



BRING YOUR DREAMS.

**BROOKINGS HISTORIC PRESERVATION COMMISSION**

# **2014 ANNUAL REPORT**

**BROOKINGS, SOUTH DAKOTA**

## ***Preface***

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

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

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# 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. Les Rowland, Chair (Architect) \*\*
2. Leah Brink, Vice Chair (6/11/2013)
3. Thomas Agostini (Historian) \*\*
4. Holly Fetzer-Fickler (6/11/2013) \*
5. Dr. Janet Gritzner (Urban Planning) \*\*
6. Mary McClure Bibby
7. Dr. Dennis Willert
8. Janet Merriman

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.

## **2014 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 2014 consisted of the following sources:

**City of Brookings**

Funding Cycle: January 1, 2014 to December 31, 2014  
Funding: \$3,600

**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)

□ 2014/2015

\$7292            2014/2015 National Park Service Grant

Funding Cycle: June 1, 2014 to May 1, 2015

Grant:            \$2000 Basic; \$5292 Supplemental

Status:            Awarded in 2014 (Open)

Basic Funding:

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

Supplemental Funding:

1. Public Education – Workshop Federal Tax Credits, State Property Tax Moratorium and Secretary of the Interior Standards for Rehabilitation
2. Board Development Training \*\*
  - A. National Trust for Historic Preservation 2014 (Staff & 1 member)

## **OVERVIEW OF BHPC ANNUAL PROJECT WORK PLAN**

*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. Review Preservation Plan on an ongoing basis and report progress to City Manager
- J. Develop and update BHPC web pages on cityofbrookings.org site (Commission/Staff/Webmaster)
- K. Supplemental Funds Project to be determined when state criteria and priorities are established, generally March for June funds awards (Staff/Commission)\*
- L. 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*

# 2014 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 2014.

**B. Hartinger Barn.** Barb Hartinger, owner of a barn southeast of Brookings near the Elkton exit, asked for technical assistance in determining if the barn should be saved. BHPC and SHPO staff reviewed the structure and found it to be Gothic Arch design, which is a fairly rare barn type in South Dakota. SHPO staff evaluated the property for State and National Register eligibility. The owner is in the process of restoring the barn.

### **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.

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

- Artz Locker – 307 3<sup>rd</sup> Street

4. **3D Laser Scanning.** The Commission voted to offer support for a 3D Laser Scanning project being conducted by Sara Lum, a professor in the Architecture Department at South Dakota State University. She wrote a grant to scan aging storefronts in order to create custom-fit rehab solutions. She met with the Commission on January 9 to share her research and this topic with the BHPC and brainstorm about what opportunities might exist to expand upon this research to the benefit of the Brookings community.

Formulating point clouds consisting of millions of points, new 3D scanning technologies account for incongruences in space undetectable to the eye and extremely difficult to measure.

There is potential to use 3D laser scanning as a design and construction tool to the benefit of different types of community projects. The most relevant projects related to the preservation commission include projects that ARCHIVE, REHABILITATE and COMMEMORATE. Grant writing is currently in progress for a couple of projects including the following project:

Point Clouds for Small Towns: Utilizing new digital technologies to work with a range of under-served communities we will develop a shared model for historically sensitive and economical rehabilitation of main street facades. The project draws communities together through a common need to replace years of ill-fitting civic downtown faces across eastern South Dakota.

She planned to submit grant proposals related to her presentation with hopes of working in and around Brookings. One proposal would be about using 3D laser scanning to develop an innovative method to commemorate and reuse important historic structures that are beyond restoration or rehabilitation. She asked the commission for suggestions about a structure to use in the study. They are very interested in using a barn, but are open to other possibilities. They also believe that having a specific structure in mind would make the grant proposal much stronger. The Commission suggested some of the buildings in the Sexauer Seed Historic District. They aren't beyond rehabilitation, but are considered threatened due to a fire from last year.

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.

#### 2013 Actions:

- Chairperson Bibby attended a June 4, 2013 meeting with Secretary Darin Bergquist, SD Department of Transportation, regarding 6th Street Project and gave a formal statement.
- An editorial in the June 7, 2013 *Brookings Register* issue commended Bibby for her comments.
- On November 27th the Brookings City Council approved a 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.
- 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.”

#### 2014 Actions:

- BHPC members attended a public hearing on April 28th hosted by the State Department of Transportation. The hearing was very well attended and there was overwhelming opposition to the proposed widening including a petition signed by over 1000 signers.
- In response to this project and other transportation issues, the City Council created the ad hoc Transportation Steering Committee to investigate and propose strategies. BHPC Chair Rowland is serving on the Committee.
- The BHPC made the following motion on November 7<sup>th</sup>: “The Historic Preservation Commission remains concerned that the front facades of impacted homes in the above referenced project maintain their current historic setback distance from the street. Consequently, a widened roadway would not only adversely impact the aesthetics of front yards, it would also elevate traffic volumes and accompanying noise near these homes, making them less desirable residences and negatively affecting property values in our historic district. The Brookings Historic Preservation Commission recommends, therefore, that the present width of the street be maintained – and a configuration be designed to accommodate traffic flow safely and efficiently – while preserving existing

boulevard width, with the current setback, and protecting the distinctive character of the neighborhood.”

- The Transportation Steering Committee met on December 1st and made a final recommendation on the Medary to Main project. Rowland said the Committee is recommending a five-lane option and to purchase frontage from property owners in order to maintain the current boulevard width.
- The City Council rejected the Transportation Steering Committee’s recommendation and took the following action: “Move to accept the report, but the not the Transportation Steering Committee’s recommendation, nor the SDDOT’s proposed plans; Mayor to visit with Secretary Bergquist on options that would result in no major increase in width, not increase width of 6th Street from Main Avenue to Medary Avenue, and include taking that portion of 6th Street under control of the city.”

**6. 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.

- **Recent AG Opinion on SDCL 1-19A-11.1.** The Commission reviewed the newly written AG opinion on the 11.1 review law. Thornes met with the City Attorney on March 11<sup>th</sup> to discuss possible implications. Key points are as follows:
  - ❑ Building permits are required by law to be reviewed.
  - ❑ The law pertains to any governmental entity issuing a permit of any kind.
  - ❑ It requires local governments to extend certain protections to historic properties listed on national, state or local registers.
  - ❑ Municipalities and local preservation commissions are required to apply the state administrative standards to reviews performed pursuant to SDCL 1-19A-11.1.
  - ❑ Are NOT to issue a permit for any project that would encroach upon, damage or destroy a designated property if there is a feasible and prudent alternative that would prevent such encroachment, damage or destruction.
  - ❑ The applicant bears burden of proving that the conditions for the permit have been met. They must show absence of feasible and prudent alternatives and appropriate planning to minimize harm.
  - ❑ Applicant must consider ALL reasonable alternative plans, not just the least expensive option.
  - ❑ Any determination of existence or non-existence of feasible and prudent alternatives must be supported by sufficient facts.
  - ❑ Project opponents can suggest alternatives, but those suggested alternatives must be supported by sufficient facts to indicate they are feasible and prudent.
  - ❑ Cities have both the authority and duty to deny a permit for any project adversely affecting an historic property if this a feasible and prudent alternative that will eliminate or mitigate the adverse impact. Project may not proceed.
  - ❑ A proponent's proposed use of the historic property is relevant, though not necessary determinative, consideration.
  - ❑ Alternative need not necessarily be compatible with the proposed described in the project application (i.e. scaling back, different use, integrating old into new construction, selling).

- ❑ An alternative need not afford the highest or most profitable use to be prudent, but is prudent so long as it provides some viable economic use for the projected property.
- ❑ Hardship does not encompass increased restoration or rehab costs caused by an owner’s neglect of basic maintenance and repair.

The Commission’s decision making process regarding 11.1 recommendations will need to be clearly defined, factual and utilize a standardized method of applying the Standards. All members will be provided with supporting material for making those decisions. Information will be available online and in manual form. A brochure for applicants will also be created that provides information about the process and the online links for the Standards. SHPO will provide training on the Secretary of Interior Standards for Design and Identifying and Evaluating Potential Adverse Effects to Historic Properties.

**Draft Memorandum of Understanding.** In 2014, the Commission prepared a draft Memorandum of Understanding between the City of Brookings and the State of South Dakota pertaining to handling of 11.1 review projects. Sioux Falls and Rapid City have also entered into a similar agreement. This item remains pending further review.

**11.1 Reviews in 2014:**

- Project: House Moving – Addition - 417 9<sup>th</sup> Avenue  
 NR Status: Central Residential Historic District, Contributing  
 Owner: Dave & Diane Kosbau  
 Background: Diane and Dave Kosbau applied for a building permit to build a one-story sunroom addition on south façade of the house. The proposed addition will be compatible in design and proportion with the existing house and the width will not exceed the width of the primary structure. The owners plan to use like materials of wood ornamentation and cedar siding to match the existing structure.  
 Outcome: Closed – No Adverse Effect
- Project: Demolition Permit - 616 7<sup>th</sup> Avenue  
 NR Status: University Residential Historic District, Contributing  
 Owner: Cala LLC (David & Tasha Jones)  
 Background: Cala LLC (David & Tasha Jones) has applied for a demolition permit for the house located at 616 7<sup>th</sup> Avenue. The house is listed as a contributing property in the Brookings University Residential Historic District. It should be noted that the official National Register nomination listed this property as 616 7<sup>th</sup> Avenue; however, the city’s official address for the property is 614 7<sup>th</sup> Avenue. This property is located directly behind the owner’s primary residence. Jones has successfully completed several restoration and rehabilitation projects in the University District; however, he has determined this home has a number of structural and design problems and rehabilitation would be cost prohibitive. It

was originally a farmhouse that was moved onto this site with various additions thereafter.

The owner wishes to remove this structure and move in the house located at 417 9th Avenue. An 11.1 review was recently completed on the 417 9th Avenue home. In summary, the Kosbau family is removing the house located at 417 9th Avenue, which is located directly south of their primary residence of 824 5th Street (historic C.A. Skinner house) and was part of the original Skinner home yard. They will remove the “417” house, keep the “417” garage, and move the “824” single car garage to the back of the lot (see enclosed plan). The 417 9th Avenue house was moved onto the lot in the late 1960s and is not a contributing structure in the District.

Jones plans to move the circa 1910 house onto a new basement, remove the existing portico and replace with an appropriate front porch, and build a new garage behind. The original barn was damaged in a fire and removed.

**ACTION:** A motion was made by Brink, seconded by Fetzer-Fickler, to agree with the findings of the case report citing the following reasons: restoring the house at 616 7<sup>th</sup> Avenue was not prudent or feasible due to condition issues not caused by the current owner and that the house proposed for the site met Secretary of the Interior Standards for Rehabilitation and State Administrative Rules for New Construction in an Historic District. Further, the motion requested the owner provide pictures of surrounding properties, that the owner be encouraged to offer salvage to the ReStore and invite SHPO staff to see house when in town if needed for decision making process. All present voted yes; motion carried.

Outcome: Case Report Required, Determined No Adverse Effect

Project: Garage Demolition - 423 8<sup>th</sup> Street

NR Status: Individually Listed

Owner: Bob and Pat Fishback

Background: Bob and Pat Fishback, owners, have applied to build a garage which exceeds the floor area specified in city ordinance. Their application will be reviewed by the Board of Adjustment on June 17<sup>th</sup>. The current structure is 16’ wide by 32’ deep and is approximately 23’ high. The proposed structure would be 30’ wide by 32’ deep and 26’ in height. The proposed new building would be 1,702 square feet, which is 1% of the lot coverage of their backyard. The new garage would be located two feet south to allow a safe distance from the lot line to save a tree on the northwest side of the proposed building site.

**ACTION:** *A motion was made by Bibby, seconded by Gritzner, stating the proposed garage design is compatible with the surrounding historic structures in its massing, size, scale, height, width, proportion, materials, ornamentation, roof shape and setting and recommend support for the requested variance. All present voted yes; motion carried.*

Outcome: Closed - No Adverse Effect

Project: Garage Demolition & New Construction – 625 6<sup>th</sup> Avenue  
NR Status: University Residential Historic District  
Owner: Ryan Mokrzycki  
Background: Ryan Mokrzycki has applied to construct a 24' x 28' detached garage at the rear of the property with alley access. Siding materials will either be wood clapboard or hardy board.  
Outcome: Closed – State Ruled No Adverse Effect

Project: Relocate Garage & Enclosed Entrance – 929 9<sup>th</sup> Avenue  
NR Status: University Residential Historic District  
Owner: Greg Pearson  
Background: Greg Pearson is proposing to build an enclosed entrance on the west side of the home. He also wants to relocate the existing garage on the lot.  
Outcome: Closed – State Ruled No Adverse Effect

Project: Entrance Remodel - 414 Main Avenue  
NR Status: Commercial Historic District, Contributing  
Owner: Van Fishback ( Chamber and Jackrabbit Store, tenants)  
Background: The property owner is remodeling the entrance to 416 Main and making renovations to 414 Main. This item may be on the July agenda for review.  
Outcome: Pending

Project: Window Replacement - 908 8<sup>th</sup> Avenue  
NR Status: University Residential Historic District, Non-contributing  
Background: The owner wishes to remove the original windows and install vinyl replacement windows. This is a non-contributing house.  
Outcome: Closed – State Ruled No Adverse Effect

Project: Vacating Street – 9<sup>th</sup> Street & Harvey Dunn between Medary & 9<sup>th</sup> Ave  
NR Status: University Residential Historic District  
Owner: City of Brookings & SDSU  
Background: SDSU has submitted a petition to vacate a portion of Harvey Dunn Street between 9<sup>th</sup> Avenue and Medary Avenue. The Planning Commission has already reviewed and approved this request. City Council action is pending. SDSU further plans to vacate a half block of 9<sup>th</sup> Street between Medary and 9<sup>th</sup> Avenue.

NOTE: Petitions with 119 signatures were submitted to the City Council opposing the street vacation. City Council action is on hold until the 11.1 review is completed.

09/24/14 ACTION: Staff prepared the City's letter of notification to the State to include the BHPC's initial comments regarding the proposal. A motion was made by Brink, seconded by Willert, stating the Brookings Historic Preservation Commission is concerned that the 9<sup>th</sup> Street vacation could negatively impact two historic structures, 902 and 912 9<sup>th</sup> Street. The elimination of a through

street could potentially reduce the future usability of both structures for residential, commercial or public uses. All present voted yes; motion carried.

12/05/14 ACTION: A motion was made by Brink, seconded by Willert, stating the BHPC has determined there is insufficient information in the case report to provide comment and this item was tabled until the applicant could provide the following information: the applicant is asked to provide information on traffic counts for the proposed plan (with and without closing Harvey Dunn), the lighting plan adjacent to the District, a landscaping plan to buffer the parking lot from the District, consideration to leave Harvey Dunn open, and revise the case report to include a complete narrative of all feasible and prudent alternatives that have been explored. All present voted yes, motion carried.

Outcome: Pending submittal of a case report by applicants.

Project: Move Garage & House Addition – 809 Harvey Dunn

NR Status: University Residential Historic District, Contributing

Owner: Gary & Melissa Mork

Background: The project is a moving permit for the garage and a building permit for a 1 ½ story addition, including an attached garage. The owners are willing to make modifications in their design. The house, built in 1938, was designed by prominent South Dakota architect Harold Spitznagel. The original attached 12'x24' garage on the rear of the home was converted to a family room in the 1970s. The tandem style (14'x42') garage was also built at that time. The owners propose to retain the 1970s family room addition and construct a 24'x36.5' 1 ½ story living addition with the same roof pitch and height as the primary at the rear of the home. The first floor would consist of a living room, new entry, and utility closet, with two bedrooms and a bathroom on the second level. The south garage entrance would be same width (14.2") as the previous garage and would be placed in the same location. The rear of the garage would connect to the addition and be 24'x36'.

The original house is brick and the 1970s addition is wood lap siding. The most of the original windows are 4 over six. The proposed materials for the addition are a brick wainscoting, as shown in the drawings, LP wood siding, and aluminum vinyl windows.

According to the owners, the house was designed by Harold Spitznagel, a Sioux Falls architect that was well known in the state. His commissions included the Sylvan Lake Lodge, Custer State Park Museum, Sioux Falls City Hall and Hollywood Theater, and Trinity Lutheran in Rapid City. In Brookings, the historic "Russ Cole House" at 617 Eighth Avenue, ca. 1948, is also a Spitznagel design that was featured in the 1952 Better Homes and Gardens for its revolutionary design.

Outcome: Owners agreed to modify aspects of their plan in order to comply with Secretary of the Interior Standards for Rehabilitation. SHPO approved their

plan; therefore, the project is completed, a case report will not be required and no further review is needed.

Project: Addition, Window, Siding – 509 9<sup>th</sup> Avenue  
NR Status: Central Residential Historic District, Contributing  
Owner: Matthew Miller  
Background: Project Description: The owners have applied to construct a 4' x 11' 1 ½ story addition on the front façade of the house for a kitchen expansion. The addition will be incorporated to the left of the front entry. The height and pitch of the entry dormer will be altered by raising it to the level of the roof ridge. All original siding will be removed and replaced with LP engineered wood siding. All windows will be removed and replaced with vinyl windows. The existing window opening size in the kitchen addition area, on the front façade, will be reduced. The majority of the windows in the house are original, six-over-six pane in design. The windows on the front (west) façade and one window on the north façade are not original.

12/05/14 ACTION: A motion was made by Bibby, seconded by Agostini, that the BHPC has determined there is insufficient information in case report to provide comment and requested additional information from the applicant on alternatives to the addition and siding, and table action. All present voted yes, motion carried.

Outcome: Case Pending in 2014, Action Taken in 2015 – Adverse Effect

Project: Deck Replacement – 725 4<sup>th</sup> Street  
NR Status: Central Residential Historic District, Contributing  
Owner: Tom and Mary Beth Fishback  
Background: Owners of 725 4th Street applied to remove existing non-historic decks on the east and west facades due to rot. The new decks will be reconstructed to exactly match the previous design and will be done in cedar.

Outcome: Closed – State Ruled No Adverse Effect

Project: Entrance Remodeling – 225 Main Avenue  
Public Right-Of-Way Request  
NR Status: Brookings Commercial Historic District, Contributing  
Owner: Masonic Temple  
Background: Les Rowland, representing the Masonic Temple, submitted a request to allow the construction of a bottom step and side handrails at Main Avenue entrance of the Masonic Temple at 225 Main Avenue. The step and handrails would extend beyond the face of the existing building into the public right-of-way 11 inches. The reasons for the request are as follows:

- 1) In keeping with the historical photos as much as possible; the original steps to the building extended into the public right-of-way.
- 2) Extending the bottom step into the public right-of-way provides for more upper landing distance from the edge of the top step to the door.

- 3) Extending the pipe railing into the public right-of-way also provides for an easier transition of the handrail for those that require assistance when using the steps.

Thornes said according to Resolution No. 68-04, the BHPC is to provide official comment to the City Council regarding the architectural compatibility of any requests to build in the public right-of-way when it pertains to a historic structure. *Res. 68-04 (8). Materials used to build the structure in the public right-of-way, as well as its height, proportion, and scale, shall be architecturally compatible with the principal building and adjacent buildings. The Brookings Historic Preservation Commission shall promptly review the architectural compatibility of the proposed structure and provide official comment to the City Council (City of Brookings Code of Ordinances Chapter 46, 10-97 (a) (b)).*

She noted that the Commission needs to consider all of the following sources when making its recommendations: Secretary of Interior Standards for Design, State’s Administrative Rules, and Resolution No. 68-04.

ACTION: A motion was made by Brink, seconded by Willert, to recommend approval, citing the proposed design is architecturally compatible with the existing historic structure. All present voted yes; except Rowland abstained; motion carried.

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. A fire occurred in 1948 or 49 and charred the east half of the structure. He purchased the property in August 2013 and didn’t know about the previous fire damage.  
Outcome: Closed – No adverse effect

Project: New Construction – 307 3<sup>rd</sup> Street  
NR Status: Adjacent to Brookings Commercial Historic District  
Owner: Brian Gatzke  
Background: The property owner requested informal guidance on their proposed conceptual plans before the formal 11.1 review process is conducted. The Commission had the following suggestions for revisions to the general overall look on the exterior of the building:  
1. The proposed composition of the exterior building materials could be different. The building material suggested on the west side does not provide a balance to the front façade. Assuming this suggested material is a durable product, possibly this material could be used for the full first story and then

brick above. This material appears to represent stone or precast which in more traditional buildings was commonly used as a “base” to provide a visual sense of stability.

2. The arches on the ground level could be removed and a flat lintel provided in its place over the openings. It was thought that the arches in traditional building were more commonly seen on the second or third floors. The arches also were often more in the form of a gradual arc and provided with a keystone (similar to what is shown in the flat lintels).

3. The recessed façade at the east and west storefronts was also a concern. Though there was not any historical reference, there was concern that this recess could provide an opportunity for vandalism or other concerns. Extending the façade out to the street would also provide more leasable square foot area on the ground floor which could help with the economic feasibility of the project.

Outcome: PENDING - Property owner advised staff that this project is on hold and will advise when it is active again.

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.

3/13/14 ACTION: A motion was made by Bibby, seconded by Willert, stating there was insufficient information in case report to provide comment and to table action until the following information was provided: additional information on the new structure design, clarification on the setback and variances required including landscaping, and pictures. All present voted yes; motion carried.

5/15/14 ACTION: A motion was made by Bibby, seconded by Brink, to accept the findings of the case report, with the stipulation the property be advertised as available to move for a minimum of 30 days (commencing on June 1) and, if someone wants the house, a minimum of 60 additional days be provided to move the house off-site (not later than September 1). Further, the BHPC finds the landscaping plan as presented with two trees, grass and a hedge of 6’ minimum height, in compliance with SD Administrative Rule 24:52:07:04(11). Lilacs were suggested as the bush species. Further, the proposed building addition incorporate compatibility of design of the existing structure to include similar materials, setting, roof pitch, color, scale, size, massing, and dimensions. BHPC to review the plans if not consistent as proposed. *Discussion: Bozied objected to the timeline. However, members felt that a minimum of 60 days*

*may be needed to move the structure. It was clarified that Bozied would be free to remove the house if no one showed an interest in the first 30 days. On the motion, Brink, Bibby, Rowland voted yes; Willert voted no; motion carried.*

Outcome: Closed – No Adverse Effect

- Permit issued in error. The City Engineering Department issued a siding replacement permit in error in the Central Residential Historic District. They are taking steps to prevent this error from occurring again in the future, which includes flagging addresses in their database. They also have offered to do a mailing this year to property owners informing them that they're in a district and projects require a review. The BHPC also suggested steps to educate realtors, contractors and area building supply companies.

## **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. **Public Education Subcommittee:** The Commission formed a Public Education Subcommittee to assist and coordinate BHPC public education efforts. Brink, Gritzner and Merriman volunteered to serve on the committee.
2. **National Historic Preservation Month Activities.** The Commission commemorated National Historic Preservation Month by soliciting nominations for the 2014 Mayor's Awards for Historic Preservation, issued a Mayoral Proclamation, and published a "Now You See It" BHPC monthly feature.
3. **Volunteer Leadership Coffee with the Mayor.** Brink and Rowland attended a "Volunteer Leadership Coffee" hosted by Mayor Tim Reed in May. Mayor Reed briefed the chairs and vice chairs on city issues and projects.
4. **Annual Mayor's Awards for Historic Preservation.** Approximately 130 people attended the 2014 Mayor's Awards for Historic Preservation presentation which was held in conjunction with the Butler Human Rights Award and the ABLE Awards at the Dakota Nature Center on Thursday, September 25, 2014. Mayor Reed and Chairperson Rowland presented the Masonic Temple with the 2014 Mayor's Award for Historic Preservation.



**Mayor's Award  
"Exterior Commercial Rehabilitation"  
225 Main Avenue  
Masonic Temple**

Designed by Charles A. Dunham, and constructed in 1879, the Masonic Temple is listed in the National Register of Historic Places and is the oldest commercial building in downtown Brookings. The second floor of the building was designed for the Masonic Lodge, and the Masons continue to use this as their headquarters today.

The Masonic Temple was built on the popular arcaded block concept. This Late Nineteenth Century building marks the edge of the business district. Reminiscent of the Romanesque tradition, the two-story structure is covered with ornamental brick and cut stone. The original large arched second floor windows have stone sills. A Masonic insignia is carved in stone and set in to the front of the second story.



The first floor of the building opened as a general merchandise store and over the years (as documented in the Brookings County Records) has been home to many other businesses:

1879: C.A Skinner General Store

- 1885: Hocking and Hoskin – Restaurant
- 1894: ½ Masonic Lodge Hall; New
- 1894: ¼ Restaurant; Fred Harvey
- 1895: C.A. Skinner General Store – North Half
- 1900: The Hub
- 1902: C.E. West Furniture Store
- 1908: Grover Furniture Store
- 1910: Davis & Company – Furniture & Undertaking
- 1918: Sellers & Bartlings – Furniture & Undertaking
- 1924: E.Z. Poole – Dray line Office
- 1927: Nolan Phonograph Shop
- 1929: Grimm’s Department Store
- 1933: Rude Brothers Furniture & Undertaking
- 1950: Rude’s Funeral Chapel & Undertaking
- 2014: Trendz Consignment Studios



The corner turret that once predominantly marked the intersection of 3rd Street and Main Avenue was removed and capped due to significant damage sustained from a high-wind storm during the 1930’s. In 1954, the front of the building was covered with stone, the doors were replaced and a garage was added to the rear of the building.



The most recent restoration of the Masonic Temple was prompted by the desire for change. For the Masons, the time had come to bring more activity to the southwest corner of Main Avenue and 3<sup>rd</sup> Street. The main level of the building that served as home to Rude’s Funeral Chapel for sixty-four years, no longer effectively provided for the business due to interior space constraints and changes in the downtown. In looking at historical photos, the Masons realized the presence this building once had

along Main Avenue and desired to bring the building back to its original grandeur. The recreation of the signature large storefront windows, the centered front recessed entrance, the fourteen foot high interior ceiling, and the original wide-plank hardwood floors were all signature elements of the building’s past which have once again been realized.



The work completed to date is potentially Phase I of a two phase project. The Masons desire to fully reconstruct the other missing architectural features of the building; those being the transom windows of the main level along 3<sup>rd</sup> Street and the reconstruction of the signature corner turret. The upper transom windows of the main level are actually still present within the wall. Currently, they are covered with brick on the exterior and insulation/gypsum board on the interior.



Currently, they are covered with brick on the exterior and insulation/gypsum board on the interior.

The expense of Phase II is of course an obstacle to overcome, and the Mason's intend to apply for grants (such as the Deadwood Grant) to assist with funding the Phase II restoration effort.

Preservation of the exterior of the building by the Masons is also worthy to mention. Many buildings built pre-1900's have structural issues requiring major repair due to neglect and continuous exposure to the freeze/thaw cycle. However, due to the Mason's care-taking, this

building is in great condition. There are no major structural cracks with the exterior masonry façade and the original upper level wood windows (130 plus years old) have very little (if any) wood rot.

On December 12, 1894 for the building's dedication, the *Brookings Register* reported, "The Masonic Temple will, for many years to come, stand as a monument to their abilities." The Masonic Temple has unequivocally stood as a testament to this statement.

##### 5. **Downtown Brookings Incorporated**

- **BHPC Board Representative.** Les Rowland, BHPC chair, served as the Commission representative on the DBI Board in 2014. Thornes also attended meetings.
- **Annual Meeting.** Rowland and Bibby attended the Downtown Brookings, Inc. Annual Meeting on Tuesday, January 28, 2014 from 5:30-7:30 pm at the Old Market.
- **Main Street Summit.** Rowland attended a Main Street Summit in Rapid City. The purpose of the meeting was to discuss the benefits of, and process to form, a statewide Main Street Coordinating program.

6. **Historic Trolley in Central Residential Historic District.** The Commission cooperatively hosted Trolley Rides in Central Residential Historic District during the Downtown Festival of Lights Parade on December 4, 2014 from 5 to 7 p.m. The BHPC worked with the Convention Visitor's Bureau, Downtown Brookings, Inc. and Arts Council on the cross-promotion plan. Approximately 80 participated in the rides.

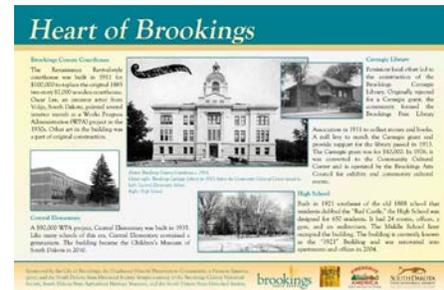
7. **Brochure Distribution.** A subcommittee coordinates the distribution of the Commission’s four historic walking tour brochures: 1) Central Historic District & Urban Arboretum, 2) SDSU Walking Tour, 3) Brookings Commercial Historic District – A Walking Tour, and 4) University Residential Historic District.

8. **“Now You See It Article.”** The BHPC continued its “Now You See It” series in the *Brookings Register*.

9. **Preserve America (Heritage Tourism) Signs**

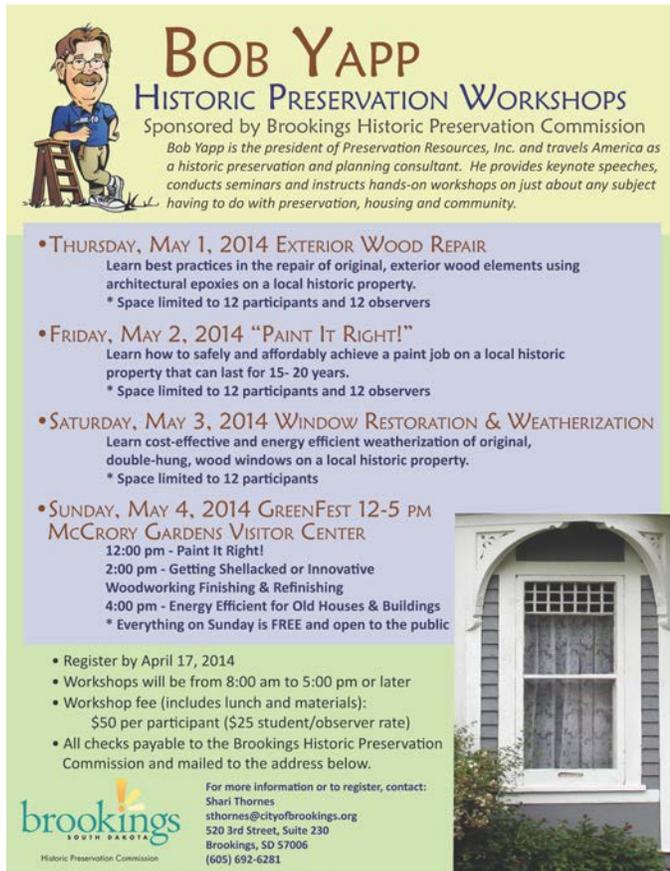
The South Dakota State Historical Society – State Historic Preservation Office (SD SHPO) received a Preserve America grant to help fund the Central South Dakota Heritage Tourism Education Program. The goals of this project were to encourage other South Dakota communities to identify and recognize their significant historic properties and provide those communities with tools to promote that history. Brookings was the recipient of ten signs. Unfortunately, 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 *McCrary 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*



UPDATE: Mayor Reed met with the SDSU Planning and Design Committee on November 17th to request the installation of the five Preserve America signs on campus. The Committee requested additional information including photos of currently installed signs, warranty guarantees and a formal request. A formal request was submitted by Mayor Reed on November 24th. This issue remains pending.

10. **Bob Yapp Workshop.** The BHPC sponsored a 4 day series of workshops with Bob Yapp, a national historic preservation consultant, conjunction with the Sustainability Council's "Earth Day" and DBI's "History and Garden Festival" from May 1-4, 2014. The main goal was to increase public awareness and provide a 'hands-on' teaching environment for technical skills in historic preservation

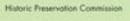


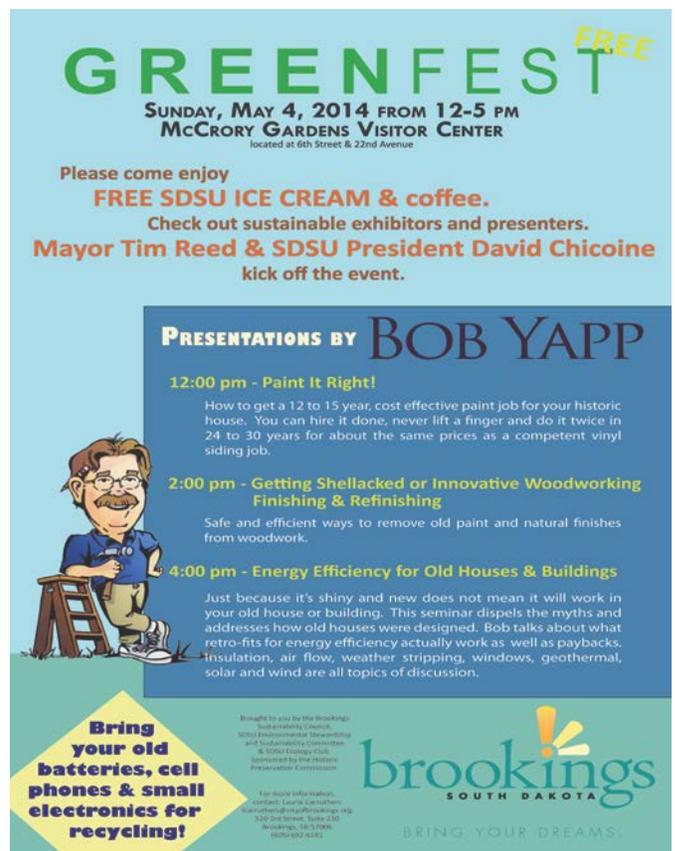
**BOB YAPP**  
**HISTORIC PRESERVATION WORKSHOPS**  
 Sponsored by Brookings Historic Preservation Commission  
*Bob Yapp is the president of Preservation Resources, Inc. and travels America as a historic preservation and planning consultant. He provides keynote speeches, conducts seminars and instructs hands-on workshops on just about any subject having to do with preservation, housing and community.*

- **THURSDAY, MAY 1, 2014 EXTERIOR WOOD REPAIR**  
 Learn best practices in the repair of original, exterior wood elements using architectural epoxies on a local historic property.  
 \* Space limited to 12 participants and 12 observers
- **FRIDAY, MAY 2, 2014 "PAINT IT RIGHT!"**  
 Learn how to safely and affordably achieve a paint job on a local historic property that can last for 15- 20 years.  
 \* Space limited to 12 participants and 12 observers
- **SATURDAY, MAY 3, 2014 WINDOW RESTORATION & WEATHERIZATION**  
 Learn cost-effective and energy efficient weatherization of original, double-hung, wood windows on a local historic property.  
 \* Space limited to 12 participants
- **SUNDAY, MAY 4, 2014 GREENFEST 12-5 PM**  
**MCCRORY GARDENS VISITOR CENTER**  
 12:00 pm - Paint It Right!  
 2:00 pm - Getting Shellacked or Innovative Woodworking Finishing & Refinishing  
 4:00 pm - Energy Efficient for Old Houses & Buildings  
 \* Everything on Sunday is FREE and open to the public

- Register by April 17, 2014
- Workshops will be from 8:00 am to 5:00 pm or later
- Workshop fee (includes lunch and materials): \$50 per participant (\$25 student/observer rate)
- All checks payable to the Brookings Historic Preservation Commission and mailed to the address below.

For more information or to register, contact:  
 Shari Thomas  
 sthomas@cityofbrookings.org  
 520 3rd Street, Suite 230  
 Brookings, SD 57006  
 (605) 692-6281



**GREENFEST** <sup>FREE</sup>  
**SUNDAY, MAY 4, 2014 FROM 12-5 PM**  
**MCCRORY GARDENS VISITOR CENTER**  
located at 6th Street & 22nd Avenue

Please come enjoy  
**FREE SDSU ICE CREAM & coffee.**  
 Check out sustainable exhibitors and presenters.  
**Mayor Tim Reed & SDSU President David Chicoine**  
 kick off the event.

**PRESENTATIONS BY BOB YAPP**

**12:00 pm - 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 prices as a competent vinyl siding job.

**2:00 pm - Getting Shellacked or Innovative Woodworking Finishing & Refinishing**  
 Safe and efficient ways to remove old paint and natural finishes from woodwork.

**4:00 pm - Energy Efficiency for Old Houses & Buildings**  
 Just because it's shiny and new does not mean it will work in your old house or building. This seminar dispels the 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, geothermal, solar and wind are all topics of discussion.



**Bring your old batteries, cell phones & small electronics for recycling!**

Brought to you by the Brookings Sustainability Council, 100% Environmental Stewardship and Sustainability Committee & 100% Energy Club. Sponsored by the Historic Preservation Commission.

For more information, contact: Laura Conshers, Sustainability@cityofbrookings.org, 520 3rd Street, Suite 230 Brookings, SD 57006, (605) 692-6281

**brookings** SOUTH DAKOTA  
 BRING YOUR DREAMS.

**11. Sustainability Public Awareness Campaign.**

The BHPC partnered with the City's Sustainability Council on a poster campaign to promote sustainable efforts in the community including reuse of historic buildings. The Sustainability Council allocated \$7,500 to promote release of the 10 posters via means of utility bill stuffers, monthly print ads in the paper, tab inserts in specialty issues, and an online campaign. SDSU's Marketing & Communication Department photographed the participants and designed the posters. Two of the twelve posters promote the reuse of buildings and historic preservation. The two historic posters are scheduled for release in February 2015 with the home show promotion and April 2015 in the home lawn, garden promotion.

brookings  
www.sustainbrookings.com

## Historic buildings outlast new construction.

Life expectancy for many new buildings is 30-40 years, less than the life of the average restored or rehabbed building.



DAVID & TASHA JONES' home, designed by Sioux Falls architect Harold Spitznagel, was built in 1949 and was featured in 1952 in *Better Homes & Gardens* for its revolutionary design utilizing radiant heating, open floor plan, built-in storage and custom-built furniture.

Twitter Facebook YouTube

**SUSTAIN BROOKINGS** Maintain a quality place to live today and leave a legacy of enhancement for future generations.

brookings  
www.sustainbrookings.com

## The greenest building is the one already built!

Tearing down one small home in your neighborhood wipes out the entire environmental benefit of recycling 1,344,000 aluminum cans.



MARK KELSEY & CALLA HOOVER's home was built in 1947 and is located in the historic Brookings Residential Historic District. Brookings has 340 structures listed on the National Register of Historic Places.

Twitter Facebook YouTube

**SUSTAIN BROOKINGS** Maintain a quality place to live today and leave a legacy of enhancement for future generations.

## **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 2014, 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)
- Facilitated national register listing requests in the Brookings County (Staff)
- Responded to realtor inquiries regarding tax benefits (Staff)
- Provided materials and informational briefings to City Manager and other city officials (Commission/Staff)

## **COMMISSION DEVELOPMENT / CONTINUING EDUCATION**

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

- 1) National Trust for Historic Preservation Conference
  - Gritzner and Thornes attended the 2014 National Trust for Historic Preservation Conference in Savannah from November 10-15 (report attached).
- 2) National Alliance of Preservation Commissions
  - Brink attended the 2014 NAPC in Philadelphia, July 16-20 (report attached).

- 3) Preserve Iowa State Conference
  - Thornes attended the 2014 Preserve Iowa Summit in Cedar Rapids, IA, August 20-23 (report attached).
- 4) Sustainability Conference
  - Thornes attended the Growing Sustainable Communities Conference in Dubuque, IA, October 4-9.
- 6) State Main Street Conference
  - Rowland attended the Main Street Summit in Rapid City, October 30-31.
- 7) Statewide CLG Meeting
  - Bibby, Gritzner, Willert and Thornes attended the statewide meeting in Pierre on May 29<sup>th</sup>.
  - Brookings has offered to host the 2015 meeting.

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

- **Secretary of the Interior Standards for Rehabilitation and Adverse Effect.**  
On April 24<sup>th</sup>, Kate Nelson and Jennifer Brosz provided training on the Secretary of Interior Standards for Rehabilitation and Adverse Effect. Brink, Rowland, Gritzner, Willert, Bibby and Thornes attended. The training was also recorded for viewing by absent and new members.

**C. Membership to preservation organizations:** State Historical Society, National Trust for Historic Preservation, National Main Street Organization and National Alliance of Preservation Commissions. Note: Membership to the Preserve South Dakota was discontinued due to lack of organizational activity.

## **LEGISLATIVE**

The Brookings Historic Preservation Commission drafted the following proposed legislation change to 1-19B-3, pertaining to historic preservation commission residency requirements. The BHPC solicited input from other CLGs and staff. Thornes presented the following proposed legislation at the statewide CLG meeting in Pierre on May 29<sup>th</sup> and received strong support. Some CLG staff and commission members offered to lend their support by testifying in Pierre.

“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.**”

Key reasons for the requested change:

- Local Control – Let local jurisdictions define commission member requirements for their communities, as is done for many of the other volunteer boards, committees and commissions.
- Declining Volunteerism – The number of individuals volunteering for municipal and county boards, or in general, continues to decline. Governing bodies need to be more flexible in recruiting volunteers to serve on their boards.
- Professional Membership – The National Park Service prefers that at least two members be from a preservation-related field such as architecture, archeology, or planning. It can be difficult finding volunteers to fill the ‘professional’ positions.
  - Small, rural jurisdictions may have limited access to professional members.
  - Design Review – The Commissions have an obligation to review building permits and other actions that may negatively impact historic resources. Architects serving on commissions can offer their expertise in design review process.

SD Representative Scott Munsterman agreed to sponsor the proposed legislation. The Legislative Research Council drafted the bill. Representative Munsterman asked that the Commission line up individuals across the state to provide testimony at the committee level. Brookings Mayor Tim Reed also supported the proposal and requested the South Dakota Municipal League’s backing. Mayor Reed serves on the SDML Board and this proposed bill was discussed at their December board meeting.

Update: House Bill 1165 was introduced on January 28<sup>th</sup> and remains pending at the time of this report.

House Bill No. 1165

FOR AN ACT ENTITLED, An Act to revise the composition requirement of the Historic Preservation Commission.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF SOUTH DAKOTA:

Section 1. That § 1-19B-3 be amended to read as follows:

1-19B-3. 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~~ Each member 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. Any residency requirement shall be as specified by the governing body.

# 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 2015

*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 9, 2014

A meeting of the Brookings Historic Preservation Commission was held on Thursday, January 9, 2014 at 4:00 p.m. in City Hall. Members present: Holly Fetzer-Fickler, Janet Gritzner, Leah Brink and Mary Bibby. Tom Agostini, Dennis Willert 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 Fetzer-Fickler, seconded by Brink, to approve the agenda. All present voted yes, motion carried. A motion was made by Brink, seconded by Fetzer-Fickler, to approve the December minutes with a minor correction. All present voted yes; motion carried.

Next meeting: Thursday, February 6<sup>th</sup> @ 4 p.m.

**Presentation on 3D Laser Scanning.** Leah Brink introduced Sara Lum to the Commission. Lum is in the Architecture department at SDSU and has been doing research about 3D laser scanning. She wrote a grant to scan aging storefronts in order to create custom-fit rehab solutions. She requested an opportunity to share her research and this topic with the BHPC and brainstorm about what opportunities might exist to expand upon this research to the benefit of the Brookings community.

Prior to coming to SDSU, Lum worked with a non-profit in Omaha, Nebraska on the following projects:

**Stored Potential I + Harvest Dinner**

Stored Potential began as a desire to do something with a grain elevator that had become visual white noise to 76,000 daily passing commuters on I-80. In spring 2010, Emerging Terrain solicited submissions for 20'x80' images to install on the exterior of 13 of the elevator's silos. Selected images were chosen for their interpretation of the interrelatedness between land use, food, and agriculture. The images were printed at the scale of the enormous structure, hung to wrap the concrete cylinders, and celebrated with an 800-foot long dinner table, [Harvest Dinner](#). This event made an indelible mark on the community: animating a public space, rejuvenating a neighborhood, creating new alliances among chefs, farmer/chef relationships that led to increased profits for small farmers, and hopefully a day unlike any other.

**Stored Potential II + ElevATE**

In 2011 another call for submissions was released to launch Stored Potential 2. In May 2012, the remaining 13 silos were covered with banners about Transportation, a topic to further the conversation. While transportation infrastructures have considered the movement of people and goods from one location to another, transport can include networks linking people, goods, ideas, information, economic growth, urban development, cultures, resources, and technology. The fully bannered elevator was celebrated with another epic food celebration on a nearby

bridge over Interstate-80, [Elevate](#). The result was an unprecedented collaboration between teams of food and spatial designers in a unexpected public space.

## **TRUGS**

Trugs were brought to life through a public-private partnership among community stakeholders in the Park East and Columbus Park neighborhoods, the City of Omaha, Emerging Terrain, and the Greater Omaha Chamber. The first season in 2012 engaged business owners along Leavenworth Street between Interstate 480 and 24th Street to host the uniquely designed planter, platform, seating units in parallel parking spaces. Trugs expanded pedestrian public space, hosted community events throughout the summer, provided a mini lending library for the neighborhood, encouraged the City to re-stripe the corridor from three traffic lanes to two traffic lanes and a bike lane, and cast a vision for a more accommodating street. The project became a prototype for incrementally reconsidering the future of urban streets.

Trug Goals:

- Calm traffic;
- Create a safe and welcoming pedestrian environment encouraging gathering and interaction;
- Add plants and trees to a street with few;
- Promote wellness with an active atmosphere;
- Stimulate an appreciation for design and the value of vibrant public space, and
- Initiate a meaningful opportunity for the community to engage in public policy related to economic development and transportation infrastructure.

## **Shifting Thresholds**

Partially funded by the Nebraska Humanities Council and the National Endowment for the Arts

Shifting Thresholds is a multiphase undertaking intended to deepen our understanding of the unique landscapes comprising the suburban/ rural edges in the Great Plains. With few natural boundaries guiding expansion, new forms of settlement respond to a seemingly infinite availability of land and the relentless orthogonal demarcation of the Jeffersonian Grid. These boundaries of survey and ownership remain the primary system determining current development patterns and form. The resulting landscapes operate with development and agriculture co-existing in a continually changing patchwork of ownership and use. Often comprising rich soils, natural corridors connecting the city to outlying recreational landscapes, and important logistical networks connecting one city to another, these landscapes hold the key to an innovative future urban form.

This project has documented and made visible a multi-faceted history: one part physical and another part social through historical and analytical ownership mapping, aerial photography, driving interviews with suburban residents, farmers, and the development community, and a categorical timeline visualizing generational responses to changing tax code, agricultural

innovations, and familial circumstances. The recorded interviews provide local perspectives highlighting the nuances of the past and present. The project will continue with a research seminar course at the University of Nebraska to establish the basis for a national design competition to envision this suburban/rural edge of Omaha, leading to a publication.

### 3D Laser Scanning

Formulating point clouds consisting of millions of points, new 3D scanning technologies account for incongruences in space undetectable to the eye and extremely difficult to measure.

There is potential to use 3D laser scanning as a design and construction tool to the benefit of different types of community projects. The most relevant projects related to the preservation commission include projects that ARCHIVE, REHABILITATE and COMMEMORATE. Grant writing is currently in progress for a couple of projects including the following project:

#### Point Clouds for Small Towns

Utilizing new digital technologies to work with a range of under-served communities we will develop a shared model for historically sensitive and economical rehabilitation of main street facades. The project draws communities together through a common need to replace years of ill-fitting civic downtown faces across eastern South Dakota.

A motion was made by Gritzner, seconded by Brink, offering the BHPC's full support of Lum's efforts. All present voted yes; motion carried.

**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.

**Discussion on 2014/15 Goals & Objectives.** Members reviewed a draft outline of projects and topics for consideration in 2014 and 2015. Final action will occur at the March meeting.

## Brookings Historic Preservation Commission DRAFT 2014/2015 Goals & Objectives

### **Program Goals & Objective Categories:**

#### 1. Commission Development

##### A. In-house:

- Member handbook and training materials available on city website
- Volunteer training by City Attorney

##### 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. Statewide CLG Training Workshop (May or June 2014)
- D. Regional:
  - MN Annual Conference (if funding permits)
- E. National:
  - ~~National Main Street Conference – Detroit – May 18-20~~
  - National Alliance of Preservation Commissions-Philadelphia – July 16-20 - funded for staff & one member
  - National Trust Conference – Savannah – Nov. 10-14, 2014
  - ~~Preservation Leadership Training~~
  - ~~Advanced PLT – Only those who have attended regular PLT are eligible.~~
  - National Trust Conference – DC – November 2-5, 2015

2. Public Education/Awareness

- A. Monthly Newspaper Feature
- B. Brochure Distribution – Monthly
- C. Community Workshop (required)
  - 1) Bob Yapp four day event
- D. History & Garden Festival – May 2-3, 2014
  - 1) Walking Tours
- E. Preservation Month - 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
- F. Mayor's Award Event September 2014
- G. Festival of Lights Parade – December 2014
  - 1) Trolley Rides
  - 2) Historic Lighting

- 3) Central Residential District Luminaries
- H. Website & Social Media Development
  - 1) Post questions on Engage Brookings
  - 2) Facebook/Twitter
  - 3) YouTube video promoting a local renovation project that would appeal to younger audience.
  - 4) Photos of other district properties
- I. Continued Partnership Building: DBI, CVB/Chamber, SDSU
- J. Realtors Workshop in 2015 – Check with SHPO regarding interest
- K. Consider reviving Porch Tour in 2015

3. Historic Resource Recordation & Preservation

- a. Preservation Plan
  - i. Consider new plan & RFP
- b. Continuation of Local Register Ordinance & program expansion
- c. Additional Signage:
  - i. Pioneer Park Bandshell
  - ii. District Signage
  - iii. Other
- d. Threatened Properties “Places In Peril” Awareness
  - i. Rammed Earth Wall and Building

**Discussion on 2014-15 Funding Application.** The Commission reviewed its current funding status and timeline for the 14/15 application.

The 2014/15 National Park Service funding cycle is from June 2014 to May 31, 2015, with extension options until 9/1/15. The funding application and criteria will be available in March 2014 with a spring submittal deadline.

The BHPC also receives \$3600 annual from the city of Brookings. The 2013/14 grant is still open and will close in August 2014.

- \$3600 City of Brookings  
Funding Cycle: January 1 to December 31, 2014

- 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:

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

Members were asked to provide suggestions on proposed grant projects for consideration in the 2014/15 application. This will be an ongoing agenda item until the grant application deadline.

## **PROJECT & ISSUE UPDATES**

**Proposed widening of 6<sup>th</sup> Street (Main to Medary) Project.** On November 27th the Brookings City Council approved the following letter that was sent to the Secretary of Transportation opposing the widening of 6<sup>th</sup> 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.*

**"Now You See It" Column.** Gritzner will submit the January issue and plans to feature a Brookings University Residential District property.

## **HISTORIC PROPERTIES REPORTS**

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

- **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 submitted of design plans.
- **Pending 11.1 review – 417 9th Avenue.** Dave and Diane Kosbau have applied for a moving permit to remove the structure and expand the yard for their primary residence of 824 5th Street. The 9th Avenue house was moved onto the lot in the late 1960s.

### ❖ **Commercial Historic District**

- **Pending 11.1 Review – 307 Third Street.** 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. Thornes contacted the property owner

for an update on the plan/design. The owner advised that a plan is not final yet and understands the 11.1 review is pending its submittal. Thornes will be meeting with the property owner in the near future to review the process and answer questions. The case report remains pending until submitted of design plans.

**PRESERVATION PARTNERS:**

a. **State Historic Preservation Office (SHPO)**

**2. Kate Nelson has been hired as the new Restoration Specialist and starts January 24th.**

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

Thornes participated in a conference call on November 25<sup>th</sup> to discuss the idea of a statewide CLG 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

The BHPC preferred to host the workshop in Brookings and their second choice was Pierre.

Since most have full-time jobs, members said they’d prefer the event be held on a Saturday. Order of preference on the remaining dates was June 6, May 30, June 5, May 29. Preference on one training session was “Economic Benefits of Historic Preservation in SD.”

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

- i. **Wrap-up Report on Trolley Project.** Bibby was successful in securing Jerry McCollough as the step-on guide for the event. 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<sup>th</sup>. Thornes will notify the Chamber and DBI and will try to secure the same horse trolley owner to book the event.
- ii. **Annual Meeting – Tuesday, January 28th, 5:30-7:00.** BHPC members are invited to attend the Downtown Brookings, Inc. Annual Meeting on Tuesday, January 28, 2014 from 5:30-7:30 pm at the Old Market. As a Historic Preservation Member, the City will cover the cost of your ticket. Due to a conflict with the Council Meeting, Thornes will not be able to attend. RSVP to Shari or Laurie by Thursday, January 23rd.
- iii. **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. They are also interested in changing the event name and are looking for suggestions.

**b. Sustainability Council & DBI:**

- 4. Bob Yapp Workshop Update.** 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.

A motion was made by Gritzner, seconded by Fetzer-Fickler, to ratify the December 26, 2013 contract between the BHPC and Bob Yapp. All present voted yes; motion carried. The contract requirements are as follows:

- 1) Day 1) May 1, 2014: One Day-Exterior Wood Repair, field, hands-on workshop. We will need wood house with some damaged wood or rotted wood at ground level. I need to approve the location through very good photographs. We also need access to four outlets, each on a separate circuit.
- 2) Day 2) May 2, 2014: One Day-"Paint It Right" field, hands-on workshop. We will need a wood house with failing paint at ground level. Ideally it would be the house we did Exterior Wood Repair on. I need to approve the location through very good photographs. We also need access to four outlets, each on a separate circuit.
- 3) Day 3) May 3, 2014: One Day-Window Restoration & Weatherization Boot Camp. Ideally the same house as the other two workshops. See attachment.
- 4) Day 4) May 4, 2014: One day of classroom seminars. Your choice of up to three from my menu of seminars.
- 5) We supply all materials, tools, equipment and hand-outs for all three workshops (\*except as noted in the attached descriptions).
- 6) You agree to have one, full time, able bodied adult volunteer with construction experience to be my assistant/s for each of the two workshops. This person/s must be able to lift things and will also learn the process as well. I will be bringing my own assistant as well
- 7) You provide two able bodied helpers with the ability to lift heavy objects to unload, setup & load. Sometimes students can help break down and load the truck but these two people are critical for advanced set-up.
- 8) You provide lunch & beverages for each student, Bob Yapp & his Assistant, the local assistant and anyone else you deem, each day of each workshop. This keeps everyone on site.
- 9) Each hands-on participant/student will be required a sign a Waiver of Liability for Preservation Resources, Inc. before each workshop begins.
- 10) A turnkey fee of \$12,050 includes Bob's travel, per diem, lodging, equipment and all \*materials. A down payment to secure the dates of \$2,000 is required. We will email an invoice & W-9 now for the down payment as well as the final balance of \$10,050 before the event. Full payment of the final invoice of \$10,050 invoice is due upon completion of the last day of the workshops on Monday May 4, 2014. The check should be made out to: Preservation Resources, Inc., 521 Bird Street, Hannibal, Missouri 63401.

**a. Promotion – Day 4 Seminars**

- i. Cross promote with DBI and Sustainability Council.

1. Register & Shopper Ads
2. Radio ads

**b. Promotion – One Day Workshops**

- i. These will need to be advertised immediately, starting in February in order to fill the 12 slots and alternate positions.
- ii. Direct mailing to all CLGS in state and region.
- iii. MN SHPO and Non-profit organizations

**c. Location Suggestions:**

- i. Brink will check on some ideas (700 block 4<sup>th</sup> Street)
- ii. Kyle Fergen’s house on north Main
- iii. Thornes will contact Mark Kelsey and Janice Fergen for suggestions

**Nominating Committee Report & Election of Officers.** Brink presented the following nominations for Chair and Vice Chair for 2014: Les Rowland as Chair and Holly Fetzer-Fickler as Vice Chair. A motion was made by Bibby, seconded by Brink, to accept the report. All present voted yes; motion carried.

**Announcements/Correspondence/Communications/Calendar**

5. January 28<sup>th</sup> DBI Annual Meeting, 5:30-7 pm, Old Market
6. January 31<sup>st</sup> National Park Service Annual Report Deadline
7. February 17<sup>th</sup> City Annual Report Deadline
8. April 3-5 State Historical Society Board of Trustees Meetings, Pierre
9. May 1-4 Bob Yapp Workshops
10. May 2-3 Brookings History & Garden Festival
11. July 16-20 National Alliance of Preservation Commissions, Philadelphia

Meeting adjourned at 6:30 p.m.

Submitted by Shari Thornes

Brookings Historic Preservation Commission  
February 6, 2014 (amended)

A meeting of the Brookings Historic Preservation Commission was held on Thursday, February 6, 2014 at 4:00 p.m. in City Hall. Members present: Holly Fetzer-Fickler (left @ 5 pm), Janet Gritzner, Leah Brink (left @ 6 pm), Mary Bibby, Tom Agostini, Dennis Willert and Les Rowland. Shari Thornes, City Clerk, was also present.

Chairperson Rowland called the meeting to order at 4:04 p.m. A motion was made by Bibby, seconded by Brink, to approve the agenda. All present voted yes, motion carried. A motion was made by Bibby, seconded by Gritzner, to approve the January minutes. All present voted yes; motion carried.

Next meeting: Thursday, March 13<sup>th</sup> at 4:00 p.m.

**COMMERCIAL HISTORIC DISTRICT**

**11.1 Review for 307 Third Street –Official Comment.** Rowland and Thornes provided a summary overview of the project. 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.

The applicant was asked about the fire that occurred in the building. Gatzke said the fire occurred in 1948 or 49 and charred the east half of the structure. He purchased the property in August 2013 and didn't know about the previous fire damage.

No one from the public gave testimony or commented.

A motion was made by Bibby, seconded by Gritzner, to agree with the findings of the case report dated February 7, 2014. No discussion. All present voted yes; motion carried.

**UNIVERSITY RESIDENTIAL HISTORIC DISTRICT**

**11.1 Review on 616 7th Avenue - PENDING.** Cala LLC (David & Tasha Jones) has applied for a demolition permit for the house located at 616 7<sup>th</sup> Avenue. The house is listed as a contributing property in the Brookings University Residential Historic District. It should be noted that the official National Register nomination listed this property as 616 7<sup>th</sup> Avenue; however, the city's official address for the property is 614 7<sup>th</sup> Avenue.

This property is located directly behind the owner's primary residence. Jones has successfully completed several restoration and rehabilitation projects in the University District; however, he has determined this home has a number of structural and design problems and rehabilitation would be cost prohibitive. It was originally a farmhouse that was moved onto this site with various additions thereafter.

The owner wishes to remove this structure and move in the house located at 417 9th Avenue. An 11.1 review was recently completed on the 417 9th Avenue home. In summary, the Kosbau family is removing the house located at 417 9th Avenue, which is located directly south of their primary

residence of 824 5th Street (historic C.A. Skinner house) and was part of the original Skinner home yard. They will remove the “417” house, keep the “417” garage, and move the “824” single car garage to the back of the lot (see enclosed plan). The 417 9th Avenue house was moved onto the lot in the late 1960s and is not a contributing structure in the District.

Jones plans to move the circa 1910 house onto a new basement, remove the existing portico and replace with an appropriate front porch, and build a new garage behind. The original barn was damaged in a fire and removed.

The City’s letter of notification has been sent to SHPO and the City is awaiting a reply.

### **CENTRAL RESIDENTIAL HISTORIC DISTRICT**

**11.1 Review - 912 6th Street - PENDING.** Tom Bozied (Cokato Inc.), 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.

Mr. Bozied was present at the meeting and had questions about the process. He was advised that the BHPC was on hold until a case report was completed and he was responsible to provide the report’s content. He was encouraged to schedule a meeting with Thornes to discuss his project.

**11.1 Review on 417 9<sup>th</sup> Avenue - CLOSED.** Dave and Diane Kosbau applied for a moving permit to remove the structure and expand the yard for their primary residence of 824 5th Street. The 9th Avenue house was moved onto the lot in the late 1960s. UPDATE: SHPO issued a determination of no adverse effect and this project is closed.

**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 and provided an overview of the conference.

**Discussion on 2014-15 Goals & Objectives and 2014-15 Funding Application.** Members finalized the 2014-2015 Goals & Objectives and identified projects to be included in the funding application. The 2014/15 National Park Service funding cycle is from June 2014 to May 31, 2015, with extension options until 9/1/15. The funding application and criteria will be available in March 2014 with a March 31<sup>st</sup> deadline.

**Brookings Historic Preservation Commission  
2014/2015 Goals & Objectives  
Adopted February 6, 2014**

#### **PUBLIC EDUCATION/AWARENESS**

- L. Develop formal Public Education Campaign for 2014/2015
- M. Monthly Newspaper Feature
- N. Brochure Distribution
- O. Sustainability Poster Campaign
- P. Community Workshop (required)
  - 1) 2014: Bob Yapp four day event

- 2) 2015: Workshop that provides assistance to historic property owners
  - i. Post question on Engage Brookings to solicit input on workshop topics
- Q. History & Garden Festival
  - 1) May 2-3, 2014 – Cross Promote with Bob Yapp & Earth Day
  - 2) May 2015 - Walking Tours & other educational events
- R. Preservation Month - May 2014 & 2015 – suggested activities:
  - 1) Radio show
  - 2) Mayor’s Proclamation
  - 3) Daily Photos – Website & FB
  - 4) Weekly Picture Features – Newspaper
  - 5) Community Wide Event Photo
- S. Mayor’s Award Event - September 2014
- T. Central Historic District Trolley Rides during Festival of Lights Parade – December 4, 2014
- U. Website & Social Media Development
  - 1) Post questions on Engage Brookings
  - 2) Facebook/Twitter
  - 3) YouTube video promoting a local renovation project that would appeal to younger audience.
  - 4) Photos of other district properties
- V. Continued Partnership Building: DBI, CVB/Chamber, SDSU
  - 1) BHPC staff attend DBI meetings
- W. Realtors Workshop (State holding September 2014)
- X. Threatened Properties “Places In Peril” Awareness
  - 1) Rammed Earth Wall and Building
  - 2) WPA Armory on Main Avenue
  - 3) Sexauer Seed Elevator
- Y. Porch Tour\*\*\*

**HISTORIC RESOURCE RECORDATION & PRESERVATION**

- e. National Register Nominations
  - 1) Hillcrest Tree Claim
- f. National Register District Survey Updates
  - i. Central Residential (reconnaissance this year, budget for 2015)\*\*\*
  - ii. Commercial (update maps) \*\*\*
  - iii. University (update maps) \*\*\*
- g. Preservation Plan
  - 1) Update Action Plan
  - 2) RFP for New Plan \*\*\*
- h. Continuation of Local Register Ordinance & program expansion
- i. Review of all procedures and materials pertaining the SDCL 1-19A-11.1 review process
- j. Additional Signage:
  - 1) Pioneer Park Band Shell
  - 2) Replace District Signage as needed

**COMMISSION DEVELOPMENT**

- F. In-house:
  - Member handbook and training materials available on city website
  - Volunteer training by City Attorney, if offered by the City
- G. Quarterly Training by SHPO (teleconferencing is now available). Available topics include:
- H. Statewide CLG Training Workshop – May 29, 2014
- I. Regional:
  - MN Annual Conference (if funding permits)
- J. National:

- National Alliance of Preservation Commissions-Philadelphia – July 16-20 - funded for staff & one member (amendment needed)
- National Trust Conference – Savannah – Nov. 10-14, 2014
- National Trust Conference – DC – November 2-5, 2015 \*\*\*

\*\*\* 2015/2016 Funding Application

**PROJECT & ISSUE UPDATES:**

**3D Laser Scanning.** Sara Lum contacted the BHPC to thank them for allowing her to present about the potential of using 3D laser scanning in community projects. She will be submitting grant proposals related to her presentation with hopes of working in and around Brookings. One proposal will be about using 3D laser scanning to develop an innovative method to commemorate and reuse important historic structures that are beyond restoration or rehabilitation. She asked the commission for suggestions about a structure to use in the study. They are very interested in using a barn, but are open to other possibilities. They also believe that having a specific structure in mind would make the grant proposal much stronger.

The Commission suggested some of the buildings in the Sexauer Seed Historic District. They aren't beyond rehabilitation, but are considered threatened due to a fire from last year.

**“Now You See It” Column.** No responses were received for the January column. Gritzner has prepared the column for February. Staff will coordinate with DBI. Gritzner said Mary Lou Berry has a scrap book of former BHPC columns. Kristin Heismeyer has also written several columns that are available to use.

**6<sup>th</sup> Street (Main to Medary) Project.** SD arborists have been in town evaluating the condition of the trees. The emphasis needs to be maintaining the tree canopy, not the retention of those specific trees. BHPC members will contact city leaders and interested parties to encourage protection of the two historic neighborhoods. Submitting a letter to the editor was also suggested.

**Brochure Distribution.** The distribution list of the BHPC's four walking tour brochures (Central Historic District & Urban Arboretum, SDSU Walking Tour, Brookings Commercial Historic District – A Walking Tour, University Residential Historic District) has been updated.

	Location	Volunteer
1	Chamber	Heismeyer
2	Student Union	Fetzer-Fickler
3	Public Library	Heismeyer
4	Briggs Library	Bibby
5	Ag Heritage Museum	Heismeyer
6	Community Cultural Center	Heismeyer
7	SDSU Alumni Center	Bibby
8	SD Art Museum	Heismeyer

9	McCroy Gardens Visitor Center	Fetzer-Fickler
10	Children’s Museum	Heismeyer
11	Downtown & Hotel Locations	Heismeyer

**PRESERVATION PARTNERS:**

**1. Sustainability Council & DBI:**

**Bob Yapp Workshop Update.**

- *May 4<sup>th</sup> Location:* Earth Day and the Bob Yapp classroom seminars will be held in the McCroy Gardens Visitor Center on Sunday, May 4<sup>th</sup>.
- *May 1, 2 & 3 workshop locations:* The BHPC needs to select project houses for the 3 hands-on workshops pertaining to window restoration, exterior wood restoration and exterior paint. A few offers have already come in from property owners: 728 Main Avenue (Kyle Fergen), 903 3rd Avenue (Kevin Grunewaldt), 316 Medary Ave (Kevin Grunewaldt), and 202 6th Street (Dorothy Ishol). The Commission reviewed and approved a draft press release soliciting owner nominated properties as workshop locations. Rowland and Thornes will evaluate potential locations and make a recommendation to the Commission.
- *Logistics Subcommittee:* A subcommittee will be formed to handle all the logistics pertaining to the 4 events. Janet, Mary, Holly and Leah were suggested.
- *Registration Fee* - \$50 per day regular fee and \$25 per day student fee for May 1, 2 & 3.
- *Proposed Sponsor* – Willert will ask Homestead if they are willing to be an event sponsor.
- *Promotion* – Staff is working on promotional items and will finalize once fee is determined.

**2. State Historic Preservation Office (SHPO)**

- **Statewide CLG Meeting – May 29<sup>th</sup>**. The Statewide CLG Meeting will be held on Thursday, May 29<sup>th</sup> in Pierre, SD. SHPO is working on the exact details and hopes to get registration out soon. Travel expenses are reimbursable for anyone wishing to attend.
- **New Reporting Requirements.** SHPO is now requiring all grant recipients complete a brief progress report three times per year to track grant activity. Timing of the reports will vary a little depending on when pass-through funds are received and grants awarded. They are implementing this system to ensure that projects are being completed within the award period (31 May 2014) or within a reasonable extension period. This will allow them to track grant progress and make adjustments, if needed, in funding by estimating how much each commission is spending. This will allow them to reallocate money in a reasonable amount of time.

- **Annual CLG Performance Evaluation.** Thornes received the BHPC's National Park Service annual evaluation and the Commission met all of its requirements.
- **SDSHS Annual History Conference and registration:**  
<http://history.sd.gov//aboutus/HistoryConference/Education/default.aspx> The State Archives is organizing the event this year. Their director, Chelle Somsen, indicated that online registration should be available later this week.
- **National Trust grant opportunities – The Trust's** grant program has changed slightly, mostly in its management, which is now all done through the D.C. office. The most up-to-date information on the program can be found here:  
<http://www.preservationnation.org/resources/find-funding/preservation-funds-guidelines-eligibility.html#.Us2KhvRDt4U>. The SD Lamont Grant Fund is still alive but is now referred to as the National Preservation Fund. A description of this and the wording used to explain the purpose of the grant can be found at the link provided above. They've received zero applications in the past year and some months and there is a fair amount of funds available. Grants from the National Trust Preservation Funds (NTPF) are intended to encourage preservation at the local level by providing seed money for preservation projects. These grants help stimulate public discussion, enable local groups to gain the technical expertise needed for particular projects, introduce the public to preservation concepts and techniques, and encourage financial participation by the private sector. NTPF competitive matching grants generally start at \$2,500 and range up to \$5,000. Application deadlines are Feb 1<sup>st</sup>, June 1<sup>st</sup>, and Oct. 1<sup>st</sup> each year. For more information visit the National Trust for Historic Preservation website: <http://www.preservationnation.org/resources/find-funding/preservation-funds-guidelines-eligibility.html#.Us2KhvRDt4U>

### 3. **Downtown Brookings Inc. (DBI)**

- **Annual Meeting Report.** Bibby and Rowland attended DBI's annual meeting held on January 28<sup>th</sup>. Bibby said it was a great event and the Director gave an excellent report. DBI's primary focus in 2014 will be the public art alley project.
- **Monthly Board Meeting Attendance.** The DBI Board is considering a new meeting date/time. Thornes is planning to periodically attend some board meetings.
- **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. This year the BHPC will focus on the Bob Yapp workshops and will plan to be more involved with the H&G Festival in 2015.
- **Central District Trolley Rides – December 4<sup>th</sup>, 5-7 pm.** Staff has signed the contract with the horse trolley owner and provided a \$100 deposit for the event on December 4<sup>th</sup>. DBI, Chamber and CVB officials have also been notified.

### **ANNOUNCEMENTS/CORRESPONDENCE/COMMUNICATIONS/CALENDAR**

February 17<sup>th</sup> City Annual Report Deadline

February 28<sup>th</sup> Grant Mid-year report

March 31<sup>st</sup> Grant 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  
May 29 Statewide CLG meeting – Pierre, SD  
July 16-20 National Alliance of Preservation Commissions, Philadelphia

Meeting adjourned at 6:25 p.m.  
Submitted by Shari Thornes

**Brookings Historic Preservation Commission**  
**March 13, 2014**

A meeting of the Brookings Historic Preservation Commission was held on Thursday, March 13, 2014 at 4:00 p.m. in City Hall. Members present: Holly Fetzer-Fickler (left @ 6 pm), Janet Gritzner, Leah Brink, Mary Bibby, Dennis Willert (left @ 6 pm) and Les Rowland. Tom Agostini was absent. Shari Thornes, City Clerk, was also present.

Chairperson Rowland called the meeting to order at 4:05 p.m. Discussion regarding the Masonic Temple, the Bob Yapp Sunday workshop topics and the National Trust Peg Lamont Fund were added to the agenda. A motion was made by Bibby, seconded by Brink, to approve the agenda as amended. All present voted yes, motion carried. A motion was made by Bibby, seconded by Brink, to approve the February minutes with an address clarification regarding 614 and 616 7<sup>th</sup> Avenue. All present voted yes; motion carried.

Next meeting: Thursday, April 3<sup>rd</sup> at 4:00 p.m.

**CENTRAL RESIDENTIAL HISTORIC DISTRICT**

**11.1 Review - 912 6th Street.** Tom Bozied (Cokato), owner of 912 6th Street, has applied for a demolition permit for the residence and garage located on this property. The buildings located in the Brookings Central Residential Historic District, but are both are noncontributing structures. 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.

Mr. Bozied said the case report process is confusing and suggested a layman's version of the case report questions be created for applicants. He said his proposal is a simple expansion project to create more floor space for additional product. He said he doesn't plan to expand the gas pumps at this time. When asked about the condition of the house, he advised it was in good condition and he would consider making it available to move.

Commission members expressed concern that there was no timeline/schedule and no plans for the expansion included in the case report.

He was asked what landscaping and greenscape would be included if the house was removed and the convenience store expanded to the west. He questioned why the Commission would ask about landscaping. Staff advised landscaping was one of the standards a historic commission is required to consider when reviewing new construction in a historic district, pursuant to SD Administrative Rule 24:52:07:04.

24:52:07:04. Standards for new construction and additions in historic districts. New construction or additions within a historic district must comply with The Secretary of the Interior's Standards for the Treatment of Historic Properties as incorporated by reference in § 24:52:07:02. In addition the following standards apply:

(1) Compatibility of design. Massing, size, and scale of new construction must be compatible with surrounding historic buildings. Overall architectural features of new construction must be of contemporary design which does not directly mimic historic buildings. Architectural elements such as windows, doors, and cornices must be similar in rhythm, pattern, and scale to

- comparable elements in adjacent historic buildings. The overall visual appearance of new construction may not dominate or be distracting to the surrounding historic landscape;
- (2) Height. The height of new buildings or additions to existing buildings may not exceed a standard variance of ten percent of the average height of historic buildings on both sides of the street where proposed new construction is to be located;
  - (3) Width. The width of new buildings or additions to existing buildings must be similar to adjacent historic buildings;
  - (4) Proportion. The relationship between the height and width of new buildings or additions to existing buildings must be similar in proportion to existing historic buildings. The proportion of openings in the facades of new construction or additions must be compatible with similar openings in adjacent historic buildings;
  - (5) Rhythm and scale. The rhythm, placement, and scale of openings, prominent vertical and horizontal members, and separation of buildings which are present in adjacent historic buildings must be incorporated into the design of new buildings or additions to existing buildings;
  - (6) Materials. Materials which make up new buildings or additions to existing buildings must complement materials present in nearby historic properties. New materials must be of similar color, texture, reflective qualities, and scale as historical materials present in the historic district;
  - (7) Color. The colors of materials, trim, ornament, and details used in new construction must be similar to those colors on existing historic buildings or must match colors used in previous historical periods for identical features within the historic district;
  - (8) Details and ornament. The details and ornament on new buildings or additions to existing buildings must be of contemporary design that is complementary to those features of similar physical or decorative function on adjacent historic buildings;
  - (9) Roof shape and skyline. The roof shape and skyline of new construction must be similar to that of existing historic buildings;
  - (10) Setting. The relationship of new buildings or additions to existing buildings must maintain the traditional placement of historic buildings in relation to streets, sidewalks, natural topography, and lot lines; and
- (11) Landscaping and ground cover. Retaining walls, fences, plants, and other landscaping elements that are part of new construction may not introduce elements which are out of character with the setting of the historic district.**

In addition to the SD Administrative Rules, the Brookings Historic Preservation Commission reviews and considers the following sources when making its recommendations: Case Report Standards, Secretary of Interior Standards for Design (<http://www.nps.gov/tps/standards.htm>), technical preservation briefs and new alternatives and supporting facts.

Staff advised that SDCL 1-19A-11.1 requires local governments extend certain protections to historic properties listed on national, state or local registers. Cities have both the authority and duty to deny a permit for any project adversely affecting an historic property if there is a feasible and prudent alternative that will eliminate or mitigate the adverse impact. The applicant bears burden of proving that the conditions for the permit have been met. They must show absence of feasible and prudent alternatives and appropriate planning to minimize harm.

The Commission asked Bozied if he had considered other alternatives to removing the structure. No, he has purchased the property with the intent of removing it.

Thornes said the applicant must consider all reasonable alternative plans, not just the least expensive option. The applicant must also demonstrate that all feasible and prudent alternatives been explored. Alternative examples to consider could include, but are not limited to different use, scaling back use, relocation, rezoning, code modification, integration into new construction, selling and other.

Any determination of existence or non-existence of feasible and prudent alternatives must be supported by sufficient facts. Project opponents can suggest alternatives, but those suggested alternatives must be supported by sufficient facts to indicate they are feasible and prudent.

Is a casino planned in the space? Bozied said no.

Willert suggested the house could be used as a small office space. Thornes advised that he would need to provide sufficient facts that would indicate a small office space was a feasible and prudent alternative. Facts could include financial components and compliance with zoning standards, parking requirements and other city standards.

Thornes noted that the convenience store was reviewed several years ago when it was built. The impact of scale, buffering, traffic, noise, brightness of pump lights were all evaluated with respect to the historic district.

She recently spoke with Community Development staff regarding the project and they advised that the 912 6<sup>th</sup> Street property served as a buffer for the convenience store. They didn't think he could remove the house and expand to the lot line without a variance. Thornes noted the house, though noncontributing, is still a residential structure that serves as a buffer between the contributing National Register properties and the commercial structure. All surrounding property to the south and west are contributing properties in the District.

Commissioners noted the importance of a buffer that would include landscaping, trees, fences, etc.

Does he plan to move the car wash to the west end? Bozied said no. It was clarified that Bozied's customers can't access the alley.

The Commission asked Bozied to provide a parking plan diagram, landscaping plan if the house was removed, and pictures of the area.

A motion was made by Bibby, seconded by Willert, stating there was insufficient information in case report to provide comment and to table action until the following information was provided: additional information on the new structure design, clarification on the setback and variances required including landscaping, and pictures. All present voted yes; motion carried.

#### **UNIVERSITY RESIDENTIAL HISTORIC DISTRICT**

**11.1 Review on 616 7th Avenue - PENDING.** Cala LLC (David & Tasha Jones) has applied for a demolition permit for the house located at 616 7<sup>th</sup> Avenue. The house is listed as a contributing property in the Brookings University Residential Historic District. It should be noted that the official National Register nomination listed this property as 616 7<sup>th</sup> Avenue; however, the city's official address for the property is 614 7<sup>th</sup> Avenue.

This property is located directly behind the owner's primary residence. Jones has successfully completed several restoration and rehabilitation projects in the University District; however, he has determined this home has a number of structural and design problems and rehabilitation would be cost prohibitive. It was originally a farmhouse that was moved onto this site with various additions thereafter.

The owner wishes to remove this structure and move in the house located at 417 9th Avenue. The 417 9th Avenue house was moved onto the lot in the late 1960s and is not a contributing structure in the District. Jones plans to move the circa 1910 house onto a new basement, remove the existing portico and replace with an appropriate front porch, and build a new garage behind. The original barn was damaged in a fire and removed.

A motion was made by Brink, seconded by Fetzer-Fickler, to agree with the findings of the case report citing the following reasons: restoring the house at 616 7<sup>th</sup> Avenue was not prudent or feasible due to condition issues not caused by the current owner and that the house proposed for the site met Secretary of the Interior Standards for Rehabilitation and State Administrative Rules for New Construction in an Historic District. Further, the motion requested the owner provide pictures of surrounding properties, that the owner be encouraged to offer salvage to the ReStore and invite SHPO staff to see house when in town if needed for decision making process. All present voted yes; motion carried.

### **COMMERCIAL HISTORIC DISTRICT**

**Masonic Temple.** Rowland distributed a draft design plan that would install original sized first floor windows, rehab the second floor windows, recreate the turret, and remodel the first floor interior. The owners are working with Clark Drew Construction on this project and are on a short timeline trying to get a tenant in by June 1<sup>st</sup>.

### **INDIVIDUALLY LISTED**

**11.1 Review for 423 8th Street (garage) – Pending.** Bob and Pat Fishback have applied for a demolition permit for a garage located at 423 8<sup>th</sup> Street. The property at 423 8<sup>th</sup> Street is an individually listed property on the National Register of Historic Places. Although, the barn/garage is not listed as a contributing feature for this nomination, an 11.1 review is still required. Formal notification to SHPO is pending.

**National Alliance of Preservation Commission Conference.** The BHPC received funding to send staff and one member to the National Alliance of Preservation Commissions Conference in Philadelphia from July 16-20. However, staff is not able to attend due to scheduling conflicts. Anyone attending on behalf of the BHPC will be required to attend sessions pertaining to local register district commission training. They will also need to provide detailed verbal and written reports on the sessions. Brink and Gritzner are tentatively planning to attend. Thornes needs final confirmation by March 21<sup>st</sup>.

**Volunteer Coffee with Mayor Reed.** Mayor Reed is hosting the third annual City Volunteer Leadership Coffee on May 8 and May 16 with all city volunteer board, committee, council and commission chairs and vice chairs. His goal is to provide information on city issues and seek input from all groups. This will also be an opportunity to bring forward an issue or concern from respective groups.

Commissioners suggested the Preserve America signs, 6<sup>th</sup> Street widening and demolitions on campus as topics to discuss.

#### **PROJECT & ISSUE UPDATES:**

**Sustainability Posters.** Thornes distributed suggested “tag lines” for the two posters. The Commission selected their favorites, which are underlined.

*“The Greenest Building is the One Already Built.”*

*“When we reuse an historic building, we’re recycling the whole thing!”*

*“Tearing down one small home in your neighborhood wipes out the entire environmental benefit of recycling 1,344,000 aluminum cans.”*

*“100% of the preservation movement advances the cause of the environment.”*

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*“One-fourth of material in landfills today is from construction debris, and much of that is from demolition of existing buildings.”*

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**3D Laser Scanning.** Sara Lum plans to contact the owners of the Sexauer Seed complex, understanding that these aren’t structures to be dismantled, but it would be amazing places to scan. She also suggested these visualization materials may help anyone trying to solicit funding to preserve the structures.

#### **PRESERVATION PARTNERS:**

##### **Bob Yapp Workshop**

- i. **Location Options.** Twelve homes were nominated by owners as workshop locations. Rowland and Thornes have toured 5 and will finish their review next week. Preference will be given to a location that could be used for all three workshops.
  - \* 728 Main Avenue (Kyle Fergen) – windows, wood repair, has garage
  - \* 903 3<sup>rd</sup> Avenue (Kevin Grunewaldt) – paint, windows
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- ii. **Location Evaluation Checklist.** Thornes developed a criteria checklist that is being used to evaluate each location.
- iii. **Waivers.** The City Attorney created waivers that participating property owners will be required to sign.
- **Publicity.** Promotion of the one day workshops and the classroom sessions will include email and direct mail to CLGs, ads in the Shopper 2X, 3/17, 3/31, 4/7 (if needed) and Brookings Register, utility bill insert on 3/31, posters, government channel, website, social media and radio spots (if needed).
- iv. **Event Assistance.** There are a number of logistical tasks that need to be accomplished before and during the events. Thornes will email a list of tasks and ask for volunteers.
- v. **Sunday Workshop Topics.**
- \* Noon - 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 to 3 hours with Q & A, props & handouts.
  - \* 2 pm - Getting Shellacked or Innovative Woodwork Finishing & Refinishing - Safe and efficient ways to remove old paint and natural finishes from woodwork. 1 hour with Q & A and props.
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**State Historic Preservation Office (SHPO)**

- 12. Statewide CLG Meeting – May 29<sup>th</sup>.** The Statewide CLG Meeting will be held on Thursday, May 29<sup>th</sup> in Pierre, SD. Travel expenses are reimbursable for anyone wishing to attend including hotel expenses for anyone wishing to drive up the day before. Members are asked to submit their completed registration forms to Shari not later than April 4<sup>th</sup>.
- **Recent AG Opinion on SDCL 1-19A-11.1.** The Commission reviewed the newly written AG opinion on the 11.1 review law. Thornes met with the City Attorney on March 11<sup>th</sup> to discuss possible implications. A more thorough discussion of this issue will be scheduled on the April agenda. Thornes highlighted the following key points:

- Building permits are required by law to be reviewed.
- The law pertains to any governmental entity issuing a permit of any kind.
- It requires local governments to extend certain protections to historic properties listed on national, state or local registers.
- Municipalities and local preservation commissions are required to apply the state administrative standards to reviews performed pursuant to SDCL 1-19A-11.1.
- Are NOT to issue a permit for any project that would encroach upon, damage or destroy a designated property if there is a feasible and prudent alternative that would prevent such encroachment, damage or destruction.
- The applicant bears burden of proving that the conditions for the permit have been met. They must show absence of feasible and prudent alternatives and appropriate planning to minimize harm.
- Applicant must consider ALL reasonable alternative plans, not just the least expensive option.
- Any determination of existence or non-existence of feasible and prudent alternatives must be supported by sufficient facts.
- Project opponents can suggest alternatives, but those suggested alternatives must be supported by sufficient facts to indicate they are feasible and prudent.
- Cities have both the authority and duty to deny a permit for any project adversely affecting an historic property if this a feasible and prudent alternative that will eliminate or mitigate the adverse impact. Project may not proceed.
- A proponent's proposed use of the historic property is relevant, though not necessary determinative, consideration.
- Alternative need not necessarily be compatible with the proposed described in the project application (i.e. scaling back, different use, integrating old into new construction, selling).
- An alternative need not afford the highest or most profitable use to be prudent, but is prudent so long as it provides some viable economic use for the projected property.
- Hardship does not encompass increased restoration or rehab costs caused by an owner's neglect of basic maintenance and repair.

Thornes said the Commission's decision making process regarding 11.1 recommendations will need to be clearly defined, factual and utilize a standardized method of applying the Standards.

All members will be provided with supporting material for making those decisions. Information will be available online and in manual form. A brochure for applicants will also be created that provides information about the process and the online links for the Standards. Thornes has contacted SHPO to provide training on the Secretary of Interior Standards for Design and Identifying and Evaluating Potential Adverse Effects to Historic Properties.

Thornes said there are a number of questions that need further explanation by the AG. There is disagreement about who should prepare the case report, the applicant or staff.

Sioux Falls and Rapid City have entered into a Memorandum of Understanding regarding 11.1 review that defines types of projects that can be reviewed by Preservation Commission staff and which ones require a full review. Thornes distributed a draft MOU for Brookings for review and action at the April meeting. Of note, the definition of “additions” needs to be further defined and discussed.

- **Resumes.** The National Park Service requires membership resumes along with the annual funding application. Members are asked to submit resumes to Thornes **not later than March 21st.**

**Announcements/Correspondence/Communications/Calendar**

April 3-5	State Historical Society Board of Trustees Meetings, Pierre
May 1-4	Bob Yapp Workshops
May 2-3	Brookings History & Garden Festival
May 8 @ 5 pm	Volunteer Coffee with Mayor Reed
May 16 @ 8 am	Volunteer Coffee with Mayor Reed
May 29	Statewide CLG meeting – Pierre, SD
July 16-20	National Alliance of Preservation Commissions, Philadelphia

Meeting adjourned at 6:30 p.m.

Submitted by Shari Thornes

**Brookings Historic Preservation Commission**  
**April 3, 2014**

A meeting of the Brookings Historic Preservation Commission was held on Thursday, April 3, 2014 at 4:00 p.m. in City Hall. Members present: Holly Fetzer-Fickler, Janet Gritzner, Leah Brink, Mary Bibby, Dennis Willert and Les Rowland. Tom Agostini was absent. Shari Thornes, City Clerk, was also present.

Vice Chairperson Fetzer-Fickler called the meeting to order at 4:05 p.m.. A motion was made by Bibby, seconded by Willert, to approve the agenda. All present voted yes, motion carried. A motion was made by Willert, seconded by Gritzner, to approve the March minutes. All present voted yes; motion carried.

Next meeting: Thursday, May 15<sup>th</sup> at 4:00 p.m.

**CENTRAL RESIDENTIAL HISTORIC DISTRICT**

**11.1 Review - 912 6th Street.** Tom Bozied, owner of 912 6th Street, has applied for a demolition permit for the residence and garage located on this property. The buildings located in the Brookings Central Residential Historic District, but are both are noncontributing structures. 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.

Mr. Bozied presented his proposal at the March meeting; however, the Commission tabled action until the applicant provided additional information on the new structure design, clarification on the setback and variances required including landscaping, and pictures.

Bozied said he learned that a 40 foot buffer is required between his business and the neighboring residential property to the west.

The house is located on a 60 foot lot and he can't think of any way to repurpose the house onsite due to parking constraints.

Willert noted that the house has served as a noise and light buffer to other houses to the west. The Commission suggested the applicant provide landscaping and fencing to control the light pollution and noise.

Bozied said the light canopy will use LED bulbs focused downward, flush and directional. He noted another example of this type of light at BP near the interstate.

There was discussion about curving the paving to soften the area, but he said it's hard to maintain.

**COMMERCIAL HISTORIC DISTRICT**

**Masonic Temple.** Rowland distributed a draft design plan that would install original sized first floor windows, rehab the second floor windows, recreate the turret, and remodel the first floor interior. The

owners are working with Clark Drew Construction on this project and are on a short timeline trying to get a tenant in by June 1<sup>st</sup>.

#### **INDIVIDUALLY LISTED**

**11.1 Review for 423 8th Street (garage) – Pending.** Bob and Pat Fishback have applied for a demolition permit for a garage located at 423 8<sup>th</sup> Street. The property at 423 8<sup>th</sup> Street is an individually listed property on the National Register of Historic Places. Although, the barn/garage is not listed as a contributing feature for this nomination, an 11.1 review is still required. Formal notification to SHPO is pending.

**National Alliance of Preservation Commission Conference.** The BHPC received funding to send staff and one member to the National Alliance of Preservation Commissions Conference in Philadelphia from July 16-20. However, staff is not able to attend due to scheduling conflicts. Anyone attending on behalf of the BHPC will be required to attend sessions pertaining to local register district commission training. They will also need to provide detailed verbal and written reports on the sessions. Brink and Gritzner are tentatively planning to attend. Thornes needs final confirmation by March 21<sup>st</sup>.

**Volunteer Coffee with Mayor Reed.** Mayor Reed is hosting the third annual City Volunteer Leadership Coffee on May 8 and May 16 with all city volunteer board, committee, council and commission chairs and vice chairs. His goal is to provide information on city issues and seek input from all groups. This will also be an opportunity to bring forward an issue or concern from respective groups. Commissioners suggested the Preserve America signs, 6<sup>th</sup> Street widening and demolitions on campus as topics to discuss.

#### **PROJECT & ISSUE UPDATES:**

**Sustainability Posters.** Thornes distributed suggested “tag lines” for the two posters. The Commission selected their favorites, which are underlined.

“The Greenest Building is the One Already Built.”

“When we reuse an historic building, we’re recycling the whole thing!”

“Tearing down one small home in your neighborhood wipes out the entire environmental benefit of recycling 1,344,000 aluminum cans.”

“100% of the preservation movement advances the cause of the environment.”

“Sustainability means stewardship. There can be no sustainable development without a central role for historic preservation.”

“One-fourth of material in landfills today is from construction debris, and much of that is from demolition of existing buildings.”

“Historic buildings outlast new construction. Life expectancy for many contemporary buildings is 30-40 years, considerably less than the life expectancy for the average restored or rehabilitated building.” (This needs to be shortened.)

*“Development without a historic preservation component is not sustainable.”*

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**3D Laser Scanning.** Sara Lum plans to contact the owners of the Sexauer Seed complex, understanding that these aren't structures to be dismantled, but it would be amazing places to scan. She also suggested these visualization materials may help anyone trying to solicit funding to preserve the structures.

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May 29 Statewide CLG meeting – Pierre, SD  
July 16-20 National Alliance of Preservation Commissions, Philadelphia

Meeting adjourned at 6:30 p.m.  
Submitted by Shari Thornes

**Brookings Historic Preservation Commission  
May 15, 2014 Minutes**

A meeting of the Brookings Historic Preservation Commission was held on Thursday, May 15, 2014 at 4:00 p.m. in City Hall. Members present: Leah Brink, Mary Bibby, Dennis Willert and Les Rowland. Tom Agostini and Janet Gritzner were absent. Holly Fetzer-Fickler resigned and is moving to Minneapolis. Shari Thornes, City Clerk, was also present.

Chairperson Rowland called the meeting to order at 4:05 p.m. A motion was made by Bibby, seconded by Brink, to approve the agenda. All present voted yes, motion carried.

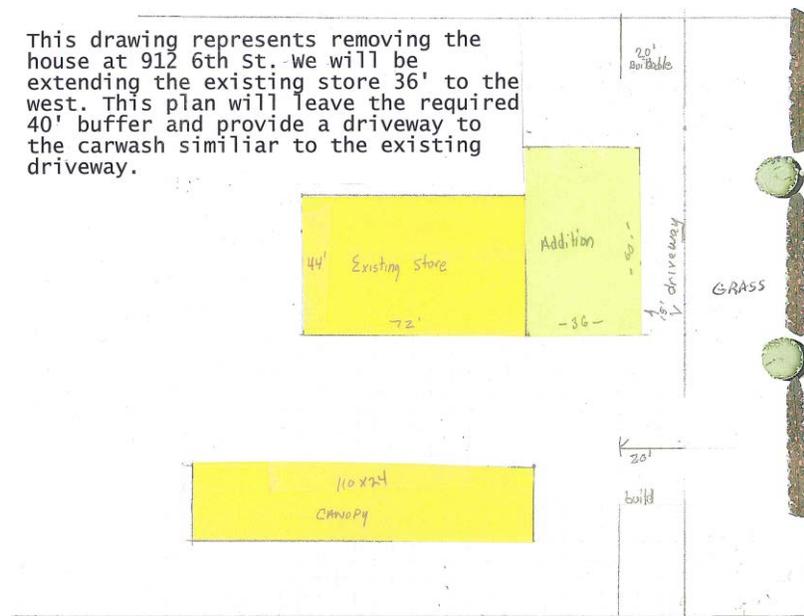
Next meeting: Thursday, June 5<sup>th</sup> @ 4:00 p.m.

**CENTRAL RESIDENTIAL HISTORIC DISTRICT**

**11.1 Review - 912 6th Street.** Tom Bozied (Cokato), owner of 912 6th Street, has applied for a demolition permit for the residence and garage located on this property. The buildings located in the Brookings Central Residential Historic District, but are noncontributing structures. 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 Commission tabled action at the last meeting until the following information could be provided: additional information on the new structure design, clarification on the setback and variances required including landscaping and pictures.

Bozied provided the following landscaping plan, noting it would include two trees, bushes and grass along the border, but no fences.



Bozied submitted the following statement on consideration of other possible uses for the property. *“It has been suggested that the structure could be used as a chiropractors office. In considering the needs of the property the first thing I think of is the parking. The parking that would be available is alley which is possible but not practical. When I built the convenience store the neighbors were concerned with alley access and we have done our best to control access. There is no parking or access from the front that would not interfere with the Convenience store.*

*I believe other uses such as small retail or coffee shop would only be less desirable as the need for parking and accessibility would be larger.*

*I am unable to use the home for a rental as it is a nonconforming use for the commercial zoning and when it has not been used as a rental for 1 year it cannot be used as a rental again.”*

ACTION: A motion was made by Bibby, seconded by Brink, to accept the findings of the case report, with the stipulation the property be advertised as available to move for a minimum of 30 days (commencing on June 1) and, if someone wants the house, a minimum of 60 additional days be provided to move the house off-site (not later than September 1). Further, the BHPC finds the landscaping plan as presented with two trees, grass and a hedge of 6’ minimum height, in compliance with SD Administrative Rule 24:52:07:04(11). Lilacs were suggested as the bush species. Further, the proposed building addition incorporate compatibility of design of the existing structure to include similar materials, setting, roof pitch, color, scale, size, massing, and dimensions. BHPC to review the plans if not consistent as proposed. *Discussion: Bozied objected to the timeline. However, members felt that a minimum of 60 days may be needed to move the structure. It was clarified that Bozied would be free to remove the house if no one showed an interest in the first 30 days.* On the motion, Brink, Bibby, Rowland voted yes; Willert voted no; motion carried.

**11.1 Review - 824 5th Street.** Diane and Dave Kosbau applied for a building permit to build a one-story sunroom addition on south façade of the house. The proposed addition will be compatible in design and proportion with the existing house and the width will not exceed the width of the primary structure. The owners plan to use like materials of wood ornamentation and cedar siding to match the existing structure.

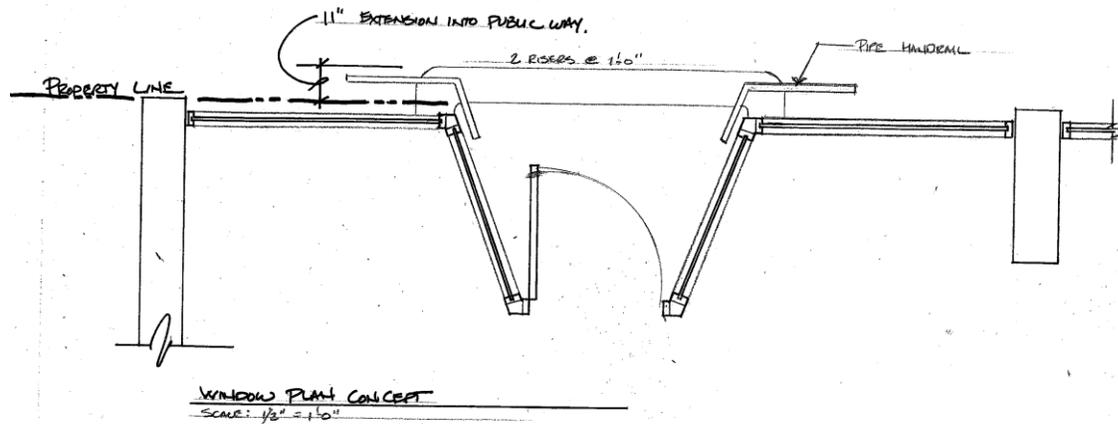
Thornes reported the SHPO issued a final determination of no adverse effect on May 8, 2014 and no further action is required on this project.

#### **COMMERCIAL HISTORIC DISTRICT**

**Public Right-of-way Request – 225 Main Avenue.** Les Rowland, representing the Masonic Temple, submitted a request to allow the construction of a bottom step and side handrails at Main Avenue entrance of the Masonic Temple at 225 Main Avenue. The step and handrails would extend beyond the face of the existing building into the public right-of-way 11 inches. The reasons for the request are as follows:

- 4) In keeping with the historical photos as much as possible; the original steps to the building extended into the public right-of-way.
- 5) Extending the bottom step into the public right-of-way provides for more upper landing distance from the edge of the top step to the door.
- 6) Extending the pipe railing into the public right-of-way also provides for an easier transition of the handrail for those that require assistance when using the steps.

Rowland provided a historical photo and the following drawing of the proposed step and railings.



Thornes said according to Resolution No. 68-04, the BHPC is to provide official comment to the City Council regarding the architectural compatibility of any requests to build in the public right-of-way when it pertains to a historic structure. *Res. 68-04 (8). Materials used to build the structure in the public right-of-way, as well as its height, proportion, and scale, shall be architecturally compatible with the principal building and adjacent buildings. The Brookings Historic Preservation Commission shall promptly review the architectural compatibility of the proposed structure and provide official comment to the City Council (City of Brookings Code of Ordinances Chapter 46, 10-97 (a) (b)).*

She noted that the Commission needs to consider all of the following sources when making its recommendations: Secretary of Interior Standards for Design, State's Administrative Rules, and Resolution No. 68-04.

ACTION: A motion was made by Brink, seconded by Willert, to recommend approval, citing the proposed design is architecturally compatible with the existing historic structure. All present voted yes; except Rowland abstained; motion carried.

#### **UNIVERSITY RESIDENTIAL HISTORIC DISTRICT**

**11.1 Review - 625 6th Avenue.** Ryan Mokrzycki has applied to construct a 24' x 28' detached garage at the rear of the property with alley access. Siding materials will either be wood clapboard or hardy board. The owner wants to complete the project by September 1<sup>st</sup>. This review is pending SHPO response.

**11.1 Review – 929 9th Avenue.** Greg Pearson is proposing to build an enclosed entrance on the west side of the home. He also wants to relocate the existing garage on the lot. This review is pending SHPO response.

#### **Review and possible action to approve a Memorandum of Understanding for the 11.1 Review Process.**

Since the April meeting, the City Attorney and State Historic Preservation Office have provided additional comments and review.

ACTION: A motion was made by Willert, seconded by Bibby, to recommend approval of the Memorandum of Understanding between the City of Brookings and the State Historic Preservation Office, with the following amendments as noted below. All present voted yes; motion carried.

**Memorandum of Agreement between  
The State of South Dakota and The City of Brookings, South Dakota**

This Agreement is made by and between the City of Brookings, South Dakota, a South Dakota municipality, (hereinafter referred to as "City") and the State Historic Preservation Office, South Dakota State Historical Society, Department of Tourism (hereinafter referred to as "Office").

WHEREAS, the Office is required by SDCL 1-19A-11.1 and the regulations promulgated thereunder to investigate and comment on projects that will encroach upon, damage, or destroy any Historic Property included in the National or State Registers of Historic Places; and

WHEREAS, the City requires the issuance of building, moving, and demolition permits ("Project") for all buildings, including Historic Property, pursuant to Chapter 46 of the Brookings Code of Ordinances; and

WHEREAS, this Agreement replaces any previous agreements regarding SDCL 1-19A-11.1 made between the City and the Office;

NOW THEREFORE, the City and the Office, pursuant to SDCL Ch. 1-24, which permits the joint exercise of governmental powers, and in consideration of the mutual covenants and agreements provided herein, agree as follows:

**SECTION 1: DEFINITIONS**

The following definitions apply when used in this agreement:

"Adverse Effect" means any Project that will encroach upon, damage, or destroy any Historic Property by an action or condition which threatens the historical integrity of a Historic Property;

"City" means the City of Brookings, South Dakota, including its agent, the Historic Preservation Commission;

"Commission" means the City of Brookings Historic Preservation Commission;

"Contributing" means any building, site, structure, or object that is described as "contributing" to the listing of a Historic Property, which description is contained in the documentation on file with the National Park Service or the Office supporting the listing of any Historic Property on the National Register or State Register;

"Covenant" means a Restrictive Covenant and Declaration of Preservation Restrictions held by the Office on a Historic Property;

"Demolition" means the complete or partial removal of a Historic Property;

"Environs" means the area surrounding Historic Property. In Brookings, the Environs includes any property or portion thereof located within 50 feet of Historic Property. The measurements of streets, alleys, and other public rights-of-way shall not be counted as part of the 50 foot

zone. In cases where the City believes a project is unusually significant, the City will notify the Commission and the Commission will determine whether there is justification for expanding the environs;

“Historic District” means any district listed in the National Register or State Register;

"Historic Property" means any building, site, structure, object, or district listed in the National Register or State Register;

"National Register" means the National Register of Historic Places created by the National Historic Preservation Act of 1966 as amended;

“No Adverse Effect” means any project that does not encroach upon, damage, or destroy any Historic Property, or any action or condition which does not threaten the historical integrity of a Historic Property;

"Office" means the State Historic Preservation Office, South Dakota State Historical Society, Department of Tourism;

“Project” means an activity, permit, plan, or action, including restoration or rehabilitation, which affects or may affect the physical structure or physical setting of a Historic Property;

"Standards" means the standards adopted in ARSD 24:52:07:02 and 24:52:07:04, and the Secretary of the Interior's Standards for the Treatment of Historic Property, revised 1995, National Park Service, U.S. Department of the Interior; and

"State Register" means the State Register of Historic Places created by SDCL 1-19A-5.

#### SECTION 2: PURPOSE & GENERAL RESPONSIBILITIES

- 1) It is the responsibility of the City under SDCL 1-19A-11.1 to submit to the Office for review all Projects which will affect Historic Property or the Environs of Historic Property, except as exempted in Section 3 of this Agreement.
- 2) The City will maintain an accurate and current map showing the location of Historic Property within the jurisdiction of the City including maps of the boundaries of Historic Districts.
- 3) The City will maintain and keep current, a list of Historic Properties within Brookings upon which a Covenant is held by the Office. The Office agrees to provide this information to the City annually.
- 4) The City will abide by the Standards when conducting maintenance, repair, and rehabilitation work on City-owned Historic Property.
- 5) The Office will provide training opportunities for City personnel and Commission members in historic preservation issues and topics at least once per year.

#### SECTION 3: PROJECTS EXEMPTED FROM REVIEW UNDER SDCL 1-19A-11.1

For the purposes of this Agreement, the Office recognizes that the following Projects will have No Adverse Effect on Historic Property and that the City is not required to submit the following Projects to the Office for review under SDCL 1-19A-11.1:

- 1) The issuance of building permits for interior construction within a Historic District, with the exception of permits issued for any City- or county-owned Historic Property, provided the City provides owners of historic buildings making application for such permits with the Standards and information about State and federal tax incentives for Projects that will meet the Standards;
- 2) The issuance of building permits that involve repair of original historic material, or replacement of existing material in-kind. All repair work must meet the Standards, and all replacement material must match the existing in size, dimension, profile, location, color, texture, material, and other visual qualities;
- 3) The installation and maintenance of traffic control devices including, but not limited to, stop signs, yield signs, and traffic signals;
- 4) Maintenance, repair, or replacement of underground City utilities within the public rights-of-way within Historic Districts. The City and the Office agree that this exemption does not apply to infrequent, large-scale reconstruction projects that are not part of the City's normal maintenance and repair program;
- 5) Maintenance, repair, or replacement of above-ground City utilities within the public rights-of-way within Historic Districts. The City and the Office agree that this exemption does not apply to infrequent, large-scale reconstruction projects that are not part of the City's normal maintenance and repair program;
- 6) Maintenance or repair of City-owned Historic Property provided that such maintenance or repair projects meet the Standards. Maintenance or repair includes non-abrasive washing, waxing, repainting, replacement of exhausted utility elements such as light bulbs, the care of lawns and other greenery, and other activities which do not materially alter or destroy the physical elements of the Historic Property;
- 7) The operation and maintenance of City parks in which Historic Properties are located, and projects in City parks meeting the conditions of Item 6 above;
- 8) Routine maintenance, repair, and repaving of roadways. The City and the Office agree that this exemption does not apply to reconstruction of roadways;
- 9) Paving, maintenance, and repair of existing alleys, sidewalks, driveways, and parking areas that do not change any horizontal dimensions, and excluding any features listed in the National Register or State Register, particularly as elements of a Historic District.

#### SECTION 4: PROJECTS REQUIRING REVIEW UNDER SDCL 1-19A-11.1

The City and the Office recognize and agree that the Projects listed below will potentially have Adverse Effects on Historic Properties and must be submitted to the Office for review under SDCL 1-19A-11.1, after the Commission has reviewed and commented on the Projects:

- A. If the Commission determines that the Project will have No Adverse Effect to Historic Properties, the City will provide notice to the Office of the Commission's finding of No Adverse Effect by email, by facsimile transmission, by courier, or by U.S. Mail. The Office must notify the City of its objection to the Commission's finding of No Adverse Effect within three business days after receipt of the Commission's finding. The Office's notification of objection may be served to the City by email, by facsimile transmission, by courier, or by U.S. Mail. Failure of the Office to respond within three business days after receipt of the Commission's finding will mean that the finding of No Adverse Effect will stand. If the Office objects to the Commission's finding of No Adverse Effect within three business days after receipt of the Commission's finding, the Project must be submitted to the Office for review under SDCL 1-19A-11.1.
  
- B. If the Commission determines a Project will have an Adverse Effect on Historic Properties, the City will provide notice to the Office of the Commission's finding of Adverse Effect by email, by facsimile transmission, by courier, or by U.S. Mail. If the Office concurs with the Commission's finding of Adverse Effect, the Project must be submitted to the Office for review under SDCL 1-19A-11.1. If the Office objects to the Commission's finding of Adverse Effect and recommends a finding of No Adverse Effect, the City shall determine under SDCL 1-19A-11.1 whether to allow the Project to proceed.
  - 1) The issuance of demolition permits for projects involving Historic Properties or within the environs of Historic Properties;
  - 2) The issuance of moving permits for projects involving Historic Properties or within the environs of Historic Properties;
  - 3) The issuance of building permits for any exterior alteration to a Historic Property that is not exempted under Section 3 of this Agreement;
  - 4) The issuance of building permits for the construction of features located on the roof of Historic Properties which would be visible from the street;
  - 5) The issuance of building permits that alter the roofline of Historic Properties;
  - 6) The issuance of building permits for Projects on Historic Properties upon which a Covenant is held by the Office; and
  - 7) Action to rezone historic properties.

#### SECTION 5: ADDITIONAL CONSIDERATIONS

The Commission may refer any Project otherwise exempted from review in Section 3 to the Office for formal review and comment if, in the opinion of the Commission, the Project may have an Adverse Effect on Historic Property.

SECTION 6: COVENANTS

- 1) This Agreement will be effective for five (5) years from the date of the last signature, and may, upon written agreement of the City and the Office, be extended for additional five (5) year terms;
- 2) Notwithstanding any of the provisions of this Agreement, this Agreement depends upon the continued availability of appropriated funds and expenditure authority. This Agreement will be terminated if either the Legislature of the State of South Dakota or the City fails to appropriate funds or grant expenditure authority to the Office or the City to carry out the functions encompassed by this Agreement. Each party shall provide the other party with thirty (30) days written notice that appropriations or expenditure authority have not been provided, and this Agreement shall terminate at the end of that thirty (30) day notice period. If a party is not provided with notice of funding termination in a timeframe that would allow thirty (30) days notice, notice will be provided as soon as possible;
- 3) This Agreement, any part hereof, and the benefits to be received hereunder, shall not be assigned, transferred, or otherwise disposed of to any person, firm, corporation, or other entity;
- 4) This Agreement may not be modified or amended except in writing, and Amendments shall be expressly identified as part of this Agreement and signed by the City and the Office;
- 5) This Agreement shall be governed and construed in accordance with the laws of the State of South Dakota;
- 6) The parties declare that no separate entity as contemplated in SDCL Ch. 1-24 is being created to implement this Agreement, and that the cooperative undertaking herein described shall be administered by the representative parties and the authorized designees as contemplated in SDCL 1-24-5;
- 7) This Agreement and the covenant herein contained shall inure to the benefit of and be obligatory upon the legal representative, agents, employees, successors-in-interest, and assigns of each of the parties; and
- 8) Pursuant to SDCL 1-24-6.1, the Office shall file a copy of this Agreement with the Attorney General and the Legislative Research Council not more than fourteen (14) days after it is executed.

SECTION 7: SIGNATURES

This Agreement does not contemplate the payment of any money, or transfer of any funds of any nature, from the Office to the City for the responsibilities undertaken by the City under this Agreement. This Agreement is effective upon execution by both parties to this Agreement.

In witness whereof, the parties have executed this Agreement on the dates set forth below.

\_\_\_\_\_  
Jeff Weldon, City Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Jay D. Vogt, Director

\_\_\_\_\_  
Date

ATTACHMENT #1  
Flowchart of Review for Historic Preservation

A project affecting a historic property may require a thorough review by up to three entities prior to a permit being issued. The chart below depicts the review process. A determination of a project being “a non-adverse impact to historic property” by ~~any entity~~ the BHPC or SHPO will result in the approval of the permit.

**Mayor’s Awards for Historic Preservation.** Members were asked to submit nominations for the 2014 Mayor’s Awards. Closing date is May 30<sup>th</sup>. The BHPC will discuss nominations at its June meeting.

**Election of Vice Chair.** Holly Fetzer-Ficker, current vice-chair, has accepted a position in Minneapolis and will be moving yet this month. This position is effective through January 2015. A motion was made by Willert, seconded by Bibby, to nominate Leah Brink as vice-chair. All present voted yes; motion carried.

**Vacancy.** The Commission vacancy is currently being advertised. Three applications have been received to date. The Mayor will make an appointment recommendation to the City Council. Thornes anticipates the appointment will be done at the June 10<sup>th</sup> Council meeting.

**PROJECT & ISSUE UPDATES:**

**Bob Yapp Workshop.** Thornes said the workshops and presentations were fantastic. Unfortunately, the exterior wood restoration workshop and paint workshops did not completely fill. However, the observers ended up participating because there was room. The window workshop was completely full. The home owners and participants seemed very satisfied with the experience. Several spent all four days in Brookings. There were participants from Vermillion, Huron, Sioux Falls, Watertown, Aberdeen, Pierre, Lake Benton, and Brookings.

Greenfest and the Sunday classroom sessions at the McCrory Gardens Visitor Center were not well attended, with approximately 60 present.

BHPC members were provided with copies of Yapp’s handouts. Pictures of the events were sent via email.

Yapp requested a letter of recommendation from the City. Thornes asked for a volunteer.

Thornes said she wouldn’t hesitate in organizing another event in Brookings or the region.

She noted that Yapp also develops preservation plans and design guidelines for communities.

**Volunteer Coffee with Mayor.** Rowland and Brink are attending the May 16<sup>th</sup> coffee with the Mayor and they will provide a report at the next meeting.

**6<sup>th</sup> Street (Main to Medary) Project.** Rowland and Thornes attended the April 28<sup>th</sup> public hearing hosted by the State Department of Transportation. The hearing was very well attended and there was overwhelming opposition to the proposed widening. May 12<sup>th</sup> was the final date to submit written comments to the SDDOT.

**“Now You See It” Column.** Gritzer has a submission ready for May.

**PRESERVATION PARTNERS:**

**State Historic Preservation Office (SHPO)**

- i. **April 24<sup>th</sup> training.** On April 24<sup>th</sup>, Kate Nelson and Jennifer Brosz provided training on the Secretary of Interior Standards for Rehabilitation and Adverse Effect. Brink, Rowland, Gritzner, Willert, Bibby and Thornes attended. The training was also recorded for viewing by absent and new members.
  
- ii. **Statewide CLG Meeting – May 29<sup>th</sup>.** Willert, Bibby, Gritzner, and Thornes will be attending this meeting.

Staff is planning to discuss the following draft legislation change to 1-19B-3, pertaining to 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.**

**Announcements/Correspondence/Communications/Calendar**

May 8 & 16	Volunteer Coffee with Mayor Reed
May 13 <sup>th</sup>	Mayoral Proclamation @ City Council Meeting
May 29	Statewide CLG meeting – Pierre, SD
July 16-20	National Alliance of Preservation Commissions, Philadelphia
Nov 10-14	National Trust for Historic Preservation, Savannah, GA

Meeting adjourned at 5:31 p.m.

Submitted by Shari Thornes

**Brookings Historic Preservation Commission**  
**June 5, 2014 Minutes**

A meeting of the Brookings Historic Preservation Commission was held on Thursday, June 5, 2014 at 4:00 p.m. in City Hall. Members present: Leah Brink, Mary Bibby, Dennis Willert, Les Rowland (arrived 4:30 p.m.), Tom Agostini and Janet Gritzner. Shari Thornes, City Clerk, was also present.

Vice Chairperson Brink called the meeting to order at 4:05 p.m. Possible action on a letter of support for a variance to build a garage at 423 8<sup>th</sup> Street was added to the agenda. A motion was made by Bibby, seconded by Agostini, to approve the agenda as amended. All present voted yes, motion carried. A motion was made by Agostini, seconded by Bibby, to approve the minutes as amended. All present voted yes; motion carried.

Next meeting: Thursday, July 25<sup>th</sup> @ 2:00 p.m. (tentative).

**Historic Properties Reports:**

**Commercial Historic District**

- 225 Main Avenue – The property owners have decided not to request a variance to build on the public right-of-way.
- 414 Main Avenue (Chamber Building) and 416 Main Avenue (Jackrabbit Building) - The property owner is remodeling the entrance to 416 Main and making renovations to 414 Main. This item may be on the July agenda for review.

**Central Residential Historic District**

- 912 6<sup>th</sup> Street – The application is pending a response from the State on the final case report.

**University Residential Historic District**

- 625 6<sup>th</sup> Avenue - The owner applied to construct a 24' x 28' detached garage at the rear of the property with alley access. Siding materials will either be wood clapboard or hardy board. The State ruled no adverse effect; therefore, no further action is required.
- 929 9<sup>th</sup> Avenue - The owner applied to build an enclosed entrance on the west side of the home. They also wanted to relocate the existing garage on the lot. The State ruled no adverse effect; therefore, no further action is required.
- 908 8<sup>th</sup> Avenue - The owner wishes to remove the original windows and install vinyl replacement windows. This is a non-contributing house. This project is pending State response.

**Individually Listed Properties**

- 423 8<sup>th</sup> Street – Bob and Pat Fishback, owners, have applied to build a garage which exceeds the floor area specified in city ordinance. Their application will be reviewed by the Board of Adjustment on June 17<sup>th</sup>. The current structure is 16' wide by 32' deep and is approximately 23' high. The proposed structure would be 30' wide by 32' deep and 26' in height. The proposed new building would be 1,702 square feet, which is 1% of the lot coverage of their backyard. The new garage would be located two feet south to allow a safe distance from the lot line to save a tree on the northwest side of the proposed building site.

*A motion was made by Bibby, seconded by Gritzner, stating the proposed garage design is compatible with the surrounding historic structures in its massing, size, scale, height, width, proportion, materials, ornamentation, roof shape and setting and recommend support for the requested variance. All present voted yes; motion carried.*

**Mayor's Awards for Historic Preservation.** Members discussed various nomination ideas for the 2014 Mayor's Awards. Suggestions included the Masonic Temple Phase One (first floor exterior), interior remodeling at the Ram Pub and the Slumberland historic Warehouse remodel. Final decision will be made at the July meeting.

**Local awareness campaign of state and federal preservation incentives (Deadwood Grant, State Property Tax Moratorium, Federal Investment Tax Credits).** At the last meeting Brink suggested more local promotion be done regarding historic incentives. Ideas discussed included:

- 1) Newspaper feature article. Mark Kelsey was suggested as a possible property owner to interview.
- 2) Small brochure with information on all programs.
- 3) More education of local realtors.
- 4) One page disclosure form to be included in local home purchases.

#### **Project & Issue Updates & Final Reports**

**May 29<sup>th</sup> Statewide CLG Meeting** – Gritzner, Willert, Bibby and Thornes attended the Pierre conference and all thought it was very good. Brookings is hosting the 2015 meeting. All attendees were supportive of the BHPC's proposed state legislation amendment and the SHPO staff will forward the request through their legislative channels.

**Memorandum of Understanding for the 11.1 Review Process.** Remaining issues to work out before presenting the MOU to the City Council for approval are staff approval of projects, applicant wait time, frequency and number of meetings. Thornes will prepare some options for review at the July meeting.

**Volunteer Coffee with Mayor Reed.** Brink and Rowland attended the May 16<sup>th</sup> session and they felt it lacked an opportunity to share information suggested more reporting structure at future meetings. They suggested each group be asked to report their top three projects or issues for the year.

**"Now You See It" Column.** Gritzner asked if the Commission wanted her to continue with the project. Yes.

**2014/2015 Funding Request.** The BHPC's funding request was approved. One Commission member is eligible to attend the National Trust Conference in Savannah. Gritzner and Bibby expressed an interest in attending.

**Commission Vacancy.** Five applications were submitted for this position. Areas of representation include architecture, marketing/promotion, and construction management. Rowland and Brink asked for input regarding the appointment. Thornes will meet with Mayor Reed to select an appointment recommendation for formal Council adoption.

**Closing Streets in University District** – SDSU is proposing to close one block of 9<sup>th</sup> Street and Harvey Dunn between Medary and 9<sup>th</sup> Avenue. Commission members said they felt this would have an impact on the University Residential Historic District and felt it should be reviewed under the 11.1 Review Law.

**Announcements/Correspondence/Communications/Calendar**

July 16-20	National Alliance of Preservation Commissions, Philadelphia
Nov 10-14	National Trust for Historic Preservation Conference, Savannah

Meeting adjourned at 5:44 p.m.

Submitted by Shari Thornes

**Brookings Historic Preservation Commission  
August 28, 2014 Minutes**

A meeting of the Brookings Historic Preservation Commission was held on Thursday, August 28, 2014 at 4:00 p.m. in City Hall. Members present: Leah Brink, Mary Bibby, Dennis Willert, Les Rowland, Tom Agostini (arrived 5:30 p.m.), Janet Merriman and Janet Gritzner. Shari Thornes, City Clerk, was also present.

Chairperson Rowland called the meeting to order at 4:00 p.m. Janet Merriman was welcomed as the newest member to the Commission. Discussion regarding submitting questions on the Engage Brookings site was added to the agenda. A motion was made by Bibby, seconded by Willert, to approve the agenda as amended. All present voted yes, motion carried. A motion was made by Brink, seconded by Bibby, to approve the minutes. All present voted yes; motion carried. Thornes will send out a DOODLE to determine the next meeting date.

**National Alliance of Preservation Commission Conference Report.** Brink attended the 2014 National Alliance of Preservation Commission Conference in Philadelphia in July. She presented the following report and shared pictures of conference workshops and functions.

FORUM 2014 NAPC Conference  
Leah Brink

**July 17, 2014**

**Preservation Commission Short Course – Notes:**

National Alliance of Preservation Commissions (NAPC) is really about training. This is about getting best practices in the country back into our local areas. NAPC Summer 2016: Mobile, Alabama  
IDEA: Seat on the HPC that is dually appointed to the Planning Commission  
NAPC also offers ‘Camp’ – camp comes to you; trainers go to your particular location

**Framework for Historical Development**

- 1<sup>st</sup> overtly intentional act about preservation – ladies of Mt. Vernon thought Washington’s place worth saving....then Williamsburg, VA. Then somewhere in the 1930’s in Charleston – they created the first district for heritage/protection. North Carolina Winston-Salem. Wilmington, NC.
- 1931 was the first Charter – the Athens Charter – first International body
- 1964 was the second – the Venice Charter
- 1966 National Historic Preservation Act for federal preservation was mostly to guide the Hwy program
- The Secretary of the Interior’s standards
- Finally, Certified Local Government Program (CLGs) in mid 1980’s.
- Ended up with institutionalization at the local government level.

**Preservation Power Grid**

	<b>Public</b>	<b>Quasi-Public</b>	<b>Non-Profit</b>	<b>Private</b>
<b>National</b>	Nat’l parks Advisory Council HP	Fannie Mae, USPS		
<b>State</b>	State Office HP	NC Railroad	Statewide advocacy	

Local (SHPO) BHPHC School Systems Tax districts (ME!!)

- 2300 preservation commissions around the country yet 30,000 local government entities = 10% of local gov'ts have institutionalized
- 82% of these are small or medium-sized towns
- Preservation Power is LOCAL. Where is the money for preservation? It's in the local entities
- We are really not about history. Or architecture. We're really all about Real Estate. Land use law.
- Public Service Ethic.
  - Staff members take an oath
  - Commission members are public servants, too (since we were appointed)
- Community Preservation Personality
  - Some want to be like Williamsburg
  - Some just want a nice place to walk the dog after work
  - (SPECTRUM)
    - If a community has a ton of backlash and appeals and editorials and disputes – the local HPC is out of step with the community
    - It's our job to give them what we want
  - What is Brookings' personality? Should desire to have a citizen voice.
- KNOW YOUR ROLE
  - It's not preservation advocacy! That's the fox guarding the hen house...
  - "We provide design review services!" (Semantics is our friend...!)
  - Keep working from the stance of common ground. We're all in this together.

IDEA: Have a Mission Statement. Establish it yourself during strategic planning and then took it to Council

Ex.: "Identify, preserve, protect and promote" (easy, manageable, actionable)

**Pyramid of Preservation Practice**

- Design Review\*
- Designation
- Preservation Plan
- Survey and Inventory

*\*Note that Design Review is the smallest; should be most automatic thing we do*

**Historic Preservation Law**

- Federalism: evolving relationship between the states and the federal government
- Federal Govt: express (enumerated) powers
- Separation of Powers defined by the US Constitution: Article 1/Legislative, Article 2/Executive, Article 3/Judicial
- Federal Law –
  - Section 106 (NHPA of 1966)
    - Any federal "undertaking" – funding, licenses, permits, acquisitions

- End up with an MOA
  - Section 4(f) (DOTA)
    - Transportation projects that “uses” or substantially impairs a historic property
    - “No feasible and prudent alternative” standard
    - DOT: Federal hwys and bridges
    - Higher standard than Section 106
  - NEPA natl env pol act
    - Any major federal action that significantly affects the quality of the human environment
    - EA or EIS (environmental impact statement) document
  - NAGPRA – native americans
    - Archeological resources or native American resources
  - RLUIPA (churches)
    - Religious land use // institutionalized persons
    - What is a substantial burden on free exercise of religion?
    - Churches are not exempt from local ordinances.
  - Rehab Tax Credits
    - Either a 10% credit on qualified rehab expenses
    - Must be “certified historic structure”
    - Must meet Secretary’s Standards for Rehab
    - Must be income producing
    - Jointly administered by SHPO, NPS and IRS
    - Rehab must be “substantial”
    - 3-part application process
- State law – SHPO
  - Do we have state tax credits in South Dakota??
  - State enabling legislation (every state has it)
  - State open meetings laws (why we have to publish meeting times)
  - State administrative procedure act
  - State Section 106 and 4(f) laws
  - State archaeology laws
  - State Easement enabling legislation
  -
- Local law
  - It’s ALL LOCAL (because of the federalism idea)
    - The regulatory power isn’t at the National level. National register does not have power to save a house. Local level is where that happens
    - A local preservation ordinance:
      - A) Must be Constitutional (takings, due process, RLUIPA, freedom of speech etc.)
      - B) Must abide by state enabling legislation (we need to know what it is that we’re empowered to do, specifically)

**Takings 101:**

- When a property owner comes in and says “you can’t tell me what to do with my property!”
- “No person shall be... deprived of life, liberty, or property without due process of law; **nor shall private property be taken for public use**, without just compensation.” -5<sup>th</sup> amendment
- “No state shall....deprive any person of life, liberty, or property without due process of law” -14<sup>th</sup> amendment
- 2 types:
  - A) Physical taking – like highways and cable runs
  - B) Regulatory taking
    - “Lucas” taking: hurricane hugo in the 1980s. Mr. Lucas could not build on his two properties. Beachfront Management Act. He felt that the act was basically a taking of his land. Supreme Court agreed. If there is NOTHING, NADA that you can do on the property, it is a taking.
    - “Penn Central” taking: 1978 case that is still a Pole Star of takings case law
      - Grand central station. Penn company wanted to build a 50-60 story high rise above the station
      - Plan was denied. Penn central sued. It was not determined to be a taking because there was still use and revenue coming from the property. It wasn’t value-less.
      - Preservation is a reason for exercising police power (this was an outcome of the case). We have the power to go in and preserve.
    - These two cases provide a continuum.
      - The ‘Mahon Takings Spectrum’
  - Private property w/o due process of law
    - Due process is fairness in making laws as well as administering and enforcing laws
    - What process is ‘due’?
      - Notice
        - Property owners, adjacent, and general public have the right to be heard at meetings
        - What type of notice is required?
          - Prop owners = mailing
          - Within district = posting of sign on property
          - General public = notice in newspaper of record
      - Hearing
        - Most are fairly informal, counsel not required, no cross examination
        - Public must be able to attend
        - Time allowed for speakers can be limited but must be even-handed
        - Can ask for a spokesperson if groups of people
      - Fair and informed decision-making by BHPC
        - FAIR: tie it to criteria
        - FAIR: Ex-parte communications

- FAIR: Conflicts of interest
- Informed: read packets ahead of meeting, visit site if appropriate, attend CAMP, conferences, etc.

#### Procedures for Preservation Commission Meetings

##### **Before the Meeting – (setting the stage) COA = Cert. of Apprvl.**

1. COA applications received on time
2. COA applications determined to complete
3. Published agenda
4. Public notice
5. Agenda packets to commission well before meeting (some include staff reports and some don't; definitely make sure to READ packets in advance)
6. Verify Quorum
7. Meeting room setup – keep in mind like a Council chambers may be intimidating, has barricades to the public, etc. Don't be so 'us' and 'them'-ish!

##### **During the Meeting – (on with the show)**

Chair's meeting guide script prepares public for what is to happen

1. Call to order and welcome
2. Roll call and minutes approval
3. Minor work report from staff
4. Public hearings on applications in agenda order
  - a. If someone contacts you about their project personally, you would want to disclose that you got the email and read it, but formed no conclusions and just state it for record.
5. Check for conflicts of interest
6. Staff presentations (includes recommendations)
7. Public testimony – some states have to affirm the truth;
8. Close hearing/ Commission discussion
9. Findings of Fact/ Conclusions of Law vote
  - a. How do you construct this motion?
  - b. Staff comments cite the guidelines first, then list the facts in sequential order.
    - i. You can make comments on this paper as you get additional evidence during the public hearing portion of the meeting.
  - c. In NC, they take two votes: 1) We agree these xxx are the facts 2) We find the xxx is or is not in Congress with...(specific standard) based on the following facts
10. Decision on applications
11. Other items on business agenda

##### **Critical Acclaim for Performance**

1. Better decisions
2. Public understands your decision
3. Futility of appeal is transparent

#### **When community improvement and urban growth collide with local character**

- Design: Basis or Architectural Conservation Theory, Determining Compatibility, How to Make it Work at Home
- Professional Designers vs. designers. “We’re all designers”.
- What are the things we’d put on a postcard for our community? The answer is the ‘character-defining features’.
- Standards for Rehabilitation - [www.NPS.gov](http://www.NPS.gov)
- The Secretary of the Interior’s Standards for the Treatment of Historic Properties, 1995
- Standards are general criteria against which work can be measured. Guidelines are different.
- Infill. Is the rededication of land in an urban environment, usually open space, to new construction.
- Because the Standards by themselves were not enough, many communities were establishing their own Guidelines. ‘Design Guidelines’
- Design all revolves around form and function.
- Zoning is where it all comes to roost. Look to your zoning codes.
- “mid-century modern” greyhound bus station
- We have to figure out how to build in CONTEXT
- “compatible infill design” “in context” with its neighbors
- You can Blend it, Hide it, or Celebrate its difference
- Incremental changes begin to strip away those character-defining features

#### Brief history of conservation philosophy: SCRAPE and anti-SCRAPE

- Anti-scrapers didn’t want people to touch buildings and remove details.
- Scrapers would wipe it clean and then add new things
- Italians came along and offered middle ground; the Italian synthesis.
  - Ex. Venice St. Mark’s Campanile They didn’t add conjecture or take away stuff, just recreated exactly as it was originally.
- The US passed the Antiquities act of 1906
- 1931 Charleston local Preservation Ordinance
  - Was going to take the scrape/anti-scrape and synthesis approach to an entire community
- New Orleans “tout ensemble” = All Together
  - Individual buildings, the character of the place, you try to match context that preserves character of the entire district (not individual buildings)
  - Learn compatibility in 5 minutes!
    - There’s no difference between the historic district and non-district (you want the whole thing to work together)
    - [Nps.gov](http://Nps.gov)
    - This is where to go to research
    - Sometimes size matters
  - FRESH – infill should be fresh
  - F = footprint
  - R = roof shapes
  - E = envelope (shape and mass)
  - S = skin (material)
  - H = holes (where and how is the skin punctured?)

HOW does it all work on the ground?

Charleston BAR has been making decisions since 1931 without any standards or guidelines. They base their decisions (for better or worse) on precedent only.

**Engineering 101: A Primer on basic structural engineering terms, concepts, and issues as it relates to aging buildings**

(J&M Preservation Studio)

Procedures

- Identify the issues
  - What are the concerns?
  - How long has it been present?
  - Was there an event that caused it?
  - Has any attempt at repair been made?
  - Do you understand the cause and effects of the issue?
- Find the right Engineer
  - Inquire with fellow historic site operators
  - Review credentials/references and experiences
  - Review the engineer's approach to the issue and scope of work proposed
  - Are there access issues for the project? If so – who is the responsible party?
  - What are the deliverables from the engineer
- Develop the scope of work
  - Requires both parties
  - Pre-proposal site visit (pro bono)
  - Provide as much info as possible such as:
    - Past reports
    - Any drawings of the building/site
    - General history & significance of the building/site
    - Photos of the issues (past and present)
    - Your understanding of the issue
    - Goals & expectations
- Deliverables
  - Assessment report with recommendations
  - Opinion of probable cost (estimate) aka Order of Magnitude Cost Estimate
  - Schematic documents
  - Construction & Permit docs
  - Bidding
  - Contract admin.
  - Meetings with client/board/etc.?
  - Do the deliverables proposed match what may be required of grantors or funding sources?

Design Phase Definitions

Observations and evaluations

## Structural Analysis

- Identify structural component
  - Determine which standards apply
  - Determine which building codes apply
  - Classification of work
  - Determine material properties
  - Determine min lode bear specifications
  - 1. Flexural Members: Beams joists girders rafters
  - 2. Axial Members: columns, pilasters, ties, struts
  - 3. Diaphragms: Slabs
  - 4. Frames: Truss
  - 5. Connections: Bolts, Pins, etc.
- 
- Standards – there are many that engineers use! Civils use ASCE, AISC, NDS, ACI 318, etc.
  - Building codes are written by local authorities to keep people safe. There've been 5,000 separate codes in use at one time.
  - Over time, one consistent set was developed/International Building Code, Intl Residential Code, Intl Existing Building Code
  - IBC Existing Structures: Ch 34
  - Can use IBC or IEBC which is more comprehensive.

### Classifications of work per IEBC:

- Repairs: Restoration to good or sound condition of any part of an existing building for the purpose of its mntc.
- Alterations:
  - Level 1
  - Level 2
  - Level 3
- Change of occupancy
- Additions
- Historic Structures (on registries)
- Relocated Structures:

Nothing is grandfathered in – if you touch it, you must bring it up to Code!

### Determine Material Properties:

- Obtain original documentation
- Age, environmental and history of structure
- Proprietary structural systems
- Config and surface texture may differentiate between cast iron, wrought iron, steel
- Grade and species of lumber

### Determine MiniMUM Design loads

**Preserve Iowa Conference Report.** Thornes attended the 2014 Preserve Iowa Summit in Cedar Rapids, IA, August 20-23. The Conference was sponsored by their SHPO, Preserve Iowa, a statewide non-profit and the State Economic Development Office. The following are some highlights from her report:

#### Iowa Historic Preservation Programs

- 20 million in State and Federal funds since 2002
- 1M in challenge grants
- Iowa Historic Tax Credits
- Seeking Preservation Masters Program at Iowa State. Currently a historic preservation certification program.

#### Cedar Rapids Rebuilding after the 2008 Floods

- Challenge: “Clean up doesn’t mean tear down.”
- Utilized ground breaking promotions and events for a restoration project.
- Tool: TIF funds for rebuilding of a Louis Sullivan Jewel Box bank building. Economic development and further neighborhood stabilization followed the bank restoration in the way of 6 story condos and other residential growth in the Kingston Village.

#### Donovan Rypkema: The Future of Historic Preservation

Historic preservation is stuck in time and how historic preservation has to change in the 21<sup>st</sup> Century.

- Historic Preservation needs to be a teacher.
- ENERGY: Mayor Bloomberg’s energy audit in NYC found the oldest buildings in NYC had the highest energy scores. Preservation Green Lab research has found the new, platinum level LEED buildings won’t last long enough to yield a carbon offset to match the oldest buildings energy savings.
- PROPERTY VALUES: He provided several examples of historic preservation’s positive impact on residential property values even during the recent economic recession: Philadelphia’s local districts increased 2%, 1% higher than other residential areas in the city. Local districts consistently demonstrated greater increases.

*People are willing to pay a premium to prevent a lunatic from doing something to negatively impact your property.*

What happens to historic property in economic downturns? In Philadelphia, they examined 6 districts and the rate of foreclosures was half of that in other areas of town. Connecticut and Utah had the same findings and it wasn’t just the wealthy areas.

- FEDERAL TAX CREDITS: The Federal tax credit program stats:
  - Created in 1971
  - \$99 billion into the private sector
  - \$2.2M in jobs
  - Cost \$24 billion, but generated \$24 billion.
  - Cost per job: \$8665
  - 75% of tax credits are in low income neighborhoods
  - For every \$1 state tax credit, 47 cents is returned.

TROUBLE:

- The tax credits are in the most trouble since its passage in 1966.
  - Historic tax credits are in danger.
  - Many projects are done only because Federal credits are leverages with state credits. Many of those would not have gotten done with state credits alone.
  - Historic preservation needs to change how we do business and how we advocate.
  - Cited this Administration is the worst ever for historic preservation. It has dumped all previous programs and has not created or funded any new ones.
  - “Hardest Hit Fund” provides funding to tear things down and the US Treasury Department has determined that none of those projects is subject to the Federal 106 Review law.
- GOOGLE ALERTS: A number of historic preservation ordinances are being defeated or weakened across the country. Recently, Louisville, KY’s ordinance was gutted.

**Donovan Rypkema: “The Economics of Historic Preservation and Main Street”**

- + Read the Iowa Study!
- + Iowa Main Street communities:
  - \$11M additional investment in the state
  - State program - \$1M/year
  - Net sales tax generated by new businesses only was \$43M
  - Property values: 1990s - \$60K, 2000s - \$155K
  - Smaller towns – property values stayed same or greater
- + Studies in New Mexico, North Carolina, Michigan, Utah
  - Property values stayed higher than city as a whole
  - Foreclosure rates were lower for single family houses
- + Young people are not involved.
- + Environment:
  - Bob Young, University of Utah, Materials Flow Analysis (tons of material for a same size project with similar materials):
 

▪ Rehab	47 tons
▪ Suburban new construction	182 tons
▪ Tear down & infill	351 tons
  - The average historic house rehabbed with state tax credits saved 116 tons of material in their landfill.
- + Mistake: Historic preservation wanting a slot in a city’s comprehensive master plan. Instead, we should be thinking about how historic preservation advances other peoples’ ends and how historic preservation adds to their project.
- + What kinds of workers are you trying to attract? Knowledge based workers? Historic districts attract diversity of owners not seen in other neighborhoods.
- + 46% of new businesses want to locate in historic or older buildings.
- + Housing affordability + Transportation Index:
  - 49% Cost burden housing
  - 42% National Register Districts
  - 37% Local Historic Districts

Walk Score: Raleigh, NC  
 Raleigh: 29 car dependent

Local Districts	82	very walkable
NR Districts	64	somewhat walkable
All historic districts	73	very walkable

Bike Score: Raleigh, NC

Raleigh	39	somewhat
Local Districts	71	very
NR Districts	59	
All historic districts	65	

✚ Population density:

- Local districts have 2x people per acre than suburbs
- 2 neighborhoods studied in Raleigh
  - Taxes generated per acre
    - Suburb: \$610K
    - Local District: \$2.3M
- Rarely diversity in lot size in new subdivision and there's not socio-economic or human diversity either.
- Diversity in historic districts is similar to a city as a whole.
- Historic district property owners tend to have a greater commitment and sense of stewardship about their homes. This is part of the theory why there are fewer foreclosures in historic districts.
- The percentage of projects by project size is consistent at every level from \$5000 to \$19M.
- Find slide on how historic tax credits leverage private investment.
- Rightsizing: Cities that have permanently lost population over time and how to adjust. What is the role of historic preservation in those efforts? Historic preservation isn't even at the table. Historic preservation needs to help those cities decide how best to reallocate their resources.
- Historic districts is where people move back to first when relocating back home.
  - Example – Philadelphia: historic districts gained 12K, while the rest of the city lost 4K.
  - Don't tear down where people want to move back to. Cities must protect those locations.

✚ Economic competitiveness: People are moving to European countries for the quality of life and jobs are following them.

✚ Preferences of those planning to buy in the next five years.

**Jason Roberts: Build a Better Block: How to Make Real Change in Your Community**

✚ Look up his TEDx presentation!

✚ When you identify all the things you love about a particular area, its comprised of 100 little things and usually small in scale: flowers, quaint shops, outdoor seating, great signage, small scale

✚ Primary tenants of his philosophy are:

- The goal is to show an actual demonstration of the idea
- Peoples' attention span is short
- Test an idea, temporarily
- Think small, work fast

- Blackmail yourself into action quickly.
- Show up!
- Give it a name
- Your budget - take away a zero, or two. It builds co-responsibility and creativity. Instead, borrow. It builds a sense of community and neighborhood.
- Commit to physical change in days.
- Get into the street.
- Wear orange vests 😊 (everyone thinks it's official business if you're wearing an orange vest)
- Count things!
- ✚ www.Streetmix.net is a great free software to help visualize streetscape changes
- ✚ His approach has been used to demonstrate a number of ideas: Bike lanes, outdoor seating, food trucks, street cars

### **State Historic Preservation Awards Presentation:**

- ✚ Use pictures and other visual images whenever presenting awards to help "tell the story."
- ✚ Consider a sustainability award category in the future.
- ✚ Review their award system and consider changes to the Brookings Mayor's Awards.

### **Stephanie Meeks, National Trust President**

- ✚ Iowa has the largest # of CLGS in the country (over 100)
- ✚ Iowa will release a "Culture Mobile App" this October that includes all historic assets, national register listings, cultural sites, and specialized trips.
- ✚ Iowa Main Street has more than any other state with 68 participating communities.
- ✚ Iowa has won more Main Street awards than any other state.
- ✚ Preservation Green Lab (National Trust uses this firm often and is based in Seattle)
  - Older buildings offering competitive advantage to commercial corridors
  - Downtowns are becoming younger and more diverse
  - Millennium generation is interested in the results of historic preservation (restored downtowns, loft apartments, great businesses in historic spaces). But, they don't know anything about historic preservation.
  - Millenniums are moving back to cities and looking for downtown experience and love older buildings.
  - More cell usage in older neighborhoods on weekends and evening because that's where they want to socialize.
  - Key elements: Density of buildings, high walkability score, affordable, non chain, diverse, welcoming, variety of amenities, aesthetics
  - Forbes Hipster Neighborhood Report:
    - *The San Francisco-based startup [Nextdoor.com](http://Nextdoor.com) helped us dig through data on more than 250 neighborhoods in the biggest U.S. cities. We assessed each area's walkability according to [Walkscore.com](http://Walkscore.com); the number of neighborhood coffee shops per capita (with some help from NPD Group's report); the assortment of local food trucks (and their ranking according to Zagat's); the number and frequency of farmers markets; the selection of locally owned bars and restaurants; and the percentage of residents who work in artistic occupations. We also factored in Nextdoor's Neighborhood "Hipness" Index, which is based on how often words associated with hipness (for example art, gallery, designer,*

*musician) appeared on each Nextdoor neighborhood's site pages, and Nextdoor conducted a survey in which members sounded off on their communities.*

- ✚ Thoughtful public policy: Dubuque amended its permitting processes to adapt to the needs of historic buildings.
- ✚ The preservation movement has always been led by volunteers.
- ✚ Concerned about the Federal Tax Credit program: talking points and draft letters available to use when contacting congressional districts. The Trust can provide specific local information to demonstrate how tax credits have played a role in revitalizing our community or state.
  - Every \$1 tax credit = \$1.25 in treasury revenue
- ✚ Questions: Who are the current SD National Trust advisors? How many state Main Street programs are there?

#### **Leah Rogers, Commission Member & Consultant**

- ✓ Iowa Barn Foundation: restoration, painting, mothballing
- ✓ Rural photos are hard to find. Need to photograph barns right now before they are gone.
- ✓ Volunteers doing the entire county survey project. She solicited those volunteers with just one article in the newspaper. Several of those people have now been volunteers on the project for 10 plus years.

#### **Ed Sauter – Architect and member of the Historic Preservation Commission, Mt. Vernon**

- ✚ Half of Mt. Vernon is a historic district
- ✚ Mt. Vernon has had design review since 1999
- ✚ They only have 2 buildings on Main Street left to restore
- ✚ They host a number of educational seminars: painting, tuck pointing, porches, windows, history
- ✚ Their website includes:
  - Searchable photos, cemetery records, newspaper (10 papers, 154 years)
  - All images can be downloaded and are interactive. You can request a “tag for updates,”
  - Available to everyone, worldwide, 24/7
  - Photos are safe
  - No staff time now

#### **Michael Wagler, State Main Street Coordinator**

- ✓ New people make a kneejerk assessment of your community based on the appearance and healthiness of your downtown.
- ✓ Downtown is a key element in industrial, commercial, and professional recruitment.
- ✓ Downtown is also a great incubator for new businesses.
- ✓ It serves as a civic forum and community space.
- ✓ Downtown is a major employer. We should find out the number of employees in downtown Brookings.
- ✓ Protects property values and public investments.
- ✓ There is now a generational gap in downtown memories. Many of us remember going downtown for movies, shopping, etc.; however, young people don't have those memories.
- ✓ Cost of a small, empty storefront is estimated at \$220,000 per year (see handout).

#### **Mothballing - Scott Flagg, DNR Derelict Building Grant Program**

- ✓ The state of Iowa has a program that provides funds for derelict buildings. It's available to rural communities, 5000 and smaller. Only cities are eligible to apply and they must own or intend to own the building. You can apply multiple times. The building must be vacant.
- ✓ Funding levels include:
  - Asbestos removal (100% reimbursement for inspection, \$10K for removal & 50/50 match for over \$10K)
  - Mothballing (50K, 50/50 cash – patch roof, structural engineering analysis, tuck pointing, strengthen structural integrity)
  - Construction & demo debris diversion
  - Economic improvement and beautification
- ✓ They have a GIS map of all projects.
- ✓ In the first three rounds of funding for this program, they have awarded 56 of the 118 who have applied.

**Three Minute Success Stories: 15 ideas.** At the closing session, 15 projects were highlighted and their spokespersons had 3 minutes to give a synopsis. It was a very effective and fun way to learn what everyone is doing in the state. Thornes recommended utilizing this method at the next statewide CLG meeting.

A project of note was the Fort Madison Entrepreneurship Challenge. The bank partnered with the high school to fund 4 high school teams with seed money to create a business plan and present to the bank. Teams were then given six weeks to operate as a business in a downtown location.

**Draft Ideas/Action Plan:**

- 1) Attend Iowa Downtown Summit: August 27/28
- 2) Threats/Concerns:
  - a. Federal Tax Credits – contact our congressional delegation
  - b. Young people aren't involved. Develop strategy to involve millennials.
  - c. Historic preservation ordinances across the country are becoming weakened.
- 3) State Initiatives Wish List:
  - a. State Tax Credit
  - b. Barn Foundation
  - c. Derelict Building Fund
  - d. Main Street program
  - e. Cultural Assets Mobile App
- 4) Tools:
  - a. TIFS for historic rehab loans
  - b. CDBG funds for innovative sustainability practices? (West Union installed district wide geothermal system in downtown properties)
- 5) Partners:
  - a. Sustainability / energy stats from Rypkema's presentations
- 6) Promotion/Education/Advocacy:

- a. Hold “groundbreakings for rehab projects”
  - b. Property values in NR districts & local districts
  - c. 3 minute success stories
  
- 7) Training/Board Development:
  - a. Rypkema Studies
  - b. Jason Roberts TEDx Talk
  
- 8) Influence:
  - a. Local person appointed as National Trust State Advisor
  - b. Local person appointed on State Historical Society Board of Trustees
  
- 9) Local historic resources:
  - a. Map of environs
  - b. Revamp Mayor’s Awards categories
  - c. Review permitting process (Dubuque)
  - d. Website improvements

### **South Dakota MainStreet Summit, Rapid City, October 30-31.**

The BHPC received an invitation to attend a Main Street Summit in Rapid City. The purpose of the meeting is to discuss the benefits of, and process to form, a statewide Main Street Coordinating program. Rowland and Thornes may attend the summit. Anyone else interested in attending needs to contact Thornes as soon as possible.

### **HISTORIC PROPERTIES REPORTS:**

**6<sup>th</sup> Street Transportation Steering Committee Update:** Rowland serves on the Committee and reported that the group will be discussing the 6<sup>th</sup> Street Main-Medary widening project on September 8<sup>th</sup>. The Commission asked if a traffic study had been done in that area. Are there accident reports and how do they compare to other parts of town. Is the traffic seasonal? Is there precedence for how other historic districts have dealt with DOT ?

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

- 414/416 Main Avenue project remains on hold waiting for the final plans from the architect.

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

- County Parking Lot (7th Avenue) – Thornes was contacted by property owners in the Central Residential Historic District expressing concern regarding recent activities with the County’s vacant lot located on the east side of 7th Avenue, between 3rd and 4th Streets. The neighbors contacted various county officials, but no one knew any details about the project. They are concerned regarding the lack of landscaping. Thornes recalled the BHPC providing the County with recommendations regarding this project at the time an 11.1 review was conducted. The Chair will send an email to County representatives relaying the Commission’s previous landscape recommendations.
- 725 4th Street – Owners of 725 4th Street applied to remove existing non-historic decks on the east and west facades due to rot. The new decks will be reconstructed to exactly match the previous design and will be done in cedar. SHPO ruled no adverse effect and the permits were issued.

### **Individually Listed:**

- 423 8<sup>th</sup> Street – The plans for the new garage/carriage house were approved by SHPO. No further review is required on this project.

### **Brookings County:**

- Hartinger Barn – Thornes was contacted by Barb Hartinger, owner of a barn southeast of Brookings near the Elkton exit. Hartinger asked for technical assistance in determining if the barn should be saved. SHPO staff reviewed the structure and found it to be Gothic Arch design, which is a fairly rare barn type in South Dakota. SHPO staff will assist in getting the barn on the State Register of Historic Places, which makes it eligible for the Deadwood Grant, and will later assist in a National Register nomination. The owner plans to restore the barn.

**Request for reprint of SDSU Walking Tour Brochure.** Representatives of the Agricultural Heritage Museum asked if the BHPC would consider a reprint of the 1988 SDSU Walking Tour Brochure. The project would be eligible for funding. The Commission will consider it during the 2015/2016 grant application cycle.

## PROJECT & ISSUE UPDATES & FINAL REPORTS.

- **2014 Mayor's Awards for Historic Preservation.** The combined awards event (Human Rights, Disability and Historic Preservation) is scheduled for Thursday, September 25<sup>th</sup>, from 5-7 p.m. at the Dakota Nature Center. The BHPC is giving one award this year to the Masonic Temple for its exterior rehabilitation. The press release and pictures will be due September 5<sup>th</sup>. Rowland will present the awards, along with Mayor Tim Reed.
- **Memorandum of Understanding for the 11.1 Review Process.** Thornes continues to work on a plan to address the remaining issues before presenting the MOU to the City Council. Those issues include staff approval of projects, applicant wait time, frequency and number of meetings. She has developed a draft application. The City Engineering office is working on an address list and map, to include properties in the defined "environs." It will be important to develop a system that doesn't create long delays for applicants wanting to do simple projects, such as step replacement with like materials. There also needs to be a system in place for when staff is gone.
- **Proposed Legislation.** Thornes presented the following proposed legislation at the statewide CLG meeting in Pierre on May 29<sup>th</sup> and received strong support. Some CLG staff and commission members offered to lend their support by testifying in Pierre. She forwarded the draft legislation to SHPO for submittal as a bill and is waiting for an update.

Following draft legislation change to 1-19B-3, pertaining to 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.**

- **"Now You See It" Column.** Gritzner plans to submit additional columns for publication.
- **National Trust Conference, November 11-14.** The BHPC received funding to send staff and one member to the 2014 National Trust Conference in Savannah, GA. Thornes and Gritzner are registered to attend and will provide a report following the conference.
- **Engage Brookings.** This item was tabled.
- **Preserve South Dakota Plaques at SDSU.** Thornes is meeting with Mayor Reed regarding an update on this project.

## PRESERVATION PARTNERS:

- State Historic Preservation Office (SHPO).
  - a. Staff is currently processing Brookings SD-13 CLG Grant Closeout.
  - b. They are working on ways to improve the survey website and CRGRID (public interface).

- c. If anyone missed the Brookings Realtor Workshops they are welcome in Sioux Falls or Rapid (Mon. Sept 8<sup>th</sup> 8:30 – 4:00 in Sioux Falls; Wed., Sept 10<sup>th</sup>, 8:30-4:00 in Rapid City)
- d. National Trust Conference Coming up in Savannah, GA week of Nov. 10<sup>th</sup>, (3 from SHPO attending: Jay Vogt, Cindy Snow, Jenn Brosz)

- Downtown Brookings Inc. (DBI) – No report.

**ANNOUNCEMENTS/CORRESPONDENCE/COMMUNICATIONS/CALENDAR.**

Sept 25 Mayor’s Award Event, Dakota Nature Center, 5-7 pm  
 Oct 2 City Volunteer Reception, Dakota Nature Center, 5-7 pm  
 Oct 30-31 MainStreet Summit, Rapid City  
 Nov 10-14 National Trust for Historic Preservation Conference, Savannah  
 Dec 18 Mayor’s Holiday Party, Swiftel Center, 5-7 pm

- Upcoming agenda items: Brookings hosting the statewide CLG meeting, creation of a public education committee, use of remaining 2014 funds, 2015 grant application: preservation plan RFP, brochures, other projects, State’s new 5 year Goals, and Sustainability Poster Campaign update.

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

**Brookings Historic Preservation Commission  
November 7, 2014 Minutes**

A meeting of the Brookings Historic Preservation Commission was held on Friday, November 7, 2014 at 9:00 a.m. in City Hall. Members present: Leah Brink, Mary Bibby, Dennis Willert, Les Rowland, Janet Merriman, Janet Gritzner and Tom Agostini. Shari Thornes, City Clerk, was also present.

Chairperson Rowland called the meeting to order. Discussion regarding the proposed University Community Coalition was added to the agenda. A motion was made by Bibby, seconded by Brink, to approve the agenda as amended. All present voted yes, motion carried. A motion was made by Brink, seconded by Merriman, to approve the minutes. All present voted yes; motion carried.

Next Meeting. Due to members' conflicting schedules, a new meeting day and schedule is needed. Staff has identified the following possible time slots: Wednesdays from 4-6 p.m., Friday morning between 8 a.m. and noon, and Friday over lunch (11 a.m.-1 p.m). The next meeting was tentatively scheduled for Friday, December 5<sup>th</sup> at 9:00 a.m.

**HISTORIC PROPERTIES REPORTS:**

**6<sup>th</sup> Street Main to Medary Project.** The Transportation Steering Committee is scheduled to discuss the Medary to Main project at their Monday, November 17<sup>th</sup> meeting at 3:00 p.m. The Commission discussed submitting formal comments to the Transportation Steering Committee regarding the proposed project.

A motion was made by Bibby, seconded by Gritzner, to submit the following statement to the Committee: "The Historic Preservation Commission remains concerned that the front façades of impacted homes in the above referenced project maintain their current historic setback distance from the street. Consequently, a widened roadway would not only adversely impact the aesthetics of front yards, it would also elevate traffic volumes and accompanying noise near these homes, making them less desirable residences and negatively affecting property values in our historic district.

The Brookings Historic Preservation Commission recommends, therefore, that the present width of the street be maintained – and a configuration be designed to accommodate traffic flow safely and efficiently – while preserving existing boulevard width, with the current setback, and protecting the distinctive character of the neighborhood." All present voted yes; motion carried.

**December 4<sup>th</sup> Festival of Lights & Historic Trolley in Central District.** Horse drawn trolley rides of the Central Residential District are scheduled from 5-7 p.m. on Thursday, December 5<sup>th</sup>, prior to the Festival of Lights parade.

**Promotion Plan:**

- Week of November 10-15: newspaper ad, press release, social media post, distribute posters, and email to Chamber members
- Week of November 17-22: newspaper ads (2), social media, info in Chamber Chat and radio ads
- Week of November 24-29: newspaper ads (2), possible insert in the Shopper, social media, "Chat," info in the Chamber Update, and radio ads
- December 1-3: social media, newspaper ad (1 on Tuesday), radio (heavier than prior weeks), Chamber email blasts and Chamber Chat

BHPC members are asked to volunteer at the Carnegie to assist with beverages and hosting responsibilities.

Members were also asked to help and identify and secure a guide. Willert said Jerry McCollough is still in the area and has agreed to be the guide. Willert was asked to follow up with McCollough.

#### **Update on pending review projects**

- 509 9<sup>th</sup> Avenue – Central Residential Historic District
  - Abbreviated Case Report Required
  - Project Description: The owners have applied to construct a 4' x 11' 1 ½ story addition on the front façade of the house for a kitchen expansion. The addition will be incorporated to the left of the front entry. The height and pitch of the entry dormer will be altered by raising it to the level of the roof ridge. All original siding will be removed and replaced with LP engineered wood siding. All windows will be removed and replaced with vinyl windows. The existing window opening size in the kitchen addition area, on the front façade, will be reduced. The majority of the windows in the house are original, six-over-six pane in design. The windows on the front (west) façade and one window on the north façade are not original.
  - Project remains pending submittal of case report by owner.
  
- 809 Harvey Dunn – University Residential Historic District
  - Abbreviated Case Report Required
  - Project Description: The project is a moving permit for the garage and a building permit for a 1 ½ story addition, including an attached garage. The owners are willing to make modifications in their design. The house, built in 1938, was designed by prominent South Dakota architect Harold Spitznagel. The original attached 12'x24' garage on the rear of the home was converted to a family room in the 1970s. The tandem style (14'x42') garage was also built at that time. The owners propose to retain the 1970s family room addition and construct a 24'x36.5' 1 ½ story living addition with the same roof pitch and height as the primary at the rear of the home. The first floor would consist of a living room, new entry, and utility closet, with two bedrooms and a bathroom on the second level. The south garage entrance would be same width (14.2") as the previous garage and would be placed in the same location. The rear of the garage would connect to the addition and be 24'x36'.

The original house is brick and the 1970s addition is wood lap siding. The most of the original windows are 4 over six. The proposed materials for the addition are a brick wainscoting, as shown in the drawings, LP wood siding, and aluminum vinyl windows.

According to the owners, the house was designed by Harold Spitznagel, a Sioux Falls architect that was well known in the state. His commissions included the Sylvan Lake Lodge, Custer State Park Museum, Sioux Falls City Hall and Hollywood Theater, and Trinity Lutheran in Rapid City. In Brookings, the historic "Russ Cole House" at 617 Eighth Avenue, ca. 1948, is also a Spitznagel design that was featured in the 1952 Better Homes and Gardens for its revolutionary design.

- Owners agreed to modify aspects of their plan in order to comply with Secretary of the Interior Standards for Rehabilitation. SHPO approved their plan; therefore, the project is completed, a case report will not be required and no further review is needed.
- Permit issued in error. The City Engineering Department issued a siding replacement permit in error in the Central Residential Historic District. They are taking steps to prevent this error from occurring again in the future, which includes flagging addresses in their database. They also have offered to do a mailing this year to property owners informing them that they're in a district and projects require a review. The BHPC also suggested steps to educate realtors, contractors and area building supply companies.
- Harvey Dunn and 9<sup>th</sup> Street Vacation – University Residential Historic District
  - Abbreviated Case Report Required
  - Project Description: SDSU has applied to vacate the east half of 9<sup>th</sup> Street between 9<sup>th</sup> Street and Medary and the full block of Harvey Dunn between 9<sup>th</sup> Street and Medary.  
NOTE: Petitions with 119 signatures were submitted to the City Council opposing the street vacation. City Council action is on hold until the 11.1 review is completed.
  - Pending submittal of a case report by applicants.
- 307 3<sup>rd</sup> Street – Commercial Historic District (environs)
  - Case Report Required
  - Project Description: New commercial infill on vacant lot.
  - Pending - Property owner advised staff that this project is on hold and will advise when it is active again.

**PROJECT/ ISSUE UPDATES & FINAL REPORTS:**

**2014 Mayor's Awards for Historic Preservation.** The annual combined award program was held on September 25<sup>th</sup>, 5-7 p.m., at the Dakota Nature Center. The Mayor presented the annual Human Rights Committee's "Butler Award," the Disability Committee's "ABLE Award," and the BHPC's Mayor's Award for Historic Preservation. Rowland presented the awards on behalf of the Commission and did an excellent job! The Commission reviewed the draft evaluation summary and didn't have any additional comments.

**Proposed Legislation.** Bibby and Thornes met with SD Representative Scott Munsterman regarding the proposed legislative change to 1-19B-3, pertaining to the composition of preservation commissions. He agreed to submit the information the Legislative Research Council to draft a bill. He asked that the Commission line up individuals across the state to provide testimony at the committee level.

1-19B-3, pertaining to 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.**

Members will be asked to contact other jurisdictions with historic preservation commissions asking for their support and secure individuals to speak on behalf of this bill.

**South Dakota Main Street Summit.** Rowland attended the Main Street Summit held in Rapid City on October 30-31. The purpose of the meeting was to discuss the benefits of, and process to form, a statewide Main Street Coordinating program. However, he found the conference content disappointing. SHPO provided an overview of their services and the second day pertained to downtown promotions.

**University Community Coalition.** A motion was made by Bibby, seconded by Brink, to contact Mayor Reed to request that historic preservation be included as issues to be considered with this committee along with neighborhood issues. All present voted yes; motion carried.

**11.1 Review Process.** Since the last meeting, staff has drafted the following materials for Commission review: application, applicant submittal checklist, informational checklist and other materials, flowchart and revised MOU. However, Thornes suggested putting those details on hold until the Commission had a deeper, philosophical discussion about how to move forward.

Rapid City and Sioux Falls are the only other cities that have a Memorandum of Understanding with SHPO. Each is vastly different in how they implement 11.1. Thornes outlined how each operates and problems associated with each approach.

- Sioux Falls:
  - Meets monthly, typically 1 to 1 ½ hour meetings.
  - Staff negotiates with all applicants. Makes determination of adverse effect.
  - SHPO rarely receives any adverse effect reviews; therefore, no case reports are required.
  - Sioux Falls staff advised that the Board strictly follow SIS Standards.
  - Current staff member is getting phased out of historic preservation. Not much support for preservation philosophy in the planning department. She expressed interest in forming another district, but didn't have support from city management.
  
- Rapid City:
  - Rapid City is letting their MOU expire this year due to the problems associated with it.
  - Meets 2 times per month with very long meetings.
  - Staff makes no determinations. All applications go to Board
  - Many proposals are deemed adverse effect and sent to SHPO.
  - All adverse effect projects are automatically sent to City Council and Council overturns virtually everything.
  - They have had numerous customer service and process complaints. To the point where the Mayor's Office hired a out-of-state consultant who prepared a 94 page recommendation report, which included letting the MOU expire.
  - SHPO concurs with decision to dissolve. They have a number of overzealous commission members that don't know how to apply the standards.

- They also review everything.

SHPO staff has advised Thornes that agreeing to the 11.1 responsibilities with a MOU is a huge undertaking and the Commission and city need to completely understand the obligations involved. SHPO staff urged the BHPC to have a long and thoughtful deliberation before making this commitment.

Another concern Thornes has is that people will mistake this for design review and it may negatively impact any future hopes of any local districts and actual certificates of appropriateness (COAs) and design review.

The Commission and Thornes discussed the following topics:

- Understanding the level of commitment if the City of Brookings signs an MOU with the state.
  - Standard meeting dates and times would be required.
  - Time of meetings would have to be at 4 p.m. or later to accommodate applicants.
  - Frequency of meetings may need to be increased.
  - Subcommittee use: Thornes advised against it because the Commission would have to do it for all applicants and it's not sustainable.
  - Strict meeting protocols and process would be necessary and consistency in applying the standards when making the decisions.
- City Clerk staff time and availability.
  - Assistance provided to applicants must be consistent.
  - Staff isn't available to conduct onsite visits, recommend contractors, etc.
  - Consistent meeting availability will be difficult for staff and there isn't anyone else to cover, other than take minutes.
- A streamlined application process that could be handled by anyone providing a building permit.
  - The problem with this is no one is there to meet with the applicant and make a determination if it doesn't need review.
- Determining which projects types to review.
  - The Commission reviewed a draft checklist of projects. The Commission will need to determine if each project type is reviewable, if they decide to proceed with a MOU.
- An appeal process would need to be defined.
- Final decision making would need to be defined.
  - Sioux Falls is a non-issue because all projects appear to get approved.
  - Rapid City didn't have an answer about how makes the final decision. It appeared to be staff, but everything seemed to get appealed to City Council.
  - Thornes recommended the final decision to issue the permit rest with her for the city manager.
- Authorizing city staff to determine if projects are reviewable.
  - It will be difficult to have it both ways: 1) staff reviewing projects and making decisions, and 2) enabling other staff to hand out the applications.
- Develop a training process and schedule with SHPO.

- There is a huge difference between how the Sioux Falls and Rapid City Boards apply the Standards. Training from SHPO on the difference between the Standards and design review is critical.
- Benefits and cons of a MOU verses continuing with the current process.
  - Pros:
    - Ability to review environs.
    - More input into saving and protecting historic resources.
    - Helps build professionalism and legitimacy for the Commission.
  - Cons:
    - Less time for public education activities.
    - Structured meeting dates and times.
    - Longer meetings are possible.
    - City staff availability.
    - Process could take longer for applicant.
- If the Commission decides to pursue the MOU, the following steps need to occur:
  - Commission review and action on the revised MOU.
  - City Council action to approve the MOU.
  - Develop and approve application materials to include a flow chart, checklist and directions.
  - Develop an informational campaign, which will need to occur regardless of the direction chosen.

The Commission will have further discussion and hope to make a decision on whether or not to pursue a MOU at the next meeting.

**Public Education Committee Report.** The committee consists of Brink, Gritzner and Merriman. Brink reported the committee met and developed a draft spreadsheet identifying target audiences, topics, methods and prioritization. They will present it at a future meeting as an action item.

**Form Nominating Committee.** Elections for chair and vice chair are held in December. A nominating committee of 1-2 members recommends a slate of officers for the 2015 term. Bibby and Merriman volunteered to serve on the committee.

**PRESERVATION PARTNERS:**

*Downtown Brookings Inc. (DBI)* – Rowland announced that Kristin Heismeyer, DBI Director, recently resigned due to health reasons. Doris Roden has stepped to assist during the organization’s hiring transition.

**ANNOUNCEMENTS/CORRESPONDENCE/COMMUNICATIONS/CALENDAR.**

Nov 10-14 National Trust for Historic Preservation Conference, Savannah  
 Dec 18 Brookings Holiday Celebration, Swiftel Center, 5-7 pm

Meeting adjourned at 11:30 a.m.  
 Submitted by Shari Thornes

**Brookings Historic Preservation Commission  
December 5, 2014 Minutes**

A meeting of the Brookings Historic Preservation Commission was held on Friday, December 5, 2014 at 9:00 a.m. in City Hall. Members present: Leah Brink, Mary Bibby, Dennis Willert, Les Rowland, Janet Merriman, Janet Gritzner and Tom Agostini. Shari Thornes, City Clerk, was also present.

Chairperson Rowland called the meeting to order. A motion was made by Bibby, seconded by Willert, to approve the agenda. All present voted yes, motion carried. A motion was made by Bibby, seconded by Brink, to approve the minutes. All present voted yes; motion carried.

Next meeting was scheduled for Thursday, January 22<sup>nd</sup> at 4:00 p.m.

**11.1 REVIEW APPLICATIONS:**

**GENERAL DIRECTIONS:** SDCL 1-19A-11.1 requires local governments to extend certain protections to historic properties listed on national, state or local registers. Local governments are not to issue a permit for any project that would encroach upon, damage or destroy a designated property if there is a feasible and prudent alternative that would prevent such encroachment, damage or destruction. Cities have both the authority and duty to deny a permit for any project adversely affecting an historic property if there is a feasible and prudent alternative that will eliminate or mitigate the adverse impact.

The applicant bears burden of proving that the conditions for the permit have been met. They must show absence of feasible and prudent alternatives and appropriate planning to minimize harm.

The Brookings Historic Preservation Commission reviews and considers all of the following sources when making its recommendations: Applicant Case Report, Staff Reports, Commission Members' Research, Case Report Standards, Secretary of Interior Standards for Design (<http://www.nps.gov/tps/standards.htm>), Attorney General's Opinion, dated December 17, 2013, State's Administrative Rules and Other alternatives and supporting facts.

**Discussion and possible action on an 11.1 Review Case Report for 9<sup>th</sup> Street Vacation between Medary and 9<sup>th</sup> Avenues, South Dakota State University, applicant.**

**Summary:** South Dakota State University has applied to vacate a portion of two streets in or adjacent to the Brookings University Residential Historic District. SDSU wishes to vacate one full block of Harvey Dunn Street, which is adjacent to the District, from Medary Avenue to 9<sup>th</sup> Street. They also have applied to vacate the east half of 9<sup>th</sup> Street, which is located in the District, from Medary Avenue to 9<sup>th</sup> Street. SDSU property is located in the proposed vacated portion of 9<sup>th</sup> Street and the remaining half block would consist of SDSU parking to the north and contributing District residential property to the south.

The Brookings Historic Preservation Commission expressed concern at a previous meeting that the 9<sup>th</sup> Street vacation could negatively impact two historic structures, 902 and 912 9<sup>th</sup> Street. There is concern that the elimination of a through street could reduce the future usability of both structures for residential, commercial or public uses.

Steve Erpenbach, President & CEO of the South Dakota State University Foundation, spoke on behalf of this application.

Commission members expressed concern if the alleyway between 9<sup>th</sup> and 8<sup>th</sup> would become a quasi-through street. Drop-offs will be done in the alley and it will be widened to accommodate vehicular traffic.

Erpenbach was asked why there is a need to vacate the street and change the green space. He responded that the proposed "University House" would be the President's primary residence and historic Woodbine Cottage would serve for hosting functions. Events of the same nature will be held at the new Alumni Center and the intent of the proposed design is to create a synergy, movement and functionality between all the locations. The proposed circular sidewalks have been replaced with straight sidewalks in the updated plan.

Erpenbach was asked if vacating Medary Avenue considered as an option. No, it was not considered an option due to the heavy amount of traffic on Medary.

Routing of traffic for the parking lot and its impact on the District is a concern of the BHPC. SDSU officials said no traffic study has been done.

Questions were raised regarding the proposed parking lot lighting and impact on the neighborhood.

What is the negative impact on SDSU's proposed plan by keeping 9<sup>th</sup> Street open? Erpenbach said there will be many people walking in that area. In their opinion, leaving it open would create safety concerns and be less aesthetically appealing. BHPC members noted that the events would primarily be evenings and weekends. Students would be out of class in the evenings and weekends, so traffic through that area should be minimal. Streets are used at early day and afternoon.

The BHPC said it's important for the project to pay respect to neighborhood by providing a buffer and to maintain the current conditions of the neighborhood rather than increasing traffic.

In summary, the BHPC's concerns are increased traffic due to closed streets, altered traffic circulation pattern, and limiting access to the neighborhood. The case report will need to list alternative options to address these concerns.

The applicants were asked if they would consider leaving Harvey Dunn open. They said yes, this was a possible compromise.

More classrooms will never be built on that side of campus and they have looked at different uses for this area to build more connectivity. Scobey Hall was built as a WPA project and Scobey and West Halls provide a strong historic connection to that side of campus.

The Commission reiterated concerns that the alley between 9<sup>th</sup> and 8<sup>th</sup> Streets would become more of a through street with closing half of 9<sup>th</sup> Street.

A motion was made by Brink, seconded by Willert, stating the BHPC has determined there is insufficient information in the case report to provide comment and this item was tabled until the applicant could provide the following information: the applicant is asked to provide information on traffic counts for

the proposed plan (with and without closing Harvey Dunn), the lighting plan adjacent to the District, a landscaping plan to buffer the parking lot from the District, consideration to leave Harvey Dunn open, and revise the case report to include a complete narrative of all feasible and prudent alternatives that have been explored. All present voted yes, motion carried.

**Discussion and possible action on an 11.1 Review Case Report for 502 9<sup>th</sup> Avenue, Matthew and Janet Miller, applicants.**

**Summary:** The owners have applied to construct a 4' x 11' 1 ½ story addition on the front façade of the house for a kitchen expansion. The addition will be incorporated to the left of the front entry. The height and pitch of the entry dormer will be altered by raising it to the level of the roof ridge. All original siding will be removed and replaced with LP engineered wood siding.

Their original plan called for all windows to be removed and replaced with vinyl windows. The existing window opening size in the kitchen addition area, on the front façade, will be reduced. The majority of the windows in the house are original, six-over-six pane in design. The windows on the front (west) façade and one window on the north façade are not original. They have since withdrawn window replacement from the application.

**Staff Report:** The "Ethel Van Cleve House," built 1943, is a contributing structure in the Central Residential Historic District. The house is currently a small minimal traditional home with a centered, gable-roofed entry projecting from the front façade. The proposed addition will bump out the kitchen wall to be flush with the existing projected entryway, and the gable roof will be reconstructed to extend across both the entrance and the new kitchen addition. In effect, the projecting gable-roof section will extend across roughly two-thirds of the front façade after the addition is completed, and approximately one-third of the front façade will remain at its current depth. The proposal would essentially remove all character defining features, which are the windows, entrance roof pitch, siding and façade. The perceived impact is that it would damage or destroy the historic significance of the structure.

Rowland and Thornes met with the applicant at their property on 9/30/14 to review the project and to recommend alternatives that would meet the Standards, eliminate the need for a full review and case report and enable the owners to start the project this fall. Those recommendations included window restoration rather than replacement, paint preparation and paint rather than removal and installation of LP siding, and modification to the addition design to retain the center entrance.

- **Addition.** The home is typical of minimal post-depression design in that it is 1 ½ stories, rectangular in design, side gables, with a projecting centered front door, multi-pane, double-hung windows, exposed decorative chimney and wood clapboard siding.

*"Standard #1: A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.*

*"Standard #9: New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work will be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment."*

*“Standard #10: New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.”*

- Paint/Siding: Rowland and Thornes found the original siding to be in good shape, without rot. The owner has been told by a city official and painting contractors that the siding won't hold paint due to the lack of a vapor barrier. One individual said, “houses built in the 1940s and 1950s didn't have vapor barriers and, therefore, won't hold paint.”

*Standard #1: A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.*

*Standard #2: The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.*

*Standard #5: Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.*

*Standard #6: Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.*

Kate Nelson, State Restoration Specialist, provided a number of materials and documents to dispel this myth. One in particular is National Park Service Preservation Brief #3: “...**Vapor Retarders (Barriers)**: Vapor retardants are commonly used in modern construction to manage the diffusion of moisture into wall cavities and attics. For vapor retardants to work properly, however, they must be continuous, which makes their installation difficult in existing buildings, and therefore generally not recommended. Even in new construction, installation of vapor retardants is not always indicated. Formerly, the recommended treatment was to install a vapor retardant toward the heated side of the wall (toward the interior space in cold climates and toward the exterior in hot climates). DOE now recommends that if moisture moves both to the interior and exterior of a building for significant parts of the year, it is better not to use a vapor retarder at all.”

- Windows. Mr. Miller has indicated in his latest communication that he does not plan to address the windows at this time. Thornes recommends that the Commission clarify in its motion that any future changes to the original windows are subject to review, citing Standards #1, 2, 5 & 6. The Commission was provided with information from Larry Johnson, Fresh Air WindowWorks, a regional window restoration consultant.

Mr. Miller said he's been told that the siding won't hold paint without a vapor barrier. Rowland advised that the siding is in good condition and without rot. If properly treated and maintained, it should retain paint. Miller said painters won't give him a multi-year warranty on a paint job. His proposal would be to remove the wood siding and install LP siding to retain the look of wood without any future peeling or chipping.

Miller was reminded that he, as the applicant, bears the burden of proving that the conditions for the permit have been met. He must show in the case report that all feasible and prudent alternatives have been pursued and documented and all appropriate planning has been done to minimize harm. He was advised that his case report was insufficient.

A motion was made by Bibby, seconded by Agostini, that the BHPC has determined there is insufficient information in case report to provide comment and requested additional information from the applicant on alternatives to the addition and siding, and table action. All present voted yes, motion carried.

**PROJECT/ ISSUE UPDATES & FINAL REPORTS:**

**Update on 6<sup>th</sup> Street Main to Medary Project.** The Transportation Steering Committee met on December 1<sup>st</sup> and made a final recommendation on the Medary to Main project. Rowland said the Committee is recommending a five-lane option and to purchase frontage from property owners in order to maintain the current boulevard width.

**December 4<sup>th</sup> Festival of Lights & Historic Trolley in Central District.** Horse drawn trolley rides of the Central Residential District were held from 5-7 p.m. on Thursday, December 5<sup>th</sup>, prior to the Festival of Lights parade. Dennis Willert served as the step-on-guide after Jerry McCollough had to withdraw. The event was well attended.

**Proposed Legislation.** Bibby and Thornes met with SD Representative Scott Munsterman regarding the proposed legislative change to 1-19B-3, pertaining to the composition of preservation commissions. He will submit the information the Legislative Research Council to draft a bill. He asked that the Commission line up individuals across the state to provide testimony at the committee level.

Mayor Reed also supports the proposal and has requested the South Dakota Municipal League's backing. Mayor Reed serves on the SDML Board and this proposed bill has been added to their December board meeting for discussion.

**Preserve America Signs.** Mayor Reed met with the SDSU Planning and Design Committee on November 17<sup>th</sup> to request the installation of the five Preserve America signs on campus. The Committee requested additional information including photos of currently installed signs, warranty guarantees and a formal request. A formal request was submitted by Mayor Reed on November 24<sup>th</sup>. A copy of the Mayor's letter was provided to the Commission.

**Proposed University Community Coalition.** The Brookings City Council is considering creating a new committee called the University Community Coalition. The proposed purpose of the new group would be to identify, investigate, propose and advocate practices and policies that will improve the well-being of the university-community relationship and the quality of life in Brookings. In addition, the University Community Coalition will create a platform for effective communication between the Brookings community and South Dakota State University.

The focused objectives in the draft ordinance include neighborhood issues. Per the request of the BHPC from its November meeting, Thornes has requested the Mayor include historic preservation considerations in the enabling legislation: "C. Focused objectives: Develop policies and, as applicable, practices to address: Events that affect the entire community. (ie: pub crawl, football games, etc.);

Campus neighborhood issues (parking, noise...); Historic resources on campus and historic districts adjacent to campus; Overall public safety awareness of students; Brookings and SDSU joint marketing and promotion opportunities; Integration of students into the community and the community into the campus; and Opportunities for students who choose to stay in Brookings upon graduation.”

**Public Education Committee Report.** The committee is comprised of Brink, Gritzner and Merriman. Brink reported that the group feels that public education about the 11.1 review process is the highest priority and recommends a mailing to all the property owners in the districts. They recommended creating one map with all 4 districts and individually listed properties.

They are also reviewing the existing brochures.

They would like to develop questions for the Engage Brookings online site. Suggested questions included: *Define the identity of Brookings? What does historic preservation mean to you? How should Brookings respect its historical architecture? Do you think Brookings architecture is worthy of future generations?*

**G. 11.1 Review Process.** At the last meeting, the Commission discussed the pros and cons of entering into a MOU with the State of South Dakota to perform 11.1 reviews. Final action is tentatively scheduled for the January meeting. Issues to consider include:

- Benefits and cons of a MOU versus continuing with the current process.
- Number of potential projects. 2012 & 213 permits in the district:
  - 2012 – 13 Building Permits
  - 2012 – 1 demolition permit
  - 2013 – 6 Building Permits
- Standard meeting dates and times will be required
- Time of meetings would have to be at 4 p.m. or later to accommodate applicants.
- Frequency of meetings
- City Clerk staff time and availability.
- Subcommittees were discussed to review projects and meet with applicants; however, since the last meeting Thornes has gotten feedback from other preservation staff strongly advising against this practice.
- Adoption of a strict meeting protocols and process would be necessary and consistency in applying the standards when making the decisions.
- A streamlined application process that could be handled by anyone providing a building permit.
- Determining which projects types to review (draft list of projects was provided).
- Defining an appeal process.
- Defining the final decision maker.
- Authorizing city staff to determine if projects are reviewable.
- Develop a training process and schedule with SHPO.

**2015 Public Education Workshop.** The BHPC has received \$1000 to host a series of workshops on the Federal Income Tax Credit, State Property Tax Moratorium and Secretary’s Standards for Rehabilitation during spring and early summer 2015. The date, schedule, promotion and other details still need to be addressed.

**Hosting 2015 Statewide CLG Meeting.** A statewide CLG meeting was held in Pierre last May. It was the first statewide meeting held in a long time. Brookings offered to host the 2015 meeting. This item wasn't discussed. Discussion is needed on possible dates, venue, and agenda format.

**PRESERVATION PARTNERS:**

State Historic Preservation Office (SHPO). The SDSHS Board of Trustees will have its quarterly meeting in Pierre on Dec. 12. They recently released *Pioneer Girl* <http://www.sdshspress.com/index.php?id=288&action=912>.

Downtown Brookings Inc. (DBI). Rowland said DBI is currently advertising the executive director position. They are also considering the creation of a BID district.

**NOMINATING COMMITTEE REPORT AND ELECTION OF OFFICERS FOR 2015.** Bibby and Merriman served on the nominating committee. Bibby reported the nominating committee recommended the following slate of officers for the 2015 term: Rowland for Chair and Brink for Vice Chair and both have accepted. A motion was made by Bibby, seconded by Merriman, that nominations close and to unanimously approve the nominations. All present voted yes, motion carried.

**ANNOUNCEMENTS/CORRESPONDENCE/COMMUNICATIONS/CALENDAR.**

Dec 18 Brookings Holiday Celebration, Swiftel Center, 5-7 pm

Meeting adjourned at 11:32 a.m.

Submitted by Shari Thornes

## **City of Brookings**

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

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

## FORUM 2014 NAPC Conference Leah Brink

**July 17, 2014**

**Preservation Commission Short Course – Notes:**

National Alliance of Preservation Commissions (NAPC) is really about training.

This is about getting best practices in the country back into our local areas.

NAPC Summer 2016: Mobile, Alabama

IDEA: Seat on the HPC that is dually appointed to the Planning Commission

NAPC also offers ‘Camp’ – camp comes to you; trainers go to your particular location

**Framework for Historical Development**

- 1<sup>st</sup> overtly intentional act about preservation – ladies of Mt. Vernon thought Washington’s place worth saving....then Williamsburg, VA. Then somewhere in the 1930’s in Charleston – they created the first district for heritage/protection. North Carolina Winston-Salem. Wilmington, NC.
- 1931 was the first Charter – the Athens Charter – first International body
- 1964 was the second – the Venice Charter
- 1966 National Historic Preservation Act for federal preservation was mostly to guide the Hwy program
- The Secretary of the Interior’s standards
- Finally, Certified Local Government Program (CLGs) in mid 1980’s.
- Ended up with institutionalization at the local government level.

**Preservation Power Grid**

	<b>Public</b>	<b>Quasi-Public</b>	<b>Non-Profit</b>	<b>Private</b>
<b>National</b>	Nat’l parks Advisory Council HP	Fannie Mae, USPS		
<b>State</b>	State Office HP (SHPO)	NC Railroad	Statewide advocacy	
<b>Local</b>	BHPC	School Systems Tax districts		(ME!!)

- 2300 preservation commissions around the country yet 30,000 local government entities = 10% of local gov’ts have institutionalized
- 82% of these are small or medium-sized towns
- Preservation Power is LOCAL. Where is the money for preservation? It’s in the local entities
- We are really not about history. Or architecture. We’re really all about Real Estate. Land use law.
- Public Service Ethic.
  - Staff members take an oath
  - Commission members are public servants, too (since we were appointed)
- Community Preservation Personality
  - Some want to be like Williamsburg
  - Some just want a nice place to walk the dog after work
  - (SPECTRUM)

- If a community has a ton of backlash and appeals and editorials and disputes – the local HPC is out of step with the community
    - It's our job to give them what we want
  - What is Brookings' personality? Should desire to have a citizen voice.
- KNOW YOUR ROLE
  - It's not preservation advocacy! That's the fox guarding the hen house...
  - "We provide design review services!" (Semantics is our friend...!)
  - Keep working from the stance of common ground. We're all in this together.

IDEA: Have a Mission Statement. Establish it yourself during strategic planning and then took it to Council

Ex.: "Identify, preserve, protect and promote" (easy, manageable, actionable)

**Pyramid of Preservation Practice**

**Design Review\***  
 Designation  
 Preservation Plan  
 Survey and Inventory

*\*Note that Design Review is the smallest; should be most automatic thing we do*

**Historic Preservation Law**

- Federalism: evolving relationship between the states and the federal government
- Federal Govt: express (enumerated) powers
- Separation of Powers defined by the US Constitution: Article 1/Legislative, Article 2/Executive, Article 3/Judicial
- Federal Law –
  - Section 106 (NHPA of 1966)
    - Any federal "undertaking" – funding, licenses, permits, acquisitions
    - End up with an MOA
  - Section 4(f) (DOTA)
    - Transportation projects that "uses" or substantially impairs a historic property
    - "No feasible and prudent alternative" standard
    - DOT: Federal hwys and bridges
    - Higher standard than Section 106
  - NEPA natl env pol act
    - Any major federal action that significantly affects the quality of the human environment
    - EA or EIS (environmental impact statement) document
  - NAGPRA – native americans
    - Archeological resources or native American resources
  - RLUIPA (churches)
    - Religious land use // institutionalized persons
    - What is a substantial burden on free exercise of religion?
    - Churches are not exempt from local ordinances.
  - Rehab Tax Credits

- Either a 10% credit on qualified rehab expenses
  - Must be “certified historic structure”
  - Must meet Secretary’s Standards for Rehab
  - Must be income producing
  - Jointly administered by SHPO, NPS and IRS
  - Rehab must be “substantial”
  - 3-part application process
- State law – SHPO
  - Do we have state tax credits in South Dakota??
  - State enabling legislation (every state has it)
  - State open meetings laws (why we have to publish meeting times)
  - State administrative procedure act
  - State Section 106 and 4(f) laws
  - State archaeology laws
  - State Easement enabling legislation
  -
- Local law
  - It’s ALL LOCAL (because of the federalism idea)
    - The regulatory power isn’t at the National level. National register does not have power to save a house. Local level is where that happens
    - A local preservation ordinance:
      - A) Must be Constitutional (takings, due process, RLUIPA, freedom of speech etc.)
      - B) Must abide by state enabling legislation (we need to know what it is that we’re empowered to do, specifically)

**Takings 101:**

- When a property owner comes in and says “you can’t tell me what to do with my property!”
- “No person shall be... deprived of life, liberty, or property without due process of law; **nor shall private property be taken for public use**, without just compensation.” -5<sup>th</sup> amendment
- “No state shall...deprive any person of life, liberty, or property without due process of law” -14<sup>th</sup> amendment
- 2 types:
  - A) Physical taking – like highways and cable runs
  - B) Regulatory taking
    - “Lucas” taking: hurricane hugo in the 1980s. Mr. Lucas could not build on his two properties. Beachfront Management Act. He felt that the act was basically a taking of his land. Supreme Court agreed. If there is NOTHING, NADA that you can do on the property, it is a taking.
    - “Penn Central” taking: 1978 case that is still a Pole Star of takings case law
      - Grand central station. Penn company wanted to build a 50-60 story high rise above the station

- Plan was denied. Penn central sued. It was not determined to be a taking because there was still use and revenue coming from the property. It wasn't value-less.
- Preservation is a reason for exercising police power (this was an outcome of the case). We have the power to go in and preserve.
  - These two cases provide a continuum.
    - The 'Mahon Takings Spectrum'
- Private property w/o due process of law
  - Due process is fairness in making laws as well as administering and enforcing laws
  - What process is 'due'?
    - Notice
      - Property owners, adjacent, and general public have the right to be heard at meetings
      - What type of notice is required?
        - Prop owners = mailing
        - Within district = posting of sign on property
        - General public = notice in newspaper of record
    - Hearing
      - Most are fairly informal, counsel not required, no cross examination
      - Public must be able to attend
      - Time allowed for speakers can be limited but must be even-handed
      - Can ask for a spokesperson if groups of people
    - Fair and informed decision-making by BHPC
      - FAIR: tie it to criteria
      - FAIR: Ex-parte communications
      - FAIR: Conflicts of interest
      - Informed: read packets ahead of meeting, visit site if appropriate, attend CAMP, conferences, etc.

#### Procedures for Preservation Commission Meetings

##### **Before the Meeting – (setting the stage) COA = Cert. of Apprvl.**

8. COA applications received on time
9. COA applications determined to complete
10. Published agenda
11. Public notice
12. Agenda packets to commission well before meeting (some include staff reports and some don't; definitely make sure to READ packets in advance)
13. Verify Quorum
14. Meeting room setup – keep in mind like a Council chambers may be intimidating, has barricades to the public, etc. Don't be so 'us' and 'them'-ish!

### **During the Meeting – (on with the show)**

- Chair's meeting guide script prepares public for what is to happen
12. Call to order and welcome
  13. Roll call and minutes approval
  14. Minor work report from staff
  15. Public hearings on applications in agenda order
    - a. If someone contacts you about their project personally, you would want to disclose that you got the email and read it, but formed no conclusions and just state it for record.
  16. Check for conflicts of interest
  17. Staff presentations (includes recommendations)
  18. Public testimony – some states have to affirm the truth;
  19. Close hearing/ Commission discussion
  20. Findings of Fact/ Conclusions of Law vote
    - a. How do you construct this motion?
    - b. Staff comments cite the guidelines first, then list the facts in sequential order.
      - i. You can make comments on this paper as you get additional evidence during the public hearing portion of the meeting.
    - c. In NC, they take two votes: 1) We agree these xxx are the facts 2) We find the xxx is or is not in Congress with...(specific standard) based on the following facts
  21. Decision on applications
  22. Other items on business agenda

### **Critical Acclaim for Performance**

4. Better decisions
5. Public understands your decision
6. Futility of appeal is transparent

### **When community improvement and urban growth collide with local character**

- Design: Basis or Architectural Conservation Theory, Determining Compatibility, How to Make it Work at Home
- Professional Designers vs. designers. “We’re all designers”.
- What are the things we’d put on a postcard for our community? The answer is the ‘character-defining features’.
- Standards for Rehabilitation - [www.NPS.gov](http://www.NPS.gov)
- The Secretary of the Interior’s Standards for the Treatment of Historic Properties, 1995
- Standards are general criteria against which work can be measured. Guidelines are different.
- Infill. Is the rededication of land in an urban environment, usually open space, to new construction.
- Because the Standards by themselves were not enough, many communities were establishing their own Guidelines. ‘Design Guidelines’
- Design all revolves around form and function.
- Zoning is where it all comes to roost. Look to your zoning codes.
- “mid-century modern” greyhound bus station
- We have to figure out how to build in CONTEXT
- “compatible infill design” “in context” with its neighbors
- You can Blend it, Hide it, or Celebrate its difference

- Incremental changes begin to strip away those character-defining features

Brief history of conservation philosophy: SCRAPE and anti-SCRAPE

- Anti-scrapers didn't want people to touch buildings and remove details.
- Scrapers would wipe it clean and then add new things
- Italians came along and offered middle ground; the Italian synthesis.
  - Ex. Venice St. Mark's Campanile They didn't add conjecture or take away stuff, just recreated exactly as it was originally.
- The US passed the Antiquities act of 1906
- 1931 Charleston local Preservation Ordinance
  - Was going to take the scrape/anti-scrape and synthesis approach to an entire community
- New Orleans "tout ensemble" = All Together
  - Individual buildings, the character of the place, you try to match context that preserves character of the entire district (not individual buildings)
  - Learn compatibility in 5 minutes!
    - There's no difference between the historic district and non-district (you want the whole thing to work together)
    - Nps.gov
    - This is where to go to research
    - Sometimes size matters
  - FRESH – infill should be fresh
  - F = footprint
  - R = roof shapes
  - E = envelope (shape and mass)
  - S = skin (material)
  - H = holes (where and how is the skin punctured?)

HOW does it all work on the ground?

Charleston BAR has been making decisions since 1931 without any standards or guidelines. They base their decisions (for better or worse) on precedent only.

**Engineering 101: A Primer on basic structural engineering terms, concepts, and issues as it relates to aging buildings**

(J&M Preservation Studio)

Procedures

- Identify the issues
  - What are the concerns?
  - How long has it been present?
  - Was there an event that caused it?
  - Has any attempt at repair been made?
  - Do you understand the cause and effects of the issue?
- Find the right Engineer
  - Inquire with fellow historic site operators

- Review credentials/references and experiences
- Review the engineer's approach to the issue and scope of work proposed
- Are there access issues for the project? If so – who is the responsible party?
- What are the deliverables from the engineer
- Develop the scope of work
  - Requires both parties
  - Pre-proposal site visit (pro bono)
  - Provide as much info as possible such as:
    - Past reports
    - Any drawings of the building/site
    - General history & significance of the building/site
    - Photos of the issues (past and present)
    - Your understanding of the issue
    - Goals & expectations
- Deliverables
  - Assessment report with recommendations
  - Opinion of probable cost (estimate) aka Order of Magnitude Cost Estimate
  - Schematic documents
  - Construction & Permit docs
  - Bidding
  - Contract admin.
  - Meetings with client/board/etc.?
  - Do the deliverables proposed match what may be required of grantors or funding sources?

#### Design Phase Definitions

Observations and evaluations

#### Structural Analysis

- Identify structural component
  - Determine which standards apply
  - Determine which building codes apply
  - Classification of work
  - Determine material properties
  - Determine min lode bear specifications
  - 6. Flexural Members: Beams joists girders rafters
  - 7. Axial Members: columns, pilasters, ties, struts
  - 8. Diaphragms: Slabs
  - 9. Frames: Truss
  - 10. Connections: Bolts, Pins, etc.
- 
- Standards – there are many that engineers use! Civils use ASCE, AISC, NDS, ACI 318, etc.
  - Building codes are written by local authorities to keep people safe. There've been 5,000 separate codes in use at one time.

- Over time, one consistent set was developed/International Building Code, Intl Residential Code, Intl Existing Building Code
- IBC Existing Structures: Ch 34
- Can use IBC or IEBC which is more comprehensive.

Classifications of work per IEBC:

- Repairs: Restoration to good or sound condition of any part of an existing building for the purpose of its mntc.
- Alterations:
  - Level 1
  - Level 2
  - Level 3
- Change of occupancy
- Additions
- Historic Structures (on registries)
- Relocated Structures:

Nothing is grandfathered in – if you touch it, you must bring it up to Code!

Determine Material Properties:

- Obtain original documentation
- Age, environmental and history of structure
- Proprietary structural systems
- Config and surface texture may differentiate between cast iron, wrought iron, steel
- Grade and species of lumber

Determine MiniMUM Design loads

## Preserve Iowa Conference Report.

Thornes attended the 2014 Preserve Iowa Summit in Cedar Rapids, IA, August 20-23. The Conference was sponsored by their SHPO, Preserve Iowa, a statewide non-profit and the State Economic Development Office. The following are some highlights from her report:

### Iowa Historic Preservation Programs

- 20 million in State and Federal funds since 2002
- 1M in challenge grants
- Iowa Historic Tax Credits
- Seeking Preservation Masters Program at Iowa State. Currently a historic preservation certification program.

### Cedar Rapids Rebuilding after the 2008 Floods

- Challenge: "Clean up doesn't mean tear down."
- Utilized ground breaking promotions and events for a restoration project.
- Tool: TIF funds for rebuilding of a Louis Sullivan Jewel Box bank building. Economic development and further neighborhood stabilization followed the bank restoration in the way of 6 story condos and other residential growth in the Kingston Village.

### Donovan Rypkema: The Future of Historic Preservation

Historic preservation is stuck in time and how historic preservation has to change in the 21<sup>st</sup> Century.

- Historic Preservation needs to be a teacher.
- ENERGY: Mayor Bloomberg's energy audit in NYC found the oldest buildings in NYC had the highest energy scores. Preservation Green Lab research has found the new, platinum level LEED buildings won't last long enough to yield a carbon offset to match the oldest buildings energy savings.
- PROPERTY VALUES: He provided several examples of historic preservation's positive impact on residential property values even during the recent economic recession: Philadelphia's local districts increased 2%, 1% higher than other residential areas in the city. Local districts consistently demonstrated greater increases.

*People are willing to pay a premium to prevent a lunatic from doing something to negatively impact your property.*

What happens to historic property in economic downturns? In Philadelphia, they examined 6 districts and the rate of foreclosures was half of that in other areas of town. Connecticut and Utah had the same findings and it wasn't just the wealthy areas.

- FEDERAL TAX CREDITS: The Federal tax credit program stats:
  - Created in 1971
  - \$99 billion into the private sector
  - \$2.2M in jobs
  - Cost \$24 billion, but generated \$24 billion.
  - Cost per job: \$8665
  - 75% of tax credits are in low income neighborhoods
  - For every \$1 state tax credit, 47 cents is returned.

TROUBLE:

- The tax credits are in the most trouble since its passage in 1966.
  - Historic tax credits are in danger.
  - Many projects are done only because Federal credits are leverages with state credits. Many of those would not have gotten done with state credits alone.
  - Historic preservation needs to change how we do business and how we advocate.
  - Cited this Administration is the worst ever for historic preservation. It has dumped all previous programs and has not created or funded any new ones.
  - “Hardest Hit Fund” provides funding to tear things down and the US Treasury Department has determined that none of those projects is subject to the Federal 106 Review law.
- 
- GOOGLE ALERTS: A number of historic preservation ordinances are being defeated or weakened across the country. Recently, Louisville, KY’s ordinance was gutted.

**Donovan Rypkema: “The Economics of Historic Preservation and Main Street”**

- + Read the Iowa Study!
- + Iowa Main Street communities:
  - o \$11M additional investment in the state
  - o State program - \$1M/year
  - o Net sales tax generated by new businesses only was \$43M
  - o Property values: 1990s - \$60K, 2000s - \$155K
  - o Smaller towns – property values stayed same or greater
- + Studies in New Mexico, North Carolina, Michigan, Utah
  - o Property values stayed higher than city as a whole
  - o Foreclosure rates were lower for single family houses
- + Young people are not involved.
- + Environment:
  - o Bob Young, University of Utah, Materials Flow Analysis (tons of material for a same size project with similar materials):
    - Rehab 47 tons
    - Suburban new construction 182 tons
    - Tear down & infill 351 tons
  - o The average historic house rehabbed with state tax credits saved 116 tons of material in their landfill.
- + Mistake: Historic preservation wanting a slot in a city’s comprehensive master plan. Instead, we should be thinking about how historic preservation advances other peoples’ ends and how historic preservation adds to their project.
- + What kinds of workers are you trying to attract? Knowledge based workers? Historic districts attract diversity of owners not seen in other neighborhoods.
- + 46% of new businesses want to locate in historic or older buildings.
- + Housing affordability + Transportation Index:
  - o 49% Cost burden housing
  - o 42% National Register Districts
  - o 37% Local Historic Districts

Walk Score: Raleigh, NC

Raleigh:	29	car dependent
Local Districts	82	very walkable
NR Districts	64	somewhat walkable
All historic districts	73	very walkable

Bike Score: Raleigh, NC

Raleigh	39	somewhat
Local Districts	71	very
NR Districts	59	
All historic districts	65	

- + Population density:
  - o Local districts have 2x people per acre than suburbs
  - o 2 neighborhoods studied in Raleigh
    - Taxes generated per acre
      - Suburb: \$610K

- Local District: \$2.3M
- Rarely diversity in lot size in new subdivision and there's not socio-economic or human diversity either.
- Diversity in historic districts is similar to a city as a whole.
- Historic district property owners tend to have a greater commitment and sense of stewardship about their homes. This is part of the theory why there are fewer foreclosures in historic districts.
- The percentage of projects by project size is consistent at every level from \$5000 to \$19M.
- Find slide on how historic tax credits leverage private investment.
- Rightsizing: Cities that have permanently lost population over time and how to adjust. What is the role of historic preservation in those efforts? Historic preservation isn't even at the table. Historic preservation needs to help those cities decide how best to reallocate their resources.
- Historic districts is where people move back to first when relocating back home.
  - Example – Philadelphia: historic districts gained 12K, while the rest of the city lost 4K.
  - Don't tear down where people want to move back to. Cities must protect those locations.
- ✚ Economic competitiveness: People are moving to European countries for the quality of life and jobs are following them.
- ✚ Preferences of those planning to buy in the next five years.

**Jason Roberts: Build a Better Block: How to Make Real Change in Your Community**

- ✚ Look up his TEDx presentation!
- ✚ When you identify all the things you love about a particular area, its comprised of 100 little things and usually small in scale: flowers, quaint shops, outdoor seating, great signage, small scale
- ✚ Primary tenants of his philosophy are:
  - The goal is to show an actual demonstration of the idea
  - Peoples' attention span is short
  - Test an idea, temporarily
  - Think small, work fast
    - Blackmail yourself into action quickly.
  - Show up!
  - Give it a name
  - Your budget - take away a zero, or two. It builds co-responsibility and creativity. Instead, borrow. It builds a sense of community and neighborhood.
  - Commit to physical change in days.
  - Get into the street.
  - Wear orange vests 😊 (everyone thinks it's official business if you're wearing an orange vest)
  - Count things!
- ✚ [www.Streetmix.net](http://www.Streetmix.net) is a great free software to help visualize streetscape changes
- ✚ His approach has been used to demonstrate a number of ideas: Bike lanes, outdoor seating, food trucks, street cars

### **State Historic Preservation Awards Presentation:**

- ✚ Use pictures and other visual images whenever presenting awards to help “tell the story.”
- ✚ Consider a sustainability award category in the future.
- ✚ Review their award system and consider changes to the Brookings Mayor’s Awards.

### **Stephanie Meeks, National Trust President**

- ✚ Iowa has the largest # of CLGS in the country (over 100)
- ✚ Iowa will release a “Culture Mobile App” this October that includes all historic assets, national register listings, cultural sites, and specialized trips.
- ✚ Iowa Main Street has more than any other state with 68 participating communities.
- ✚ Iowa has won more Main Street awards than any other state.
- ✚ Preservation Green Lab (National Trust uses this firm often and is based in Seattle)
  - Older buildings offering competitive advantage to commercial corridors
  - Downtowns are becoming younger and more diverse
  - Millennium generation is interested in the results of historic preservation (restored downtowns, loft apartments, great businesses in historic spaces). But, they don’t know anything about historic preservation.
  - Millenniums are moving back to cities and looking for downtown experience and love older buildings.
  - More cell usage in older neighborhoods on weekends and evening because that’s where they want to socialize.
  - Key elements: Density of buildings, high walkability score, affordable, non chain, diverse, welcoming, variety of amenities, aesthetics
  - Forbes Hipster Neighborhood Report:
    - *The San Francisco-based startup [Nextdoor.com](http://Nextdoor.com) helped us dig through data on more than 250 neighborhoods in the biggest U.S. cities. We assessed each area’s walkability according to [Walkscore.com](http://Walkscore.com); the number of neighborhood coffee shops per capita (with some help from NPD Group’s report); the assortment of local food trucks (and their ranking according to Zagat’s); the number and frequency of farmers markets; the selection of locally owned bars and restaurants; and the percentage of residents who work in artistic occupations. We also factored in Nextdoor’s Neighborhood “Hipness” Index, which is based on how often words associated with hipness (for example art, gallery, designer, musician) appeared on each Nextdoor neighborhood’s site pages, and Nextdoor conducted a survey in which members sounded off on their communities.*
- ✚ Thoughtful public policy: Dubuque amended its permitting processes to adapt to the needs of historic buildings.
- ✚ The preservation movement has always been led by volunteers.
- ✚ Concerned about the Federal Tax Credit program: talking points and draft letters available to use when contacting congressional districts. The Trust can provide specific local information to demonstrate how tax credits have played a role in revitalizing our community or state.
  - Every \$1 tax credit = \$1.25 in treasury revenue
- ✚ Questions: Who are the current SD National Trust advisors? How many state Main Street programs are there?

### **Leah Rogers, Commission Member & Consultant**

- ✓ Iowa Barn Foundation: restoration, painting, mothballing

- ✓ Rural photos are hard to find. Need to photograph barns right now before they are gone.
- ✓ Volunteers doing the entire county survey project. She solicited those volunteers with just one article in the newspaper. Several of those people have now been volunteers on the project for 10 plus years.

#### **Ed Sauter – Architect and member of the Historic Preservation Commission, Mt. Vernon**

- ✚ Half of Mt. Vernon is a historic district
- ✚ Mt. Vernon has had design review since 1999
- ✚ They only have 2 buildings on Main Street left to restore
- ✚ They host a number of educational seminars: painting, tuck pointing, porches, windows, history
- ✚ Their website includes:
  - Searchable photos, cemetery records, newspaper (10 papers, 154 years)
  - All images can be downloaded and are interactive. You can request a “tag for updates,”
  - Available to everyone, worldwide, 24/7
  - Photos are safe
  - No staff time now

#### **Michael Wagler, State Main Street Coordinator**

- ✓ New people make a kneejerk assessment of your community based on the appearance and healthiness of your downtown.
- ✓ Downtown is a key element in industrial, commercial, and professional recruitment.
- ✓ Downtown is also a great incubator for new businesses.
- ✓ It serves as a civic forum and community space.
- ✓ Downtown is a major employer. We should find out the number of employees in downtown Brookings.
- ✓ Protects property values and public investments.
- ✓ There is now a generational gap in downtown memories. Many of us remember going downtown for movies, shopping, etc.; however, young people don’t have those memories.
- ✓ Cost of a small, empty storefront is estimated at \$220,000 per year (see handout).

#### **Mothballing - Scott Flagg, DNR Derelict Building Grant Program**

- ✓ The state of Iowa has a program that provides funds for derelict buildings. It’s available to rural communities, 5000 and smaller. Only cities are eligible to apply and they must own or intend to own the building. You can apply multiple times. The building must be vacant.
- ✓ Funding levels include:
  - Asbestos removal (100% reimbursement for inspection, \$10K for removal & 50/50 match for over \$10K)
  - Mothballing (50K, 50/50 cash – patch roof, structural engineering analysis, tuck pointing, strengthen structural integrity)
  - Construction & demo debris diversion
  - Economic improvement and beautification
- ✓ They have a GIS map of all projects.
- ✓ In the first three rounds of funding for this program, they have awarded 56 of the 118 who have applied.

**Three Minute Success Stories: 15 ideas.** At the closing session, 15 projects were highlighted and their spokespersons had 3 minutes to give a synopsis. It was a very effective and fun way to learn what everyone is doing in the state. Thornes recommended utilizing this method at the next statewide CLG meeting.

A project of note was the Fort Madison Entrepreneurship Challenge. The bank partnered with the high school to fund 4 high school teams with seed money to create a business plan and present to the bank. Teams were then given six weeks to operate as a business in a downtown location.

**Draft Ideas/Action Plan:**

- 1) Attend Iowa Downtown Summit: August 27/28
- 2) Threats/Concerns:
  - a. Federal Tax Credits – contact our congressional delegation
  - b. Young people aren't involved. Develop strategy to involve millennials.
  - c. Historic preservation ordinances across the country are becoming weakened.
- 3) State Initiatives Wish List:
  - a. State Tax Credit
  - b. Barn Foundation
  - c. Derelict Building Fund
  - d. Main Street program
  - e. Cultural Assets Mobile App
- 4) Tools:
  - a. TIFS for historic rehab loans
  - b. CDBG funds for innovative sustainability practices? (West Union installed district wide geothermal system in downtown properties)
- 5) Partners:
  - a. Sustainability / energy stats from Rypkema's presentations
- 6) Promotion/Education/Advocacy:
  - a. Hold "groundbreakings for rehab projects"
  - b. Property values in NR districts & local districts
  - c. 3 minute success stories
- 7) Training/Board Development:
  - a. Rypkema Studies
  - b. Jason Roberts TEDx Talk
- 8) Influence:
  - a. Local person appointed as National Trust State Advisor
  - b. Local person appointed on State Historical Society Board of Trustees
- 9) Local historic resources:
  - a. Map of environs

- b. Revamp Mayor's Awards categories
- c. Review permitting process (Dubuque)
- d. Website improvements



