



BRING YOUR DREAMS.

BROOKINGS HISTORIC PRESERVATION COMMISSION

2012 ANNUAL REPORT

BROOKINGS, SOUTH DAKOTA

Preface

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

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

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Table of Contents

Purpose/Mission/Mandate - 1
Certified Local Government - 3
Eligible Projects - 3
Membership - 4
Funding – 4
Annual Workplan Overview – 8
2012 Highlights – 13
Public Education Program – 36
2013 Goals & Objective - 37

Appendices

2012 Meeting Minutes- 39-65
Workshop Documentation - 81
11.1 Review Internal Process - 83
Commission Bylaws - 85

Brookings Historic Preservation Commission

Les Rowland, Chair *
Dr. Dennis Willert, Vice Chair
Mary McClure Bibby
Pam Merchant
Dr. Janet Gritzner *
Father Ryan Hall
Thomas Agostini *
Shari Thornes, Staff

** "Professional Member" per National Park Service standards

The Brookings Historic Preservation Commission was created by resolution in August 1985 by the city of Brookings. In 1989, the City of Brookings adopted a historic preservation ordinance, Ordinance 5-89, which ratified 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. The Commission's current enabling Ordinance No. 09-03 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

The National Historic Preservation Act of 1966 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 across the United States began certifying local governments in 1985. 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. 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. 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.

“CLG” MEMBERSHIP REQUIREMENTS

All CLG Commissions 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. At least three of the total membership must be nonprofessional members, who represent a demonstrated interest, experience, or knowledge in historic preservation. The Brookings Historic Preservation Commission may have up to 10 members and not less than 7. Its current composition is as follows:

1. Les Rowland, Chair * (architect)
2. Dr. Dennis Willert, Vice Chair
3. Mary McClure Bibby
4. Pam Merchant
5. Dr. Janet Gritzner * (urban planning)
6. Father Ryan Hall
7. Thomas Agostini * (historian)

STAFF: Shari Thornes, Brookings City Clerk

* “Professional Member” per National Park Service standards

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.

ELIGIBLE PROJECTS / NATIONAL PARK SERVICE

Projects eligible for the NPS Historic Preservation Fund and the criteria used for selection are developed annually by each State Historic Preservation Office (SHPO). CLG project types that have been funded in Brookings 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.

2012 BHPC FUNDING SOURCES, SCHEDULE AND PROJECTS

Funding for the BHPC’s programs operates on three fiscal calendar years: local, state, and Federal. 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. Each CLG is eligible for \$2000 of basic funding and additional “supplemental” funding for special projects. The BHPC’s funding for 2012 consisted of the following sources:

City of Brookings

Funding Cycle: January 1, 2012 to December 31, 2012
Funding: \$3,600

2011/2012 National Park Service Grant

\$18,776 Final 2011/2012 National Park Service Grant
\$8160 Original funded amount
\$10,616 Additional grant received 9/12/12 *
Funding Cycle: June 1, 2011 to Sept. 15, 2012 (dated amended)
Grant: \$2,000 Basic; \$16,776 Supplement
Status: CLOSED

Basic Allocation Funding - Project Titles:

1. Mayor’s Awards for Historic Preservation
2. Public Workshop – History & Garden Festival
3. Membership in state and national preservation organizations

Supplemental Funding – Project Titles:

1. Local Register Project Phase 2: Develop a draft Request for Proposals for Brookings Historic Residential Design Guidelines consistent with established process in Brookings Local Register of Historic Places Manual; Conduct an assessment of ordinance-related concerns generated at the January 2012 Brookings Historic Preservation Commission board retreat; Review all draft forms and procedures for the Brookings Local Register process; provide recommendations to streamline process as needed; and provide recommendations on property project application processes, including but not limited to: Certificate of Appropriateness (staff approvals, executive committee approvals, consent agenda, exempt activities, tiered review.) Recommendations do not include discussion with city attorney, any needed bylaws revisions, or potential ordinance amendments to implement recommendations.
2. Redesign & printing of Commercial District Brochure
3. Replacement plaques for downtown
4. Real Estate Workshop (some expenses)

5. Board Development Training **
 - A. Preservation Leadership Training (1 person) (paid out of previous grant – amendment)
 - B. NAPC (4 attending) additional funding from other CLGS & 2012/13 grant
 - C. SDHS Conference (2 attending)
 - D. NTHP Conference (2 attending) funding shifted from 2012/13 grant

**SHPO contacted Brookings with an offer of additional funds. In addition to the extra funds for the brochure (\$4155), the state provided an additional \$6,461 for a total addition of \$10,616. The BHPC's original 2011-12 grant was \$8,160. Additional funds were used for the brochure project, real estate workshop promotion, replacement plaques downtown, and National Trust conference attendance. BHPC action will be needed to reallocate 12-13 funds.*

** Priorities in Brookings Historic Preservation Plan Action Plan

2012/2013 National Park Service Grant

\$10,502 2012/2013 Park Service Grant
 Funding Cycle: June 1, 2012 to May 1, 2013
 Grant: \$10,502 (\$2,000 Basic; \$8,502 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 organizations

Supplemental Funding – Project Titles:

1. Public Education Accredited Real Estate Workshop
2. Board Development Training **
 - A. National Alliance of Preservation Commissions (3)
 - B. National Trust for Historic Preservation (1)

OVERVIEW OF BHPC ANNUAL PROJECT WORKPLAN

The annual programs and activities of the Brookings Historic Preservation Commission are generated from the following list of categories and possible projects. Annual 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
 - a. Promote Walking Tour Brochure (Commission/Staff)
 - 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*

2012 BHPC 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 2012.
- The Brookings Hillcrest Park Historic Tree Claim is currently being researched by SHPO and BHPC for a future listing.

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 BHPC continued its work to develop a Local Register program in the City of Brookings in 2012. The following is an update on the Local Register work plan.

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 meeting time to review and answer questions on selected sections of the BHPC's enabling ordinance (Ongoing)
- #3 Understanding Local Register Implications and Outcomes
 - Ongoing
 - Reviewing National Trust info series on "Maintaining Community Character: How to Establish a Local Historic District"

HISTORIC RESOURCES: RECORDATION AND PRESERVATION (CONTINUED)

- #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 DRAFT RFP for a Brookings Residential District Design Guidelines - *completed*
 - Utilize HP consultant for review - *completed*
- Commercial
- Review existing volunteer Brookings Commercial District Design Guidelines for revisions
 - Consider adoption as formal guidelines for commercial structures
- #5 Ordinance – Questions. Informal assessment by consultant of ordinance concerns, inconsistencies, questions and recommendations - *completed*
- #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).
- City attorney review is needed to determine if executive committee can act on behalf of commission as a whole.
 - This process may be addressed in future bylaws revisions.
 - If tiered review is adopted, staff would need to be empowered to review applications and review or deny. Seek City Attorney clarification.
- #7 Process & Form Review. Formal consultant review of all draft forms and processes for Brookings Local Register processes – *completed*.
- #8 Commission Member & Meeting Protocols Review. In tandem with process & form review, modify and expand on commission member/meeting protocols – *completed*.
- #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. Meeting options: Coordinate meeting in Pierre at April State Historical Society’s annual meeting, invite DW chair/staff to Brookings or 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.
- Recommend formation of subcommittee to review and recommend changes to the bylaws consistent with local register process after consultant review is completed.
- #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. This is a critical final review needed to prevent or minimize future legal challenges to the City’s ordinance.
- #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

HISTORIC RESOURCES: RECORDATION AND PRESERVATION (CONTINUED)

3. Properties Threatened & Lost

- A. **SDSU Demolitions.** The following buildings on the SDSU campus were slated for demolition in 2012. SHPO staff photo documented the structures.

Demolition



Solberg Annex
32,178 gsf
Year Built: 1901

2



West Greenhouses
8,937 gsf
Year Built: 1948

3A



Industrial Arts
4,840 gsf
Year Built: 1936

2A



Grove Hall
18,613 gsf
Year Built: 1962

3B



Communications
4,183 gsf
Year Built: 1936

2B



Physiology Building
5,248 gsf
Year Built: 1949

5

- B. **Former Knights of Columbus Hall (SDSU).** SHPO and Preserve South Dakota notified staff that SDSU received approval from the Board of Regents to demolish the former Knights of Columbus Hall. The building is located on the very north edge of the Ag Experiment Station facilities north of SDSU campus. The facility has been used for archived theater scene storage, surplus property storage and general storage needs. According the SDSU, it has been vacated and is no longer serviceable. The building is a two storage wood frame building, 2590 sq. ft. They suggested building components be salvaged and donated to the Habitat for Humanity ReStore (doors, windows, hardware, etc.) before burning.

HISTORIC RESOURCES: RECORDATION AND PRESERVATION (CONTINUED)

4. 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 2012:

Date: Summer 2012
Project: Brookings County Courthouse Remodel for Court Services
NR Status: Individually Listed
Address: Sixth Avenue
Owner: Brookings County
Outcome: No Adverse Effect
BHPC Official Statement: N/A

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.

1. Accredited Real Estate Workshop

The BHPC and State Historic Preservation Office worked with the State Real Estate Commission to create an accredited historic properties real estate workshop to educate local realtors about the benefits of historic preservation. Risa Davis, Eclectic Preservation, and Paul Porter, State Restoration Specialist, developed and presented the workshop content. Topics included 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. The State Real Estate Commission approved 6 hours of continuing education credits (3 required and 3 elective) for the program. Minimal registration of \$50 was charged for the 6 credit hours. Additional expenses were underwritten by a National Park Service grant. The workshop was advertised on the State Real Estate website and by direct mailing (advertising brochure enclosed in appendices).

The workshop was offered in Deadwood on September 26 and Brookings on September 28th. Both were a resounding success with 33 attending Brookings and 36 attending Deadwood. The Brookings workshop was relocated to the Council Chambers due to higher than expected registration numbers. Attendees received packets containing BHPC information, brochures and national register district maps. Presenters' information was provided on City of Brookings jump drives. Evaluations of the Brookings session were very positive.

PUBLIC EDUCATION ACTIVITIES & ISSUES (CONTINUED)

2. Annual Mayor's Awards for Historic Preservation.

Approximately 120 people attended the 2012 Mayor's Awards for Historic Preservation presentation which was held in conjunction with the Butler Human Rights Award and the ABLE Awards at the Brookings High School Cafeteria on Thursday, September 27, 2012 from 5:00 p.m. to 7:00 p.m. Mayor Reed and Chairman Rowland presented the following three historic preservation awards:

1. The Brownstone Restaurant & Lounge, 313 Main Avenue, "Interior Restoration"
2. Old Market, 424 5th Street, "Commercial Adaptive Reuse"
3. St. Paul's Episcopal Church, 726 6th Street, "Historically Sensitive Addition"

The Mayor's Awards program began in 1986, to acknowledge property owners who save and maintain historical properties within the City of Brookings. Eligible projects must be 50 years old or more and involve the rehabilitation of older homes, businesses or rental properties. Nominees are judged on consistency in style, materials appropriate to the date of construction, quality of workmanship and sensitivity to the environment.



The Brownstone Restaurant & Lounge
"Interior Restoration"
313 Main Avenue
Lori & Brennen Sullivan

The Brownstone Restaurant & Lounge located at 313 Main Avenue, owned by Lori and Brennen Sullivan, has received a 2012 Mayor's Award for interior restoration of a commercial property.

This downtown commercial structure was built in 1895. According to the Sanborn Fire Insurance Maps, a clothing, boot, and shoe store occupied this site from 1898 to 1916. From 1901-1902, Mathew E. Wimsey was listed as a clothier at this address and is likely the original resident of the building. From 1910-



PUBLIC EDUCATION ACTIVITIES & ISSUES (CONTINUED)

1913, Wimsey General Store was located at 315 Main Avenue. The building appears on later Sanborn Maps as a store with a second story lodge meeting space, where the Independent Order of Odd Fellows (IOOF) and later Knights of Columbus met. It is believed that many of the interior features now rediscovered and restored by Lori and Brennen Sullivan come from the original clothing store. Over the years occupants of the building had extensively altered the facade and interior features. The 313 Main Avenue address has been the home to E.C Olson Clothing store (1909-1952) and an expanded Coast to Coast (1962-1999).



After purchasing the building in January 2011, the Sullivan's completely renovated the interior. In this process, they found the original flooring and an intact tin ceiling. They also determined the building needed to be completely rewired. Their major restoration effort was directed toward renovating the beautiful oak flooring, which now is a premier asset to their restaurant space. It took four months to remove the wooden floors, refinish the wood, and put them back down. An interesting sidelight is the floors had been laid in the opposite direction

then when they were originally put down. Framed historic photos of Brookings and mirrors line the walls. The frames are made from pieces of tin ceiling from Sully's Irish Pub at 421 Main Avenue, an establishment also owned by the Sullivans.

Another interesting interior feature is the exposed brick wall in front of the restaurant. They intend to set this area up as a gallery to display works of local artists.

The Brownstone Restaurant and Lounge opened for business in December 2011, a welcomed addition to the Brookings community.



PUBLIC EDUCATION ACTIVITIES & ISSUES (CONTINUED)



Old Market "Commercial Adaptive Reuse" 424 5th Street Brian & Jael Thorpe

Congratulations to Brian and Jael Thorpe for being selected for a **Mayor's Award for Historic Preservation** in the category of "Commercial Adaptive Reuse" for all the work completed at the Old Market Restaurant.

Brian and Jael were drawn to the iconic building location downtown and the stylistic Southern-Colonial charm. Purchasing the First Bank & Trust (FBT) building was a unique opportunity to adapt the building to a new use while maintaining the many distinct historic features such as exterior red brick, large white columns and fascia, and large divided-lite windows and interior ornate chandeliers, terrazzo flooring, and aesthetically rich woodwork. First Bank & Trust occupied the building from 1958 to 2006, until they constructed a new bank building at the location of 5th Avenue and 6th Street. Though Verasun Corporation rented the building for a short period of time; for the most part it was vacant until Brian and Jael purchased it in 2010.



Brian and Jael began developing the old market restaurant concept in 2010, with fine tuning and starting of operations taking place in the fall of 2011 with partner, Katie Knutson. From the large historic divided-lite windows to the coffered ceilings and open floor plan, Brian and Jael carefully and creatively considered every detail; the former bank drive-thru became outdoor dining experience, the teller line became a bar, the bank lobby became an open retail environment and the 1200 pound vault door became an interior conversation piece with young and old alike. The building has become a place of bustling activity, and a destination location for visitors from all over the region. Impromptu tours are often provided to former bank employees or patrons who have heard about the building's renewed life. With so many people from Brookings having been influenced by the historic nostalgia of the building over the past 60 years, it seems fitting that this building of the past has been adapted into a new use that will create new memories well into the future.

PUBLIC EDUCATION ACTIVITIES & ISSUES (CONTINUED)

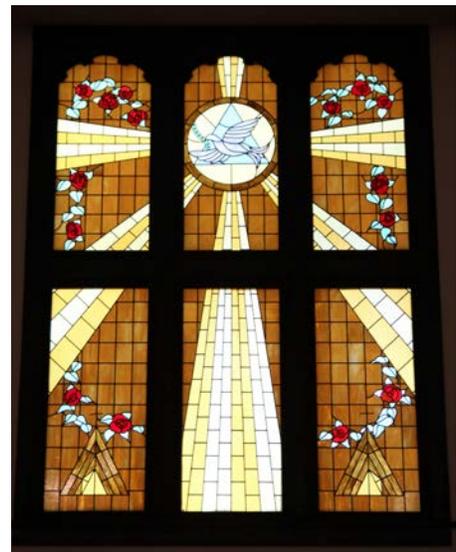


St. Paul's Episcopal Church "Historically Sensitive Addition" 726 6th Street

Along with receiving an award from the accessibility committee, St. Paul's Church won this year's award for Historic Preservation. As befitting an Episcopal church, the building is reminiscent of the Tudor style, with largely brick

exteriors, long arched stained glass windows above the nave, and a peaked roof. Located at 726 Sixth Street in Brookings, St. Paul's not only provides an appropriately sacred setting for parishioners, it also adds to the architectural diversity and visual appeal of the surrounding community.

Prior to construction of the church, meetings of the local congregation occurred in a more secular building. Beginning in 1893, parishioners gathered for services in the G.A.R. (Grand Army of the Republic) Hall, named in honor of Union Army veterans of the Civil War. The building, a small, multipurpose, clapboard structure located on Fifth Street, was merely functional, and so church leaders eventually planned to find a more appropriate setting for services. Begun amid America's entry into World War One, the church appeared distinctive from the outset of its construction. Ralph Adam Cram accepted the project, though it proved to be one of the smallest structures he ever designed. Famous for his work on noteworthy academic buildings at Sweet Briar College, Massachusetts Institute of Technology, Princeton University, and the United States Military Academy, Cram also contrived important religious edifices, such as the Cathedral of St. John the Divine in New York, the Church of St. John the Evangelist in St. Paul, Minnesota, and the First Presbyterian Church in Lincoln, Nebraska. Though less munificent than many of these other structures, construction of the church proceeded so rapidly that religious services began less than a year later.



PUBLIC EDUCATION ACTIVITIES & ISSUES (CONTINUED)

Today, St. Paul's is an appealing reminder of the diverse religious character of Brookings. The current entrance of the church now stands in the rear of the building, away from the street, but much of this portion of the original entry remains, as authentic windows found in the basement now cover the area where the front doors originally appeared. The interior contains vaulted ceilings with well executed wood trim, and stained glass windows containing a mélange of Episcopal and Sioux religious imagery. A recent addition to the church is a used, but fully refurbished, pipe organ, which church leaders bought, and relocated to the back of the structure. Though not a fixed portion of the building itself, an added treasure is a lectern of carved wood by Johannes Kirchmayer, a German-trained artist who traveled widely in the United States.



At a time when some sacred structures assume a more austere, even ascetic, appearance, St. Paul's remains a reminder that more traditional forms of religious architecture hold special value. Father Ryan Hall, the current pastor, notes that the grandeur of churches offer worshippers continual reminders of the religious purpose of the space they occupy, but these traditional forms may also inspire pedestrians and visitors to the church as well, who come to admire a historically-significant, architecturally-distinctive memento of Brookings' growth and development since the early twentieth century.

3. Volunteer Leadership Coffee with the Mayor

Les Rowland, Chair and Dennis Willert, Vice Chair, attended a "Volunteer Leadership Coffee" hosted by Mayor Tim Reed in May. Rowland and Willert received information on city issues and projects and provided input on historic preservation matters.

4. Downtown Brookings Incorporated

Les Rowland, BHPC chair, served as the Commission representative on the DBI Board in 2012. The creation of DBI is due in large part to the BHPC.

PUBLIC EDUCATION ACTIVITIES & ISSUES (CONTINUED)

As outlined in the *1999 Historic Preservation Plan of Brookings*, “the Brookings Historic Preservation Commission and participants of the BHPC’s Town Hall meetings on Historic Preservation independently identified downtown development as the community’s highest priorities. Downtown most clearly reflects a community’s evolution, history, diversity and differentiation from anywhere else. Downtown is also the home of a community’s institutional leadership. The appearance of an economically healthy downtown is perceived as a direct reflection of the quality of that leadership.”

The most successful downtown improvement programs are cooperative public/private partnerships. “No model of economic development has been more consistently effective than the “Main Street” approach of the National Trust for Historic Preservation.” The Main Street program is comprehensive four point program based on four components: organization, promotion, design (historic preservation) and economic restructuring.

As a result, the BHPC adopted a number of action steps in its *1999 Preservation Plan* pertaining to downtown including joining the National Main Street Center and sending delegates to the National Town Meeting on Main Street.

5. Commercial District Plaques

The BHPC hired Dave Miller, local contractor, to coordinate the installation of new bronze National Register Plaques on the 59 properties in the Brookings Commercial Historic District. Scope of work included securing owner permission, determining plaque location depending on building design/material and owner’s desires and documenting for installation, and directing city personnel on final plaque installation. Miller obtained permission from all property owners. City Park and Recreation personnel installed the plaques at no cost. These replaced the former plastic frame plaques.

6. History & Garden Festival Workshop

Pursuant to CLG requirements, the Commission sponsored a public education workshop on “The Use of Substitute Materials on Historic Buildings: Decisions to make and factors to consider,” by Paul Porter, Historic Restoration Specialist, State Historical Society at the 2012 Brookings History and Garden Festival. Over 30 were in attendance.

7. Brookings Commercial Historic District Brochure

The original Commercial District brochure created in 1988 was out of print. In August, the State Historic Preservation Office awarded the Brookings HPC additional funds to design and print a new commercial district brochure. Three graphic designers submitted proposals and Marisa TenBrink was selected. 7500 copies were printed locally at a cost of 64 cents each. Quotes were obtained from 3 printers.

PUBLIC EDUCATION ACTIVITIES & ISSUES (CONTINUED)

8. Proposed Ordinance Amending Conditional Use Permit Process.

If efforts to streamline processes, the City of Brookings was considering a modification to its conditional use permit process. If passed, conditional use requests would no longer go before the City Council. The Planning Commission would make the final decision, unless an appeal is filed within 5 business days. This would include conditional use requests in historic districts.

There are currently 522 structures listed on the National Register of Historic Places in the city of Brookings.

- ❖ Commercial Historic District (59)
- ❖ Central Residential Historic District (209) *
- ❖ University Residential District (245) *
- ❖ Sexauer Seed District (9)
- ❖ 20 individually listed public and private properties not included in a district **

* Number includes secondary structures

**additional properties are individually listed but are now located in a district

The Brookings Historic Preservation Commission went on record stating they were not opposed to streamlining process for routine requests that would not harm or alter historic properties and environs. The BHPC was also supportive of the additional detail that would be required in future site plans to include defined uses, more details on parking and elevations of buildings. However, they did raise a number of questions about the proposed new process.

Initially, there was disagreement whether or not Conditional Use Permits were subject to review under SDCL 1-19-A-11.1 Review. It was clarified that CUPs were reviewable under state law. Applications involving alteration of the exterior or removal of historic structures and environs would be subject to 11.1 review. Findings of an 11.1 review must be completed prior to final decision being made. Clarification was also needed on who could appeal the Planning Commission's decision.

The Commission proposed the following amendments: 1) Lengthen or intensify public notice with at least two notices in the legals section of the newspaper; 2) Lengthen the appeal process beyond five (5) days; 3) Provide mandatory written notice to neighbors of conditional use applications; 4) Follow the mandate as set forth from the State Historic Preservation Office regarding SDCL 1-19B-11.1 review; and 5) Require any application which modifies the exterior or environs of an historic property to be submitted to the City Council for final decision, in the same manner as provided for in appeal.

PUBLIC EDUCATION ACTIVITIES & ISSUES (CONTINUED)

After meeting with Community Development staff, the following amendments to the ordinance were proposed to the City Council.

Sec. 94-224. Information on Site Plan

17. Historic District/Place – provide completed review by SD State Historic Preservation Office as required by Chapter 46 of the Municipal Code.

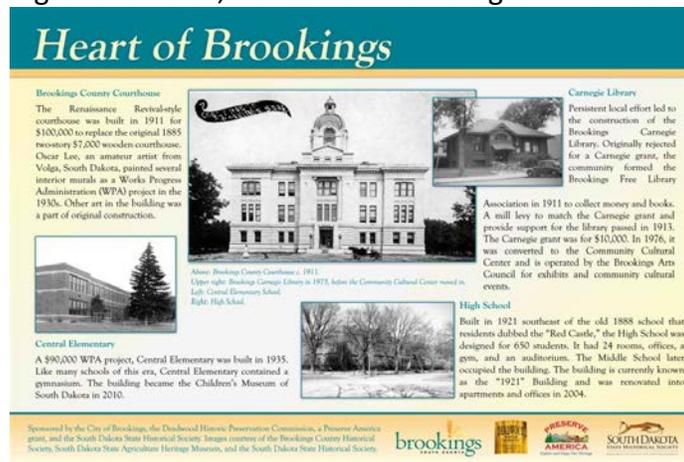
This addition will require an applicant, who has submitted an application for a conditional use permit on property in a historic district or historic place, to submit their data to the BHPC/SD SHPO for all applicable reviews. The reviews would need to be completed prior to action by the PC.

Sec. 94-226.5 Appeal has been revised back to its original form except for the change in the appeal time period from five (5) days to ten (10) days.

After tabling action on the proposed ordinance two times, the Brookings City Council opted to not remove the ordinance from the table and subsequently did not pass.

9. 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. However, none of the SDSU signs have been installed. City officials are SDSU to installation.



working with facilitate

- Pioneer Park Bandshell*
- Hillcrest Park Tree Claim*
- McCrary 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*
- SDSU Campanile*
- SDSU Horse Barn*

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 2012, the following technical assistance services are provided:

- ❑ Served on the Brookings Downtown, Inc. Board of Directors (Commission)
- ❑ Researched possible funding sources (Commission/Staff)
- ❑ Assisted property owners on local, state and federal benefits (Staff)
- ❑ Facilitated and accompanied site visits with state and national preservation personnel and property owners to answer technical assistance questions (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

- 2 members attended the 2012 National Trust for Historic Preservation Conference in Spokane, WA from October 31 to November 3rd. Reports included below:

**Observation Summary of National Preservation Conference – Spokane, Wa.
Beyond Boundaries – October 31st – November 3rd; 2012.
By Les Rowland; Acting Chair – Brookings Historic Preservation Commission**

Experiencing the City of Spokane

This City is definitely an example of historic preservation at its best. Because of the history of Spokane, the presence of existing industrial and warehouse buildings has provided a base for commercial development that is rich in history, culture, and aesthetic. There is a definite attitude toward adaptive reuse of existing buildings in lieu of the mindset of demolition and building new. Notable restorations within the City are that of the Hotel Davenport with its neoclassical exterior detailing and its highly-articulated two-story lobby and banquet area, the Guthrie Theatre with its highly-ornamented Art Nouveau detailing, and that of the Steam Plant Building which has an unusual industrial aesthetic but of equal value as a great example of adaptive-reuse (housing several retail shops and offices as well as a five-star restaurant). In addition to these that are noted, everywhere one looks downtown there has been restoration. Many of the warehouse structures have been converted to retail on the ground floor and apartment/living units on top. Adaptive re-use has become the accepted norm of development so much that even those structures not so easily adapted, such as the unoccupied tall grain structures are being studied for how they can become loft housing or something similar.

Of course there are challenges that often steer projects toward demolition in lieu of restoration in many Cities. The most obvious reason is the cost; restoration is expensive. Other common contributing reasons are lack of vision or community support. The conference focused on the challenges faced by preservationists and preservation organizations in the efforts of saving historical structures. Some of the sessions focused on successful examples of adaptive-reuse where both the preservation of a historic structure and the adaptation for a new use significantly benefitted the community.

As with all conferences, some of the sessions attended were more thought-provoking and successful at presenting helpful/in-depth information than others. The following is a summation of each of the presentations/field sessions attended during the conference.

Agriculture on Main

This session presented two successful examples of how an abandoned historical building within the downtown district was redefined to provide the physical space for a small business incubator of which they called a “public” market. Both communities (one located in Olympia, Wa. and the other in Wynachie, Wa.) realized that their present farmers market could benefit from an established location. They also acknowledged however that the growing season did not extend over the entire year so designating a building for that of the sole use as a farmers market would not be feasible. As a result they developed what they called a public market where in addition to supporting the agricultural community, the market became an “incubator” space to support and grow a variety of other small business types.

COMMISSION DEVELOPMENT / CONTINUING EDUCATION (CONTINUED)

By extending the use of the building over the entire year the overall rent revenue generated by the building was larger and therefore made the payments to cover the cost of restoring the building possible.

Both public markets have become destinations within their community. The Olympia Public Market (established in 1982; within a City of 40,000 in population) generates about \$5 million dollars a year in revenue within the community and provides about 1,100 jobs a year. Both public market examples have helped develop, strengthen, and grow a locally-based self-reliant food economy. The public market has become an incubator for small agricultural businesses. There has also been strong business relationships created with local restaurants as a result of the enhanced agricultural production.

These two are examples of a winning relationship between preservation, the community, and the City. An existing historical building has been restored through adaptive-reuse, the community has benefitted by having an additional space for the farmers market and unique community activities, and the municipality has benefitted from the increased sales and property tax revenues.

By the Bootstraps: Revitalization in Three Commercial Districts

Participated in a walking tour of three different commercial districts where they were in varying stages of development for establishing a commercial mainstreet district. The Phase I goal common to all three locations was to start establishing a visual identity to that of the district as well as establish a means to improve communication between the two sides of the street. For all three districts the initial step was to apply for a Community Development Block Grant to develop the infrastructure. The grant was used to provide items such as crosswalks, trash cans, stop lights, and sidewalk benches; items determined to be of importance in establishing a visual unity of the district and a visual separation from its surroundings. All districts also identified the type of district they wanted to represent so they established more defined ordinances (to be enforced by the City) to restrict the types of future business allowed within each district.

It was understood by all three districts that change must be incremental and must happen over time. They all emphasized the importance for the district to have goals and identify the incremental steps necessary for achieving those goals.

Since all three mainstreet commercial districts are divided by four lane traffic, a common future goal to each district is to reduce the four lanes to three (two lanes with a turning lane) with the main objective of slowing down traffic to provide for a more pedestrian-friendly sidewalk walking/shopping environment.

Sparkling Masterpieces: Spokane's Candlelight Tour of Historic Homes

Not much to expand with this tour; but wow! Walking through historic homes of this stature makes one realize the importance of preserving historical structures such as these for all future generations. The characteristics and quality within these homes are just not replicated in today's modern construction methods.

COMMISSION DEVELOPMENT / CONTINUING EDUCATION (CONTINUED)

Real Estate Learning Lab 1: Getting Started in Property Intervention

Intervention is the process in preservation where a historical property is identified as being “threatened” and in need of assistance for the structure to be saved. The historical structure identified is often sitting empty and the physical stability and maintenance on the exterior of the building is often severely neglected. Real-estate intervention is often used to save these types of properties.

Real-estate intervention of these types of properties is often accomplished with a non-profit organization established for the preservation of buildings and not for making profit. The goal of a non-profit preservation organization is much like that of a developer. The organization looks for a historical structure in need, establishes a potential use for the property, and then finds the investor to make it happen. Some States have laws where a historical property owned by a municipality can be directly sold to a non-profit which also can greatly help with keeping the overall costs for acquiring the property to a minimum.

After several years of operation in the business of intervention, non-profits can gain momentum to eventually own their own properties which in turn generates money of which the non-profit can re-invest to save other properties. As they become more established these non-profits eventually hire full-time staff to work the cause.

The remainder of this session briefly covered the process a non-profit will use in acquiring properties. The discussion covered the process of determining which properties to go after, the common acquisition agreements with the owner of the property, and the financial analysis process used to determine economic feasibility.

Upon review of the process, they emphasized the importance of salesmanship for the project. There must be complete “buy-in” of the project by the potential investors since the overall process is so difficult and often comes with high financial risk. Depending on the complexity of the historical property, some non-profits have chosen to hire professional “story” writers to come up with the compelling sales pitch for the identified investors.

Energizing America: Success Stories of Sustainable Preservation

The discussion covered three case studies of projects that successfully merged sustainable energy practices with historical structures. Each example worked closely with their state historical preservation office (SHPO) and their local municipal preservation commission.

First case study was the Levistan House (in Enfield, NH). The project was an extremely weathered, falling-down structure located on an original homestead. The new Owner decided to restore the historical house structure to its original condition thereby maintaining the original siding and exterior doors and windows where possible while providing a well insulated, energy-efficient building system. Some of the modern energy technologies they incorporated were strategically-placed solar collector panels and a below-ground heat-collector reservoir. The innovative process here was how modern energy-saving technologies could be incorporated into an historical home while not destroying or modifying the existing historical integrity of the house or homestead in physical appearance. The success of the project is that the house maintains its historical register status, the exterior building envelope has been reconstructed to achieve an efficient average R-40 insulation value while maintaining the original horizontal lap siding and double-hung windows, and the homestead is “off-grid” in terms of energy consumption since it does not require any electrical or gas provision from the local utility companies.

COMMISSION DEVELOPMENT / CONTINUING EDUCATION (CONTINUED)

Second case study was of a small historical commercial building; Holmberg and Johnson Blacksmith and Wagonshop, Lindsborg, Kansas. The incorporation of sustainable energy practices was not as extensive in this example as incorporated into the Levistan House but still equally successful at maintaining the overall original appearance while taking advantage of modern energy-saving technologies. The Owner again worked with the state SHPO office as well as the local historical commission to develop a low-profile solar panel system that was installed on the back roof (opposite the street-side view). The owner also increased the insulation value of the building while restoring the original brick masonry exterior. The result is the solar panel system provides for all electrical needs and (depending on the severity of the heating season) over two-thirds of the heating and cooling needs of the building throughout the year. The present business occupying the building is a popular coffee shop of the community.

Third case study discussed was that of successfully merging modern-day energy technologies within mainstreet historic guidelines. Several success stories were discussed for how energy guidelines influenced the local municipality to create local energy tax incentives for the incorporation of energy saving strategies into existing building structures. The same presenter discussed how there are grants available for energy upgrades to historic buildings through the National Parks Service. These grants can apply to a variety of upgrades to historical buildings from installation of solar collector panels to that of installation of new exterior windows.

Urbanism and Preservation – Creating Sustainable Design Guidelines for Older Neighborhoods
Sustainability is more than just a phrase pertaining to the preservation of existing buildings; it also applies to that of urbanism and future development. A case study was presented about Mission Hills, Kansas (one of the country's first planned communities; part of the J.C. Nichols Country Club Development). Challenged by the new construction that didn't seem to "fit" in, the City's traditional design review process wasn't working. The City and the community realized that the timeless design, quality construction, and economic value of the original neighborhood were getting lost with the advent of new development.

The City created a new style of design guidelines that addressed the main design principals of the original development including the relationship of buildings to the landscape and the public realm, patterns of lot development and building massing, as well as timeless qualities of style and construction.

The format for these design guidelines was a good example of how to successfully meld urbanism and preservation into a model for achieving and maintaining sustainability in older neighborhoods. The presenter emphasized the importance of having well-written zoning ordinances that provide clarity and predictability for everyone; clarity for property owners, prospective buyers and realtors, architects, designers, developers, and neighborhood residents. He emphasized that clarity helps prevent/resolve all conflict.

Attending a conference such as this as a representative of the City of Brookings is a great privilege. It is also expected as a representative of the City of Brookings to bring back information gained from a conference such as this and share it with preservation commission members and (where possible) determine how this information can be applied for the betterment of our community. Below are some initial thoughts for how some of the conference ideas can potentially apply to Brookings.

COMMISSION DEVELOPMENT / CONTINUING EDUCATION (CONTINUED)

Revise the DEDIF (Downtown Economic Development Investment Fund; low interest building improvement loan) requirements to encourage sustainable energy improvements such as window replacement, provision of solar panels or similar technologies, or means of providing additional exterior building insulation at the walls or roof.

Can there be a City of Brookings energy tax incentive to encourage the incorporation of sustainability principals in historic buildings?

Inform/educate historic building owners within Brookings of the different grants available for sustainable energy building improvements; such as a grant through the National Parks System.

Identify those existing historic buildings which have great potential for renovation/adaptive-reuse within Brookings and define a strategic plan for how to get the process started. Is there a building that can serve as an incubator (a public market) for small businesses within our downtown core? Can this building be acquired? Can this building become a success story for preservation and create a strong relationship between our small business entrepreneurs, our community, and our City? What about the Sexauer Seed property; what should this become?

Can a preservation mindset be re-established in those neighborhoods affected by the influx of student housing demands? Are there any tax incentives the City of Brookings can offer that encourage the preservation of historic structures?

Does the zoning ordinance description of our historic districts properly define all requirements for the "exterior environs"? Should zoning ordinance provide additional architectural style-related requirements such as proportion (height to width), size of property in relation to the size of the house, massing size of the main house block in relation to that of an addition, etc.? Do the zoning ordinances provide appropriate clarity and predictability for everyone to prevent/resolve all conflict?

As a preservation commission are we appropriately informing/educating all those which own/live in historic properties of the importance of maintaining the original integrity of the property? Is this information "tagged" with the property in the advent of any property resale? Is this information presented in a "positive" manner to emphasize how historic ordinance restrictions help preserve the integrity/character of the neighborhoods and therefore help preserve the value of their investment?

How can our preservation commission have more impact on our community? Can we equate preservation to more than just preserving our heritage; to other tangible items such as economic-gain? Should our "marketing" of the importance of preservation be re-branded?

National Preservation Conference:

Beyond Boundaries - Spokane Washington – November 2012 – Dennis Willert

Our Halloween trip to cemeteries through the Spokane area was an interesting way to start my adventures in the Spokane, WA area. Deterioration from natural forces such as weathering and uncontrolled vegetation and insensitive development threaten our cemeteries across the country. The involvement of individuals and organizations with an interest and commitment to saving local history and culture is critical to protecting and preserving historic cemeteries sites. Attached is a wonderful article about the history of Cemeteries and issues in preserving these cherished sites. – John Caskey

COMMISSION DEVELOPMENT / CONTINUING EDUCATION (CONTINUED)

Spokane overview tour was amazing! Many interesting facts shared including Spokane being the largest city between Seattle, WA and Minneapolis, MN. It is home to 4 major Universities. Its name was derived from the numerous Indian tribes of the region – Spokane: Children of the Sun. In 1889 Washington State became a state and the Great Fire of Spokane destroyed 32 blocks of downtown. More fun facts and photos are included in the attached the Spokane Overview Tour Booklet.

Sustainability in Action focused around the ever growing and ever more popular public and private partnerships being formed to utilize the federal tax credit program. Fundamentally, an economic model for the next 20 years, utilizing the man hours, raw materials and infrastructure established by those years ago create a bridge for growth and preservation to flourish. The McKinstry Company took the dilapidated Spokane Inland Empire Railroad (SIERR) Building from rubble and ruin to an award winning LEED Gold Certified building, making it one in a million for design efficiency and functionality. Through discovery, Restoration, and beyond the enclosed booklet highlight the process and outcome. Additionally, the SIERR Building also houses an innovation center similar to our innovation campus. Personally, I think ours is better! See the separately attached flyer for additional info.

Tax Credits at Work in Downtown Spokane demonstrated the feasibility of the public-private partnerships creating sustainability and the preservation effort. Enclosed you will find info about the 'Pearl on Adams'. Formerly the housing unit for a metal fabrication factory from WWI mothballed and now resurrected into a (sustainable) low income housing unit for disabled veterans and mixed family living. An executive summary of Sustainability and Historic Preservation helps clear the path for creative utilization of every resource within our aging communities: ideas to improve energy efficiency, addition of alternative energy sources, reuse, repair, repurpose, renewal, salvage and recycling achieving that which matters most to future generations, a healthier environment.

Spokane was an amazing experience. I feel well equipped to better serve our community and our state as we move forward with our own preservation locally. We only need look around the state to see the success of projects capitalizing on the public-private partnerships. For our own community, we have opportunities to improve our partnership, capitalize on the federal tax credits, and create greater economic growth through preservation and sustainable re-design of our precious historic resources!

2) **Preservation Leadership Training**

No one attended in 2012.

3) **National Alliance of Preservation Commissions**

3 members and staff attended the 2012 NAPC in Norfolk, VA. Note that this conference is only offered in even years.

COMMISSION DEVELOPMENT / CONTINUING EDUCATION (CONTINUED)

Report on National Alliance of Preservation Commissions (NAPC) Forum

FORUM 2012 NATIONAL ALLIANCE OF PRESERVATION COMMISSIONS

Norfolk, Virginia - July 18-22, 2012

BHPC report – Mary Bibby

I was the lucky one on this trip to the Forum 2012 of the National Alliance of Preservation Commissions held in Norfolk, VA, July 18-22 with my airline departures, arrivals and connections all pretty much on schedule. The rest of our Brookings Historic Preservation Commission members had from irritating to monumental travel snags. But once we were all there, it was definitely a rewarding experience and worth the effort to attend.

A major part of the Forum was the area itself. Our hotel was in Portsmouth, just across the Elizabeth River from Norfolk, with sweeping window views of the naval presence that dominates. We needed to cross the river in a ferry or water taxi just to get to the meetings. For the most part, the weather cooperated although there was rain that we wished were in South Dakota instead. But the friendliness we encountered could have come straight from home.

Participants in the Forum were friendly, engaged, and eager to share and learn. Nothing stuffy about this crowd of “hystericals.” We particularly enjoyed those we met from the islands of Maui, Kauai, and Oahu in Hawaii. Their brand of historic preservation deals more with culture than with buildings and, as one said, what may appear to be a “pile of rocks” can have great significance. I think they would be sympathetic to walls of rammed earth.

All of the great variety of sessions were well attended, even packed with standing room only. New to me was the lack of handouts. Instead, we were given a flash drive already loaded with information that we could download later. I attended a session on Survey & New Technology which further emphasized the ways that technology has changed our survey practices and research potential. GIS mapping was singled out as a major tool.

South Dakota’s Donovan Rypkema spoke to the 2011 study by the Advisory Council on Historic Preservation in his presentation on Measuring the Economics of Historic Preservation. I had heard Donovan speak at another national meeting several years ago and wondered if it would be the same message. But he has zeroed in on new indicators and recognized that different measures must be made. While still able to demonstrate statistical evidence of economic value in preservation, the measures incorporate new methodologies and a broader range of criteria.

The Legal Framework session covered a wide range of topics but I found its concentration on due process of great interest. The panel of three emphasized that consistency is the key to being effective—and being upheld if challenged. Of course, most of this discussion referred to communities with Local Districts. Good to be forewarned.

Demolition-by-neglect statutes were the subject of another session I attended, conducted by Dan Becker of the Raleigh, NC, Department of City Planning. Now, this is a touchy issue! But I was amazed to learn that there have actually been success stories in cajoling, helping, convincing owners to fix up their property and benefit from doing it. The message was to enter the situation as being there to help rather than using an adversarial approach.

COMMISSION DEVELOPMENT / CONTINUING EDUCATION (CONTINUED)

Almost 50 years ago, I remember the excitement when completion of the 17.6-mile Chesapeake Bay Bridge-Tunnel connected Virginia to its Eastern Shore. It was considered one of the Seven Engineering Wonders of the Modern World. I had always wanted to see it. To my surprise, it no longer seems to be any big deal among the Norfolk locals. And it does not dominate the sky. It is a low trestle bridge with two tunnels and north channel bridges to allow barge and other water traffic to pass through. Just a bridge in these modern days. But I was still thrilled finally to see and drive over it. To me, it is History Big-Time.

It was a privilege to attend this Forum and I thank those who made it possible.

Mary Bibby
BHPC member

4) State Historical Society Annual Meeting**

- Location: Pierre, SD
- Date: April 13-14, 2012
- Attending: One member
- Funding: National Park Service Grant

** Required Attendance

Report on the State Historical Conference
in Pierre, SD, April 13th -14th, 2012 by Ryan Hall

To my recollection, this is the 3rd State Historical Society Historical Conference that I have attended since being on the Brookings HPC. I think I enjoyed this one more so than any of the previous ones because of the topic. The topic for the conference was not an amalgam of historical events that were largely unrelated, nor was the topic tinged with the political. The topic for this conference was somewhat more off the wall: Playing on the Plains: Sports and Recreation in South Dakota.

There were two different keynote speakers. The first was John Cooper, former secretary of the South Dakota Games, Fish, and Parks service, who spoke on the history of recreation on the Missouri River. He particularly focused on the way the creation of dam system has impacted South Dakota. Namely, he noted that the dam system was originally intended to create commerce jobs through barges and mercantile transport. Ironically, little ever came of that purpose, but the dam system had the byproduct of creating a whole field of fishing and recreation economy that is a major contributor to governmental tax revenue and tourism.

The other keynote speaker was Mel Antonen who is a native of South Dakota and runs the South Dakota Sports Hall of Fame. Mr. Antonen is a baseball columnist for Sports Illustrated and also a color commentator for the Baltimore Orioles. He spoke extensively on baseball in South Dakota. Almost half of his floor time was spent responding to questions from the audience having to do with local baseball history as well as his thoughts on Major League Baseball's problems with issues like steroids.

Mr. Antonen also did a roundtable discussion on the second day concerning modern issues in sports journalism with John Papendick, the sports editor and archivist for the Aberdeen newspaper, and Mike Henriksen, the sports talk show host from Sioux Falls and the primary

COMMISSION DEVELOPMENT / CONTINUING EDUCATION (CONTINUED)

broadcaster of the South Dakota High School basketball tournament. Journalistic objectivity and "new media" (Twitter, Facebook, etc.) were the primary topics of discussion.

Other speakers were Dr. C. Berry, formerly of SDSU, on the history of Sport Fishing in South Dakota. There was a presentation on sports and recreation in the Black Hills by Les Voorhis and Paul Rigbee, as well as a lecture on the nature of scandals and sports realignment in college sports in the 1950's by Dr. Kurt Kemper. The final lecture (and one of the most interesting) on the first day was by Wade Davies, as he chronicled how the Native American boarding schools in the early 20th Century fostered a growth and love of basketball in the American Indian communities that exists to this day.

The second day's speakers included a history of rodeo in South Dakota by Byron Price, who claimed that the modern rodeo phenomenon as we recognize it today actually began in South Dakota and not Texas or Oklahoma. Marc Rasmussen gave a presentation on his recently published book, Six, through the State Historical Press, which described the phenomenon of 6-man football that was extremely popular in the 1940's and 50's in small and rural high schools. Governor Dugaard gave a history of the annual Governor's Hunt and its importance to the Pheasant Hunting industry in this state. The final presentation being by Marilyn Kratz and Jean Patrick on Women and Baseball on the Plains, both of whom have published children's books on the subject through the State Historical Press.

The non lecture highlight was the reception on Thursday night at a building on the Historic register in downtown Pierre which has been remodeled. At some point, the streets of Pierre near the river were raised an entire floor level to prevent flooding issues. Thus, many of the original store fronts of the 1800s are now subterranean. Many of the buildings simply bricked off those lower levels, but the one building, Karcher's Confections, recently reopened the bottom floor after almost a century where the original store front use to be and turned it into a usable space for receptions. It had the feel of descending into a mineshaft but it was truly an interesting reuse of a forgotten space.

It was announced that next year's Conference will be on the geology of rivers in South Dakota and will be hosted in Rapid City and not Pierre.

5) "Local Register" Training

- Brookings, SD
- Date: January 5, 2012
- Attending: 7 Commissioners & Staff
- Funding: National Park Service Grant
- Description: Facilitated mock hearing to designate local resources for listing in the Brookings local register of historic sites and districts. Mock hearing included formal submittal of forms, testimony from applicant and others
-

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, social media and government channel.
 - 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 2013

Promote the Understanding that Preservation is Progress

Foster Collaborative Governance

- 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.
- Implement procedures to comply with the amended Brookings historic preservation ordinance.
- 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 media
- Expand the online promotion of historic preservation programs on the city's new website

Appendices

Brookings Historic Preservation Commission
January 12, 2012

A meeting of the Brookings Historic Preservation Commission was held on Thursday, January 12, 2012 at 5:05 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 5:05 p.m. Agenda: A motion was made by Merchant, seconded by Agostini, to approve the agenda. All present voted yes, motion carried.

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

Next Meeting: Thursday, February 9th @ 5:05 p.m.

NEW BUSINESS:

Nominating Committee Report / Election of Officers. A motion was made by Agostini, seconded by Merchant, to table action until February. All present voted yes; motion carried.

Review of Training Workshop "Outcomes" Report. Willert reviewed the following outcomes report and proposed schedule prepared by staff and the consultant as a result of the January 5th Local Register training.

Brookings Historic Preservation Commission
Public Education & Regulation Efforts
Proposed Schedule

Local Register:

- #1 Local Register – Review of how we got here...
 - o History/Flowchart (include Preservation Plan references)
 - o Invite former chair to present history/summary of process
 - o February/March 2012
- #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:

February:	Review #1 – 10-90 – 10-100 (enabling powers)
March:	Review #2 – 10-101 to 10-115 (Local Register, individual)
April:	Review #3 – 10-116-122 (Local Register, districts nomination & form commission)
May:	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”
 - <http://www.preservationnation.org/resources/faq/historic-districts/what-are-the-advantages-of.html>
 - <http://www.ci.austin.tx.us/historic/localhd.htm>
 - <http://www.heritagesocietyaustin.org/BenefitsofLHDs.pdf>
 - http://www.preservationnj.org/site/ExpEng/images/images/pdfs/Historic%20District%20benefits_Mabry_%206-7-07.pdf
 - <http://www.hpo.ncdcr.gov/localdes.htm>
- July 2012

#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
 - March 2012 – Grant Application
 - June 2012 – Funding award
 - July 2012 – Hire consultant
 - 2013 – Completed guidelines

Commercial

- Review existing volunteer Brookings Commercial District Design Guidelines for revisions
- Utilize HP consultant for review?
- Consider adoption as formal guidelines for commercial structures
- Timeline: Spring 2012

#5 Ordinance - Questions

- Informal assessment by consultant of ordinance concerns, inconsistencies, questions and recommendations.
- Completed by March 2012
- Specific concerns to date:
 - 10-124 – other things to add – scale,
 - Adoption of design guidelines
 - Design guidelines referenced (10-96, 14)
 - District – how many object or approve
 - SIS – 51%
 - One property = one vote?
 - District – notification process
 - Appeal process
 - Staff assessment
 - Trees as resource
 - Neglect - When start date is determined (Part of local district commission rules)

#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, 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.

- Review Completed March 2012
- Update Forms April 2012

- #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>)
 - o Current List of changes/updates/questions:
 - Review City's current Code of Conduct and Conflict of Interest Ordinances and revise protocols as needed to provide consistency.
 - Question - What happens when BHPC member is nominating a property? Do they remain at the dias? Do they recuse themselves and present?
 - Expand "ex parte" explanation/narrative
 - Objections on jurisdictional grounds? – is that needed to be listed
 - Be consistent with city/state open meeting requirements (i.e. book of handouts provided in room)
 - Minutes content requirements
 - Summary of public testimony; written or electronic testimony - Brookings uses summaries for their public record. Double check with City Attorney about how to manage written or electronic testimony and summaries of oral testimony. Check on whether a human recorder is needed, because these are now quasi-judicial decisions. Especially if you are providing the staff reports may you also function as the recorder?
 - "Question" - As a paid -- or not -- consultant, may a BHPC Commissioner represent an applicant other than themselves? Believe that constitutionally they have a right to represent themselves, but for a district e.g., how does this play out legally?
- #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 with Jason Haug if Deadwood uses COAs in their review process.
 - o Meeting options:
 - Coordinate meeting in Pierre at April State Historical Society's annual meeting. Unfortunately, the meeting is April 13 and 14th. SHPO proposed a meeting on the 12th; however, that date conflicts with the municipal election canvass. Another option would be during the April 27-28 Augustana History Conference in Sioux Falls.
 - 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.
 - o Suggested Subcommittee Members – Bibby & Agostini
 - o Summer 2012
- #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 – Proposed 2013 Public 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
 - o Co-sponsor Film – “The Greenest Building”
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
 - o Convention or wishful thinking
7. Review Public Education Strategy & Re-prioritize
8. P.E. Ideas.....
 - o consider reviving Porch Tour
 - o BHPC Anniversary events (1985)
 - o Hillcrest Tree claim (1865 Homestead Act, Transportation, Morrill Act)
 - o Early garages / urban barns
 - o Tree heritage – 6th Street & 12th Avenue, Nels Hansen ties, related policies

Review and update Goals & Objectives. A reference to the Local Register was added to the Public Education Program statement and to the State of Objectives and Goals for 2012.

Deadwood Grant Inquiries: The Brookings Arts Council programs are located in the city-owned Community Cultural Center (former Carnegie Library). The Council is interested in applying for a Deadwood Grant to fund interior renovations.

A local business has also expressed interest in submitting an application.

The Deadwood Fund program is funded by a portion of the gambling revenue generated in Deadwood, SD. By sharing the Deadwood historic preservation monies, the Deadwood Fund program enables applicants from throughout the state to extend their financial resources to preserve important pieces of South Dakota history. All projects must meet The Secretary of the Interior’s Standards for the Treatment of Historic Properties. The Standards promote responsible preservation practices that help protect our nation’s irreplaceable cultural resources.

There are two opportunities to apply for funding annually. The first deadline is February 1 and the second is October 1. Projects may not start until after an award is granted. Under this historic preservation program, the grants ranging from \$1,000 to \$25,000 will be awarded for projects that retain, restore, or rehabilitate historic buildings, structures, and archaeological sites in South Dakota for residential, commercial, or public purposes.

Initial Discussion regarding 2012-13 Funding Application:

- A. Discussion and prioritization of possible projects. Staff will prepare a grant application to include funding for Residential Design Guidelines, a Real Estate Workshop and board development opportunities (funds permitting).

- B. Preservation Leadership Training. The 2012 PLT (Preservation Leadership Training), will be held in Beaufort, SC from June 2-9. "PLT is an intensive one-week experience tailored to respond to the needs of state and local preservation organizations and agencies. It emphasizes providing a participatory experience in leadership and organizational development techniques and the most up-to-date and effective information and training in current preservation practices, issues and action strategies."

Pursuant to the Commission's goal to send one member per year to PLT, funds and interest permitting, staff will include a funding request for one individual if an eligible commission member wishes to attend and is selected. It is a competitive application process. Members who have previously attended PLT are not eligible.

- C. National Conferences. Fundable national conferences in 2012 include the following. Note, the NAPC conference is only held in even years and is more tailored to in-depth commission member training.
July 18-22 National Alliance of Preservation Commissions, Norfolk, VA
Oct. 30-Nov 3 National Trust Conference, Spokane, WA

Discussion regarding 2012 History & Garden Festival Workshop Co-Sponsorship. The BHPC agreed to co-sponsor a workshop on May 4-5. Ideas discussed: porch restoration, windows, gardens, concrete accents, new architecture in old surroundings (infill), and researching property. Paul Porter, SHPO, was suggested for a session on how to research historic property. Staff will contact him.

Discussion of 2012 Mayor's Awards schedule. Selection of the annual Mayor's Awards winners has traditionally been done in April with May presentation. However, last year the Commission combined the award ceremony with the ABLE awards on September 22nd. The Commission agreed to combine again in 2012 and advised staff to coordinate with the Disability Committee on dates and modify the schedule accordingly.

UPDATES/REPORTS

Realtor Workshop Proposal. The SHPO is proposing a two day format in western South Dakota and a one day format in Brookings for eastern South Dakota. Staff has been unable to contact the East Central Board of Realtors president for input. SHPO contacted realtors in Pierre and Rapid City and both were willing to travel and one versus two days didn't seem to matter. SD realtors need to acquire 12 credits during a 3 year period. Staff will pursue a fall workshop and modified one day agenda.

Commercial District Plaque Update. Staff hired Dave Miller, local contractor, to coordinate the installation of National Register Plaques on 59 properties in the Brookings Commercial Historic District. Scope of work to include securing owner permission, determining plaque location depending on building design/material and owner's desires and documenting for installation, and directing city personnel on final plaque installation. As of the date of the meeting, Miller had secured permission from all property owners. City park and recreation personnel will install the plaques at no cost.

National and City Annual Reports. Both reports are due in February. Staff will prepare and submit pursuant to city and state requirements.

Preservation Partners

- DBI – Willert announced he had resigned from the DBI Board and organization. Rowland will be the BHPC's liaison to DBI organization.
- SHPO -
 - Preservation Advocacy Day is Thursday, January 19th. SHPO is not sponsoring this event and cannot participate in the advocacy day. CLG grants cannot be used to reimburse travel or other lobbying expenses nor can they be used as match.
 - Deadwood Fund Grant Applications – Due February 1st.
 - CLG Applications – Congress has passed a 2012 budget so the CLG grant application deadline will be March 31. That should give us all of April and May to review them and get them in place by the end of May.
 - The NAPC conference – only happens every other year and this year it is in Norfolk, Virginia, July 18-22nd. They have a few tips for budgeting out on their website now. <http://napc.uga.edu/forum2012/> This is a great CLG grant idea.
 - Does SHPO have plans for a CLG conference this year or some opportunity for CLGs to meet? - Jason doesn't have a problem with doing a half-day or shorter session, depending on when and where we'd do it. He recommends doing it in conjunction with the SDSHS Annual History Conference or the Deadwood Symposium again (if there is one).
 - SDSHS Annual History Conference – is April 13-14 in Pierre.
 - NPS: New Tax Credit website – NPS has redesigned their tax credit website. Check it out: <http://www.nps.gov/tps/>
 - Preserve South Dakota – is getting up and going on Facebook.

Calendar

Feb. 15th 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

Meeting adjourned at 7:15 p.m.

Submitted by Shari Thornes

Brookings Historic Preservation Commission
April 12, 2012

A meeting of the Brookings Historic Preservation Commission was held on Thursday, April 12, 2012 at 5:05 p.m. in City Hall. Members present: Dennis Willert, Mary Bibby, Pam Merchant, and Janet Gritzner. Tom Agostini, Les Rowland and Father Ryan Hall were absent. Shari Thornes, City Clerk, was also present.

Chairperson Willert called the meeting to order at 5:20 p.m.

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

Minutes: A motion was made by Bibby, seconded by Merchant, to approve the January minutes. All present voted yes; motion carried. NOTE: The BHPC did not meet in February or March due to lack of quorum.

Next Meeting: No Thursday evenings in May were available for staff. Next meeting will be Thursday, May 17th at 2 or 3 p.m.

NEW BUSINESS

Brookings County Courthouse Remodeling Presentation. Brookings County will move its offices from the historic Courthouse to the new City/County Government Center this summer. Court Services will remain in the building; however, significant remodeling is planned. The County hired Mark Aspaas, Architecture Inc., Sioux Falls, to design the renovation. Aspaas presented the proposed plans to the BHPC. It was noted that the official SDCL 11.1 review process has not started yet and this was a preliminary discussion only and not an official comment of the Commission.

Nominating Committee Report / Election of Officers. A motion was made by Bibby, seconded by Merchant, to nominate Les Rowland as Chairperson and Dennis Willert as Vice Chairperson. All present voted yes; motion carried.

Mayor's Award 2012. The proposed date for the combined event is September 27th. Possible locations: Carnegie Library, Brookings Library, High School Auditorium, and City/County Administration Center. Staff will review these options with the Brookings Committee for People who have Disabilities.

Volunteer Leadership Coffee with the Mayor. Mayor Reed is hosting "Volunteer Leadership Coffees" on May 10th & 17th with city volunteer board, committee, council and commission Chairpersons and Vice Chairpersons. He hopes to provide the city's volunteer leadership with information on city issues and projects and seek input.

May 2012 - National Preservation Month- "Discover America's Hidden Gems."

For Historic Preservation Month in May, the theme is "Discover South Dakota's Hidden Gems." SHPO will be highlighting lesser known historic places from around the state. Their website already has some posted and they'll be adding more throughout May. Anyone, including the BHPC, is welcome to submit ideas of places, buildings, or sites they think are hidden historic gems in our state. <http://history.sd.gov///preservation/HPMonth2012.aspx>.

Hillcrest Park Historic Tree Claim. Thornes was contacted by a citizen expressing concern about tree removal in Hillcrest Park. Pete Colson, City Park/Recreation & Forestry Superintendent, said 30-40 ash trees were removed last fall and the stumps were removed this spring. Removal was due to the Emerald Ash Borer disease. Hundreds of the original historic tree claim still remains.

Thornes received a call Allyn Frerichs, retired Superintendent, with additional history about the trees. In the 1930s the city topped off many of the trees causing them to rot in the middle. In the 1960s over 300 trees were removed due to rot.

SDSU Demolitions. The following buildings on the SDSU campus are slated for demolition. SHPO staff was in town to photo document the facilities.

Demolition



Solberg Annex
32,178 gsf
Year Built: 1901

2



West Greenhouses
8,937 gsf
Year Built: 1948

3A



Industrial Arts
4,840 gsf
Year Built: 1936

2A



Grove Hall
18,613 gsf
Year Built: 1962

3B



Communications
4,183 gsf
Year Built: 1936

2B



Physiology Building
3,248 gsf
Year Built: 1949

5

UPDATES/REPORTS

Downtown Brookings Inc. History & Garden Festival – BHPC Sponsored Workshop:

“The Use of Substitute Materials on Historic Buildings: Decisions to make and factors to consider,” by Paul Porter, Historic Restoration Specialist, State Historical Society. Porter has generously agreed to give his PowerPoint presentation on the “Use of Substitute Materials on Historic Buildings” at the 2012 Brookings History and Garden Festival.

Discussion revised schedule for ordinance review(s). The Commission suggested a special meeting on this topic only. Staff will coordinate on a date.

Annual funding application update. The National Park Service funding application was submitted on March 23rd with a funding request of \$8,502. Projects include the annual workshop, Mayor’s Awards for Historic Preservation, Real Estate Workshop and participation in national conferences.

Preservation Partners

SHPO currently has three open RFP’s for new projects this year:

1. Architectural survey of Edmunds County
2. Phase 1 of updating our statewide agriculture and homesteading historic context
3. Surveying burial mounds in Jerauld, Miner, Sanborn, Davison, and Hand Counties (this is about phase 6 of 9 of our larger burial mound survey project)

The Board of Trustees is meeting right now and will be considering 6 nominations, all of which are West River except one in Yankton. The History Conference is April 12-13 and cover sports in SD. The title is “Playing on the Plains: Sports and Recreation in South Dakota.”

Historic Properties Reports

- A. Brookings Commercial Historic District
- B. Central Residential Historic District
- C. University Residential Historic District
- D. Individually Listed / Proposed / Pending
- Rammed Earth Wall, SDSU – Concerns were raised about SDSU’s long range plans and impact to the rammed earth structures at SDSU.

Calendar

April 13-14	SD State History Conference, Pierre (Father Ryan attending)
May 4-5	History and Garden Festival
May 10 th	Volunteer Leadership Coffee with Mayor/Innovation Campus, 8-9:30 am
May 17th	Volunteer Leadership Coffee with Mayor/Innovation Campus, 8-9:30 am
July 18-22	National Alliance of Preservation Commissions Forum, Norfolk, VA
Sept 13	City Volunteer Reception, SDSU Performing Arts Center, 5-7 pm
Oct. 30-Nov 3	National Trust Conference, Spokane, WA
Dec. 6 th	Mayor’s Holiday Party, McCrory Gardens Visitor Center, 5-7 p.m.

Meeting adjourned at 7:00 p.m.
Submitted by Shari Thornes

Brookings Historic Preservation Commission
May 17, 2012 (unapproved)

A meeting of the Brookings Historic Preservation Commission was held on Thursday, May 17, 2012 at 3:00 p.m. in City Hall. Members present: Dennis Willert, Mary Bibby, Pam Merchant, Janet Gritzner, Tom Agostini, Les Rowland and Father Ryan Hall. Shari Thornes, City Clerk, was also present. Julia Larson, Boys and Girls Club, was a guest.

Chairperson Rowland called the meeting to order at 3:00 p.m.

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

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

Next Meeting: Thursday, June 7th at 3 p.m.

NEW BUSINESS

State History Conference Report.

Report on the State Historical Conference
in Pierre, SD, April 13th -14th, 2012 by Ryan Hall

To my recollection, this is the 3rd State Historical Society Historical Conference that I have attended since being on the Brookings HPC. I think I enjoyed this one more so than any of the previous ones because of the topic. The topic for the conference was not an amalgam of historical events that were largely unrelated, nor was the topic tinged with the political. The topic for this conference was somewhat more off the wall: Playing on the Plains: Sports and Recreation in South Dakota.

There were two different keynote speakers. The first was John Cooper, former secretary of the South Dakota Games, Fish, and Parks service, who spoke on the history of recreation on the Missouri River. He particularly focused on the way the creation of dam system has impacted South Dakota. Namely, he noted that the dam system was originally intended to create commerce jobs through barges and mercantile transport. Ironically, little ever came of that purpose, but the dam system had the byproduct of creating a whole field of fishing and recreation economy that is a major contributor to governmental tax revenue and tourism.

The other keynote speaker was Mel Antonen who is a native of South Dakota and runs the South Dakota Sports Hall of Fame. Mr. Antonen is a baseball columnist for Sports Illustrated and also a color commentator for the Baltimore Orioles. He spoke extensively on baseball in South Dakota. Almost half of his floor time was spent responding to questions from the

audience having to do with local baseball history as well as his thoughts on Major League Baseball's problems with issues like steroids.

Mr. Antonen also did a roundtable discussion on the second day concerning modern issues in sports journalism with John Papendick, the sports editor and archivist for the Aberdeen newspaper, and Mike Henriksen, the sports talk show host from Sioux Falls and the primary broadcaster of the South Dakota High School basketball tournament. Journalistic objectivity and "new media" (Twitter, Facebook, etc.) were the primary topics of discussion.

Other speakers were Dr. C. Berry, formerly of SDSU, on the history of Sport Fishing in South Dakota. There was a presentation on sports and recreation in the Black Hills by Les Voorhis and Paul Rigbee, as well as a lecture on the nature of scandals and sports realignment in college sports in the 1950's by Dr. Kurt Kemper. The final lecture (and one of the most interesting) on the first day was by Wade Davies, as he chronicled how the Native American boarding schools in the early 20th Century fostered a growth and love of basketball in the American Indian communities that exists to this day.

The second day's speakers included a history of rodeo in South Dakota by Byron Price, who claimed that the modern rodeo phenomenon as we recognize it today actually began in South Dakota and not Texas or Oklahoma. Marc Rasmussen gave a presentation on his recently published book, *Six*, through the State Historical Press, which described the phenomenon of 6-man football that was extremely popular in the 1940's and 50's in small and rural high schools. Governor Dugaard gave a history of the annual Governor's Hunt and its importance to the Pheasant Hunting industry in this state. The final presentation being by Marilyn Kratz and Jean Patrick on Women and Baseball on the Plains, both of whom have published children's books on the subject through the State Historical Press.

The non lecture highlight was the reception on Thursday night at a building on the Historic register in downtown Pierre which has been remodeled. At some point, the streets of Pierre near the river were raised an entire floor level to prevent flooding issues. Thus, many of the original store fronts of the 1800s are now subterranean. Many of the buildings simply bricked off those lower levels, but the one building, Karcher's Confections, recently reopened the bottom floor after almost a century where the original store front use to be and turned it into a usable space for receptions. It had the feel of descending into a mineshaft but it was truly an interesting reuse of a forgotten space.

It was announced that next year's Conference will be on the geology of rivers in South Dakota and will be hosted in Rapid City and not Pierre.

UPDATES/REPORTS

History & Garden Festival Workshop. The workshop was well attended; however, the speaker was difficult to hear.

2012 Mayor's Award – September 27, 5-7 pm, City/County Administration Building. Members also suggested the Brookings High School and Dykhouse Center as alternative locations. Award nominations will be solicited in June and selections made in July.

Volunteer Leadership Coffee with the Mayor – May 10 & 17. Rowland and Willert both attended one session.

Real Estate Workshop. Accreditation from the State Real Estate is pending.

National Park Service funding updates:

1. 2012/2013 Application – The BHPC's grant application was fully funded.
\$10,502 2012/2013 Park Service Grant
Funding Cycle: June 1, 2012 to May 1, 2013
Grant: \$2,000 Basic; \$8,502 Supplement
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. Public Education Accredited Real Estate Workshop
 2. Board Development Training **
 - A. National Alliance of Preservation Commissions (3)
 - B. National Trust for Historic Preservation (1)
2. 2011/2012 Amendment – Funding that was allocated for the PLT was reallocated for the NAPC conference.
3. Commission Development Training Opportunities:
 - National Alliance of Preservation Commissions, July 18-22, Norfolk, VA – Willert, Rowland, Bibby and Thornes are funded to attend.
 - National Trust Conference, Oct. 30-Nov 3, Spokane, WA – One member is funded to attend.

Discussion revised schedule for ordinance review(s). Due to summer schedules, the reviews will need to be delayed until late August or early September.

Preservation Partner Reports:

- State Historic Preservation Office
 - For the CURRENT CLG grant cycle (June 1 2011 – May 31 2012) – REMINDER to submit all grant CLOSEOUT PAPERWORK by May 28th. If unable to meet that deadline, please send any request for a time EXTENTION to by the end of this week (May 18th)

- For the UPCOMING CLG grant cycle (June 1 2012 – May 31 2013) - Jenn will be drafting grant agreements over the next couple of weeks, funded as requested in applications
- Preserve South Dakota - Preserve South Dakota has a new director, Kate Nelson. She is breathing new life into the group! They already have new Preservation Alerts posted on their Facebook Page.

Historic Properties Reports

1. Brookings Commercial Historic District
 - Plaques are installed!
2. Central Residential Historic District
 - Brookings Courthouse Remodel Update – The 11.1 review is pending comments from the architect.
3. University Residential Historic District
 - SHPO staff conducted site visits at 804 6th Avenue & 708 8th Street.
4. Individually Listed / Proposed / Pending
 - Hillcrest Park Tree Claim – SHPO is doing research for a National Register listing. They have looked at 6 different Brookings publications at the State archives and have not gleaned any major information. Staff is sending Chuck Cecil’s information.

Calendar

May 17th	Volunteer Leadership Coffee with Mayor/Innovation Campus, 8-9:30 am
July 18-22	National Alliance of Preservation Commissions Forum, Norfolk, VA
Sept 13	City Volunteer Reception, SDSU Performing Arts Center, 5-7 pm
Sept 26 or 28	Real Estate Workshop – Brookings
Sept 27	Mayor’s Award Event
Oct. 30-Nov 3	National Trust Conference, Spokane, WA
Dec. 6th	Mayor’s Holiday Party, McCrory Gardens Visitor Center, 5-7 p.m.

Meeting adjourned at 4:57 p.m.

Submitted by Shari Thornes

Brookings Historic Preservation Commission
July 12, 2012 (unapproved)

A meeting of the Brookings Historic Preservation Commission was held on Thursday, July 12, 2012 at 5:00 p.m. in City Hall. Members present: Dennis Willert, Janet Gritzner, Les Rowland and Father Ryan Hall. Pam Merchant, Mary Bibby and Tom Agostini were absent. Shari Thornes, City Clerk, was also present.

Chairperson Rowland called the meeting to order at 5:10 p.m.

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

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

Next Meeting: Thursday, August 2nd at 5:00 p.m. was the suggested meeting date. Staff will confirm with other members.

NEW BUSINESS

2012 Mayor's Awards: Several suggestions were made at the meeting. Those present decided more time was needed to research possible nominees. The deadline was extended to July 27th. Nominee suggestions:

- Old Market (former First Bank & Trust Building) for Commercial Adaptive Reuse. It was built in 1958, therefore is ELIGIBLE per the 50 years old rule.
- The Brownstone, 313 Main Avenue for Commercial Interior Restoration
- HOLD UNTIL 2013 - 1001 6th Avenue – “Lockhart House” – Residential Overall Restoration – The property owner is very excited to be nominated, but didn't feel it would be done by September 27th. Definitely a nomination for next year!!!
- 726 6th Street, St. Paul's Episcopal Church – Accessibility in a historic building.
- 715 2nd Avenue, Gary & Mariecil Aguiar – skin restoration & new addition (nominated by property owner).

The combined awards event is tentatively scheduled for Thursday, September 27th at the Brookings High School. The BHPC awards will combine with the Human Rights Committee and the Brookings Committee for People who have Disabilities.

Commercial District Brochure Redesign & Printing. The State Historic Preservation Office is awarding the Brookings HPC an additional \$4100 that another CLG couldn't spend. Rowland, Willert and Thornes brainstormed on potential projects and a redesign/reprint of the Commercial District Brochure rose to the top. The brochure is out of print and SHPO doesn't typically fund brochure reprinting; however, they agreed to allow funding for redesign/reprint. However, the money must be spent by August 31st. Three graphic designers are submitting

proposals by this Friday and final selection must be made by next week. Everyone will see their mock-up submissions; however, the tight timeline won't allow for approvals at regular meetings. Staff will utilize the executive committee to make final design decisions and BHPC proofers for editing.

Pioneer Park Commemorative Plaque. Dianne Ammann is coordinating a commemorative event for the Pioneer Park Bandshell on July 22nd. Mayor Reed agreed to present a proclamation. She's also working on a commemorative plaque of the bandshell and is requesting funding support from the BHPC. The proposed wording is as follows: Brookings Band Shell, 1937, Albert Pugsley, architect, Clayton M. Fassett, builder, WPA Project: \$4,586, First Band Concert in Band Shell June 11, 1937. The Commission agreed to provide up to \$400 for the plaque. Staff will coordinate on plaque design.

UPDATES/REPORTS

Preserve America Signs. Rowland and Thornes will contact SDSU officials regarding the installation of the five SDSU Preserve America signs (McCrary Gardens, Ag Museum, Administration, Sylvan Theater, Horse Barn).

Real Estate Workshop. Details are firming up for the accredited real estate workshops – Deadwood on September 26th and Brookings on September 28th. The BHPC will participate in the advertising campaign for the Brookings location.

Preservation Partner Reports:

- **State Historic Preservation Office:** Jason Haug, State Preservation Director: “The big news I have is that my wife has accepted a job in Willmar, MN so we will be moving sometime in August. I don't know when my last day will be yet, but it will most likely be by the end of August at the latest but hopefully earlier than that, depending on when we sell our house. We're very excited as this means we'll be moving back home and closer to each of our families.”
- **Preserve SD:** Kate Nelson, Executive Director: “Obviously the biggest change has been the new Executive Director. I started on May 7, and I'm currently working Mondays and Thursdays in the office. There may be a few HPC members who were around when I was still working for SHPO (2005-2009) so they may recognize the name. I took 2 ½ years off to be a stay-at-home mom, but it's been great to get back into preservation work in South Dakota. We also moved the office up to Pierre, and right now I'm working within the SHPO offices. My contact information is below if anyone wants to contact me.

We have launched a Facebook page and are slowly building a grassroots advocacy base there – search for Preserve South Dakota. We would love it if HPC members would find us and “like” us!

PSD is in the process of revamping our website. You can check that out at preserved.org and let us know what you think.

We recently finished a stabilization/rehab project at the Jones Building in Whitewood (near Sturgis and Deadwood). The building was in danger of collapse in 2009, so we took ownership of the building, stabilized and rehabbed it, and now it's up for sale. We're hoping that it will once again be an asset in Whitewood's downtown district. There are pictures on our website if anyone is interested in the story.

We're also working on a membership drive, and I would appreciate it if you could give a letter/membership form to the HPC members for their consideration. I could email you PDFs, or if your meeting isn't until later in the week, I could mail you hard copies. Which would work better for you?

We are also looking for a few new board members. If anyone is interested in serving on the PSD board, let me know and I can get them in touch with our board president, Troy McQuillen in Aberdeen, for more information.

Thanks for getting in touch! If you ever want me to come to an HPC meeting and give a PSD update in person, let me know. I haven't been to Brookings in a long time and could use a road trip!"

Historic Properties Reports

- Brookings Commercial Historic District –One of the plaques is missing. The installer only found 58 of the 59. Former Watson Clinic, between Powershop & Post Office, is the missing one.

Announcements/Correspondence/Communications/Calendar

July 18-22 National Alliance of Preservation Commissions Forum, Norfolk, VA
Sept 13 City Volunteer Reception, SDSU Performing Arts Center, 5-7 pm
Sept 28 Real Estate Workshop – Brookings
Sept 27 Mayor's Award Event
Oct. 30-Nov 3 National Trust Conference, Spokane, WA
Dec. 6th Mayor's Holiday Party, McCrory Gardens Visitor Center, 5-7 p.m.

Meeting adjourned at 6:15 p.m.
Submitted by Shari Thornes

Brookings Historic Preservation Commission
August 29, 2012

A meeting of the Brookings Historic Preservation Commission was held on Wednesday, August 29, 2012 at 5:00 p.m. in City Hall. Members present: Pam Merchant, Tom Agostini, Dennis Willert, Janet Gritzner, Father Ryan Hall and Les Rowland. Mary Bibby was absent. Shari Thornes, City Clerk, was also present.

Chairperson Rowland called the meeting to order at 5:25 p.m.

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

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

Next Meeting: Thursday, October 4th at 5:15 p.m.

NEW BUSINESS

Reports on National Alliance of Preservation Commissions (NAPC) Forum

*FORUM 2012 NATIONAL ALLIANCE OF PRESERVATION COMMISSIONS
Norfolk, Virginia - July 18-22, 2012
BHPC report – Mary Bibby*

I was the lucky one on this trip to the Forum 2012 of the National Alliance of Preservation Commissions held in Norfolk, VA, July 18-22 with my airline departures, arrivals and connections all pretty much on schedule. The rest of our Brookings Historic Preservation Commission members had from irritating to monumental travel snags. But once we were all there, it was definitely a rewarding experience and worth the effort to attend.

A major part of the Forum was the area itself. Our hotel was in Portsmouth, just across the Elizabeth River from Norfolk, with sweeping window views of the naval presence that dominates. We needed to cross the river in a ferry or water taxi just to get to the meetings. For the most part, the weather cooperated although there was rain that we wished were in South Dakota instead. But the friendliness we encountered could have come straight from home.

Participants in the Forum were friendly, engaged, and eager to share and learn. Nothing stuffy about this crowd of “hystericals.” We particularly enjoyed those we met from the islands of Maui, Kauai, and Oahu in Hawaii. Their brand of historic preservation deals more with culture than with buildings and, as one said, what may appear to be a “pile of rocks” can have great significance. I think they would be sympathetic to walls of rammed earth.

All of the great variety of sessions were well attended, even packed with standing room only. New to me was the lack of handouts. Instead, we were given a flash drive already loaded with information that we could download later. I attended a session on Survey & New Technology which further emphasized the ways that technology has changed our survey practices and research potential. GIS mapping was singled out as a major tool.

South Dakota's Donovan Rypkema spoke to the 2011 study by the Advisory Council on Historic Preservation in his presentation on Measuring the Economics of Historic Preservation. I had heard Donovan speak at another national meeting several years ago and wondered if it would be the same message. But he has zeroed in on new indicators and recognized that different measures must be made. While still able to demonstrate statistical evidence of economic value in preservation, the measures incorporate new methodologies and a broader range of criteria.

The Legal Framework session covered a wide range of topics but I found its concentration on due process of great interest. The panel of three emphasized that consistency is the key to being effective—and being upheld if challenged. Of course, most of this discussion referred to communities with Local Districts. Good to be forewarned.

Demolition-by-neglect statutes were the subject of another session I attended, conducted by Dan Becker of the Raleigh, NC, Department of City Planning. Now, this is a touchy issue! But I was amazed to learn that there have actually been success stories in cajoling, helping, convincing owners to fix up their property and benefit from doing it. The message was to enter the situation as being there to help rather than using an adversarial approach.

Almost 50 years ago, I remember the excitement when completion of the 17.6-mile Chesapeake Bay Bridge-Tunnel connected Virginia to its Eastern Shore. It was considered one of the Seven Engineering Wonders of the Modern World. I had always wanted to see it. To my surprise, it no longer seems to be any big deal among the Norfolk locals. And it does not dominate the sky. It is a low trestle bridge with two tunnels and north channel bridges to allow barge and other water traffic to pass through. Just a bridge in these modern days. But I was still thrilled finally to see and drive over it. To me, it is History Big-Time.

It was a privilege to attend this Forum and I thank those who made it possible.

*Mary Bibby
BHPC member*

Thornes provided a written outline of key points from each session she attended.

In response to sessions he attended, Willert posed the following questions to the BHPC for discussion. Does our local commission use a Certificate of Appropriateness? If not, do we offer an incentive of special recognition (mayor award) when a building permit is requested (are we rewarding the behavior we want from our preservation efforts)? Has our preservation group looked into holding easements? Is our ordinance language specific to Brookings? If was copied

from the Dept of Interior language, it is too vague. They cited several court cases where the Preservation language was struck down. Do we feel we have a clear process? Is there consistency regardless of the circumstances? Do you have a copy of the Kaufman study? <http://www.kauffman.org/Details.aspx%5C?id=1434>. Have we considered having our own data generated from economic impact of the historic preservation efforts within Brookings?

Proposed Legislation. Thornes contacted Jason Haug, State Preservation Director, about a potential legislative amendment that would eliminate the city residency requirement for BHPC members. The following is Jason's recommendation:

1. **Draft legislation language –1-19B-3.** Composition of preservation commission--Residence--Terms of office. The Historic Preservation Commission shall consist of not less than five nor more than ten members, who shall be appointed by the governing body with due regard to proper representation of such fields as history, architecture, urban planning, archaeology, paleontology, and law. All members of the commission ~~shall reside within the jurisdiction of the county or municipality establishing the commission and~~ shall serve for terms not to exceed three years, being eligible for reappointment as shall be specified by the governing body.
2. **Talk to other HPCs.** If most other HPCs are not supportive of this change, SHPO won't support it either. Find out if they have any concerns about the proposed amendment. If they support it, get letters/resolutions of support from as many HPCs as you can.
3. **Proposed justifications for the amendment:**
 - a. It's hard enough getting people interested in serving and staying on these commissions. This change would remove one limitation to that.
 - b. Just because someone doesn't live within the city or county limits doesn't mean that person doesn't have an interest in seeing the preservation of that city/county promoted and encouraged. People could live somewhere else but own property or work in that city or county.
 - c. If some would argue that this would allow for HPC members that are not as invested or interested in the community as those that live there, there is already a safeguard in place for that. It's up to the governing body to appoint commissioners as they deem appropriate and with due regard to the professions identified in that statute. If a mayor didn't want to appoint someone who lived outside the city, they wouldn't have to. But if they thought someone would make a good commissioner but just happens to live outside of town, they should still be able to appoint them. This would provide more local control.

Jason Haug - Historic Preservation Director

A motion was made by Willert, seconded by Merchant, to submit the proposed legislation to SHPO for the 2013 Legislative Session. All present voted yes; motion carried.

UPDATES/REPORTS

Combined Mayor's Awards Event – September 27th. Thornes provided the following updates

- ✓ Brookings High School, Bobcat Commons, 5-7 p.m., program @ 5:30 p.m.

- ✓ Group Meeting of the chairs & vice chairs from all three groups is planned for September 4th at 11:00 a.m.
- ✓ All Commission members are asked to attend the event to greet winners and other guests. Please wear name badges.
- ✓ Press releases – commission members are writing the press releases and taking pictures.
- ✓ Invites are ordered.
- ✓ Advertising will be done via press release, website, government channel, Facebook, Register & Shopper, invites through Chamber mailing and Chamber email list.
- ✓ Enlarged posters – staff will order after releases and pictures are finalized.
- ✓ Other arrangements: Staff will call winners to confirming attendance.
- ✓ Music by Murph & Friends
- ✓ Food: cake, meat/cheese/crackers, punch, coffee

Real Estate Workshop –September 28th. The Deadwood workshop will be held on September 26th and Brookings workshop on Friday, September 28th from 8:30 to 4:30 p.m. The Mayor has agreed to give a welcome. Our marketing will include direct mailing to several east river real estate professionals.

Brookings Commercial Historic District Walking Tour Brochure. The Commission reviewed a final draft and made the following changes.

- On the current draft the samples are too pink. Recommend a richer tone of burnt-sienna or brown in the brick background.
- Eliminate the ‘picture frame’ effect on all photo
- Tighten the leading, eliminate the hyphenations and please no orphan lines
- Keep the Post-office image on the front cover
- Insert ‘Nick’s’ into the appropriate section to maintain the walking tour order... artwork to follow from Les. Replace the panel “What is the national register of historic places’ with #58 “U.S. Post office.”
- Move “what is the national register of historic places” to acknowledgements pages
- Use map format in the original walking tour brochure, column list the properties under the enlarged map, expand the map edge to edge for ease of reading, reduce the white space in the columns.

Pioneer Park Commemorative Plaque. Sadly, this project is on hold due to the death of Dianne Ammann, who was coordinating the entire project. Thornes will follow up with band representatives next year.

Preserve America Signs. The following letter was sent to the SDSU Faculty Committee regarding placement of the Preserve America signs on the SDSU campus.

August 14, 2012

Dear SDSU Faculty Committee:

The Brookings Historic Preservation Commission (BHPC), on behalf of the State Historic Preservation Office (SHPO), is requesting approval to install “*Preserve America Signs*” on campus at the following locations: Historic Stock Judging Pavilion (current Ag Heritage Museum), Administration Building, Sylvan Theatre & Campanile, Horse Barn and McCrory Gardens. Please note that we are presently working with David Graper, Director of McCrory Gardens, Martin Maca, Assistant Director, to determine an appropriate location for the McCrory sign.

The South Dakota State Historical Society – State Historic Preservation Office (SD SHPO) received a Preserve America grant to help fund the South Dakota Heritage Tourism Education Program. The project’s goal is to encourage South Dakota communities to identify and recognize their significant historic properties and provide those communities with interpretative signs to promote that history. Brookings received ten signs in this statewide initiative.

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

On July 13, 2012, Dean Kattelmann, Shari Thornes, Brookings City Clerk and I toured campus and selected two location options for each sign. Our recommendations were based on proximity to the building/structure, while not detracting or competing with existing signage. All locations were also close to a concrete walk/hard surface for compliance with Federal accessibility regulations.

The enclosed partial campus site plan illustrates first and second choice options for each sign. Also enclosed are graphic images of each of sign, which are currently in the possession of SDSU Facilities and Services. The signs are 24” x 36” in size, constructed of rigid, weather-resistant material, and will be supported with a single post. SDSU Facilities and Services plans to install the signage shortly after a consensus has been reached by your committee.

An explanation on our proposed locations:

Sylvan Theater:

Option #1: Located within the canopy of the adjacent pine trees to the north of the walk just inside of the pedestrian entrance gate. We thought this would easily be seen upon entering the campus through the gate and did not detract from the visual appeal of the campanile or Sylvan Theater lawn.

Option #2: Located north of the walk across the turn-around drive on the north side of Pugsley. However, this location does not get as much foot traffic and can be perceived as being on the back side of Sylvan Theater.

Administration Building:

Option #1: Located within the landscaping on the northwest corner of the building. We did not want the signage to detract from the overall image of the front entrance or the existing historical plaque adjacent to the front doors.

Option #2: Located within the landscaping on the southwest corner of the building. Though also adjacent the building, it is our thought that this area does not receive as much foot traffic as on the north side.

Ag Heritage Museum:

Option #1: Located within the front lawn tucked within the jog of the building to the east of the front entrance. We thought this location would have the most exposure and setting the sign within the building setback would lessen its impact to the building entrance.

Option #2: Located within the front lawn to the west of the front entrance. This location would not be our preferred location since the majority of foot traffic to the building will be coming and going from the east.

Horse Stables:

Option #1: Located adjacent to Medary Avenue north of the entrance drive to the stables. The difficulty with this location is that there is not a concrete walk on this side of Medary Avenue so there is a concern whether anyone would ever stop and read the information.

Option #2: Located at the end of the entrance drive about 30 feet east of the building. The proposed location is north of the drive within the adjacent grass area. Similar concern as in Option #1 is who would read the information.

On behalf the BHPC, I thank you for your time and look forward to hearing from you! I can be reached at 692-4008 or by email at les@teamdesignarc.com.

Respectfully Submitted,

Les Rowland

Chair, Brookings Historic Preservation Commission

cc: Mayor Tim Reed
Jeffrey Weldon, City Manager
Brookings Historic Preservation Commission
Jason Haug, State Historic Preservation Director, Pierre

National Trust Conference Attendance. The BHPC received funding for two to attend the 2012 National Trust for Historic Preservation Conference in Spokane, WA, October 30-November 3. Willert and Rowland will attending.

Preservation Partner Reports: SHPO, DBI & PSD

Preserve South Dakota – Kate Nelson, Executive Director, has been attending HPC meetings around the state looking for ways for Preserve SD to work with HPCs on local issues. So far, she has met with Sioux Falls to discuss advocacy work for historic schools that may be closed and Pierre/Ft. Pierre. PSD is hoping to work together on Advocacy Day during legislative session this winter. She'd be happy to attend a BHPC meeting.

Nelson will also be presenting a session on preserving our built environment at the upcoming AIA SD Convention in Sioux Falls on Sept. 12.

Historic Properties Reports. No report.

Calendar

Sept 13	City Volunteer Reception, SDSU Performing Arts Center, 5-7 pm
Sept 13-15	Minnesota Preservation Conference, Fergus Falls
Sept 27	Mayor's Award Event, 5-7 pm, Brookings High School Bobcat Commons
Sept 28	Real Estate Workshop, 8:30 am- 4 pm, Brookings City & County Govt Center
Oct. 30-Nov 3	National Trust for Historic Preservation Conference, Spokane, WA
Dec. 6 th	Mayor's Holiday Party, McCrory Gardens Visitor Center, 5-7 p.m.

Meeting adjourned at 7:00 p.m.

Submitted by Shari Thornes

Brookings Historic Preservation Commission
October 4, 2012

A meeting of the Brookings Historic Preservation Commission was held on Thursday, October 4, 2012 at 5:15 p.m. in City Hall. Members present: Tom Agostini, Dennis Willert, Janet Gritzner and Les Rowland. Mary Bibby, Father Ryan Hall and Pam Merchant were absent. Shari Thornes, City Clerk, was also present.

Chairperson Rowland called the meeting to order at 5:33 p.m.

Agenda: Proposed Ordinance 25-12, which modifies the conditional use permit process and the Knights of Columbus Hall to be burned were added to the agenda. A motion was made by Gritzner, seconded by Willert, to approve the agenda as amended. All present voted yes, motion carried.

Minutes: A motion was made by Gritzner, seconded by Agostini, to approve the August minutes. All present voted yes; motion carried.

Next Meeting: Proposed dates were Wednesday, November 7th @ 5:15 or Thursday, November 8th @ 5:15 p.m. TBA.

NEW BUSINESS

Amendment to Conditional Use Permit Process. On October 9th, the Brookings City Council will hold a public hearing and action on Ordinance 25-12, which modifies the conditional use permit process. If passed, conditional use requests would no longer go before the City Council. The Planning Commission would make the final decision, unless an appeal is filed within 5 business days. This would include conditional use requests in historic districts.

Brookings National Register Historic Properties:

- ❖ Commercial Historic District (59)
- ❖ Central Residential Historic District (209) *
- ❖ University Residential District (245) *
- ❖ Sexauer Seed District (9)
- ❖ 20 individually listed public and private properties not included in a district **

* Number includes secondary structures

**additional properties are individually listed but are now located in a district

The Commission said they were not opposed to streamlining process for routine requests that would not harm or alter historic properties and environs. According to Community Development staff, the majority of the requests are minor such as a hair salon in a basement or lawnmower repair in a garage.

The Commission was supportive of the additional detail that would be required in future site plans to include defined uses, more details on parking and elevations of buildings.

The Commission commented that its primary purpose is to preserve, promote and develop historical resources in the City. Pertinent sections of the BHPC Powers & Authorities pertaining to this issue were cited:

Section 10-96. Powers and Authorities. 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;
- (3) To participate in the conduct of land use, urban renewal, and other planning processes undertaken by the city;
- (9) To recommend ordinances and otherwise provide information for the purpose of historic preservation to the City Council.

Questions raised regarding the proposed ordinance:

- ❖ Applications involving alteration of the exterior or removal of historic structures and environs would be subject to 11.1 review. Findings of an 11.1 review must be completed prior to final decision being made. If final action is made at Planning Commission level, wouldn't the review need to be completed prior?

It was clarified that Conditional Use Permits are subject to review under SDCL 1-19-A-11.1 Review. Any project that would encroach upon, damage or destroy any historic property in the National Register or the environs of such property, would be subject to review. 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. SHPO's Administrative Rules (ARSD 24:52:00) define "project" as "an activity, permit, plan, or action, including restoration or rehabilitation, which affects or may affect the physical structure or physical setting of a historic property."

A recent conditional use project that the BHPC reviewed was in 2011 with the proposed removal of a historic property in the Central Residential Historic District.

- ❖ How are items determined to be controversial? Would all proposals that alter or remove a historic property automatically be deemed controversial and scheduled for City Council action?
- ❖ Clarification is needed on who could appeal the Planning Commission's decision. Could someone concerned with a historic resource appeal the Planning Commission's findings?
- ❖ Five business days to appeal seems too short.
- ❖ The proposed process would greatly reduce public notice and public input.

- 1 legal notice instead of 2
- 1 agenda (Planning Commission) notification instead of 3 (Planning Commission and two City Council)
- 1 (PC) public hearing instead of 2 (PC & CC)
- Mailings to neighbors aren't cited in the ordinance. Would this continue? Should this be made mandatory?
- In the past, the public had time to hear and learn about a potential change in their neighborhood. This would reduce that time from approximately 31 days to 10 days. If they miss the legal notice 10 days prior, notice would be 7 days (sign) or possibly 5 days with agenda in local paper. The Commission was concerned that less notice and input would greatly reduce opportunities to protect historic properties.

The Commission discussed the following possible amendment requests:

- ❖ Require written notice be mailed to neighbors.
- ❖ Extend time for written appeal from 5 to 10 days.
- ❖ Any application that modifies the exterior or environs of a Local, State or National Register of Historic Places property automatically must appear before the City Council. There was consensus that this amendment would provide the needed additional public input for a reviewable project.

BHPC staff will be gone October 4th to October 9th and unable to attend the City Council meeting. The Commission asked her to summarize the questions, comments and concerns to provide to the Chair. Rowland agreed to attend the City Council meeting to listen, ask questions, provide comment and propose possible amendments.

Knights of Columbus Hall. SHPO and Preserve South Dakota notified staff that SDSU received approval from the Board of Regents to demolish the former Knights of Columbus Hall. The building is located on the very north edge of the Ag Experiment Station facilities north of SDSU campus. The facility has been used for archived theater scene storage, surplus property storage and general storage needs. According the SDSU, it has been vacated and is no longer serviceable. The building is a two storage wood frame building, 2590 sq. ft.

The Commission asked if SHPO had toured or photo documented the building. They suggested building components be salvaged and donated to the Habitat for Humanity ReStore (doors, windows, hardware, etc.) before burning.

Updates/Reports

Combined Mayor's Awards Event. Approximately 120 people attended the 2012 Mayor's Awards for Historic Preservation presentation which was held in conjunction with the Butler Human Rights Award and the ABLE Awards at the Brookings High School Cafeteria on Thursday, September 27, 2012 from 5:00 p.m. to 7:00 p.m., with the program beginning at 5:30 p.m. Mayor Reed and Chairman Rowland presented the following awards:

4. Old Market, 424 5th Street, "Commercial Adaptive Reuse"

5. St. Paul's Episcopal Church, 726 6th Street, "Historically Sensitive Addition"
6. The Brownstone Restaurant & Lounge, 313 Main Avenue, "Interior Restoration"

Venue:

- The Brookings High School Bobcat Commons was a beautiful venue. The set up of tables was complete by 3:30 p.m. the day of the event with the exception of adding 3 more tables. By 4:45 p.m., linens, drinks and food were ready.
- The Historic Preservation Commission, Human Rights Committee and Brookings Committee for People who have Disabilities board members wore nametags and greeted guests at the door.
- 6 easels were borrowed from the Swiftel Center to display the posters behind the food buffet.
- Brookings High School provided a computer and projector to display the PDF's of the posters from a jump drive. There was difficulty projecting the posters to a visible size without displaying the toolbar menus. Laurie worked on this using Foxit Reader, but did not have a complete solution by the time the reception began. Next year, need to find a solution for this ahead of time.

Food

- Aramark had a display of food set up in front as you walked into the Bobcat Commons along 3 tables end on end. The buffet was double-sided. At the last minute, removed 1 cake and added an Aramark staff member to cut and serve the cake. Also rearranged the drink station to the south side rather than the north side of Bobcat Commons.
- At the end of the reception had almost 2 full white sheet cakes left over and a full cheese tray with crackers. One cake was given to the Brookings High School, the other was brought back to City Hall.

Music: The band, Murph and Friends, set up on the south end of Bobcat Commons. The music was beautiful and appreciated by the attendees. The band took a break during the program, then resumed playing afterwards. Most people had left by 6:45 p.m., so the band was dismissed at that time.

Comments & Misc.

- We received many welcome comments about the combined event. Board members and attendees found it a good mix for the reception and provided an opportunity to learn about each committee. It was an amazingly beautiful late September evening, so we may have lost attendees due to the weather.
- The posters were returned to the award winners after the event. Also, emailed copies of the PDF's to the award winners.

Real Estate Workshop. The Real Estate Workshop was a resounding success with 33 attending the Brookings workshop and 36 attending the Deadwood workshop. Staff relocated the Brookings event to a larger space due to higher registration numbers. Attendees received packets containing BHPC information, brochures and national register district maps. Presenters' information was provided on City of Brookings jump drives. The evaluations were very positive. Unfortunately, there were technical difficulties with the video. We need to

discuss future offerings. Will this be provided every other year and be funded by the State? Could we bring in Donovan Rypkema, a nationally known expert on the economics of historic preservation?

Brookings Commercial Historic District Walking Tour Brochure. The new brochures are done and look great! Thanks to everyone who worked so hard on this expedited project. Allegra Printing was able to print a quantity of 7,500 at 64 cents each. Distribution and promotion will be discussed at the next meeting.

Preserve America Signs. When asked for an update on the project, Dean Kattelmann, Assistant Vice President, Facilities and Services, advised that the SDSU Faculty Committee met last week and delayed the decision until Oct 3 meeting. He said there is some concern about the quality and appearance of the signs. Staff was advised that SDSU may come back with a proposal to have the plaques made in bronze which would conform with SDSU standards. If that is their recommendation SDSU would bear the costs to have the signs redone. Mayor Reed is following up on this issue.

2011-12 Grant Closeout; Additional Funding Allocation. Just prior to the grant closeout deadline, SHPO contacted Brookings with an offer of additional funds. In addition to the extra funds for the brochure (\$4155), the state provided an additional \$6,461 for a total addition of \$10,616. The BHPC's original 2011-12 grant was \$8,160. Additional funds were used for the brochure project, real estate workshop promotion, replacement plaques downtown, and National Trust conference attendance. BHPC action will be needed to reallocate 12-13 funds.

National Trust Conference, Spokane, October 30-Nov 3. Brookings received National Park Service funding to send two individuals to the National Trust for Historic Preservation Conference. Willert and Rowland are attending and will provide verbal and written reports at the December meeting.

Proposed Legislation. No report.

Preservation Partners Report

SHPO: The Preservation Director position remains vacant. Staff suggesting inviting Paul Porter to a meeting to give presentation on tax incentives

DBI: Thornes asked on the status of the kiosk. She noted several Main Street communities host a farmers' market downtown and asked if that could be considered on a side street. She suggested partnering with the chamber next year to promote the Central Residential District during the "Parade of Lights." Perhaps the BHPC could sponsor carriage rides and encourage luminaries along the walk?

PSD: PSD sent out their Fall 2012 edition of the Preservation Advocate newsletter or online at <http://preservesd.org/>. PSD will be celebrating its 35th anniversary in 2013, and they are looking for ways to celebrate. They are thinking of hosting receptions in historic buildings

around the state, or coordinating tours of historic buildings, or something along those lines. They'd like to know any ideas among the BHPC or historic buildings owners in Brookings that they could work with. Kate Nelson is available to attend a BHPC meeting and give a presentation.

Historic Properties Reports. A SHPO site visit is scheduled in Brookings on October 24th. Paul Porter and staff will meet with the new owner of 727 Main Avenue to provide technical assistance.

Announcements/Correspondence/Communications/Calendar

- NAPC newsletter is now digital
- Oct. 30-Nov 3 National Trust for Historic Preservation Conference, Spokane, WA
- Dec. 6th Mayor's Holiday Party, McCrory Gardens Visitor Center, 5-7 p.m.

Draft November Agenda: Goal Setting for 2013, Next year's History Festival, More public education events, Annual Reports, National Trust Conference Reports, Legislative update.

Meeting adjourned at **7:15** p.m.
Submitted by Shari Thornes

Brookings Historic Preservation Commission
November 8, 2012

A meeting of the Brookings Historic Preservation Commission was held on Thursday, November 8, 2012 at 5:15 p.m. in City Hall. Members present: Tom Agostini, Dennis Willert, Mary Bibby, Janet Gritzner (left at 7:05 p.m.), Pam Merchant and Les Rowland. Father Ryan Hall was absent. Shari Thornes, City Clerk, was also present.

Chairperson Rowland called the meeting to order at 5:25 p.m.

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

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

Next Meeting: Proposed date – Tuesday, December 11th at 5:30 p.m.

NEW BUSINESS

National Trust Conference Reports.

Observation Summary of National Preservation Conference – Spokane, Wa.

Beyond Boundaries – October 31st – November 3rd; 2012.

By Les Rowland; Acting Chair – Brookings Historic Preservation Commission

Experiencing the City of Spokane

This City is definitely an example of historic preservation at its best. Because of the history of Spokane, the presence of existing industrial and warehouse buildings has provided a base for commercial development that is rich in history, culture, and aesthetic. There is a definite attitude toward adaptive reuse of existing buildings in lieu of the mindset of demolition and building new. Notable restorations within the City are that of the Hotel Davenport with its neoclassical exterior detailing and its highly-articulated two-story lobby and banquet area, the Guthrie Theatre with its highly-ornamented Art Nouveau detailing, and that of the Steam Plant Building which has an unusual industrial aesthetic but of equal value as a great example of adaptive-reuse (housing several retail shops and offices as well as a five-star restaurant). In addition to these that are noted, everywhere one looks downtown there has been restoration.

Many of the warehouse structures have been converted to retail on the ground floor and apartment/living units on top. Adaptive re-use has become the accepted norm of development so much that even those structures not so easily adapted, such as the unoccupied tall grain structures are being studied for how they can become loft housing or something similar.

Of course there are challenges that often steer projects toward demolition in lieu of restoration in many Cities. The most obvious reason is the cost; restoration is expensive. Other common contributing reasons are lack of vision or community support. The conference focused on the challenges faced by preservationists and preservation organizations in the efforts of saving historical structures. Some of the sessions focused on successful examples of adaptive-reuse where both the preservation of a historic structure and the adaptation for a new use significantly benefitted the community.

As with all conferences, some of the sessions attended were more thought-provoking and successful at presenting helpful/in-depth information than others. The following is a summation of each of the presentations/field sessions attended during the conference.

Agriculture on Main

This session presented two successful examples of how an abandoned historical building within the downtown district was redefined to provide the physical space for a small business incubator of which they called a “public” market. Both communities (one located in Olympia, Wa. and the other in Wynachie, Wa.) realized that their present farmers market could benefit from an established location. They also acknowledged however that the growing season did not extend over the entire year so designating a building for that of the sole use as a farmers market would not be feasible. As a result they developed what they called a public market where in addition to supporting the agricultural community, the market became an “incubator” space to support and grow a variety of other small business types.

By extending the use of the building over the entire year the overall rent revenue generated by the building was larger and therefore made the payments to cover the cost of restoring the building possible.

Both public markets have become destinations within their community. The Olympia Public Market (established in 1982; within a City of 40,000 in population) generates about \$5 million dollars a year in revenue within the community and provides about 1,100 jobs a year. Both public market examples have helped develop, strengthen, and grow a locally-based self-reliant food economy. The public market has become an incubator for small agricultural businesses. There has also been strong business relationships created with local restaurants as a result of the enhanced agricultural production.

These two are examples of a winning relationship between preservation, the community, and the City. An existing historical building has been restored through adaptive-reuse, the community has benefitted by having an additional space for the farmers market and unique community activities, and the municipality has benefitted from the increased sales and property tax revenues.

By the Bootstraps: Revitalization in Three Commercial Districts

Participated in a walking tour of three different commercial districts where they were in varying stages of development for establishing a commercial mainstreet district. The Phase I goal common to all three locations was to start establishing a visual identity to that of the

district as well as establish a means to improve communication between the two sides of the street. For all three districts the initial step was to apply for a Community Development Block Grant to develop the infrastructure. The grant was used to provide items such as crosswalks, trash cans, stop lights, and sidewalk benches; items determined to be of importance in establishing a visual unity of the district and a visual separation from its surroundings. All districts also identified the type of district they wanted to represent so they established more defined ordinances (to be enforced by the City) to restrict the types of future business allowed within each district.

It was understood by all three districts that change must be incremental and must happen over time. They all emphasized the importance for the district to have goals and identify the incremental steps necessary for achieving those goals.

Since all three mainstreet commercial districts are divided by four lane traffic, a common future goal to each district is to reduce the four lanes to three (two lanes with a turning lane) with the main objective of slowing down traffic to provide for a more pedestrian-friendly sidewalk walking/shopping environment.

Sparkling Masterpieces: Spokane's Candlelight Tour of Historic Homes

Not much to expand with this tour; but wow! Walking through historic homes of this stature makes one realize the importance of preserving historical structures such as these for all future generations. The characteristics and quality within these homes are just not replicated in today's modern construction methods.

Real Estate Learning Lab 1: Getting Started in Property Intervention

Intervention is the process in preservation where a historical property is identified as being "threatened" and in need of assistance for the structure to be saved. The historical structure identified is often sitting empty and the physical stability and maintenance on the exterior of the building is often severely neglected. Real-estate intervention is often used to save these types of properties.

Real-estate intervention of these types of properties is often accomplished with a non-profit organization established for the preservation of buildings and not for making profit. The goal of a non-profit preservation organization is much like that of a developer. The organization looks for a historical structure in need, establishes a potential use for the property, and then finds the investor to make it happen. Some States have laws where a historical property owned by a municipality can be directly sold to a non-profit which also can greatly help with keeping the overall costs for acquiring the property to a minimum.

After several years of operation in the business of intervention, non-profits can gain momentum to eventually own their own properties which in turn generates money of which the non-profit can re-invest to save other properties. As they become more established these non-profits eventually hire full-time staff to work the cause.

The remainder of this session briefly covered the process a non-profit will use in acquiring properties. The discussion covered the process of determining which properties to go after, the common acquisition agreements with the owner of the property, and the financial analysis process used to determine economic feasibility.

Upon review of the process, they emphasized the importance of salesmanship for the project. There must be complete “buy-in” of the project by the potential investors since the overall process is so difficult and often comes with high financial risk. Depending on the complexity of the historical property, some non-profits have chosen to hire professional “story” writers to come up with the compelling sales pitch for the identified investors.

Energizing America: Success Stories of Sustainable Preservation

The discussion covered three case studies of projects that successfully merged sustainable energy practices with historical structures. Each example worked closely with their state historical preservation office (SHPO) and their local municipal preservation commission.

First case study was the Levistan House (in Enfield, NH). The project was an extremely weathered, falling-down structure located on an original homestead. The new Owner decided to restore the historical house structure to its original condition thereby maintaining the original siding and exterior doors and windows where possible while providing a well insulated, energy-efficient building system. Some of the modern energy technologies they incorporated were strategically-placed solar collector panels and a below-ground heat-collector reservoir. The innovative process here was how modern energy-saving technologies could be incorporated into an historical home while not destroying or modifying the existing historical integrity of the house or homestead in physical appearance. The success of the project is that the house maintains its historical register status, the exterior building envelope has been reconstructed to achieve an efficient average R-40 insulation value while maintaining the original horizontal lap siding and double-hung windows, and the homestead is “off-grid” in terms of energy consumption since it does not require any electrical or gas provision from the local utility companies.

Second case study was of a small historical commercial building; Holmberg and Johnson Blacksmith and Wagonshop, Lindsborg, Kansas. The incorporation of sustainable energy practices was not as extensive in this example as incorporated into the Levistan House but still equally successful at maintaining the overall original appearance while taking advantage of modern energy-saving technologies. The Owner again worked with the state SHPO office as well as the local historical commission to develop a low-profile solar panel system that was installed on the back roof (opposite the street-side view). The owner also increased the insulation value of the building while restoring the original brick masonry exterior. The result is the solar panel system provides for all electrical needs and (depending on the severity of the heating season) over two-thirds of the heating and cooling needs of the building throughout the year. The present business occupying the building is a popular coffee shop of the community.

Third case study discussed was that of successfully merging modern-day energy technologies within mainstreet historic guidelines. Several success stories were discussed for how energy guidelines influenced the local municipality to create local energy tax incentives for the incorporation of energy saving strategies into existing building structures. The same presenter discussed how there are grants available for energy upgrades to historic buildings through the National Parks Service. These grants can apply to a variety of upgrades to historical buildings from installation of solar collector panels to that of installation of new exterior windows.

Urbanism and Preservation – Creating Sustainable Design Guidelines for Older Neighborhoods

Sustainability is more than just a phrase pertaining to the preservation of existing buildings; it also applies to that of urbanism and future development. A case study was presented about Mission Hills, Kansas (one of the country's first planned communities; part of the J.C. Nichols Country Club Development). Challenged by the new construction that didn't seem to "fit" in, the City's traditional design review process wasn't working. The City and the community realized that the timeless design, quality construction, and economic value of the original neighborhood were getting lost with the advent of new development.

The City created a new style of design guidelines that addressed the main design principals of the original development including the relationship of buildings to the landscape and the public realm, patterns of lot development and building massing, as well as timeless qualities of style and construction.

The format for these design guidelines was a good example of how to successfully meld urbanism and preservation into a model for achieving and maintaining sustainability in older neighborhoods. The presenter emphasized the importance of having well-written zoning ordinances that provide clarity and predictability for everyone; clarity for property owners, prospective buyers and realtors, architects, designers, developers, and neighborhood residents. He emphasized that clarity helps prevent/resolve all conflict.

Attending a conference such as this as a representative of the City of Brookings is a great privilege. It is also expected as a representative of the City of Brookings to bring back information gained from a conference such as this and share it with preservation commission members and (where possible) determine how this information can be applied for the betterment of our community. Below are some initial thoughts for how some of the conference ideas can potentially apply to Brookings.

Revise the DEDIF (Downtown Economic Development Investment Fund; low interest building improvement loan) requirements to encourage sustainable energy improvements such as window replacement, provision of solar panels or similar technologies, or means of providing additional exterior building insulation at the walls or roof.

Can there be a City of Brookings energy tax incentive to encourage the incorporation of sustainability principals in historic buildings?

Inform/educate historic building owners within Brookings of the different grants available for sustainable energy building improvements; such as a grant through the National Parks System.

Identify those existing historic buildings which have great potential for renovation/adaptive-reuse within Brookings and define a strategic plan for how to get the process started. Is there a building that can serve as an incubator (a public market) for small businesses within our downtown core? Can this building be acquired? Can this building become a success story for preservation and create a strong relationship between our small business entrepreneurs, our community, and our City? What about the Sexauer Seed property; what should this become?

Can a preservation mindset be re-established in those neighborhoods affected by the influx of student housing demands? Are there any tax incentives the City of Brookings can offer that encourage the preservation of historic structures?

Does the zoning ordinance description of our historic districts properly define all requirements for the “exterior environs”? Should zoning ordinance provide additional architectural style-related requirements such as proportion (height to width), size of property in relation to the size of the house, massing size of the main house block in relation to that of an addition, etc.? Do the zoning ordinances provide appropriate clarity and predictability for everyone to prevent/resolve all conflict?

As a preservation commission are we appropriately informing/educating all those which own/live in historic properties of the importance of maintaining the original integrity of the property? Is this information “tagged” with the property in the advent of any property resale? Is this information presented in a “positive” manner to emphasize how historic ordinance restrictions help preserve the integrity/character of the neighborhoods and therefore help preserve the value of their investment?

How can our preservation commission have more impact on our community? Can we equate preservation to more than just preserving our heritage; to other tangible items such as economic-gain? Should our “marketing” of the importance of preservation be re-branded?

National Preservation Conference: Beyond Boundaries - Spokane Washington – November 2012 – Dennis Willert

Our Halloween trip to cemeteries through the Spokane area was an interesting way to start my adventures in the Spokane, WA area. Deterioration from natural forces such as weathering and uncontrolled vegetation and insensitive development threaten our cemeteries across the country. The involvement of individuals and organizations with an interest and commitment to saving local history and culture is critical to protecting and preserving historic cemeteries sites. Attached is a wonderful article about the history of Cemeteries and issues in preserving these cherished sites. – John Caskey

Spokane overview tour was amazing! Many interesting facts shared including Spokane being the largest city between Seattle, WA and Minneapolis, MN. It is home to 4 major Universities. Its name was derived from the numerous Indian tribes of the region – Spokane: Children of the

Sun. In 1889 Washington State became a state and the Great Fire of Spokane destroyed 32 blocks of downtown. More fun facts and photos are included in the attached the Spokane Overview Tour Booklet.

Sustainability in Action focused around the ever growing and ever more popular public and private partnerships being formed to utilize the federal tax credit program. Fundamentally, an economic model for the next 20 years, utilizing the man hours, raw materials and infrastructure established by those years ago create a bridge for growth and preservation to flourish. The McKinstry Company took the dilapidated Spokane Inland Empire Railroad (SIERR) Building from rubble and ruin to an award winning LEED Gold Certified building, making it one in a million for design efficiency and functionality. Through discovery, Restoration, and beyond the enclosed booklet highlight the process and outcome. Additionally, the SIERR Building also houses an innovation center similar to our innovation campus. Personally, I think ours is better! See the separately attached flyer for additional info.

Tax Credits at Work in Downtown Spokane demonstrated the feasibility of the public-private partnerships creating sustainability and the preservation effort. Enclosed you will find info about the 'Pearl on Adams'. Formerly the housing unit for a metal fabrication factory from WWI mothballed and now resurrected into a (sustainable) low income housing unit for disabled veterans and mixed family living. An executive summary of Sustainability and Historic Preservation helps clear the path for creative utilization of every resource within our aging communities: ideas to improve energy efficiency, addition of alternative energy sources, reuse, repair, repurpose, renewal, salvage and recycling achieving that which matters most to future generations, a healthier environment.

Spokane was an amazing experience. I feel well equipped to better serve our community and our state as we move forward with our own preservation locally. We only need look around the state to see the success of projects capitalizing on the public-private partnerships. For our own community, we have opportunities to improve our partnership, capitalize on the federal tax credits, and create greater economic growth through preservation and sustainable re-design of our precious historic resources!

National Park Service & City of Brookings Annual Reports. The NPS report is due January 31st. The City report is due February 15th. Staff will prepare both reports for submittal.

Initial Discussion of Goals and Objectives for 2013. The Commission had an initial discussion about possible goals and objectives for the 2013. The following list is a DRAFT outline of ideas to facilitate discussion. It will also serve as a guide for the 2013/2014 funding application.

1. Review of Current Grant Obligations
2. Historic Resource Recordation & Preservation:
 - a. NR district updates, amendments
 - b. New NR listings: *Discuss a strategy and prioritization for future listings and surveys.*

- c. Survey updates
 - d. Continuation of Local Register program expansion
 - e. Preservation Plan
 - i. Review
 - ii. Consider new plan
 - f. Other
3. Historic Resources Promotion, Public Education & Advocacy
(Review Public Education Strategy & Re-prioritize: Tie to economic development)
- a. Commercial District
 - i. DBI Involvement/Main Street Program
 - b. Walking Brochure Promotion
 - c. Preservation Week Activities
 - d. Festival of Lights Partnership
 - i. Promote residential districts
 - e. Website
 - i. Back door on website for BHPC members
 - f. Social Media
 - i. FB - Willert
 - g. Mayor's Award for Historic Preservation
 - i. Future nominee: ____ 8th Street ?
 - h. Additional Signage:
 - i. Pioneer Park Bandshell
 - ii. District Signage
 - iii. Other
 - i. Threatened Properties "Places In Peril" Awareness
 - j. Other
 - i. Downtown Mobile App
 - ii. Review NAPC conference notes
 - iii. Display in City & County Government Center
 - iv. Use of Google docs
 - v. Picture This: Bibby volunteered to contact the newspaper.
4. Community Workshop(s) & Educational Opportunities:
- a. Public Education – Sponsor at least one "helpful" activity every year.
 - i. Energy savings
 - ii. Window tune-up workshop (Bob Yapp - <http://www.bobyapp.com/>)
 - iii. Hold contest to select workshop house.
 - iv. Local register designation workshop
 - v. How to research my house
 - vi. Creative ways to finance projects
 - b. Realtors Workshop
 - c. Sponsorship of speaker at 2013 History and Garden Festival
 - d. Fostering Preservation Partnerships (PSD, DBI, SHPO, NT, Sustainability)
 - i. Partner with Brookings City Sustainability Council & SDSU Environmental Stewardship & Sustainability Committee

- ii. Co-sponsor Film – “The Greenest Building”
http://thegreenestbuildingmovie.com/The_Greenest_Building/Home.html
 - iii. 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.
 - e. Regional training opportunities
 - f. Update “Victories” List
 - g. Update “Lost” List
 - h. Consider reviving Porch Tour
 - i. Tree heritage – 6th Street & 12th Avenue, Nels Hansen ties, related policies
 - j. Other
5. Commission Development
- a. Ordinance Review
 - b. Presentation on Federal Investment Tax Credit & State Property Tax Moratorium Programs by Paul Porter, SHPO
 - c. Preserve South Dakota, Kate Nelson, Executive Director
 - d. Iowa Main Street Program Director
 - e. MN Annual Conference
 - f. SHPO Support
 - g. Statewide CLG Meetings
 - h. Member Orientation Process
 - i. Other
6. Initial Discussion of 2013/2014 Funding Priorities

Gritzner left at 7:05 p.m. Discussion to be continued.

DATES/REPORTS

Proposed Ordinance Amending Conditional Use Permit Process. The Brookings City Council tabled action the proposed ordinance at their October 9 meeting. The City Council revisited this issue on October 23 and considered new amendments proposed by the city attorney. *AMENDMENT: A motion was made by Reed, seconded by McClemons, to make an amendment to Section 94-226.5 Appeal with the City Attorney’s suggestion: “The decision rendered by the Planning Commission on a conditional use permit may be appealed to the City Council. To appeal the decision, the applicant or any person aggrieved by said decision shall file a written appeal with the Community Development within five (5) working days of the decision. An interested party includes any person having an interest in the decision of the Planning Commission, including any agency of government or member of the City Council.”*

Also at that time, Mary Bibby, representing BHPC, presented the following amendment recommendation the Brookings City Council: “Any application which modifies the exterior or environs of an historic property shall be submitted to city council for final decision, in the same manner as provided for an appeal.” No action was taken.

The City Council adopted the City Attorney's amendment proposal; however, tabled action to the December 4th regular Council meeting. Please note the Council will discuss this issue at their November 20th Study Session.

A motion was made by Bibby, seconded by Willert, to write a letter to the Brookings City Council thanking them for their attention to the BHPC's concerns regarding the Conditional Use Permit Process. The concerns of the motion are as follows: 1) Lengthen or intensify public notice with at least two notices in the legal section of the newspaper; 2) Lengthen the appeal process beyond five (5) days; 3) Provide mandatory written notice to neighbors of conditional use applications; 4) Follow the mandate as set forth from the State Historic Preservation Office regarding SDCL 1-19B-11.1 review (see attached letter); and 5) Require any application which modifies the exterior or environs of an historic property to be submitted to the City Council for final decision, in the same manner as provided for in appeal. All present voted yes; motion carried.

Preserve America Signs. No update.

Proposed Legislation. Thornes emailed proposed legislation to other SD CLGs asking for input. Bibby volunteered to contact Pierre representatives for assistance.

Preservation Partner Reports:

DBI – Rowland announced that DBI had hired Kristin Heismeyer as the new DBI Director.

Historic Properties Reports. New business owner that is locating in 402 Main Avenue contacted Thornes for technical assistance. She was referred to SHPO.

Announcements/Correspondence/Communications/Calendar

- Dec. 6th Mayor's Holiday Party, McCrory Gardens Visitor Center, 5-7 p.m.
- Draft December Agenda: Continued Discussion on 2013 Goals & Objectives, Membership Update, Annual Reports, Create Nominating Committee

Meeting adjourned at 8:05 p.m.

Submitted by Shari Thornes

DOWNTOWN BROOKINGS 12TH ANNUAL



MAY 4-5

FRIDAY 11AM-7PM SATURDAY 8AM-4PM

Parks & Recreation Building

FLEAMARKET

221 Main Avenue, Brookings

Garden Café & Bake Sale

Theme Basket
SILENT AUCTION

— sponsored by Coteau Questers —
All proceeds fund South Dakota historic preservation projects.

For more information contact Downtown Brookings Inc.
Patty 697-7377 or Dianne 692-9311

WORKSHOPS

FRI.	5:30 PM	Restoring Flea Market Finds —Patty Kratochvil—
	9:00 AM	Repurposed Container Gardening —Lisa Zulke—
SATURDAY	10:30 AM	The Use of Substitute Materials on Historic Buildings —Paul Porter, Restoration Specialist— <i>Sponsored by Brookings Historic Preservation Commission</i>
	1:00 PM	Revamping Vintage Jewelry —Eileen Binkley—
	2:00 PM	Grandma's Aprons Are Back —Kristi Thielen—

Kid's Korner



Seedling Giveaway



Door Prizes



REVAMP • RESTORE • REPURPOSE

The Use of Substitute Materials on Historic Buildings: Decisions to Make and Factors to Consider presented by Paul Porter, Restoration Specialist is sponsored by the Brookings Historic Preservation Commission. 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, and the Americans With Disabilities Act of 1990 the U.S. Department of Interior prohibits discrimination on the basis of race, color, national origin, age, sex, or handicap in its federally assisted programs. If you believe you have been discriminated against in any program, activity, or facility as described above, or if you desire more information, please write to the Office of Equal Opportunity, National Park Service, 2501 Street NW, Washington, D.C. 20540.

Insert Real Estate 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