



BRING YOUR DREAMS.

**BROOKINGS HISTORIC PRESERVATION COMMISSION**

# **2013 ANNUAL REPORT**

**BROOKINGS, SOUTH DAKOTA**

## ***Preface***

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

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

Shari Thornes, Brookings City Clerk  
Brookings City & County Government Center  
520 Third Street, Suite 230  
P.O. Box 270  
Brookings, SD 57006

Phone (605) 697-8641  
Fax (605) 692-6907  
sthornes@cityofbrookings.org  
www.cityofbrookings.org

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# Table of Contents

Purpose/Mission/Mandate - 1
Membership - 3
Certified Local Government - 4
Eligible Projects - 4
Funding – 4
Annual Work Plan Overview – 6
2013 Highlights – 12
Public Education Program – 41
2014 Goals & Objective - 42

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## Appendices

2013 Meeting Minutes-44 to 92
11.1 Review Internal Process -93
Commission Bylaws -95

# Brookings Historic Preservation Commission

## **PURPOSE**

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.

## **MEMBERS**

All Certified Local Government “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. Mary McClure Bibby, Chair 2013
2. Les Rowland, Vice Chair 2013 (Architect) \*\*
3. Thomas Agostini (Historian) \*\*
4. Leah Brink (6/11/2013)
5. Holly Fetzner-Fickler (6/11/2013)
6. Dr. Janet Gritzner (Urban Planning) \*\*
7. Father Ryan Hall \*
8. Pam Merchant \*
9. Dr. Dennis Willert  
Shari Thornes, Staff

\*Resigned

\*\* “Professional Member” per National Park Service standards

## **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.

## **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.

## **2013 BHPC FUNDING SOURCES, SCHEDULE AND PROJECTS**

Funding for the BHPC's programs operates on three fiscal calendar years: local (Jan-Dec), state (July-June), and Federal (Oct-Sept). 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 2013 consisted of the following sources:

**City of Brookings**

Funding Cycle: January 1, 2013 to December 31, 2013  
Funding: \$3,600

**2012/2013 National Park Service Grant**

\$10,502            2012/2013 Park Service Grant  
Funding Cycle: June 1, 2012 to May 1, 2013  
Grant:            \$13,502 (\$2,000 Basic; \$11,502 Supplement)  
Status:            Closed

Basic Allocation Funding - Project Titles:

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

Supplemental Funding – Project Titles:

1. Public Education Accredited Real Estate Workshop
2. Cooperative event highlighting the Central Residential Historic District during the Parade of Lights
3. Board Development Training \*\*
  - A. National Alliance of Preservation Commissions (3)
  - B. National Trust for Historic Preservation 2012 (2)
  - C. National Trust for Historic Preservation 2013 (1)

**2013/2014 National Park Service Grant**

\$17,282            2013/2014 National Park Service Grant  
Funding Cycle: June 1, 2013 to August 1, 2014  
Grant:            \$2,000 Basic; \$15,282 Supplement  
Status:            AWARDED in 2014

Basic Funding:

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

Supplemental Funding:

1. Public Education – Bob Yapp Workshop & Seminars
2. Board Development Training \*\*
  - A. National Alliance of Preservation Commissions Forum – 2014 (staff & 1 member)

## **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**

*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.*

- 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)*

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

*When local citizens and organizations are kept abreast of local preservation issues and opportunities, as well as state and national program availability, the community at large will benefit through revitalized neighborhoods and a proactive approach to long-term community preservation. Additionally, a community which has attractive, well-maintained and diverse historic properties is a likely candidate for increased heritage tourism dollars. While some activities are targeted to residents and owners within specific Historic Districts, others are presented to the entire community. By means of radio programs, newspaper articles, community presentations and walking tours, the preservation message is often disseminated beyond city borders.*

- A. Promotion of 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\*
 

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)

*\*if state funding allocation permits*

### **3. Technical and Funding Resources**

*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.*

- 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.

#### **4. Commission Development**

- A. Attend mandatory annual state training sessions. (Commission/Staff)
- B. Attend regional preservation conferences. (Commission/Staff)\*
- C. Attend annual National Trust for Historic Preservation Commission Conference. (Commission/Staff). The Commission has traditionally received funding to send staff and one commissioner.\*
- D. Attend bi-annual National Alliance of Preservation Commissions Conference. (Commission/Staff). The Commission has traditionally received funding to send at least two representatives.\*
- E. Attend Preservation Leadership Training “Boot Camp.” The Commission tries to send one commissioner per year.
- F. Participate in new member orientation process. (Commission/Staff)
- G. Seek ongoing professional and technical training through professional publications, preservation related materials, video, etc. (Commission/Staff)
- H. 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)
- I. Conduct training for commission members on amended historic preservation ordinance and the local register process.

*\*if state funding allocation permits*

# 2013 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 2013.
- SHPO research on the Brookings Hillcrest Park Historic Tree Claim remains pending.

#### **B. Deadwood Fund Application:**

The Commission submitted a letter of support for Kristi Tornquist's Deadwood Fund Grant application for a window restoration and repair project at 727 Main Avenue.

- #### **C. AT&T Antenna Co-location Project.**
- AT&T Wireless applied to install an antenna on an existing 130 foot water tower located at 1433 Sixth Street. AT&T has contracted with Seven G to conduct an FCC compliance review regarding the potential effect on any historic properties within a quarter mile "visual view shed" of the proposed project. They were required to determine if the project is located in, or within the visual view shed of a building, site, district, structure or object, significant to American history, architecture, archeology, engineering or culture, that is listed OR ELIGIBLE for listing on the state or National Register of Historic Places, or is located in or on an Indian Religious Site. The BHPC voted unanimously that the project would have no adverse effect on any historic properties within the visual view shed.

## 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 2013 as follows: 1) Reviewed ordinance in its entirety along with proposed amendments in multiple meetings; 2) Solicited review by former BHPC Chairman Pat Fishback; 3) Conducted a conference call with the consultant to further discuss her rationale; 4) Solicited review by National Trust attorney that developed the current 2003 ordinance, and (pending) and 5) Plans to obtain final review by the city attorney (pending).

## 3. **Properties Threatened & Lost**

**South Campus Neighborhood District Plan.** The City Council held a public hearing on April 9, 2013 on a plan that would create the SDSU-South Campus Neighborhood Overlay District Plan located between 7<sup>th</sup> and 8<sup>th</sup> Streets and Medary Avenue and 12<sup>th</sup> Avenue. The plan included aesthetic based guidelines for the campus edge neighborhood portion of the district. Properties in the area consist of older homes, apartments and SDSU land. None of the properties are currently listed on the State or National Register.

The ordinance stipulates the following building profile and lot design:

- *Height.* The minimum building height above grade shall be two stories. Buildings with a lower level garden view design shall be considered as having two stories.
- *Exterior Façade:* Wall coverings shall be required to be real, simulated or synthetic brick, brick veneers, a combination of burnished masonry units and brick, or stucco and brick. Simulated brick style, asphalt wall coverings are prohibited.
- *Roof designs:* Gable, hip, mansard and flat roof designs are permitted.
- *Roof coverings:* Architectural or slate shingles, cedar wood shakes, and flat roof systems, when applicable, are permitted
- *Setback.* All buildings shall be set at or within 10 feet of the minimum front yard setback.
- *Parking lots.* All parking lots and driving aisles shall have perimeter curbing except on the alley side.
- *Screening.* Opaque fencing with a height not less than 4 feet or equivalent natural landscaping shall be installed along any side lot line when adjacent to a parking lot or driving aisle. Driveways located in a front yard are exempt from screening.
- *Landscaping.* One shade or ornamental tree, meeting the applicable standards of Section 94-399, shall be planted for every 4,000 square feet of lot area.
- *Garbage receptacles.* All garbage receptacles must be located in the rear yard and enclosed with perimeter fencing 4 to 6 feet in height.

The proposal stipulated two story brick structures in the area. The BHPC suggested alternative building materials and styles more in keeping with Brookings' architecture -- clapboard siding, decorative elements, etc., and not just brick boxlike structures. The Commission also suggested stronger landscaping requirements including more trees and stipulating height requirements.

*The BHPC passed the following motion: "The BHPC would like to go on record commending the intent of the design review overlay district to protect the appearance of the neighborhood. The BHPC further supports specifying architecture elements, but recommends additional requirements according to existing University Residential District neighborhood standards."*

SHPO provided the following suggested additions the requirements:

Architectural:

- To provide better transition into University Residential Historic District, limit building height to two stories on west end of overlay district and grade up to taller structures to the east and north.
- Recommend lighter brick colors. Variations of cream and tan coloring would reflect well on the buildings. Dark brick is more imposing on the landscape.
- Recommend variations in brick finishes and texture including other stone materials (i.e. cast stone) to provide more visual interest and aesthetic appeal. Some glazed brick especially at entrances really punches up the visual impression of the building. Some heavier textures of brick would be good in the field areas of the buildings. Cast stone cut into veneer panels is also a great way to add a lot of color and texture. Recommend use of reds and browns for the cast stone and do that below a water table, with brick above. It would give the taller buildings a more horizontal appeal to the architecture. Also if the mortar joints on the horizontal brick are somewhat recessed, that will also give the building a more horizontal appearance.
- Do not allow dryvit or other simulated stucco material because it is not a durable material, especially in humid climates. The stucco finish on the face helps trap the moisture in the panels. Eventually black mold and green moss start to grow. Then as the panel becomes saturated with moisture, the facing material begins to sluff off. Dryvit has a lifespan of about 8 years, so it is not a good, durable material.
- Recommend projecting and recessed bays on street facing elevation to help break up the massing of the building, especially on buildings that are three stories or higher. Also adds architectural interest to the design of the building.

The plane changes also give an opportunity to change facing materials to give more visual interest to the buildings.

- Incorporate architectural details at entrances such as variation in materials to make more visually appealing.

Greenscape:

- Strengthen landscaping requirements to increase green space and the number of mature plantings and trees.
- Increase minimum trees diameter to provide for more mature trees.

Bibby and Gritzner attended the April 9<sup>th</sup> City Council meeting and presented the following statement:

*“Thank you for this opportunity to speak on behalf of the Brookings Historic Preservation Commission. My name is Mary Bibby and I am serving as the Commission’s chairman this year. With me is Dr. Janet Gritzner, also a member of the Commission.*

*The Brookings Historic Preservation Commission wishes to go on record in support of your proposed SDSU Campus Edge Neighborhood Design Review Overlay District and we encourage its enactment. We believe it will be a valuable tool to be used as this area expands and changes in years ahead.*

*We do have some concerns and I am not sure where it is appropriate to address them--whether in the ordinance itself or in later issuance of building permits or merely as guidelines to be presented to potential developers as plans progress.*

*We have sought assistance from Paul Porter of the State Historic Preservation Office to help us in formulating our suggestions but in the interest of time and not wanting to get bogged down in details at this point, let me just mention a few items for your consideration.*

*Landscaping will be of critical importance and in that regard we suggest more green space and the planting of more mature trees to give the area an established appearance from the outset and to cut the negative visual impact of clustered brick/stone buildings. Perhaps one way to achieve this goal would be to specify a minimum tree diameter.*

*Another suggestion would be to limit building height to two stories on the west end of the overlay district and grade up to taller structures to the east and north.*

*Variations in brick finishes, texture, and color would also provide more visual interest and aesthetic appeal. Projecting and recessed bays on the street side would help break up the massing of the buildings, especially on those that are three stories or higher. Incorporating architectural details at entrances is also recommended.*

*We on the Commission are very happy that the City Council is taking steps to improve and protect this neighborhood. We offer our assistance and cooperation in any way we can be of help. Many thanks for your good work.”*

**Sexauer Seed District Fire.** There was an electrical fire at the Sexauer Seed District in the primary elevator tower on February 11, 2013. The tower suffered extensive damage, but is still in use. The District consists of nine buildings and is listed on the National Register of Historic Places.

5. **US 14 Main Ave to Medary Avenue SDDOT Project.** The BHPC received correspondence from the SD Department of Transportation Environmental requesting written comments and concerns regarding proposed project P-PH 0014(179)419 PCN 027B – US14 from Main Avenue to Medary Avenue in Brookings including the intersections of US 145<sup>th</sup> Avenue and US 14/7<sup>th</sup> Avenue. The scope of the project scope is expected to include removal and replacement of existing surfacing, storm sewer, sidewalk, curb and gutters, ADA ramps, lighting and signals. The project is scheduled for February 2016. An excerpt from the SDDOT Executive Summary stated, “On a 9/28/12 Scoping meeting a decision was made to reconstruct Main to Medary to a 5-lane section with additional width for bike lanes for the reasons outlined as follows: Both sections adjacent are 5-lane sections (Medary to 22<sup>nd</sup> and Main to HY14 bypass), it would not make sense to neck down to a 4-lane section in the 2 block residential area only, the trees in the residential area are within the ROW so it was recommended to remove them to accommodate the 5-lane section, and bike lanes are going to be included on this section to accommodate bike traffic to the university.”.

Three blocks of the Central Residential National Historic District abut the proposed project on the south. Four and one-half blocks of the University Residential Historic District abut the proposed project on the north. The proposed project would eliminate the north and south boulevards and tree canopy.

- Chairperson Bibby attended a June 4, 2013 meeting with Secretary Darin Bergquist, SD Department of Transportation, regarding 6th Street Project and provided the following remarks.

*“Thank you for traveling to Brookings and for the opportunity to have a conversation with you about the proposed US Highway 14 project from Main to Medary Avenue. I am here as a representative of the Brookings Historic Preservation Commission. Our purpose is to allow the city to engage in a comprehensive program of historic*

*preservation to promote the inspiration, pleasure, and enrichment of the citizens of this city and to preserve, promote and develop the historical resources of the city.*

*Among our charges is the responsibility to protect and preserve our cultural landscape. Within that cultural landscape is the canopy of trees along Sixth Street between Main and Medary Avenues and the green space provided in the boulevards. Your project description would remove the trees and much of the boulevards in order to expand the number of existing traffic lanes and incorporate a bicycle lane along that stretch of highway. In our view, the necessity to expand the number of lanes is not a crucial need. I travel that route almost daily from my home on Eighth Avenue and rarely is there any congestion. Traffic operates smoothly. What do your traffic volume studies show?*

*Part of the setting of the historic district on the north and south sides of the street are the old-growth trees that have been there since the neighborhoods were developed. Those plantings were part of the overall design and character of the neighborhoods, and removing them to widen the road even further will create a potential for effect on both districts. Also the reduction of the front lawn of these properties will have the potential for effect on the historic resources that front Sixth Street. Depending on the current setback and what the new setbacks would be, this project has the potential to impact property values and decrease said values depending on the degree of impact to these sites.*

*A better solution to any traffic congestion on Sixth Street would be to reconfigure the major intersections to allow for higher volume of traffic during peak times, but maintain the four lane as it is on the blocks in between. The other issue here is that the wider the road, the higher the tendency for people to drive faster. Installing a bike lane along a major road like this is not going to help matters for safety of cyclists. In fact, it could seriously increase the risk of injury or death as a vehicle speed increases five or ten miles per hour. Putting bike lanes on Seventh or Fifth Street might be a better solution for students to travel safely between the University and downtown.*

*Entrance to another community in South Dakota, slightly smaller but even richer in historic treasures, was recently described by a visiting writer as a "characterless strip lined with the usual gas stations, fast food outlets, motels, malls. My guidebook had promised a 'gem-like historic town,' but any such claims could only be justified by the few blocks squeezed into the small business area close to the riverbank."*

*In Brookings, the trees and the boulevards create a good transition to the downtown area. Brookings does not need nor want a speedway or "characterless strip" from 22nd Avenue to Main. For those who wish to get around the town quickly, there is a Highway 14 bypass. For those of us who live here, please let us keep the lovely thoroughfare we have."*

- An editorial in the June 7, 2013 *Brookings Register* issue commended Bibby for her comments.
- On November 27th the Brookings City Council approved the following letter that was sent to the Secretary of Transportation opposing the widening of 6th Street due to the impact on the two historic districts and trees.

November 27, 2013

Mr. Darin Bergquist, Secretary  
South Dakota Department of Transportation  
Becker-Hansen Building  
700 East Broadway  
Pierre, SD 57501

**RE: Highway 14 improvements; Brookings; Main Avenue to Medary Avenue**

Dear Secretary Bergquist:

On behalf of the City of Brookings, we would like to thank the South Dakota Department of Transportation of infrastructure investments that have been made for the upgrades to Highway 14 this past construction season and in the next few years.

It is our understanding your staff has initiated the scoping document for the section of Highway 14 from Main Avenue to Medary Avenue. As such, we wish to provide some input early in the planning and design process so our concerns and suggestions can be considered. While we understand that safety of the traveling public is among the most important considerations in transportation design, we would suggest that other aspects be given due consideration as well.

First, this location is in a Historic Preservation District bounded chiefly by residential land uses. Many of the homes have unique historic architecture and are best served by traffic-calming devices for residential neighborhoods as opposed to commercial corridors. What's more, Highway 14 is flagged by old-growth trees that are as old as the neighborhood itself. Those plantings, and the green space boulevards where the trees are located, are part of the overall design and character of the neighborhood. These beautiful trees provide an expansive canopy over the street and serve to soften the hard-scape. The scoping document indicates all such trees would need to be removed to accommodate additional lanes. One of our community's physical goals is to protect and preserve the cultural landscape; and we believe it is of paramount importance these trees be saved.

Second, the front facades of many of the homes in the area have a consistent setback distance from the street. Not only would the aesthetics of the front yard be drastically

reduced by the widened roadway, it would bring traffic noise much closer to the homes, with higher traffic volumes, making them less desirable residences and negatively affecting property values.

Few communities have such a unique opportunity to have the community's main, internal thoroughfare as aesthetic and well-preserved as this area. We believe it is important it be maintained along with the necessary transportation improvements.

We look forward to working with you on this project.

Approved by the City Council with a 6-0 vote at their November 26, 2013 Council Meeting.

Sincerely,

Tim Reed  
Mayor

CC: District DOT Engineer Ron Sherman  
Regional DOT Engineer Jeff Senst

- Local resident Ron Peterson wrote a Letter to the Editor of the Brookings Register on December 7, 2013 in support of saving the trees.
- The South Dakota War College website ran the following piece on November 30, 2013: "DOT seeks to remove trees & boulevard from Brookings; Mayor & City council rejecting."

*Brookings Mayor Tim Reed is protesting proposed DOT plans to further widen 6th street in Brookings from a 4-lane with center turning lane... Into what? A 6 lane running through the middle of Brookings?*

*The primary reason for the opposition to the upgrade? They want to remove the trees & boulevards from the area, which includes a historic districts on either side of the road:*

*Parks and gardens line Sixth Street from the city's east side to its west, and a stand of mature, 100-year-old trees along the roadway gives the city's main thoroughfare a quiet dignity not many South Dakota cities can match.*

*The Brookings Council took a strong stand for those trees Tuesday, asking the state's secretary of transportation to leave them alone when Highway 14 is upgraded once again in 2017.*

*This final phase of the rebuild would take the roadwork from Main Avenue to Medary, and the road-widening project threatens the towering trees shading the city's historic district.*

*The city council voted unanimously to support the mayor's letter to DOT telling them to leave the trees alone.*

*Should a city have a say in whether a transportation project of questionable need should strip residential (and historic) neighborhoods of their character?*

*At least from my observations, we need an additional on ramp from the interstate to alleviate mile-long bottlenecks far more than people are clamoring to widen what is already one of the widest streets in town.*

**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 2013:**

Project: **Demolition/Moving Permit - 605 Sixth Street**  
NR Status: University Residential Historic District  
Owner: David and Sara Kneip  
Background: David and Sara Kneip, owners of 605 Sixth Street, have applied for a demolition permit for a house and garage located at 605 Sixth Street. The house is a contributing property and the garage is a non-contributing property in the Brookings University Residential Historic District. The Kneip's own a real estate company located adjacent to 605 Sixth Street. They wish to remove the house and garage for a 28' x 40' addition and additional parking. The State Restoration Specialist and staff toured the property on 9/2 to evaluate structural condition and historical integrity and found it to be in poor condition and not a good candidate for moving.  
Outcome: Abbreviated Case Report - Closed - No Adverse Effect

Project: **Demolition Permit - 306 3<sup>rd</sup> Street**  
NR Status: Adjacent to Brookings Commercial Historic District  
Owner: City of Brookings  
Background: The building is owned by the City and is scheduled to be demolished and the site graded in 2013. The plan is to construct a parking lot in 2014; however, a final design has not been determined. The structure, circa 1941, is located adjacent to the Brookings Commercial Historic District. It was originally built as a garage/storage building/gun shed for the former National Guard Armory, which is now the Park & Recreation Center. The Armory was built in 1937 as a WPA project, but we don't believe the garage was a WPA. It was remodeled in the 1970s for the Senior Citizens Center and later became the City Fire Auxiliary Building. *This item is closed. SHPO has ruled no adverse effect.*  
Outcome: No Adverse Effect

Project: **Demolition Permit - 307 3<sup>rd</sup> Street**  
NR Status: Adjacent to the Brookings Commercial Historic District  
Owner: Brian Gatzke  
Background: Brian Gatzke has applied for a demolition permit for 307 3<sup>rd</sup> Street, which is the former Brookings Locker Market, circa 1920s, located adjacent to the Brookings Commercial Historic District. The owner purchased the property with the intent of demolishing the structure. Plans include a 3 level building with mixed use commercial retail on the main floor and

loft-style apartments on the upper two levels. The proposed timeline is completion in three years. SHPO staff and Thornes toured the structure on 9/25. SHPO is requiring a case report to include proposed design of new structure.

Outcome: Open – Pending

Project: **Demolition/Moving Permit – 912 6<sup>th</sup> Street**

NR Status: Central Residential Historic District

Owner: Tom Bozied – Cokato

Background: Cokato, owner of 912 6th Street, has applied for a demolition permit for the residence and garage located on this property. The building is located in the Brookings Central Residential Historic District and is listed on the National Register. The owner plans to remove the structure in order to construct a 40 foot expansion to his gas station/convenience store located to the east. The design will be similar to the existing commercial structure with access to the rear car wash provided on the west lot line. The case report remains pending until submitted of design plans.

Outcome: Open – Pending

## **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. **National Historic Preservation Month Activities.** The Commission commemorated National Historic Preservation Month by submitting a newspaper article, soliciting nominations for the 2013 Mayor's Awards for Historic Preservation, issuance of a Mayoral Proclamation, coordinated with the Brookings County Historical Society, published the first "Now You See It" BHPC monthly feature, and officially released of the new *Commercial Historic District Walking Tour Brochure*.
  
2. **Volunteer Leadership Coffee with the Mayor**  
Bibby attended a "Volunteer Leadership Coffee" hosted by Mayor Tim Reed in May 16, 2013. Mayor Reed briefed the chairs and vice chairs on city issues and projects. Bibby reported on the Preserve America sign installation on campus, last year's accredited real estate commission workshop, current vacancies on the Commission and the 6th Street widening project.
  
3. **Annual Mayor's Awards for Historic Preservation.**  
Approximately 130 people attended the 2013 Mayor's Awards for Historic Preservation presentation which was held in conjunction with the Butler Human Rights Award and the ABLE Awards at the Camelot Intermediate School Cafeteria on Thursday, September 12, 2013 from 5:00 p.m. to 7:00 p.m. Mayor Reed and Chairperson Bibby presented the following three historic preservation awards:
  - Bob & Pat Fishback, 1001 6th Avenue, "Overall Residential Restoration"
  - David & Tasha Jones, 625 9th Street, "Overall Residential Restoration"
  - Christopher & Kelsey Stoltenberg and Michael & Heather Moechnig, 521 8th Street, "Historically Sensitive Addition"
  - Kevin Grunewaldt and Blair Collins, 517 Medary Avenue, "Interior Commercial Rehabilitation"

**Mayor's Award  
"Overall Residential Restoration"  
1001 6th Avenue  
Bob & Pat Fishback**

A French country villa amidst a University Historic District in Brookings, South Dakota? Blame local lumberman Lockhart who built the house in the early 1880's in Dakota Territory. He located the mansard-roofed house at 501 Eighth Street, clearly not the French countryside but on a sizeable piece of property. Horace Fishback, pioneer merchant and banker, and his wife Cornelia Van Dusen and their growing family bought the house in 1885 and lived there until 1903. In 1902 they moved the house across the back pasture on old fashioned rollers to its current location at 1001 Sixth Avenue, continuing to live in it during the move and after until their new NeoClassical home was built on Eighth Street.

During the 1940's, owners Robert and Clara McTague converted the structure to apartments. The Ernest and Mildred K. Huggins family purchased the house in 1977 and continued to use it as an apartment dwelling.

It was in 2010 that Horace's grandson Bob and wife Pat Fishback acquired the house and began a three-year labor of love to return the home to a single unit. Now listed on the National



Register of Historic Places, the house is an excellent and unique example of an early home exhibiting blended features of the Second Empire and Queen Anne styles. Its architectural style is unusual to have originated during the initial development of a prairie town in the 1880's.

In the 1890's the house contained a living room, parlor, downstairs master bedroom, dining room kitchen and downstairs bathroom. The upper story served as bedrooms for the children. Every effort was made by the Fishbacks to return these rooms to their original configuration with careful attention to placement of walls, windows and doors.

But first things first. The house needed substantial foundation work and was lifted and moved off its original base and placed on steel beams and wood platforms while the old foundation was removed and a concrete block foundation installed. Concrete was poured to form a new

basement before the house was moved back into place. Original foundation limestone was salvaged to face the exterior concrete block, and more limestone slabs that remained now form a charming walkway to the back entrance.

Original window frames were repaired, and windows were re-glazed and retained. Old glass was fitted where panes were broken or missing and new wood-clad storm windows were installed.

Carpet and linoleum were removed to reveal original wood flooring that was then patched, stained and varnished throughout the house. Elaborately molded baseboards and paneled wood double pocket doors between the front rooms, fluted window and door casings with bulls-eye corner blocks were all repaired and rehabilitated.

The kitchen area was updated using original windows and replicating those missing. The interior staircase was returned to its original location and reworked with railings, spindles and balustrades from a salvage supply house. A totally new electrical system was put in place by Tschetter Electric. All new plumbing and a new furnace were installed by Mel and Bill Herold. The original radiators which are decorated with a floral motif were re-used. Non-original walls were removed and those that remained were beautifully repaired and replaced by Mike Johnson with lath and plaster, retaining as much of the old plaster as possible.

On the exterior of the house, old wood on the front porch was repaired and rebuilt replicating the original design. All available original materials were retained. Missing porch posts were fabricated by Gary LaJoie; and spindels, spandrels, and balusters were replicated by master craftsman Ed Stricklin. Exterior re-siding was done using matched clapboard where rotting had occurred. An outside shed was rehabilitated and put to use.

In the roof area, a rubber roof lining was installed and gutters and downspouts were added. The porch roof and soffit were repaired as were the porch rafters, soffits and framework of upper roof. Elaborate gabled dormers were also enhanced by the subtle palette of exterior paint colors applied by Ed Higgins that truly resemble icing on the cake of this beautiful home.

Pat Fishback is reluctant to mention all the names of the over 40 people who helped create this transition because the list is lengthy and each was so essential to its completion. She, Gary LaJoie, and Mark Kelsey have been General Contractors of the project, and Mike Johnson has been a master of all trades throughout.

She is grateful for help received from others as well. "I am a recipient of the SD Property Tax Moratorium and of Federal Rehabilitation Tax Credits and had assistance from Paul Porter and Jennifer Brosz of the South Dakota State Preservation Office. They worked with local city historic preservation staff Shari Thornes and with the National Park Service's Elizabeth Petrella."

As house builder Lockhart might readily observe, "C'est Magnifique!"



**Mayor's Award  
"Overall Residential Restoration"  
625 9<sup>th</sup> Street  
David & Tasha Jones**

This intriguing property was first established in 1889. Built as a single family residence by Vinal "V. W." Norton, the home remained in the Norton family, passing from father to children for over half a century. It was occupied by Alice Arden (daughter of V. W.) until the early 1900s, when it went to son, Fred Norton. Fred and his wife Mary remained in the home until Fred's death in 1947, at which point their children inherited the home. During the next fifty years the house passed through the hands of a series of owners and was converted into a duplex

rental property. One unit consists of the first and second stories; the other is a basement unit.

The current owners, David and Tasha Jones purchased the home in 2003. The structure lies in the University Historic District. Tree lined streets and a mixture of rental and owner occupied residences bring this historic neighborhood to life with a rich culture of lifestyle diversity. However, when the Jones family came into ownership, this particular structure had fallen into disrepair; both the inside and outside were in need of restoration. At the time of purchase, the Jones' intended to do someday a complete restoration of the home but initially just updated the shingles, gutters, electrical, and plumbing.

A series of unfortunate events struck in 2011 by means of a burst water pipe that flooded the house, leaving behind four feet of standing water in the basement. This event sparked the beginning of the home's complete restoration. The Jones' worked with construction manager Phil Wagner, along with several other local sub-contractors including Steve Ust and Gary Koffman. Their goal was to create an updated and energy efficient home that still possessed the character of a 1880s era residence.

Interior projects completed include:

- Floor joists replaced and/or strengthened to reinforce and straighten all floors
- Brick furnace flu removed to allow more space for new duct work
- Complete rewiring done by Tschetter Electric
- New plumbing infrastructure and bathroom fixtures by Courtesy Plumbing
- New sheetrock on all walls - most bedrooms, closets and bathrooms were reconfigured with larger closets
- Installed new solid-wood cabinets in cherry finish

- New woodwork including new three foot wide doors
- New appliances by Karl's
- Floor coverings by Barrett's Flooring and Decorating
- Painting and finishing by Dana Varpness Paint Services

Exterior projects completed include:

- Cement board siding and period friendly trim work
- Tuck-pointed existing foundation by Discmacon Construction
- Foamed insulation in all exterior walls (including basement) for maximum efficiency by Advanced Insulation Solutions
- Insulation of dual-pane windows
- New central A/C and furnace system (replaced boiler) by Langland's
- Fresh-air exchange unit by Langland's
- Completely rebuilt front porch to former design/specs (including new footing and block work to match existing foundation)
- Landscaping, yard, and sprinkler system by Kerry's Landscaping
- New sidewalks laid
- Painting and finishing by Dana Varpness Paint Services

When asked why they chose to preserve and restore this house, the Jones' answered that they believe it is a good representation of the older homes in the university historic district neighborhood. They live in the neighborhood and feel that preserving these homes is important for the City of Brookings and SDSU. These are the homes and neighborhoods that most people see when they visit Brookings and can leave a positive impression on visitors if they are properly cared for.

The house will continue to be a rental property. A popular choice for SDSU students, the house's close proximity to campus and the charm of the neighborhood make it an excellent place to call home during college years. The property has been beautifully revitalized and now provides continuity with one of Brookings' treasured districts.



**Mayor's Award  
"Historically Sensitive Addition"  
521 8th Street  
Christopher & Kelsey Stoltenberg  
Michael & Heather Moechnig**

An elegant residence since its construction in 1941, the house at 521 has gained new curb appeal with a front porch addition in keeping with the style of the house. It has received the Mayor's Award for Historically Sensitive Addition.

Now owned by Chris and Kelsey Stoltenberg, the house was originally built for the Peur family. The Peurs likely added the "grandmother's room" addition which is currently used as an office.

The Stoltenbergs purchased the house in 2011 and are only the fourth family to occupy it. Previous owners Michael and Heather Moechnig planned the attractive porch entryway which opens into the office wing. B & B Construction of Sioux Falls was hired as the contractor. Decking is cedar and the columns are cedar wrapped. A star burst window ornamentation of the original 1941 structure is replicated above the front door entry.





Chris and Kelsey Stoltenberg provide a fine example of dedicated stewardship in maintaining and enhancing this historic home. They have put their boundless energies into interior remodeling and installing new landscaping. In their work on the interior, they have been sensitive to historic elements while giving the house modern livability. The home retains its beautiful original molding and hard wood floors—rumored to having been laid during the Pearl Harbor bombing

on December 7, 1941. After 70 gallons of paint, remodeled kitchen and bath, newly constructed office bookshelves, and new carpeting, the house sparkles. The property adds new distinction to the historic Eighth Street neighborhood. Its front porch addition blends in so well with the house that it appears to have always been there and definitely “belongs.”



**Mayor's Award  
"Interior Commercial  
Rehabilitation"  
517 Medary Avenue  
Kevin Grunewaldt  
Blair Collins**

Structures designed to be apartment buildings were not terribly common in 1914, especially in a community the size of Brookings. The builders of the Dawes apartment complex at 517 Medary Avenue had community life in mind, however, when they thoughtfully constructed this unique four-story dwelling. The building was built by H.E. Dawes in the Prairie School Style for a total cost of \$22,000.



Because of its prominent location at the intersection of Medary and Sixth Street, the Dawes building attracts attention. Passersby might notice its positioning. The building sits on an angle, so that each apartment's windows might absorb as much sunlight as possible.

It is easy to see cosmetic improvements on building surfaces, but often more difficult to appreciate the system upkeep and repairs that are necessary to maintain a building like this, which has stood proudly in Brookings for nearly a century. Its nine apartments retain their original appeal, featuring bright windows, original woodwork, and hardwood flooring. Many have two entrances, so that residents can easily sneak down to the communal laundry room in the basement. Some include built in shelving and sun porches.

Present owner, Kevin Grunewaldt, purchased the property in 2013 from previous owner, Blair Collins, who owned the building from 2007 to 2013. The men worked together on many projects which improved the building and share a similar philosophy and interest in historical buildings.



"When I walked into the building and saw the woodwork, I said to myself, 'Uh-oh'. I knew immediately that I loved it and wanted to restore it," said Collins.

The building was in rough shape in 2007, so Collins set about performing some major updates. First, he

performed cosmetic repairs like fixing cracked plaster and painting all walls. Most of the plumbing and considerable electrical updates were made, including the addition of electric baseboards for heat. Collins replaced sewer stacks and redid all the sewer drains, added drainage tile, and pulled up an underground storage tank. Bathrooms were updated and all hardwood floors were rehabilitated. He also made major landscaping improvements to the property, adding edible plants and an artful texture to their placement. He credits many excellent local skilled tradesmen and craftsmen with assistance.

Collins hired Kevin Grunewaldt and some associates to replace the building's roof. Kevin was also struck by the historical appeal of the Dawes building. "They just don't build buildings like this anymore," Grunewaldt said, "There aren't as many skilled craftsmen to do this kind of woodwork." Kevin made plans to purchase the building from his friend when Collins relocated from Brookings.

Grunewaldt continued the electrical conversion by extracting the boiler in the basement and removing corroded water pipes throughout the structure. He is modifying



the kitchens so that the old wooden drawers will operate again and he's adding breakfast bars in many, using rehabilitated wood taken from other parts of the building. Grunewaldt is even making benches out of massive planks from a walnut tree that had to be removed from the property. He finds using the existing materials satisfying and, as a bonus, it also conserves resources.

"There is an art to living. The front stoop has been the spot for many excellent conversations over the years," said Collins, "and with Kevin's ownership, I hope it will be for many more." Here's to another 100 years for the Dawes Building!

#### 4. **Downtown Brookings Incorporated**

- **BHPC Board Representative.** Les Rowland, BHPC vice chair, served as the Commission representative on the DBI Board in 2013.
- **New DBI Director.** New DBI Director Kristin Heismeyer met with the Commission on January 10, 2013. Heismeyer is working to restructure and rebrand DBI to align itself with the National Main Street Program's four-point approach which consists of organization, promotion, design (historic preservation) and economic restructuring. *(NOTE: The National Main Street program was founded by the National Trust for Historic Preservation in 1980 with 2,000 programs nationwide).* DBI is eliminating events that aren't helpful to promoting business and the 4 point message.

Thornes and Heismeyer met throughout the year to pursue more involvement between the two organizations and potential collaborative events, projects and resources: History and Garden Festival (4/26-27), Mayor's Ride & Walk (6/1), Taste of Brookings (8/10), Festival of Lights Parade to include Central Residential Historic District (12/5), mobile application (app) for downtown to include walking tours, QR codes, historic tours, brochure promotion, working with the State Historic Preservation Center & Preserve SD, and local/regional/national workshop/training opportunities through the National Trust for Historic Preservation & Main Street Center.

#### 5. **Historic Trolley in Central Residential Historic District.** A cooperative event highlighting the Central Residential Historic District during the Festival of Lights Parade was identified as a goal in the Commission's 2013/2014 work plan. Thornes, Chamber and DBI representatives met throughout the year to plan the event.

The Plan - Thursday, December 5<sup>th</sup>

- Advertising:
  - Collaborative print, digital, radio advertising
  - Utility Bill insert to 9500 residents
  - Letters to home owners on October 10 encouraging them to decorate
- Festival of Trees @ Cultural Center (historic Carnegie Library)
- Reindeer @ Children's Museum of South Dakota (historic Central Elementary)
- Horse Drawn Trolley rides with a step-on guide in the Central Residential historic District:
  - Staging at Cultural Center with hot chocolate, across street from reindeer
  - Rides from 5-7 pm, prior to parade (20 minute rides)
  - Consider decorating light poles in neighborhood next year
- Parade of Lights, 5-7 pm

Unfortunately, due to the extreme cold, a decision was made the day of the event to cancel the trolley ride. The trolley owner returned the contract deposit. The Festival of Lights, the Cultural Center and Children's Museum reindeer events all had a good turnout in spite of the weather. There was consensus to pursue this event again at this year's Festival of Lights on Thursday, December 4, 2014.

6. **Brochure Distribution.** A subcommittee was appointed to coordinate the distribution of the Commission’s four historic walking tour brochures: 1) Central Historic District & Urban Arboretum, 2) SDSU Walking Tour, 3) Brookings Commercial Historic District – A Walking Tour, and 4) University Residential Historic District. The following locations were identified:

1. Chamber of Commerce
2. Student Union
3. Brookings Public Library
4. Hilton Briggs Library
5. Agricultural Heritage Museum
6. Community Cultural Center
7. SDSU Alumni Center
8. SD Art Museum
9. McCrory Gardens Visitor Center
10. Children’s Museum
11. Downtown businesses & hotels

7. **Preserve South Dakota Fall 2013 Newsletter**

Former PSD Director, Kate Nelson, suggested the BHPC submit a local preservation success story for her fall newsletter. Pat and Bob Fishback graciously agreed to write a story about their restoration of the Lockhart House located at 1001 6<sup>th</sup> Avenue.

8. **“Now You See It Article.”** The *Brookings Register* agreed to publish new feature article for the Commission entitled “Now You See It” and also agreed to seek a sponsor.

*Welcome to the NOW YOU SEE IT... OR DO YOU? column presented by the Brookings Historic Preservation Commission and Downtown Brookings, Inc. Brookings is a beautiful city—part of its character is in its many historic buildings. Join us in discovering them. A picture like the one shown here presents an architectural feature on a recognizable structure or site in Brookings. Your challenge will be to guess what and where it is! Location may be anywhere within the city limits of Brookings.*



*In addition, Downtown Brookings will post the same question on Facebook and its web page—and also include it in its regular Flashback KBRK radio spots at 7:30 a.m. and 10:30 a.m. on Fridays.*

A prize of a \$10 gift certificate from TRENDZ will be given to the first person to correctly identify the site. Send your answer to [historicpreservation@cityofbrookings.org](mailto:historicpreservation@cityofbrookings.org) or call City Hall at 692-6281 or Downtown Brookings at 690-4856. Provide your name and email address or other contact information.

The winner will be announced in a future REGISTER article which will also tell more about the site.

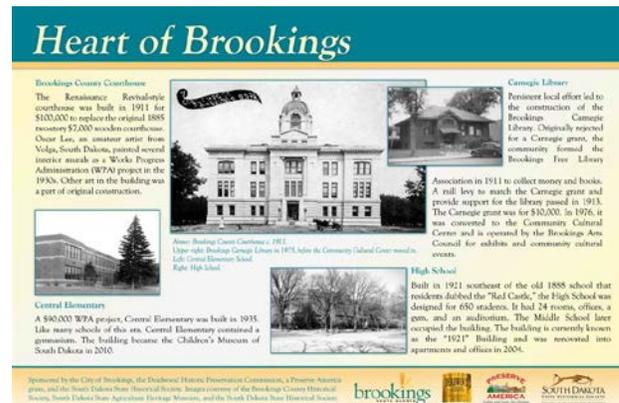
Have fun learning more about Brookings' fascinating early history and development as we explore the mysteries it still contains.

9. **Mobile Application Proposal.** Kristin Heismeyer, DBI Director, and Willert submitted a draft collaborative grant proposal for a mobile application project. The proposed application would be customized, containing historical information and audio, text, pictures and GPS for each existing walking tour. A community lifestyle/quality of life application was being considered by the Convention Visitor's Bureau. The goal would be to incorporate the tours into the overall citywide application with a bigger audience. The proposal was not submitted in the 13/14 grant cycle due to other funding priorities.

10. **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 continue to work with SDSU to facilitate installation.

- o Pioneer Park Bandshell
- o Hillcrest Park Tree Claim
- o McCrory Gardens
- o Government Center (Carnegie, Courthouse, 1921 Building and Central Elementary)
- o Sexauer Seed Historic District
- o SDSU Historic Stock Judging Pavilion (current Ag Heritage Museum)
- o SDSU Administration
- o SDSU Sylvan Theatre
- o SDSU Campanile
- o SDSU Horse Barn



11. **Bob Yapp Workshop.** The BHPC has contracted with Bob Yapp, a national historic preservation consultant, to provide a multi-day preservation event in conjunction with the Sustainability Council's "Earth Day" and DBI's "History and Garden Festival" from May 1-4, 2014.
- May 1, 2014: Exterior Wood Repair, field, hands-on workshop
  - May 2, 2014: "Paint It Right" field, hands-on workshop
  - May 3, 2014: Window Restoration & Weatherization Boot Camp
  - May 4, 2014: One day of classroom seminars.
12. **Sustainability Public Awareness Campaign.** The Brookings Sustainability Council is developing a poster campaign using Brookings leaders and local residents to promote sustainable initiatives including reuse of historic buildings. The ads will be used on websites, social media, email and other free venues. SDSU's Marketing & Communication Department is photographing the participants and designing the posters. Two of the twelve posters will promote the reuse of buildings and historic preservation. The campaign is scheduled to roll-out in 2014. The tag line for the historic posters will be: **"The greenest building is the one that's already built."**

## **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 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 2013, the following technical assistance services are provided:

- ❑ Served on the Brookings Downtown, Inc. Board of Directors (Commission)
- ❑ Researched possible funding sources (Commission/Staff)
- ❑ Assisted property owners on local, state and federal benefits (Staff)
- ❑ Facilitated and accompanied site visits with state and national preservation personnel and property owners to answer technical assistance questions (Staff)
- ❑ Facilitated securing preservation consultants for community projects (Commission/Staff)
- ❑ Responded to realtor inquiries regarding tax benefits (Staff)
- ❑ Provided materials and informational briefings to City Manager and other city officials (Commission/Staff)

1. **Brookings Gallery (Art) Alley Project.** On April 4, 2013, members of a Leadership Brookings Class presented a proposal for mural-type art and/or temporary art displays on the backs of buildings in the alleys on Brookings Main Street, starting with the 400 block of Main (even side).

It was determined that this project wasn't reviewable under 11.1 because there is no city action or permit involved. However, consultation with the BHPC and SHPO was appropriate due to the potential impact on the *Brookings Commercial Historic District*.

Paul Porter, SHPO Restoration Specialist, strongly advised against painting on masonry, citing *Preservation Brief #39* which talks about controlling unwanted moisture in historic buildings. Since masonry buildings need to breathe and allow the moisture to dry off, covering those surfaces with plywood will trap the moisture behind them, which can lead to significant problems and expensive repairs for the building owners.

<http://www.nps.gov/history/hps/tps/briefs/brief39.htm>

He also cited *Preservation Brief #1* which talks about what a mess it is to remove paint from a masonry building. <http://www.nps.gov/history/hps/tps/briefs/brief01.htm>

He said *Preservation Brief #38* addresses removing graffiti from historic buildings. Even if they put up the plywood structures on one side, any adjacent surfaces that aren't covered could get hit with graffiti. Rapid City tried the art alley idea in their downtown and it has turned into a mess of graffiti. It was a good idea in theory, but not in practice.

<http://www.nps.gov/history/hps/tps/briefs/brief38.htm> and <http://www.nps.gov/tps/>

Thornes spoke with Terry Nelson, Rapid City historic property owner and President of the RPC Business Improvement District, strongly advised against alley art because it ends up promoting destruction of property.

Thornes shared these concerns with Kristi Larsen earlier in the week. As a result, the Team submitted a revised proposal that no longer included painting murals directly on the brick. They suggested painting the mural art on plywood and mounting the plywood on the buildings.

The following concerns were noted:

- Will moisture be trapped between the plywood and the buildings?
- Use of spacers between the plywood and building will create a gap, which could promote vandalism by prying art off buildings.
- Will the bolts cause damage to the buildings?

*The BHPC passed the following motion: "To vote in support of the pilot project with the strong recommendation that the Team meet with Paul Porter, State Restoration Specialist, for guidance on appropriate materials and mounting."*

Paul Porter reviewed the revised plan and submitted the following statement. "I looked through the proposed products to be used for this project. After reading about the Quikrete mortar repair on Lowe's website, I wouldn't use it for two reasons. 1) It does not come in a variety of colors to match the existing mortar on the buildings and 2) It is a cement, which may not work well especially if the surrounding mortar is softer, such as an O type mortar. Cement mixes can eventually cause spalling of brick, as they do not expand and contract with the surrounding brick. I would use a mortar that matches each of the buildings, and that also matches the strength of the existing mortar type. Most brick buildings are going to have an N type mortar in their construction. Unglazed

soft fired brick would require an O type mortar so that spalling of the brick does not occur. Also the holes to be drilled should only be through the mortar joints, and NOT the brick itself.

I would allow for at least an inch of space between the panel and the building to allow enough air to move through to dry out any moisture.

Also, unless the plywood panels are painted with a good oil based primer on the front, back and sides, I would take them down during the winter to avoid decay. Exposed plywood does not weather well. Also a cap on the top edge (sides a good idea too) of the plywood panels would also help keep out unwanted moisture from seeping in and delaminating the plywood panels.”

The Leadership Brookings Team modified its installation procedures pursuant to Porter’s recommendations.

## **COMMISSION DEVELOPMENT / CONTINUING EDUCATION**

### **A. Local, Regional, State & National Conferences**

#### **1) National Trust for Historic Preservation Conference**

- 1 member attended the 2013 National Trust for Historic Preservation Conference in Indianapolis from October 29 to November 2<sup>nd</sup>.

#### **2) Preservation Leadership Training**

- The National Trust suspended PLT conferences in 2013 for restructuring

#### **3) State Historical Society Annual Meeting\*\***

- Location: Rapid City, SD
- Date: May 4-6, 2013
- Attending: No one was able to attend
- Funding: National Park Service Grant

\*\* Required Attendance

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

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

### **D. Statewide CLG Meeting - Spring 2014 – input on topics, venue and date.**

Thornes and Ralph Borkowski, Huron CLG Coordinator, collaborated on an idea to host a statewide CLG meeting. On November 25, 2013, Thornes and Borkowski participated in a conference call with SHPO officials to discuss the idea of a meeting next spring. Subsequently, the State Historic Preservation Office sent the following request for Commission discussion and action.

“Historic preservation commissions (HPCs) are one way many local governments organize preservation efforts. Preservation commissions are volunteer boards of local residents with interest and experience in historic preservation. HPCs from larger communities usually have a staff member who is a city planning or finance office employee and devotes at least part of their time to the commission. Eighteen South Dakota HPCs participate in the Certified Local Government (CLG) program.

The role of the CLGs in the federal-state-local preservation partnership includes responsibility for review and approval of nominations of the National Register of Historic Places. They are also eligible to apply to the state historic preservation office (SHPO) for funds earmarked for CLGs. The CLG Program is designed to promote the identification, documentation, and preservation of prehistoric and historic sites, structures, objects, buildings, and historic districts by expanded local involvement in historic preservation. The National Historic Preservation Act includes provisions for the

SHPO and the Secretary of the Interior to certify local governments to participate in the partnership.

City and county Certified Local Governments have a common interest – or two. Our Historic Preservation Commissions or Boards all work to educate ourselves about Historic Preservation methods, issues, and successes, thereby providing great preservation support to our communities. An opportunity to meet and share knowledge, information and resources could be valuable for all of us. We will all be able to learn from each other. Maybe some of you have an active local preservation group but want to learn more about the CLG process and receiving grant funds. Some of you have been doing this for a long time and could provide some mentorship and guidance to some of us with less experience.

**Proposal:** To hold a one-day statewide CLG Meeting. **We would appreciate your feedback on your interest level, the proposed topics, the proposed venue, and possible dates.**

**Proposed topics for the CLG Meeting:**

- Overview of SHPO and CLG Program
  - NPS Requirements for “active” CLG in good standing
  - How to apply for pass-through CLG grant funds
- CLG Reports on Current Projects & Successes
- One Training Session, possible topics:
  - Preservation Statutes/ Review and Compliance
  - The Benefits of Historic Preservation
  - **Economic Benefits of Historic Preservation in SD**
  - Identifying and Evaluating Potential Adverse Effects
- CLG Roundtable discussion:
  - SDCL 1-19A-11.1 Review
  - Public Outreach: What works in your community?
  - Legislative Issues
  - Trending – What’s New?: Tools, Technology, Hot Topics, Innovative Projects...
  - Other?

**Proposed Venues:** Huron, Pierre or Brookings

**Proposed Dates:** Thursday, May 29, Friday, May 30, Thursday, June 5 or Friday, June 6

# 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 brochures 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, and
  - 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 2014

*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 10, 2013

A meeting of the Brookings Historic Preservation Commission was held on Thursday, January 10, 2013 at 5:00 p.m. in City Hall. Members present: Tom Agostini, Father Ryan Hall, Mary Bibby, Pam Merchant and Les Rowland. Janet Gritzner and Dennis Willert were absent. Kristin Heismeyer, DBI Director, and Shari Thornes, City Clerk, were also present.

Chairperson Rowland called the meeting to order at 5:00 p.m. A motion was made by Bibby, seconded by Hall, to approve the agenda. All present voted yes, motion carried. A motion was made by Bibby, seconded by Merchant, to approve the November minutes. All present voted yes; motion carried.

Next Meeting: Thursday, February 14<sup>th</sup> at 5:00 p.m.

**New Business**

**New DBI Director.** Kristin Heismeyer, new Downtown Brookings Inc. (DBI) Director, was introduced to the Commission. Heismeyer said she's working on restructuring and rebranding DBI. She noted that DBI hasn't been following the National Main Street Program's four-point approach which consists of organization, promotion, design (historic preservation) and economic restructuring. (*NOTE: The National Main Street program was founded by the National Trust for Historic Preservation in 1980 with 2,000 programs nationwide*). DBI is eliminating events that aren't helpful to promoting business and the 4 point message. Three events planned for 2013 are the History and Garden Festival, Taste of Brookings and a winter event. She hopes to expand the H&G Festival to include historic re-enactments and other events to emphasis the history and architecture of downtown.

Thornes and Heismeyer met on December 31<sup>st</sup> to discuss more involvement between the two organizations and the following potential collaborative events, projects and resources: History and Garden Festival (4/26-27), Mayor's Ride & Walk (6/1), Festival of Lights Parade to include Central Residential Historic District (12/5), Taste of Brookings (8/10), mobile application (app) for downtown to include walking tours, QR codes, historic tours, brochure promotion, working with the State Historic Preservation Center & Preserve SD, and local/regional/national workshop/training opportunities through the National Trust for Historic Preservation & Main Street Center.

**Discussion regarding 2013 History & Garden Festival Workshop Co-Sponsorship.** The Commission briefly discussed co-sponsorship of a speaker at the April 26/27 Festival. February action item.

**Promotion of New Commercial Historic District Brochure.** Promotion ideas include a press release, interviews with local paper and radio, social media, government channel and website.

**Brochure Distribution; Discuss Locations & Appoint Subcommittee.** The Commission currently has four historic walking tour brochures: 1) Central Historic District & Urban Arboretum, 2) SDSU Walking Tour, 3) Brookings Commercial Historic District – A Walking Tour, and 4) University Residential Historic District. Brochures will be distributed in increments of 25 with monthly follow-up. Volunteers were asked to obtain contact names, numbers and emails for each location. The following locations & corresponding volunteers were identified:

- |                                    |                                                             |
|------------------------------------|-------------------------------------------------------------|
| 12. Chamber of Commerce            | Heismeyer                                                   |
| 13. Student Union                  | Merchant ( <i>prior University permission is required</i> ) |
| 14. Brookings Public Library       | Heismeyer                                                   |
| 15. Hilton Briggs Library          | Bibby                                                       |
| 16. Agricultural Heritage Museum   | Heismeyer                                                   |
| 17. Community Cultural Center      | Heismeyer                                                   |
| 18. SDSU Alumni Center             | Bibby                                                       |
| 19. SD Art Museum                  | Heismeyer                                                   |
| 20. McCrory Gardens Visitor Center | Father Ryan                                                 |
| 21. Children’s Museum              | Heismeyer                                                   |

Heismeyer also volunteered to distribute 500 brochures to several additional downtown and hotel locations.

**“New Article.”** Bibby reported the *Brookings Register* has agreed to accept the new article feature and will seek a sponsor. Gritzner is picking out buildings that may already have a story. Agostini will take pictures of interesting architectural features. Narratives and pictures should be submitted to Thornes for set-up. Additionally, the feature can be promoted on the city’s website, channel and social media. Heismeyer also offered to promote the picture on the Chamber’s email newsletter.

**Appoint Nominating Committee.** Agostini and Willert volunteered to serve on the nominating committee and provide a recommended slate of officers at the February meeting.

**Ordinance Recodification Project.** Thornes said the City is mandated by the *City Charter* to review and update its *Code of Ordinances* every 10 years. That process started this month and will continue throughout 2013. Changes can include routine corrections and any state statute updates.

**US 14 Main Ave to Medary Avenue SDDOT Project.** The BHPC received correspondence from the SD Department of Transportation Environmental requesting written comments and concerns regarding proposed project P-PH 0014(179)419 PCN 027B – US14 from Main Avenue to Medary Avenue in Brookings including the intersections of US 145<sup>th</sup> Avenue and US 14/7<sup>th</sup> Avenue. The scope of the project scope is expected to include removal and replacement of existing surfacing, storm sewer, sidewalk, curb and gutters, ADA ramps, lighting and signals. The project is scheduled for February 2016. An excerpt from the SDDOT Executive Summary stated, “On a 9/28/12 Scoping meeting a decision was made to reconstruct Main to Medary to a 5-lane section with additional width for bike lanes for the reasons outlined as follows: Both sections adjacent are 5-lane sections (Medary to 22<sup>nd</sup> and Main to HY14 bypass), it would not

make sense to neck down to a 4-lane section in the 2 block residential area only, the trees in the residential area are within the ROW so it was recommended to remove them to accommodate the 5-lane section, and bike lanes are going to be included on this section to accommodate bike traffic to the university.”.

Three blocks of the Central Residential National Historic District about the proposed project on the south. Four and one-half blocks of the University Residential Historic District about the proposed project on the north. The proposed project would eliminate the north and south boulevards and tree canopy. It is unknown how many trees would be affected. Thornes contacted the City Park and Director, City Engineer and State Historic Preservation Office and none were aware of this project. Thornes also contacted SDDOT Environmental Office and learned the project is very early in the review process. Public hearings will be held in the future; however, the Environmental Office is seeking comments now. No deadline was given.

Thornes suggested BHPC members meet with Mayor Reed to discuss concerns about the proposed project and request his assistance in SDDOT negotiations.

The Commission asked for a draft letter of response to review at the February meeting. The letter should include any references from the *Preservation Plan* and *City Comprehensive Plan* regarding the importance of the tree canopy to the city and the historic district.

**Continued Discussion on 2013 Goals & Objectives.** Members were asked to come to the February meeting prepared to prioritize goals and objectives. Thornes recommended emphasis on public education initiatives, commission education and ordinance clarification.

**Discussion regarding 2013-14 Funding Application.** Deferred to February meeting; however, staff will need direction at that time in order to prepare funding applications.

### **Updates/Reports**

#### **Proposed Ordinance Amending Conditional Use Permit Process.**

At the November 8<sup>th</sup> meeting, the BHPC passed a motion instructing staff to submit the following letter to the City Council:

November 19, 2012

Mayor & City Council Members  
Brookings City & County Government Building  
520 3<sup>rd</sup> St. / PO Box 270  
Brookings, SD 57006

Dear Mayor Reed and Brookings City Council Members:

During our November 8<sup>th</sup> meeting, the Brookings Historic Preservation Commission unanimously passed a motion for the BHPC to submit a letter to the Brookings City Council outlining our concerns regarding the Conditional Use Permit Process: “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.”

As a follow-up to the initial motion, BHPC representatives met with Community Development staff on Thursday, November 15<sup>th</sup>, to determine how the Commission’s concerns could be incorporated in the proposed Conditional Use revisions. Given time constraints of the first meeting, a follow-up meeting with Community Development will be held this Tuesday morning, November 20<sup>th</sup>, from 8:00 to 9:00 am to continue the discussion. Community Development and BHPC staff will summarize the discussion of these meetings during the City Council Study Session on Tuesday afternoon.

Sincerely,

Les Rowland, Chair  
Brookings Historic Preservation Commission

Enclosure

Since November, Thornes, Willert, Bibby and Rowland have met with City Planning staff to negotiate amendments that would address the BHPC cited concerns in the conditional use process. The following amendment was submitted to the City Council on November 20<sup>th</sup>.

*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.*

The City Council had tabled action on the proposed Ordinance until December 4<sup>th</sup>. On December 4<sup>th</sup>, a motion was made to remove the item from the table; however, the motion failed. The issue remains pending.

**Proposed Legislation.** The BHPC has been working with other CLGS in the state to revise HPC residency requirements. However, a number of CLGS were late in their review responses, so the decision has been made to wait until the 2014 Legislative Session to submit legislation.

*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. **Residency requirements shall be as specified by the governing body.***

**Preservation Partner Reports: SHPO, DBI & PSD.** No further reports.

**Historic Properties Reports:** SHPO staff, Rowland and Thornes met with SDSU officials to discuss window replacement options for the State Agricultural Heritage Museum. This project is slated for May 2013.

**Draft February Agenda:** Continued Discussion on 2013 Goals & Objectives, Annual Reports, Election of Officers, 2013-14 Funding Application, Proposed Amendments\*\* (*\*\* An assessment of the ordinance was conducted by the BHPC consultant pursuant to concerns cited in the 2012 planning retreat. Proposed amendments were provided to the BHPC members for initial discussion at the February meeting. Additional review and corroboration will be needed to include SHPO, National Trust officials and previous BHPC leadership. A conference call with the consultant would also be beneficial. These ordinance amendments will not be considered during the Ordinance Recodification project noted earlier in the minutes).*

Meeting adjourned at 6:50 p.m.

Submitted by Shari Thornes

Brookings Historic Preservation Commission  
February 14, 2013

A meeting of the Brookings Historic Preservation Commission was held on Thursday, February 14, 2013 at 5:00 p.m. in City Hall. Members present: Janet Gritzner, Dennis Willert, Tom Agostini (arrived @ 6:00 pm), Mary Bibby, Pam Merchant and Les Rowland. Father Ryan Hall was absent. Kristin Heismeyer, DBI Director, and Shari Thornes, City Clerk, were also present.

Chairperson Rowland called the meeting to order at 5:00 p.m. A motion was made by Willert, seconded by Gritzner, to approve the agenda. All present voted yes, motion carried. A motion was made by Willert, seconded by Bibby, to approve the January minutes. All present voted yes; motion carried.

Next Meetings: Rowland suggested future meetings be limited to 90 minutes in duration. The following future meetings were tentatively scheduled:

- Thursday, March 7<sup>th</sup> @ 5:00 p.m. - Gritzner may be absent
- April 4<sup>th</sup> – Bibby may be absent
- May 2<sup>nd</sup>
- June 6<sup>th</sup> – Merchant may be absent

NEW BUSINESS

Nominating Committee Report. Willert and Agostini served on the nominating committee. Willert submitted the following nominations: Rowland and Bibby as nominees for chair and Merchant and Willert as nominees for vice chair.

Election of Officers. A motion was made by Merchant, seconded by Gritzner, that nominations cease. Chairperson - three votes cast for Bibby and two for Rowland. Vice chairperson – two votes cast for Willert and three for Merchant. Bibby and Merchant were installed as Chair and Vice Chair for 2013.

Mobile Application Proposal. Kristin Heismeyer, Downtown Brookings Inc. (DBI) Director, and Willert submitted a draft collaborative grant proposal for a mobile application project. Thornes will work with the team on a refined proposal for the next meeting and inclusion in the 2013/14 National Park Service grant application.

US 14 Main Ave to Medary Avenue SDDOT Project. Last month, the BHPC received correspondence from the SD Department of Transportation Environmental requesting written comments and concerns regarding proposed project P-PH 0014(179)419 PCN 027B – US14 from Main Avenue to Medary Avenue in Brookings including the intersections of US 145<sup>th</sup> Avenue and US 14/7<sup>th</sup> Avenue. Three blocks of the Central Residential National Historic District abut the proposed project on the south. Four and one-half blocks of the University Residential Historic District abut the proposed project on the north. The proposed project would eliminate the north and south boulevards and tree canopy.

On January 16, Mayor Reed sent a letter to the SD Secretary of Transportation inviting him to Brookings to discuss this project. He requested the letter be provided to the BHPC and plans to keep the Commission informed on this issue.

The Brookings City Council has identified this issue as a project to monitor (see *2013 Strategic Plan* excerpt below). City Engineer Jackie Lanning was assigned as the lead staff on the issue.

*“Planning/monitoring involvement with SDDOT on Highway 14 upgrades*

*Commentary: The South Dakota Department of Transportation (SDDOT) will be undertaking major reconstruction of Highway 14 from the ‘diagonal’ to Main Avenue; and planning for improvements to 14B and future re-construction projects from Main Avenue to 34<sup>th</sup> Avenue in future years. The first phase of construction and the planning of subsequent phases will be done by SDDOT in 2013. As the single-most significant transportation corridor in Brookings, the City needs to be an active participant with SDDOT in their planning process to insure the best interests of the community are addressed as SDDOT undertakes this project.”*

New BHPC Brookings Register Feature. The *Brookings Register* will host the BHPC’s new feature and seeks a sponsor. Gritzner has volunteered to write articles. Willert and Rowland will write articles about information from last year’s conference. Heismeyer offered to promote the picture and feature on her weekly radio “flashback” show. It could also be posted to her social media pages the same day it goes into the newspaper.

Proposed Ordinance Amendments. Thornes recommended the following steps in the ordinance review: 1) reformat the proposed amendments to include the proposed changes in redline and strike-outs, 2) solicit review by former BHPC Chairman Pat Fishback, 3) conduct a conference call with the consultant to further discuss her rationale, 4) solicit review by National Trust attorney that developed the current 2003 ordinance, and 5) obtain final review by the city attorney.

2013/2014 Funding Year Goals & Objectives. The 2013/14 funding cycle is from January 2013 to May 31, 2014, with extension options until 9/1. Thornes submitted a goals and objectives proposal with a three point emphasis: *Commission Education & Development, Ordinance Revisions and Public Education.* The public education components are dependent on commitment from BHPC members. A motion was made by Willert, seconded by Gritzner, to approved the 2013/2014 funding year goals and objectives. All present voted yes; motion carried.

1. Commission Development
  - A. In-house:
    - Current Ordinance Review – 4 meetings
    - Revive formal member orientation process & materials
  - B. Quarterly Training by SHPO (teleconferencing is now available). Available topics include:
    - Building a Durable Historic Preservation Commission
    - Benefits of Historic Preservation

- Preservation Primer Series 1-6: Treatment Approaches; Preservation; Rehabilitation; Restoration; Reconstruction; Rehab Do's and Don'ts
  - SHPO Overview
  - Deadwood Grants
  - Federal Historic Preservation Tax Incentives
  - Review and Compliance Overview
  - Historic Property Owners Guide
  - Architectural Styles and Types in SD
  - Identifying and Evaluating Potential Adverse Effects to Historic Properties
  - Intro to HP, NCRAAO Conference
  - Preservation Law
  - Tax Incentives HP (state and federal)
  - National Register of Historic Places
  - Secretary of Interior's Standards
  - The Use of Substitute Materials in Historic Buildings
- C. Regional:
- MN Annual Conference (if funding permits)
- D. National:
- National Trust Conference – Indianapolis – 10/29 to 11/2 – Recommend no national travel this year.
  - Preservation Leadership Training - NO – Trust is reformatting training and new format isn't available yet.
  - Advanced PLT – Only those who have attended regular PLT are eligible.
  - NAPC – not offered in 2013. 2014 in Philly
2. Ordinance Amendments (steps outlined in previous agenda item)
3. Public Education/Awareness Building
- A. Monthly Newspaper Feature
- B. Brochure Distribution – Monthly
- C. SUSPEND History & Garden Festival – April 2013
- D. Preservation Month
- May 2013: Radio show, Mayor's Proclamation, Daily Photos – Website & FB, Weekly Picture Features – Newspaper, Re-release walking tour brochures and Community Wide Event Photo
  - May 2014: Radio show, Mayor's Proclamation, Daily Photos – Website & FB, Weekly Picture Features – Newspaper, Re-release walking tour brochures, Community Wide Event Photo, other
- E. Mayor's Award Event September 2013
- F. Festival of Lights Parade – December 2013
- 1) Central Residential District Luminaries – cooperative event
- G. Mobile Walking Tour App – Summer 2013

- H. Community Workshop(s) & Educational Opportunities (SELECT ONE)
    - 1) Public Education – Sponsor at least one “helpful” activity every year.
      - i. Window tune-up workshop (Bob Yapp - <http://www.bobyapp.com/>)
      - ii. Partner with Sustainability Council
      - iii. Hold contest to select workshop property
    - 2) Local Register designation workshop
    - 3) How to research a historic property
    - 4) Real Estate 101 (2014)
  - I. Website & Social Media Development
    - 1) YouTube video promoting a local renovation project that would appeal to younger audience. Dave Jones was suggested. Willert will follow-up.
  - J. Local Register:
    - 1) PR/Informational Items
    - 2) Workshop
    - 3) Pilot case
  - K. Partnership Building: DBI, CVB/Chamber, SDSU
4. Planning for 2014/15 grant cycle
- a. RFP for Preservation Plan

2013 History & Garden Festival Workshop Co-Sponsorship. Thornes recommended suspending co-sponsorship of this year’s event to focus on other Commission activities. In order to financially participate in the event, the Commission would have to hold a preservation-related workshop or activity. No speakers have been recommended at this time.

Historic Properties Reports. The Commission submitted a letter of support for Kristi Tornquist’s application for a Deadwood Fund grant for a window restoration and repair project at 727 Main Avenue.

Preservation Partner Reports:

- Downtown Brookings Inc. DBI will hold its annual meeting on Wednesday, February 20<sup>th</sup>, at the Ram Pub Summit Room.
- State Historic Preservation Office: Update from Jay Vogt, SHPO Director: “I am pleased to announce that Ted M. Spencer has accepted the position of director of historic preservation for the South Dakota State Historical Society. He is excited to be part of our team. His first day will be March 15, 2013. Ted holds master degrees from the University of Oklahoma and the Air War College. He is returning to South Dakota after a successful career in the United States Air Force and business.”
- Preserve South Dakota: Update from Kate Nelson, Director: “We are still following the progress of House Bill 1033 and Senate Bill 186. HB 1033 (to appropriate money for restoration, weatherization, or demolition at the Human Services Center in Yankton) passed the House and has been referred to the Senate Appropriations Committee; no word

yet on when the committee will have a hearing. SB 186 (to establish a state park at the Blood Run National Historic Landmark near Sioux Falls) was approved by the Senate State Affairs Committee and will now go on to the full Senate. For more information and our positions, see our website: [http://preservesd.org/?page\\_id=42](http://preservesd.org/?page_id=42).

We will have PSD representatives at the Sioux Empire Home Show (along with the Sioux Falls Board of HP) on March 8-10, and at the Black Hills Home Show (with the Rapid City HPC) on March 22-24.

We're working on our spring newsletter, which will be released in April. Our Winter 2013 newsletter was out last month. You can find the PDF of the newsletter on our website if you'd like to pass it along to the BHPC. <http://preservesd.org/?p=524>."

#### Announcements/Correspondence/Communications/Calendar

February 1 <sup>st</sup>	Deadwood Grant Deadline
February 15 <sup>th</sup>	Annual Report Deadlines
March 31 <sup>st</sup>	Funding Application Deadline
April 14-16	National Main Street Conference – New Orleans
May 3-4	SD State Historical Society History Conference – Rapid City
April 26 & 27	History & Garden Festival
May	Historic Preservation Month
October 1 <sup>st</sup>	Deadwood Grant Deadline
Oct 29-Nov 2	National Trust Conference – Indianapolis
November 1 <sup>st</sup>	Moratorium Deadline

Meeting adjourned at 6:55 p.m.

Submitted by Shari Thornes

Brookings Historic Preservation Commission  
March 7, 2013

A meeting of the Brookings Historic Preservation Commission was held on Thursday, March 7, 2013 at 5:00 p.m. in City Hall. Members present: Janet Gritzner, Dennis Willert, Mary Bibby, Pam Merchant and Les Rowland (left @ 6 pm). Tom Agostini and Father Ryan Hall were absent. Shari Thornes, City Clerk, was also present.

Chairperson Bibby called the meeting to order at 5:00 p.m. Action on a sustainability advertising campaign item was added to the agenda. A motion was made by Merchant, seconded by Willert, to approve the agenda as amended. All present voted yes, motion carried. A motion was made by Merchant, seconded by Willert, to approve the February minutes. All present voted yes; motion carried.

**Next Meetings:** April 4<sup>th</sup> @ 5 p.m., May 16<sup>th</sup> @ 5 p.m., June 6<sup>th</sup> @ 5 p.m.

### **NEW BUSINESS**

**National Historic Preservation Month Activities.** The Commission selected the following activities to commemorate National Historic Preservation Month – May 2013:

- Newspaper article (Willert and Rowland)
- Solicit nominations for the 2013 Mayor’s Awards for Historic Preservation
- Mayoral Proclamation
- Coordinate with Brookings County Historical Society (Bibby)
- YouTube video by Dave Jones promoting historic restoration projects (Willert)
- Official “release” of the new *Commercial Historic District Walking Tour Brochure*. Press release, request feature in newspaper (Merchant)

### **UPDATES/REPORTS**

**Proposed Ordinance Amendments.** In January 2012, Betty Anne Beierle, Historic Preservation consultant, trained the BHPC on the Local Register process. As a result of the training, she recommended the following actions be done including the following:

- 1) Consultant review of all forms and processes for the Local Register process
- 2) Consultant review of property application processes/certificate of appropriateness
- 3) Modify and expand on commission member meeting protocols
- 4) Consultant review of current Brookings Historic Preservation Ordinance due to number of concerns, inconsistencies, questions and recommendations discovered during process review
- 5) City Attorney review

Review of processes has been completed. The consultant has now submitted proposed amendments to the Brookings Historic Preservation Ordinance.

Bibby proposed the following tentative ordinance review schedule:

January:	Present proposed Ordinance revisions to BHPC
February:	Notify City Attorney
March:	BHPC Review

April:	BHPC Review
May:	Former Chair Review/Attend meeting
June:	Consultant Conference Call
Summer:	City Attorney Review, National Trust Attorney Review, SHPO Review
Fall:	Final BHPC Approval and Submission to City Council
Fall:	City Council Action (2 readings)
2014:	Local Register Public Education Process
2014:	Pilot Project

A Local Register will afford considerably more legal protection to Brookings' historic resources than previously provided. Historic Resources can be individually listed on the Local Register or can be within a Local Register District. A District can be any size.

The Commission reviewed pages 1-10 of the ordinance and took the following action and/or made the following comments:

The consultant suggested the BHPC adding cultural landscape to the list of asset types (property, buildings, districts, objects, sites, or structures) that are significant to Brookings. Outstanding Brookings' cultural landscapes include the Courthouse Square, McCrory Gardens, Hillcrest Park, quads and open space on the SDSU Campus, boulevards in some historic areas, and others. Generally, Cultural Landscapes include topography, vegetation, and water and circulation features: roads, paths, steps, walls, building, fences, benches, lights, and sculptural objects.

- **ACTION:**
  - **Find definition of cultural landscape**
  - **Confirm state statute permits its inclusion**
  - **Contact Deadwood CLG to determine if cultural landscape is included in their ordinance**

Definitions: (4) “Certificate of Appropriateness.” The document that gives approval for work to be done on property within a designated local historic district. A document required for activities that would alter the exterior appearance of a Historic Resource located within a Local Historic District that is issued by the Local Historic District Commission stating that the proposed work is appropriate for the Local Historic District. A Certificate of Appropriateness must be issued before a building permit may be issued for the subject activities.

- **ACTION: Consensus on proposed change**

Definitions: (12) “Extreme hardship.” The inability of owners of a historic property to make reasonable use of their property. Extreme hardship occurs when a historic property cannot be used by the owner or a tenant because of its condition and the historic property cannot be rehabilitated for an amount of money that it would be reasonable for an owner to invest in a property. In reaching a decision on whether extreme hardship exists, the BHPC or the local Historic District Commission shall evaluate the information that the applicant submits including some or all of the following: the current occupants of the building and their ability to make reasonable use of it, its present condition and cost of operation each year, the cost of any repairs that are needed, the present income from the building and the projected income from the building after repairs. Any past listing of the Historic Resource for sale or lease, the price asked, and any offers received on that Historic Resource.

- **ACTION: Motion was made by Willert, seconded by Gritzner, to remove the proposed**

**amendment. All present voted yes; motion carried.**

(16) “Historic Resource.” A building, object, site, cultural landscape or structure that has a relationship to events or conditions of the human past, and change the language throughout the Ordinance for consistency.

- **ACTION: Consensus on proposed change**

Proposed Amendment - Section 10-93. Manner of Appointment, Composition, Terms.

a. All ~~members-commissioners~~ of the *BHPC* shall be appointed by the Mayor with the advice and consent of the Council for three (3) year terms that commence in January and may be reappointed for ~~additional terms not exceeding three (3) years each.~~ a maximum of two (2) additional terms. No commissioner shall serve more than three (3) full terms or two (2) full terms and a partial term without having an interruption of service of not less than two (2) years.

- **ACTION: A motion was made by Willert, seconded by Merchant, to reject the proposed amendment and retain original language. All present voted yes; motion carried.**

Section 10-99. Prevention of Deterioration by Neglect.

It is unlawful for an owner of a designated state, local or national historic property or a property within any established historic district to permit the deterioration of the property by intentional neglect. Each day that a violation continues to exist shall constitute a separate offense. Where appropriate, the BHPC or the Local Historic District Commission may request a meeting with the owner in order to discuss the condition of the property.

*Consultant Discussion & Recommendations:*

- *Discussion: This Section stipulates Each day, but does not stipulate how a start date is determined. It is not clear, who may report a violation, and to whom do they report a violation. May any citizen report a violation? Do they report the violation to city staff? Which department?*
- *Recommendation: Add language and process consistent with any nuisance abatement reporting elsewhere in the City of Brookings municipal code.*
- *Discussion: Clarification is needed here regarding the definition of property. Elsewhere in the code, (10-102) criteria for local designation includes “Properties, Buildings, Structures and Historic Districts.” The choice of language here could give rise to confusion in subsequent Sections of the code. This section identifies Properties, Buildings, Structures and Historic Districts, but the following numbered sections only refer to property.*
- *Recommendation: Adopting a definition of Historic Resource as suggested initially in this analysis and using the language here – and in all subsequent Sections of the Ordinance – eliminates potential confusion.*
  - **ACTION: Submit this section to City Attorney for review**

Section 10-100. Modification of Building Code to Help the Preservation of a Historic Property.

In order to promote the preservation and restoration of a historic property, the City may modify the application of the provisions of the city’s building code to that historic property. The

BHPC and the local Historic District Commission shall meet with the city's building inspector before making its recommendation. The City Manager, as ~~designed~~ designated by the City Council, shall act upon the recommendation of the BHPC or the local Historic District Commission. The City Manager shall make a determination that the provisions of the code would otherwise prevent or seriously hinder the preservation or restoration of that historic property.

- **ACTION: Consensus on proposed correction**

Section 10-101. Brookings Local Register of Historic Properties.

Pursuant to SDCL 1-19B-20, the City of Brookings hereby creates the Brookings Local Register of Historic Properties, hereinafter referred to as "the register."

*Discussion: Register is included in the definitions (24), however the application of this language is inconsistent through the ordinance.*

*Recommendation: Substitute Register for all references to Brookings Local Register of Historic Places or local register, etc. throughout the Ordinance.*

- **ACTION: PENDING**

Section 10-102. Criteria for Local Designation for Individual Properties, Buildings, Structures and Historic Districts. ~~Districts, sites, buildings, structures, and objects that possess integrity of location, design, setting, materials, workmanship, feeling, and association are eligible for inclusion on the Brookings Local Register of Historic Places~~ Individual Historic Resources that possess integrity of location, design, setting, materials, workmanship, feeling, and association are eligible for inclusion in the Register if they satisfy at least one of the following criteria:

- (1) The ~~property~~ Historic Resource is associated with events that have made significant contributions in the broad patterns of local, regional, or state history, including – but not limited to – settlement, agriculture, commerce, and transportation;
- (2) The ~~property~~ Historic Resource is associated with the lives of persons significant in the past of the city or state or the past of a region of this state;
- (3) The ~~property~~ Historic Resource represents a distinctive types, periods, or methods of construction; ~~they~~ represents the work of a master; ~~they~~ possesses high artistic values; or ~~they~~ represents cultural or regional building patterns;
- (4) The property is associated with prehistoric or historic archaeology;
- (5) ~~The property has historical, architectural, archaeological and cultural significance;~~
- (6) ~~The property is suitable for preservation or restoration;~~
- (7) ~~The property has educational value; And, in addition, the following items shall be considered:~~
- (8) ~~The property's cost of acquisition, restoration, maintenance, operation or repair; and,~~
- (9) ~~The administrative and financial responsibility of any person or organization willing to underwrite all or a portion of such costs.~~

*Consultant Discussion & Recommendations:*

*Discussion: Section 10-102 identifies criteria for local designation for individual properties, buildings, structures and historic districts. Districts are not individual resources, and are addressed elsewhere in the Ordinance.*

*Recommendation: Drop references to Districts. See suggested substitute language below.*

- **ACTION: PENDING. Staff disagreed with proposed change, citing this section**

**is the only reference to specific criteria.**

*Discussion: Items (1) – (4) inclusive reflect the designation criteria for the National Register of Historic Places and are clear and objective standards. Items (5) and (7) are redundant. If a Historic Resource meets (1) – (4) it possesses historical, architectural, archaeological and cultural significance as described in (5) and also has educational value as described in (7).*

*Item (6) suggests suitability for preservation or restoration is a sufficient criteria for inclusion in the Register with no consideration for the far more significant criteria of (1) – (4). If a resource is able to be repaired, does not necessarily provide it with historic merit.*

*Items (8) and (9) both suggest that ability to pay for the costs of repairs to a site, building, structure, or object justify listing in the Register without consideration of the first four criteria.*

*Item (1) limits settlement, agriculture, commerce, and transportation as significant themes in the*

- **ACTION: Motion was made by Willert, seconded by Merchant, to delete criteria 5-9. All present voted yes; motion carried.**

~~Section 10-107. Appeal. A determination by the BHPC that the nominated property does not meet the criteria for a designation shall be a final decision unless the applicant files a written appeal with the City Manager within twenty (20) days of the postmarked date of the notice of determination. A determination by the BHPC that the nominated property does meet the criteria for a designation shall be a final decision unless the property owner files a written appeal with the City Manager within twenty (20) days of the postmarked date of the notice of determination.~~

*Discussion: Resolutions of the BHPC regarding whether a nominated Historic Resource meets or does not meet designation criteria are recommendations for the City Council's consideration, not final decisions. The City Council conducts a public hearing based on the resolutions of the BHPC, consequently appeals of the BHPC are meaningless.*

*Recommendation: Delete Section 10-107 and renumber the balance of the Ordinance to reflect this deletion.*

- **ACTION: Submit to City Attorney for review**

### **2013-14 Funding Application**

- **Mobile Application Proposal:** The subcommittee is fine-tuning the budget to lower the initial price point and annual maintenance fees. The proposed application would be customized, containing City historical information and audio, text, pictures and GPS for each existing walking tour.

A community lifestyle/quality of life application is currently being discussed. The goal would be to incorporate the tours into the overall citywide application with a bigger audience. If that doesn't occur, the application would be created as a standalone.

**Bob Yapp Window Workshop.** One of the approved projects in the BHPC's 2012/2013 Goals and Objectives is to sponsor a hands-on community workshop. Bob Yapp is a nationally known historic

preservation consultant that offers a wide range of preservation services including classroom seminars, talks and hands-on field workshops.

The Commission will pursue a co-sponsorship with one of the following organizations: Brookings Sustainability Council, Habitat for Humanity or Downtown Brookings Inc. Workshops are offered in one, two or three increments and are limited to 12 participants. Yapp will provide up to three seminars per day per his daily fee. Final selection will be made after co-sponsorship and funding is secured. A motion was made by Gritzner, seconded Willert, to pursue funding for one day of seminars and one field workshop. All present voted yes; motion carried. The Commission's preferred seminars and workshop are as follows.

Seminars:

- *Energy Efficiency for Old Houses & Buildings: Just because it's shiny and new does not mean it will work in our old house or building. This seminar dispels myths and addresses how old houses were designed. Bob talks about what retro-fits for energy efficiency actually work as well as paybacks. Insulation, air flow, weather stripping, windows, geo thermal, solar and wind are all topics of discussion.*
- *Great Unveilings: Learn how to conduct a Great Unveiling in your neighborhood. It's like a reverse barn-raising. Instead of putting up a barn 20 to 40 people gather together to remove vinyl, aluminum, asbestos or insul-brick siding from a historic home in one day. 1-2 hrs with Q & A*
- *Paint It Right: How to get a 12 to 15 year, cost effective paint job for your historic house. You can hire it done, never lift a finger and do it twice in 24 to 30 years for about the same price of a competent vinyl siding job that will last 15 years. 1-3 hours with Q & A, props & handouts.*
- *Old Windows Aren't A Pane---They're a Goldmine: A primer on how to cost effectively repair/restore and make old windows as or more energy efficient than replacement windows. 1-3 hours with Q & A, props and handouts.*
- *Historic Porches: Restoration or Recreation: This session addresses how to research and construct missing original porches as well as restore original porches. 1-2 hours with Q & A.*

Field Workshops:

- *Window Restoration Boot Camp: This event has been hugely popular. We offer one, three and five day Window Restoration Colleges. This hands-on event takes the student through the repair and restoration process by actually doing the work from beginning to end. Up to 12 students can participate. Students will leave knowing how to cost effectively restore historic windows and make them as or more energy efficient than a replacement window.*

*We also can cater this event strictly for contractors including how to incorporate window restoration into a business. We can email more detailed information on this. Nothing is greener than an old window!*

- *Exterior Wood Repair: Owners of old and historic houses and contractors can learn how to save money and time by repairing old rotted trim, columns and spindles rather than replacing them. Students will learn how to use architectural epoxies as well as making real wood repairs to original wood surfaces.*

*According to Yapp, "Most old house owners look at their original rotted wood columns, railings, balusters (spindles), windows, and trim and feel they can't be saved. The replacement product industry is counting on you believing this and spends tens of millions of dollars a year to convince to consumers to buy their products. Most of the wooden parts in old homes are made with old growth lumber that is just not available any longer. By repairing these character-defining features you can save this stronger and more rot resistant lumber with less hassle and lower cost than replacing it."*

*Up to 12 participants. One or two days of fun and intense, hands-on learning with handouts. Also available in three and five day configurations*

**BHPC Brookings Register Feature.** Bibby distributed a draft layout of the proposed feature.

2 columns by 4" – Publication on Thursdays

*Now You See It – Or Do You?*

"Welcome to a new REGISTER column presented by the Brookings Historic Preservation Commission and Downtown Brookings Inc. A picture like the one above will be shown of an architectural feature on a recognizable structure or site in Brookings. Your challenge will be to guess what and where it is!

In addition, Downtown Brookings will post the same question on FB and its website --- and also include it in its regular Flashback KBRK radio spots at 7:30 a.m. and 10:30 a.m. on Fridays.

The answer will be given in a future REGISTER along with a new puzzle to ponder.

Have fun learning more about Brookings' fascinating early history and development as we explore the mysteries it still contains."

2 columns by 5" – Publication on Thursdays

*Now You See It – Or Do You?*

Example: "The above image is actually a feature of Jim's Tap, 309 Main Avenue. It is part of the outside façade of the building which was constructed in 1900 and has since been used..... "

Do you know what the following image represents? Find out in our next NOW YOU SEE IT...OR DO YOU? column."

Rowland suggested awarding a prize to the first to guess the location. Gift certificates from DBI investors was suggested.

Merchant asked what the online version of the article would look like.

**Sustainability Advertising Campaign:** The Brookings Sustainability Council is creating an advertising campaign of images promoting sustainable activities including reuse of historic buildings. SDSU 's Marketing and Communications Department is developing the campaign including shooting all photos and layout. The Commission agreed to participate in the campaign and recommended the image be Dave and Tasha Jones family in front of their historic house at 617 8<sup>th</sup> Avenue.

**Preservation Partner Reports:** No reports.

**Announcements/Correspondence/Communications/Calendar**

March 31<sup>st</sup> Funding Application Deadline  
April 14-16 National Main Street Conference – New Orleans  
May 3-4 SD State Historical Society History Conference – Rapid City  
April 26 & 27 History & Garden Festival  
May Historic Preservation Month  
October 1<sup>st</sup> Deadwood Grant Deadline  
Oct 29-Nov 2 National Trust Conference – Indianapolis  
November 1<sup>st</sup> State Property Tax Moratorium Application Deadline

Meeting adjourned at 6:40 p.m.  
Submitted by Shari Thornes

Brookings Historic Preservation Commission  
April 4, 2013

A meeting of the Brookings Historic Preservation Commission was held on Thursday, April 4, 2013 at 4:00 p.m. in City Hall. Members present: Janet Gritzner, Dennis Willert, Tom Agostini, Father Ryan Hall and Mary Bibby. Les Rowland and Pam Merchant were absent. Shari Thornes, City Clerk, was also present.

Chairperson Bibby called the meeting to order at 4:00 p.m. A motion was made by Willert, seconded by Agostini, to approve the agenda. All present voted yes, motion carried. A motion was made by Willert, seconded by Agostini, to approve the March minutes. All present voted yes; motion carried.

**Next Meetings:** May 16<sup>th</sup> @ 4 p.m. and June 6<sup>th</sup> @ 5 p.m.

**NEW BUSINESS**

**Brookings Gallery (Art) Alley Project.** Kristi Larsen and other members of a Leadership Brookings Class presented a proposal for mural-type art and/or temporary art displays on the backs of buildings in the alleys on Brookings Main Street, starting with the 400 block of Main (even side).

Thornes said it has been determined that this project isn't reviewable under 11.1 because there is no city action/permit involved. However, consultation with the BHPC and SHPO is appropriate due to the potential impact on the *Brookings Commercial Historic District*.

Paul Porter, SHPO Restoration Specialist, strongly advised against painting on masonry, citing *Preservation Brief #39* which talks about controlling unwanted moisture in historic buildings. Since masonry buildings need to breathe and allow the moisture to dry off, covering those surfaces with plywood will trap the moisture behind them, which can lead to significant problems and expensive repairs for the building owners. <http://www.nps.gov/history/hps/tps/briefs/brief39.htm>

He also cited *Preservation Brief #1* which talks about what a mess it is to remove paint from a masonry building. <http://www.nps.gov/history/hps/tps/briefs/brief01.htm>

He said *Preservation Brief #38* addresses removing graffiti from historic buildings. Even if they put up the plywood structures on one side, any adjacent surfaces that aren't covered could get hit with graffiti. Rapid City tried the art alley idea in their downtown and it has turned into a mess of graffiti. It was a good idea in theory, but not in practice. <http://www.nps.gov/history/hps/tps/briefs/brief38.htm> and <http://www.nps.gov/tps/>

Thornes spoke with Terry Nelson, Rapid City historic property owner and President of the RPC Business Improvement District, strongly advised against alley art because it ends up promoting destruction of property.

Thornes shared these concerns with Kristi Larsen earlier in the week. As a result, the Team submitted a revised proposal that no longer included painting murals directly on the brick. They suggested painting the mural art on plywood and mounting the plywood on the buildings.

The following concerns were noted:

- Will moisture be trapped between the plywood and the buildings?
- Use of spacers between the plywood and building will create a gap, which could promote vandalism by prying art off buildings.
- Will the bolts cause damage to the buildings?

*A motion was made by Willert, seconded by Hall, to vote in support of the pilot project with the strong recommendation that the Team meet with Paul Porter, State Restoration Specialist, for guidance on appropriate materials and mounting. All present voted yes; motion carried.*

**AT&T Antenna Co-location Project.** AT&T Wireless is installing an antenna on an existing 130 foot water tower located at 1433 Sixth Street. AT&T has contracted with Seven G to conduct an FCC compliance review regarding the potential effect on any historic properties within a quarter mile “visual view shed” of the proposed project. They are required to determine if the project is located in, or within the visual view shed of a building, site, district, structure or object, significant to American history, architecture, archeology, engineering or culture, that is listed OR ELIGIBLE for listing on the state or National Register of Historic Places, or is located in or on an Indian Religious Site.

*A motion was made by Hall, seconded by Willert, stating the project would have no adverse effect on any historic properties within the visual view shed. All present voted yes; motion carried.*

**South Campus Neighborhood District Plan.** The City Council will hold a public hearing on April 9<sup>th</sup> on a plan that would create the SDSU-South Campus Neighborhood Overlay District Plan located between 7<sup>th</sup> and 8<sup>th</sup> Streets and Medary Avenue and 12<sup>th</sup> Avenue. The plan included aesthetic based guidelines for the campus edge neighborhood portion of the district. Properties in the area consist of older homes, apartments and SDSU land. None of the properties are currently listed on the State or National Register.

The ordinance stipulates the following building profile and lot design:

- *Height.* The minimum building height above grade shall be two stories. Buildings with a lower level garden view design shall be considered as having two stories.
- *Exterior Façade:* Wall coverings shall be required to be real, simulated or synthetic brick, brick veneers, a combination of burnished masonry units and brick, or stucco and brick. Simulated brick style, asphalt wall coverings are prohibited.
- *Roof designs:* Gable, hip, mansard and flat roof designs are permitted.
- *Roof coverings:* Architectural or slate shingles, cedar wood shakes, and flat roof systems, when applicable, are permitted

- *Setback.* All buildings shall be set at or within 10 feet of the minimum front yard setback.
- *Parking lots.* All parking lots and driving aisles shall have perimeter curbing except on the alley side.
- *Screening.* Opaque fencing with a height not less than 4 feet or equivalent natural landscaping shall be installed along any side lot line when adjacent to a parking lot or driving aisle. Driveways located in a front yard are exempt from screening.
- *Landscaping.* One shade or ornamental tree, meeting the applicable standards of Section 94-399, shall be planted for every 4,000 square feet of lot area.
- *Garbage receptacles.* All garbage receptacles must be located in the rear yard and enclosed with perimeter fencing 4 to 6 feet in height.

The current proposal stipulates two story brick structures in the area. The BHPC suggested alternative building materials and styles more in keeping with Brookings' architecture -- clapboard siding, decorative elements, etc., and not just brick boxlike structures. The Commission would also like to suggest stronger landscaping requirements including more trees and stipulating height requirements.

*A motion was made by Hall, seconded by Willert, to go on record commending the intent of the design review overlay district to protect the appearance of the neighborhood. The BHPC further supports specifying architecture elements, but recommends additional requirements according to existing University Residential District neighborhood standards. Discussion: Bibby and Thornes will coordinate with SHPO to craft final statement to the City Council. Bibby will attend the April 9<sup>th</sup> meeting. All present voted yes; motion carried.*

**Mayor's Award 2013; schedule, location, proposed date(s).** The Commission reviewed the draft press release and modified the schedule as follows:

- May 1<sup>st</sup> – issue release
- May 31<sup>st</sup> – deadline to submit applications
- June 5<sup>th</sup> – select winner(s)
- Summer – select location, hold planning meeting with Disability Committee and Human Rights
- September 5, 12 or 26 – Award Event (date selected based on winners' availability)
- Location: Selection made after all winners are determined. Preference given to winning accessible or historic property.

**Volunteer Leadership Coffee with the Mayor – May 16 & 30.** Mayor Reed is hosting the second annual City Volunteer Leadership Coffee on May 16th & 30th with city volunteer board, committee, council and commission Chairpersons and Vice Chairpersons. His goal is to provide all the city volunteer groups with information on city issues and projects and seek input. This will also be an opportunity to bring forward an issue or concern from each respective group. He asked that each board have a dialogue with its members in April to solicit their input.

Bibby will attend the May 16<sup>th</sup> coffee. The Commission identified the following items for Bibby to bring forward: Preserve America Plaques, New Commercial District Brochure and 6<sup>th</sup> Street Project (Main to Medary).

## **UPDATES/REPORTS**

**National Historic Preservation Month.** The Commission identified the following activities to celebrate National Preservation Month in May:

- A. Newspaper feature (Willert and Rowland)
- B. Solicit nominations for the 2013 Mayor's Awards for Historic Preservation
- C. Mayoral Proclamation to be presented at the May 14<sup>th</sup> City Council meeting
- D. Coordinate with Brookings County Historical Society (Bibby)
- E. YouTube video by Dave Jones promoting historic restoration projects (Willert)
- F. Installation of Preserve America signs
- G. First issue of the new *Brookings Register* feature
- H. Official "release" of the new Commercial Historic District Walking Tour Brochure (Merchant)
  - Press Release
  - Request *Brookings Register* Feature

**Proposed Ordinance Amendments.** The Commission reviewed pages 11-20 of the proposed ordinance revisions. No action was taken. The Commission will meet with former BHPC Chair Pat Fishback on May 16<sup>th</sup> to hear her comments regarding the revisions.

**BHPC Brookings Register Feature.** Gritzner agreed to send pictures for the first feature in May. Bibby will coordinate with Kristin Heismeyer on the prizes.

2 columns by 4" – Publication on Thursdays

### *Now You See It – Or Do You?*

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2 columns by 5" – Publication on Thursdays

### *Now You See It – Or Do You?*

Example: "The above image is actually a feature of Jim's Tap, 309 Main Avenue. It is part of the outside façade of the building which was constructed in 1900 and has since been used..... "

Do you know what the following image represents? Find out in our next NOW YOU SEE IT...OR DO YOU? column."

### **Preservation Partner Reports:**

- **Preserve SD Update:** PSD is watching the bill creating Good Earth State Park at the site of the Blood Run National Historic Landmark near Sioux Falls was passed and signed by the Governor. This bill is a great first step towards protecting the archaeological resources at Blood Run. Legislature also passed the bill to restore, weatherize, and/or demolish buildings at the Human Services Center in Yankton. Work could start as early as this summer, but there are groups and individuals who are working on a preservation and reuse plan for a number of buildings on the campus. It is their understanding that the Governor remains open to hearing additional proposals, so they are hopeful that a viable proposal can be made soon.
- **SHPO Update:** SHPO's new Historic Preservation Director, Ted Spencer, has settled in to his new position and is quickly getting up to speed. He may be joining some of the SHPO staff on upcoming site visits.

CLG grant applications due. Decisions TBA. No word yet from Feds on final FFY13 budget, including % cut from the sequester.

May 2<sup>nd</sup> – SDSHS Board meeting in Rapid City. The Board will consider Deadwood Fund grant applications, among other items. Final award announcements by mid-to-late May.

May 3-4 – SDSHS Annual History Conference (In Rapid City this year).

<http://history.sd.gov//aboutus/HistoryConference/RCRiver/default.aspx>

May 2013 – Is National Historic Preservation Month. The National theme this year, which SD SHPO is also adopting, is See! Save! Celebrate!

<http://www.preservationnation.org/information-center/preservation-month-2013-see-save-celebrate.html>

May 18<sup>th</sup>, June 22-23

SHPO is piloting a preservation month program this year called "Art of Place." For the Art of Place (logo attached), artists are certainly more than welcome to come to Pierre and participate this year, but they'll also use it to write a program plan that will be made available to all the HPCs for upcoming years. This is what is at the top of the current draft of the registration form: "Artists of all skill levels are invited to participate in *The Art of Place* and create artwork inspired by historic places around Pierre & Fort Pierre. Join us on May 18 for a Kickoff Day of workshops and tours. At our public exhibit during Oahe Days on June 22-23, your artwork will build public awareness of the special places in our community."

June 3-4, 2013

In connection with HP month (even though it's at the beginning of June) SHPO is holding its first archaeology camp for kids. Most SHPO staff members will be out at the Ft. Galpin site,

supervising and running educational programs for the kids, and will not be in the office for those three days.

Sept. 6, 2013 SDSHS Board Meeting

Oct. 1, 2013 Deadwood Fund Grant application deadline

Oct. 29 – Nov. 2, 2013 – National Preservation Conference (Indianapolis)

<http://www.preservationnation.org/resources/training/npc/>

Nov. 1, 2013 State Preservation Property Tax Moratorium deadline

Dec. 6, 2013 - SDSHS Board Meeting

July 16-20, 2014 – NAPC Forum 2014. Philadelphia.

### **Historic Properties Reports:**

- **Sexauer Seed District Fire.** There was an electrical fire at the Sexauer Seed District in the primary elevator tower on February 11, 2013. The Fire Chief said it's in tough shape, but is being used. The District consists of nine buildings and is listed on the National Register of Historic Places.
- **Pending 11.1 Review – 605 Sixth Street / University District.** David and Sara Kneip, owners of 605 Sixth Street, have applied for a demolition permit for a house and garage located at 605 Sixth Street. The house is a contributing property and the garage is a non-contributing property in the Brookings University Residential Historic District. The Kneip's own a real estate company located adjacent to 605 Sixth Street. They wish to remove the house and garage for a 28' x 40' addition and additional parking. No action needed at this time. SHPO response is pending.

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

April 14-16	National Main Street Conference – New Orleans
May 3-4	SD State Historical Society History Conference – Rapid City
May 16 & 30	Volunteer Leadership Coffee with Mayor Reed
April 26 & 27	History & Garden Festival
May	Historic Preservation Month
October 1 <sup>st</sup>	Deadwood Grant Deadline
Oct 29-Nov 2	National Trust Conference – Indianapolis
November 1 <sup>st</sup>	State Property Tax Moratorium Application Deadline

Meeting adjourned at 6:37 p.m.

Submitted by Shari Thornes

Brookings Historic Preservation Commission  
May 16, 2013

A meeting of the Brookings Historic Preservation Commission was held on Thursday, May 16, 2013 at 4:00 p.m. in City Hall. Members present: Janet Gritzner, Dennis Willert, Mary Bibby, Les Rowland and Pam Merchant. Tom Agostini was absent. Shari Thornes, City Clerk, was also present.

Chairperson Bibby called the meeting to order at 4:04 p.m. Election of a vice chairman was added to the agenda. A motion was made by Willert, seconded by Merchant, to approve the agenda as amended. All present voted yes, motion carried. A motion was made by Merchant, seconded by Rowland, to approve the April minutes. All present voted yes; motion carried.

**NEW BUSINESS**

**Proposed Ordinance Amendments.**

Pat Fishback, former BHPC Chairman, provided historical background on the 2003 ordinance amendment process and comments regarding the current proposed amendments.

General Overview: She said initial meetings on amendments to the Brookings preservation ordinance began in November 2001. By January 2003 the proposed amendments were presented to the city council at its January 7<sup>th</sup> meeting. The BHPC first presented the amendments to the city council and then planned to provide the document to citizen reviewers, providing them the document and then receiving their feedback on the proposed amendments. In addition, members of the BHPC were asked approximately 40 questions about the amendments by city council members at two of their meetings. The BHPC responded to those questions in writing and also offered to meet individually with council members to discuss the ordinance amendments. Suggestions were made by council members, citizen reviewers and the city attorney and those in keeping with state law were incorporated into the document. Meetings with council members, the city attorney and citizen reviewers and telephone conferences with Frank Gilbert, attorney for the National Trust for Historic Preservation, took place between January and April. On April 22, 2003, the City Council adopted the proposed amendments with a couple of last minute changes which they proposed.

The following letter was provided to the City Council on December 4, 2002 and provides a good explanation of the project.

DATE: December 4, 2002  
TO: Brookings City Council  
RE: Brookings Historic Preservation Commission Ordinance Review Project  
FROM: Brookings Historic Preservation Commission

The Brookings Historic Preservation Commission (BHPC) has been working with city officials to clarify language in the preservation ordinance to ensure that the commission can perform its legal obligations in a clear, efficient, and effective manner. The City Council will soon be presented with the proposed amended ordinance. This memo outlines the background of the commission's work to date.

Purpose of the Ordinance Review Project: This clarification has been a state-initiated and state-funded ordinance review project. The City of Aberdeen/Brown County and Codington and Clay counties also

have participated. The intent of the review in Brookings is to clarify language in the current ordinance and to bring all sections of the ordinance in compliance with State Law. We undertook the review in cooperation with the State Historic Preservation Office with consultation provided by Frank Gilbert, a senior field representative for the National Trust for Historic Preservation. Clarifying the Brookings Historic Preservation Ordinance will enable the preservation commission to perform its legal obligations in a more clear, efficient and effective manner.

Timeline of the Project. After the ordinance review project was initiated in July 2001, Frank Gilbert met with BHPC members, the city manager, and the city attorney in October 2001 and August 2002. Prior to his initial visit to Brookings, Gilbert, BHPC members, the city manager and the city attorney reviewed the ordinance provisions and all ordinance-related correspondence. (This communication included, but was not limited to, correspondence from: Julia Miller, editor, The Preservation Law Reporter; Robert Nieweg, Regional Attorney, National Trust for Historic Preservation; Alan F. Glover, former Brookings City Attorney; Jay D. Vogt, State Historic Preservation Officer; and Betty Anne Bierle, Consultant for the Brookings Community Preservation Plan). During monthly BHPC meetings, commission members have discussed each section of the current ordinance. In addition, a subcommittee met, discussed each ordinance section and possible amendments, and then subsequently made recommendations to the BHPC for members' consideration. In a teleconference on Tuesday, December 3, involving Frank Gilbert, the city attorney, the BHPC chairman and vice chairman and city staff, additional discussion took place. The BHPC will meet on December 5 and a report of the teleconference and further discussion about the ordinance revisions will continue. The amended ordinance will be provided for the City Council at its January 7th planning meeting.

#### Legal Basis for Historic Preservation in Brookings:

- Local, State, and Federal law support BHPC activities. Each layer of government oversight intends to assign the greatest authority and responsibility for safeguarding historic resources to the local level, in a local citizen board, making decisions about local matters.
- The National Historic Preservation Act established a nationwide program of financial and technical assistance to preserve historic properties--buildings, structures, neighborhoods, and other places of importance in the historic and cultural life of the nation.
- A local government can participate directly in this program when the State Historic Preservation Officer certifies that the local government has established its own historic preservation commission and program meeting Federal and State standards thus becoming a Certified Local Government (CLG).
- The BHPC became a member of South Dakota's CLG program in August 1985 and is the official representative for the City of Brookings in the National Park Service's CLG program.
- A major benefit of the CLG program is the pool of grant funds State Historic Preservation Offices set aside to fund local historic preservation projects. CLGs are the only eligible applicants for these funds.
- These funds are designed to supplement city programs, not sustain them.
- In FY 2001 the Brookings Historic Preservation Program received \$6,700 in federal money and \$3,500 from the City general fund.
- On May 16, 1989, the Brookings City Commission adopted Article VI, Historic Preservation Chapters 10-90 through 10-109 and adopted the Historic Preservation Ordinance. (South Dakota Certified Local Governments used similar models available at the time).

- The ordinance was amended in 1999 to incorporate language which was appropriate to the new form of city government and to allow conformity with other city boards, commissions and committees.
- BHPC members, city officials and consultants have reviewed the ordinance over the past six to seven years and recommended that the preservation commission work to clarify its ordinance. And, in order to establish necessary legal consistency between South Dakota statute and the Brookings ordinance, it has been suggested that amending the ordinance relating to notice and recordation requirements, criteria for designation, and limits on the commission authority to waive the 180-day delay would be important.
- Over the years the BHPC had asked for assistance from the SHPO in clarifying our ordinance and we have appreciated the opportunity to work on this project with local city officials, the state preservation office and the consultant from the National Trust for Historic Preservation.

Fishback provided the following comments regarding the currently proposed amendments:

- Page 1 – Agreed with adding cultural landscape to the list of asset types
- Page 2 – Agreed with a new Certificate of Appropriateness definition, but shorter
- Page 3 – Need definition for Local Individually Listed Historic Resource
- Page 3 – Need definition for National Register Individually Listed Historic Resource
- Page 3 – Agreed with Historic Resources definition
- Page 5 – Recommended leaving membership as is without amendment
- Page 7 – Section 10-97 – Is there any notification for properties adjacent to district or historic resources? Need something in writing from SHPO stating adjacent properties are reviewable under 11.1 review.
- Page 8 –Section 10-100 - agreed with correction
- Page 9 – Section 10-102- Retain first 4 criteria, add “and in addition”, and retain criteria 5-9
- Page 10- Insert “Local” whenever Register is referenced in the Local Register sections
- Page 10 – List all historic asset types rather than historic resources
- Page 11 – 10-107 & 108 – Agreed with changes
- Page 15 – 10-116 & 117 – Agreed with changes
- Page 16 – 10-119 - Recommended deleted the Council’s ability to exempt owner-occupied properties.
- Page 16 – 10-121 – What does this mean?
- Page 16 – 10-22 – Local District Commission could be comprised of the BHPC

Other comments: She noted that the previous amendments were defined as “clarifying language” to the ordinance. She reminded the Commission that citizens drive the local register nomination process and not the Commission. Frank Gilbert, the National Trust attorney who worked on the model ordinance project, has now retired. She cautioned about making changes to the ordinance unless absolutely necessary, citing it took three years and to make the ordinance amendments. She suggested having the city attorney review the ordinance and incorporate basic clean-up language in the City’s Ordinance recodification process.

## **UPDATES/REPORTS**

### **Membership.**

- Father Ryan Hall and his family are moving to Nebraska, so he has tendered his resignation effective immediately. The position is currently being advertised. The Mayor will review applications and make an appointment recommendation to the City Council in June.
- Pam Merchant stepped down as vice chair and is also resigning from the Commission as soon as a replacement could be found.

**Vice Chair.** A motion was made by Willert, seconded by Merchant, to nominate Les Rowland as vice chair. All present voted yes; motion carried.

### **National Historic Preservation Month (May) Activities**

- Newspaper article. Willert submitted an article and it was published last week. He has another article ready to go. Rowland is also working on an article.
- Solicit nominations for the 2013 Mayor's Awards for Historic Preservation. The press release was issued on May 1st. Nomination deadline is May 31st. The Commission will make award selections at the June 6th meeting.
- Mayoral Proclamation. Mayor Reed read the proclamation at the May 14th City Council meeting
- Coordinate with Brookings County Historical Society. Bibby spoke with Chuck Cecil and he said the main activity they have planned for May is the May 27 Memorial Day opening of the Museum in Volga.
- YouTube video by Dave Jones promoting historic restoration projects. No report. Willert has not made contact yet.
- Official "release" of the new Commercial Historic District Walking Tour Brochure. Chuck Cecil graciously agreed to feature the new brochure release in his column on May 13<sup>th</sup>.
- Preserve America Sign Installation. Thornes met with Mayor Reed regarding the BHPC's request to have the signs installed during Preservation Month. Mayor Reed will contact SDSU officials regarding the request. Bibby also mentioned it during the Volunteer Coffee with the Mayor.
- BHPC Brookings Register Feature. The first feature ran last week, but the font size was too small and in a bad location.

South Campus Neighborhood District Plan. On April 4<sup>th</sup>, the BHPC voted in support of the overlay district, but recommended additional design and landscape requirements. Bibby and Thornes worked with SHPO on proposed language and Bibby attended the April 9<sup>th</sup> Council meeting.

SHPO provided the following suggested additions the requirements.

Architectural:

- To provide better transition into University Residential Historic District, limit building height to two stories on west end of overlay district and grade up to taller structures to the east and north.
- Recommend lighter brick colors. Variations of cream and tan coloring would reflect well on the buildings. Dark brick is more imposing on the landscape.
- Recommend variations in brick finishes and texture including other stone materials (i.e. cast stone) to provide more visual interest and aesthetic appeal. Some glazed brick especially at entrances really punches up the visual impression of the building. Some heavier textures of brick would be good in the field areas of the buildings. Cast stone cut into veneer panels is also a great way to add a lot of color and texture. Recommend use of reds and browns for the cast stone and do that below a water table, with brick above. It would give the taller buildings a more horizontal appeal to the architecture. Also if the mortar joints on the horizontal brick are somewhat recessed, that will also give the building a more horizontal appearance.
- Do not allow dryvit or other simulated stucco material because it is not a durable material, especially in humid climates. The stucco finish on the face helps trap the moisture in the panels. Eventually black mold and green moss start to grow. Then as the panel becomes saturated with moisture, the facing material begins to sluff off. Dryvit has a lifespan of about 8 years, so it is not a good, durable material.
- Recommend projecting and recessed bays on street facing elevation to help break up the massing of the building, especially on buildings that are three stories or higher. Also adds architectural interest to the design of the building. The plane changes also give an opportunity to change facing materials to give more visual interest to the buildings.
- Incorporate architectural details at entrances such as variation in materials to make more visually appealing.

Greenscape:

- Strengthen landscaping requirements to increase green space and the number of mature plantings and trees.
- Increase minimum trees diameter to provide for more mature trees.

Bibby and Gritzner attended the April 9<sup>th</sup> City Council meeting and presented the following statement:

“Thank you for this opportunity to speak on behalf of the Brookings Historic Preservation Commission. My name is Mary Bibby and I am serving as the Commission’s chairman this year. With me is Dr. Janet Gritzner, also a member of the Commission.

The Brookings Historic Preservation Commission wishes to go on record in support of your proposed SDSU Campus Edge Neighborhood Design Review Overlay District and we encourage its enactment. We believe it will be a valuable tool to be used as this area expands and changes in years ahead.

We do have some concerns and I am not sure where it is appropriate to address them--whether in the ordinance itself or in later issuance of building permits or merely as guidelines to be presented to potential developers as plans progress.

We have sought assistance from Paul Porter of the State Historic Preservation Office to help us in formulating our suggestions but in the interest of time and not wanting to get bogged down in details at this point, let me just mention a few items for your consideration.

Landscaping will be of critical importance and in that regard we suggest more green space and the planting of more mature trees to give the area an established appearance from the outset and to cut the negative visual impact of clustered brick/stone buildings. Perhaps one way to achieve this goal would be to specify a minimum tree diameter.

Another suggestion would be to limit building height to two stories on the west end of the overlay district and grade up to taller structures to the east and north.

Variations in brick finishes, texture, and color would also provide more visual interest and aesthetic appeal. Projecting and recessed bays on the street side would help break up the massing of the buildings, especially on those that are three stories or higher. Incorporating architectural details at entrances is also recommended.

We on the Commission are very happy that the City Council is taking steps to improve and protect this neighborhood. We offer our assistance and cooperation in any way we can be of help. Many thanks for your good work.”

**Brookings Gallery (Art) Alley Project.** On April 4<sup>th</sup>, members of a Leadership Brookings class presented a proposal for mural-type art and/or temporary art displays on the backs of buildings in the alleys on Brookings Main Street. The BHPC voted in support of the project, but strongly advised the Team seek guidance from Paul Porter, SHPO Restoration Specialist, on mounting and materials.

Paul Porter reviewed the revised plan and submitted the following statement. “I looked through the proposed products to be used for this project. After reading about the Quickrete mortar repair on Lowe’s website, I wouldn’t use it for two reasons. 1) It does not come in a variety of colors to match the existing mortar on the buildings and 2) It is a cement, which may not work well especially if the surrounding mortar is softer, such as an O type mortar. Cement mixes can eventually cause spalling of brick, as they do not expand and contract with the surrounding brick. I would use a mortar that matches each of the buildings, and that also matches the strength of the existing mortar type. Most brick buildings are going to have an N type mortar in their construction. Unglazed soft fired brick would require an O type mortar so that spalling of the brick does not occur. Also the holes to be drilled should only be through the mortar joints, and NOT the brick itself.

I would allow for at least an inch of space between the panel and the building to allow enough air to move through to dry out any moisture.

Also, unless the plywood panels are painted with a good oil based primer on the front, back and sides, I would take them down during the winter to avoid decay. Exposed plywood does not weather well. Also a cap on the top edge (sides a good idea too) of the plywood panels would also help keep out unwanted moisture from seeping in and delaminating the plywood panels.”

The Leadership Brookings Team is modifying its installation procedures.

**Volunteer Leadership Coffee with the Mayor – May 16 & 30.** Bibby attended the Mayor’s Volunteer Leadership Coffee held on May 16<sup>th</sup>. She reported on the Preserve America sign installation on campus, last year’s accredited real estate commission workshop, current vacancies on the Commission and the 6<sup>th</sup> Street project. Rowland will be invited to attend the May 30<sup>th</sup> session.

**Preservation Partner Reports**

SHPO Update:

- SHPO is holding “Art Of Place” in Pierre this weekend, which is a series of workshops on drawing/photography/walking tours with artwork of historic places later displayed at local Oahe Days festival.
- June 3-5 SHPO staff will be out of office; in the field leading kids in archaeology camp at Ft. Galpin site.
- Paul Porter continues his post hip surgery medical leave. But he is doing some work at home during his second week of recovery. He may be reached on an office cell phone.
- They are still waiting for our HPF funds from NPS. The Federal funding cycle is behind this year and that it is delaying us in writing up our grants and contracts.

**Historic Properties Reports**

**Pending 11.1 Review – 605 Sixth Street / University District.** David and Sara Kneip, owners of 605 Sixth Street, have applied for a demolition permit for a house and garage located at 605 Sixth Street. The house is a contributing property and the garage is a non-contributing property in the Brookings University Residential Historic District. The Kneip’s own a real estate company located adjacent to 605 Sixth Street. They wish to remove the house and garage for a 28’ x 40’ addition and additional parking.

The State Historic Preservation Office sent a letter on April 15<sup>th</sup> requiring an abbreviated case report be completed on the proposed project. Thornes contacted the applicant on April 22<sup>nd</sup> and April 27<sup>th</sup> requesting a meeting to respond to the questions. She has not received a response to date.

**Announcements/Correspondence/Communications/Calendar**

May	National Historic Preservation Month
May 16 & 30	Volunteer Leadership Coffee with Mayor
October 1 <sup>st</sup>	Deadwood Grant Deadline
Oct 29-Nov 2	National Trust Conference – Indianapolis
November 1 <sup>st</sup>	State Property Tax Moratorium Application Deadline

Meeting adjourned at 5:35 p.m.  
Submitted by Shari Thornes

Brookings Historic Preservation Commission  
June 27, 2013 (amended)

A meeting of the Brookings Historic Preservation Commission was held on Thursday, June 27, 2013 at 5:00 p.m. in City Hall. Members present: Janet Gritzner, Dennis Willert, Mary Bibby, Les Rowland, Leah Brink and Holly Fetzer-Finkler. Tom Agostini was absent. Shari Thornes, City Clerk, was also present.

Chairperson Bibby called the meeting to order at 5:00 p.m. Leah Brink and Holly Fetzer-Finkler were welcomed to the Commission. A motion was made by Gritzner, seconded by Rowland, to approve the agenda. All present voted yes, motion carried. A motion was made by Brink, seconded by Gritzner, to approve the May 16 minutes. All present voted yes; motion carried.

Next meeting: Thursday, August 8<sup>th</sup> at 4:00 p.m. Meetings will return to 5 pm or later when school starts.

### **NEW BUSINESS**

**Conference Call with Consultant.** The Commission had a conference call with Betty Anne Beierle, Preservation Consultant, to discuss her proposed amendments to the Brookings Historic Preservation Ordinance.

Cultural landscapes were added to the definitions: "Cultural Landscapes are places impacted by human endeavor including, but not limited to: topography, vegetation, and water and circulation features: roads, paths, steps, walls, fences, benches, lights, and sculptural objects."

The Commission discussed the extreme hardship definition. Beierle said the Supreme Court's recent ruling on takings will be a setback for land use across the country. It's important for the Commission to be able to defend the ordinance against "takings" arguments.

(12) "Extreme hardship." The inability of owners of a historic property to make reasonable use of their property. Extreme hardship occurs when a historic property cannot be used by the owner or a tenant because of its condition and the historic property cannot be rehabilitated for an amount of money that it would be reasonable for an owner to invest in a property. In reaching a decision on whether extreme hardship exists, the BHPC or the local Historic District Commission shall evaluate the information that the applicant submits including some or all of the following: the current occupants of the building and their ability to make reasonable use of it, its present condition and cost of operation each year, the cost of any repairs that are needed, the present income from the building and the projected income from the building after repairs.

**Any past listing of the Historic Resource for sale or lease, the price asked, and any offers received on that Historic Resource.**

Section 10-93 – Manner of appointment, composition, terms. No change to original language.

Thornes will check with SHPO and City Attorney on this addition: Section 10-97. Coordination with the Planning Commission, Board of Adjustment, Board of Appeals and City Departments. Comments to be given to State Historic Preservation Office. a. The Planning Commission, the Board of Adjustment, the City Building Official and city departments shall, through the City Manager, notify the BHPC of matters pertaining to property on **or adjacent to** the Local Register, the National Register of Historic Places, and

the State Register of Historic Places. The BHPC shall be given this notice about proposed work as soon as the matters pertaining to property on the local, state and national registers are received by the foregoing city officials.

A motion was made by Gritzner, seconded by Rowland, to make the following change to Section 10-111. Demolition and ~~House~~ Moving of Individually Listed Local Register Properties.

(4)Photodocumentation. Every application for a demolition permit or a moving permit for a Historic Resource individually listed on the Register shall include photodocumentation. The owner must record the condition of the Historic Resource prior to demolition with at least six (6) digital photographic images: one (1) of each of four (4) elevations of the Historic Resource; at least one (1) overview of the Historic Resource depicting the relationship of multiple structures or buildings, if any; and at least one (1) depicting the Historic Resource from any nearby public right-of-way depicting the Historic Resource's location in the streetscape. In the case of moving an individually listed Historic Resource, the owner must photodocument both the existing resource on its current site, and the condition of the receiving site with at least six (6) photographic images each as described above. The **State Preservation Office** ~~City Clerk~~ shall maintain a file of these photodocuments **in the State Archives** that shall also be available to the public. All present voted yes; motion carried.

A motion was made by Brink, seconded by Willert, to make the following change to Section 10-117. Establishment of a Local Historic District Study Committee. ".....The Local Historic District Study Committee shall investigate the district's historical, architectural, archaeological, paleontological and cultural significance of the buildings, structures, sites, cultural landscapes, and surroundings and the level ~~amount~~ of property owner support for the proposed Local Historic District designation over a time not to exceed one hundred and eighty (180) days, **unless the Local Historic District Study Committee requests an extension from the City Council**. The Local Historic District Study Committee's investigation and subsequent recommendations shall comply with the criteria contained in Section 10-102 which includes criteria adopted by the State Historical Society Board of Trustees. All present voted yes; motion carried.

A motion was made by Gritzner, seconded by Fetzer-Fickler, to delete the following portion of Section 10-119. ~~Action by the City Council on Nomination of a Local Historic District. The City Council may exempt owner-occupied properties from inclusion in a Local Historic District, however, such properties shall be included in a Local Historic District upon the change of ownership.~~ All present voted yes; motion carried.

A motion was made by Gritzner, seconded by Rowland, to accept the amendments to Chapter 46 of the Revised Code of Ordinances pertaining to historic preservation in the city of Brookings, South Dakota. All present voted yes; motion carried.

**Mayor's Awards for Historic Preservation**. The Commission considered the following possible nominees for the 2013 Mayor's Awards:

- 1001 6th Avenue (Lockhart House) – Overall interior & exterior restoration
- 720 6th Avenue Nels Hansen House – Addition
- 521 8th Street – Porch Addition – no sure on street number (NW corner 8th St & 6th Ave)
- 517 Medary Avenue (Dawes Apartments) – Interior
- 9th Street – Restoration (no street number – NW corner 9th St & 7th Ave)

A motion was made by Willert, seconded by Brink, to give Mayor's Awards to 1001 6<sup>th</sup> Avenue, 521 8<sup>th</sup> Street, and 625 9<sup>th</sup> Street. All present voted yes; motion carried.

The combined award event will be held on Thursday, September 12<sup>th</sup>. Location to be announced.

## **UPDATES/REPORTS**

### **Meeting with SD Department of Transportation Secretary Bergquist regarding 6<sup>th</sup> Street Project.**

Mary Bibby attended a meeting with Secretary Bergquist on June 4<sup>th</sup> and provided the following remarks.

"Thank you for traveling to Brookings and for the opportunity to have a conversation with you about the proposed US Highway 14 project from Main to Medary Avenue. I am here as a representative of the Brookings Historic Preservation Commission. Our purpose is to allow the city to engage in a comprehensive program of historic preservation to promote the inspiration, pleasure, and enrichment of the citizens of this city and to preserve, promote and develop the historical resources of the city.

Among our charges is the responsibility to protect and preserve our cultural landscape. Within that cultural landscape is the canopy of trees along Sixth Street between Main and Medary Avenues and the green space provided in the boulevards. Your project description would remove the trees and much of the boulevards in order to expand the number of existing traffic lanes and incorporate a bicycle lane along that stretch of highway. In our view, the necessity to expand the number of lanes is not a crucial need. I travel that route almost daily from my home on Eighth Avenue and rarely is there any congestion. Traffic operates smoothly. What do your traffic volume studies show?

Part of the setting of the historic district on the north and south sides of the street are the old-growth trees that have been there since the neighborhoods were developed. Those plantings were part of the overall design and character of the neighborhoods, and removing them to widen the road even further will create a potential for effect on both districts. Also the reduction of the front lawn of these properties will have the potential for effect on the historic resources that front Sixth Street. Depending on the current setback and what the new setbacks would be, this project has the potential to impact property values and decrease said values depending on the degree of impact to these sites.

A better solution to any traffic congestion on Sixth Street would be to reconfigure the major intersections to allow for higher volume of traffic during peak times, but maintain the four lane as it is on the blocks in between. The other issue here is that the wider the road, the higher the tendency for people to drive faster. Installing a bike lane along a major road like this is not going to help matters for safety of cyclists. In fact, it could seriously increase the risk of injury or death as a vehicle speed increases five or ten miles per hour. Putting bike lanes on Seventh or Fifth Street might be a better solution for students to travel safely between the University and downtown.

Entrance to another community in South Dakota, slightly smaller but even richer in historic treasures, was recently described by a visiting writer as a "characterless strip lined with the usual gas stations, fast food outlets, motels, malls. My guidebook had promised a 'gem-like historic town,' but any such claims could only be justified by the few blocks squeezed into the small business area close to the riverbank."

In Brookings, the trees and the boulevards create a good transition to the downtown area. Brookings does not need nor want a speedway or "characterless strip" from 22nd Avenue to Main. For those who

wish to get around the town quickly, there is a Highway 14 bypass. For those of us who live here, please let us keep the lovely thoroughfare we have.”

The June 7, 2013 *Brookings Register* issue commended Bibby for her comments.

The City Council has now asked to discuss this issue at a future Council meeting.

**Final Report on National Historic Preservation Month (May) Activities.** The BHPC did the following activities to commemorate National Preservation Month: Newspaper article, solicited nominations for the 2013 Mayor’s Awards for Historic Preservation, Mayoral Proclamation, issued the official “release” of the new Commercial Historic District Walking Tour Brochure, and ran the first issue of the BHPC “*Now You See It*” Column.

**Volunteer Leadership Coffee.** Bibby attended a Volunteer Leadership Coffee session with Mayor Reed on May 16<sup>th</sup>.

### **Preservation Partner Reports**

1. **Preserve South Dakota:** This weekend PSD will finish their “Art of Place” event with an art show at the Oahe Days Music and Art Festival. “Art of Place” was a month-long event to celebrate historic places in the Pierre/Fort Pierre area and get local artists to produce new works of art based on those historic places. They’re hopeful that the art show will raise awareness for the history and heritage of this area, and that they can use this experience as a “pilot project” to be adapted to other communities in the future. Watch FB page for updates on that.

They’re also in the midst of a membership drive. Their new membership brochure was provided to members.

Kate Nelson, Executive Director, is beginning to pull together the Fall 2013 Preservation Advocate newsletter, and story ideas are always welcome. If the BHPC has a story of a preservation project in Brookings or something that might be interesting to PSD members, we need to let her know. They love to include local success stories in each issue. August 1<sup>st</sup> deadline for story submittals. The Commission suggested submitting an article on the Lockhart House at 1001 6<sup>th</sup> Avenue. Bibby will contact the home owner.

### **Staff Report:**

2. **Status of 2012/13 Grant:** A remaining balance of approximately \$2500 will be reallocated to another project.

#### 2012/2013 National Park Service Grant

\$10,502            2012/2013 Park Service Grant  
Funding Cycle:    June 1, 2012 to May 1, 2013 (Amended to August 1)  
Grant:                \$10,502 (\$2,000 Basic; \$8,502 Supplement)  
Status:                Open

#### Basic Allocation Funding - Project Titles:

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

#### Supplemental Funding – Project Titles:

1. Public Education Accredited Real Estate Workshop – completed
2. Board Development Training \*\*

- A. National Alliance of Preservation Commissions (3) - completed
- B. National Trust for Historic Preservation (1) – completed

3. **Status of 2013/14 Grant Application:** No word on the funding award yet. SHPO usually issues grant awards on June 1st or sooner, but it's late due to Federal delays. SHPO's funding was cut by 10%. The following is a summary of our grant application:

2013/2014 National Park Service Grant

\$17,282 National Park Service Grant  
 Funding Cycle: June 1, 2013 to August 1, 2014  
 Grant: \$2,000 Basic; \$15,282 Supplement  
 Status: AWARDED in 2014

Basic Funding:

- 1. Membership in state and national preservation organizations
- 2. Brookings Mayor's Awards for Historic Preservation

Supplemental Funding – Project Titles:

- 1. Public Education – Bob Yapp Workshop & Seminars
- 2. Board Development Training \*\*
- A. National Alliance of Preservation Commissions Forum – 2014 (staff & 1 member)

4. **Proposed Statewide CLG Staff Meeting:** Thornes is working with the City Planner from Huron to organize a Historic Preservation staff member workshop in eastern South Dakota this fall. This idea was discussed last year at the Norfolk Trust conference.

**Historic Properties Reports**

- **Pending 11.1 Review – 605 Sixth Street / University District:** David and Sara Kneip, owners of 605 Sixth Street, have applied for a demolition permit for a house and garage located at 605 Sixth Street. The house is a contributing property and the garage is a non-contributing property in the Brookings University Residential Historic District. The Kneip's own a real estate company located adjacent to 605 Sixth Street. They wish to remove the house and garage for a 28' x 40' addition and additional parking. *Case report remains pending.*
- **Completed 11.1 Review – 306 3rd Street:** The building is owned by the City and is scheduled to be demolished and the site graded in 2013. The plan is to construct a parking lot in 2014; however, a final design has not been determined. The structure, circa 1941, is located adjacent to the Brookings Commercial Historic District. It was originally built as a garage/storage building/gun shed for the former National Guard Armory, which is now the Park & Recreation Center. The Armory was built in 1937 as a WPA project, but we don't believe the garage was a WPA. It was remodeled in the 1970s for the Senior Citizens Center and later became the City Fire Auxiliary Building. *This item is closed. SHPO has ruled no adverse effect.*
- **Technical Assistance - Historic Watson Clinic, 510 Main Avenue:** Thornes was contacted by the new property owner regarding information on historic property benefits and restrictions. The owner was referred to Paul Porter, State Restoration Specialist for the State Historic Preservation Office (SHPO), for information on the Federal Investment Tax Credit and State Property Tax Moratorium programs. Proposed work includes window replacement, plumbing, wiring, roof, rear addition and interior remodeling. Further, the owner is considering façade modification to the tiled entrance surround, brick window boxes and an awning.

**Announcements/Correspondence/Communications/Calendar**

October 1<sup>st</sup> Deadwood Grant Deadline

Oct 29-Nov 2 National Trust Conference – Indianapolis

November 1<sup>st</sup> State Property Tax Moratorium Application Deadline

Meeting adjourned at 7:30 p.m.

Submitted by Shari Thornes

Brookings Historic Preservation Commission  
August 8, 2013

A meeting of the Brookings Historic Preservation Commission was held on Thursday, August 8, 2013 at 4:00 p.m. in City Hall. Members present: Janet Gritzner, Dennis Willert (left 5 pm), Mary Bibby, Holly Fetzer-Fickler and Tom Agostini. Leah Brink and Les Rowland were absent. Shari Thornes, City Clerk, was also present.

Chairperson Bibby called the meeting to order at 4:00 p.m. A motion was made by Gritzner, seconded by Fetzer-Fickler, to approve the agenda. All present voted yes, motion carried. A motion was made by Willert, seconded by Agostini, to approve the June minutes as corrected. All present voted yes; motion carried.

Next meeting: To be determined. Meetings will return to 5 pm or later when school starts.

**Combined Mayor's Awards Event – September 12.** A motion was made by Willert, seconded by Agostini, to award 517 Medary Avenue with a Mayor's Award. All present voted yes; motion carried. Thornes briefed the Commission on event details. The following members volunteered to prepare individual stories and take pictures for the press releases: 1001 6th Avenue –Bibby, 521 8th Street – Gritzner, 517 Medary Avenue –Brink, and 625 9th Street –Fetzer-Fickler. August 15<sup>th</sup> deadline.

**Review of 2013/14 Grant Award Projects.** The BHPC's 2013/2014 grant application will be approved later this month for a \$17,282 National Park Service Grant (June 1, 2013 to August 1, 2014 funding cycle). Funded items:

Funded items in basic funding category:

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

Funded items in supplemental funding category:

1. Public Education – Bob Yapp Workshop & Seminars
2. Board Development Training \*\*
  - A. National Alliance of Preservation Commissions Forum – 2014 (staff & 1 member)

The Commission had a preliminary discussion regarding topic selection and partnership opportunities for the Bob Yapp workshop. Their first partnership preference is the Sustainability Council. Thornes will meet with Sustainability Council next month.

**Project Description:** Bob Yapp Workshop & Seminar: The Brookings Historic Preservation Commission will sponsor a multi-day preservation event with one day dedicated to historic preservation seminars and three days for a "Window Restoration Boot Camp" all provided by Bob Yapp, Preservation Resources, Inc. The BHPC will partner with other local preservation-friendly organizations to cross-promote the event. Mr. Yapp is currently available for all of the following dates. Final selection will be made after co-sponsorship and funding is secured. Cross-promotion opportunities and options under consideration are as follows:

- April 2014 - "The Brookings GreenFest" to promote Earth Day on April 22, 2014, partnering with the Brookings Sustainability Council
- April 2014 – Brookings Garden & History Festival, partnering with Downtown Brookings Inc.

- May 2014 – Preservation Month, partnering with Downtown Brookings Inc., Brookings Building Contractors and Habitat for Humanity

Target audience for the one day seminars/talks will be local and regional property owners. The event would be held on a Saturday to foster better attendance. The following are the BHPC's preferred seminar topics. Three would be provided on Seminar Day.

- Energy Efficiency for Old Houses & Buildings: Just because it's shiny and new does not mean it will work in our old house or building. This seminar dispels myths and addresses how old houses were designed. Bob talks about what retro-fits for energy efficiency actually work as well as paybacks. Insulation, air flow, weather stripping, windows, geo thermal, solar and wind are all topics of discussion.
- Great Unveilings: Learn how to conduct a Great Unveiling in your neighborhood. It's like a reverse barn-raising. Instead of putting up a barn 20 to 40 people gather together to remove vinyl, aluminum, asbestos or insul-brick siding from a historic home in one day. 1-2 hrs with Q & A
- Paint It Right: How to get a 12 to 15 year, cost effective paint job for your historic house. You can hire it done, never lift a finger and do it twice in 24 to 30 years for about the same price of a competent vinyl siding job that will last 15 years. 1-3 hours with Q & A, props & handouts.
- Old Windows Aren't A Pane---They're a Goldmine: A primer on how to cost effectively repair/restore and make old windows as or more energy efficient than replacement windows. 1-3 hours with Q & A, props and handouts.
- Historic Porches: Restoration or Recreation: This session addresses how to research and construct missing original porches as well as restore original porches. 1-2 hours with Q & A.

*The Window Restoration Boot Camp* is a 3-day learn-by-doing workshop with a limit of 12 students. Bob Yapp, author, teacher and nationally known old house expert would be the instructor. According to the workshop bio, "Students learn safe paint and glass removal, epoxy repair, glazing putty application, priming, weather-stripping and sash re-installation which includes re-roping the sash weights. At the end of the three days they will know from beginning to end, how to completely restore a double-hung, wood window unit.

In three days the 12 students can restore 6 double hung window units from beginning to end, including primer, one coat of interior and exterior top coat paint. This creates a real opportunity for both learning and helping save original windows in a historic property. Students will learn sash removal, safe paint & glass removal, epoxy wood repair, glazing putty application, weather stripping & sash installation including re-roping or sash chain installation. The weather stripping creates a track with a metal rib and all rails will get a rubber bulb type weather seal. Most windows will be one finger operation when completed and stop virtually all air infiltration. This is the number one method a majority of window restoration experts use all over the country and recently tested above the 2012 International Energy Code for air infiltration. At the end of the three days they will know from beginning to end, how to completely restore and weatherize a double-hung window."

**“Now You See It” Column.** Bibby noted that she never saw the follow-up article on the last column, which ran on July 4<sup>th</sup>. The winner didn’t have access to email. Alternate means are needed for people to submit answers other than emails. Gritzner plans to submit a picture of a residential feature in the August column. Fetzner-Fickler offered to help. All pictures and columns will be submitted to Thornes and she will make sure the Register receives everything.

**Sustainability Advertising Campaign Poster.** The Brookings Sustainability Council is developing a public education campaign using Brookings leaders and local residents to promote various sustainability initiatives. The ads will be used on websites, social media, email and other free venues. SDSU Marketing & Communication is generating the design and photos. One of the posters will promote the reuse of buildings and historic preservation. The BHPC is responsible to provide the narrative for the poster that should include local statistics/facts, if available, and a narrative about the photo.

Holly suggested two posters: one residential and one commercial. If Thornes is unable to contact the Jones family, other suggestions included Phyllis Bartley and Mark Kelsey & Calla Hogue.

Suggested poster text: “The greenest building is the one that’s already built.”

**Downtown Brookings Inc. (DBI)**

▪ **Festival of Lights/Central Residential District** – A cooperative event with DBI highlighting the Central Residential Historic District during the Parade of Lights was identified as a goal in the Commission’s 2013/2014 work plan. Thornes met with Chamber and DBI representatives to discuss a collaborative event. The group came up with the following plan.

- a. Thursday, December 5<sup>th</sup>
  - i. Festival of Lights @ Cultural Center
  - ii. Reindeer @ Children’s Musuem
  - iii. Horse Trolley rides in Central Residential District
    1. Staging at Cultural Center with hot chocolate, across street from reindeer
    2. Rides from 5-7 pm, prior to parade (20 minute rides)
    3. Place luminaries along route
    4. Sending letter to property owners asking to decorate for the event. Bibby will write letter.
    5. DBI and Arts Council taking pictures for future slide show
    6. Next year, possibly wrap poles in area with lights?
  - iv. Parade of Lights, 5-7 pm
    1. The three groups will collaborate on all advertising

A motion was made by Willert, seconded by Agostini, to approve the proposal. All present voted yes; motion carried.

**State Historic Preservation Office (SHPO).** SD SHPO has received the final products for the SD Preservation Economic Impact Study. This project has been going on for a couple of years. Jason Haug started the contract. He hired the Center for Urban Policy Research, Edward J. Bloustein School of Planning and Public Policy, Rutgers, the State University of New Jersey. There is a beautiful 30-page summary booklet, along with the intensive 200 + page full report. SHPO staff needs to develop a distribution plan in place for the products to include the CLGs. They are considering a PowerPoint of

the most interesting results and fact sheets and having SHPO travel to get the word out. They have also budgeted for Video Productions based on the Case Studies included in the report.

National Park Service funds should be released to SHPO this week. Release has been delayed due to the sequester.

Ted Spencer is in Washington DC for Section 106 Training and will be meeting with our key contacts to strengthen SD connections.

Brosz is attending the National Preservation Conference in Indianapolis this year and will report on any interesting findings.

**Preserve South Dakota (PSD)**. Last month Kate Nelson, PSD Director, suggested the BHPC submit a local preservation success story for her fall newsletter. Pat and Bob Fishback graciously agreed to write a story about their restoration of the Lockhart House located at 1001 6<sup>th</sup> Avenue.

### **Historic Properties Reports**

#### **b. Pending 11.1 Review – 605 Sixth Street / University District**

Summary: David and Sara Kneip, owners of 605 Sixth Street, have applied for a demolition permit for a house and garage located at 605 Sixth Street. The house is a contributing property and the garage is a non-contributing property in the Brookings University Residential Historic District. The Kneip's own a real estate company located adjacent to 605 Sixth Street. They wish to remove the house and garage for a 28' x 40' addition and additional parking. ***Case Report remains pending.***

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

Sept. 12<sup>th</sup> Mayor's Awards Presentation, Camelot School, 5-7 pm  
October 1<sup>st</sup> Deadwood Grant Deadline  
Oct 29-Nov 2 National Trust Conference – Indianapolis  
November 1<sup>st</sup> State Property Tax Moratorium Application Deadline  
July 16-20, 2014 National Alliance of Preservation Commissions, Philadelphia

Meeting adjourned at 5:40 p.m.

Submitted by Shari Thornes

Brookings Historic Preservation Commission  
October 9, 2013

A meeting of the Brookings Historic Preservation Commission was held on Wednesday, October 9, 2013 at 5:00 p.m. in City Hall. Members present: Janet Gritzner, Dennis Willert, Leah Brink, Les Rowland Mary Bibby, and Tom Agostini. Holly Fetzer-Fickler was absent. Shari Thornes, City Clerk, was also present.

Chairperson Bibby called the meeting to order at 5:14 p.m. A motion was made by Brink, seconded by Gritzner, to approve the agenda. All present voted yes, motion carried. A motion was made by Brink, seconded by Rowland, to approve the August minutes. All present voted yes; motion carried.

Next meeting: November 21<sup>st</sup> at 5:30 p.m.

**Final Report on Combined Mayor's Awards Event.** The Commission reviewed the draft evaluation report on the combined event. They felt the event was very successful with over 120 in attendance and the combined effort should be continued.

**Bob Yapp Workshop Update.** The BHPC has been funded bring in Bob Yapp, a national historic preservation consultant, to provide a multi-day preservation event with one day dedicated to historic preservation seminars and three days for a "Window Restoration Boot Camp." The BHPC would like to partner with other local preservation-friendly organizations to cross-promote the event. Cross-promotion opportunities and options under consideration are as follows:

- April 2014 - "The Brookings GreenFest" to promote Earth Day on April 22, 2014, partnering with the Brookings Sustainability Council
- April 2014 – Brookings Garden & History Festival, partnering with Downtown Brookings Inc.
- May 2014 – Preservation Month, partnering with Downtown Brookings Inc., Brookings Building Contractors and Habitat for Humanity

Thornes reported that the Sustainability Council is very interested in partnering on this event; however, Earth Day is Tuesday, April 22<sup>nd</sup> and the weekend prior is Easter. The Council suggested April 9-13. Unfortunately, several April dates have already filled for Mr. Yapp. His current available dates are April 1-6, 15-19, May 1-25.

The Commission discussed possible dates and suggested early May might be better due to weather. Thornes will coordinate with the Sustainability Council and also check with Downtown Brookings Inc. to determine the date and format for the 2014 History and Garden Festival.

There was further discussion on the workshop topics and format, whether to offer a three-day intensive window restoration workshop or to offer three one-day workshops. Thornes will investigate the options and provide an update at the next meeting.

**Sustainability Advertising Campaign Poster.** The Brookings Sustainability Council is developing a public education campaign using Brookings leaders and local residents promoting various sustainability initiatives. The ads will be used on websites, social media, email and other free venues. SDSU Marketing & Communication is generating the design and photos. Two of the posters will promote the reuse of buildings and historic preservation. The BHPC is responsible to provide the narrative for the

poster that should include local statistics/facts, if available, and a narrative about the photo. Historic property owners Mark Kelsey and Calla Hogue and Dave and Tasha Jones agreed to participate. Photo shoots are scheduled within the week.

**Now You See It Column.** Gritzner has written and submitted columns for the new feature. Bibby and Gritzner continue to work with the *Brookings Register* to coordinate the publication.

**SD Grant 12-016 Closeout Report.** The State Historic Preservation Office staff contacted Thornes late August to advise additional 2012-13 grant funds were available, but had to be expended by 9/15. Thornes secured an additional \$3000 for the BHPC to promote of the Historic District Trolley Rides and to send one person to the National Trust Conference. Rowland is attending the conference. The City received a total of \$13,502 in National Park Service funds for the 12-13 cycle and the grant has now been closed out.

### **Preservation Partner Reports.**

- Downtown Brookings Inc. (DBI)
  - **Festival of Lights/Central Residential District.** Bibby and Thornes met with Jamison Lamp, Chamber of Commerce, and Kristin Heismeyer, DBI, regarding a cooperative event of Trolley Rides to highlight the Central Residential Historic District during the Parade of Lights. A letter has been sent to the Central District property owners encouraging them to decorate for the event. A utility bill stuffer will be included in the November 1<sup>st</sup> billing to promote the BHPC, DBI, Chamber, Children’s Museum and Cultural Center events. BHPC members will plan to attend the ride and staff the hot chocolate station.  
  
Thursday, December 5<sup>th</sup>
    - i. Festival of Lights @ Cultural Center
    - ii. Reindeer @ Children’s Museum
    - iii. Horse Trolley rides in Central Residential District
      - 1. Staging at Cultural Center with hot chocolate, across street from reindeer
      - 2. Rides from 5-7 pm, prior to parade (20 minute rides)
      - 3. DBI and Arts Council taking pictures for future slide show
    - iv. Parade of Lights, 5-7 pm
- **State Historic Preservation Office (SHPO).** Paul Porter, SHPO Restoration Specialist, has accepted a job with the Arkansas SHPO. His last day will be December 6<sup>th</sup> and he starts in Little Rock on December 16<sup>th</sup>.
- **Preserve South Dakota (PSD).** Kate Nelson has left her position as executive director with Preserve South Dakota. No word on a replacement yet.

### **Historic Properties Reports**

- **SHPO Site Visit Summary**
  - SHPO staff members were in Brookings on 9/4 and 9/25 to meet with property owners regarding state and federal program, technical assistance and national register eligibility.

- **11.1 Review – 605 Sixth Street / University District.** David and Sara Kneip, owners of 605 Sixth Street, have applied for a demolition permit for a house and garage located at 605 Sixth Street. The house is a contributing property and the garage is a non-contributing property in the Brookings University Residential Historic District. The Kneip's own a real estate company located adjacent to 605 Sixth Street. They wish to remove the house and garage for a 28' x 40' addition and additional parking. The State Restoration Specialist and staff toured the property on 9/2 to evaluate structural condition and historical integrity and found it to be in poor condition and not a good candidate for moving.
- **11.1 Review – 307 Third Street / Commercial District.** Brian Gatzke has applied for a demolition permit for 307 3<sup>rd</sup> Street, which is the former Brookings Locker Market, circa 1920s, located adjacent to the Brookings Commercial Historic District. The owner purchased the property with the intent of demolishing the structure. Plans include a 3 level building with mixed use commercial retail on the main floor and loft-style apartments on the upper two levels. The proposed timeline is completion in three years. SHPO staff and Thornes toured the structure on 9/25. SHPO is requiring a case report to include proposed design of new structure. The case report is pending.
- **6<sup>th</sup> Street Reconstruction Project (Main to Medary).** The Brookings City Council will discuss this issue at an upcoming City Council meeting. Chairman Bibby had already provided the following comments on June 4<sup>th</sup> when SD Department of Transportation Secretary Darren Bergquist toured projects and met with city officials.

*“Thank you for traveling to Brookings and for the opportunity to have a conversation with you about the proposed US Highway 14 project from Main to Medary Avenue. I am here as a representative of the Brookings Historic Preservation Commission. Our purpose is to allow the city to engage in a comprehensive program of historic preservation to promote the inspiration, pleasure, and enrichment of the citizens of this city and to preserve, promote and develop the historical resources of the city.*

*Among our charges is the responsibility to protect and preserve our cultural landscape. Within that cultural landscape is the canopy of trees along Sixth Street between Main and Medary Avenues and the green space provided in the boulevards. Your project description would remove the trees and much of the boulevards in order to expand the number of existing traffic lanes and incorporate a bicycle lane along that stretch of highway. In our view, the necessity to expand the number of lanes is not a crucial need. I travel that route almost daily from my home on Eighth Avenue and rarely is there any congestion. Traffic operates smoothly. What do your traffic volume studies show?*

*Part of the setting of the historic district on the north and south sides of the street are the old-growth trees that have been there since the neighborhoods were developed. Those plantings were part of the overall design and character of the neighborhoods, and removing them to widen the road even further will create a potential for effect on both districts. Also the reduction of the front lawn of these properties will have the potential for effect on the historic resources that front Sixth Street. Depending on the current setback and what the new setbacks would be, this project has the potential to impact property values and decrease said values depending on the degree of impact to these sites.*

*A better solution to any traffic congestion on Sixth Street would be to reconfigure the major intersections to allow for higher volume of traffic during peak times, but maintain the four lane as it is on the blocks in between. The other issue here is that the wider the road, the higher the tendency for people to drive faster. Installing a bike lane along a major road like this is not going to help matters for safety of cyclists. In fact, it*

*could seriously increase the risk of injury or death as a vehicle speed increases five or ten miles per hour. Putting bike lanes on Seventh or Fifth Street might be a better solution for students to travel safely between the University and downtown.*

*Entrance to another community in South Dakota, slightly smaller but even richer in historic treasures, was recently described by a visiting writer as a “characterless strip lined with the usual gas stations, fast food outlets, motels, malls. My guidebook had promised a ‘gem-like historic town,’ but any such claims could only be justified by the few blocks squeezed into the small business area close to the riverbank.”*

*In Brookings, the trees and the boulevards create a good transition to the downtown area. Brookings does not need nor want a speedway or “characterless strip” from 22nd Avenue to Main. For those who wish to get around the town quickly, there is a Highway 14 bypass. For those of us who live here, please let us keep the lovely thoroughfare we have.”*

The BHPC may be asked to provide formal comments in writing.

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

- Coughlin Stadium is scheduled to be demolished. There was discussion regarding its historical integrity.
- Oct 29-Nov 2 National Trust Conference – Indianapolis
- November 1<sup>st</sup> State Property Tax Moratorium Application Deadline

Meeting adjourned at 7:20 p.m.

Submitted by Shari Thornes

Brookings Historic Preservation Commission  
November 21, 2013

A meeting of the Brookings Historic Preservation Commission was held on Thursday, November 21, 2013 at 5:00 p.m. in City Hall. Members present: Holly Fetzer-Fickler, Dennis Willert, Leah Brink, Mary Bibby and Tom Agostini. Janet Gritzner and Les Rowland were absent. Shari Thornes, City Clerk, was also present.

Chairperson Bibby called the meeting to order at 5:00 p.m. A motion was made by Willert, seconded by Agostini, to approve the agenda. All present voted yes, motion carried. A motion was made by Fetzer-Fickler, seconded by Agostini, to approve the October minutes. All present voted yes; motion carried.

Next meeting: December 12<sup>th</sup> if needed; otherwise, January 9<sup>th</sup> @ 4 p.m. (Agostini will be absent)

**Report on National Trust for Historic Preservation Conference.** Rowland attended the 2013 National Trust for Historic Preservation Conference in Indianapolis along with Jenn Brosz from SHPO. Tabled until January when Rowland could attend.

**6<sup>th</sup> Street (Main to Medary) Project.** The Brookings City Council will discuss the proposed 6<sup>th</sup> Street project at its November 26<sup>th</sup> meeting. They may also take action to send a letter to the Secretary of Transportation regarding various concerns. The BHPC provided the City Manager and Mayor with the following information for possible inclusion in that letter:

*The Brookings Historic Preservation Commission is on record opposing the project as presently proposed. One of the Commission's missions is to protect and preserve our cultural landscape. Within that landscape is the canopy of trees along Sixth Street between Main and Medary Avenues and the green space provided in the boulevards. These would be significantly reduced by the Department of Transportation plan.*

*Part of the setting of the historic district on the north and south sides of Sixth Street are the old-growth trees that have been there since the neighborhoods were developed. Those plantings are part of the overall design and character of the neighborhoods. Their removal would drastically change the nature of the attractive thoroughfare now leading to the downtown area.*

*Moreover, the front facades of the houses in the proposed construction corridor have a consistent setback distance from the street. Not only would the aesthetics of the front yards be reduced by a widened road, it would bring traffic noise much closer to the buildings making them much less desirable to live in. This will negatively impact the property values for these residences. As reference points, one can look at 10<sup>th</sup> and 11<sup>th</sup> Streets in Sioux Falls and Mt. Rushmore Road in Rapid City to see firsthand the impact to residential properties as a result of a road widening project.*

Willert volunteered to attend the November 26<sup>th</sup> Council meeting to provide comments on behalf of the Commission.

**"Now You See It" Column.** Bibby reported that the following column is scheduled to run in November. Gritzner is working on the December column.

Thornes has created a new city email for this program called [historicpreservation@cityofbrookings.org](mailto:historicpreservation@cityofbrookings.org) and Willert, Gritzner, Bibby, Thornes and Fezter-Fickler will receive emails.

**Welcome to the NOW YOU SEE IT... OR DO YOU? column presented by the Brookings Historic Preservation Commission and Downtown Brookings, Inc. Brookings is a beautiful city—part of its character is in its many historic buildings. Join us in discovering them. A picture like the one shown here presents an architectural feature on a recognizable structure or site in Brookings. Your challenge will be to guess what and where it is! Location may be anywhere within the city limits of Brookings.**



In addition, Downtown Brookings will post the same question on Facebook and its web page—and also include it in its regular Flashback KBRK radio spots at 7:30 a.m. and 10:30 a.m. on Fridays.

A prize of a \$10 gift certificate from TRENDZ will be given to the first person to correctly identify the site. Send your answer to [Brookingshistoricpreservation@gmail.com](mailto:Brookingshistoricpreservation@gmail.com) or call City Hall at 692-6281 or Downtown Brookings at 690-4856. Provide your name and email address or other contact information.

The winner will be announced in a future REGISTER article which will also tell more about the site.

**Have fun learning more about Brookings' fascinating early history and development as we explore the mysteries it still contains.**

### **Historic Properties Reports:**

#### **c. University Residential Historic District**

- **Formal comment on 11.1 Review for 605 Sixth Street.** David and Sara Kneip, owners of 605 Sixth Street, have applied for a demolition permit for a house and garage located at 605 Sixth Street. The house is a contributing property and the garage is a non-contributing property in the Brookings University Residential Historic District. The Kneip's own a real estate company located adjacent to 605 Sixth Street. They wish to remove the house and garage for a 28' x 40' addition and additional parking.

The Commission was provided with the draft abbreviated case report and case report standards for review. The BHPC was asked by the SHPO to provide official comment on the attached case report. Response options:

- (a) Agree with the findings of the case report and provide additional comments,
- (b) Disagree with the findings of the case report and provide additional comments ; or
- (c) Decline to comment on the findings of the case report;

A motion was made by Willert, seconded by Agostini, to agreed with the findings of the case report. All present voted yes; motion carried.

**d. Commercial Historic District**

- **Pending 11.1 Review – 307 Third Street.** Brian Gatzke has applied for a demolition permit for 307 3rd Street, which is the former Brookings Locker Market, circa 1920s, located adjacent to the Brookings Commercial Historic District. The owner purchased the property with the intent of demolishing the structure. Plans include a 3 level building with mixed use commercial retail on the main floor and loft-style apartments on the upper two levels. The proposed timeline is completion in three years.

SHPO staff and Thornes toured the structure on 9/25.

The case report remains pending until such time as the applicant provides the proposed plans and design of the new structure.

**e. Central Residential Historic District**

- i. **Pending 11.1 Review - 912 6th Street.** Cokato, owner of 912 6th Street, has applied for a demolition permit for the residence and garage located on this property. The building is located in the Brookings Central Residential Historic District and is listed on the National Register. The owner plans to remove the structure in order to construct a 40 foot expansion to his gas station/convenience store located to the east. The design will be similar to the existing commercial structure with access to the rear car wash provided on the west lot line.

The case report remains pending until such time as the applicant provides the proposed plans and design of the new structure.

**Preservation Partners:**

f. Sustainability Council

- **Posters.** The Brookings Sustainability Council is developing a public education campaign using Brookings leaders and local residents promoting various sustainability initiatives. The ads will be used on websites, social media, email and other free venues. SDSU Marketing & Communication is generating the design and photos. One of the posters will promote the reuse of buildings and historic preservation. The BHPC is responsible to provide the narrative for the poster that should include local statistics/facts, if available, and a narrative about the photo.

The photos have been completed and are now waiting for poster design from University Relations.

- **Bob Yapp Workshop Update.** The BHPC has been funded bring in Bob Yapp, a national historic preservation consultant, to provide a multi-day preservation event with one day dedicated to historic preservation seminars and three days for a “Window Restoration Boot Camp.” The BHPC would like to partner with other local preservation-friendly organizations to cross-promote the event.

Mr. Yapp has been tentatively booked for May 1-4 in Brookings in conjunction with the Sustainability Council's Earth Day event and Downtown Brookings Inc.'s History and Garden Festival.

Workshop Options:

- 1-day options: wood repair, windows, exterior painting and masonry
- 3-day in-depth window restoration

There was consensus with the May 1-4 dates and three 1-day workshops.

**g. Downtown Brookings Inc. (DBI).**

- Brookings History & Garden Festival.** DBI is planning a different format for the 2014 History and Garden Festival to include historic walking tours of local businesses, celebration of the Masonic Temple's 120 birthday, geocaching, and gardening workshops.
- Trolley Rides in Central Residential Historic District.** The trolley rides are scheduled for Thursday, December 5<sup>th</sup> from 5-7 p.m. BHPC members were asked to help staff the starting point/hot chocolate station at the Community Cultural Center. The Chamber suggested a commission member act as a step-on guide giving details about the Central District. Bibby suggested Jerry McCollough, former BHPC Chair and tour giver. Bibby will try to contact Jerry.

- h. State Historic Preservation Office (SHPO).** Thornes will participate in a conference call on November 25th to discuss the idea of a statewide CLG meeting next spring to be hosted in Brookings or Huron.

**Nominating Committee.** Willert and Brink were asked to serve on the nominating committee and bring forward a slate of officers at the January meeting

**Draft December/January Agenda:** Discussion on 2014 Goals & Objectives, Annual Reports, Nominating Committee Report, Election of Officers

**Announcements/Correspondence/Communications/Calendar**

November 26 <sup>th</sup>	City Council Meeting, 6 <sup>th</sup> Street Discussion, 6 p.m.
December 5 <sup>th</sup>	Mayor's Holiday Party, McCrory Gardens Visitor Center, 5-7 p.m.
December 5 <sup>th</sup>	Central District Trolley Rides, 5-7 p.m.
January 31 <sup>st</sup>	National Park Service Annual Report Deadline
February 17 <sup>th</sup>	City Annual Report Deadline
April 3-5	State Historical Society Board of Trustees Meetings, Pierre
May 1-4	Bob Yapp Workshops
May 2-3	Brookings History & Garden Festival
July 16-20	National Alliance of Preservation Commissions, Philadelphia

Meeting adjourned at 6:15 p.m.

Submitted by Shari Thornes

## **City of Brookings**

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

1. Building plans or a permit request are submitted to the City Engineer's Office (i.e. Building Officials, Board of Adjustment request and Planning Commission action).
2. Determine Location.  
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