



BRING YOUR DREAMS.

**BROOKINGS HISTORIC PRESERVATION COMMISSION**

# **2011 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:

Shari Thornes, Brookings City Clerk  
City Hall, 311 Third Avenue  
P.O. Box 270  
Brookings, SD 57006

Phone (605) 697-8641  
Fax (605) 692-6907  
[sthornes@cityofbrookings.org](mailto:sthornes@cityofbrookings.org)  
[www.cityofbrookings.org](http://www.cityofbrookings.org)

This activity has been financed in part with the Federal funds from the National Park Service, U.S. Department of the Interior.

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

# Table of Contents

Certified Local Government - 1
Eligible Projects - 1
Funding - 2
Purpose/Mission/Mandate - 3
Commission Members - 5
Programs Overview – 6
2011 Highlights – 12-29
Public Education Program – 30
2012 Goals & Objective - 31

---

## Appendices

2011 Meeting Minutes- 33-65
Workshop Documentation - 66
11.1 Review Internal Process - 67
Commission Bylaws - 69

## **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.

## **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 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.

## **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.

## **2011 Funding Sources, Schedule and Projects**

Programs funded with city funds 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, 2011 to December 31, 2011  
Funding: \$3,600
- **2010/2011 National Park Service Grant**  
Funding Cycle: June 1, 2010 to Sept. 1, 2011  
Grant: \$2,000 Basic; \$8,000 Supplement  
Status: Closed  
Basic Allocation Funding - Project Titles:
  1. Mayor's Awards for Historic Preservation
  2. Public Workshop
  3. Membership in state and national preservation organizationsSupplemental 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
- **2011/2012 National Park Service Grant**  
Funding Cycle: June 1, 2011 to Sept. 1, 2012  
Grant: \$2,000 Basic; \$6,160 Supplement  
Status: Open  
Basic Allocation Funding - Project Titles:
  1. Mayor's Awards for Historic Preservation
  2. Public Workshop
  3. Membership in state and national preservation organizationsSupplemental Funding – Project Titles:
  1. Local Register Project \*\*
  2. Board Development Training \*\*
    - A. Preservation Leadership Training (1 person)\*\* Priorities in Brookings Historic Preservation Plan Action Plan

# Brookings Historic Preservation Commission

**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.

## 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.

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. Les Rowland, Vice Chair \*
3. Mary McClure Bibby
4. Pam Merchant
5. Dr. Janet Gritzner \*
6. Father Ryan Hall
7. Thomas Agostini \*

STAFF: Shari Thornes, Brookings City Clerk

\* “Professional Member” per National Park Service standards

## **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*

# 2011 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:**

- No new National Register listings in 2011.
- One property is currently under consideration.
- A proposed amendment to the Central Residential Historic District is also under consideration.

### **2. Local Register**

Pursuant to city ordinance and statutory authority, the City of Brookings has the ability to create the Brookings Local Register. A Local Register will afford considerably more legal protection to historic resources than previously provided.

The first phase in the process was completed in 2009, with the assistance of Frank Gilbert, Attorney for the National Trust of Historic Preservation, by developing all the legal processes and forms necessary to list property on the Brookings Local Register of Historic Places. Another product was to develop a work plan listed below.

The BHPC continued its work to develop a Local Register program in the City of Brookings in 2011. The following is an update on the Local Register work plan.

#### **Design Guideline Development**

- Develop a Request for Proposals (proposed project 2012-2013)
- Secretary of Interior Standards for Rehabilitation are not specific enough for COA decision making. This document will be the key to help district commission determine those

decisions. District specifics on character defining features as districts are established will be inserted into this document.

- Hire professional consultant.

#### **Develop Commission Handbook/Rules of Procedure**

- Rules of procedures must be developed to include protocols, meeting standards, and consistent application of the rules. Rules must be consistent with authority granted by ordinance. Decisions must be based on criteria and standards set by ordinance and in writing. (Product completed, additions proposed in 2012)

#### **Staff & Member Training**

- Board retreat & training (January 2012) \*\* A secondary list of tasks were identified in a training retreat held January 5, 2012)
- Develop overall strategy for immediate and long term training (January 2012)
- Membership development – seek professional members
- Seek professional guidance / consultant for training
- Training for fledgling board/staff
- Develop annual training program

#### **Determination of Internal Processes / Policy Decisions**

- Staff review (determine what, if any, decisions staff can make on general applications) (2012)
- Committee Review (determine if the Commission wants to establish a review committee)
- Boundary Determinations

#### **Local Support / Public Informational Materials & Events**

- BHPC host neighborhood meetings
- Presentations to service organizations & other interested parties
- Develop public education plan and materials for use in the following outlets: city's new website (live 07/11), city government television channels, city email & online notifications, city's current social media products, traditional media, and print materials.

#### **Identify Administrative Issues**

- Identify all staff involved in Local Register process.
- Develop timeline and checklists for all actions to ensure timely responses to applicants.
- Identify all other city government partners in the process and work towards clear communication with all parties (City Manager, Community Development, Director of Equalization).

## **\*\* Brookings Local Register Public Education & Regulation Efforts Proposed Schedule**

- #1 Local Register – Review of how we got here...
  - History/Flowchart (include Preservation Plan references)

- Invite former chair to present history/summary of process
- #2 Ordinance Review  
 Allocate 30 minutes per in each regular meeting Jan through April to review and answer questions on selected sections of the BHPC's enabling ordinance:  
 Review #1 – 10-90 – 10-100 (enabling powers)  
 Review #2 – 10-101 to 10-115 (Local Register, individual)  
 Review #3 – 10-116-122 (Local Register, districts nomination & form commission)  
 Review #4 - 10-123-130 (Certificates of Appropriateness)
- #3 Understanding Local Register Implications and Outcomes  
 After the BHPC has completed the Ordinance review process, these documents are next in the queue for review, one at a time. e.g., In May they come to their meeting prepared to discuss "Maintaining Community Character" after they have read it. Consider having an individual commissioner lead the discussion on each of these -- a different commissioner each month. Then everyone has plenty of lead time to read, digest, and understand at least their assigned document
- Trust info series on "Maintaining Community Character: How to Establish a Local Historic District"
- #4 Design Guidelines  
 Pursuant to itemized "next steps" in Brookings Local Register of Historic Places "Manual," pursue grant funds to develop Design Guidelines for Brookings historic structures.
- Residential
- Develop RFP for a Brookings Residential District Design Guidelines
  - Request 2012/2013 National Park Service Grant Funds
- Commercial
- Review existing volunteer Brookings Commercial District Design Guidelines for revisions
  - Utilize HP consultant for review
  - Consider adoption as formal guidelines for commercial structures
- #5 Ordinance - Questions
- Informal assessment by consultant of ordinance concerns, inconsistencies, questions and recommendations.
- #6 Certificates of Appropriateness  
 In tandem with process and form review, consultant to provide recommendations on property project application processes – Certificate of Appropriateness (staff approvals, executive committee approvals, consent agenda, exempt activities, and tiered review).
- May need city attorney response if executive committee can act on behalf of commission as a whole.
  - This process may be address in the bylaws revisions.
  - If tiered review is adopted, staff would need to be empowered to review applications and review or deny. City attorney might have clarifying opinions on this.
- #7 Process & Form Review  
 Formal consultant review of all draft forms and processes for Brookings Local Register processes.
- #8 Commission Member & Meeting Protocols Review  
 In tandem with process & form review, modify and expand on commission member/meeting protocols.

- o Maybe consider format list Charlotte HDC or other examples to provide more clarity (see link... <http://www.charmeck.org/Planning/HDC/RulesProcedures.pdf>)

#9 Deadwood

Schedule meeting with Deadwood Landmarks commission members and Deadwood HP staff to learn about COA process. NOTE: The entire city of Deadwood is a National Historic Landmark making it already automatically designated, so this commission could only give advice on COAs and not the nomination process.

- o Clarify if Deadwood uses COAs in their review process.
- o Meeting options:
  - Coordinate meeting in Pierre at April State Historical Society’s annual meeting
  - Invite DW chair/staff to Brookings and pay expenses
  - Phone conference with BHPC & DW representatives

#10 Bylaws Review

Periodic review of the BHPC is required. A number of procedural questions were raised during the 1/5/12 training.

- o Recommend formation of subcommittee to review and recommend changes to the bylaws consistent with local register process.
- o Can occur after consultant review of processes/forms/ordinance occurs. Recommended changes may need to be incorporated into bylaw revisions.

#11 City Attorney Review

Following consultant review, request city attorney review and clarification on remaining questions, concerns and inconsistencies in city ordinance and also review revised proposed bylaws.

- o Critical final review needed to prevent legal challenges

#12 Incentives

Review existing incentives for local register property owners and research for additional (i.e. tax rebate, loan funds).

#13 Develop Local Register Public Education Strategy

**“Good Ideas Not to Lose List”**

1. Mentorship - new member are assigned senior commission member as mentor.
2. Public Education – Sponsor at least one “helpful” activity every year.
  - o Energy savings
  - o Window tune-up workshop
    - Sponsor Bob Yapp window workshop
    - <http://www.bobyapp.com/>
    - Hold contest to select workshop house.
  - o Local register designation workshop
  - o How to research my house
  - o Realtors Workshop
  - o Creative ways to finance projects
3. Partner with local sustainability efforts
  - o Brookings City Sustainability Council
  - o SDSU Environmental Stewardship & Sustainability Committee

- Co-sponsor Film – “The Greenest Building”  
[http://thegreenestbuildingmovie.com/The\\_Greenest\\_Building/Home.html](http://thegreenestbuildingmovie.com/The_Greenest_Building/Home.html)
  - BHPC to view first. Follow-up with a public presentation in the Library. Good for a speaker bureau for local civic organizations, BUT it is an hour long and most groups need a 20-minute lunch speaker, for example.
- 4. Review & Update Brookings Preservation Plan
- 5. Update “Victories” List
- 6. Update “Threats” List
  - Consider Brookings Endangered List proposal developed by past members
  - Assumption that historic resources are protected
    - Convention or wishful thinking
- 7. Review Public Education Strategy & Re-prioritize
- 8. P.E. Ideas.....
  - consider reviving Porch Tour
  - BHPC Anniversary events (1985)
  - Hillcrest Tree claim (1865 Homestead Act, Transportation, Morrill Act)
  - Early garages / urban barns
    - Tree heritage – 6th Street & 12th Avenue, Nels Hansen ties, related policies

### **3. 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 2011:**

Date: 01/14/11  
Project: Realignment of Front Street  
NR Status: Adjacent to contributing structures in Brookings Commercial Historic District  
Address: Front Street, between 3<sup>rd</sup> Street and Main Avenue  
Owner: City of Brookings  
Outcome: No Adverse Effect  
*BHPC Official Statement: N/A*

Date: May-August 2011  
Project: Moving/Demolition  
NR Status: Contributing, Central Residential Historic District  
Address: 624 Third Street  
Owner: R&B Properties, LLC  
Outcome: Application Withdrawn

Date: 9/22/11  
Project: Demolition  
NR Status: Non-contributing, University Residential Historic District  
Address: 915 8<sup>th</sup> Street  
Owner: SDSU Foundation  
Outcome: No Adverse Effect  
*BHPC Official Statement: N/A*

**BROOKINGS COMMERCIAL HISTORIC DISTRICT**

- Downtown Brookings Incorporated.** Dr. Dennis Willert, BHPC member, served as the Commission representative on the Board in 2011.
  
- Commercial District Plaques.** The BHPC hired a local contractor to coordinate the installation of the new cast bronze National Register Plaques on 59 properties in the Brookings Commercial Historic District. These will replace the current plastic frame plaques. All property owners have given their approval. City Park and Recreation personnel will install the plaques early spring 2012.

## **CENTRAL RESIDENTIAL HISTORIC DISTRICT**

- ***District Notification Process.*** At the request of property owners, the City Clerk’s staff is now sending meeting notifications to representatives in the University and Central Residential Historic Districts regarding any meeting that may affect a property within a district. The new website will have a “notify me” feature that will allow anyone to sign up for meeting notifications.
  
- ***District Amendment Proposed.*** The Brookings Central Residential District nomination was written in 1993. The National Register of Historic Places nomination’s “period of significance” for the Central District was 1884 – 1943; however, a number of post-war homes now qualify as historic and would be eligible for tax incentives. SHPO is re-evaluating buildings in the Central District from the mid to late 40s and 50s to see if the majority would be eligible for an extended “period of significance” in the National Register listing. Numbers of Primary Buildings By Decade: 1880s – 10; 1890s – 15; 1900s – 21; 1910s – 36; 1920s – 9; 1930s – 12; 1940s – 10; 1950s – 5; 1960s - 2; 1970s – 0; 1980s – 1; 1990s - (written in 1993). The phase will be to submit formal request to the National Park Service to extend the Period of Significance for the Brookings Central Residential Historic District, changing properties from non-contributing to a contributing status.

## **UNIVERSITY RESIDENTIAL HISTORIC DISTRICT**

- ***Meeting with University Officials.*** Commission representatives met with university personnel to discuss the impact of the University’s proposed master plan on the neighboring historic district. They shared the Commission’s interest in having ongoing dialogue with SDSU officials about matters of concern to the Commission.

## **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.

- **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.

The combined Mayor's Awards presentation and reception was held on Thursday, September 29 at the Children's Museum of South Dakota. The event was well attended with approximately 120 guests. Staff had estimated 60 for attendance. All winners from both organizations were present along with the Mayor and five city council members, the city manager, several city department heads, local legislators, Jay Vogt, State Historic Preservation Officer, and local media. Mr. Vogt's provided the following comments at the event.

*"Congratulations to the award winners today—you have demonstrated leadership in and a commitment to historic preservation. Thank you Mayor Tim Reed for recognizing the good work in accessibility and historic preservation taking place in the City of Brookings. As we can see by the former Central Elementary School, now the Children's Museum of South Dakota, receiving awards in both categories, historic properties and accessibility are truly achievable.*

*The City of Brookings and its historic preservation commission serves the community well in seeking to preserve, rehabilitate, and restore historic properties. I appreciate the good work of the members on the historic preservation commission. Thank you for your dedication to protect historic properties and promote the history of the City of Brookings. Since becoming the State Historic Preservation Officer, I have worked with City Clerk Shari Thornes, and she is a strong advocate for historic preservation in the City of Brookings. I appreciate her efforts throughout the years. Without leadership from the City and a commitment and investment from property owners, we would lose those properties significant in the community that connect us to our past and allow us to see and touch our heritage.*

*We are on the edge of the Brookings Central Residential Historic District. It is a delightful and aesthetically pleasing neighborhood. Most of the houses with the district were constructed from 1884 to 1943; in fact, the Sherwood's home was constructed in 1894. These homes represent a*

*variety of architectural types including Craftsman-Bungalow, Colonial Revival, Neo-Classical Revival, and the most dominant style, the Queen Anne. Plus the neighborhood is home to Gothic Revival churches and church-related buildings. I would guess that this early, historic neighborhood remains a popular place people want to live.*

*However, this Central Area is especially appealing because of the Brookings County Courthouse; the former Brookings High School, now known as the 1921 building, re-named after its construction date; the former Carnegie Library, now the Brookings Arts Council; and the Central Elementary School, now the Children's Museum of South Dakota. This educational and government gathering place is bordered by the charming historic central residential neighborhood, with large trees and pleasant streets providing easy access to commercial zones.*

*The Brookings Arts Council Center, the 1921 Building, and the Children's Museum of South Dakota are excellent examples of historic or older properties being returned to a state of service, through repair and alterations, which makes possible an on-going contemporary use while preserving those portions and features historically important to the property. In the historic preservation world, we call this type of work, rehabilitation, and my office deals mostly with projects that involve the efficient and effective modern use of historic buildings. We often use the 1921 Building as a good example of a creative and operative rehabilitation of a historic property. I remember a period of time when the fate of the school weighed in the balance.*

*The City of Brookings has 29 properties listed in the National Register of Historic Places, including four historic districts which add hundreds of homes and commercial buildings to the number of properties actually included in the National Register.*

*Added in the National Register as part of the Brookings Central Residential Historic District in 1994, the historic Central Elementary School has been an educational facility since 1936. Originally a traditional school, then it became a school within a school, and today it continues its educational mission as the Children's Museum of South Dakota. Much of the historic details in this building have been incorporated into the design of the museum. You can tell this once was a school, now it teaches through play. I particularly like the floors and windows. Historic preservation is the ultimate form of recycling. Thank you Dale and Pat Larson and the Larson Foundation for your commitment to Brookings, South Dakota, Education, History, and Play.*

*Thank you to the residents who appreciate the value of historic properties, thank you to the government leaders who choose to save and preserve historic properties rather than tear them down, thank you to the property owners and investors who seek to rehabilitate or restore historic properties, and thank you to all of you who support their efforts. The City of Brookings has much to celebrate today. Again, congratulations to the award recipients. Thank you."*

*Jay Vogt, State Historic Preservation Officer*

**Ginny Conger & David Aaron**  
**621 8th Street**  
**Residential Construction – Garage**

Built in 1905, this wonderful eclectic home captures the coziness of the deep front entrance porch commonly associated with that of the Bungalow while it displays fanciful adornment through use of color and shingle siding commonly associated with the Queen Anne style.

Owners Ginny Conger and David Aaron have been chosen to receive a Mayor's Award for Historic Preservation for their attention to detail with the construction of the recent garage/upper level living area addition. According to Ginny, the addition was initially going to be a simple garage addition but because of their concern for how it was to connect visually with that of the original 1905 home, they decided that a high sloping roof was necessary. Early-on in construction, it soon became apparent that the high roof could enclose a second story living space. In keeping with Ginny and David's desire to architecturally connect with the original 1905 home, front and back dormers were added to the overall design. The dormers not only satisfied the egress requirements but also provided an opportunity to further blend the detail from the original 1905 home into the new construction.



## **Children's Museum of South Dakota Adaptive Reuse**

The Children's Museum of South Dakota opened their doors for active play on September 12, 2010. During their first year, over 120,000 individuals—children, parents, grandparents, aunts, uncles and friends—have passed through their doors.



The wonder each person experiences by visiting the museum is a culmination of the Larson Family's profound love of children, education, architecture, art and community. It is with great appreciation that the City of Brookings presents the Mayor's Award for Historical Preservation to the Larson Family for Adaptive Re-use of a Historical Structure.

The journey that would become the Children's Museum of South Dakota began with a discussion with Mr. Dale Larson and then-superintendent of Brookings Schools Dr. Orv Creighton. The school district was facing growing student numbers, economic challenges, and adjusting to a grade-alike system. Mr. Larson wished to help, and at the same time, realized that the Central Elementary School structure, which was built in 1934-35, could be put to good use as a children's museum. It had long-been the Larson family's dream of creating a museum specifically for youngsters and their families to enjoy. The Larson Family partnered with the school district to make this dream come true for countless families in this community, region and beyond.

The construction was begun in earnest when students and teachers vacated Central Elementary during the spring of 2009. With a strong sensitivity to preserving and utilizing the existing brick structure, many original features were restored and reused. The windows were brought back to their full size and glory, allowing natural light to fill the building. A historical entrance was preserved, and high ceilings revealed a long-hidden dentil pattern. A digital slide show is planned for the built-in cases near the entrance, which will allow people to view historical photos from Central Elementary's past.

Patrons who experienced the building as school children now comment in wonder at the mixture of old and new. The terrazzo tile that they walked upon has been restored to its original luster and will last as long as the building stands. The skylights that allowed winter light to penetrate the halls continue to brighten children's visit to the museum today. The original hardwood floors gleam as if brand new in the educational and office wings of the building. Many of the built-in storage features, student lockers, banisters and beautiful classroom doors were restored and continue to hold their historical significance.

The dramatic multi-story gymnasium has been converted to the Museum's amazing permanent exhibition area. Two levels of massive existing windows allow the prairie sky to be brought into the building, and the original metal ceiling beams have been left exposed for added interest. The large and inviting space has been adorned with ingenious cloud-shaped acoustic tiles. Original bleacher wood has been utilized throughout the building as safety railings, bench seating and countertops.

The exciting use of historical and sustainable materials, as well as energy-saving heating and cooling methods has allowed the Children's Museum of South Dakota to apply for LEED certification. Suzanne Hegg, Executive Director of the Museum, anticipates that they will be certified at the silver level. Suzanne and her staff have worked tirelessly to make the Museum a first-class experience for all their patrons.

Today, the Children's Museum of South Dakota stands as a testament of the Larson Family's love of children, learning and historical preservation.



**Bill & Nancy Flynn**  
**711 4th Street**  
**Exterior Residential Restoration**  
**& Historically Sensitive Addition**

Nestled on a street with early Victorians is a stylish “modern” Arts and Crafts house built in 1916 by H. G. and Iva Hoff at 711 Fourth Street which is now the cherished home of Bill and Nancy Flynn. The Flynn's are the 2011 winners of the Mayor’s Award for Exterior Residential Restoration and Historically Sensitive Addition.

Their new back addition and entrance with hip roof and compatible porch detail blends so seamlessly with the rest of the house that it appears to have always

been there. The new space adds room for pantry cupboards, a washer and dryer, “finally” a main floor bathroom, and a welcome mud room area. Formerly, the entrance went directly into the kitchen where the family would dump coats and books on counters or table. Bringing the washer/dryer upstairs freed a space in the basement for Bill’s gardening plants. And the main floor bathroom had long been needed.

The hip roof required extra care to control water flow. Builders Tony Brower and Dennis Buys designed a triangular panel that channels rain water away from the house.

The Flynns remodeled their large kitchen at the same time they were building the addition. It now boasts stunning new countertops, honey-colored maple cupboards, and a large farm sink. There is new lighting as well. “The previous owners enlarged the kitchen and left behind a wonderful chef-sized stove which we still use,” said Bill. “New” old radiators were located, reconditioned and restored to use in both the kitchen and back entry.

Bill and Nancy bought the house 26 years ago when they moved to Brookings “temporarily” from Minneapolis. Since then they have made other improvements such as adding a fourth bedroom upstairs to accommodate their four growing children. The finished basement includes a music room created from the house’s old cistern. Converted to a toy room by the previous owners, the cistern now houses their sons’ drum set and a place for friends to hang their electric guitars until the next jamming session begins. A wall of graffiti provides just the right atmosphere.

Paint colors for the exterior posed a problem, said Nancy, who likes green but realized there were already three green houses nearby in the Central Residential Historic District neighborhood. With help from a local decorator, they decided on a gold-hued “Colorado Sand” by Pratt & Lambert. Accents on doors, windows and pillars are turquoise and two shades of brown. Ed Higgins who, Bill says, specializes in “painting and philosophy” did the work.

Commenting on the award, Nancy says, “We are temporary stewards of this now “historical” home. This award is presented to us, and accepted by us, in recognition of all of the people and families that have lived in this home before us; who have loved Brookings and desired the best for Brookings.”

**Kent Resman, Shad Swedlund, and Jerrad Ziegeldorf**  
**829 7th Avenue**  
**Adaptive Reuse**

Kent Resman, Shad Swedlund, and Jerrad Ziegeldorf have received the 2011 Mayor's Award for adaptive reuse of the residential property at 829th Seventh Ave.



It was built as a single family residence in 1909-1910. Andrew M. Wold was contractor of record. The home was occupied by several families until the early 1980s. From this period until 2009 the house has sat vacant. During this time period the house had minimal upkeep on the exterior of building.

They purchased the property in 2009 and in October of that year took on the task of converting the long abandoned house into a duplex rental property. The project was completed in May 2010 and six new tenants - three to an apartment - occupying the completely renovated property. In September 2010, the house received its first new coat of paint in over 30 years.

Everything in the house was replaced except for the siding and exterior studs. Resman, Swedlund and Ziegeldorf worked on the renovation for nearly a year, putting in time in the



evenings, on weekends, and other spare time. The work was divided into three phases - disposing of items left in the house; removing interior walls, radiators, and other built-ins; and constructing two fully appointed apartments - one to a floor.

During the clean-up phases, they filled 14 dumpsters with trash and house materials.

Nothing could be saved of the original woodwork as it had been largely stripped during years the house stood vacant. A new

floor plan was developed to accommodate the duplex design.

Each apartment has three bedrooms, a general living area, modern kitchen, laundry, and bath. The residence now has all new plumbing, electrical wiring, and drywall. It has been reroofed and 2 by 4 roof supports have been replaced. Structurally sound and reoccupied - this century old structure will continue to contribute to look and feel of the University Historic District.

**Greg & Allison Sherwood**  
**725 4th Street**  
**Exterior Residential Restoration**

This year's winner of the Mayor's Award for "Exterior Residential Restoration" is the home of Mr. and Mrs. Greg and Allison Sherwood. Originally built in 1894 by Dyer and Emma Campbell for \$2,000, the "Shingle Style" structure is located in the Brookings historic district at 725 4<sup>th</sup> Street. The Sherwood's purchased the house in June of 2010, and in less than a year's time, they managed to complete an extensive, yet authentic, renovation of the entire property.



Attracted to unique architectural elements that borrow some features from the more well-known "Queen Anne Style," including a diamond-shaped window on the large front gable of the house, the Sherwood's wanted to create a warm and inviting home for friends and family to enjoy. Their two-story residence has a cross-gable roof that covers a large attic, an expansive bay window, and shingles on the second floor. Although the interior of the house was in fairly good condition when they bought it, the Sherwood's still had to cull some dangerously overgrown trees from the grounds while adding some appealing flowers, shrubs, and other landscaping features in order to enhance the front of their property. Repainting the exterior and selecting an appropriate color scheme was another important challenge, but the Sherwood's sought and received expert advice from the designers at Barrett's Flooring and Decorating Center in Brookings to enable them to complete the look of their house.

The Sherwood's believe it is important to restore and preserve the integrity of historic homes in the community in order to respect the memory of those who originally built them. Such restoration projects enable current residents to reflect upon the history of the area and appreciate changes to the town. While their project required a considerable investment in time and resources, the Sherwood's proceeded deliberately and discovered that they were able to do much of the necessary work on their own. When they found, on occasion, they could not complete a task themselves, they made sure to hire contractors who were comfortable working on older structures and materials. The result of these concerted efforts is a distinctive home which adds considerably to the appeal and character of their neighborhood, as well as to the rich architectural heritage of Brookings as a whole.

- **History & Garden Festival Workshop.** Pursuant to CLG requirements, the Commission sponsored a public education workshop/presentation by Patty and Claude Hacker on stained glass at the annual Downtown Brookings, Inc. (DBI) History and Garden Festival on April 29-30, 2011.
- **Real Estate Workshop.** The Commission has been working with the State Historic Preservation Office to develop an accredited real estate workshop to educate local realtors about the benefits of historic preservation. Workshop topics will include an overview of the National Register of Historic Places, Benefits of listing, “11.1” review laws, state and federal financial incentives, marketing historic property, sustainability and economics of preservation.
- **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.

Brookings was the recipient of ten signs: 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 and SDSU – Horse Barn and Commercial Historic District.

# Heart of Brookings

**Brookings County Courthouse**

The Renaissance Revival-style courthouse was built in 1911 for \$100,000 to replace the original 1885 two-story \$7,000 wooden courthouse. Oscar Lee, an amateur artist from Volga, South Dakota, painted several interior murals as a Works Progress Administration (WPA) project in the 1930s. Other art in the building was a part of original construction.



Above: Brookings County Courthouse c. 1911.  
Upper right: Brookings Carnegie Library in 1975, before the Community Cultural Center moved in.  
Left: Central Elementary School.  
Right: High School.

**Carnegie Library**

Persistent local effort led to the construction of the Brookings Carnegie Library. Originally rejected for a Carnegie grant, the community formed the Brookings Free Library Association in 1911 to collect money and books. A mill levy to match the Carnegie grant and provide support for the library passed in 1913. The Carnegie grant was for \$10,000. In 1976, it was converted to the Community Cultural Center and is operated by the Brookings Arts Council for exhibits and community cultural events.





**Central Elementary**

A \$90,000 WPA project, Central Elementary was built in 1935. Like many schools of this era, Central Elementary contained a gymnasium. The building became the Children’s Museum of South Dakota in 2010.



**High School**

Built in 1921 southeast of the old 1888 school that residents dubbed the “Red Castle,” the High School was designed for 650 students. It had 24 rooms, offices, a gym, and an auditorium. The Middle School later occupied the building. The building is currently known as the “1921” Building and was renovated into apartments and offices in 2004.

Sponsored by the City of Brookings, the Deadwood Historic Preservation Commission, a Preserve America grant, and the South Dakota State Historical Society. Images courtesy of the Brookings County Historical Society, South Dakota State Agriculture Heritage Museum, and the South Dakota State Historical Society.






## **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 2011, 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
  - No members were available to attend in 2011.
  
- 2) Preservation Leadership Training
  - Location: Alexandria, Virginia
  - Date: June 11-18, 2011
  - Attending: One Commissioner
  - Funding: National Park Service Grant
  
- 3) National Alliance of Preservation Commissions

- No members were available to attend in 2011.  
This conference is only offered in even years.

4) State Historical Society Annual Meeting\*\*

- Location: Pierre, SD
- Date: May 20-21, 2011
- 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.
  - 7) An annual public education strategy specifically on the Brookings Local Register program.

## 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 2012

## *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 within 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 to promote the Brookings Local Register program.
- 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 20, 2011**

A meeting of the Brookings Historic Preservation Commission was held on Thursday, January 20, 2011 at 4:30 p.m. in City Hall. Members present: Ryan Hall, Janet Gritzner, Dennis Willert, Mary Bibby, Les Rowland and Pam Merchant. Tom Agostini was absent. Shari Thornes, City Clerk, was also present.

Chairperson Willert called the meeting to order at 4:30 p.m. (Merchant/Hall) Motion to approve 12/07/10 minutes. All present voted yes; motion carried. (Bibby/Hall) Motion to approve the 12/21/10 minutes. All present voted yes; motion carried.

**Next Meeting: Thursday, February 10<sup>th</sup> @ 4:30 p.m.**

## **New Business**

**Nominating Committee Report / Election of Officers.** Nominating committee members Gritzner and Bibby presented the following slate of officers for consideration: Willert for Chair and Rowland for Vice Chair. (Hall/Merchant) Motion that nominations cease and unanimous ballot be cast for the slate of Willert and Rowland. Motion Carried.

**National Trust Conference Report.** Bibby submitted the following written report on her experiences at the 2010 National Trust for Historic Preservation Conference in Austin, Texas, October 27-30.

*"The 2010 Conference sponsored by the National Trust for Historic Preservation in Austin, TX, was both informative and helpful. Had it not been for bad weather and flight delays, it no doubt would have been even more productive. Our 8 a.m. departure for Austin from the Sioux Falls airport on October 27 became an 8 p.m. departure for Dallas where we stayed overnight and proceeded to Austin on the morning of October 28.*

*Because of a 7 a.m. flight out of Dallas, it was still possible to reunite with our luggage, check into the convention hotel, the Austin Hilton, freshen up, register for the Conference, and attend a 10:45 a.m. session. The subject was "Everyone Wants to Live Within Walking Distance: What Does this Mean for Preservation?" Participants were Mary Means of Mary Means and Associates; David Dixon, an architect with Goody Clancy; and Roberta Gratz, an Urban Critic, Journalist, and Consultant.*

*Means pointed out that Main Street projects have to convince retailers that profits can be made and that they should stay. Ironically, new areas are being developed that recreate the Main Street "feel."*

*Dixon spoke to the issue of density and a changing America. He said real estate markets are shaping this change and creating new paradigms and new responsibilities. He posed the question of why is our culture changing so rapidly. From 1945-1999 there was a vast housing market for homes near a golf course with big back yards and homogeneous neighborhoods. The mass market sought the countryside which in turn affected transportation. People now are wanting Main Streets and the urban scene. There are fewer people with children in the household-- only 23%, and people are beginning to prefer being within walking distance of amenities. Consequently, there is an increase in the value of historic neighborhoods.*

*He cited the example of New Orleans which began to turn around economically when young people moved in.*

*There was more small lot urban housing in demand and a greater value in walkable neighborhoods. The sprawl of yore had become too expensive.*

*Dixon listed five new paradigms:*

- 1) Diversity*
  - \*Two-thirds of population growth into the 2030's will be minority*
- 2) Main Streets*
  - \*1,000-2,000 units within a 10-15-minute walk*
- 3) Sustainability*
  - \*Lifestyle with lower energy costs*
- 4) Access to healthier lifestyles*
  - \*Walkability, e.g.*
- 5) Need to attract talent*
  - \*Skilled workers*

*In addition to New Orleans, he cited Boston, Wichita, and Columbus as having had some success in preserving downtown areas. He advised us to "Love thy out-of-scale neighbor, "Learn to love thy developer," and "Love thy Main Street."*

*The next speaker, Roberta Gratz, talked extensively of Jane Jacobs' books. Dixon said Jacobs had been thirty years ahead of her time.*

*The Local Preservation Commissions luncheon was an opportunity to meet other members of Local Commissions around the country and to participate in the National Association of Preservation Commissions Annual Meeting. We also heard from an excellent speaker on "Ninja Preservationism: Tough Strategies for Tough Times" who stressed the importance of fortitude in promoting preservation.*

*That evening we enjoyed a Candlelight House Tour of the lovely Judges' Hill Neighborhood and a look at 12 historic homes. They were a stylebook of Greek Revival, Four Square, Victorian, Arts and Crafts, and Mid-Century modern.*

*Friday's Stewardship Luncheon featured Jane Karotkin who was a force in the restoration of the Texas Governor's Mansion following a devastating 2008 arson. Very little of it could be salvaged but with a \$22 million appropriation from the legislature and millions more in private fund raising, the Mansion will once again be the beautiful home used since the days of Sam Houston.*

*That afternoon's session explored "What Happens When Dates Don't Matter?" referring to the 50-year age requirement for most historic buildings. Brian Goeken from Chicago and Amy Guthrie of Aspen, CO, told of efforts their communities have made in preserving properties that are less than 50 years old.*

*The closing Plenary Session on Saturday morning was held in the gorgeous historic Paramount Theatre. Jean Chavez opened with a few beautiful Argentinean songs and we would have enjoyed hearing more. The main speaker was Dr. Juan Hernandez who spoke of melding the cultures of America and Mexico. He was born and raised with an American mother and a Mexican father and praised the benefits derived from being a part of both cultures. He urged cultivating rather than deploring the mixing of the two.*

*Next, we were invited to attend the 2011 Conference to be held in Buffalo, NY, on October 18-22.*

*And then the trip home. This time there were no problems. No bad weather or delays and a safe arrival. I very much appreciated the opportunity to attend this event. Mary Bibby"*

**Review & Update of Goals & Objectives for 2011.** The Commission reviewed a draft 2011 public education goals and work plan for inclusion in the National Park Service 2010 annual report. Staff was asked to insert applicable State goals for review at the February meeting.

**Initial discussion of possible 2011/2012 grant projects.** The Commission discussed projects and priorities in the next grant cycle - June 2011 to September 2012. They reviewed previous goal setting retreat documents, their Preservation Plan, the Local Register/District Action Plan and the State's 2011-2015 goals and objectives. After additional discussion and prioritization at the next meeting, staff will prepare a grant application based on Commission's priorities, state funding availability and state's funding priorities. Applications are due by March 31<sup>st</sup>. Funding award and release is typically in June.

The Commission's 2010/2011 National Park Service grant will remain open through Sept. 2011. Projects remaining include the facilitated goal setting retreat, a Local Register/District Handbook for Commissions and a Local Commission training session.

**2011 Preservation Leadership Training (PLT) - June 11-18 at Alexandria, VA.** The National Trust for Historic Preservation's "Preservation Leadership Training (PLT)," is a week-long, intensive 'boot camp' for historic preservation organizations' staff and volunteers. Class size is limited to 40 with a competitive application process. A letter of recommendation from the Mayor is required for each applicant. Willert attended the 2009 PLT in Portland, Maine and Gritzner attended 2010 PLT in Deadwood, SD.

PLT is a fundable item and falls within the Commission's ongoing continued training and development goals:

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

Merchant and Rowland expressed interest in the 2011 training. Funding is dependent on the BHPC and SHPO's annual priorities and availability.

**History & Garden Festival Co-Sponsorship, April 29-30, 2011.** The Commission agreed to co-sponsor a workshop at this year's event. Topic/speaker selection will be finalized at the February 10<sup>th</sup> meeting. One suggestion was to contact Sherry DeBoer at the SD Humanities Council for ideas. A speaker idea was Stacy Newcomb Weiland, Sioux Falls State Theater Fundraising Chair, about downtown revitalization and the Theater restoration. Members were asked to email any ideas to staff before the next meeting.

**Discuss dates and format for Facilitated Goal Setting Retreat.** Members reviewed schedules for compatible dates in April, May or June for a day-long facilitated goal setting retreat and an a day-long local commission training session. The only dates that worked for all involved were June 20-24. However, the volunteers were not available for two consecutive days. Staff will check with the consultant about the June date and splitting the activities into two trips.

**South campus plans report by Gritzner.** Gritzner attended the January 4<sup>th</sup> City Planning Commission to learn more about the "south campus plans" agenda item. A subcommittee has been assigned to analyze the current zoning and develop additional commercial and business zones in the area north of 6<sup>th</sup> Street, east of Medary and south of 8<sup>th</sup> Street.

**Contributing status re-evaluation of post-modern structures in existing districts.** The Brookings Central Residential District nomination was written in 1993. The National Register of Historic Places nomination's "period of significance" for the Central District was 1884 - 1943. Thornes was contacted by a new property owner in the District with interest in a tax project for a postwar house. In response, SHPO has agreed to evaluate buildings in the Central District from the mid to late 40s and 50s to see if the majority would be eligible for an extended "period of significance" in the National Register listing. They feel a majority or super majority would need to be contributing to justify a district amendment. State staff will be in Brookings on February 1<sup>st</sup> to take pictures, conduct additional documentation and evaluate the following properties:

Numbers of Primary Buildings By Decade: 1880s – 10; 1890s – 15; 1900s – 21; 1910s – 36; 1920s – 9; 1930s – 12; 1940s – 10; 1950s – 5; 1960s - 2?; 1970s – 0; 1980s – 1; 1990s - (written in 1993);

1940s:

704 Fourth St. (1942) NC  
817 Fourth St. (1941) C  
609 Fifth St. (1942) C  
615 Fifth St. (1943) C  
709 Fifth St. (1949) NC  
914 Sixth St. (post-45 Amoco) NC  
516 Eight Ave. (1947) NC  
416 Ninth Ave. (1943) C  
502 Ninth Ave. (1943) C  
525 Ninth Ave. (1949) NC

1950s

817 Fifth St. (1956) NC

922 Fifth St. (1950) NC

310 Seventh Ave. (1951) NC

524 Eighth Ave. (1953) NC

415 Medary Ave. (1954) NC

1960s

1. 502 Eighth Ave. (1968) NC

2. 417 Ninth Ave. ("1964 moved" [meaning....?]) NC

## **Project & Issues Updates/Reports:**

**Preserve America Signage Revisions.** Final revisions were distributed to the members for review. Comments will be needed immediately.

**Update on City Website Redesign.** The City of Brookings hired CivicPlus for a complete redesign the city's website to include incorporation of the city's new branding images. Deadline for all content will be April. The new website will go live on July 22<sup>nd</sup>.

## **National Register Properties & Districts:**

### **Brookings Commercial Historic District**

**Downtown Brookings Inc. (DBI) Report** – Willert reported John Seward, DBI Director, will be heading up Rapid City's new downtown master plan project. Former DBI director Doris Roden has agreed to return on a part-time, hourly basis.

**11.1 Review Pending - Front Street Realignment** – Staff advised an 11.1 review is expected on the city's proposed Front Street Realignment project.

### **Announcements/Correspondence/Communications**

H. Horace Sr. and Cornelia Fishback House at 1001 Sixth Avenue officially listed on the National Register of Historic Places

City/County Governmental Center 11.1 Review has been finalized

### **Calendar**

January 20<sup>th</sup> 2011 South Dakota Historic Preservation Advocacy Day

Feb. 15<sup>th</sup> City Annual Report Deadline

March 31<sup>st</sup> National Park Service Grant Deadline

May 20-21 150<sup>th</sup> Anniversary of Dakota Territory

June 11-18 Basic PLT at Woodlawn in Alexandria, VA.

**Draft February Agenda: Annual Reports, Grant Application, Preservation Month**

Meeting adjourned at 6:45 p.m.

Submitted by Shari Thornes

**Brookings Historic Preservation Commission**  
**February 10, 2011**

A meeting of the Brookings Historic Preservation Commission was held on Thursday, February 10, 2011 at 4:30 p.m. in City Hall. Members present: Ryan Hall, Tom Agostini, Janet Gritzner, Dennis Willert, Mary Bibby, Les Rowland and Pam Merchant. Shari Thornes, City Clerk, was also present.

Chairperson Willert called the meeting to order at 4:30 p.m. (Bibby/Hall) Motion to approve January minutes. All present voted yes; motion carried. (Merchant/Hall) Motion to approve the agenda. All present voted yes; motion carried.

**Next Meeting: Thursday, March 17<sup>th</sup> @ 4:30 p.m.**

### **New Business**

- ***Annual University Week for Women Annual Porch Tour*** . The BHPC has sponsored a “Historic Porch Tour” in conjunction with the SDSU University Week for Women for the last four years. Last year Merchant and 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.

No word from University officials regarding this year’s event. Merchant will coordinate again if there is a request.

- ***Legislative Updates (at the time of the meeting).***
  - HB1099 – Adding definitions to 1-19B – Passed the House unanimously, has been referred to Senate Local Government committee but has not been scheduled for a hearing yet.
  - HB1195 – The bill would have given County Commissions the power to decide if a conservation easement was in the best interests of the county or not, taking that right away from the private property owner. Defeated in committee.
  - HB1248 – Tourism tax bill – This bill directly impacts the operations of the State Historical Society and is critical for SHPO to pass. While historic preservation will face a cut in general funds, this should have minimal impact on operations. It will likely come from travel and supplies budget, which can make up with federal funds. Without HB1248, however; historic preservation could face a larger general funds cut or be forced to shift more of our federal funds to personal services and away from projects like surveys, nominations, historic contexts, or training workshops.
  - The House State Affairs committee is scheduled to hear **HB 1248** on Monday, February 14 at 7:45 am. HB 1248 removes the sunset clause on the one-half percent increase to the gross receipts tax (aka Tourism Tax) imposed on visitor-related businesses, essentially making it permanent.

For the last two years, the archaeology program has received a pro rata share of the funds, replacing their general funds when the program and research center was threatened with closure two years ago. Under Governor's proposed FY 2012 budget, the museum's staff will also be funded from this revenue source. Further, the gross receipts tax imposed on visitor-related businesses (including our stores), funds the arts and tourism's promotions challenge programs. Without the gross receipts tax imposed on visitor-related businesses, archaeology and museum will face closure.

Overall, the proposed budget cuts the Society's general funds by almost \$350,000 or 17%, but the addition of \$210,000 in other funds authority (tourism promotion tax) helps mitigate the cut. The new other funds in promotion tax revenue will be used to replace general funds for the personal services of the museum staff. Nevertheless, SHPO will still be taking the only cut in the department with an actual cut of \$141,024 in operating funds, impacting archives, historic preservation, and the museum. This is not quite a crippling cut, but SHPO would not have interns in archives and the museum and the Board of Trustees will meet three times annually instead of four. The cuts will impact collecting, temporary exhibitions, the Indian Archives project, and advertising and marketing at the minimum. Fortunately, no staff reductions are proposed.

However, with the added dependency on the tourism promotion tax, passage of HB 1248, an act to repeal the sunset of the one-half percent increase in the gross receipts tax imposed on visitor-related businesses, is essential. Without the extension of the one-half percent increase, archaeology and the museum would probably be shut down, truly crippling the effectiveness of the State Historical Society. SHPO has heard significant support for extending the tax. The hearing for HB 1248 will be held Monday, February 14 in the House State Affairs Committee.

## **Project & Issues Updates/Reports:**

**Review and prioritization of 2011/2012 grant projects (March 31st deadline).** 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.

### **Funding Categories:**

- 1) **\$2000 Basic Funding.** Basic funding is the predetermined amount of \$2000 and staff will prepare the application for those items, which include preservation week, mayor's award, memberships, and public workshop.
  
- 2) **Supplemental Funding.** The Commission gives prioritized direction on projects for staff to prepare the supplemental grant application. Members reviewed the Preservation Plan Action Plan, 2008 Retreat Goals, Local District Action Plan, and State 2011-2015 Goals & Objectives to identify other projects and priorities.

The Commission also considers the following factors when prioritizing the projects: 1) current schedule of pending/open projects, 2) Commission member involvement needed in project, 3) Staff time needed for project(s) & availability, and 4) State funding availability.

BHPC Project Categories. Annual programs and activities of the Brookings Historic Preservation Commission are generated from the following four project categories: 1) Historic Resources Recordation and Preservation, 2) Historic Resources Promotion, Public Education and Advocacy, 3) Technical and Funding Resources, and 4) Board Development/Training. Various projects are dependent on the availability of National Park Service's funds and other state funding allocations.

The following projects ideas were discussed in each category:

- A. Historic Resources Recordation and Preservation
  - National Register Listings?
  - Develop new or update existing historic contexts
  - Update City Preservation Plan – big project!
  
- B. Historic Resources Promotion, Public Education and Advocacy
  - Other Workshops?
  - Downloadable APP on City of Brookings Website
  
- C. Technical and Funding Resources
  - Local Register/District – Next Steps: Statutory authority to create a Local Register was a new provision in Brookings Ordinance No. 09-03, adopted by the Brookings City Council in 2003. In 2009 Brookings Historic Preservation Commission, with the assistance of Frank Gilbert, Attorney for the National Trust of Historic Preservation, completed the first phase of the Local Register project by developing all the legal processes and forms necessary to list property on the Brookings Local Register of Historic Places. A Local Register will afford considerably more legal protection to Brookings' historic resources than previously provided. The Commission then identified the following next steps to successfully implement the Brookings Local Register.
    - 1) Design Guideline Development
      - a. Develop a Request for Proposals
      - b. Secretary of Interior Standards for Rehabilitation are not specific enough for COA decision making. This document will be the key to help district commission determine those decisions. District specifics on character defining features as districts are established will be inserted into this document.
      - c. Hire professional consultant.  
Not ready
  
    - 2) Develop Commission Handbook/Rules of Procedure

Rules of procedures must be developed to include protocols, meeting standards, and consistent application of the rules. Rules must be consistent with authority granted by ordinance. Decisions must be based on criteria and standards set by ordinance and in writing. (In process)

- 3) Staff & Member Training
  - a. Board retreat & training (scheduled)
  - b. Develop overall strategy for immediate and long term training (scheduled)
  - c. Membership development – seek professional members (ongoing)
  - d. Seek professional guidance / consultant for training (scheduled)
  - e. Immediate training for fledgling board/staff (scheduled)
  - f. Develop annual training program (potential)
  
- 4) Determination of Internal Processes / Policy Decisions (no funding required)
  - a. Staff review (determine what, if any, decisions staff can make on general applications)
  - b. Committee Review (determine if the Commission wants to establish a review committee)
  - c. Boundary Determinations
  
- 5) Local Support / Public Informational Materials & Events
  - a. BHPC host neighborhood meetings (not ready)
  - b. Presentations to service organizations & other interested parties (not ready)
  - c. Develop website and other public education materials (maybe)
  
- 6) Identify Administrative Issues (no funding required)
  - a. Identify all staff involved in Local Register process.
  - b. Develop timeline and checklists for all actions to ensure timely responses to applicants.
  - c. Identify all other city government partners in the process and work towards clear communication with all parties (City Manager, Community Development, Director of Equalization).
  
- D. Board Development Training \*\*
  - 1) State secure a national level trainer for Statewide or Regional CLG Commission member training – (i.e. Esther Hall, Better Boards)
  
  - 2) 2011 National Trust Conference – Buffalo, NY, Oct. 19-22, 2011)  
<http://www.preservationnation.org/resources/training/npc/>
  
  - 3) 2011 PLT - Preservation Leadership Training - Alexandria, VA (June 11-18, 2011)
    - i. Merchant & Rowland expressed interest
    - ii. Application deadline: March 15<sup>th</sup>
  
  - 4) 2012 PLT – June 2012 – Location Pending
  
  - 5) Nat'l Alliance of Preservation Commissions-Norfolk, VA (July 19-22, 2012)  
This conference is only offered in EVEN years. BHPC has attended all these conferences EXCEPT in 2008 & 2010. <http://www.uga.edu/napc/programs/napc/forum.htm>

The Commission agreed this year's application emphasis should be on training, continued development of the local register/district program, development of a public education campaign, and future development of an annual preservation summit.

**History & Garden Festival Co-Sponsorship, April 29-30.** Event organizer Patty Kratochvil recommended the Commission co-sponsor a workshop by a restorer of stained glass. She specifically suggested Patty and Claude Hacker. The Commission thought it was a great idea.

**Continued discussion regarding dates and format for Facilitated Goal Setting Retreat and Local District Training.** The Commission requested two separate events, suggesting the local district training in June and the facilitated retreat in early November. Thornes will contact the consultant.

**2011 Goals & Objectives.** The Commission reviewed and approved proposed revisions to the 2011 Goals & Objectives for inclusion in annual report.

**Preserve America Signage.** All final changes had been made and SHPO has ordered the signs.

### **National Register Properties & Districts:**

#### **Brookings Commercial Historic District**

- 11.1 Review - Front Street Realignment – SHPO issued a letter of no adverse effect. No further review is needed on this project.

#### **Central Residential Historic District**

- Contributing status re-evaluation of post-modern structures in existing districts.  
State staff was in Brookings on February 9<sup>th</sup> to review the 1940s and 1950s structures in the Central Residential District. The next step in the process will be to figure out whether the National Park Service will extend the Period of Significance for the Brookings Central Residential Historic District so that 922 5th Street would change from a non-contributing to a contributing building. If it is changed to a contributing building, then 922 5th Street will be eligible to apply for the State Property Tax Moratorium. The other goal is to find out whether 922 5th Street would qualify to apply for the moratorium by May/June. The moratorium applications are due November 1st, and the final decision on the moratoriums is made in December at the State Historical Society Board of Trustees meeting.

#### **University Residential Historic District**

- Meeting with University Officials. Bibby offered to arrange a meeting with university personnel to discuss the impact of the University's proposed master plan on the neighboring historic district.

#### **Announcements/Correspondence/Communications/Calendar**

Feb. 15 <sup>th</sup>	City Annual Report Deadline
March 15 <sup>th</sup>	PLT Application Deadline
March 31 <sup>st</sup>	National Park Service Grant Deadline
May 20-21	150 <sup>th</sup> Anniversary of Dakota Territory
June 11-18	Basic PLT at Woodlawn in Alexandria, VA

#### **Draft March Agenda: Grant Application, Preservation Month Activities, Mayor's Award**

Meeting adjourned at 6:20 p.m.

**Brookings Historic Preservation Commission**  
**March 17, 2011**

A meeting of the Brookings Historic Preservation Commission was held on Thursday, March 17, 2011 at 4:30 p.m. in City Hall. Members present: Ryan Hall, Tom Agostini, Janet Gritzner, Mary Bibby, Les Rowland and Pam Merchant. Dennis Willert was absent. Shari Thornes, City Clerk, was also present.

Vice Chairperson Rowland called the meeting to order at 4:40 p.m. (Bibby/Hall) Motion to approve February minutes. All present voted yes; motion carried. The agenda was adopted as printed.

**Next Meeting: Thursday, April 14<sup>th</sup> @ 4:30 p.m.**

**New Business:**

**Mayor's Awards for Historic Preservation.** The BHPC reviewed and approved the draft press release. Deadline for the public to nominate a property is April 8<sup>th</sup>. Members were asked to email property addresses to staff by April 8<sup>th</sup>.

A new award format was suggested. Ideas suggested:

- Rather than at the City Council meeting, present awards at a special reception on May 10<sup>th</sup> @ 4 p.m. (prior to the City Council meeting). Thornes noted that she will be out of town that week.
- The Children's Museum of South Dakota (former Central Elementary School) was suggested as a potential location because the Museum will receive an award. Schedule coordination for the Mayor and Larson family would need to be done before finalizing a date.
- The SHPO director and staff should be invited to attend and speak. Preserve SD, Preserve Brookings and DBI should also be invited.
- Other possible nominees: Former Rose Ramey house

**Historic Preservation Month Activities.** This year's theme for **National Preservation Month** is "Celebrating America's Treasures." The Mayor's Awards will be held in conjunction with Preservation Month. No other special projects were identified.

**Campus & Community Forum, March 23-Swiftel Center.** Members were informed of the March 23<sup>rd</sup> Forum and encouraged to attend.

**Project & Issues Updates/Reports:**

**Report on meeting with University Officials.** Bibby reported that she and Willert met with SDSU President Chicoine's Executive Assistant Robert Otterson on Tuesday morning, March 15, 2011. Bibby stated that the Brookings Historic Preservation Commission is interested in

having ongoing dialogue with SDSU officials about matters of concern to the Commission. This would not need to be formalized meetings but instead an awareness and communication as future plans develop.

Willert said that historic districts are of importance to the community and to the University. Discussion followed on SDSU's thinking with regard to providing enough on-campus housing for freshmen and sophomores and making decent housing available to juniors and seniors. One idea would be to have city inspections every three years, and the University would make available lists of which properties have met inspection standards. Another list would indicate which properties had refused inspection or failed to come up to recommended standards.

Bibby said that surprise had been expressed when suddenly the houses on 8th Street were all gone to make way for a parking lot. Otterson responded that the City Council had toured those houses with University officials before they were torn down and expressed agreement that they should be razed. Otterson suggested that we work more closely with the City Council.

Regarding plans surrounding Sixth Street and campus Gateways, Otterson explained that many ideas are being considered. A primary goal is to meet student needs not only with housing but also with retail outlets.

He invited and urged us to attend the March 23 Futures Forum from 5-7 p.m. at the Swiftel Center. He also suggested that we be in touch with Wes Tschetter and Steve Erpenbach who are financial decision makers; i.e., follow the money.

#### **Preserve America Signs:**

- *Courthouse/Carnegie/1921/Central Sign* - The Commission reviewed two design options for this particular sign and selected Option #1 (not symmetrical). Bibby preferred Option #2.
- *Sign locations* – Since Federal money is involved, a Section 106 review will be required prior to installation. The State will need exact locations marked on a map to be sent to the Park Service. Merchant volunteered to meet with the County Commission chair regarding placement on the northwest corner of the Courthouse Square. Staff will meet with city officials on the park and downtown locations. She will also contact the owner(s) of the Seed District.

#### **Staff Reports & Updates:**

- *University Week for Women Annual Porch Tour* – Merchant will contact University personnel to inquire about this year's plans.
- *Legislative*
  - HB1099 (the bill about adding definitions into SDCL 1-19B and amending 1-19B-62) – This bill was passed unanimously by both the House and Senate and was signed by the Governor on March 3, effective July 1<sup>st</sup>.

- HB1248 – Extends the Tourism Promotion Tax. The original bill intended to make this tax permanent. The House passed it but the Senate passed it with an amendment adding a new sunset clause. The House didn't concur with the Senate amendment so it went to conference committee where the tax was extended for another two years to July 1, 2013. In addition to supporting Tourism and the Arts, the promotion tax also supports our Archaeological Research Center and starting July 1 will also support our museum staff.
- State Historic Preservation Program Budget – No specifics yet on how the other cuts will impact their operations. Despite the addition of the tourism tax revenue for the museum staff, the SDSHS as a whole will still have about a \$140,000 (or about 7%) cut.
- Preservation Leadership Training Application (PLT) – An application is being prepared for Rowland. The Mayor has submitted his letter of support. Application deadline is April 1<sup>st</sup>.
- History & Garden Festival Co-Sponsorship, April 29-30 – The BHPC is confirmed to co-sponsor a stained glass restorer's workshop at the festival.
- Training – The June facilitated training needs to be rescheduled. Staff will advise of new potential dates.

**Preservation Partner Reports:**

Downtown Brookings Inc. – Rowland reported that DBI hopes to hire a half time director for the program and is currently finalizing the job description.

Preserve Brookings – No report.

Preserve South Dakota – No report.

**State & National Register of Historic Preservation Properties & Districts:**

Central Residential Historic District

- Contributing status re-evaluation of post-modern structures in existing districts – SHPO agrees there is a strong enough "Contributing" percentage to try to persuade the Park Service to accept an expanded district. The first step in this process is the local groundwork. They need the BHPC to visit with the homeowners that would potentially have their property flipped from NC to C and gauge whether the majority of property owners would support this nomination update. If a majority objected, SHPO would not pursue it. If the local groundwork determines that there is broad support for the update, then Brookings needs to notify the SHPO to proceed with editing/updating process for the nomination.

The BHPC agreed that personal contact with property owners would be more desirable than a letter. Commission members will divide the list of property owners to contact. Thornes will email the list of owners and talking points to Commission members.

**Announcements/Correspondence/Communications/Calendar**

March 31 <sup>st</sup>	National Park Service Grant Deadline
April 1 <sup>st</sup>	PLT Application Deadline
April 29-30	History & Garden Festival
May 13	Website content deadline
May 20-21	150 <sup>th</sup> Anniversary of Dakota Territory
June 11-18	Basic PLT at Woodlawn in Alexandria, VA

Draft April Agenda: Preservation Month Activities, Mayor's Award, Porch Tour

Meeting adjourned at 6:27 p.m.  
Submitted by Shari Thornes

**Brookings Historic Preservation Commission**  
**April 14, 2011**

A meeting of the Brookings Historic Preservation Commission was held on Thursday, April 14, 2011 at 4:30 p.m. in City Hall. Members present: Dennis Willert, Tom Agostini, Mary Bibby, Les Rowland and Pam Merchant. Father Ryan Hall and Janet Gritzner were absent. Shari Thornes, City Clerk, was also present.

Chairperson Willert called the meeting to order at 4:30 p.m. (Rowland/Agostini) Motion to approve the agenda. All present voted yes, motion carried. (Merchant/Agostini) Motion to approve March minutes. All present voted yes; motion carried. **Next Meeting: Thursday, May 19<sup>th</sup> @ 4:30 p.m.**

**New Business:**

**Mayor's Awards for Historic Preservation.**

(Bibby/Merchant) Motion to approve the following Mayor's Awards for 2011:

- 1) 725 4th Street – Exterior /Paint
- 2) 711 4th Street – Exterior /Paint & Rear Addition
- 3) 621 8th Street (NEW GARAGE) – Exterior /Sympathetic Addition
- 4) 829 7<sup>th</sup> Avenue – Interior/Exterior Renovation – Adaptive Reuse (residential)
- 5) Children's Museum of South Dakota (former Central Elementary) – Adaptive Reuse (public)

Rather than present awards at the City Council meeting, the BHPC would like to host a special reception for winners. The Children's Museum of South Dakota (former Central Elementary School) was suggested as a potential location because the Museum will receive an award. Schedule coordination for the Mayor and Larson family would need to be done before finalizing a date. A May date probably isn't possible due to the Mayor's schedule. Staff will try for a June date.

The SHPO director and staff should be invited to attend and speak. Preserve SD, Next year's process will need to start sooner to allow for event planning and coordination. Preserve Brookings and DBI should also be invited.

**Report on Campus & Community Forum.** Merchant and Bibby attended the Campus and Community Forum on March 23<sup>rd</sup>. The Forum was jointly sponsored by SDSU and the City; however, the event was primarily to present the campus master plan.

**Staff Reports & Updates:**

**Preserve America Sign Locations** – Staff met with city officials to finalize sign locations at Pioneer Park, Hillcrest Park and downtown. Permission is still needed from Brookings County for the Government Square sign. Merchant is following on that one. Staff still need to meet with the Sexauer Seed District owner.

Booth at History & Garden Festival Co-Sponsorship – DBI asked if the BHPC would be willing to staff a booth during the festival. The Commission was appreciative of the offer, but it was too short of notice to coordinate booth coverage.

City 2012 Budget Process - Staff advised that the city’s annual budget process will be commencing soon. No details yet, but anticipate a June/July narrative deadline.

Conference Attendance – Father Ryan and Merchant have both expressed interest in attending the State Historical Society Annual Conference in Pierre. Rowland’s PLT application is pending.

**Preservation Partner Reports:**

Downtown Brookings Inc. – Rowland reported that DBI is in the process of hiring a part-time director. The organization is scaling back on events this year.

Preserve South Dakota – Linda Kluthe, PSD Executive Director, provided the following report: “I believe the legislative session went as well as we could expect it to considering the budget crisis. I really believe it was a good thing to have our Advocacy Day, which gave the legislators "faces of preservation" to remember during the session. We could use a representative or two next year to join us at the Capitol. It is better to establish the relationship with the legislators rather than try to defend against a potentially damaging bill or policy. We can use support for the future development of the Yankton Human Services Center buildings. We have some state support with the new governor, but voices of support throughout the state are always appreciated. As a future project, your commission could start taking note of the historic buildings at Redfield, which are being abandoned. I am told there are some neat Sioux Quartzite buildings there also. Talking about adaptive reuse and private development of unused state buildings is a good thing before the buildings have leaking roofs, broken windows, and stones falling out. Thank you for asking.”

SHPO - Encouraged the BHPC to get out and do the door-to-door discussions about potential changes in the Central district. Also sent a reminder that the early registration deadline for the SDSHS Annual History Conference is April 29th. Registration information and agenda are available online.

**State & National Register of Historic Preservation Properties & Districts:**

Central Residential Historic District - Contributing status re-evaluation of post-modern structures in existing districts - Bibby met with owners of 817 5<sup>th</sup> Street and 415 Medary Avenue. Merchant and Willert agreed to follow-up with owners of 516 8<sup>th</sup> Avenue, 416 9<sup>th</sup> Avenue, and 524 8<sup>th</sup> Avenue.

**Announcements/Correspondence/Communications/Calendar**

April 29-30	History & Garden Festival
May 13-14	Deadwood Historic Preservation Symposium
May 20-21	150 <sup>th</sup> Anniversary of Dakota Territory
June 11-18	Basic PLT at Woodlawn in Alexandria, VA

Meeting adjourned at 6:15 p.m.

**Brookings Historic Preservation Commission**  
**June 16, 2011**

A meeting of the Brookings Historic Preservation Commission was held on Thursday, June 16, 2011 at 4:00 p.m. in City Hall. Members present: Dennis Willert, Janet Gritzner, Mary Bibby, and Pam Merchant. Father Ryan Hall, Les Rowland Tom Agostini were absent. Nancy Flynn, citizen, and Shari Thornes, City Clerk, were also present.

Chairperson Willert called the meeting to order at 4:25 p.m.

Agenda: (Bibby/Merchant) Motion to approve the agenda. All present voted yes, motion carried.

Minutes: (Merchant/Bibby) Motion to approve the April minutes. All present voted yes; motion carried. Note that the Commission did not meeting in May.

Next Meeting: Thursday, July 7 @ 4:00 p.m.

**New Business:**

**State History Conference Report.** Merchant and Hall attended the State Historical Society Annual Conference in Pierre on May 20-21. Merchant reported the event was a good opportunity to network with state preservation partners. The conference featured a number of speakers including keynote speaker Brad Tennant; Olivia Mahoney, Chief Curator for the Chicago History Museum; Judy Cook, performer of traditional Americana and the British Isles ballads; Jeff Barnes, freelance writer and fifth-generation Nebraskan; Craig Howe, Director of the Center for American Indian Research and Native Studies; Rick Mills, Executive Director of the South Dakota State Railroad Museum in Hill City; David Wolff, specialist in Black Hills, South Dakota, and western history; Barbara Handy-Marchello, author of *Women of the Northern Plains, Gender and Settlement on the Homestead Frontier 1870 – 1930*; and John Timm, a re-enactor of Gov. Arthur C. Mellette, the last governor of the Dakota Territory, and the first of South Dakota.

Merchant brought materials on state and regional preservation funding opportunities and recommended utilizing one or more for a realtors' workshop on historic preservation.

**Process to notify owners of historic property regarding pending zoning actions.** Thornes reported Nancy Flynn, Central District property owner, contacted Mike Struck, Brookings Community Development Director, requesting the entire Central Residential Historic District be notified whenever a zoning action was pending in the district. The City currently mails notices to property owners located within 150 feet of a proposed zoning action; however, this is not required by law and is a courtesy. Expanding notification would take a change to the ordinance and that process would take a long time to implement.

Thornes and Struck came up with an alternative approach that could be implemented immediately and provide quicker notice than a zoning mailing. The City Clerk's office handles all city legal notices including rezoning legal notices which are published 10 days prior to a public hearing. Rather than a mailing, the City Clerk's staff could email designated District representatives whenever an action is pending within either residential district. Flynn will provide the list of names.

#### **Old Business/Updates and Final Reports:**

**Preserve America Signs.** Signs have been received. The City Park and Recreation Department is storing them until the final Federal 106 Review is completed.

**Plaques.** Installation of the Commercial Historic District plaques has been an ongoing difficulty due to the time involved. A number of Commission members have volunteered, but the amount of time involved was unmanageable. City Park and Recreation staff are available to install the plaques, but someone has to meet with each of the 59 property and business owners to gain permission, determine and map the sign location, document all the details and coordinate with the installers on varying types of building materials. Thornes has contacted former member Joanita Kant regarding her availability. She also plans to contact former BHPC chair Jerry McCollough. Merchant suggested Vicki Schuster, new DBI Director, as a possible project coordinator.

**Mayor's Awards for Historic Preservation.** Presentation of the awards has been on hold. Thornes said coordinating with the Mayor's schedule, Larson family and other winners for an event at the Children's Museum would be difficult during the summer. The Commission concurred and agreed to pursue a Thursday evening event in September.

Thornes said she anticipates the Brookings Committee for People who have Disabilities will give the Museum an "ABLE Award" for accessibility and asked if the Commission would be interested in a shared event. They responded yes. Thornes will meet with the Disability Committee on June 24<sup>th</sup> to get their input.

**Funding.** The 2012 city funding request is due June 15<sup>th</sup> and presentation to the city manager is scheduled for July 7<sup>th</sup>. Thornes will request level funding for the commission in the amount of \$3,600. The Commission's 2011/2012 Park Service request is expected to be fully funded. Thornes obtained an amendment on the 2010/11 funding extending the project to September 15<sup>th</sup>.

#### **Preservation Partner Reports**

**Downtown Brookings Inc.** Willert reported the Board hired Vicki Schuster as the new part-time program director. He noted the Board has scaled back on events, focusing on a few bigger events this year. Taste of Brookings is scheduled for early August.

**Preserve Brookings.** Annual board meeting was held on June 13<sup>th</sup>. No BHPC members attended.

**State & National Register of Historic Preservation Properties & Districts:**

**Central Residential Historic District**

**Contributing status re-evaluation of post-modern structures in existing districts.** Personal visits with the property owners have not been successful. Thornes will do a mailing requesting approval. She noted the property owner who initiated this issue had recently replaced the original windows with new, making the property no longer eligible. She was uncertain whether to continue on the project and will seek guidance from SHPO.

**Pending review.** The proposed conditional use rezoning request for 624 3<sup>rd</sup> Street was removed from the May Planning Commission agenda for action in June. In June, the property owner requested it be tabled until July. The proposed zoning action is subject to 11.1 review.

**Announcements/Correspondence/Communications/Calendar**

June 11-18      Basic PLT at Woodlawn in Alexandria, VA

August 31<sup>st</sup>      Allyn Frerichs, City Park & Recreation Director, Retirement Event, Swiftel Center

- Purchased *Brookings County History Book*, replacing the Commission's copy that was never returned.

Meeting adjourned at 5:45 p.m.

Submitted by Shari Thornes

**Brookings Historic Preservation Commission**  
**July 7, 2011**

A meeting of the Brookings Historic Preservation Commission was held on Thursday, July 7, 2011 at 4:15 p.m. in City Hall. Members present: Dennis Willert, Janet Gritzner, Mary Bibby (arrived 4:40 pm), Pam Merchant, Father Ryan Hall, Les Rowland (arrived 4:30 pm) and Tom Agostini. Pat Fishback, citizen, and Shari Thornes, City Clerk, were also present.

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

Agenda: (Hall/Gritzner) Motion to approve the agenda. All present voted yes, motion carried.

Minutes: (Agostini/Hall) Motion to approve the June minutes. All present voted yes; motion carried.

Next Meeting: Thursday, August 11 @ 4:00 p.m. (Note - Agostini will teach a T/TH class from 3:30 to 4:45 pm for fall semester commencing 8/29).

**Old Business/Updates and Final Reports:**

**State History Conference Report.** Merchant and Hall attended the State Historical Society Annual Conference in Pierre on May 20-21. Father Hall submitted the following report.

*Review of the South Dakota State Historical Society Conference  
Pierre, South Dakota, May 19-21, 2011  
by Ryan Hall*

*The official theme of this year's history conference was "Being Dakota: Territorial Sesquicentennial 1861-2011." Unofficially, I found that there was really two interconnected themes that were being discussed. Sometimes they tied neatly together in terms of South Dakota history and sometimes not.*

*Dakota was established as a Territory with the Organic Act of 1861, with Yankton as its capital. This time period largely coincided with the outbreak of the American Civil War, which is largely being covered a bit in the national news media for its own 150<sup>th</sup> anniversary. Thus, the conference also discussed the larger national issues of the time, some of which were not directly relevant to South Dakota history.*

*The keynote speaker was Professor Brad Tennant of Northern State University. He talked largely on the implications of the Organic Act in creating the Territory of Dakota. He looked at various topics, largely having to do with the infrastructure that was needed to change a place from an unorganized territory to an organized one.*

*Other speakers included Olivia Mahoney, who is curator of the Chicago History Museum. She had just recently finished an exhibit entitled "Abraham Lincoln Transformed," which was the nature of her lecture. Her goal in the project was to try and catalog Lincoln's changing attitudes toward slavery throughout his career. Her thesis was that most people assume that he was out to abolish slavery everywhere in the United States from the beginning of his career, but actually his views changed some over time. He was always against the expansion of slavery, but it was not until after the outbreak of the Civil War that he began to ponder banning slavery entirely, even in the South. He largely had a pragmatic view on the subject so as to prevent war.*

*I personally think that the highlight of the conference was the "Songs of Abraham Lincoln's America" by Judy Cook. This was an interesting combination of political influences on popular songs of the time. She would largely sing examples from various regions of the country to demonstrate some of these polarizing views, as well as the musical influence from the various regions due to different ethnic migrations.*

*Other lectures on the first day involved a photo-journalism presentation by Jeff Barnes of the Forts of Dakota, both in terms of what the forts were originally and what they look like today. Craig Howe, director of the Center for American Indian Research and Native Studies, presented on the "whole memory" of being Lakota, speaking particularly to issues of tribal memory that is sometimes a difficult concept to understand for non-Indian communities that have no such tribal memory.*

*On Saturday, there was a good presentation on Railroading in Territorial Times by Rick Mills, a railroad enthusiast and historian. He presented quite a few interesting pictures of how the railroads were physically build and how that led to some of the town placements in Dakota Territory. David Wolff of Black Hills State University presented on his new book, Seth Bullock: Black Hills Lawman. Bullock was quite the historical character in the early days of South Dakota as an entrepreneur and town builder. That book is available from the South Dakota State Historical Press.*

*There were some more "living history" presentation on Saturday afternoon, with a Dakota Territorial Throwdown, a drama by the State Historical Society staff, and a visit from Governor Mellette, the last governor of Dakota Territory by re-actor John Timm.*

*Overall, I quite enjoyed the Conference, though it was not quite as linear in topics as last year's conference, which had to do more with the sequential political history of South Dakota. This year's was a bit more free flowing in topics, but tied in nicely to the sesquicentennial of Dakota territory and the beginning of the American Civil War.*

*As a sports fan, I was intrigued by the topic for next year's conference: "Playing on the Plains: Sports and Recreation in South Dakota. I am attaching a scan of the placard we received in our check-in folder about next year's convention. I believe one of the speakers will be Marc Rasmussen, whose book, Six: A Football Coach's Journey to a National Record, will be available from South Dakota State Historical Press in the Fall.*

*As a completely irrelevant side note and shameless plug, the State Historical Press has (amongst other excellent works) some excellent offerings for children. Of particular note, two illustrated L. Frank Baum (of Wizard of Oz fame) short stories are available; stories that he wrote while he lived in Aberdeen. My daughter loves both of them. If you have kids or grandkids, I would recommend them. <http://www.sdshspress.com/>*

## **New Business:**

**Preservation Leadership Training Report.** Les Rowland attended the 2011 National Trust Preservation Leadership Training (PLT) in Alexandria, VA, June 12-18. As part of its commission member development training, the BHPC has applied and received funding to send a number of its members to PLT and other national conferences.

Rowland said it was a great trip and it truly was a “boot camp” experience. PLT always incorporates a specific restoration or preservation related issue or project. This year’s PLT focused on Woodlawn Manor, a house museum and historic home of George and Martha Washington’s daughter. The attendees split up into six teams and all came up with similar conclusions. He looks forward to applying what he learned to Brookings. He noted learning about ways to get people interested in historic preservation through public education events. He plans to report on additional topics at future meetings.

(Bibby arrived @ 4:40 pm)

**Preserve America Signs.** The sign posts were not included in the original shipping. State staff contacted the company and the posts were delivered to city offices. The Federal 106 review process is now done, so the signs can now be installed.

**Mayor’s Awards for Historic Preservation.** Suzanne Hegg, Director of the Children’s Museum of South Dakota, is checking with Larson family and Board regarding three possible event dates in September. Hegg prefers a 4:00 to 6:00 p.m. event rather than 5:00-7:00 p.m. due to less staff time. The Brookings Committee for People who have Disabilities is excited to partner on the event. Letters of notification need to be mailed even if the date isn’t firmed up. The BHPC members who volunteered to write pieces on each winner should get started immediately after the letters are mailed.

## **Preservation Partner Reports**

- *Downtown Brookings Inc.:* Upcoming events – Tour de Gardens, Taste of Brookings, Street Dances.
- *Preserve Brookings* – Gritzner’s schedule has changed and may now be available to attend Board meetings as the BHPC representative.

## **State & National Register of Historic Preservation Properties & Districts:**

**District Notification Process.** At the request of property owners, the City Clerk’s staff is sending meeting notifications to representatives in the University and Central Residential Historic Districts regarding any meeting that may affect a property within a district. The new website will have a “notify me” feature that will allow anyone to sign up for meeting notifications.

**Brookings Commercial Historic District**

- *Plaques* – Staff is meeting with an individual who may be interested in coordinating the project.

**Central Residential Historic District**

- *Contributing status re-evaluation of post-modern structures in existing districts* – Thornes met with SHPO representatives on July 6<sup>th</sup> to discuss how to proceed with the project now that the original initiating applicant is no longer eligible. They agreed that the BHPC should continue with the project by sending a formal mailing to owners of eligible properties.
- *Pending Review* – The conditional use request for 624 3<sup>rd</sup> Street was removed from the July Planning Commission agenda due to a procedural/notification error. The item has been rescheduled for the August meeting.
- *Courthouse Remodel* – Thornes noted that a review is pending for an interior remodel project at the Brookings Courthouse. It will be the county’s responsibility to provide notice to SHPO.

**Other:**

**Announcements/Correspondence/Communications/Calendar**

June 11-18 Basic PLT at Woodlawn in Alexandria, VA  
July 6<sup>th</sup> SHPO Site Visit  
September XX Mayor’s Award Reception  
Sept. 15<sup>th</sup> 10/11 Grant Deadline

Meeting adjourned at 5:45 p.m.  
Submitted by Shari Thornes

**Brookings Historic Preservation Commission**  
**August 11, 2011**

A meeting of the Brookings Historic Preservation Commission was held on Thursday, August 11, 2011 at 4:00 p.m. in City Hall. Members present: Dennis Willert, Janet Gritzner, Mary Bibby, Father Ryan Hall and Tom Agostini. Les Rowland and Pam Merchant were absent. Shari Thornes, City Clerk, was also present.

Chairperson Willert called the meeting to order at 4:00 p.m. Agenda: (Bibby/Hall) Motion to approve the agenda. All present voted yes, motion carried. Minutes: (Gritzner/Bibby) Motion to approve the July minutes. All present voted yes; motion carried. Next Meeting: Thursday, September 8<sup>th</sup> @ 5:15 p.m.

**NEW BUSINESS:**

**Mayor's Awards for Historic Preservation.**

***Press Release Assignments:*** Thornes will email examples of past releases. Deadline to submit copy and digital images by email is September 1<sup>st</sup>.

- 1) Greg & Allison Sherwood, 725 4th Street, Exterior Residential Restoration (TOM)
- 2) Bill & Nancy Flynn, 711 4th St., Exterior Residential Restoration & Historically Sensitive Addition (MARY)
- 3) Ginny Conger & David Aaron, 621 8th Street, Residential Construction-Garage (LES)
- 4) Kent Resman, Shad Swedlund, Jerrad Ziegeldorf, 829 7<sup>th</sup> Avenue, Adaptive Reuse (JANET)
- 5) Children's Museum of South Dakota, Adaptive Reuse (PAM)

Date - Thursday, September 29th

Time - 4:30 p.m. reception & open tour, 5:00 p.m. program

Location - Children's Museum of South Dakota, "in the Round"

Program – Comments by Mayor, BHPC, State Preservation Office, Disability Committee, Presentation to winners

Catering by onsite café (beverages, cake)

Music – Thornes will investigate possibilities

Coordinate with Chamber as potential "Chamber-After-5"

Invite other preservation partners (Preserve Brookings, Preserve SD, SHPO, past winners)

**Website Content.** The new city website contains baseline information on each city committee, board and commission. The BHPC's pages currently include agendas, minutes, member information, "links," state preservation law, and the city historic preservation ordinance. Thornes asked the Commission to review the current content and identify additional information they'd like to include in content or documents. Willert distributed samples of other historic commission websites that he liked. Willert, Gritzner and Hall volunteered to serve on a subcommittee.

**Grant Project Updates.** Facilitated Planning Retreat and Local District projects will be shifted to the 2011/2012 grant cycle. There is now a strong possibility of an accredited realtors' workshop. Thornes is working with SHPO staff on details.

**Preservation Partner Reports: *Downtown Brookings Inc.*** - The proposed 2012 city budget has eliminated funding for DBI. Taste of Brookings Event, August 13th.

**STATE & NATIONAL REGISTER OF HISTORIC PRESERVATION PROPERTIES & DISTRICTS:**

**Brookings Commercial Historic District**

***Plaque Project*** – The City Engineering intern has provided pictures of each of the properties. Two individuals have expressed interest in coordinating the project including overseeing the installation process.

**Central Residential Historic District**

***Updates on Pending 11.1 Reviews*** – Thornes summarized the history of actions and status on a pending review for 624 3<sup>rd</sup> Street. In April the owner of this property applied for a conditional use permit for an office in a medium density-district (Residence R-2 District). The proposal is to remove the existing house and construct an office on the property. This action required Planning Commission review, but the City Council makes the final decision. Council action would consist of a first and second reading of an ordinance.

**Summary of scheduled actions:**

May 3rd Planning Commission meeting - applicant requested it be removed from agenda

June 7th Planning Commission meeting - applicant requested it be deferred to July

July 5th Planning Commission meeting – agenda item was removed due to posting error

August 2nd Planning Commission meeting –the Brookings Planning Commission voted 0 yes and 6 no on the motion to approve this application.

It would require a super majority (2/3's) positive vote of the city council to overturn the planning commission. It has been suggested that a review may not be needed. In order to skip the 11.1 review prior to city council action, SHPO's position is the council would have to either vote to turn it down or table it without any approval action and then go through the 11.1 review. Thornes asked the BHPC for direction. There was unanimous consensus that the review needs to occur before the item could be scheduled for council action.

***District Amendment.*** The State Office provided a letter and informational materials to be sent to the property owners regarding the proposed District amendment.

**University Residential Historic District**

***628 Medary Avenue*** – Gritzner suggested the possible individual national register listing nomination for the Victorian house located at 628 Medary Avenue.

**Announcements/Correspondence/Communications/Calendar**

September 29th Mayor's Award Reception

The Alliance Review, May-June 2011

Forum Journal, Summer 2011 Issue

MainStreet Now, May-June 2011

Adjourned at 5:45 p.m.

Submitted by Shari Thornes

Brookings Historic Preservation Commission  
October 13, 2011 (amended)

A meeting of the Brookings Historic Preservation Commission was held on Thursday, October 13, 2011 at 5:15 p.m. in City Hall. Members present: Dennis Willert, Les Rowland, Mary Bibby, Father Ryan Hall, Tom Agostini (late arrival) and Janet Gritzner (late arrival). Pam Merchant was absent. Shari Thornes, City Clerk, was also present.

Chairperson Willert called the meeting to order at 5:15 p.m. Agenda: (Hall/Bibby) Motion to approve the agenda. All present voted yes, motion carried. Minutes: (Hall/Bibby) Motion to approve the August minutes. All present voted yes; motion carried. Next Meeting: Thursday, November 10th @ 4:30 p.m.

### Old Business/Updates/Reports:

Mayor's Awards Event. The combined Mayor's Awards presentation and reception was held on Thursday, September 29 at the Children's Museum of South Dakota. The event was well attended with approximately 120 guests. Staff had estimated 60 for attendance. All winners from both organizations were present along with the Mayor and five city council members, the city manager, several city department heads, local legislators, Jay Vogt, State Historic Preservation Officer, and local media. Mr. Vogt's provided the following comments at the event.

"Congratulations to the award winners today—you have demonstrated leadership in and a commitment to historic preservation. Thank you Mayor Tim Reed for recognizing the good work in accessibility and historic preservation taking place in the City of Brookings. As we can see by the former Central Elementary School, now the Children's Museum of South Dakota, receiving awards in both categories, historic properties and accessibility are truly achievable.

The City of Brookings and its historic preservation commission serves the community well in seeking to preserve, rehabilitate, and restore historic properties. I appreciate the good work of the members on the historic preservation commission. Thank you for your dedication to protect historic properties and promote the history of the City of Brookings. Since becoming the State Historic Preservation Officer, I have worked with City Clerk Shari Thornes, and she is a strong advocate for historic preservation in the City of Brookings. I appreciate her efforts throughout the years. Without leadership from the City and a commitment and investment from property owners, we would lose those properties significant in the community that connect us to our past and allow us to see and touch our heritage.

We are on the edge of the Brookings Central Residential Historic District. It is a delightful and aesthetically pleasing neighborhood. Most of the houses with the district were constructed from 1884 to 1943; in fact, the Sherwood's home was constructed in 1894. These homes represent a variety of architectural types including Craftsman-Bungalow, Colonial Revival, Neo-Classical Revival, and the most dominant style, the Queen Anne. Plus the neighborhood is home to Gothic Revival churches and church-related buildings. I would guess that this early, historic neighborhood remains a popular place people want to live.

However, this Central Area is especially appealing because of the Brookings County Courthouse; the former Brookings High School, now known at the 1921 building, re-named after its construction date;

the former Carnegie Library, now the Brookings Arts Council; and the Central Elementary School, now the Children's Museum of South Dakota. This educational and government gathering place is bordered by the charming historic central residential neighborhood, with large trees and pleasant streets providing easy access to commercial zones.

The Brookings Arts Council Center, the 1921 Building, and the Children's Museum of South Dakota are excellent examples of historic or older properties being returned to a state of service, through repair and alterations, which makes possible an on-going contemporary use while preserving those portions and features historically important to the property. In the historic preservation world, we call this type of work, rehabilitation, and my office deals mostly with projects that involve the efficient and effective modern use of historic buildings. We often use the 1921 Building as a good example of a creative and operative rehabilitation of a historic property. I remember a period of time when the fate of the school weighed in the balance.

The City of Brookings has 29 properties listed in the National Register of Historic Places, including four historic districts which add hundreds of homes and commercial buildings to the number of properties actually included in the National Register.

Added in the National Register as part of the Brookings Central Residential Historic District in 1994, the historic Central Elementary School has been an educational facility since 1936. Originally a traditional school, then it became a school within a school, and today it continues its educational mission as the Children's Museum of South Dakota. Much of the historic details in this building have been incorporated into the design of the museum. You can tell this once was a school, now it teaches through play. I particularly like the floors and windows. Historic preservation is the ultimate form of recycling. Thank you Dale and Pat Larson and the Larson Foundation for your commitment to Brookings, South Dakota, Education, History, and Play.

Thank you to the residents who appreciate the value of historic properties, thank you to the government leaders who choose to save and preserve historic properties rather than tear them down, thank you to the property owners and investors who seek to rehabilitate or restore historic properties, and thank you to all of you who support their efforts. The City of Brookings has much to celebrate today. Again, congratulations to the award recipients. Thank you." Jay Vogt, State Historic Preservation Officer

Suggested improvements for next year's event: no music or quieter music, microphones for presenters, request all hosting committee/commission volunteers be present at start of event to act as hosts, create new award design for BHPC, and designate a photographer.

Facilitated Training/Planning Retreat. Members identified early January, late April or May as best dates to schedule the local district training.

Realtors Workshop. Paul Porter, SHPO staff, has taken the lead on a realtors' workshop by tentatively securing a professional speaker and contacting the State Real Estate Commission. Staff will present a proposed program, budget and tentative dates at the next meeting.

Website. The subcommittee of Willert, Gritzner and Hall prepared a draft "frequently asked questions" and made recommendations on interactive web options.

Brookings Commercial Historic District

Plaque Project – A local contractor has expressed interest in coordinating the project. City park and recreation staff remains available for installation.

Central Residential Historic District

624 Third Street – The property owner/applicant formally withdrew his conditional use application. SHPO was notified and the 11.1 review has been suspended until further action occurs.

Courthouse – To date, the County has not submitted an 11.1 review notification to SHPO for the proposed courthouse remodeling.

817 4th Street – City and SHPO staff met with the property owner regarding state incentives and technical assistance.

Community Cultural Center – An 11.1 review is pending for new storm windows and minor electrical work.

University Residential Historic District

728 6th Avenue - City and SHPO staff met with the property owner regarding state incentives and technical assistance on porch restoration.

915 8<sup>th</sup> Street – South Dakota State University Foundation applied for a demolition permit for the house located at 915 8<sup>th</sup> Street. The property is located in the Brookings University Residential Historic District and is listed as “non-contributing.” The Foundation used the property as transitional housing for visiting or new faculty. The last tenants moved out in January leaving the property empty. Shortly thereafter, SDSU facility management discovered the water pipes had frozen, burst and caused significant water damage. Negotiation on an insurance claim ensued and was finally resolved; however, at a significant financial loss on the structure. Mold and professional cleaning services were contacted for estimates and guidance; however, the owners found the expenses cost prohibitive. After nine months of no mitigation, including a hot summer, the water and mold damage is extensive. The house is located on District boundary and adjacent to the Foundation building. The Foundation plans to remove the structure and provide a single row of parking accessed from the alley. Since the lot would not provide enough room for two rows, the Foundation would add more lawn to the east of 909 8<sup>th</sup> Street, which is also owned by the Foundation. According the National Register nomination, the “Matt Bedessem House” at 915 8<sup>th</sup> Street was built in approximately 1915 and is non-contributing due to modifications to the structure. It was in very poor condition due to the water and mold damage. Its removal will be another encroachment into District. Three matching bungalows are located immediately adjacent to the west. The city notified SHPO of the demolition request and SHPO already signed off on the project due to the condition of the property. No further action is required.

Downtown Brookings Inc. - Parade of Lights – Dec. 1st

State Historic Preservation Office:

SHPO finished the Preserve America grant project they are working on with Brookings.

Three SHPO staff will be attending the NTHP Conference in Buffalo later this month.

November 1 is deadline to apply for the State Property Tax Moratorium. Members are asked to remind any historic property owners they know who can maybe benefit from this program of this deadline and to contact SHPO with any questions.

Adjourned at 6:27 p.m.

Brookings Historic Preservation Commission  
December 8, 2011

A meeting of the Brookings Historic Preservation Commission was held on Thursday, December 8, 2011 at 5:15 p.m. in City Hall. Members present: Dennis Willert, Les Rowland, Mary Bibby, Pam Merchant, Tom Agostini and Janet Gritzner. Father Ryan Hall was absent. Shari Thornes, City Clerk, was also present.

Chairperson Willert called the meeting to order at 5:22 p.m. Agenda: (Bibby/Merchant) Motion to approve the agenda. All present voted yes, motion carried. Minutes: Bibby requested Jay Vogt's comments at the Mayor's Awards be added the minutes. (Merchant/Bibby) Motion to approve the October minutes as amended. All present voted yes; motion carried. Next Meeting: Thursday, January 12th @ 5:05 p.m.

New Business:

January Local District/Register Training. The Commission finalized the training schedule (8:30-4 pm with lunch onsite) and location (city hall) for January 5th. The consultant will arrive on January 3<sup>rd</sup> and preliminary work will include meetings with chair, vice chair, tour of Brookings, final materials development, meet with property owner and prepare the mock application. A social event will be organized for some time that week. Post review discussion will occur Friday morning along with a final report/outcomes.

This project was funded by a NPS 2010-11 Supplemental Grant. The following is a summary of grant

- 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.

**Local Register Project.** Statutory authority to create a Local Register was a new provision in Brookings Ordinance No. 09-03, adopted by the Brookings City Council in 2003. In 2009 Brookings Historic Preservation Commission, with the assistance of Frank Gilbert, Attorney for the National Trust of Historic Preservation, completed the first phase of the Local Register project by developing all the legal processes and forms necessary to list property on the Brookings Local Register of Historic Places.

A Local Register will afford considerably more legal protection to Brookings' historic resources than previously provided. The Commission then identified the following next steps to successfully implement the Brookings Local Register. The proposed projects are highlighted and underlined in RED below.

**1) Design Guideline Development**

- A. Develop a Request for Proposals
- B. Secretary of Interior Standards for Rehabilitation are not specific enough for COA decision making. This document will be the key to help district commission determine those decisions. District specifics on character defining features as districts are established will be inserted into this document.
- C. Hire professional consultant.

**2) Develop Commission Handbook/Rules of Procedure**

- A. **Rules of procedures must be developed to include protocols, meeting standards, and consistent application of the rules. Rules must be consistent with authority granted by ordinance. Decisions must be based on criteria and standards set by ordinance and in writing.**
- B. Possibly do in-house with consultation with various entities

**3) Staff & Member Training**

- A. **Board retreat & training**
- B. **Develop overall strategy for immediate and long term training**
- C. Membership development – seek professional members
- D. **Seek professional guidance / consultant for training**
- E. Needs: Immediate for fledgling board & staff and ongoing program development - annual
- F. New member training options
  - 1) SHPO staff for basics on character defining features
  - 2) National Trust (Better Boards)
  - 3) National Alliance of Preservation Commissions (“Camp” & Annual conferences)
  - 4) **Professional Consultant / onsite training**
  - 5) **Regional expertise (Deadwood staff & Iowa City staff)**

**4) Determination of Internal Processes / Policy Decisions**

- A. Staff review (determine what, if any, decisions staff can make on general applications)
- B. Committee Review (determine if the Commission wants to establish a review committee)
- C. Boundary Determinations

**5) Local Support / Public Informational Materials & Events**

- A. BHPC host neighborhood meetings
- B. Presentations to service organizations and other interested parties
- C. Develop website information

**6) Identify Administrative Issues**

- A. Identify all staff involved in Local Register process.
- B. Develop timeline and checklists for all actions to ensure timely responses to applicants.
- C. Identify all other city government partners in the process and work towards clear communication with all parties (City Manager, Community Development, Director of Equalization).

According to the State Historic Preservation Office's FY *Allocation Guide*, projects identified as priorities in an existing preservation plan qualify for supplemental fund priority consideration (Supplemental Funds 3H). This project, Local Register of Historic Places Legal Process, is identified in the Brookings Historic Preservation Plan under the “Historic Preservation Ordinance” and “Neighborhood Preservation” sections as funding priorities and would be the final step in completing the Brookings Historic Preservation Ordinance project.

Realtor Workshop Proposal. Rowland, Willert and Thornes had a conference call with Paul Porter and Jason Haug from the State Historical Society to discuss the proposed accredited realtor workshop. Suggestions included:

- A one day session rather than two days for increased participation
- Involve local realtor’s association for local involvement and buy-in
- Hold during winter months rather than June for better attendance
- Considered Sioux Falls location, but prefer Brookings
- Staff prepared the following revised agenda/program for a one day event that was less involved

Realtor Workshop  
Fall/2012 - Brookings

8:30 am	Introductions & Overview
9:00 am	Local Historic Preservation Program
	✓ Brookings Historic Preservation Commission
	✓ State Historic Preservation Society
9:15 am	National Register of Historic Places
	✓ Districts & Individual Properties in Brookings
	✓ Qualifications (age, integrity, criteria)
	✓ Benefits of Listing
	✓ What’s 11.1 Review?
	✓ Other Historic Property Types
	▪ State Register
	▪ Local Register of Historic Places
10:15 am	Break
10:30 am	Incentives
	✓ Federal Tax Credits
	✓ Grants
Noon	Lunch
1:30 pm	Incentives (continued)
	✓ State Property Tax Moratorium
2:00 pm	Marketing
	✓ Setting Yourself Apart
	✓ Utilize Resources in the Community
	✓ Economics of Preservation
	✓ Residential vs. Commercial
	✓ Sustainability Ties
2:45 pm	Break
3:00 pm	Marketing (continued)
4:00 pm	Adjourn

“Picture South Dakota’s Past”. "Picture South Dakota's Past," produced by TDG Communications from Deadwood, uses the smart phone technology with QR codes to help visitors visualize local history, its architecture and its people. QR codes are similar to retail barcodes. They can be scanned by any smart phone or iPad. The QR code directs the phone to

access an online historic photo from the same location. Text is included to tell the story behind the photo.

TDG did a pilot project in Deadwood last summer, and the response has been good. The company has been talking to SHPO and the Department of Tourism about using Matching Challenge grants to promote heritage tourism.

City staff has determined it is not difficult or expensive to create QR codes. Thornes said if the Commission was interested in this product as a future public education project, she recommended doing it in-house and link directly to the city's website.

Form nominating Committee Report / Election of Officers. Agostini and Willert volunteered to serve on the nominating committee.

National and City Annual Reports. Thornes noted that the city's annual report is due February 15<sup>th</sup> and the State's is due January 31<sup>st</sup>.

#### Central Residential Historic District

County Courthouse Remodel – Rowland and Bibby attended a County Commission meeting to emphasize the importance of the Courthouse's historic features and to request an opportunity to provide comments on the project. They also noted the project would be subject to the State's "11.1 review." The County hired Architecture Inc., from Sioux Falls, with Bob Mack as the lead architect. Mack and the firm have extensive experience in historic rehabs. The County Commission said they'd involve the BHPC as part of the review process as the project progresses.

#### Individually Listed / Proposed / Pending

628 Medary Avenue – The Commission expressed interest in National Register nomination for the property. SHPO checked their files and found no previous determination of eligibility for the property. They are requesting a "Preliminary Assessment form" and current photos of the interior and exterior to start with. Gritzner and Merchant are working the project.

(<http://history.sd.gov/Preservation/NatReg/NatRegProcedures.aspx>)

202 5th Street – The recently listed property at 202 Fifth Street is on the market. Staff received an inquiry from a potential buyer. The buyer was referred by a local realtor.

#### Calendar

Jan. 5 <sup>th</sup>	Local District Training, Brookings
Jan ?	SD Historic Preservation Advocacy Day, Pierre
Feb. 15 <sup>th</sup>	Annual Report Deadline
April 1-4	National Main Street Conference, Baltimore, MD
April 13-14	SD State History Conference, Pierre
June 2-9	Preservation Leadership Training, Beaufort, SC
July 18-22	National Alliance of Preservation Commissions, Norfolk, VA

Oct. 30-Nov 3 National Trust Conference, Spokane, WA

Draft January Agenda: Annual Reports, Draft 2012-13 Grant Projects, Nominating Committee Report / Election of Officers, Review & Update of Goals & Objectives for 2012, History & Garden Festival Workshop

Meeting adjourned at 6:55 p.m.

Submitted by Shari Thornes

*2011 Workshop Project*

*Downtown Brookings Inc.*

*History & Garden Festival*

The Brookings Annual History & Garden Festival event held on April 29-30, 2011, featuring a flea market, antique appraisal, preservation workshops, garden talks, activities for kids, entertainment, food and prizes. Pursuant to CLG requirements,

The BHPC financially co-sponsored one of the instructional public education workshop by Patty and Claude Hacker on stained glass. The BHPC provided \$100 for advertising costs. Over 2,500 attended the 2 day event with 60 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