

Brookings Historic Preservation Commission
2002 Annual Report
Brookings, South Dakota

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Preface

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

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

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Table of Contents

| | |
|----------------------------|----|
| Certified Local Government | 1 |
| Eligible Projects | 2 |
| Funding | 3 |
| Bylaws | 4 |
| Commission Members | 6 |
| Projects | 7 |
| Public Education Program | 19 |
| Outreach Outline | 20 |
| Objectives & Needs | 26 |

Appendices

2002 Meeting Minutes
Workshop Documentation

Certified Local Government

The National Historic Preservation Act established a nationwide program of financial and technical assistance to preserve historic properties ~ buildings, structures, neighborhoods, and other places of importance in the historic and cultural life of the nation. A local government can participate directly in this program when the State Historic Preservation Officer certifies that the local government has established its own historic preservation commission and a program meeting Federal and State standards. A local government that receives such certification is known as a “Certified Local Government” or CLG.

State Historic Preservation Offices began certifying local governments in 1985. The Brookings Historic Preservation Commission became a member of South Dakota's certified local government program in August, 1985. Currently, every State has at least one CLG and the nationwide total exceeds 700. A major incentive of the CLG program is the pool of grant funds State Historic Preservation Offices (SHPOs) set aside to fund local historic preservation projects. CLGs are the only eligible applicants for these funds.”

The Brookings Historic Preservation Commission is committed to promoting the inspiration, pleasure and enrichment of the citizens of Brookings through the identification, documentation, preservation, promotion and development of the city’s historical resources.

The primary activity of the Brookings certified local government is to educate citizens and city officials about historic preservation.

(Source: “Questions and Answers about CLG Grants from SHPOs”, U.S. Dept. of the Interior, NPS Cultural Resources)

Eligible Projects

Historic Preservation Fund grants to Certified Local Governments have funded a wide variety of local historic preservation projects. Projects eligible for funding and the criteria used to select them are developed yearly by each SHPO. CLG project types that have been funded include the following:

- * architectural, historical, archeological surveys, and oral histories;
- * preparation of nominations to the National Register of Historic Places;
- * research and development of historic context information;
- * staff work for historic preservation commissions, including designation of properties under local landmarks ordinances;
- * writing or amending preservation ordinances;
- * preparation of preservation plans;
- * public information and education activities;
- * development and publication of design guidelines;
- * publication of historic sites inventories;
- * preparation of zoning studies;
- * development of slide/tape shows, videotapes;
- * 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;
- * rehabilitation and restoration of properties individually listed in the National Register of Historic Places or contributing to a National Register historic district.

(Source: "Questions and Answers about CLG Grants from SHPOs", U.S. Dept. of the Interior, NPS Cultural Resources)

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. In FY 2002 the Brookings Historic Preservation Program received \$8,973 in federal money and \$3,500.00 from the City general fund.

| | 2002 BUDGET DESCRIPTION | ANNUAL BUDGET |
|---|----------------------------|------------------|
| 101457433408 | State Grants | 12,700 |
| TOTAL REVENUE | | 12,700 |
| 101457542207 | CONTRACTING SERVICES | 4,200 |
| 101457542603 | GENERAL SUPPLIES | 1,500 |
| 101457542605 | PHOTOGRAPHIC SUPPLIES | 1,000 |
| 101457542701 | TRAVEL & LODGING | 5,000 |
| 101457542800 | PUBLIC EDUCATION | 4,000 |
| 101457542901 | MEMBERSHIPS & DUES | 500 |
| TOTAL HISTORIC PRESERVATION EXPENSES | | |
| NET COST | | (3,500) |

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 Ordinance 5-89 as incorporated under the laws of the State of South Dakota.

ARTICLE II: Membership and Appointment

Section 1: Commission shall consist of not less than seven members who shall be appointed by the City Commission.

Section 2: A minimum of one of the seven members is to be a professional from the disciplines of history, architecture, archeology, planning, and law as described in CLG requirements.

Section 3: All members shall reside within the City and shall serve three (3) year terms. Each member shall be eligible for appointment for one additional term.

Section 4: Any vacancy in the membership of the Commission shall be filled for the unexpired term in the same manner as for appointment. The Mayor of Brookings shall act within 75 days to fill any vacancy which may occur.

Section 5: In the event that a member has five consecutive unexcused absences, the member's position on the board will be reviewed by the Mayor.

Section 6: Members of the Commission shall be removed for cause by the Mayor and/or the City Commissioners upon written charges and after a public hearing.

ARTICLE III: Meetings

Section 1: The Commission shall schedule at least 12 meetings a year. Meetings may meet at such times and places as may be determined by said Commission. The chairperson of the board may cancel or postpone a meeting.

Section 2: A majority of the members presently appointed shall constitute a quorum of transacting the official business of the board.

Section 3: All regular and special meetings of the Commission shall be open to the public.

ARTICLE IV: Officers

Section 1: The Commission shall elect a chairperson and a vice-chairperson from its members. The City Finance Office Administrative Assistant shall act as a recording secretary and project manager for the Commission.

Section 2: Officers shall be elected for one year terms. They may be elected again to fill the same office.

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 attend at least once statewide Certified Local Government workshop 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.

Section 7: 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.

Brookings CLG Members

As outlined in certified local government requirements, two of the members are to be professionals from the disciplines of history, architectural history, architecture, archeology, planning, urban planning, American studies, American civilization, cultural geography, or cultural anthropology. At least three of the total membership must be non-professional members who represent a demonstrated interest, experience, or knowledge in historic preservation.

| <u>Appointed</u> | <u>Member</u> | <u>Term Ends</u> |
|------------------|--|---|
| 9/98 | Gloria Kloster Historic Property Owner/Freelance Artist | 1/2002 1/2002-1/2005 |
| 1/94 | Pat Fishback Historic Property Owner, Chairperson | 1/94-1/97 1/00-1/2003 1/2003-1/2006 |
| 1/97 | Mark Kelsey Historic Property Owner/Contractor | 1/2000 1/00-1/2003 |
| 1/2001 | Mary Lou Berry Historic Property Owner | 1/2004 |
| 4/2001 | Diana Zwieg Historic Property Owner | 1/2004* |
| 1/2002 | Carrie Lavarney Historic Property Owner/Museum Curator | 1/2005 |
| 1/2002 | Richard Pudwill (resigned 1/6/03)* | 1/2005 |

* Completed unexpired term

Michael Williams, City Manager
Shari Thornes, City Clerk & Program Manager



Programs & Services

Completed & Ongoing

Purpose/Mission Statement

The Brookings Historic Preservation Commission is committed to promoting the inspiration, pleasure and enrichment of the citizens of Brookings through the identification, documentation, preservation, promotion and development of the city's historical resources.

Members

Pat Fishback, Chairman
Mark Kelsey
Diana Zwieg

Gloria Kloster, Vice Chairman
Mary Lou Berry
Carrie Lavarney

Programs and Services

In August 1985, the Brookings Historic Preservation Commission became a member of the Certified Local Government program. The Certified Local Government Program, administered by the National Park Service, is a local, state and federal partnership. This national initiative provides valuable technical assistance and small grants to local governments seeking to keep for future generations what is important and significant from their past. 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. documentation of volunteer hours contributed;
2. an ongoing survey of historic resources;
3. enforcement of state and local preservation legislation;
4. submission of status and completion reports on all projects;
5. written requests for variations to funded projects;
6. the creation and implementation of a preservation plan;
7. submission of an annual report;
8. holding a public workshop;
9. conduct a public education activity; and
10. attendance at a state sponsored preservation workshop.

In addition, the Commission must maintain at least two professional members from the disciplines of history, architectural history, architecture, archeology, planning, urban planning, American studies, American civilization, cultural geography or cultural anthropology.

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 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 all are served by this program.

Performance Measurement: *At the end of the year the BHPC will evaluate the number of National Register nominations made, the number and outcome of all SDCL 1-19A-11.1 state reviews, the number of historic resources documented, and any expansion to the database of eligible properties.*

- A. **New National Register Listings:** The BHPC did not pursue any individual or district National Register of Historic Places listings in 2002. Inquiries were received from individual property owners interested in listing their property. Assistance was provided by way of facilitating site visits from the State Historic Preservation Office. Owners were provided with examples of successful nominations and technical assistance as needed.
- B. **SDCL 1-19A-11.1 Review documentation as required by the State Preservation Office on threatened properties:**
- 1) **Property:** 912 6th Street (secondary structure)
- Project: *Moving of secondary structure into an historic district* - The owners of 802 4th Street and 912 6th Street applied for a moving permit for a secondary structure located immediately adjacent to their private residence in the Central Residential Historic District. The proposed new location of the garage at 912 6th Street was also in the Central District.
- Location: Brookings Central Residential Historic District
- Notification: August 29, 2002
- Determination: August 30, 2002. The SHPO determined that the moving of the garage to a new location at 912 6th Street would have no adverse effect on the Brookings Central Residential Historic District. Comment from the Brookings Historic Preservation Commission was not requested. In the end, the owners decided to not move the garage to that location and it was removed from the District in September 2002.

2) **Property:** 725 9th Street (secondary structure)

Project: *Demolition* - The owner of the property applied for a demolition permit for an attached garage at this property which is located in the Brookings University Residential Historic District.

Location: Brookings University Residential Historic District

Notification: June 5, 2002

Determination: June 7, 2002 - The BHPC expressed concern regarding the SHPO's response on this project. Their letter, dated June 7, 2002, read as follows: "Any future construction on the site should meet the Secretary of the Interior's Standards and be compatible in-fill to the district."

3) **Property:** 316 8th Avenue (primary & secondary structure)

Project: *Demolition* - The proposed project included the removal of a house and garage at 316 8th Avenue and a garage at 802 4th Street. The structures at 316 8th Avenue are contributing properties in the Central Residential Historic District in the City of Brookings. The owners of this property live immediately adjacent to the north and planned to demolish the garage at their residence at 802 4th Street at a later date. The three structures were to be replaced with a 3 or 3-1/2 stall garage.

Location: Brookings Central Residential Historic District

Notification: January 31, 2002

Determination:

- 2/27/02 - SHPO correspondence requiring a case report.
- 4/16/02 - Submission of case report to SHPO
- 4/22/02 - SHPO correspondence indicating the removal of buildings would have an adverse effect on the Central Residential Historic District. They indicated that the City had met the requirements of 11.1.

4) **Property:** 828 8th Avenue (secondary structure)

Project: *Demolition* - The owner of 828 8th Avenue applied for a demolition permit for the former Emmanuel Baptist Church located at the rear of the private residence in the Brookings University Historic District

Location: University Residential Historic District

Notification: January 23, 2002

Determination: January 2002 - The owner was coordinating with the Spruce Up SD program on the demolition and site clean-up. The State signed off on this project via telephone and gave permission to demolish.

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. And a community which has attractive, well-maintained diverse historic properties is a likely candidate for increased heritage tourism dollars.

While some activities are targeted to residents and owners within specific Historic Districts, others are presented to the entire community. By means of radio programs, newspaper articles, community presentations and walking tours, the preservation message is often disseminated beyond city borders.

Performance Measurement: *At the end of the year the BHPC will evaluate what education measures were taken for threatened properties, the number of nominated and selected Mayor's Awards, if the BHPC provided a progress report to the Council on the carrying through with the Preservation Plan, what Preservation Plan action items were incorporated into the 2020 plan, how many property owners requested and received assistance, what workshops and other educational programs were provided and their attendance, and the status of the DBI program and addressing the needs of the commercial district.*

A. Promotion of Historic Districts and Properties

1) Commercial Historic District

Downtown Brookings, Inc. (DBI) is a local non-profit organization established in 2000. A member of the BHPC serves as past president of the Downtown Brookings Incorporated (Main Street) program in Brookings attending monthly meetings of the board. In addition, she serves as chair of the DBI Farmer's Market committee which meets monthly and on the Promotion committee which also meets monthly. A DBI newly formed committee, the Design Guidelines committee, also includes a member of the BHPC and the city staff for the BHPC.

2) Threatened Properties

1921 Building. During January, February and March 2002, two members of the BHPC continued to attend weekly meetings of the Brookings County Commission. In addition, at least two members attended additional work session meetings during this time as the County Commission prepared for a public vote on reuse of the 1921 building (formerly the High School and then Middle School). County Commissioners decided to refer to the voters a bond issue for \$5 million to rehabilitate the 1921 building and to remodel the 1912 courthouse. On March 26 voters defeated the \$5 million bond issue. Preservation

members continued to monitor the county meetings in regard to the fate of the building. In addition to the weekly meetings, the county discussed the issue at a joint school, city, county meeting attended by preservation commission members. On April 30, the county commission voted to demolish the 1921 building. A referral movement was begun by supporters for reuse of the building. Several preservation commission members participated in the referral effort by circulating a petition, calling voters, doing three radio interview programs, meeting with residents of the broader county area to encourage interest in the fate of the building, working at the referral headquarters and participating in a press conference. The BHPC provided a "Speakout" Column to the Brookings Register prior to the vote. In addition, during the time leading up to the vote, preservation commission members sought potential developers for the 1921 building. On July 31, the public vote rejected the county's decision to demolish and indicated that the building could not be demolished for one year. During the months of August through December, preservation commission members continued to work on the 1921 building by encouraging rehabilitation of the building. These efforts included encouraging the county to pursue follow-up with developers who had expressed interest in the building. In October and December BHPC members attended county meetings at which developers presented options for reuse of the building. The Brookings Economic Development Corporation indicated an interest in working with the county and developers on this project. By the end of the year, negotiations continued to be underway.

B. Workshops - *Brookings Downtown Garden Festival - April 27, 2002*

The BHPC contracted with Downtown Brookings Inc. to provide a plant and garden-related workshop in the Commercial Historic District in Brookings on Saturday, April 27, 2002. The goals of the event were to provide a venue to exchange information about gardening and outdoor living, to celebrate Brookings' heritage, to highlight garden and outdoor products, to display and sell items in stores and on sidewalks, to give away trees and flowers, and to celebrate spring, music, sidewalk art and hopscotch. The event included the following sessions:

- How to attract birds to your yard
- Blue birds and their houses
- Garden stepping stones
- Irises in bloom
- New plants and planting techniques
- Flower pot planting
- Water features
- NE Hansen, Brookings Native
- Gardening for beginners
- Landscaping for beginners

C. Annual Mayor's Awards for Historic Preservation

Each year the Brookings Historic Preservation Commission, in cooperation with the Mayor's Office, celebrates the best of preservation by presenting *Mayor's Awards* to individuals, businesses and organizations that have demonstrated outstanding

achievements in historic preservation. These efforts include homeowners who save and maintain important Brookings' landmarks, as well as business owners who sensitively blend new construction in an historic district. All demonstrate commitment, leadership and achievements worthy of recognition.

To be eligible, the project must involve the restoration of a home, business and rental property located in the city limits that is 50 years old or older. Interior and exterior projects are judged on consistency in style, appropriate materials, quality of workmanship and sensitivity to the environment. Nominations are solicited from the community throughout the year. Official requests for nominations for the 2002 Awards were solicited in April.

Mayor Virgil H. Herriott and Pat Fishback, Chairman of the Brookings Historic Preservation Commission, presented the 2002 Mayor's Awards to the following winners at the City Council meeting on Monday, May 13, 2002 at 5:30 p.m.

Donna and John Ramsay

310 Fourth Street, Old City Hall, Phased Exterior Restoration

The phased restoration on the 1912 Old City Hall building at 310 4th Street began in the fall of 1999. Built in 1911 for a cost of \$22,048, the City of Brookings took possession of the building on February 5, 1912. Used by numerous city entities until 1982, when the new City Hall was completed, a decision was made by the City to preserve the structure, offering it to the private sector. The building now houses dhR Design Services Ltd, a company owned by John and Donna Ramsay.

Working with the State Historic Preservation Office, Subsidiary of the US Dept. of Interior (National Park Service), proposals were made for restoration of the building's North Façade, including re-building the two arched Fire Truck Door Entrances, replacing the central support column, and building modified facsimiles of the great doors. The large window in the (former) Auditor's Office was also replaced with a replica built according to original blueprints. Double-hung windows on the East Façade were carefully restored, then protected by appropriate storm panels. The roof was resurfaced, and the historic rain gutter repaired. These projects were completed by Fall 2001.

Interior renovation is ongoing and the future commercial area work will include finish work on the front half (east side) and completion of the rear half. Projects this summer include more window restoration and upper-level window repair and painting.

South Dakota State University, Coughlin Campanile, Overall Restoration

In September, 1997, the SDSU Alumni Association announced plans to raise funds for the restoration of the Coughlin Campanile. Time and South Dakota weather had taken their toll on the great landmark. Repairs would include replacement of some limestone and brick, sealing, chemical scrubbing of the brick, inside painting, re-glazing of the lantern,

windows removed and refurbished, landscaping, and updating the electrical wiring which allowed the lampposts to once again illuminate the base of the structure. Primary contractor for the project was Advanced Masonry Restoration of St. Paul, MN.

Charles Coughlin, SDSU class of 1909, provided \$78,000 to build the bell tower which opened its doors in 1930. Almost 70 years later, 3,087 alumni and friends stepped forward to contribute \$624,407 for the restoration effort.

Two thousand people attended the formal rededication of the Coughlin Campanile on September 22, 2001.

D. Preservation Week Activities

Brookings celebrated “Preserving the Spirit of Place” - National Preservation week with the presentation of the Mayor’s Awards for Historic Preservation on May 13th. The BHPC also published an historic preservation newsletter which was distributed thru the Brookings Register.

E. Walking Tour Brochures

State funding was secured to underwrite the cost of production of a new walking tour brochure for the Brookings University Residential Historic District. In 2002 the Commission identified the route, selected the featured properties, developed a draft layout with the consultant and developed a draft brochure narrative. The brochure will highlight specific architectural features of homes, a list of Urban Barns within the district, and a “windshield tour” of other homes not featured. Final publication of the brochures is scheduled for fall 2003 and they will be available free of charge at numerous sites throughout Brookings.

F. Signage

Commercial District Plaques & Street Signage

The BHPC has two ongoing signage projects. Supplemental state funds were received to replace the Commercial Historic District National Register plaques. The new cast bronze plaques list each building by its historic name and construction date. Also, as part of our heritage tourism effort, the BHPC designed and created street signs for the four historic districts. Installation of the signs and plaques is in 2003.

G. Welcome Packets

Welcome packets were created to give to new home owners in the Central and University residential historic districts. Packets contain maps of the districts, tax benefit information, information on the National Register, architectural information, walking tour brochures, preservation-related website list, house maintenance checklist, preservation newsletter, and welcome letter from BHPC. Commission members coordinate with local realtors to identify new home owners in the historic districts.

H. Participation in the conduct of land use, urban renewal and other planning processes undertaken by the city.

BHPC members attend all special and regular Planning Commission meetings and participated in the Brookings 2020 Plan subcommittee meetings.

I. Revising BHPC Ordinance

The BHPC has been working with city officials to clarify language in the preservation ordinance to ensure that the commission can perform its legal obligations in a clear, efficient, and effective manner.

The State Historic Preservation Office secured a consultant from the National Trust for Historic Preservation to assist communities in the state in the creation and/or review of their historic preservation ordinance. The City of Brookings agreed to participate in this process and held their first meeting with Mr. Frank Gilbert in November 2001 to start the process of updating and clarifying language in our current ordinance.

Purpose of the Ordinance Review Project:

This clarification has been a state-initiated and state-funded ordinance review project. The City of Aberdeen/Brown County and Codington and Clay counties also have participated. The intent of the review in Brookings is to clarify language in the current ordinance and to bring all sections of the ordinance in compliance with State law. We undertook the review in cooperation with the State Historic Preservation Office with consultation provided by Frank Gilbert, a senior field representative for the National Trust for Historic Preservation. Clarifying the Brookings Historic Preservation Ordinance will enable the preservation commission to perform its legal obligations in a more clear, efficient and effective manner.

Timeline of the Project

After the ordinance review project was initiated in July 2001, Frank Gilbert met with BHPC members, the city manager, and the city attorney in October 2001 and August 2002. Prior to his initial visit to Brookings, Gilbert, BHPC members, the city manager and the city attorney reviewed the ordinance provisions and all ordinance-related correspondence. (This communication included but was not limited to correspondence from: Julia Miller, editor, The Preservation Law Reporter; Robert Nieweg, Regional Attorney, National Trust for Historic Preservation; Alan F. Glover, former Brookings City Attorney; Jay D. Vogt, State Historic Preservation Officer; and Betty Anne Bierle, Consultant for the Brookings Community Preservation Plan). During monthly BHPC meetings, commission members have discussed each section of the current ordinance. In addition, a subcommittee met, discussed each ordinance section and possible amendments, and then subsequently made recommendations to the BHPC for members' consideration. In a teleconference on Tuesday, December 3, involving Frank Gilbert, the city attorney, the BHPC chairman and vice chairman and city staff, additional discussion took place. The BHPC met on December 5 and a report of the teleconference and further discussion about the ordinance revisions will continue. The amended ordinance was first provided for the City Council at its January 7th planning meeting and continues to be reviewed in 2003.

Legal Basis for Historic Preservation in Brookings:

- Local, State, and Federal law support BHPC activities. Each layer of government oversight intends to assign the greatest authority and responsibility for safeguarding historic resources to the local level, in a local citizen board, making decisions about local matters.
- The National Historic Preservation Act established a nationwide program of financial and technical assistance to preserve historic properties-buildings, structures, neighborhoods, and other places of importance in the historic and cultural life of the nation.
- A local government can participate directly in this program when the State Historic Preservation Officer certifies that the local government has established its own historic preservation commission and program meeting Federal and State standards thus becoming a Certified Local Government (CLG).
- The BHPC became a member of South Dakota's CLG program in August 1985 and is the official representative for the city of Brookings in the National Park Service's CLG program.
- A major benefit of the CLG program is the pool of grant funds State Historic Preservation Offices set aside to fund local historic preservation projects. CLGs are the only eligible applicants for these funds.
- These funds are designed to supplement city programs, not sustain them.
- In FY 2001 the Brookings Historic Preservation Program received \$6,700 in federal money and \$3,500 from the City general fund.
- On May 16, 1989, the Brookings City Commission adopted Article VI, Historic Preservation Chapters 10-90 through 10-109 and adopted the Historic Preservation Ordinance. (South Dakota Certified Local Governments used similar models available at the time).
- The ordinance was amended in 1999 to incorporate language which was appropriate to the new form of city government and to allow conformity with other city boards, commissions and committees.
- BHPC members, city officials and consultants have reviewed the ordinance over the past six to seven years and recommended that the preservation commission work to clarify its ordinance. And, in order to establish necessary legal consistency between South Dakota statute and the Brookings ordinance, it has been suggested that amending the ordinance relating to notice and recordation requirements, criteria for designation, and limits on the commission authority to waive the 180-day delay would be important.
- Over the years the BHPC had asked for assistance from the SHPO in clarifying our ordinance and we have appreciated the opportunity to work on this project with local city officials, the state preservation office and the consultant from the National Trust for Historic Preservation.

J. “Picture This” Feature

Individual Brookings Historic Preservation Commission members research and author monthly photo/essay columns for the Brookings Register. This column, entitled "Picture This", is now in its seventh year and has offered area readers over 72 glimpses into Brookings' past. In 2002, the column featured a variety of historic photos and essays, among them vintage homes, area businesses past and present, past holiday and Hobo Day celebrations. The "Picture This" column has generated considerable interest in the preservation of photo archives, and has also been used to successfully solicit reader input on unidentified photos. Rude's Furniture and the Brookings Register generously sponsor this column.

K. If Walls Could Talk

The BHPC was contacted by a researcher for the "If Walls Could Talk" HG TV television program. They were in South Dakota during the week of October 21st and asked for help in identifying homes to feature on their program. Their show features restored older homes by owners who still reside in the home. The show focuses on the restoration and history of the house.

Technical Assistance

Staff and State and National preservation office personnel are primarily responsible for answering property owner tax project and eligibility questions, as well as conducting site visits at the request of the property owners. When state or national preservation office staff are in Brookings, as many site visits and consultations as possible are scheduled, to maximize benefits from the visit. Commissioners accompany the site visits, as observers and for their education, but do not offer tax project advice. Commissioners provide grant writing and application assistance, deliver Welcome Packets, and prepare and present briefings to the City Manager, elected officials, and other city officials.

The technical assistance services provided directly benefit local property owners by answering their preservation-related questions, providing alternative options if applicable, and affording them free, ongoing expert advice. Informed property owners are more likely to use all of their options in maintaining their own historic properties, frequently purchase and rehabilitate additional historic properties, and often let other historic property owners know of the services available, continuing the preservation cycle. In 2002, the following technical assistance services are provided:

- ❑ Served on the Brookings Downtown, Inc. Board of Directors (Commission)
- ❑ Provided grant writing assistance for the County Deadwood Grant(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)

- ❑ Prepared and delivered Welcome Packets for new owners of historic properties (prepared by Staff and delivered by Commission)
- ❑ Responded to realtor inquiries regarding tax benefits (Staff)
- ❑ Provided materials and informational briefings to City Manager and other city officials (Commission/Staff)

Performance Measurement: *At the end of the year the BHPC will look at the number of Downtown Brookings, Inc. Board of Directors and Promotions meetings attended, the number of site visits by state and national preservation personnel, the number of welcome packets distributed and the number of response to property owner and realtor inquiries.*

Continuing Education

A. Attend mandatory annual state training sessions:

May 9 & 10: State Annual Preservation Conference - Pierre, SD. BHPC representatives Pat Fishback and Richard Pudwill attended the annual historic preservation conference sponsored by PreserveSD and the State Historical Preservation Office. Attendance by at least one member of the BHPC to a statewide conference is required by the State.

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

August 1-4: San Antonio. Four representatives of the BHPC (Fishback, Kelsey, Lavarney and Thornes) attended the National Alliance of Preservation Commissions Bi-Annual Conference in San Antonio, Texas.

Sept. 7: Preservation Camp - Deadwood, SD. BHPC members Fishback, Berry and Pudwill attended the National Alliance of Preservation Commissions and the PreserveSD one-day preservation bootcamp in Deadwood on Saturday, Sept. 7th. The SHPO provided additional grant funds of \$943 to allow sending multiple representatives. The planning commission was invited to attend but no one was able to attend. The conference covered federal preservation law, “takings”, due process, economic hardship, education of children, clarification on owner consent, design review, surveying old buildings, appropriate infill design, and FRESH (footprints, roof shape, envelope, skin and holes).

C. Membership to preservation organization

- ❑ State Historical Society
- ❑ Preservation South Dakota
- ❑ National Trust for Historic Preservation
- ❑ National Main Street organization
- ❑ National Alliance of Preservation Commissions
- ❑ Preservation Law Forum

Expenditure Report

Funding for grants to the BHPC 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 also 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. In FY 2002 the Brookings Historic Preservation Program received \$8,973 in federal money and \$3,500 from the City general fund.

Goals and Objectives for 2003

- Review and update Commission bylaws and ordinance with preservation plan and participate in SHPO ordinance sessions. Meet with city attorney, city manager and National Trust Representative to discuss clarifying language for the Historic Preservation Ordinance. Keep City Council members updated on progress with clarifying language.
- 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.
- Serve as a conduit between the state preservation office 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, Picture This feature, exhibits, newspaper columns, radio segments and workshops.
- Continue to monitor potential changes with any historical resources in Brookings.
- Continue to pursue and develop effective communication with local, state and national preservation organizations.

Unmet Needs

- Archival storage space for Norby Collection

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) Printing and distribution of brochure(s) that describe the historic resources in Brookings.
 - 5) Media information about all activities of the Historic Preservation Commission.
 - 6) Information about the Brookings Historic Preservation Commission and its programs on the City of Brookings website.

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.

2003 Outreach Outline

The Brookings Historic Preservation Commission is committed to promoting the inspiration, pleasure and enrichment of the citizens of Brookings through the identification, documentation, preservation, promotion and development of the city's historical resources.

PURPOSE:

In August 1985, the Brookings Historic Preservation Commission became a member of the Certified Local Government program. The Certified Local Government Program, administered by the National Park Service, is a local, state and federal partnership. This national initiative provides valuable technical assistance and small grants to local governments seeking to keep for future generations what is important and significant from their past. 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. Documentation of volunteer hours contributed
2. An ongoing survey of historic resources
3. Enforcement of state and local preservation legislation
4. Submission of status and completion reports on all projects
5. Written requests for variations to funded projects
6. The creation and implementation of a preservation plan
7. Submission of an annual report
8. Holding a public workshop, conducting a public education activity and attendance at a state sponsored preservation workshop

In addition, the Commission must maintain at least two professional members from the disciplines of history, architectural history, architecture, archeology, planning, urban planning, American studies, American civilization, cultural geography or cultural anthropology.

In 1989, the City of Brookings adopted a historic preservation ordinance, Ordinance 5-89, which established the Commission's purpose to allow the city to engage in a comprehensive program of historic preservation to promote the inspiration, pleasure and enrichment of the citizens of Brookings through the identification, documentation, preservation, promotion and development of the city's historical resources.

PROGRAMS AND SERVICES:

1. **Historic Resources Recordation and Preservation**
 - A. National Register of Historic Places listings
 - Add new eligible properties as property owners request and receive designation
 - Consider additional landmarks and districts for designation *
 - B. National Register Computer Data
 - Expand as appropriate *
 - C. Case report documentation as required by State on threatened properties
 - D. Norby Collection of historic newspapers and other documents

- E. Historian Services provided by local historian George Norby
- F. Photographic recordation

****if state funding allocation permits***

This program consists of photographic, written and computerized recordation of historic sites and properties, completed primarily by commission members with assistance from volunteer community members and city staff. Larger documentation projects also involve professional consultants. As a long-term benefit, this program provides a permanent record of our community's resources for future generations. It also assists in research projects and future restoration projects. Former and current community residents and/or their relatives, future residents and generations, state and national archives, state and local elected officials, community leaders and organizations, and city officials all are served by this program.

The BHPC creates twelve "Picture This" newspaper column pieces (Commission/Staff); develops routes and assist with script for 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. When recordation is complete, accurate and already 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.

2. Historic Resources Promotion, Public Education and Advocacy

A. Promotion of Historic Districts and Properties

- 1) Commercial Historic District:
 - Retain National Main Street Program membership
 - Assist Downtown Brookings Inc. Board of Directors in a comprehensive evaluation of downtown's strengths, weaknesses, opportunities and threats (Commission)
 - Review all available materials concerning historic downtown design (Commission/Staff)
 - Update and reprint Walking Tour Brochure (Commission/Staff)*
- 2) University Residential Historic District
 - Develop Walking Tour Brochure (Commission/Consultant/Staff)
- 3) Central Residential Historic District
- 4) Individually Eligible Properties
 - At their request, assist owners of eligible properties in obtaining necessary documentation, and preparing applications (Commission/Staff)
- 5) Potential Future Designations
 - Provide workshops and educational opportunities on methods of restoring eligibility (Commission/Staff)
 - Nominate additional properties within existing historic districts as they come of age (Homeowners/Commission/Staff)
- 6) Threatened Properties
 - If appropriate, nominate properties to the annual State "Places in Peril" list (Commission, Staff)
 - Write "Speak Out" Columns (Commission)
 - Participate in public forums (Commission)

- o Work with SDSU President to discuss the plan for the gateway corner at 8th Street and Medary Avenue in the University Residential Historic District (Commission/Staff)

**if state funding allocation permits*

We anticipate the program goals will be accomplished as in the past year, with commission members attending community forums, providing educational presentations, participating in broadcasts promoting preservation related activities, writing a monthly "Picture This" column, submitting Speak Out columns on current preservation issues, developing and facilitating an annual Walking Tour, selecting the annual recipients of the Mayor's Awards for Historic Preservation and partnering with the Agricultural Heritage Museum for a photo day/week.

When local citizens and organizations are kept abreast of local preservation issues and opportunities, as well as state and national program availability, the community at large will benefit through revitalized neighborhoods and a proactive approach to long-term community preservation. A community that has attractive, well-maintained, historic, diverse properties is a likely candidate for increased heritage tourism dollars.

While some activities are targeted to residents and owners within specific Historic Districts, others are presented to the entire community. An additional benefit occurs with the radio programs, newspaper articles, community presentations and walking tours - in these instances the preservation message is often disseminated beyond the city's borders.

The availability of a variety of relevant preservation related programs provides the commissioners and staff with the flexibility of multiple approaches when planning for and providing the historic promotional and educational opportunities required to fulfill their local and state preservation obligations.

3. Technical Assistance:

- A. Advise property owners on local, state and federal benefits (Staff)
- B. Facilitate and accompany site visits with state preservation personnel and property owners to answer technical assistance questions (Staff)
- C. Facilitate securing preservation consultants for community projects (Commission)
- D. Provide Welcome Packets for new owners of historic properties (Commission)
- E. Respond to realtor inquiries regarding tax benefits (Staff)
- F. Disseminate material and provide ongoing updates to City Manager and other city officials (Commission/Staff)
- G. Work with Brookings Downtown, Inc. Board of Directors (Commission)
- H. Research possible funding sources (Commission)

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 deliver Welcome Packets to new property owners, 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

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, thus promoting neighborhood stability.

4. Commission Development

- A. Attend mandatory annual state training sessions in Pierre and RDTN network training (Commission/Staff)
- B. Attend bi-annual National Alliance of Preservation Commissions conference (Commission/Staff)*
- C. Participate in new member orientation process (Commission/Staff)
- D. Seek ongoing professional and technical training through materials, video, etc. (Commission/Staff)
- E. Enroll as members of preservation organizations* (State Historical Society, Historic South Dakota Foundation, National Trust for Historic Preservation, National Main Street organization, National Alliance of Preservation Commissions, Preservation Law Forum) (Commission)
- F. Participate in the Ordinance Review Process sponsored by the State Historic Preservation Office.

**if state funding allocation permits*

The funding amount reflects an estimation of FY2003/2004 grant funds, a carryover of FY2002 grant funds and city funds. Programs funded with city funds will consist of the annual Mayor's Awards, historian services and research provided by George Norby, general office supplies and postage, photographic recordation, travel and lodging to attend statewide meetings, photo week activities, guided tours, public workshops, newsletters, welcome packets, Picture This series, University Historic District brochure development and other public education campaigns.

SOURCE OF FUNDS:

| Amount | Source | Fiscal Year |
|---------|-------------------------|-------------------------------|
| \$3500 | City Funds | January 1, 2003-Dec. 31, 2003 |
| \$8000 | 2002 State Allocation | June 1, 2002 to June 30, 2003 |
| \$2000 | 2003 State Allocation | May 1, 2003 to June 30, 2004 |
| \$_____ | 2003 supplemental funds | May 1, 2003 to June 30, 2004 |

DEPARTMENTAL GOALS & RELATIONSHIP TO CITY GOALS AND VALUES:

City Ordinance 5-89: "...The Brookings Historic Preservation Commission is committed to promoting the inspiration, pleasure and enrichment of the citizens of Brookings through the identification, documentation, preservation, promotion and development of the city's historical resources..."

As a result of a community-based planning process, the Brookings Historic Preservation Plan was developed and subsequently adopted by the Brookings City Council on March 12, 2001. The Plan outlines a proactive means of planning for our community's unique character and a means to protect, promote and develop our historic resources. It describes why preservation is important to Brookings, and identifies those elements of the built and natural environment which merit

preservation, promotion and protection. Using the Plan as a proactive planning resource, the Preservation Commission members are able to consistently establish priorities before issues arise, efficiently and logically make use of volunteer time and city funds, expedite decision-making and listen attentively to citizens without speculation about grassroots opinions.

GOALS & OBJECTIVES FOR 2003:

- Review Commission bylaws and ordinance with preservation plan and participate in SHPO ordinance sessions. Meet with city attorney, city manager and National Trust Representative to discuss clarifying language for the Historic Preservation Ordinance. Keep City Council members updated on progress with clarifying language.
- 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.
- Serve as a conduit between the state preservation office 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, Picture This feature, exhibits, newspaper columns, radio segments and workshops.
- Continue to monitor potential changes with any historical resources in Brookings.
- Continue to pursue and develop effective communication with local, state and national preservation organizations.

PERFORMANCE MEASUREMENTS:

Historic Resources Recordation and Preservation: At the end of the year the BHPC will evaluate the number of National Register nominations made, the number and outcome of all SDCL 1-19A-11.1 state reviews, the number of historic resources documented, and any expansion to the database of eligible properties.

Historic Resources Promotion, Public Education and Advocacy: At the end of the year the BHPC will evaluate what education measures were taken for threatened properties, the number of nominated and selected Mayor's Awards, the progress made in working with the planning commission on overlapping areas of the Preservation Plan and the 2020 plan, the success of BHPC updates to the Council, completion of action items in the Preservation plan, how many property owners requested and received assistance, progress on installation of signage, the status of the 1921, what workshops and other educational programs were provided and their attendance, and the status of the DBI program and addressing the needs of the commercial district.

Technical Assistance: At the end of the year the BHPC will look at the number of Downtown Brookings, Inc. Board of Directors and Promotions meetings attended, the number of site visits by state and national preservation personnel, the number of welcome packets distributed and the number of response to property owner and realtor inquiries.

Commission Development: At the end of the year, the BHPC will evaluate whether a commission member attended the mandatory state training session, whether new members of the commission participated in orientation process, the success of the Ordinance Review process for Brookings.

Statement of Goals & Objectives for 2003

Promote the Understanding that Preservation is Progress

- 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.
- Serve as a conduit for the state preservation office 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, Picture This feature, exhibits, newspaper columns, radio segments, and workshops.
- Continue to monitor potential changes with any historical resources in Brookings.
- Review and amend Commission bylaws and ordinance with preservation plan and participate in SHPO ordinance sessions. Seek adoption by governing body.
- Pursue and develop an effective relationship with South Dakota State University.

Appendices

Brookings Historic Preservation Commission
Thursday, January 10, 2002
4:00 p.m ~ City Hall Meeting Room

A meeting of the Brookings Historic Preservation Commission was held on Thursday, January 10, 2002 at 4:00 p.m. in City Hall. Members present: Pat Fishback, Gloria Kloster, Diana Zwieg, Mary Lou Berry, Mark Kelsey, Richard Pudwill, and Carrie Lavarney.

Chairman Fishback called the meeting to order at 4:00 p.m. New members Richard Pudwill and Carrie Larvarney were welcomed to the Commission.

Agenda. Additions to the agenda:

1. Calendar - January 16th Mainstreet Promotion Committee Spring Festival
2. District signage update

Motion was made by Kloster, seconded by Zwieg, to approve the agenda as amended. All present voted yes; motion carried.

Handouts:

- Letter from State Historical Society
- 12/27 letter from Stephen Rogers regarding Methodist Church issue (9A-1)
- 12/6/01 BHPC comments on Ordinance recommendations & Frank Gilbert's response dated 1/9/02
- Available to check out: SD History, Fall/Winter 2001 - "Gold Rush: The Black Hills Story"
- Available to check out: Preservation - January/February 2002

Approval of the December 6, 2001 minutes. Motion was made by Zwieg, seconded by Kloster, to approve the minutes as amended. All present voted yes; motion carried.

Schedule next meeting - February 7th at 4:00 p.m.

Calendar:

- Jan 8th Planning Commission, 7:00 p.m. at City Hall
- Jan. 15th County Fundraising Advisory Committee, 1:00 p.m. in County Courthouse in Commission Chambers, an update about the government center planning project. Kloster, Berry, Fishback & Pudwill plan to attend.
- Jan 16th Mainstreet Promotion Committee
- Jan. 17th Brookings Day in Pierre -

Announcements/Correspondence.

- Former BHPC member Kay Cheever passed away.
- National Preservation Awards 2002 Announcement Bulletin - May 1st deadline for award nominations in several categories: organizational, public policy, stewardship of site, HUD housing, and overall
- San Antonio Forum 2002 Bulletin - 2002/2003 grant funding item
- CRM - Vol. 24, No. 9 - "Preserving America's Utopian Dream" (available to check out)
- Preservation Law Reporters for 2000 (available to check out)

- “Partners in Preservation: Institutions of Higher Education” by the National Trust
- Forum News, Jan/Feb 2002 – The National Preservation Week theme for 2002 is “The Spirit of Place” during the week of May 12-18th

Street Signage Project. Bobbi Gaukel has agreed to develop the interpretative street signage design and individual graphic element for each of the three historic districts in Brookings (University, Central, and Commercial). She plans to attend the February meeting to present designs for each. Creating a sign for the Sexauer District was not in the grant. Thornes will contact Gaukel to see if she would be willing to include it in this project.

Historic Preservation Ordinance.

Frank Gilbert’s responses to Commission questions about the proposed amendments:

Comments generally overall:

Other items in the State Law not in Brookings Ordinance and not in proposed amendments:

- a) Annual special purpose tax levy subject to voters’ approval – Section 1-19B-5
- b) Revenue bonds authorized ~ Section 1-19B-6
- c) Contract with the State and Federal governments and other organizations – Section 1-19B-12
- d) Transfer of development rights by owners – Section 1-19B-26
- e) Ordinary maintenance and repairs not prevented; correction of unsafe conditions – Section 1-19B-51
- f) Prevention of deterioration by neglect – Section 1-19B-53
- g) Exemption of historic properties from health code – Section 1-19B-54

Discussion by the Commission of the items listed above will greatly help the completion of the amendments for Brookings. The material reviewed at the December meeting was the first installment of the proposed amendments. It was a major part of the changes, but I still have to work on the Commission’s “Powers and authorities” (Section 10-95 of the ordinance), a definitions section, and sections relating to buildings (like e and f above).

As to the “Powers and authorities” section, there is a need to combine and renumber the section in the original ordinance and the section in the 1999 amendment. In addition, there is a need to add to that section.

As to reasons to include or not to include items in the Brookings ordinance, tax levies (a above) and revenue bonds (b) are rarely used in historic preservation, and including such provisions may lead to opposition by critics of the historic preservation program. Transfer of development rights (d) is used from time to time in large cities when skyscrapers are being built or in rural areas in order to preserve open space. Members of the Commission may have ideas about transfers that are possible in Brookings.

Item e should be added to the ordinance. Items c and f may be added to the ordinance, if there is support for those provisions. As to item g, members of the Commission may know of health code problems that older buildings have faced in Brookings.

2. The involvement with State Register and National Register properties comes from Section 1-19B-62 of the State Law. Much of the language in the proposed amendment repeats the words in the State Law. The State authorization is optional (the “municipality may enact”). This proposed section is included in the draft because South Dakota cities have already been involved with State Register and National Register buildings. The proposed section gives the responsibility to the Brookings Commission, and this review should be more efficient than the State review under Section 1-19A-11.1.

3. Good suggestion about inserting the word, “local”.

Section by section

Section 10-97. Criteria for designation

Good suggestion about inserting the word, “local”.

Section 10-103. Action by City Council

It will be an improvement to put the 10 day period into the ordinance. This is the period used in zoning cases. The “sufficient written notice” language comes from the State Law, and the use of 10 days is fair.

The “in its normal manner” language comes from the State Law, and the language ties this posting in with the established practice in Brookings. I believe that it is helpful to leave this phrase in the amendment.

Section 10-____. Notification of Designation

A definitions section will be drafted, and it will include “commission” as a defined word – the “Brookings Historic Preservation Commission”. Near the start of the current ordinance is the creation of the Brookings Historic Preservation Commission with the additional phrase, “hereinafter referred to in this article as the Commission” (Section 10-91). I believe that the definition section will help to reduce the confusion.

Proper nouns like “Commission” will be capitalized in the proposed amendments. This is the policy in the current work on the Brookings codes. The 1999 amendments did not capitalize proper nouns, but the original ordinance did.

Section 10-104. Demolition and house moving

Good suggestion about forwarding the application to the City Clerk and using the word, “immediately”, thus eliminating the danger of a seven day delay.

As to buildings adjacent to a local historic district – but outside the district – the Commission would not review proposed work. The State Law refers to notice to “owners of all properties to be included in any proposed historic district” (Section 1-19B-36). It would be unfair to review the work on buildings that were not covered during the designation process. Certificates of appropriateness are given for proposed work on “any building or other structure....within such district....” (Section 1-19B-42).

Section 10-105. Notice of intent to demolish or move

The only change in this section is the elimination of the term, “in an historical area”.

This change appears here and in other places in the proposed amendments because the State Law does not cover “historical areas.” The State Law does authorize the designation of local historic districts, and this choice by the State legislature makes clear what a city in South Dakota may do.

Section 10-106. Delay of demolition or house moving

A very good suggestion about defining “extreme hardship.” The 1978 U.S. Supreme Court opinion will be helpful.

Section 10-107. Moving structures into a Designated Historic District

As to the Dillon Rule, I shall discuss your question with the Brookings City Attorney. In this situation, I believe that the Brookings preservation ordinance may use some or all of the powers given the City by the State in Chapter 1-19B. That is the policy of the City of Brookings, I believe.

As to regulating a building moved into a local historic district, I believe that the Historic District Commission has the power and responsibility to review all exterior changes within a designated local historic district. This responsibility would include a new building and a moved building that will change the appearance of the local historic district. The language in Section 1-19B-42 on work requiring certificates is very comprehensive and includes the word, “moved.”

Section 10-108. Penalties

Thank you for raising the question about imposing penalties. I will have to work on your question.

Section 10-110. Coordination with other City Departments

“Impact” is a better word to use here.

The other departments are listed first only because this is an effort to make clear to the other City department that they have a new relationship with the Brookings Historic Preservation Commission.

The rationale for asking for coordination does come from Section 1-19B-10 (the Commission “to participate in the conduct of land-use, urban renewal and other planning processes”) and Section 19B-11 (the Commission “authorized to cooperate with.... local governments in the pursuance of the objectives of historic preservation”).

Section 10-111. Review Undertakings

The definition of undertaking does come from the review done in a designated local historic district, as spelled out in the State Law. In Section 10-111 there is a need to give meaning to the word, “undertaking”. That is a problem at this time. The State Law – and the local law based on it – calls for a review of a great many projects involving State Register and National Register properties. It is reasonable to use here the words relating to the extensive review of projects that is called for in a designated local historic district.

Good suggestion about moving this section up in the ordinance before the sections on local designations.

Section 10-____. Establishment of Historic District Study Committee

The ordinance should suggest that some members of the Commission be selected to serve on the Committee. However, the State Law suggests that the members of the Committee be residents of the proposed district “where possible”. It is reasonable for the Brookings ordinance to strike a balance

here. State Law limits the size of the Committee to seven persons so that the Brookings ordinance cannot have all of Commission members and persons from the proposed district.

In Brookings it is important for members of the Commission to play a major role in the designation of a local historic district.

Section 10-____. Report of Findings and Public Hearing by District Study Committee

The Historic Preservation Commission will be listed first.

It is all right to send the findings to the Commission because only some of the members served on the Study Committee.

Section 10-____. Establishment of Historic District and Section 10-____. Composition of Historic District Commission

Good suggestion about inserting the word, "local".

Section 10-____ Certificate of Appropriateness

As to a file, the ordinance should provide that the Commission maintains a file of its certificates of appropriateness at City Hall because the certificates will be of value both now and in the future.

Brookings 2020 Plan Update – Discussion of training session arrangements. The Planning Commission has requested training on the state preservation law. Fishback will contact the Planning Commission Chairman to report that the BHPC is working on training arrangements; however, taking into consideration the two Commissions' schedules, it will be at least spring before anything will occur.

Composition of subcommittee and timeline for establishment of non-profit organization.

A non-profit organization can provide advocacy and can represent the members of historic districts. Kelsey, Zwiig, and Berry have agreed to serve on a subcommittee. This organization needs to be started by residents. Involving former commission members to take leadership role was suggested. Former members Jeff Wessels, Josie Moyer, and April Brooks may be interested.

Annual Report. The Commission updated the Public Education Program and 2002 Goals & Objectives and identified 2001 Projects. Thornes will email a draft list of programs to the members.

Historic Districts and Properties Update

Central Residential.

1. **First United Methodist Church** (pending 11.1 Review: 517 & 521 7th Avenue and 615 5th Street). The State Historic Preservation Officer has requested a case report be prepared on the 615 Fifth Street house and garage. No public hearing is required. Kloster volunteered to prepare the site drawing and offered to conduct on-site training to other members.
2. **Brookings County Government Center.** The Save America's Treasures grant deadline is April 5th.
3. **Former St. Thomas More Church Building** (adjacent to District). Kloster reported that three different groups have joined together and have express interest in purchasing the site. A County Commissioner also expressed interest in the church for county offices.

University Residential District

1. **University Historic District Brochure** Bobbi Gaukel plans to attend the February meeting to present cost estimates and a product sample. She is proposing a colorized photograph style rather than line art which is much more expensive. The obligations of the 2002 Grant are to create the illustrations, brochure cover, draft layout of the brochure. Gaukel will also assist the Commission with pricing specifications for the 2003 grant. The Commission will need to finalize the feature buildings and tour route(s) and create the narrative. The Commission estimated 40 homes would be featured in the brochure, 10 to 15 with illustrations. They were flexible about the size, color and other design elements of the brochure.

Gateway Discussion. Fishback and Kloster plan to meet with President Miller about the property at 8th Street & Medary. However, before this meeting can take place, the SHPO will need to advise if the construction will trigger 11.1 review.

11.1 Review – 922 8th Avenue (enclosure dated 12/24/01). The SHPO sent a letter of determination stating no adverse effect. The property owner and building officials were notified.

Commercial District

Downtown Brookings Inc. A Chocolate Auction is scheduled at the Elks Club on February 14th. DBI is beginning their annual fund raising campaign.

Plaques. The plaques are expected to arrive the week of January 14th

Project Manager's Report.

- **Donated Services Forms.** Members were reminded to complete and turn donated service record forms on a monthly basis.
- **Technical Assistance.** Thornes did not receive any technical assistance calls during the last month.
- **DM&E.** The SHPO staff has advised that the Federal 106 Review on the DM&E project is on hold.
- **Orientation.** Thornes will coordinate with the state to schedule an orientation for new members.
- **Spruce up SD Campaign.** The owners of 825 2nd Street South and 828 8th Avenue have applied to participate in the Spruce Up SD program. The 828 8th Avenue property is a non-contributing structure at the rear of the house that will be subject to 11.1 review.
- **2002 Performance Measurements.**

The Brookings Historic Preservation Commission is a member of the Certified Local Government Program, a local, state and federal partnership. This national initiative provides valuable technical assistance and small grants to local governments seeking to keep for future generations what is important and significant from their past. To remain certified, the BHPC must comply with various performance measurements that include:

1. Documentation of volunteer hours contributed,
2. An ongoing survey of historic resources,
3. Enforcement of state and local preservation legislation,
4. Submission of status and completion reports on all projects,

5. Written requests for variations to funded projects,
6. The creation and implementation of a preservation plan,
7. Submission of an annual report,
8. Holding a public workshop,
9. Conducting a public education activity and
10. Attendance at a state sponsored preservation workshop.
11. In addition, Commission must maintain at least two professional members from the disciplines of history, architectural history, architecture, archeology, planning, urban planning, American studies, American civilization, cultural geography or cultural anthropology.

Historic Resources Recordation and Preservation:

At the end of the year the BHPC will evaluate:

1. The number of National Register nominations made,
2. The number and outcome of all SDCL 1-19A-11.1 state reviews,
3. The number of historic resources documented, and
4. Any expansion to the database of eligible properties.

Promotion of Historic Districts and Properties:

At the end of the year the BHPC will evaluate:

1. What education measures were taken for threatened properties,

Tool: Include discussion of this question during overall annual evaluation in December

2. The number of nominated and selected Mayor's Awards,

Tool: Maintain annual list of nominees and winners

3. If the BHPC provided a progress report to the Council on the carrying through with the Preservation Plan,

Tool: Include discussion of this question during overall annual evaluation in December

4. What Preservation Plan action items were incorporated into the 2020 plan,

Tool: Include discussion of this question during overall annual evaluation in December

5. How many property owners requested and received assistance,

Tool: Calculate number of inquiries from phone log data

6. What workshops and other educational programs were provided and their attendance, and

Tool: Document number of workshops and activities and number attended

7. The status of the DBI program and addressing the needs of the commercial district.

Tool: Include discussion of this question during overall annual evaluation in December

Technical Assistance: At the end of the year the BHPC will look at

1. The number of Downtown Brookings, Inc. Board of Directors and Promotions meetings attended,

Tool: Maintain list of dates and number of HPC members attending

2. The number of site visits by state and national preservation personnel,

Tool: Maintain written report of all site visits to include date, name, address, project description

3. The number of welcome packets distributed, and

Tool: Maintain written log of the name, address and date of distribution

4. The number of response to property owner and realtor inquiries.

Tool: Phone log documenting date, time, person, subject, and response time to be tabulated at year-end

- See handout

Motion was made by Kloster, seconded by Berry, to adjourn at 7:05 p.m. Motion carried.

Submitted by Shari Thornes

Brookings Historic Preservation Commission

Thursday, February 7, 2002

4:00 p.m ~ City Hall Meeting Room

A meeting of the Brookings Historic Preservation Commission was held on Thursday, February 7, 2002 at 4:00 p.m. in City Hall. Members present: Pat Fishback, Gloria Kloster, Mary Lou Berry, Mark Kelsey, Richard Pudwill, and Carrie Lavarney. Absent members: Diana Zwieg.

Chairman Fishback called the meeting to order at 4:10 p.m. and made the following opening statement, "This is the Brookings Historic Preservation Commission, the BHPC is a commission of city government whose purpose is to promote the inspiration, pleasure and enrichment of the citizens of Brookings and to identify, document, preserve, promote and develop the historical resources of the city. The powers and responsibilities of the Commission are set forth in SDCL 1-19B and City Ordinance 5-89. The members of the commission are volunteers who are appointed by the mayor with the consent of the City Council. Biographies of our commission members are on file with the city clerk for public viewing."

Agenda. Additions to the agenda: Schedule site plan drawing session for the Methodist Church 11.1 Review project. Motion was made by Kloster, seconded by Berry, to approve the agenda as amended. All present voted yes; motion carried.

Handouts:

- BHPC comments from 01/10/02 meeting
- Frank Gilbert Comments dated February 6, 2002
- CLG Allocation Guide - January 31, 2002 (2002/2003 Grant Request)
- Tentative State Conference Agenda
- DBI February Agenda
- CRM - The National Register of Historic Places - Vol. 25, No. 1, 2002 (check out)
- Restoration & Renovation Exhibition & Conference, Boston 2002, March 21-23

Approval of the January 10, 2002 minutes. Motion was made by Berry, seconded by Kloster, to approve the minutes as amended. All present voted yes; motion carried.

Schedule next meeting - March 14, 2002 at 4:00 p.m.

Calendar:

- o Feb 4 City Council Planning, 5:30 p.m., 2020 Comp Plan (Richard attended)
- o Feb 5 City Planning Commission, 7:00 p.m. (Gloria & Pat attended)
- o Feb 12 DBI Board, 7:00 p.m.
- o Feb 28 City Board Training, 6:30 p.m.
- o March 26 Bond Issue on 1921 Building
- o April 29 Annual DBI Meeting, Elks Club
- o April 30 Outrageous Customer Service Workshop with Kent Burnes, Elks Club
- o May 10 State Preservation Conference in Pierre

Street Signage Project. Bobbi Gaukel presented draft street sign designs for the University, Central, Sexauer and Commercial Districts. The following steps need to take place:

- Confirm “Established dates for districts”
- Contact the city attorney regarding use of images of private homes and businesses on the signs
- Gaukel will email the Commission a revised sign with “residential” inserted in the text.
- Gaukel will contact the signage company and obtain a sample for the March meeting.
- Prior to the March meeting, Thornes and members will meet with the City Street Superintendent and City Engineer to view the sample sign on site and determine mounting requirements.

University District Brochure. Bobbi Gaukel presented the Commission with a sample brochure cover and page layout using computer-enhanced photographs. Some of the photographs feature architectural details instead of an entire structure. She indicated that line art or computer-enhanced photographs would cost approximately the same.

Format recommendations:

- She recommended a 6” x 9” horizontal format brochure that would be mailable.
- Use of “pull quotes” to talk about some details of the buildings
- Do more with space, not as compacted as the previous brochures. She should be able to achieve more space in a 6”x9” brochure of 40 homes, 10 illustrated.
- 2 color piece - if a 4 color is similar in price she would recommend this. She would treat buildings with no more than 2 colors and change colors in different pages.

Feedback:

- Use of architectural features was acceptable to the members. She commented it would give the brochure a more artistic look rather than literal interpretation.
- The 6” x 9” horizontal format was okay.
- Computer enhanced photographs were okay.

Next steps:

- The Commission will need to make the final 40 selection of homes.
- Of the 40, they must select 10 for illustrations and inform Gaukel.
- Make suggestions to Gaukel about sub heads for the final copy
- Outline the 3 different routes
- Other information to be provided to Gaukel: map, routes, glossary, # homes and ones to illustrate
- March 14th - BHPC would approve list of homes and illustrations
- April 4th - Gaukel provide a sample design
- Prepare contract with Gaukel

Historic Preservation Ordinance. Fishback recommended the creation of a subcommittee to review documents provided by Frank Gilbert. All members would continue to receive all ordinance amendments. Everyone was asked to provide comments to the subcommittee. The subcommittee will meet before the March 14th meeting and come with recommendations. Subcommittee members: Berry, Fishback, Lavarney, Kelsey.

Gilbert’s response to BHPC comments from the January Meeting, dated February 6, 2002

1. Other items in the State Law not in Brookings Ordinance and not in proposed amendments:
The five items requested for inclusion will be added in the second installment of the proposed amendments.

2. The involvement with State Register and National Register properties:
After a discussion with Shari Thornes this week, I now believe that proposed Section 10-111 should be dropped from the amendments to be considered. Shari explained that the current review process with the State is working well. The current review comes from Section 1-19A-11.1 of the State law.
3. Report of Findings and Public Hearing by District Study Committee:
A good suggestion. The amendment will now read: "After the public hearing and consultation with the historic preservation commission, the committee shall submit to the city council a final report..." The State law does call for the report to be submitted to the "municipal governing body". (Section 1-19B-37) The "consultation" will give the Commission a significant role in the final report.
4. Certificate of Appropriateness:
The reference to the City Clerk improves the amendment. This change identifies the official who will maintain the file

Brookings 2020 Plan Update. The City Council reviewed the Vision 2020 Comprehensive Plan at their February 4, 2002 planning session (Pudwill attended). The Planning Commission reviewed the Council comments at their February 5, 2002 meeting (Kloster and Fishback attended). Council action on the plan is scheduled for February 11, 2002.

Fishback contacted the chairman of the Planning Commission regarding a training session. The PC Chairman said the Planning Commission would prefer the training take place during regular meeting.

Fishback reported that the Planning Commission has drafted a telecommunications towers ordinance. She offered to share a National Trust document on the subject with the Planning Commission subcommittee working on the ordinance.

Non-profit organization subcommittee report. Kelsey reported that the subcommittee is reviewing material.

Annual Report. February 15th is the deadline to submit the annual report to the City Manager. Thornes recommended submitting an abbreviated version of the state annual report to the City Manager. The document is nearly complete. Thornes will email the draft to the members for comment.

2002/2003 Grant Request. Thornes received notification on February 5 that the 2002/2003 grant deadline is March 14th meeting. The BHPC's next meeting is not until March 15th. Thornes will contact the SHPO to request a delay in mailing the application. Thornes recommended an application consisting of the basic \$2000 allocation request and supplemental funds for attendance at the NAPC conference and printing the University brochure. Due to the tight timeline, Thornes will prepare a draft application to email to members prior to the meeting.

Estimated costs of the NAPC conference in San Antonio:

National Preservation Commission Conference

San Antonio, Texas

August 1-4, 2002 (starts early afternoon on 8/2 and concludes 1 pm on 8/4)

| | | |
|--|--------|--------|
| Early Registration @ \$125 each | \$125 | |
| Additional supplement programs @ \$50 each | | \$100 |
| Hotel @ \$115 each for 3 nights | \$345 | |
| Airline @ \$500 each | \$500 | |
| Shuttle @ \$30 each | \$30 | |
| Per Diem @ \$42/day | \$210 | |
| Travel & Lodging: | \$1085 | |
| Registration: | \$225 | |
| Total: | | \$1310 |

Commercial District Plaques. Pudwill volunteered to check all the plaques to verify all had been received. Volunteers are needed to install the plaques. Starting installation during Preservation Week was a suggestion.

Central District - First United Methodist Church (pending 11.1 Review: 615 5th Street)

A subcommittee of Fishback, Berry and Kloster (as proofreader) was established to prepare the case report. Thornes will provide the subcommittee with the SDSU Barn and 8th Street bungalows file as examples to follow.

Kloster, Berry, Zwieg, Pudwill, Lavarney, and Kelsey will complete the site drawings and photographic documentation on Thursday, March 7th at 5:00 p.m. .

Kelsey volunteered to get copies of the plans from the church and advise them of this activity.

Central District - 316 8th Avenue (pending 11.1 Review). Tom and Beth Bozied have applied for a demolition permit for 316 8th Avenue, the house located directly south of their home. This is a contributing property in the Central Residential Historic District and will probably require a case report. The City has sent official notification and digital images to Pierre. The Bozieds wish to demolish the house and garage and the garage for 802 4th Street. In its place, they plan to build a 3-stall garage. No response has been received from the State on this issue.

Central District - Brookings County Government Center. The County Commission has decided to do a bond issue election on March 26th. A work session scheduled on Feb. 19th at 7:00 p.m. Kelsey reported that the fundraising committee plans to raffle the car in March.

Central District ~ Former St. Thomas More Church Building (adjacent to District). An offer has been accepted pending zoning changes on the property. This is not an offer from the consortium of Girls & Boys Club, Ministerial Association, and Domestic Abuse Shelter. It was noted that any demolition would require a review because the property is immediately adjacent to the Central district.

University District - Gateway Discussion. It is unclear why the state has taken the position that the new construction at this location would require review. Further clarification is needed. A conference call with Stephen Rogers, SHPO, was suggested.

University District ~ 828 8th Avenue (11.1 Review)/Spruce Up SD. Dave Roden, 828 8th Avenue, applied for a demolition permit for the brick structure located behind his home. He is coordinating with the Spruce Up SD program on the demo and site clean-up. The State has already signed off on this project and given permission to demolish.

Commercial District – Downtown Brookings Inc. A copy of the February DBI agenda was distributed to the members.

Project Manager's Report:

- A site visit in the University District by SHPO staff is scheduled for Friday, February 8th at 3:00 p.m. A pending request in the Central District will be scheduled at a different date.
- Thornes was contacted by Amy Dunkle, 824 4th Street with concerns regarding the possible rezoning of the former Catholic Church site.
- The Planning Commission has a vacancy. Closing date is February 8th.
- St. Paul's Episcopal Church – The project would not be eligible for Deadwood grant funds. It could receive Preservation Services Fund but it would not be worth the hassle for \$3000. Because religious structures are not covered under the ADA, they are not eligible for accessibility funds.
- Orientation for New Members – schedule in June

Deadwood Loan/Grant Fund. The City of Deadwood has established a grant and loan program for projects outside of Deadwood that are somehow connected to Deadwood. The Brookings 1921 Middle School architect also designed the Deadwood courthouse. The deadline to apply for funds was January 3, 2002. This year the program funded projects primarily in the Deadwood area. The BHPC will be notified in August with the 2003 funding application.

State Preservation Conference, May 10th, speaker - Donovan Rypkema

Tentative Schedule of the conference:

Thursday, May 9

5:30 – 8:00 p.m. Triple U Buffalo Ranch Tour and Buffet. Tour includes historic sites plus *Dances With Wolves* filming site.

Friday, May 10

7:00 – 7:55 a.m. Welcome Session with Continental Breakfast

8:00 – 8:55 a.m.

Revitalizing Downtown's with a Mainstreet Program
By John Mitterholzer, National Trust for Historic Preservation, Denver, Colorado

9:00 – 9:45 a.m.

Skeletons of the Prairie – a Vernacular Architectural Review
By Tim Hoheisel, South Dakota Humanities Council, Watertown, South Dakota

10:00 – 11:30 a.m.

Federal Tax Credits for the Rehabilitation of Historic Properties
by Donovan Rypkema, Place Economics, Washington D.C.

11:30 – 1:00 a.m.

Awards Banquet
Keynote Speaker is Patricia Van Gerpen, South Dakota Department of Tourism

1:00 – 2:30 p.m.

The Economics of Historic Preservation – Lessons Learned
by Donovan Rypkema, Place Economics, Washington, D.C.

2:45 - 4:30 p.m. *Technical Field Sessions*

(Please mark first, second and third choices. Sessions are limited to 20 people each)

_____ *tuck pointing*

_____ *window repair*

_____ *Sneak Preview of historic structures under renovation*

by the South Dakota State Historic Preservation Office

Thornes will contact Donovan Rypkema to see if his schedule would permit a stop in Brookings to meet with local community leaders. Coordinating with Sioux Falls and Watertown was suggested.

Request from Historic South Dakota Foundation. The request from HSDF to use BHPC original art was withdrawn.

Announcements/Correspondence Enclosures

- The Alliance Review, Nov/Dec 2001
 - “Historic Preservation is Smart Growth” by Donovan Rypkema
- Correspondence to former members April Brooks & Jeff Wessels
- MainStreet News, December 2001
- DBI Agenda, January 2002

Motion was made by Kelsey, seconded by Berry to adjourn at 6:50 p.m.

Tentative March 14th Agenda:

- √ Final action on grant request
- √ Solicit Mayor's Awards
- √ May Newsletter
- √ Preservation Week activities - The Spirit of Place (www.nationaltrust.org/preservationweek)
- √ Annual Walking Tour
- √ Landscaping workshop report
- √ Brochure report
- √ 2003 City Budget narrative

Submitted by Shari Thornes

Brookings Historic Preservation Commission
Thursday, April 11, 2002

A meeting of the Brookings Historic Preservation Commission was held on Thursday, April 11, 2002 at 4:00 p.m. in City Hall. Members present: Pat Fishback, Gloria Kloster, Mary Lou Berry, Diana Zwiig, and Richard Pudwill. Mark Kelsey and Carrie Lavarney were absent. Shari Thornes, City Clerk, was also present.

Chairman Fishback called the meeting to order at 4:00 p.m. and made the following opening statement, "This is the Brookings Historic Preservation Commission, the BHPC is a commission of city government whose purpose is to promote the inspiration, pleasure and enrichment of the citizens of Brookings and to identify, document, preserve, promote and develop the historical resources of the city. The powers and responsibilities of the Commission are set forth in SDCL 1-19B and City Ordinance 5-89. The members of the commission are volunteers who are appointed by the mayor with the consent of the City Council. Biographies of our commission members are on file with the city clerk for public viewing."

Agenda. Additions to the agenda: The agenda order was amended by moving 6A(2) 316 8th Avenue and 8B University Brochure immediately after the calendar. Motion was made by Kloster, seconded by Zwiig, to approve the agenda as amended. All present voted yes; motion carried.

Minutes. An amendment was noted on Page 3. Motion was made by Zwiig, seconded by Kloster, to approve the February 7, 2002, as amended. All present voted yes; motion carried.

March 18th Mailing Enclosures:

- Correspondence from Frank Gilbert dated March 12, 2002 pertaining to the BHPC Ordinance
- University District Maps for the Brochure
- Correspondence from SHPO dated March 8, 2002 to the County pertaining to the Deadwood Grant
- DBI March Agenda
- Mayors Awards guidelines, application and press release
- Brochure estimate & contract
- New Sign Illustrations
- Paint SD Campaign
- Preservation Plan - Local District reference

April 11th Handouts:

- MainStreet News - March 2002
- Mayor's Awards Application from St. Paul's Episcopal Church
- 2001 Annual Report to SHPO

Schedule next meeting. May 2, 2002 at 4:00 p.m. NOTE - This meeting date was changed to **May 1st at 4:00 p.m.**

Calendar:

- March 11 City Council - 1st Reading on ordinance pertaining to the former St. Thomas More Church
- March 25 City Council - 2nd Reading on ordinance pertaining to the former St. Thomas More Church
- March 26 Bond Issue on 1921 Building

- ❑ March 31 DBI Investment Campaign Ends
- ❑ April 12-13 SD State Historical Society Annual Meeting - Pierre
- ❑ April 29 Annual DBI Meeting, Elks Club
- ❑ April 30 Outrageous Customer Service Workshop with Kent Burnes, Elks Club
- ❑ May 10 State Preservation Conference in Pierre
- ❑ Aug. 1-4 National Alliance of Preservation Commissions Conference, San Antonio
- ❑ Oct. 8-13 National Preservation Conference - Cleveland

CENTRAL DISTRICT: 316 8th Avenue.

Thornes reported that the State Historic Preservation Office issued a finding that the removal of the house and garage located at 316 8th Avenue would have an adverse effect on the Central Residential Historic District. The SHPO is requiring the City provide the State with additional information as outlined in the State Administrative Rules pertaining to case reports. Specifically, they have requested the report address all reasonable alternatives to demolition of the buildings and provide proof that all possible steps have been taken to minimize harm to the buildings through a mitigation proposals.

Thornes and Fishback met with Tom Bozied, 316 8th Avenue property owner, to obtain additional information. Mr. Bozied said they had advertised the house as a give-away in the Brookings Register. A few individuals responded to the advertisement but were not interested in the house. The local Habitat for Humanity organization was also contacted but was not interested.

Thornes, Fishback, Kloster and other interested parties also viewed property on April 10, 2002.

Doris Roden was present at the meeting and announced that her daughter had made arrangements to move the house to another location.

Thornes said that the State Preservation Office staff would be in Brookings on Tuesday, April 16th and could do any additional photo documentation if needed.

Tom and Beth Bozied brought the original property abstract to the meeting and loaned it to the BHPC for research. They commented that it appears the lot separated from the 802 4th Street property in 1920. It had started out as an 80-acre plot. They also spoke with the former owner, Mrs. Egeberg, who said it was not a "Sears and Roebuck" pattern book house as originally it was thought to be.

Kloster suggested BHPC members meet with the owners on Monday to obtain additional information for the case report and then hold a special meeting on Tuesday, April 16 to take action on the case report.

University District Brochure.

Bobbi Gaukel distributed a tentative schedule for the project. She is ready to shoot the photographs in preparation for the brochure illustrations. She will need a list of the structures. She estimated that 8 house descriptions would fit on 2 pages of brochure space. She offered to assist with the narrative writing.

Kloster prepared a tour route using the tour routes and research prepared for the 2000 Girl Scout walking tours. In December 2001 several commission members toured the area and photographed potential houses. Bobbi will need a list of the houses and their specific details. Each house's historical name and if it ever won a Mayor's Award should be referenced. Gather information by May 2nd on the 15 structures to illustrate. Gaukel said she plans to highlight certain homes more than others.

Gaukel's original estimate to design and illustrate a 16 page, 2 color brochure with computer enhanced or traditional renderings was \$2947. The budgeted federal amount is \$2000. She required payment of 50% upon signing of contract. \$1,000 was authorized upon signing. Thornes asked the BHPC to give consideration to payment of the additional \$947. If approved, the contract would be amended with \$473.50 payable immediately and the \$1473.50 payable at the completion of the project. Motion was made by Zwiig, seconded by Kloster, to approve an additional \$947 to Gaukel, half payable immediately and the other half payable at the completion of the project. All present voted yes; motion carried.

CENTRAL DISTRICT: First United Methodist Church ((pending 11.1 Review: 615 5th Street).

The site drawing workshop will be rescheduled after June 2, 2002. Thornes and Fishback met with church representative Shirley Heitland to obtain additional information. A follow-up letter to the pastor is needed. Removal of the houses is not planned for 3 more years.

CENTRAL DISTRICT: Brookings County Government Center

The letter from SHPO dated March 8, 2002 to First Planning District clarified that the type of grant the County applied for was a Federal Economic Initiative Grant (HUD) and not a CDBG.

The March 26th bond issue on the 1921 structure failed.

CENTRAL DISTRICT: Former St. Thomas More Church Building (adjacent to District)

Fishback was contacted by Carl Kline for information on National Register districts and Amy Dunkle requested information on Local Register Districts. Local districts give people living there more control over what happens. Local Register info was provided to both people. Nancy Flynn commented that Amy Dunkle spoke to the city planning and zoning administrator about the area's R-2 density. According to Flynn, the density hasn't been examined in that area in about 20 years.

The BHPC position on the former St. Thomas More issue is that the Commission favors reuse of the buildings.

COMMERCIAL DISTRICT: Downtown Brookings Inc.

The DBI Annual Meeting is scheduled April 29th at the Elks Club.

Sexauer Historic Seed District

Owners would like to repair the roof on the large building immediately south of the original office structure. Thornes contacted the SHPO about the possibility of off-cycle funding and they do hold some money in reserve every year for emergency projects and this project may qualify. The state administrative rules currently say the funds will be distributed "annually" and they would like to change it to bi-annually with a March 15th and October 15th grant deadline with January & June award dates.

Statewide Historic Preservation Resources Directory.

The contractor who restored the Brookings Courthouse cupola windows should be added to this directory.

Wetland Reserve Program.

The BHPC has been asked to identify areas of cultural resource concern on a map and return within 45 days (April 9th deadline). According to SHPO staff, the NRCS is gathering a list of people interested in being consulting parties in Brookings.

Picture This Schedule: April, May, June

- √ April 2002 Allyn Frerichs, Guest Writer
- √ May 2002 Carrie Lavarney
- √ June 2002 Richard Pudwill
- √ July 2002 Diana Zwiig
- √ August 2002 Mary Lou Berry

Landscaping Workshop Report

The BHPC had planned to hold a historic landscaping workshop this year. The Commission recently learned of that the DBI is planning a major landscaping event on April 27. In March, members voted to cosponsor the event and provide \$150.

The BHPC will provide an exhibit at the Cole's building on April 27th. Ideas for the exhibit included tax incentive information, new downtown plaques, designs of the district signage, and Picture This features.

Mayor's Awards.

There was discussion about the City Hall phased restoration project and the SDSU Campanile restoration as potential candidates. Award presentation will be made at the May 13th City Council meeting. The members agreed to postpone the decision until the special meeting on April 16th.

A nomination was submitted for the exterior paint job at St. Paul's Episcopal. It was noted that paintwork did not qualify unless there was skin restoration involved. Motion was made by Kloster, seconded by Berry, to disapprove the nomination. All present voted yes; motion carried.

Mayor's Awards ideas for 2003: Reed property on Medary Avenue and the Dunkle property on 4th Street.

Preservation Week Activities

The BHPC decided not to host a walking tour in 2002. The next Walking Tour is scheduled in 2003.

Preservation Week Newsletter.

According to the 2001/2002 grant, the BHPC must produce a newsletter for 2002 Preservation Week (May 12-18). The following items will be included:

- Names of the BHPC members
- University brochure & drawing - Kloster
 - Bobbi - Map
- Mayor's Awards - Zwiig
- 1921 structure update - Berry
- New street signage - Pudwill
- Downtown signage - Kelsey
- New Historic District - Fishback

Deadline to submit the articles by email to Thornes is April 26th.

2003 City Budget Narrative

The 2003 program narratives (without numbers) are due June 7th. Final narratives with numbers are due July 7th. A subcommittee of Fishback, Zwieg, and Kloster as a proofreader, was formed.

Periodic Reporting to the City Council

Starting in April, all city boards, committees and commission are required to provide verbal updates to the City Council approximately three times per year. The BHPC will present a report on May 28th.

Street Signage Project.

The sign company provided a sample sign; however, it was not the correct shape. The Commission requested Thornes obtain the correct shape before meeting with the City Engineer and Street Superintendent.

Historic Preservation Ordinance Subcommittee Report.

The BHPC requested that Gilbert prepare the ordinance in real form in the proper order for BHPC review. The BHPC may be ready to meet with Gilbert in July. Thornes will instruct Gilbert not to discuss the project with the City Attorney until the BHPC has reviewed and approved the new ordinance draft.

Project Manager's Report

The BHPC 2001 Annual Report was reviewed by the City Council at their April 1st planning session.

A SHPO site visit is scheduled for April 16th.

State Preservation Conference, May 10th

Fishback and Pudwill plan to attend the conference.

Announcements/Correspondence Enclosures

- National Preservation Conference, October 8-13, 2002, Cleveland
- SD State Historical Society Annual Meeting - April 13-13, 2002, Pierre, SD
- Forum News, March/April 2002
- MainStreet News, Jan/Feb 2002
- Preservation March/April 2002 (available to check out)
- Downtown Idea Exchange, March 1, 2002
- Cultural Resource Management, Vol 25, No. 1, The National Register of Historic Places
- 2001 Annual Report (Meeting Handout)
- Forum Journal, "Preserving the Spirit of Place", Winter 2002 (available to check out)

Meeting adjourned at 7:20 p.m.

Submitted by Shari Thornes

Brookings Historic Preservation Commission
Tuesday, April 16, 2002

A special meeting of the Brookings Historic Preservation Commission was held on Tuesday, April 16, 2002 at noon in City Hall. Members present: Pat Fishback, Gloria Kloster, Mary Lou Berry, Diana Zwieg, Carrie Lavarney and Richard Pudwill. Mark Kelsey was absent. Shari Thornes, City Clerk, was also present.

Chairman Fishback called the meeting to order and made the following opening statement, "This is the Brookings Historic Preservation Commission, the BHPC is a commission of city government whose purpose is to promote the inspiration, pleasure and enrichment of the citizens of Brookings and to identify, document, preserve, promote and develop the historical resources of the city. The powers and responsibilities of the Commission are set forth in SDCL 1-19B and City Ordinance 5-89. The members of the commission are volunteers who are appointed by the mayor with the consent of the City Council. Biographies of our commission members are on file with the city clerk for public viewing."

Discussion and action on the Case Report for 316 8th Avenue as required by SDCL 1-19A.11.1.

Members were reviewed the Case Report as prepared in accordance with SDCL 1-19A.11.1. A motion was made by Zwieg, seconded by Berry, to make the following statement for inclusion in the Case Report: *"Although relocation of an historic structure is a better alternative than demolition of that structure, the Brookings Historic Preservation Commission concurs with the State Historic Preservation Office's position that removal of a contributing structure from its original site, whether by demolition or relocation, can have a negative impact on the historic fabric of the neighborhood."* All present voted yes; motion carried.

Mayor's Awards. The Commission unanimously voted to award SDSU for the overall restoration of the Coughlin Campanile and to Donna and John Ramsay for the phased exterior restoration of the former City Hall building at 310 Fourth Street.

Meeting adjourned at 12:40 p.m.

Submitted by Shari Thornes

Brookings Historic Preservation Commission
Wednesday, May 1, 2002

A meeting of the Brookings Historic Preservation Commission was held on Wednesday, May 1, 2002 at 4:00 p.m. in City Hall. Members present: Pat Fishback, Gloria Kloster, Mary Lou Berry, Diana Zwiig, Mary Lou Berry, Carrie Lavarney and Richard Pudwill. Mark Kelsey was absent. Shari Thornes, City Clerk, was also present.

Chairman Fishback called the meeting to order at 4:00 p.m. and made the following opening statement, "This is the Brookings Historic Preservation Commission, the BHPC is a commission of city government whose purpose is to promote the inspiration, pleasure and enrichment of the citizens of Brookings and to identify, document, preserve, promote and develop the historical resources of the city. The powers and responsibilities of the Commission are set forth in SDCL 1-19B and City Ordinance 5-89. The members of the commission are volunteers who are appointed by the mayor with the consent of the City Council. Biographies of our commission members are on file with the city clerk for public viewing."

Agenda. Motion was made by Zwiig, seconded by Lavarney, to approve the agenda. All present voted yes; motion carried.

Minutes. Motion was made by Berry, seconded by Zwiig, to approve the April 11, 2002 minutes. All present voted yes; motion carried. Motion was made by Pudwill, seconded by Berry, to approve the April 16, 2002, minutes. All present voted yes; motion carried.

May 1st Handouts:

- Preservation - May/June 2002 issue

Schedule next meeting. Thursday, June 6, 2002 at 4:00 p.m.

Calendar:

- May 2 Volunteer Luncheon
- May 8 Picture This Deadline - Lavarney
- May 10 State Preservation Conference in Pierre
- May 13 City Council Meeting - Mayor's Award Presentations (5:30 p.m.)
- May 28 City Council Meeting - BHPC Report (5:30 p.m.)
- June 7th 2003 Budget Narratives Due
- June 12 Picture This Deadline - Pudwill
- July 3 Picture This Deadline (early) - Zwiig
- July 7th Final 2003 Budget Narratives Due
- Aug. 1-4 National Alliance of Preservation Commissions Conference, San Antonio
- Aug 7 Picture This Deadline - Berry
- Oct. 8-13 National Preservation Conference - Cleveland

CENTRAL - 316 8th Avenue (11.1 Review final determination)

The City was advised that the party originally interested in moving the property was no longer interested. The property owner plans to demolish the structure. The State Historic Preservation Office has issued a release for the demolition to move forward.

CENTRAL - Brookings County Government Center

On April 30, 2002, the Brookings County Commission took action to begin the process to begin demolition of the 1921 building. The Commission will seek requests for proposals. The item was not on their published agenda. Referral of this action would require signed petitions from 5% of the registered voters within 20 days from when minutes are published.

When the County applies for a demolition permit, the City is required to notify the State Historic Preservation Office. It will be similar to other reviews in that the County will need to indicate that all feasible options have been pursued in terms of reuse of the building including private sector options. There was a question if the demolition permit would be subject to a Federal 106 review. Do they plan to demolish this summer? No.

Public education suggestions on the issue:

- BHPC making a statement to the media
- Contacting the Downtown Brookings Inc. to coordinate a campaign among downtown businesses (i.e. Save the 1921 banners)
- Newsletter article
- Speak out column in the Brookings Register. Fishback will draft a letter and email it to the members for comment.
- Speak on local radio shows with community leaders in support of saving the school
- Yard signs in the Central Residential District. Nancy Flynn may be interested in coordinating the effort.
- A bulleted informational piece in the newspaper.
- Contact regional preservation advocates for their help - John Mitterholtzer
- Contact Preserve SD for them to write a letter or appear in Brookings (Ann Bush, Linda Kluthe, Spencer Ruff)

CENTRAL - Former St. Thomas More Church Building (adjacent to District)

National Trust attorney Frank Gilbert provided suggestions on what the BHPC could do on issue.

COMMERCIAL - Downtown Brookings Inc.

The DBI held their annual meeting on Monday night at the Elks with 75 people in attendance. The new officers for DBI are Mark Kratochvil as President, Kathy Theodosopoulos as Secretary, and Jerry Miller as Treasurer. Meeting times have changed and now will be held the third Thursday from 11:30 a.m. to 1:30 p.m. at the DBI office.

COMMERCIAL - District Amendment

Michelle Saxman, State Historic Preservation Office Staff, provided the following comments via email: “I viewed the after photos of the *Coast to Coast*. I reviewed the district nomination and it is my opinion that the non-contributing status should be *changed to contributing*. Our office has two options.

Option 1: complete a continuation sheet for the Coast to Coast building with an explanation of the recent changes. We would explain that if the metal were not on the building at the time of the original nomination, the building would have been considered contributing. Option 1 does not require the State Review Board action and could be done quickly.

Option 2: We could re-evaluate each buildings status in the district and do a period of significance update. This option has the potential of at least changing the status of 501 Main from non-contributing to contributing. We could also examine the possibility of expanding the district slightly. Option 2 requires the nomination to go before the board and notification of any affected owners.

Our next board meeting is not until September, so we might be able to complete an update by this meeting.”

The Commission advised that the State should pursue Option 1 and include fixing the nomination for the JC Penney building at 501 Main Avenue. It would be best not to open the entire district for discussion.

Request for Downtown Workshop

Gus Theodosopoulos, owner of Cubby’s and George’s, expressed interest in removing the stucco on his storefront and on the property he owns that used to house Hawley Insurance.

On April 18th the DBI Design committee decided that, with the growing interest of downtown property owners to renovate their storefronts, they would like to request the BHPC sponsor or help sponsor a historic preservation workshop.

It was noted that this workshop is not budgeted for in the 2002/2003 fiscal year. The BHPC does not conduct tax benefit workshops, rather, state staff would be brought in to conduct the sessions. Speaker suggestions: Storefront restoration by Preserve SD, Mary Troutman Gates, Spencer Ruff, local contractor resources, and Iowa Mainstreet organization. Staff will need to review the budget and also check with the state on any extra funds that may be available for this project.

Street Signage Project. No new information. There was discussion regarding signs on the interstate promoting historic districts. Lavamway said they are very difficult to obtain from the State Highway Department. Staff will contact SHPO for further information.

University District Brochure.

The narrative text has not been compiled. There was discussion on what the next step would be.

Historic Preservation Ordinance Subcommittee Report. Frank Gilbert will be asked to prepare the ordinance in final form for review.

2002/2003 Grant Request. No word yet on funding.

Commercial District Plaques. Money and volunteers are needed to install the plaques. The following people were suggested: Mark Kelsey, Jeff Wessels, and Bill from the Ag Museum. A BHPC representative will need to meet with each property owner and come to an agreement where the plaque will be installed.

Mayor's Awards – May 13th

Presentation of the awards is scheduled for Monday, May 13th at 5:30 p.m. All members were asked to attend.

Landscape Workshop Final Report – April 27th. Doris Roden, DBI, will prepare a final report on the workshop. The BHPC committed \$150 to co-sponsor the event.

2003 Budget Subcommittee. The committee needs to schedule a date to meet. Thrones will email the 2002 budget narrative and instructions to the members.

Report to City Council. The BHPC is scheduled to present a brief verbal report to the City Council on May 28th to highlight current events.

Solberg Hall. Fishback attended the reconstruction kickoff. There was a question about the State's involvement in the project.

April 16th SHPO site visit. Fishback attended on behalf of staff several site visits in Brookings.

Announcements/Correspondence

- The Alliance Review – Jan/Feb 2002
- DBI April Agenda
- National Preservation Conference, October 8-13, 2002, Cleveland

Meeting adjourned at 6:15 p.m.

Submitted by Shari Thornes, City Clerk

Brookings Historic Preservation Commission

Thursday, June 6, 2002

A meeting of the Brookings Historic Preservation Commission was held on Thursday, June 6, 2002 at 4:00 p.m. in City Hall. Members present: Pat Fishback, Mary Lou Berry, Diana Zwieg, Mark Kelsey, Carrie Lavarnway and Richard Pudwill. Gloria Kloster was absent. Shari Thornes, City Clerk, was also present.

Chairman Fishback called the meeting to order at 4:00 p.m. and made the following opening statement, "This is the Brookings Historic Preservation Commission, the BHPC is a commission of city government whose purpose is to promote the inspiration, pleasure and enrichment of the citizens of Brookings and to identify, document, preserve, promote and develop the historical resources of the city. The powers and responsibilities of the Commission are set forth in SDCL 1-19B and City Ordinance 5-89. The members of the commission are volunteers who are appointed by the mayor with the consent of the City Council. Biographies of our commission members are on file with the city clerk for public viewing."

Agenda. Discussion regarding a pending 11.1 Review for 725 9th Street was added to the agenda. Discussion regarding the Norby Collection was moved to A-1. Motion was made by Kelsey, seconded by Zwieg, to approve the agenda as amended. All present voted yes; motion carried.

Minutes. Motion was made by Zwieg, seconded by Berry, to approve the May 1, 2002 minutes as amended. All present voted yes; motion carried. All present voted yes; motion carried.

May 1st Handouts:

- ❑ Budget Narrative
- ❑ Correspondence dated June 5, 2002 to the SHPO pertaining to an 11.1 review for 725 9th Street
- ❑ MainStreet News, May 2002
- ❑ "Opportunities for Community & University Collaboration"

Schedule future meetings. Tuesday, July 16th at 4:00 p.m. and Thursday, August 8th at 4:00 p.m.

Calendar:

- ❑ June 3rd City Council Meeting – BHPC Report (5:00 p.m.)
- ❑ June 7th 2003 Budget Narratives Due
- ❑ June 12 Picture This Deadline - Pudwill
- ❑ July 3 Picture This Deadline (early) - Zwieg
- ❑ July 7th Final 2003 Budget Narratives Due
- ❑ Aug. 1-4 National Alliance of Preservation Commissions Conference, San Antonio
- ❑ Aug 7 Picture This Deadline - Berry
- ❑ Oct. 8-13 National Preservation Conference - Cleveland

University District Brochure.

Bobbi Gaukel was present to review the status of the project. She photographed 31 of the houses to assist the Commission in the selection process. She requested input on how to edit the list to 10-15 feature houses. She will photograph those for interesting angles for the brochures. Fishback suggested that Thornes, Kloster and Fishback have a separate meeting to work through the descriptions. Gaukel said the Commission needs to also select the house to feature on the cover.

Norby Collection. Thornes was advised by a staff member of the Brookings Public Library that Elvita Landau, Library Director, had some questions pertaining to the Norby Collection. Representatives of the Agricultural Heritage Museum, Brookings County Historical Society, and Brookings Historic Preservation Commission met with the Norbys last year to review the collection. Thornes will contact Landau to determine what her questions are.

Street Signage Project. Thornes reported that this has been a very frustrating experience. The company working on the signs is Lyle Signs from DeSmet. They don't ever call back and she has been unable to obtain a corrected sample. The project can not move forward until we receive a sample. Kelsey offered to contact the company. Thornes will email him the phone number.

Historic Preservation Ordinance Subcommittee Report. Frank Gilbert, National Trust for Historic Preservation attorney, sent the Commission a draft ordinance in a numbered format. Fishback recommended that the Ordinance Subcommittee meet to review each section, make a list of questions, and hold a conference call with Gilbert to discuss the questions. The entire group could then review the revised ordinance at the July meeting. A subcommittee meeting of Fishback, Lavernway and Kelsey was scheduled for June 11th at 4:00 p.m. Berry will provide written comments.

Gilbert also requested meeting with the Commission in July. July didn't work for the Commission to meet and this state project is funded through 2003 so August shouldn't be a problem. A morning meeting on August 9th was suggested. Thornes will check with Gilbert.

2002/2003 Grant Request . The Commission's grant request of \$8,000 was fully funded. However, the time frame of the grant is May 1, 2002 to April 30, 2003. The application was for an end date of September 1, 2003. A motion was made by Kelsey, seconded by Berry, to request an amendment to extend the ending date to September 1, 2003. All present voted yes; motion carried.

Commercial District Plaques. Kelsey agreed to contact Jeff Wessels to ask if he would be willing to help with installation. The east side of the 300 block was selected to start the project. He will contact the owners of the Sellers & Bartling building as a test run. Thornes will locate the plaques and mounting instructions.

Mayor's Awards - Evaluation Comments.

1. Program Name: Mayor's Awards for Historic Preservation **
** 2002/2003 federally funded item
2. Event Dates: May 13, 2002
3. Program Description: Each year the Brookings Historic Preservation Commission, in cooperation with the Mayor's Office, celebrates the best of preservation by presenting *Mayor's Awards* to individuals, businesses and organizations that have demonstrated outstanding achievements in historic

preservation. These efforts include homeowners who save and maintain important Brookings' landmarks, as well as business owners who sensitively blend new construction in an historic district. All demonstrate commitment, leadership and achievements worthy of recognition.

To be eligible, the project must involve the restoration of a home, business and rental property located in the city limits that is 50 years old or older. Interior and exterior projects are judged on consistency in style, appropriate materials, quality of workmanship and sensitivity to the environment. Nominations are solicited from the community throughout the year. Official requests for nominations for the 2002 Awards were solicited in April. In addition to this year's winners, we also proudly recognize the previous 46 winners in the program's 16-year history.

4. Program Activities:

- April 2002 - Press Release
- May 1, 2002 - Selection of winners
- May 2, 2002 - Notification of winners
- May 2, 2002 - Ordered plaques
- May 13, 2002 - Presentation at City Council meeting

5. Expenses:

- \$130.00 (2 plaques from Brookings Engraving)

6. Number participants:

- 48 winners in 16 year history of program

7. Commission Evaluation of Program.

The Commission felt the program overall is appreciated by people who take the time to work on their homes and businesses. The program showcases people who have done preservation efforts which in turn may encourage more people to see value in it. It feels good to be appreciated! Properties receiving an award can have significant positive impact in their neighborhood.

The Commission expressed concern regarding this year's event. Last minute changes to the Council meeting time were not respectful to the winners. The event was scheduled for 5:30 p.m. and on the Friday prior the time was changed to 1:00 p.m. Invitations and press releases with the 5:30 p.m. time were sent out in April. It was inconvenient for property owners and commission members. One of the winners had planned a reception event after the 5:30 p.m. award time which was subsequently cancelled when the time changed. The event would have been better attended if the time hadn't changed. The awardees were very gracious and rearranged their schedules.

Newsletter Evaluation Comments.

1. Program Name: Brookings Preservationist Newsletter **

** 2001/2002 Federally funded item

2. Event Dates: May 14, 2002

Spring issue during preservation week. Another issue is planned for fall of 2002.

3. Program Description:

2001/2002 Grant Narrative, "The BHPC will produce two issues of the Preservationist Newsletter to inform historic district property owners about current local and regional preservation issues and

events. Both issues will be distributed by direct mail to the property owners in the three historic districts.

Schedule: May 2002 Preservation Week
Fall 2002
Costs: Postage \$200 (300 @ \$0.33 - 2 mailings)
Newsletter: \$400 (200 per newsletter - 2 page)

4. Program Activities:

- ❑ The Commission noted that the distribution method was changed and increased from direct mail to district property owners (400 circulation) to an insert in the local newspaper that was distributed citywide to 5,500 subscribers.
- ❑ The original scope of project had planned for a single 8-1/2" x 11" newsletter. Due to the number of significant news worthy items, the size of the *Brookings Preservationist* May 2002 issue was doubled to an 11" x 17" size.
- ❑ Staff recommended the Commission request an amendment to the grant requesting a change in the scope of services by not producing a fall issue.

5. Expenses:

- ❑ \$698.26 (Insty-Prints for 5,500 copies of 4-page newsletter)
 - ❑ \$280.50 (Brookings Register charge for inserts in all local newspapers)
- \$978.75 total (fund remaining portion out of Preservation Issues budget)

6. Number participants:

- ❑ 5,500 local circulation

7. Committee Evaluation of Program.

The Commission liked the end product. All felt it was important to distribute the newsletter citywide through the newspaper rather than direct mail to district property owners only.

A motion was made by Zwieg, seconded by Berry, to request an amendment to the 2001/2002 grant "scope of services" for the newsletter project eliminating the fall 2002 newsletter. All present voted yes; motion carried.

Report to City Council – June 3rd. Fishback presented an update of BHPC activities to the City Council at their June 3rd meeting. The BHPC is scheduled to give additional reports on Sept. 3rd and Dec. 2nd.

Local Districts. Fishback will contact Amy Dunkle to determine if she needs further information on local districts.

Solberg Hall. Fishback share the program from the dedication services.

Preservation Conference Report.

1. Program Name: 2002 Preservation Conference/Board Development**

** 2001/2002 Federally funded item

2. Event Dates: May 9 & 10, 2002 in Pierre, SD

3. Program Description: This is the annual historic preservation conference sponsored by PreserveSD and the State Historical Preservation Office. Attendance by at least one member of the BHPC to a statewide conference is required by the State. Pat Fishback and Richard Pudwill attended.

4. Program Activities: (See attached program)

5. Expenses:

- \$90.00 Pudwill registration
- \$131.10 Pudwill travel reimbursement
- \$90.00 Fishback registration
- \$131.10 Fishback travel reimbursement
- \$130.00 Motel
 - o \$572.20

6. Number participants: 100

7. Committee Evaluation of Program/Report:

Fishback reported Donovan Rypkema, a speaker at the conference, referred to preservationist Gusso who discusses what it will take for a city to be economically competitive in the next few years. His impression was that we will be drive by Place Economics, that community and sense of place are inseparable and that although we will be living in a global world, our nourishment will come from our local roots, that differentiated products will command a premium and that our built environment represents our local character, that if we look like "anyplace USA", the distance from anyplace to no place is short.

Rypkema talked about communities need to use "place economics" to be competitive in 20th century. He said he could understand why the "marts" built box buildings. They are not sure if they will be around in 10 to 15 years; however, we assume services like government will be around forever. Government entities need to keep that in mind. We don't want our next generation getting stuck with "boxes". Communities need to reinvest in the public infrastructure. Many government-related buildings were built in 1912-1921 when resources were limited. We need to ask ourselves do we have less resources now than in 1921?

Pudwill attended the presentation by Tim Hoheisel on the "Skeletons of the Prairie" which featured South Dakota's rural landscape.

Fishback announced that the Historic SD Foundation has changed their name to Preserve SD.

Action on 2003 Budget Narrative. A motion was made by Berry, seconded by Zwieg, to approve the 2003 City budget narrative as presented for submission to the City Manager on June 7th and to request \$4,000 in 2003, an increase of \$500 from 2002. All present voted yes; motion carried.

Action to select representatives for the San Antonio Forum 2002. The registration deadline for the 2002 Preservation Forum is July 1st. The BHPC has received funding for two representatives to attend the conference. Thornes needs to know who is going by June 10th. Fishback, Kloster and Kelsey are available. Zwieg, Berry and Pudwill are not. Lavarney needs to check her schedule.

Code of Ethics. Thornes read the following memo from Michael Williams, City Manager: "Thank you for your service to the City of Brookings. For many reasons your service simply makes Brookings city government much better. The City Council recognizes the high importance of your role in

the community. As a member of a volunteer board, committee or commission, you represent the City of Brookings before individuals and groups. Because of your important role, you are being asked to adhere to a code of ethics recently adopted by the Council. I am certain that all appointees currently understand the importance of ethical behavior, but the enclosed document puts it in writing so everyone is aware of the standards expected. Please review the Code of Ethics, talk about it within your meeting, sign the document and return it to your city staff member. Once again, thank you for your service to your community.” Members were asked to read, sign and return the forms to Thornes.

CENTRAL: Brookings County Government Center. The referral committee turned in petitions with 1500 signatures this week. The County Commission will set the election date at their June 11th meeting.

Thornes was contacted by the County Commission staff person to obtain information on the State 11.1 review process. case report, law & internal process

It has been suggested that a separate committee be formed separate from the referral committee made of people who were concerned tax payers.

Fishback and Gail Robertson spoke on various local radio programs in support of saving the 1921 building.

UNIVERSITY - 725 9TH Street. A demolition request has been made for a secondary structure at this address. No correspondence has been received from the state to date.

COMMERCIAL - District Amendment. At the last meeting the Commission voiced their preference for option one that was presented by the State staff. Thornes will check on its status.

Project Manager's Report.

- ❑ 616 Third Street – Thornes announced that John Auer and Robin Wynn purchased 616 Third Street and they are interested in doing historically sensitive work to the home.
- ❑ University Brochure – Thornes was contacted by Jane Howard, owner of 723 8th Street, who was concerned why her property was not selected for the new brochure.

Announcements/Correspondence

- Main Street Center 2002-2003 Catalog
- Preserve SD “Preservation Advocate” May 21, 2002
- Forum News, May/June 2002 Issue
- MainStreet News, April 2002
- Cultural Resource Management, Vol. 25, No. 2, 2002 – “Looting: A Global Crisis” (available to check out)
- Vision 2020 Comprehensive Plan for the City of Brookings (available to check out)

Meeting adjourned at 6:30 p.m.

Submitted by Shari Thornes, City Clerk

Brookings Historic Preservation Commission
July 16, 2002

A meeting of the Brookings Historic Preservation Commission was held on Tuesday, July 16, 2002 at 4:00 p.m. in City Hall. Members present: Pat Fishback, Mary Lou Berry, Diana Zwieg, Mark Kelsey, Carrie Lavarney, Gloria Kloster and Richard Pudwill. Shari Thornes, City Clerk, was also present.

Chairman Fishback called the meeting to order at 4:00 p.m. and made the following opening statement, "This is the Brookings Historic Preservation Commission, the BHPC is a commission of city government whose purpose is to promote the inspiration, pleasure and enrichment of the citizens of Brookings and to identify, document, preserve, promote and develop the historical resources of the city. The powers and responsibilities of the Commission are set forth in SDCL 1-19B and City Ordinance 5-89. The members of the commission are volunteers who are appointed by the mayor with the consent of the City Council. Biographies of our commission members are on file with the city clerk for public viewing."

Agenda. Motion was made by Zwieg, seconded by Lavarney, to approve the agenda. All present voted yes; motion carried.

Minutes. Motion was made by Kloster, seconded by Zwieg, to approve the June 6, 2002 minutes as amended. All present voted yes; motion carried. All present voted yes; motion carried.

July 16th Handouts:

- Preservation Law Reporter - Jan-March 2001
- Draft ordinance (emailed on Monday)
- Preserve South Dakota Summer 2002
- Cultural Resource Management, Vol. 25, No. 3, Saved from the Dam
- Speakout Column Draft on 1921 building

Schedule future meetings. Thursday, August 8th at 4:00 p.m. (Kloster & Zwieg will be absent).

Calendar:

- o July 3 Picture This Deadline (early) - Zwieg
- o July 7th Final 2003 Budget Narratives Due
- o July 30th 1921 Middle School Election
- o Aug. 1-4 National Alliance of Preservation Commissions Conference, San Antonio
- o Aug 7 Picture This Deadline - Berry
- o Aug. 8 4:00 p.m. - Monthly meeting
- o Aug. 9 National Trust representative visit
- o Oct. 8-13 National Preservation Conference - Cleveland

University District Brochure. Bobbi Gaukel distributed a draft layout of the brochure with creating editing. The illustrations and photos are not done. She requested the Commission review the text. The proposed layout is how much space there is available for the text. There was an idea to include a segment on barns with an illustration and description. Another idea was to include a "windshield tour" of all significant houses not featured that would only be a list we recommend driving by. She would need to know which barn to illustrate. Berry volunteered to photograph the barns. Glossary text is also needed. Members are to review the text and email comments to Fishback.

Street Signage Project. Kelsey has contacted the sign representative several times without success. Michelle Saxman for the State Office offered to speak with them.

Historic Preservation Ordinance Subcommittee Report.

Staff will contact Frank Gilbert about his travel schedule to see if another date is possible. Comments made about the document:

- ❖ There are inconsistencies with “local district commission” and “local commission” language.
- ❖ The explanation needs to be inserted in every section rather than two different documents.
Use different colors of text.
- ❖ Arrangements will be made to schedule time with the City Manager and City Attorney during Gilbert’s visit.
- ❖ Members are to email their comments to subcommittee by July 24th (Fishback, Lavarney, & Kelsey)

State Historic Preservation Office Changes. Michelle Saxman reported that the SHPO is reorganizing staff responsibilities. The Brookings CLG will be handled by Lynda Schwann. Michelle has accepted a new position in the office.

Site Visit. A state office site visit is scheduled for July 24th. Saxman will review the Courthouse remodeling project.

Boy Scout Eagle Project. A local boy scout is documenting veteran gravesites in the Brookings area.

Commercial District Plaques. No report.

Request for Downtown Workshop. The DBI has requested a workshop for downtown property owners on preservation design and tax benefits. A subcommittee of Kelsey, Fishback, Lavarney and Thornes was formed and will meet in August to discuss this issue.

SDCL 1-19A-11.1 Review – 725 9th Street (enclosure) – State’s position on 11.1 Reviews. There was concern regarding a recent letter dated June 7, 2002 regarding an 11.1 review project. “Any future construction on the site should meet the Secretary of the Interior’s Standards and be compatible in-fill to the district.” Stephen Rogers and Michelle Saxman Rogers were present at the meeting and were asked if there was a change in the policy. The Historic Preservation Commission has never required people submit plans in the past. Stephen Rogers said he understands this commission hasn’t done that but should to follow the law technically. A building permit could cause a negative affect on historic district. There should be some type of review of new construction within a historic district.

It was noted that the BHPC did conduct review of building permits for a short period of time and were told to stop by the State Office. The Commission was very uncomfortable doing these reviews because they didn’t feel qualified to make any decision.

Rogers said the City has to decide if they want to take the legal responsibility of not doing a review. If someone decided they didn’t like a new building that wasn’t reviewed they could potentially file a lawsuit.

The cities of Sioux Falls and Rapid City have a Memorandum of Understanding with the SHPO regarding 11.1 reviews. Pierre is also doing reviews. Thornes requested a copy of the Pierre's City Attorney's opinion on the need to do these reviews.

CENTRAL: Brookings County Government Center

Ann Bush, Preserve SD, has offered to write a letter to editor on the 1921 project. A draft speak-out column was discussed. Members are to email comments to Fishback by July 18th.

CENTRAL: Courthouse

The County Commission is awarding bids on the third floor remodeling project on July 18th at 5:00 p.m.

Project Manager's Report

- 1) Code of Ethics update - The City Manager is meeting with all board chairs to gather input. Fishback and Kloster met with Williams on July 16th.
- 2) Grant Amendment Requests (enclosures 2) - Both amendments have been approved.
- 3) City 2003 budget Request - The budget request was reduced from \$4000 to \$3500. No department is allowed to submit a budget in excess of 1% from this year's budget.
- 4) Site Drawing Workshop - Conducting a site drawing workshop could count as a public education workshop for the Commission. Waiting until the next fiscal year was recommended.

Announcements/Correspondence

- o Forum Journal, Spring 2002, Vol. 16, #3 (available to check out)
- o EPoduck College Towns Index (www.epodunk.com/top10/colleges/brookings.html)
- o Alliance Review, Mar/April 2002
- o National Preservation Conference - Cleveland, Oct. 8-13 (available to check out)
- o CRM, Vol. 25, No. 2, "Looting: A Global Crisis"
- o DBI July Agenda
- o Preserve SD - CAMP - Sept. 7, 2002 - The SHPO will be providing additional funds for multiple people to attend this camp. Offering to send members of the Planning Commission was suggested.
- o MainStreet News, June 2002
- o Preservation, July/Aug 2002 (2 available to check out)
- o SD History, Spring 2002 (available to check out)

Meeting adjourned at 6:30 p.m.

Submitted by Shari Thornes

Brookings Historic Preservation Commission
Thursday, August 8, 2002

A meeting of the Brookings Historic Preservation Commission was held on Thursday, August 8, 2002 at 4:00 p.m. in City Hall. Members present: Pat Fishback, Mary Lou Berry, Mark Kelsey, Carrie Lavarney, and Richard Pudwill. Members absent: Diana Zwieg and Gloria Kloster. Shari Thornes, City Clerk, was also present.

Chairman Fishback called the meeting to order at 4:00 p.m. and made the following opening statement, "This is the Brookings Historic Preservation Commission, the BHPC is a commission of city government whose purpose is to promote the inspiration, pleasure and enrichment of the citizens of Brookings and to identify, document, preserve, promote and develop the historical resources of the city. The powers and responsibilities of the Commission are set forth in SDCL 1-19B and City Ordinance 5-89. The members of the commission are volunteers who are appointed by the mayor with the consent of the City Council. Biographies of our commission members are on file with the city clerk for public viewing."

Agenda. Discussion regarding an abandoned cemetery in Brookings was added to the agenda. Motion was made by Berry, seconded by Pudwill, to approve the agenda as amended. All present voted yes; motion carried.

Minutes. Motion was made by Kelsey, seconded by Pudwill, to approve the July 16, 2002 minutes as amended. All present voted yes; motion carried. All present voted yes; motion carried.

Schedule future meetings. Thursday, September 5, 2002 at 4:00 p.m.

Calendar:

- o Aug. 12 National Trust representative visit
- o Sept. 11th Picture This Deadline
- o Oct. 8-13 National Preservation Conference - Cleveland

Report on National Alliance for Preservation Commissions 2002 Conference.

Mark Kelsey, Pat Fishback, Carrie Lavarney and Shari Thornes attended the National Alliance of Preservation Commissions in San Antonio on August 1-4. A full report will be made at the September meeting.

Preservation CAMP – September 7, 2002. Members planning to attend the conference are to notify Thornes by August 12, 2002. Berry and Pudwill indicated they plan to attend. The Brookings Planning Commission had requested training on preservation state law. Fishback attended the Planning Commission meeting to invite members of the Commission to attend the conference. The SHPO will provide an additional \$993.00 for this training activity. Breakdown per person is .29 a mile with a maximum of \$150, \$60 for registration, 2 days nights at a hotel at \$35 plus tax and per diem \$46; with a total of \$331 per person.

Historic Preservation Ordinance Project. The following schedule was developed for the August 12th meeting with Frank Gilbert to work on the local preservation ordinance revisions:

| | |
|----------|------------------------------|
| 8:00 am | Start time (Commission only) |
| 11:30 am | Lunch |

1:00 pm
Manager

Meeting with Steve Britzman, City Attorney, and Mike Williams, City

Street Signage Project. No progress on making contact with the sign company.

University District Brochure. The draft layout was provided to the members in the packet. The consultant would like to have the edited text by the September meeting. Commission members need to review the properties and provide any anecdotal information they have on specific houses. Members were asked to select a barn to illustrate.

Picture This Scheduling.

- September - Lavarney
- October - Kelsey
- November - Fishback
- December - Pudwill

CENTRAL - Brookings County Government Center. The County Commission will be scheduling time for people to submit and present proposals on the 1921 building. They will not be limiting the number of proposals. A deadline for submission has not been established.

CENTRAL - Brookings County Courthouse Remodeling Project. The County Commission is working with Banner & Associates on this project. The County is required to have all work on a government owned National Register building approved by the SHPO. Kloster and Fishback attended on a recent SHPO site visit. A much cheaper option of wood paneling instead of marble in the Third Floor remodeling was suggested. The County Commission is also discussing remodeling the second floor but the SHPO has not reviewed these plans.

COMMERCIAL - Downtown Brookings Inc.- Request for Design Guidelines.

The Downtown Brookings Inc. organization is forming a Design Guidelines Subcommittee and has requested a member of the BHPC be on the subcommittee. The BHPC said they would be happy to provide a representative. Thornes will advise the DBI.

Cemetery Issue. Pudwill advise the Commission of a recent newspaper article about an abandoned cemetery in city limits. The cemetery is on privately owned land north of 20th Street on the edge of Indians Hills. Thornes will obtain further information and advise the Commission.

Announcements/Correspondence

- o MainStreet News, July 2002
- o Forum News, July/August 2002

Meeting adjourned at 6:00 p.m., Submitted by Shari Thornes

Brookings Historic Preservation Commission
Thursday, October 3, 2002

A meeting of the Brookings Historic Preservation Commission was held on Thursday, October 3, 2002 at 4:00 p.m. in City Hall. Members present: Pat Fishback, Mary Lou Berry, Mark Kelsey, Diana Zwieg, Gloria Kloster, and Richard Pudwill. Members absent: Carrie Lavarney. Shari Thornes, City Clerk, was also present.

Chairman Fishback called the meeting to order at 4:00 p.m. and made the following opening statement, "This is the Brookings Historic Preservation Commission, the BHPC is a commission of city government whose purpose is to promote the inspiration, pleasure and enrichment of the citizens of Brookings and to identify, document, preserve, promote and develop the historical resources of the city. The powers and responsibilities of the Commission are set forth in SDCL 1-19B and City Ordinance 5-89. The members of the commission are volunteers who are appointed by the mayor with the consent of the City Council. Biographies of our commission members are on file with the city clerk for public viewing."

Agenda. Motion was made by Kloster, seconded by Zwieg, to approve the agenda. All present voted yes; motion carried.

Handouts:

- BHPC ordinance comments from the City Attorney and the annotated comments from Frank Gilbert dated October 3, 2002
- Preserve SD Newsletter
- Two additional brochure illustrations.

Minutes. Motion was made by Zwieg, seconded by Kloster, to approve the August 8 and August 12, 2002 minutes. All present voted yes; motion carried.

Schedule future meetings. Thursday, November 14th at 4:00 p.m.

Calendar:

- Oct. 8-13 National Preservation Conference - Cleveland
- Oct. 9th Picture This Deadline - Kelsey
- Oct. 15th County appointment of member replacement
- Oct. 22nd Presentation by Randy Brown on the 1921 building
- Oct. 31st American Main Street Awards application deadline
- Nov. 6th Picture This Deadline - Fishback
- Dec. 11th Picture This Deadline - Pudwill

Historic Preservation Ordinance Project. The Commission reviewed the new annotated draft BHPC ordinance prepared by Frank Gilbert and the comments made by City Attorney Steve Britzman both dated October 3, 2002. Several changes and questions were noted in both documents. The following revised timeline was discussed:

- Thornes will provide the Commission's comments to Frank Gilbert.
- Gilbert and Britzman will discuss the changes prior to Gilbert completing a final draft.
- Fishback will prepare a draft cover letter for the November Commission meeting.
- The commission will review the revised ordinance draft at their November meeting.

- Commission representatives will then meet with the city manager and city attorney to discuss the final document.
- The document will be submitted to the City Council at their December planning session.

University District Brochure.

- Illustrations. The Commission reviewed the brochure illustrations as prepared by Bobbi Gaukel. Thornes will advise Gaukel on photos to reshoot for a different angle or architectural feature.
- Text. The subcommittee will meet during the month of October to prepare the brochure text for review by the full Commission at the November 14th meeting.

Report on National Alliance for Preservation Commissions 2002 Conference.

Pat Fishback attended a seminar regarding revolving funds for restoring homes. One community uses home tours to generate seed money.

Thornes attended a seminar called Design Review: A Changing Frontier. Most preservation commissions had design guidelines. Their key issues were scale, infill, teardowns, perception of guidelines as another level of regulations, the economics of substitute materials, affordability, huge additions on smaller houses, neo-historicism, zoning regulation changes, and incentives.

Other tidbits:

- Los Angeles has 15 districts with 15 different guidelines. A 3-person board reviews certificates and reports and no professional preservation person is reviewing the applications.
- Long Beach uses only the Secretary of Interior Standards for guidelines leaving a lot of discretion. They lack staff resources with only one staff or a 15-member commission w/3 architects. Appropriate scale of new additions is their biggest challenge.
- Chicago utilizes pattern drawings for various functions and provides a plan book of ideas. They have also developed model houses.
- Stillwater, MN, strongly emphasized defining what is great about the area before putting together any design guidelines. Explain why you want to save it! The guidelines should focus on really good drawings and illustrations.
- In Huntsville, AL, the staff reviews the applications with the Commission before each meeting. They have about a 2-week turnaround time. The “no brainer” applications are staff approved (80%). The Commission delegates a list of categories to staff for approval. They have 14-18 cases per month. Commission expertise is greatly needed.

BEST PRACTICES:

- Rename “maintenance” not design guidelines.
- Guidelines need to be very well known by staff and members.
- Have handbooks available for applicants on various materials.
- In Savannah they give out coupons for appropriate handrails at Lowe’s.
- Website guidelines
- More professional staff
- Training commissioners
- Specific guidelines for each district
- Cultivate artisans & suppliers
- Need a forum on testing agencies on the compatibleness of the new materials holding up over the years.

Thornes also attended an “Issues in Historical & Architectural Survey” seminar. Scottsdale, AZ, has a GIS system to identify physical patterns and level of detail previously unavailable. It helps the Preservation Commission/staff focus where to do research. The “Discover Dallas” program is using all volunteers to survey Dallas. All previous survey information was inaccessible to the public.

Report on Preserve SD Preservation Camp – Sept. 7th. Fishback, Berry and Pudwill attended the National Alliance of Preservation Commissions and the PreserveSD one-day preservation bootcamp in Deadwood on Saturday, Sept. 7th. The SHPO provided additional grant funds of \$943 to allow sending multiple representatives. The planning commission was invited to attend but no one was able to attend. Preserve SD still needs to send three books from the conference. The conference covered federal preservation law, “takings”, due process, economic hardship, education of children, clarification on owner consent, design review, surveying old buildings, appropriate infill design, and FRESH (footprints, roof shape, envelope, skin and holes).

Abandoned Cemetery. Mel Thorne contacted the city regarding unmarked graves located within the city limits in the far southwest corner of Indian Hills. Thornes contacted the SHPO to inquire about the BHPC’s responsibility in this matter. According to the SHPO and State Archeological Center, the state is not interested in any cemeteries if the land was platted. This particular area was platted and is owned by a Lutheran church. According to state law, counties, not cities, are responsible for the maintenance of abandoned cemeteries even if they are in city limits.

Signage Project. On September 16, 2002, Kloster, Kelsey, Fishback and Thornes met with Street Superintendent Ron Sorensen and City Engineer Gregg Jongeling to discuss the sign installation. The group determined placement of the signs below the existing street signs would be the best option. In the commercial district we need to identify the specific locations to place them. City Street Department employees will be installing the signs. Thornes reported that the 146 street signs for the four historic districts in Brookings were ordered on September 19, 2002 at a cost of \$2,525.80 (\$17.80 each). The signs will be shipped to the Street Department. This project was completed by the September 30th grant deadline. Kelsey and Kloster will work on Commercial District.

SDCL 11.1 review – 912 Sixth Street. On August 29, 2002, Tom and Beth Bozied, owners of 802 Fourth Street and 912 Sixth Street, applied for a moving permit for a secondary structure located immediately adjacent to their private residence in the Central Residential Historic District. The proposed new location of the garage (912 Sixth Street) is also in the Central District. . There is currently a single stall garage at the 6th Street property that will be retained. The owner plans to locate the new structure 10 feet from the alley centered in the lot. On August 30, 2002, Stephen Rogers, State Historic Preservation Coordinator,

sent a letter to the City indicating the moving of the garage to a new location at 912 6th Street would have no adverse effect on the Central District. Comment from the Brookings Historic Preservation Commission was not requested. The owners, the City Manager, and the City Engineering Department were notified. Please note the owners decided to not move the garage to that location and it was removed from the District in September.

If Walls Could Talk, HG TV Television Program.

Thornes was contacted by Kelly Herndon, a researcher for the "If Walls Could Talk" HG TV television program. They are coming to Brookings area (South Dakota) during the week of October 21st. They asked for help in identifying homes to feature on their program. Their criteria: restored older homes; owners that restored the home still lives there; the show focuses on the restoration and history of the house; it is particularly interesting if the owner found something about; the history of the house during restoration in the wall, attic, basement. She needed to have her research done by Sept. 27th.

The following information was provided to Herndon. Herndon contacted all the owners by phone.

1. Diane and Dave Kosbau
824 Fifth Street
605-692-7499 (home)
605-692-2241 (work)
 - Large Queen Anne, Central Residential Historic District - 1905 date built
 - Restored from five apartments into single family residence
 - Nominated for the Great American Home Award
 - Removed non-historic walls looking for clues where the walls used to be
 - Originally the C.A. Skinner House - very significant business owner in 1890s-1900. The addition is named Skinner added after him.
 - Mayor's Awards winner for Historic Preservation

2. Scott & Deb Dominiack
627 8th Avenue
605-692-1483 (home)
605-692-6900 (work)
 - built circa 1916
 - Historic "Elmer Sexauer House"
 - "Impressive two-story dwelling featuring a combination cladding of stucco and wood shingles, a moderately pitched gable roof with cedar shakes, and a concrete foundation. This is one of the best representatives of Craftsman architecture in the district, and is remarkably intact. Based on a rectangular plan, elements such as the multi-level, projecting eaves with decorative brackets, contrasting cladding, and multiple-light windows are indicative of both the period of construction and of the Craftsman bungalow style. The facade consists of the two-story side gabled building with a center cross gable and secondary gable end that contains a one-story porch. A front entrance with single paneled wood door fronted by a metal and glass storm door, is accessible via concrete steps flanked by decorative capped wing walls and sheltered by the projecting gable end roof. Most windows contain single sashes with simple light configuration, but the facade contains triple windows on the lower story."
 - Mayor's Awards winner for Historic Preservation

3. Jim & Doris Roden
727 Main Avenue

605-692-5562 (home)
605-692-1554 (work - Doris - Main Street manager)
605-690-0864 (cell)

- Built 1920
 - Historic "Ivan Cobel" house
 - Prairie style - thick battered piers and porch columns, exposed purlins and rafters
 - widow's walk
 - Featured in American Bungalow
4. Pat Fishback
835 Sixth Avenue
605-692-5273 (home)
605-690-4032 (cell)
- Built circa 1910
 - One and one-half story Folk Victorian with cross gable plan, weatherboard wall cladding, asphalt shingles, and concrete foundation. Fish-scale shingles fill the upper gable ends that also feature projecting eaves with boxed cornices. Windows include both single and paired one-over-one sash configurations, but are typically of the same size. Wrought iron rails support the hipped roof of the three-quarter-width porch, and a pedimented portico shelters the front entrance.
 - Approval Federal Historic Tax Project
 - Pat is the six year Chairwoman of the Brookings Historic Preservation Commission and was also the 1999 Preservationist of the Year for the State of South Dakota
 - This was a tremendous restoration undertaking. The house was slated for demolition and Pat bought it to save it.

The following press release was distributed to the Brookings media by Thornes:
ATTENTION HISTORIC HOME OWNERS!

The National TV Program, "If Walls Could Talk," may be coming to your area and may be interested in your story! "If Walls Could Talk" is a weekly series on Home & Garden Television (HGTV) that explores the many homes across the country with intriguing pasts. Airing Sunday nights at 10 pm & 1 am Eastern time, the series profiles homeowners who make surprising historical discoveries about their homes as they research and restore them. We are looking for:

- * privately owned homes, where the current owners discovered the house's history through renovation efforts -- or just by chance!
- * people who have found items in their home or on the property that link back to the house's history
- * people who own homes with a known history that was verified or added to through discoveries - either through artifacts or architectural finds It doesn't have to be tied into anyone or anything famous -- anything interesting you've found is great.

If you think your house might belong on "If Walls Could Talk," please contact us! 303-712-3274 or KHerndon@broadband.att.com. We hope to visit your area in October, so we are very interested in your stories. Please contact us by October 3,2002.

National Register Sites Updates...

- CENTRAL: Brookings County Government Center.
 - There is an opening for County Commissioner. Applications must be submitted by October 14th.

- The SHPO has given the County an extension on Deadwood Grant another year.
- Randy Brown Architect Inc. will make a presentation to the County Commission on October 22nd about adaptive reuse of the 1921 building. Steve McCarthy from Rapid City has also made a presentation.
- A Sioux Falls firm toured the building and decided not to pursue a proposal.
- CENTRAL: Brookings County Courthouse Remodeling Project
 - The County is remodeling the second and third floor to accommodate more people. Some official personnel have been relocated off-site. The SHPO is reviewing this project.
- CENTRAL:
 - First United Methodist Church - The church is pursuing a variance from the Board of Adjustment on their expansion project. The BHPC requested a copy of the Board of Adjustment's October 3rd minutes.
 - 512 3rd Street - Members commented that there is a large wooden sign on the property. Thornes will contact Dan Hanson to inquire if the sign meets the city sign ordinance.
- COMMERCIAL: Downtown Brookings Inc.
 - Motorloway - Thornes provided 210 Commercial District brochures for the event packet.
- UNIVERSITY:
 - Missed opportunity for Mayor's Awards - Peace Lutheran Child Care Center - 6th Street & 6th Avenue.
- ELIGIBLE: SDSU Dean of Agriculture house on Medary Avenue. There is no update report from SHPO on this review. Fishback noted there is a National Register rammed earth wall on the property and removal of the adjacent house will require a review.

Project Manager's Report.

1) **State Ordinance Project - Pass-Through Grant.** The City of Brookings has agreed to administer the National Trust pass-through grant of \$15,000 in 2003. This grant is for the completion of the ordinance project in Brookings, Aberdeen, Watertown and Vermillion. Coddington County had originally agreed to sponsor the grant; however, changes in County personnel made it problematic. City Manager Williams agreed to the arrangement. The 2003 City budget for historic preservation was amended to include the additional \$15,000. This will only consist of Frank Gilbert making four requests for payment. The City will pay Gilbert for services rendered and the City will submit for reimbursement from the state. This project will not have any other documentation requirements.

2) **2001-2002 (#46-01-017) grant closeout.** The final administrative documentation for the 46-01-017 grant was submitted to the State Historic Preservation Office for review and processing on September 27th. The city will be reimbursed \$6,700 of federal funds. Changes to note:

- All volunteer match was provided by the project manager. \$5,000 of commission match had been budgeted. This was approved by the SHPO on 9/23/02.
- The signs were \$175 under budget. The company originally quoted \$18.40 per sign. The remaining federal funds were allocated to the brochure illustration project. That contract was \$2000 in federal funds and \$947 in city funds. The result of the change will be only \$796.57 will be spent with city funds. This was approved by the SHPO on 9/23/02. Gaukel was sent a check in the amount of \$676.94 to close out this grant.

- 3) **Budget Report.** Thornes distributed a budget recap to the Commission. Items to note:
 - \$870.76 remaining in city match funds. These must be spent by 12/31/02. The final payment to Gaukel has already been deducted as “committed” funds.
 - Still waiting to hear from the state on the Preserve SD reimbursement allocation. There is \$743.00 remaining to divide among the participants.
- 4) **Donated Service Records.** Thornes reminded the members to fill out their donated service records for 2002 and submit before year-end. These records are extremely important in closing out the 2002 grant and it is much easier to get them done regularly.
- 5) Thornes announced she would be on medical leave October 9 to November 7. Members needing to contact her could do so by email.

Announcements/Correspondence

- The Alliance Review - May/June/July 2002
- DBI Agenda, August 2002 & September 2002
- August 13, 2002 SHPO Correspondence regarding Conflict of Interest
- Ivan Cobel House
- Forum News, Sept/Oct 2002
- National Main Street Institute Catalogue of Seminars
- Rapid City 11.1 Review Procedure
- SD History, Summer 2002 (check-out item)
- Forum Journal, Summer 2002, “Preserving Historic Structures in our National Parks” (check-out item)
- Cultural Resource Management, Vol. 25, No. 4, 2002 - “America’s Civil War” (check-out item)
- Preservation, Sept/Oct 2002 (check-out item)

Meeting adjourned at 6:40 p.m.

Submitted by Shari Thornes, City Clerk

Brookings Historic Preservation Commission
Thursday, December 5, 2002

A meeting of the Brookings Historic Preservation Commission was held on Thursday, December 5, 2002 at 4:00 p.m. in City Hall. Members present: Pat Fishback, Carrie Lavarney, Mary Lou Berry, and Gloria Kloster. Members absent: Mark Kelsey, Richard Pudwill, and Diana Zwieg. Shari Thornes, City Clerk, was also present.

Chairman Fishback called the meeting to order at 4:00 p.m. and made the following opening statement, "This is the Brookings Historic Preservation Commission, the BHPC is a commission of city government whose purpose is to promote the inspiration, pleasure and enrichment of the citizens of Brookings and to identify, document, preserve, promote and develop the historical resources of the city. The powers and responsibilities of the Commission are set forth in SDCL 1-19B and City Ordinance 5-89. The members of the commission are volunteers who are appointed by the mayor with the consent of the City Council. Biographies of our commission members are on file with the city clerk for public viewing."

Agenda. Discussion regarding a National Register District on the SDSU campus was added to the agenda. Motion was made by Kloster, seconded by Berry, to approve the agenda as amended. All present voted yes; motion carried.

Minutes. Motion was made by Kloster, seconded by Berry, to approve the October 3, 2002 minutes. All present voted yes; motion carried.

Schedule future meetings. Thursday, January 9, 2003 at 4:00 p.m.

Calendar:

- o Dec. 9th City Council Planning Session – Update on BHPC Activities & Present Ordinance Revisions
- o Dec. 11th Picture This Deadline - Pudwill

Historic Preservation Ordinance Project.

Fishback, Kloster, Thornes, and City Attorney Steve Britzman participated in a conference call with National Trust Attorney Frank Gilbert on December 3, 2002 to review proposed changes in the BHPC ordinance. Gilbert has emailed an updated version. The BHPC is scheduled to present the draft ordinance to the City Council at their January 7, 2003 Planning Session. Members were asked to review the December 5, 2002 version and advise Thornes of any comments by December 11th.

University District Brochure.

- Brochure narrative text was divided into three subcommittees. The current narrative draft contains only text from the National Register nomination. Antidotal information is needed. Each subcommittee is to research interesting facts about their assigned houses for the brochure. This may include contacting former owners and citizens familiar with the area.
 - o Houses 1-10 (Kloster & Lavarney)
 - o Houses 11-20 (Berry & Zwieg)
 - o Houses 21-30 (Fishback & Kelsey)
- Issuing a press release in January to solicit information about the featured houses was discussed. The release would include the route map and the information from the 2002 newsletter.

- Thornes will contact the consultant to check on the status of the illustrations. Thornes and Kloster will meet with the consultant to advise of desired photo angles.

Nominating Committee formation. Zwieg, Kelsey and Pudwill were assigned to the Nominating Committee. The Committee will present a slate for chair and vice chair at the January meeting.

Annual Review of Preservation Plan. This item will be discussed at the January meeting. A copy of the Preservation Action Plan will be included in the packet.

Street Signage Project. The signs have arrived and are in storage at the Street Department.

- Downtown Signs – Kloster, Kelsey and Thornes will create a map identifying the location of the signs
- Central & University Signs: Kloster and Thornes will create a map identifying the location of the signs

Media coverage regarding South Dakota schools. Kelo Television did an entire week of coverage about school buildings that were in disrepair. It was a poor depiction of older school buildings and their reuse. Fishback will contact Preserve SD to inquire if they plan to respond to the series.

City of Deadwood Grant Funds. The City of Deadwood has a grant fund available on a state wide basis if an association to Deadwood can be established. The grant has a January 2, 2003 deadline.

CENTRAL - Brookings County Government Center. The County Commission plans to turn over the 1921 building to the Brookings Area Development Corporation. They are recommending Steve McCarthy as the developer. There was a question if the Deadwood Fund can be transferred. Thornes will contact the State Office.

ELIGIBLE - SDSU Dean of Agriculture House. There was concern raised over the status of the 11.1 review on this property. Thornes will recontact SHPO staff.

Budget report. Thornes reported that approximately \$500 are remaining in City funds.

Site Visits – Nov. 18. SHPO staff

2003 Picture This Volunteers.

- January - Zwieg
- February - Berry
- March - Lavarney
- April - Kloster

Code of Ethics. Members were asked to review the revised Code of Ethics and sign in acknowledgement that they had read the document.

Signage in Central Residential District.

Annual Report to City Council. All committee members will be invited to participate in a meeting in February. Chairman will be asked to give very brief verbal reports of the group's 2002 highlights and the goals for 2003.

DBI Design Review Subcommittee. Fishback and Thornes will participate on the subcommittee. The first meeting is scheduled for January 6th.

SDSU District. Thornes was advised that the State Historic Preservation Office is preparing a district nomination for building on campus.

Announcements/Correspondence

- Deadwood Fund Press Release
- DBI Plan of Work
- DBI November 2002 Agenda
- Preservation Week 2003 Poster Contest
- 2nd Annual New Partners for Smart Growth: Building Safe, Healthy, and Livable Communities - Jan. 30 to Feb. 1st - New Orleans
- Forum News, Nov/Dec 2002
- Preservation, Nov/Dec 2002 (checkout)
- MainStreet News, Oct 2002
- MainStreet News, August/September 2002
- National Town Meeting on Main Street - Cincinnati, Ohio - May 18-21, 2003
- Preservation CAMP books
- Forum Journal, Fall 2002 (checkout)
- Alliance Review Sept/October
- The Window, Oct. 2002, Brookings County Historical Society
- MainStreet News, November 2002
- SD History, Fall 2002 (checkout)

Meeting adjourned at 6:30 p.m.

Submitted by Shari Thornes, City Clerk