Clerk, was also present.

Chairperson Willert called the meeting to order at 4:40 p.m.

Agenda: A motion was made by Powers, seconded by Hall, to approve the agenda. All present voted yes; motion carried.

Minutes: A motion was made by Bibby, seconded by Powers, to approve the July 2010 minutes. All present voted yes; motion carried.

Next Meeting: Thursday, October 14th @ 4:30 p.m.

New Business:

- **Pending National Register of Historic Places Listing of the H. Horace Sr. and Cornelia Fishback House at 1001 Sixth Avenue.** A National Register of Historic Places nomination listing is pending for 1001 Sixth Avenue, the H. Horace Sr. and Cornelia Fishback House. The Mayor and BHPC Chairperson have already waived official comments to expedite the process. The State Historical Society Board will take action on this nomination at its September board meeting.
- **Formal comment on the Draft South Dakota Statewide Historic Preservation Plan, 2011-2015 (9/24/10 deadline).** The Commission reviewed the State's proposed plan and members were encouraged to submit their individual comments by the deadline. The South Dakota State Historic Preservation Office is responsible to develop and maintain an updated state historic preservation plan. Thornes noted that the plan appears to be a complete rewrite and has several excellent new goals and priorities for the next five years.
- **Request to for BHPC member to serve as ex-officio on Preserve Brookings.** Thornes suggested the Commission request a BHPC member serve on the Preserve Brookings Board as an ex-officio member to facilitate communications between the two local preservation organizations. The Commission agreed and asked Thornes to contact Board President Stephen Van Buren to make the request. The Commission will take formal action to appoint its representative at the October meeting.

Project & Issues Updates/Reports:

- **City Website (Willert & Merchant).** No report.
- **Preserve America Signage.** Thornes contacted the State Office regarding redesign of the plaques and suggested working with the State's Tourism graphics design staff.
- **Endangered Places Program.** The Brookings Endangered Places Program was a new public education proposed in 2007. A subcommittee was formed, but the project has never gotten off the ground.

Its purpose is to spotlight historic sites and buildings that face imminent danger through demolition, neglect or inappropriate public policy. Through this program the BHPC would seek favorable outcomes that could be achieved through restoration or creative re-use. (draft EPP guidelines)

Thornes asked if this was a program the Commission wished to re-evaluate and consider for implementation. There was consensus to table until the facilitated Board Planning Retreat.

- **Historic District Street Lights.** No report.
- **(agenda addition) Campus Neighborhoods.** Members expressed concern regarding SDSU's continued encroachment into the neighborhoods surrounding campus. A motion was made by Bibby, seconded by Hall, to meet with SDSU President Chicoine, or his representatives, to open a dialogue about what is happening with historic properties near the university. All present voted yes; motion carried.
- **(agenda addition) Porch Tour.** Bibby expressed concern about the bus transporting the participants being 25 minutes late. Thornes will follow-up with a call to the Brookings Area Transit director for additional information.

National Register Properties & District:

- **Central Residential Historic District**
 - A. **512 Third Street.** Thornes reported the house will be saved thanks to a combined effort of private donors and the Brookings County Historical Society. The house will be moved to museum grounds in Volga.
 - B. **Brookings Children's Museum (former Central Elementary).** Thornes said the Mayor Reed would like to give the Larson family a Mayor's Award for Historic Preservation in 2011.

C. City/County Governmental Center

- 1) Public Open House on Exterior Elevations – Sept. 1st @ 7 pm
- 2) Phase 2 – 11.1 Review – Exterior Site Plan & Elevations – The Commission briefly reviewed the exterior site plan and elevations. The City has not prepared the second phase case report yet. The Commission will seek design input from SHPO prior to the October meeting.

• **Brookings Commercial Historic District**

A. Downtown Brookings Inc. (DBI) Report. Willert reported the DBI Board participated in a planning retreat with the Chamber and BEDC boards. The Board continues to seek funding options including more investors for downtown.

B. Pending Front Street Realignment. No report.

C. Masonic Temple, 225 Main Avenue. Willert was contacted by Jim Roden for information about financial incentives and restoration options for the Masonic Temple located at 225 Main Avenue. SHPO staff, local Mason members and city staff recently toured the building.

Hall said he is a Mason and noted a division among members about the location and financial reinvestment. Some are interested in a new lodge and others would prefer the group remain in its current location.

Thornes said the Masons could apply for a National Trust grant to fund a restoration feasibility study.

Announcements/Correspondence/Communications

- *Protecting Historic Properties: A Citizen's Guide to Section 106 Review*
- *South Dakota State Historical Society Press, 2010-2011 Catalog of Books*
- *South Dakota History, Spring 2010 (check-out)*

Calendar

Sept. 1 st	City/County Building – Open House – 7 pm, 1921 Building
Sept. 23 rd	City Volunteer Appreciation Lunch
November 1 st	Historic Tax Credit & Moratorium Deadlines
November 3 rd	Community Common Read – Author Presentation
Oct 26-30	National Trust for Historic Preservation Annual Conf – Austin, TX
December 9 th	Mayor's Christmas Party – Children's Museum
May 20-21, 2011	150 th Anniversary of Dakota Territory

Meeting adjourned at 6:16 p.m.

Submitted by Shari Thornes

Brookings Historic Preservation Commission
October 14, 2010

A meeting of the Brookings Historic Preservation Commission was held on Thursday, October 14, 2010 at 4:00 p.m. in City Hall. Members present: Pam Merchant, Janet Gritzner, Dennis Willert, Mary Bibby, Les Rowland, Ryan Hall and Pat Powers (left at 4:32 p.m.). Shari Thornes, City Clerk, was also present.

Chairperson Willert called the meeting to order at 4:00 p.m.

Preserve America Signage Conference Call. The Commission provided design and content comments to Leigh Raderschadt, SHPO Preserve America Coordinator, on the proposed Preserve America signage. They recommended the use of a grid pattern and more use of color.

Merchant presented samples of other signs. Staff was asked to send suggested examples to Raderschadt for consideration. She was asked to prepare samples of one city and one university sign for BHPC review prior to preparing the full set for approval.

Due to funding deadlines and ordering timelines, she asked for final approval by December. Thornes noted additional city approvals will also be needed after the commission signs off on the designs. Design and location approvals will be needed from the City Brand Manager, City Park and Recreation Director, City Manager, downtown representatives and potentially County officials.

Agenda: A motion was made by Merchant, seconded by Hall, to approve the agenda. All present voted yes; motion carried.

Minutes: A motion was made by Bibby, seconded by Hall, to approve the September minutes. All present voted yes; motion carried.

Next Meeting: Thursday, November 18th @ 4:30 p.m.

New Business:

CENTRAL DISTRICT: City/County Governmental Center - Phase 2/ Exterior Site Plan & Elevations. The Commission was provided with Case Report Phase Two for review and possible comment.

Commission members shared concerns regarding the current south and east designs because both lacked architectural interest. They noted the east façade is particularly important as primary facing the Central Residential Historic District.

They reviewed SHPO staff September 13th comments regarding the design and suggested changes to those elevations:

"Here are the scans of the design modifications that Jason Haug, our Director of Historic Preservation, and our NE National Register Coordinator Jennifer Brosz concurred with me that would be low cost, sensible additions to the design that would enhance the visual appeal of the building, with only very minor alterations to the design as it stands.

I first examined the photographs of the Courthouse, Carnegie Library, the schools, and the Old City Hall building to get a feel for the architectural resources in the area, and better understand what the architects on this project had in mind with incorporating elements of the historic buildings that are in proximity to this new building. The one element that really caught my attention was the use of belt coursing on the courthouse to visually reduce the height of the building at the first floor level. If you look at the pencil lines I have added to the third floor of the building, I have added the suggestion of a belt course at the lintels (top of the windows) that extend the width of the facades as well as a secondary course at the vertical division of the windows. You can see my circled notes as to what I was thinking. Also on the east side elevation that will face the historic houses, the stucco panels that go between the first and second floor windows on the north and west facades should be repeated on this side of the building. By adding the belt courses to the stucco elevations, this will visually reduce the height of the walls and the stucco panels will also break up the massing of the east facing facade more. We think the dark brown banding color used on the belt courses of the north and west elevations will look sharp on these other suggested areas as well.

We also wanted to tell the architects on this project that we are pleasantly surprised by the design presented for this building. The stepped and recessed elevations add a lot of character to the building, as well as breaking up the massing, and we feel this will fit well into the built environment. It is obvious they put a lot of thought into designing this building. We are especially excited to see what kind of relief design is finalized for the north elevation."

Paul Porter, SHPO

The Commission discussed the Joint Powers Board's process for identifying other design alternatives. Willert noted that the Board considered six options before selecting the proposed design. He felt the Commission should review all designs as part of its evaluation of the process to explore all alternatives in order to prepare final case report comments.

Jeff Weldon, City Manager, responded to questions and was asked if the changes proposed by SHPO staff could be incorporated into the proposed design. The Commission asked to see all designs considered by the Board. It was clarified that no other case reports would be needed if the other designs were reviewed.

No action was taken.

UNIVERSITY DISTRICT: Formal comment on 11.1 Review for 821/825 9th Street. The Commission briefly reviewed the case report for 821/825 9th Street and requested the owner be invited to the next meeting to respond to questions. No action was taken.

Request to for BHPC member to serve as ex-officio on Preserve Brookings. A motion was made by Bibby, seconded by Ryan, to appoint Janet Gritzner as the BHPC's ex-officio to the Preserve Brookings organization. All present voted yes, motion carried.

A motion was made by Merchant, seconded by Gritzner, to table the remaining agenda items for the following meeting. All present voted yes, motion carried.

Meeting adjourned at 6:45 p.m.
Submitted by Shari Thornes

**Brookings Historic Preservation Commission
November 18, 2010**

A meeting of the Brookings Historic Preservation Commission was held on Thursday, November 18, 2010 at 4:30 p.m. in City Hall. Members present: Pam Merchant, Janet Gritzner, Dennis Willert, Mary Bibby and Les Rowland. Ryan Hall was absent. Shari Thornes, City Clerk, was also present.

Chairperson Willert called the meeting to order at 4:40 p.m.

Agenda: A motion was made by Bibby, seconded by Merchant, to approve the agenda. All present voted yes; motion carried.

Minutes: A motion was made by Bibby, seconded by Merchant, to approve the October minutes. All present voted yes; motion carried.

Next Meetings: **Monday, December 6th @ 8:15 a.m. (tentative special meeting)**
 Tuesday, December 7th @ 8:15 a.m. (tentative special meeting)
 Thursday, January 13th @ 4:30 p.m.

Case Reports/SDCL 11.1 Reviews:

UNIVERSITY DISTRICT: Formal comment on 11.1 Review for 821/825 9th Street.

The Commission reviewed the draft case report prepared by staff for a proposed project at 821/825 9th Street.

Both structures are listed as contributing properties in the National Register University Residential Historic District, located in the northeast corner of the District and adjacent to the South Dakota State University campus.

821 9th Street – “G.C. Bunday House,” circa 1941-43

“One story gable end cottage with an east side cross gable end. The house is characterized by the wide gable end facade with projecting secondary gable end, both of which feature projecting eaves and boxed cornices with returns, which are reminiscent of Greek Revival temple front designs. A single double hung sash window with five-over-one configuration and vertical muntins, is located in the east side of the lower facade, and paired three-over-one sash windows are in the upper gable end. A single panel door and a five-over-one sash window are contained in the lower bay behind the open porch. The projecting gabled porch is supported by plain wood posts which flank the porch opening. Concrete steps ascend to the porch and are sided by weatherboard wingwalls with flat caps.” (National Register Nomination)

825 9th Street – “A.B. Chase House,” 1915.

“Two story Victorian house with steeply pitched, cross gables, projecting eaves, vergeboards, fishscale shingle gable end infill, and a one story enclosed porch with hipped shed roof and pedimented entrance. Other features include a three sided bay beneath the second story overhang in the west gable end, and a brick, interior ridge chimney. The facade consists of the large gable end centered between two cross gables and contains a single window in the upper gable end followed by paired sash windows on the second story. Fishscale shingles fill the upper gable end from the apex to the lintels of the paired windows. The lower facade is dominated by the full-width porch with screened openings, and is accentuated by the gabled pediment located above the single door entrance.” (National Register Nomination).

According to City of Brookings Housing/Code officials, both structures have been rental units for decades and are “grandfathered” with boardinghouse designations, which allows for additional tenants than current building code.

Bibby noted that the owners had not provided a site plan or elevations of the proposed project.

Owners Michael Linehan, Sr., Michael Linehan, Jr. and John Folkerts were present to respond to questions. Mike Linehan Sr. said they purchased the properties with the intent of clearing the site for a new rental unit of 8 to 11 one bedroom units. The design has not been finalized, but they are considering a one-story “L” or “U” shaped building that would be brick-faced on the two street facades. There is sufficient property to provide all required off-street parking. They plan to either auction or direct sale to move or demolish the two structures. They might move 821 9th Street themselves to another location in town to be used as a rental. However, they feel 825 needs to be demolished. They don’t have schematic plans because they wanted to take all steps necessary first and wait and see what they’re allowed to do.

The Commission asked the properties be documented before removal.

The owners were open to design suggestions from the Commission. They also indicated the property may be sold to another party.

ACTION: A motion was made by Bibby, seconded by Gritzner, to agree with the findings of the case report in that the removal of 821 and 825 9th Street will clearly have a negative impact on the structures and the University Residential Historic District. The Commission recommends the City deny the demolition permits based on the fact that the owners did not provide a plan for the future use of the property, specifically a site plan and elevations. The Commission also recommends denial because the owners did not provide sufficient information regarding the exploration of feasible and prudent alternatives to demolition of these two contributing resources that are prominently placed at an intersection in the District. All present voted yes; motion carried.

CENTRAL DISTRICT: City/County Governmental Center - Phase 2/ Exterior Site Plan &

Elevations. The Commission reviewed the other five building designs considered by the Joint Powers Board. At the last meeting the Commission requested copies of the other building designs, as part of their evaluation if all feasible and prudent alternatives to minimize adverse effects of the project on historic properties were examined.

The Commission also had recommended the incorporation of SHPO staff Paul Porter's architectural detail suggestions to the east façade to enhance the visual appeal of the building. City Manager Jeff Weldon provided a revised east elevation depicting new horizontal banding. There were discrepancies in the drawings regarding the east façade floor window placement.

Merchant asked for clarification on the roof cornice dimensions. Rowland estimate each element was probably 6 to 8 inches in depth. Merchant recommended a more substantial overhang design and personally preferred a 'prairie-style'.

Weldon noted that the north façade featured sculpture may not be included

Rowland asked for information that would better illustrate the proposed second floor precast materials. He noted that the more traditional approach would be an all brick façade with architectural articulation around entrance or precast on first floor with brick on the second floor.

The Commission expressed concern regarding diagonal parking on Third Street in front of the building.

They asked if the sidewalks for 500 block of Third Street (city/county building) line up with the 600 block? They asked for a site plan that would show the proposed building in relation to neighboring adjacent properties.

The Brookings Historic Preservation Commission has requested the following information in its review of the City/County Phase 2 Case Report:

- Updated schematic of the north elevation without the proposed sculpture
- Corrected schematic of the east elevation accurately depicting the third floor windows
- Site plan that shows building plan in relation to adjacent properties (i.e. setback, sidewalk alignment)

They agreed to hold a special meeting on either 12/6 or 12/7 @ 8:15 a.m. if the materials are available.

Project & Issues Updates/Reports:

Preserve America Signage. The Commission reviewed the revised designs provided by SHPO staff. The Commission requested the historical information be reviewed by a local historian. They asked for a grammatical review of the narratives and gave suggestions of volunteers who might be willing to help. Bibby volunteered to coordinate the reviews and will provide an update at the next meeting.

Facilitated Goal Setting Retreat. The retreat originally planned for December 16th has been postponed to spring 2011 due to scheduling difficulties. The retreat is a 2010/2011 grant funded activity.

City Street Light Policy. Thornes updated the Commission regarding the issue on a street light policy for the City of Brookings. At the July 8th BHPC meeting Thornes reported on the city might consider allowing different street light designs in the historic districts. The city council reviewed the issue, but decided against design variations by approving a resolution stating the city would adopt a uniform street light design.

Website. No report.

SDSU Architecture Department Request. Thornes was contacted by Brian Rex, the new SDSU architecture professor, to obtain Sanborn Fire Insurance maps for the downtown area. His class of 50 students was doing a project on the downtown area.

SDCL 1-19B Study Committee. Thornes was asked by SHPO to serve on a state preservation law study committee to review SDCL 1-19B and develop recommendations that would improve the law and more effectively protect historic properties at a local level.

National Register Properties & Districts:

Brookings Commercial Historic District

- *Downtown Brookings Inc. (DBI) Report – Willert reported that DBI is work to develop a downtown master plan.*

University Residential Historic District

- *Meeting with University Officials – A motion was made at the September 2nd BHPC meeting asking that Willert and Merchant meet with President Chicoine, or his representatives, to open a dialogue about what is happening with historic properties near the university. The meeting has not occurred yet. Merchant noted that the NW Quadrant plans should also be discussed.*

PENDING Listings:

1001 Sixth Avenue – The South Dakota State Historical Society approved the National Register of Historic Places listing nomination of the H. Horace Sr. and Cornelia Fishback House at 1001 Sixth Avenue in Brookings at their September board meeting. It is officially listed on the State Register and has now been sent to the National Park Service for review and possible listing. A final decision is expected around 12/31/10.

Nominating Committee. Bibby and Gritzner agreed to serve on the nominating committee and will provide a recommendation at the January 13th meeting.

Announcements/Correspondence/Communications

- Resignation – Pat Powers resigned this week because he has accepted a position in Pierre. Thornes said she has a couple applications and another was sent out this week. She hopes to have the position filled by the January meeting.
- Terms – The terms for Merchant, Willert and Powers expire on 12/31/10. Powers position will be advertised. Merchant and Willert requested reappointment.
- Make a Difference: Attend South Dakota Historic Preservation Advocacy Day!!! Preserve South Dakota, Black Hills Preservation Trust, and the National Trust for Historic Preservation are sponsoring South Dakota Historic Preservation Advocacy Day at the State Capitol in Pierre on January 20, 2011. Join historic preservation advocates from across South Dakota, meet local legislators, and share stories of saving places in your community. Your voice and presence can truly make a difference for the future of historic preservation in South Dakota. Please save the date and make an effort to attend. For more information call Preserve South Dakota at 605-583-4509.
- Annual Reports – The State and City annual reports are due February 15th
- 6th Street Project – Thornes attended a SD Department of Transportation meeting on November 18th regarding the State's next phase in the 6th Street widening project (2013). The next section to be completed will be Western Avenue to Main Avenue. The only historic preservation related concerns on the project involve the original stone pillars at the Pioneer Park entrance. City officials are working with the State to relocate the pillars on the site.
- Austin Conference Report – Bibby and Thornes attended the 2010 National Trust Conference in Austin, TX and will provide a report at the next meeting.
- 6th Street Development – Thornes reported at the City Council passed the following motion at their November 9th meeting regarding the area south of campus and east of the University Residential District. "A motion was made by McClemans, seconded by Corbett, to request the Planning Commission take into consideration the possible commercial, residential and planned development district development of the area from 6th Street to 8th

Street and 14th Avenue to Medary Avenue and bring back a recommendation to the City Council. All present voted yes, motion carried.

- *2009/2010 National Park Service Grant Completed*
- Preservation, Sept/Oct 2010
- *South Dakota History, Fall 2010 (check-out)*
- *MainStreet Now, July/Aug 2010*
- *The Alliance Review, July/Aug 2010*
- SDPO Listserv

Calendar

November 22 nd	Downtown Brookings Inc. Annual Meeting
December 6 th	PENDING MEETING @ 8:15 am
December 7 th	PENDING MEETING @ 8:15 am
December 9 th	Mayor's Holiday Party – Children's Museum
January 13 th	Regular meeting
January 20 th	SD Historic Preservation Advocacy Day in Pierre
May 20-21	150 th Anniversary of Dakota Territory

Meeting adjourned at 7:15 p.m.

Submitted by Shari Thornes

Brookings Historic Preservation Commission
December 7, 2010

A meeting of the Brookings Historic Preservation Commission was held on Tuesday, December 7, 2010 at 8:15 a.m. in City Hall. Members present: Janet Gritzner, Dennis Willert, Mary Bibby and Les Rowland. Pam Merchant and Ryan Hall were absent. Shari Thornes, City Clerk, was also present.

Chairperson Willert called the meeting to order at 8:30 a.m. The agenda was approved as printed.

Review and possible formal comment on the City/County Governmental Center - Phase 2/ Exterior Site Plan & Elevations, 11.1 Review Case Report. The Commission said they are prepared to make comment on the city/county building case report with the current design, but want to see what happens at the Dec. 14th City Council meeting. If the Council adopts the budget without changing the design, the BHPC agreed to hold a special meeting on December 21st and provide comment for inclusion in the case report and then forward to Pierre. However, the meeting will be postponed if the adopted budget is significantly reduced, resulting in exterior elevation redesign.

Meeting adjourned at 9:30 a.m.
Submitted by Shari Thornes

Brookings Historic Preservation Commission
December 21, 2010

A special meeting of the Brookings Historic Preservation Commission was held on Tuesday, December 21, 2010 at 8:30 a.m. in City Hall. Members present: Ryan Hall, Janet Gritzner, Dennis Willert, Mary Bibby and Les Rowland. Pam Merchant was absent. Shari Thornes, City Clerk, was also present.

Chairperson Willert called the meeting to order at 8:30 a.m. A motion was made by Bibby, seconded by Hall, to adopt the agenda. All present voted yes; motion carried.

Preserve America Signs. The Commission reviewed the latest round version of the signs and made a number of design and narrative changes. Staff will send changes to the state staff.

Review and possible formal comment on the City/County Governmental Center - Phase 2/ Exterior Site Plan & Elevations, 11.1 Review Case Report. The City Council approved the project budget at its December 14th meeting. Therefore, significant design reductions are no longer anticipated.

A motion was made by Bibby, seconded by Hall, to agree with the findings of the case report contingent on implementation of the following design recommendations:

- 1) As illustrated in the enclosed revised elevations presented by the architect on November 19, 2010, include the use of belt coursing on the courthouse to visually reduce the height of the building at the first floor level, add a third floor belt course at the lintels (top of the windows) that extends the width of the facades as well as a secondary course at the vertical division of the windows and repeat the stucco panels that go between the first and second floor windows on the north and west facades on the east elevation that face historic homes. Adding the belt courses to the stucco elevations will visually reduce the height of the walls and the stucco panels will also break up the massing of the east facing facade more. Stepped and recessed elevations add a lot of character to the building, as well as breaking up the massing.*
- 2) Replace the diagonal with parallel parking on Third Street to be consistent with past and present patterns of the neighborhood and downtown.*
- 3) Align the sidewalks to visually and physically maintain the patterns of the Central Residential Historic District and Brookings Commercial Historic District. Sidewalks should still be aligned even if the diagonal parking is installed by curving the sidewalks back at the corners.*
- 4) If budgetary concerns do not permit completion of a sculptural element on elevated north façade, the Commission recommends the area be left blank until funds are available to install something of artistic or historic relevance.”*

All present voted yes; motion carried.

Meeting adjourned at 11:30 a.m.

Submitted by Shari Thornes

City of Brookings

SDCL 1-19A-11.1 Internal Notification and Review Process

1. Building plans or a permit request are submitted to the City Engineer's Office (i.e. Building Officials, Board of Adjustment request and Planning Commission action).
2. Determine Location.
The City Clerk is contacted to determine if the project or action is located within or adjacent to the following properties or areas. The Brookings Historic Preservation Commission will provide an updated listing of Brookings sites.
 - A. National Register of Historic Places District.
 - B. National Register of Historic Places individually listed property.
 - C. State Register of Historic Places individually listed property.
 - D. Local Register individually listed property.
 - E. Local District listed property.
3. Determine if project/action requires review process.
According to the State Historic Preservation Office, the following projects and/or action would require an 11.1 review. When in doubt about project impact the State Historic Preservation Office will offer advice prior to official notification.
 - A. Rezoning
 - B. Moving permit
 - C. Demolition permit
 - D. Building permit
 - E. Major alteration of structure owned by state or local government to include school districts (ie. building permits)
 - F. Municipally funded activity (ie. street widening, park, street lights)
4. Notify State Historic Preservation Office.
The City Manager notifies the State Historic Preservation Office of the proposed project or action. The City Clerk is responsible to meet with the owner to obtain the following information for the notification.
 - A. Basic description of the action and/or project.
 - B. Perceived impact on the historic district or structure (adverse or no effect).
 - C. If the impact is recognized as potentially adverse explain why this action is necessary.
 - D. Provide all alternatives considered and rejected.
 - E. Photographs of the site and surrounding historic resources.
 - F. Any plans, drawings, etc.
5. Notify Brookings Historic Preservation Commission.
The City Manager's Office will provide a copy of the state notification to the Brookings Historic Preservation Commission. To expedite the process, the Manager will request official comment from the Brookings Historic Preservation Commission at their next regularly scheduled meeting provided the State requests comment.
6. State Response (within 30 days).
The State Historic Preservation Office is required to respond within 30 days of notification with the following response options.
 1. No effect – review is completed.
 2. No response – review is completed.
 3. Request for additional information.

4. Adverse effect.
7. Determination of Adverse Effect/Case Report (time dependent on applicant).
The City will be obligated to file a full or abbreviated Case Report with State Office. The City Manager's Office, working with all appropriate departments, will complete the Case Report. Please refer to the "Guidelines for the Preparation of Historic Preservation Case Reports" to prepare the Case Report.
8. Case Report review & comment by Brookings Historic Preservation Commission (up to 180 days).
Please note the local Preservation Commission's official comment is required in the case report. A public hearing may be required. 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.
9. State Response (within 10 days).
State issues determination on Case Report.
 - A. State considers all factors to be addressed, the project may proceed as described in the Case Report. review completed
 - B. State considers all factors have not been addressed and requires the Case Report be revised and resubmitted.
10. Review Completed.
The City may take action on the proposed project or action at the completion of the review process.
 - A. Send State letter of final action.
 - B. Take action on building permit application.
 - C. Place item on Planning Commission agenda (rezoning). Present review information to Planning Commission
 - D. Place item on City Council agenda for moving permits.

Commercial District –National Register District

- DBI Report – Willert reported that he is in charge of DBI's Garden and History Festival this spring. Kris Struwe is the new incoming DBI President. He informed the commission that DBI has inquired if funds would still be available for the 3D architectural design project that was discussed last year.
- Plaques – Thornes reported that Allyn Frerichs plans to assign some of his staff to installing the plaques this year.

Calendar

July28-Aug 1, 2010 National Alliance of Preservation Commissions – Forum 2010, Grand Rapids, MI
Oct. 26-30, 2010 National Trust for Historic Preservation Annual Conf – Austin, TX

Meeting adjourned at 6:20 p.m.
Submitted by Shari Thornes

2010 Workshop Project

Downtown Brookings Inc.

History & Garden Festival

The Annual History & Garden Festival event held on April 23, 2010, featured a flea market, antique appraisal, preservation workshops, garden talks, activities for kids, entertainment, food and prizes.

The BHPC financially co-sponsored one of the instructional workshops – Harlan Olson. The BHPC provided \$100 for advertising costs. Over 2,000 attended the 2 day event with 70 in attendance at this workshop.

City of Brookings

SDCL 1-19A-11.1 Internal Notification and Review Process

1. Building plans or a permit request are submitted to the City Engineer's Office (i.e. Building Officials, Board of Adjustment request and Planning Commission action).
2. Determine Location.
City Engineering contacts the City Clerk to determine if the project or action is located within or adjacent to the following properties or areas. The Brookings Historic Preservation Commission will provide an updated listing of Brookings sites.
 - A. National Register of Historic Places District.
 - B. National Register of Historic Places individually listed property.
 - C. State Register of Historic Places individually listed property.
3. Determine if project/action requires review process.
According to the State Historic Preservation Office, the following projects and/or action would require an 11.1 review. When in doubt about project impact the State Historic Preservation Office will offer advice prior to official notification.
 - A. Rezoning.
 - B. Moving permit.
 - C. Demolition permit.
 - D. Major alteration of structure owned by state or local government to include school districts (ie. building permits)
 - E. Municipally funded activity (ie. street widening, park, street lights)
4. Notify State Historic Preservation Office.
The City Manager notifies the State Historic Preservation Office of the proposed project or action. The City Clerk is responsible to meet with the owner to obtain the following information for the notification.
 - A. Basic description of the action and/or project.
 - B. Perceived impact on the historic district or structure (adverse or no effect).
 - C. If the impact is recognized as potentially adverse explain why this action is necessary.
 - D. Provide all alternatives considered and rejected.
 - E. Photographs of the site and surrounding historic resources.
 - F. Any plans, drawings, etc.

Jay Vogt
State Historic Preservation Officer
900 Governor's Drive
Pierre, SD 57501-2217
(605) 773-6005 phone
(605) 773-6041 fax

5. Notify Brookings Historic Preservation Commission.
The City Manager's Office will provide a copy of the state notification to the Brookings Historic Preservation Commission. To expedite the process, the Manager will request official comment from the Brookings Historic Preservation Commission at their next regularly scheduled meeting provided the State requests comment.
6. State Response.
The State Historic Preservation Office is required to respond within 10 days of notification with the following response options.
 1. No effect – review is completed.
 2. No response – review is completed.
 3. Request for additional information.
 4. Adverse effect.
7. Determination of Adverse Effect.
The City will be obligated to file a full or abbreviated Case Report with State Office. The City Manager's Office, working with all appropriate departments, will complete the Case Report. Please refer to the "Guidelines for the Preparation of Historic Preservation Case Reports" to prepare the Case Report.

Please note the local Preservation Commission's official comment is required in the case report. A public hearing may be required.

8. State Response (within 10 days).
State issues determination on Case Report.
 - A. State considers all factors to be addressed, the project may proceed as described in the Case Report. review completed
 - B. State considers all factors have not been addressed and requires the Case Report be revised and resubmitted.
9. Review Completed.
The City may take action on the proposed project or action at the completion of the review process.
 - A. Take action on building permit application.
 - B. Place item on Planning Commission agenda (rezoning). Present review information to Planning Commission

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