

BROOKINGS HISTORIC PRESERVATION COMMISSION

2015 Annual Report

DEPARTMENT: Brookings City Clerk

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 Brookings Historic Preservation Commission (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. The 2015 composition was as follows:

1. Les Rowland, Chair **
2. Leah Brink, Vice Chair
3. Thomas Agostini **, *
4. Mary McClure Bibby
5. Angie Boersma **
6. Jessica Garcia-Fritz **
7. Dr. Janet Gritzner **
8. Greg Heiberger
9. Janet Merriman
10. Dr. Dennis Willert

Shari Thornes, Staff

*Resigned

**Professional members

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 and eligible for funding, 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.

2015 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 2015 consisted of the following sources:

- City of Brookings
Funding Cycle: January 1, 2015 to December 31, 2015
Funding: \$3,600
- 2014/2015
\$7,292 2014/2015 National Park Service Grant
Funding Cycle: June 1, 2014 to August 15, 2015
Grant: \$2000 Basic; \$5292 Supplemental
Status: Awarded in 2014 (Closed)
Basic Funding:
 1. Membership in state and national preservation organizations
 2. Brookings Mayor’s Awards for Historic PreservationSupplemental 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 2015 (Staff & 1 member)
- ** Dependent on grant funding
- 2015/2016
\$20,420
Funding Cycle: June 1, 2015-May 1, 2016
Status: Open
 1. Self-Help Workshop for Property Owners
 2. Board Development Training - National Trust for Historic Preservation 2015 Conference
 3. Central Residential District Plaques
 4. National Alliance of Preservation Commissions CAMP

2015 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 2015.

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. US 14 Main Ave to Medary Avenue SDDOT Project. Proposed project P-PH 0014(179)419 PCN 027B involves US14 from Main Avenue to Medary Avenue in Brookings including the intersections of US 14/5th Avenue and US 14/7th Avenue. The scope of the project scope includes the removal and replacement of existing surfacing, storm sewer, sidewalk, curb and gutters, ADA ramps, lighting and signals. The Central Residential National Historic District abuts the proposed project on the south and the University Residential Historic District abuts the proposed project on the north. The Commission monitored the proposed project in 2015.

The City Council voted to create a 6th Street Main to Medary Design Ad Hoc Committee of citizens to assist in the development of a design of the new 6th Street Main to Medary corridor. The Brookings Historic Preservation Commission will have a member on the ad hoc committee, along with the bike committee, sustainability council and other interested parties. The committee will advise the City of Brookings and the South Dakota State Department of Transportation (DOT) on the design of 6th Street from Main to Medary to attain safe bike and pedestrian travel, and an aesthetically pleasing transportation corridor, under the following parameters:

- Adhere to the Council's decision to accept a five lane design.
 - Develop and suggest best design alternatives to promote safe biking and pedestrian travel.
 - Develop and suggest landscaping and lighting features to make an aesthetically pleasing and safe transportation corridor.
 - The plan should be developed to preserve property values and the historical significance of the homes within, and along, the corridor of the project area.
 - Assist City Staff in developing a design plan for approval by the City Council.
4. SDCL 1-19A-11.1 Review documentation as required by the State Preservation Office on threatened properties:
SDCL 1-19A-11.1 requires the State, or any political subdivision of the State (cities, counties, etc.), to take into account historic properties that may be damaged, destroyed, or encroached upon by projects undertaken by these government entities. 11.1 requires that the State or local government entity notify the Office of History of projects that have the potential to damage, destroy, or encroach upon properties listed on the State Register of Historic Places and allow the Office of History the opportunity to investigate and comment on such projects.

Steps to Compliance

1. An application comes to the State or local government, or the State or local government proposes to undertake a project.
2. The State or local government determines whether the project has the potential to damage, destroy, or encroach upon historic property.
3. The State or local government sends notification of the project to the Office of History/State Historic Preservation Office (SHPO). Notification should include a basic project description and photographs of the property. (See Appendix D for sample notification.)
4. Upon receiving the notification, the SHPO has 30 days to initiate an investigation of the project and may request a Case Report. (See Appendix B for Standards for Case Report.)
 - a. If no Case Report is requested, skip to item #5. If a case Report is requested:
 - i. The Case Report is the responsibility of the State or local government, but the applicant may be requested to prepare it.
 - ii. Once complete, the Case Report is reviewed by the State or local government for preliminary approval of content and completeness.
 - iii. After the State or local government reviews the Case Report, all required entities, including the local Historic Preservation Commission, review and comment on the Case Report within 180 days.
 - iv. After allowing all required entities to review the Case Report, the State or local government forwards the Case Report and all entity comments to the SHPO for review.
5. The SHPO reviews the basic project information or the Case Report with comments from all entities, and submits final comments to the State or local government.
6. The State or local government takes the SHPO comments, other entities' comments, and Case Report into consideration, and makes the final determination regarding the project.
 - a. The State or local government can decide not to approve the project.
 - b. The State or local government can decide to approve the project. If the SHPO determined through its review of the project that the project would damage, destroy, or encroach upon historic property, then the State or local government cannot undertake the project or approve the application until it has made a written determination, based upon the consideration of all relevant factors, that there are no feasible and prudent alternatives to the project and that all possible planning to minimize harm to the historic property has been included. Ten days' notice of the State or local government's determination must be given to the SHPO by certified mail prior to the approval of the project.

Draft Memorandum of Understanding. The Commission drafted a 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. The Commission discussed the following pros and cons of entering into a MOU with the State of South Dakota to perform 11.1 reviews.

- 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, SHPO advised against this practice
- Adoption of a strict meeting protocols and process would be necessary and consistency in applying the standards when making the decisions
- Streamlining application process that could be handled by anyone providing a building permit
- Determining which projects and types to review
- 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

On January 22, 2015, the BHPC unanimously voted to not pursue MOU model at this time and maintain status quo for current process for 11.1.

11.1 Review Informational Campaign. The Public Education Committee and staff developed informational flyers that were sent to all National Register property owners. Letters and maps were also mailed to all area realtors and contractors.

The following documents were developed and added to the BHPC website: 11.1 Application and Instructions, Checklist of Potential Projects, District Map, Flowchart, Secretary of Interior Standards for Rehabilitation, 11.1 Summary and Case Report information, and supplemental information.

11.1 Reviews in 2015: The Brookings Historic Preservation Commission and/or staff processed 18 reviews in 2015.

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's Public Education Committee (Brink, Gritzner and Merriman) continued its work to assist and coordinate BHPC public education efforts. Projects in 2015 included the new 11.1 Review informational campaign to property owners, realtors and contractors; development of an 11.1 Review brochure, checklist, instructions, application, maps, flowchart and supplemental materials; and the addition of National Park Service Annual Reports, National Register District nominations/property lists/maps, City Preservation Plan, incentives, and resource links to the city website.
2. Volunteer Leadership Coffee with the Mayor. Mayor Reed hosted his fourth annual City Volunteer Leadership Coffee on June 18 and 30 with all city volunteer board, committee,

council and commission chairs and vice chairs. The BHPC provided an overview of the projects and activities over the past year and what was planned for 2015.

3. Annual Mayor's Awards for Historic Preservation. The BHPC, along with Mayor Tim Reed, annually award property owners who have done exceptional restoration or rehabilitation projects on historic homes and businesses. This year, architects, consultants, designers, and contractors were also recognized for their work on these projects. The plaque format of this year's award was changed to an exterior bronze plaque. The 2015 Mayor's Awards for Historic Preservation presentations were held in conjunction with the Butler Human Rights Award and the ABLE Awards at the South Dakota State University Performing Arts Center on Thursday, October 29, 2015, from 5:00 p.m. to 7:00 p.m., with the program beginning at 6:00 p.m.

2015 Mayor's Awards for Historic Preservation:

- 824 5th Street, Dave & Diane Kosbau – Residential Addition
- 621 6th Street, Ribstein Law Office – New Construction in Residential District
- 907 and 911 8th Street, "SDSU Foundation's Bungalow's on 8th" – Adaptive Reuse as guest cottages
- 423 8th Street, Bob & Pat Fishback's garage – New Construction

4. Historic Trolley in Central Residential Historic District. The Commission hosted Trolley Rides in Central Residential Historic District during the Downtown Festival of Lights Parade on Thursday, December 3, 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.

The event was a huge success with all four tours filled and a fifth added to accommodate the remaining people in line. Approximately 100 participated. Garcia Fritz developed the route and wrote the script. Willert and Boersma did an outstanding job as tour guides.

A new addition to this year's event was a prize to the best decorated house in the Central Residential Historic District. David and Diane Kosbau's home at 824 5th Street was selected by Mayor Reed, the BHPC and the riders as this year's winner. The BHPC obtained local sponsors for a gift basket.

Suggestions for the 2016 event include developing a back-up list of horse trolley sources, longer tours in the summer during daylight, and tours on bike.

5. Brochure Distribution. A subcommittee coordinated 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.
6. Preserve America (Heritage Tourism) Signs. In 2009, 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

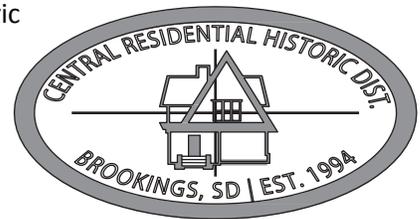
communities with tools to promote that history. Brookings was the recipient of ten signs. Unfortunately, none of the SDSU signs had been installed. In 2015, four of the five signs on campus were installed. McCrory Gardens is the only sign not installed.

7. Preservation Month Activities. The BHPC re-released the “Dave & Tasha Jones Sustainability Poster” and co-sponsored Les Rowland’s workshop presentation during History and Garden Festival during Preservation Month.
8. Comprehensive Master Plan. Rowland and Thornes attended a special Planning Commission meeting to provide information and answer questions related to the historic resources in Brookings. Included in the discussion were anticipated changes to the existing historic district boundaries, the Historic Preservation Plan strategies and priorities, and future goals that the HPC may want to attain during the planning period (2015-2035). The Commission identified the following general topics: post-modern National Register listings, expansion of existing Districts, Local Register properties and districts, and design guidelines.

Dan Hanson, City Planning and Zoning Administrator, provided the BHPC with proposed modifications to historic preservation elements in the updated city comprehensive plan and requested BHPC input. SHPO staff reviewed the proposed changes and thought the statements about how protection and enhancement will actually happen seemed very general. They asked if the comprehensive plan had been helpful in supporting preservation efforts in the past. They recommended inclusion of connections that could be made in light of modern preservation work, including links between historic places and goals such as sustainability, tourism development, and the ability of historic downtown buildings to provide space for small business and creative businesses. They also recommended goals for increasing the identification and recognition of additional historic places.

On December 15, 2015, the City Council passed a motion directing staff to research funding models for a comprehensive master planning process and to create a master plan steering committee charter. The BHPC will have at least one member on the steering committee.

9. District Marker Program. The Brookings Historic Preservation Commission received funds for National Register markers for the Brookings Central Residential Historic District. The Commission designed a district-specific small, cast bronze plaque to be located next to the front door. The plaques will invite questions and dialogue about historic preservation. Expansion of the signage program will also improve general public knowledge of our local heritage, encourage others to seek Register listings, and promote the preservation of our historic resources. Installation is scheduled for spring 2016.



10. Adaptive Reuse – Park & Recreation Building, former National Guard Armory. BHPC members and staff assisted in developing a request for proposals for an adaptive reuse plan for the old Park and Recreation building at 221 Main Avenue. Retaining it for public use would be the most desirable. The BHPC sought adaptive reuse input of preservation colleagues through the National Trust and National Alliance listSers.

11. Request to co-sponsor event with South Dakota Historical Society Foundation.

The Brookings Historic Preservation Commission was approached about co-hosting a local fundraising event with the State Historical Society Foundation Board. Proceeds would be split between the State and the local organizations. The State Historic Preservation Office determined that the BHPC may raise funds and the Brookings City Attorney has reviewed the issue and agreed that a city organization may raise and retain funds. One of the ideas under consideration involved historic sites, urban agriculture, and biking. The leadership of the Historic Preservation Commission, Sustainability Council and Bicycle Advisory Committee met to discuss the concept and feasibility. All three entities felt a collaborative relationship for an event was a great idea. However, the bike committee is just getting started and needs to complete its baseline planning documents this year. The Sustainability Council also has a full agenda in 2016. All had experience with fundraising events and noted the amount of work that would be involved. Other questions included who needs the funding, are there easier ways to obtain funding, how much time would be involved, what is the measure of success, and availability of volunteers to run the event. There was consensus that an event in 2017 or later would be something to consider.

The BHPC noted it would be mutually beneficial to foster a collaborative relationship with the state organizations. The BHPC plans to attend, lend support in any way that they can, and assist in raising the profile about historic preservation in the community and state.

12. National Alliance of Preservation Commissions CAMP. The Brookings Historic Preservation Commission received funding to sponsor an onsite 1 ½ day National Alliance of Preservation Commissions “CAMP” training for the Brookings Historic Preservation Commission and any other interested South Dakota Commission members and staff. CAMP (Commission Assistance and Mentoring Program) is the signature training offered by National Alliance of Preservation Commissions (NAPC). The program will consist of one day of the basics that would include Chair Training, Legal Basics, Meeting Procedures, Building Public Support, Reading Plans, Identifying and Designating Historic Resources, Standards and Guidelines and a Hands-on Design Exercise. An additional half day would be dedicated to long range preservation planning. All statewide CLG members will be invited to attend the training, in conjunction with the statewide CLG meeting.

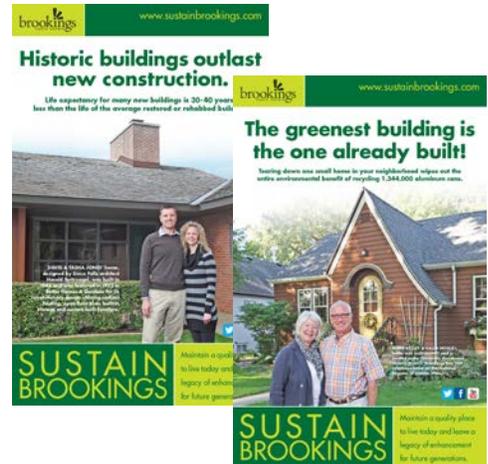
13. Statewide CLG Meeting

2015: Staff assisted in the development and promotion of the second annual statewide CLG meeting in Deadwood on November 12-13. Four BHPC members attended. The following topic recommendations were made:

- Improved networking between CLGs
- Technology and apps for historic preservation
- How to share information effectively
- Main Street program

2016: The BHPC will host the 2016 Statewide CLG meeting on August 11-12, 2016.

14. Sustainability Public Awareness Campaign. The BHPC partnered with the City’s Sustainability Council on their annual poster campaign to promote sustainable efforts in the community including reuse of historic buildings. The Sustainability Council promotes release of the 12 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.



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 2015, 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

- Thornes attended the 2015 National Trust for Historic Preservation Conference in Washington, DC from November 3-6

- 2) Sustainability Conference
 - Thornes attended the Growing Sustainable Communities Conference in Dubuque, IA, October 5-9
- 3) Statewide CLG Meeting
 - Boersma, Brink, Gritzner, and Willert attended the statewide meeting in Deadwood on November 12-13.
- B. Ongoing professional and technical training through materials, video, etc.
- C. Membership to preservation organizations: State Historical Society, National Trust for Historic Preservation, National Main Street Organization and National Alliance of Preservation Commissions.

2016 Goals & Objectives

PUBLIC EDUCATION/AWARENESS

- 1) Develop formal Public Education Campaign for 2016/2017
- 2) Sponsor Historic District event
 - A. Block party; close street; partner with other organizations
- 3) Continue 11.1 Informational Campaign
 - A. Annual mailings
 - B. Seek ways to notify property owners regarding National Register status
 - i. Realtors/listings
 - ii. Deeds
- 4) Brochures:
 - A. Digitize existing brochures for online access
- 5) District Marker Program
 - A. Central – 2015/16
 - B. University – 2016/17
- 6) Workshop (one required per year)
 - A. Solicit input on topic ideas through Survey Monkey (February 2016)
 - B. Suggested “assistance to historic property owners” topics:
 - Local register designation workshop
 - How to research my house
 - Energy Savings
 - Window Restoration
 - Window tune-up
 - C. Realtors Workshop
- 7) Foster Preservation Partnerships (DBI, SHPO, NT, Sustainability, Bikes)
 - A. Sustainability Council
 - a. Poster Campaign
 - b. Give presentation @ “Green Drinks” event
 - c. Co-sponsor Film – “The Greenest Building”
 - http://thegreenestbuildingmovie.com/The_Greenest_Building/Home.html
 - B. Partner with Bicycle Advisory Committee on summer biking tours of the districts
- 8) Preservation Month – May (suggested activities)
 - A. Radio show
 - B. Mayor’s Proclamation
 - C. Daily Photos – Website & FB

- D. Weekly Picture Features – Newspaper
- 9) Mayor’s Award Event - September 2016
- 10) Central Historic District Trolley Rides
 - A. Festival of Lights Parade – December 1, 2016 and December 7, 2017
 - B. Summer tours
 - C. Tours on bikes
- 11) Website
 - A. Expand information provided on city website
- 12) Social Media
 - A. Consider Commission FB page
- 13) Continued Partnership Building: DBI, CVB/Chamber, SDSU
 - A. Monitor changes with DBI structure; provide support as needed
- 14) Threatened Properties Awareness/Advocacy
 - A. Rammed Earth Wall and Building
 - B. Sexauer Seed Elevator District

COMMISSION DEVELOPMENT

- 1) In-house:
 - A. Member handbook and training materials available on city website
 - B. Volunteer training by City Attorney & City staff
- 2) National Alliance of Preservation Commission’s CAMP (August 11-12, 2016)
- 3) Statewide
 - A. Increase networking with other CLGS
 - B. Statewide google doc drive
 - C. Statewide email list
 - D. Statewide CLG Meeting (Brookings hosting 2016)
- 4) SHPO training
- 5) Regional:
 - A. MN Annual Conference (if funding permits)
 - B. IA Annual Conference (if funding permits)
- 6) National:
 - A. National Alliance of Preservation Commissions- 2016

HISTORIC RESOURCE RECORDATION & PRESERVATION

- 1) Continuation of Local Register Program
- 2) Participate in Comprehensive Master Planning Committee for the City for the creation of the new Master Plan
- 3) Additional Signage:
 - A. Pioneer Park Band Shell
 - B. Replace district signage as needed
 - C. District signage
 - D. McCrory Gardens Preserve America sign
 - E. Sexauer Seed District Preserve America sign