

Brookings Historic Preservation Commission

2004 Annual Report

Brookings, South Dakota

Dated February 7, 2005

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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 - 4

Eligible Projects - 5

Funding - 6

Bylaws - 7

Commission Members - 9

Projects - 10

Public Education Program – 18

Outreach Outline - 19

Objectives & Needs - 25

Appendices

2004 Meeting Minutes - 27

Workshop Documentation- 61

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; and
- * 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.

Brookings CLG Bylaws

ARTICLE I: Constitution

Provisions for establishment of the Brookings Historic Preservation Commission are provided in Resolution 29-85 as adopted by the Brookings City Commission on July 2, 1985 and by Ordinance 5-89 as incorporated under the laws of the State of South Dakota. Amendments to Ordinance 5-89 were adopted by the City Council with the passage of Ordinance No. 30-99 and Ordinance No. 09-03.

ARTICLE II: Membership and Appointment

Section 1: Commission shall consist of not less than seven members nor more than 10 who shall be appointed by the City Council.

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

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

Section 4: Any vacancy in the membership of the Commission shall be filled for the unexpired term in the same manner as for appointment

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

Section 6: Members of the Commission may be removed for cause following procedures established in the City Code of Ethics.

ARTICLE III: Meetings

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

Section 2: A majority of the current members shall constitute a quorum for transacting the official business of the commission.

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

Section 4: "Roberts Rules of Order" shall be the procedural manual used for the conduct of business at official meetings.

ARTICLE IV: Officers

Section 1: The Commission shall elect a chair and a vice-chair from its members.
Section 2: Officers shall be elected for one-year terms. They may be re-elected.

ARTICLE V: Authority

The actions and authority of the Brookings Historic Preservation Commission shall be as stipulated in State Law 1-19B.

ARTICLE VI: Purpose

Section 1: Brookings shall enforce SDCL 1-19B in order to protect our historic and prehistoric sites through our Historic Preservation Commission.

Section 2: Brookings shall conduct inventories of our historic and/or prehistoric properties using the State's survey methods and in accordance with the comprehensive historic site management plans of South Dakota.

Section 3: The Commission's major goal is to inform, educate and involve the general citizens of Brookings in historic preservation matters including the participation in local, state and national recognition of historic and prehistoric sites. Toward this goal, we will hold an historic preservation workshop for the general public yearly and members shall annually attend at least one statewide Certified Local Government workshop as required by the State.

Section 4: To assure public participation and standardization, we adopt the *Guidelines for Historic Preservation Commissions in South Dakota, Secretary of Interior Standards for Historic Preservation Projects*, the criteria for listing on the National Register of Historic Places and other such standards and guidelines employed in Historic Preservation Commission work in South Dakota.

ARTICLE VII: Amendment

These bylaws may be amended or new bylaws adopted at any regular or special meeting of the Historic Preservation Commission provided members receive written notice of the proposed changes prior to the meeting.

Amended January 7, 1999
Adopted December 3, 2003

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
5/2003	Jim Talbert Retired	1/2005**
5/2003	Richard Shillander Historic Property Owner	1/2006**
1/97	Mark Kelsey Historic Property Owner/Contractor	1/2000 1/00-1/2003 1/2003-1/2006
1/2004	Mary McClure Bibby	1/2007
5/2003	Stephen Van Buren Archivist	1/2005** 1/2005-1/2008
1/2002	Carrie Van Buren Historic Property Owner/Museum Curator	1/2005 1/2005-1/2008

Shari Thornes, Brookings City Clerk

* Completed unexpired term

**Appointed during Commission expansion from 7 to 10 members



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.

Programs and Services

In August 1985, the Brookings Historic Preservation Commission became a member of the Certified Local Government program, a local, state and federal partnership. The primary goal of the Certified Local Government Program, administered by the National Park Service, is to integrate local government and historic preservation. This national initiative provides valuable technical assistance and small grants to local governments. 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. Conducting a public education activity; and
10. Annual 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 may also involve professional consultants. As a long-term benefit, this program provides a permanent record of our community's resources for future generations. It also assists in research projects and future restoration projects. Former and current community residents and/or their relatives, future residents and generations, state and national archives, state and local elected officials, community leaders and organizations, and city officials all are served by this program.

A. **New National Register Listings:** 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. No new listings took place.

B. **SDCL 1-19A-11.1 Review documentation as required by the State Preservation Office on threatened properties:**

- 1) Date: 4/19/04
NR Status: Brookings Central Residential District
Address: 602 Third Street (garage)
- 2) Date: 4/19/04
NR Status: Brookings Central Residential District
Address: 601 Fourth Street (Pole Building next to 1921)
- 3) Date: 6/22/04
NR Status: Brookings University Residential Historic District
Address: 723 8th Street (garage)
Note: The structure was removed without a permit.
- 4) Date: 9/13/04
NR Status: Brookings University Residential Historic District
Address: 902 8th Street (garage)
Note: The structure was removed without a permit.

Historic Resources: Promotion and Public Education:

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

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

A. **Promotion of Historic Districts and Properties**

1) **Commercial Historic District**

Cooperative efforts with Downtown Brookings Incorporated, a National Main Street Program: The BHPC has provided ongoing support to DBI after helping initiate the program in Brookings. A member of the BHPC has continued to participate as a board member during 2004. One member of the BHPC has served as chairman of the DBI "Farmer's Market" committee. That committee exists to encourage cooperation between the City Plaza farmer's market and the downtown businesses doing cross-promotion of

each entity. Monthly meetings take place during the winter and spring. A member of the BHPC and BHPC staff participated on the DBI Maintenance and Design Guidelines Committee.

DBI Maintenance and Design Guidelines Committee: Downtown Brookings Maintenance and Design Guidelines were adopted in May, 2004 after review from the BHPC and the State Historic Preservation Office. These are voluntary guidelines which will provide information enabling property owners of historic buildings to maintain the historic character of the downtown. The BHPC, through a state grant, assisted with the printing of 200 copies of the guidelines to be provided to business owners and merchants.

Brookings Downtown Streetscape Project: A BHPC member and the City Clerk participated as part of a committee which helped develop an RFP, interviewed design consultants, and, attended public meetings, planning sessions and action meetings on a streetscape project for downtown. These meetings took place from January through July, 2004.

2) Central Residential Historic District:

1921 Building, Former Brookings High School and Middle School :

An Open House to celebrate the adaptive reuse of this historic building was held on November 17, 2004. A short program was included as part of the open house. Members of the County Commission, the Brookings School Board, the Chairman of the BHPC, and the Developers of the building spoke. Then approximately 600 citizens toured the building. On December 4, US Senator Tim Johnson toured the 1921 building; the BHPC was invited to accompany him.

3) National Register Individually Listed Properties:

Woodbine Cottage: South Dakota State University and the State Historic Preservation Office negotiations resulted in SDSU's replacing the original wood siding with cedar siding and retaining and repairing the windows on this historic property.

B. Preservation Week Activities: National Historic Preservation Week was May 9-16 2004. The theme for the week's events was "New Frontiers In Historic Preservation" During this week the Brookings Historic Preservation Commission recognized property owners with the Mayor's Awards for Historic Preservation at the May 11th Council Meeting and a newsletter was included in issues of the Brookings Register.

C. Annual Mayor's Awards for Historic Preservation. The Mayor's Awards were presented to property owners at a City Council meeting. The awards were given to:

-  Kim and Gary Winterfeld, 928 7th Avenue, For Sympathetic Infill (New Construction in an Historic Neighborhood).
-  South Dakota State University & South Dakota State University Foundation, Solberg Hall, for "Overall Exterior Restoration"
-  Amy and Peter Dunkle, 824 4th Street, for "Overall Exterior and Interior Restoration"



Mary and Tim Reed, 627 Medary Avenue, for “Overall Exterior and Interior Restoration” for a “Sympathetic New Addition”.

- D. “Picture This” Feature:** “Picture This” is the Brookings Historic Preservation Commission’s continuing public education project that is accomplished with support and sponsorship of Rude’s Home Furnishing and the Brookings Register. Each month a member of the Preservation commission wrote a brief article about an historic event, home, business, or person from Brookings. The article includes an historic photograph. Examples of topics written about are: Hobo Day, Downtown Historic Buildings, SDSU scenes, and Historic Brookings Hospital (West Hall). This monthly article in the Register continues to be a popular education tool for Brookings Historic Preservation Commission and the community.
- E. Preserve Brookings:** The Brookings Historic Preservation Plan included in its action plan the establishment of a local non-profit preservation organization. Participants at two facilitated Town Meetings in 1997 ranked the creation of a local preservation organization as one of Brookings highest preservation priorities. The BHPC undertook this project by inviting 40 members of the community who had been involved in preservation over the years to a meeting on June 17, 2004. The purpose of the meeting was to gauge interest in such an organization in Brookings. Betty Anne Beierle facilitated a meeting attended by 30 community members who expressed an interest that night in forming a non-profit organization. They developed a mission, purpose, goals and elected four temporary directors. The temporary directors met over the summer to draft bylaws & articles of incorporation. On November 30, 2004 a second meeting was held at which time articles of incorporation and draft bylaws were presented in this public meeting. A nominating committee was elected and they are working to prepare a slate of board members for the organization. In addition to helping finance some initial start-up expenses, the BHPC’s role will be to work together with Preserve Brookings, the non-profit organization, each fulfilling its own purpose for preservation in Brookings.
- F. 125 Anniversary Committee:** The BHPC Historic Preservation Plan recommended that the BHPC be involved in plans for Brookings’ 125 anniversary celebration in 2004. A member of the commission served on the “Brookings Alive in 125 committee” as a representative of the BHPC. A city-wide celebration took place in July, 2004.
- G. Community Presentations on Historic Preservation:** As part of the ongoing mission to provide public awareness and education about historic preservation, members of the BHPC presented information to community groups throughout the year.
- A member of the commission presented a workshop on historic windows during the DBI sponsored Garden and History Festival on May 1, 2004. The BHPC also provided a booth with educational information.
- On August 2, 2004 a member of the commission provided a presentation to the National Association of Federal Employees.
- H. The George & Evelyn Norby Collection:** In late August and early September of 2003, an agreement was reached to house the George and Evelyn Norby Historical Collection at

the South Dakota State University Archives, in H.M. Briggs Library on the SDSU Campus. The bulk of the material was moved from the house to the Library on September 24th, 2003.

Work on the collection in 2004 consisted primarily of obtaining appropriate infrastructure (shelving), containers, and of seeking funding for labor and materials. The collection is now housed in a top floor room, and off the floor on steel shelves. With the assistance of a grant from the Mary Chilton Chapter of the Daughters of the American Revolution (DAR), an intern was hired to work specifically with the images in the collection. These are primarily in 4 groups. The negatives most area people were familiar with were housed in a gray file box, stored in folded slips of paper with the address on them, and the corner stapled. Mr. Norby had indicated there were about 350 negatives in that box, of which about half had been developed. The final inventory of this container listed over 1100 negatives. No prints associated with this box have been found in the collection.

The second part of the image collection was somewhat more problematic. The reference work and research Mr. Norby did in the collection was stored in file cabinets in his house. These 12 drawers of folders were moved intact to the library, without removing the drawers or the folders. When the contents were inspected in early January of 2004, the folders were found to contain written information (expected), some publications (expected), newspaper clippings (expected) and 8000+ images – negatives and prints – (unexpected). We had been informed before the move that all of the images would be in ring binders and boxes. The images in the folders were already showing some signs of degradation due to close contact with acidic newsprint in variant environmental conditions. Other parts of the project were stopped, and resources mounted to do a kind of triage on these files. Around mid-August of 2004 all of the folders had been moved to acid free files, with the images (both negatives and prints) separated from the reports and clippings.

The third group of images consists of negatives stored in envelopes. There are 16 boxes of these envelopes. The two earliest boxes – 1955-56 and 1956-57 – contain a close estimate of 4400 negatives. These are minimally identified images, often with no other reference than a date on the envelope.

The 4th group of images consists of loose negatives and prints, and several film canisters full of 35mm developed rolls. One canister, for example, contained 14 strips of negatives, with an average of 24 shots on a strip. These images have no identification associated with them. Total inventory of images in the collection is at this time an estimate. The gray file box and the file cabinet materials total approximately 9500 images. The boxes of envelopes contain in excess of 35,000 images. The rest of the collection may contain as many as another 500 images. Altogether, the collection probably contains between 45,000 and 50,000 images.

Processing of the image portion of this collection started in September with the hiring of an intern, who began with the inventory and identification of the negatives in the gray file box, and continued on to the images rescued from the file cabinets. At this time, there are over 5,000 identified negatives and prints.

The newspaper collection was put on hold while we concentrated on stabilizing the image collection. Work will begin on it in January 2005. At this time, there are no surprises. Not all of the early issues appear to have duplicates, but not all of the containers that were supposed to be duplicates have been inventoried. Recovery from the water damage at the end of 2004 is complete. Those newspapers that were set out in the library to dry were removed to newspaper boxes within a week; those newspapers that were soaked through were brought back from the freezers a bundle at a time and thawed/dried in a closed room with a dehumidifier in it. No newspapers were discarded. Funding in 2004 included a grant award from the Mary Chilton DAR of \$6,710 and a grant of \$2,395 from the State Historic Preservation office (through the Brookings Historic Preservation Commission). Further funding will be sought on an on-going basis.

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 2004, the following technical assistance services are provided:

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

A. Coordination with the Planning Commission, BOA, Board of Appeals and City Departments:

The BHPC provided a statement to the BOA on May 20th in regard to historic green space in the set backs on 8th street a part of the University Residential Historic District.

On November the BHPC sent a letter to the Planning Commission requesting a meeting to discuss overlay zones as one possible tool to address preservation and zoning issues in historic districts. Members then attended the January 2005 Planning Commission meeting, discussed some issues and plan to meet with the city planner, Dan Hanson to determine areas of interest to planning and preservation.

Quarterly reports by city boards, commissions and committees are provided to the Brookings City Council. The BHPC provided reports in 2004.

Continuing Education

A. Attend mandatory annual state training sessions:

Two BHPC members attended the State Historical Society Annual meeting in Pierre on May 21 & 22. The meeting theme, "Opening the Rosebud, A Multicultural Perspective" provided interesting discussions on many topics including land claim disputes.

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

A BHPC member and the City Clerk attended the National Preservation Alliance Forum in Indianapolis on July 15-18th.

On September 2, the SD Historical Society hosted a Window Preservation Workshop in Sioux Falls and one member of the BHPC attended. The nationally known preservation consultant, John Leeke from Portland, Maine offered practical methods for maintaining and repairing old windows.

A Certified Local Government roundtable was provided by the SHPO on Oct. 22 in Mitchell. It was attended by a BHPC member and the City Clerk.

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

Funding:

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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 2004 the Brookings Historic Preservation Program was awarded \$9635 federal funds in the 2004/2005 funding cycle (June 1, 2004 to May 31, 2005), \$7398 in federal money from the 2003/2004 funding cycle, and \$3,600 from the City general fund.

GOALS & OBJECTIVES FOR 2005:

- Implement procedures to comply with the amended Brookings historic preservation ordinance.
- Continue to work with City Planning Commission and city officials to develop guidelines for preservation commission awareness in matters of zoning, building permits and timely notification.
- Serve as a conduit for state and national preservation entities to provide technical assistance and referral to property owners in the community.
- Continue public awareness campaign through a variety of projects to include newsletters, welcome packets, "Picture This" features, exhibits, newspaper columns, radio segments and workshops.
- Continue to monitor potential changes with any historic resources within Brookings city limits, including the SDSU campus.
- Continue to pursue and develop effective communication with local, state and national preservation organizations.
- Encourage the SHPO, National Trust for Historic Preservation and State Planners to work for adoption of South Dakota preservation-friendly building codes such as the Uniform Code for Building Conservation (UCBC) or "Smart Codes" that include special provisions for rehabilitation of historic buildings.
- Pursue a collaborative, proactive relationship with SDSU to facilitate identification and preservation of SDSU's historic resources.
- Continue to pursue the creation of a local revolving loan fund for residential historic preservation and participate in the decision making process of funding applications.

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.

2005 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:

To Preserve, Promote and Develop the Historic Resources of the City.

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 historic resources. Ordinance No. 09-03 amending the original ordinance was adopted by the City Council on April 22, 2003.

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 historic resources.

PROGRAMS AND SERVICES:

1. Historic Resources Recordation and Preservation

- A. National Register of Historic Places listings
 - Consider additional individual properties and districts for designation *
 - B. National Register Computer Database
 - Expand as appropriate *
 - C. Case report documentation as required by State on threatened properties
 - D. Preservation planning for the Norby Collection of historic newspapers and other documents
 - E. 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 assists with the script for the annual Preservation Week Walking Tour (Commission/Staff/Community Volunteers); presents preservation-related information at

community meetings, hearings and forums (Commission); and develops workshop programs (Commission/Staff).

This program has immediate benefits, as well as long term ramifications. When recordation is complete, accurate and in place, additional research is rarely needed when an inquiry comes in, allowing the Commission and staff to respond in a timely and helpful manner. Likewise, when positive preservation related articles and workshops are offered to the public, the benefits and tools of preservation can be offered in a free, user-friendly format.

2. Historic Resources Promotion, Public Education and Advocacy

A. Promotion of National Register of Historic Districts and Properties

1) Commercial Historic District:

a) Continue involvement with Downtown Brookings, Inc. (DBI)

1) Maintain voting position on DBI Board of Directors (Commission)

2) Pursue position on DBI Design Committee (Commission/Staff)

3) Maintain National Main Street Program membership

b) Update and reprint Walking Tour Brochure (Commission/Staff)*

2) University Residential Historic District

- Promote Walking Tour Brochure (Commission/Staff)

3) Central Residential Historic District

4) Sexauer Seed Company Historic District

5) Individually Eligible Properties

- At their request, assist owners of eligible properties in obtaining necessary documentation, and preparing applications (Commission/Staff)

6) Potential Future Designations *

- Update National register nominations for the Central and Commercial Districts (State/Staff/Commission)
- Amend University District boundary to incorporate additional historic resources (State/Staff/Commission)
- Nominate additional properties within existing historic districts as they come of age (Homeowners/Commission/Staff)
- Provide workshops and educational opportunities on methods of restoring eligibility (Commission/Staff)

7) Threatened Properties

- If appropriate, nominate properties to the State or Federal "Places in Peril" list (Commission/Staff)
- Write "Speak Out" Columns (Commission Chair)
- Participate in public forums (Commission)
- When requested, provide information on grant possibilities, and assistance with application process (Commission/Staff)

B. Local Register Properties and Districts

1) Educate Commission members on Local Register ordinance requirements and process

2) Develop internal procedures to respond to citizen-requested individual and district nominations to the local register

3) Develop materials to educate the public on the Brookings Local Register Program

C. Community presentations (Commission)

- D. Workshops (one workshop per year is required) (Commission/Staff)*
- E. Annual Mayor's Awards for Historic Preservation (Commission/Mayor's Office/Staff)
- F. Preservation Week Activities*
 - These activities vary slightly from year to year, depending upon the dates and theme selected by the National Trust, the activities that are fundable through the State Historic Preservation Office, and the availability of Commissioners and staff. Preservation week activities often spread over a full month and can involve the Mayor's Awards, a guided Walking Tour, Publicity Releases, Radio program participation, Mayoral Proclamation, and Workshops (Commission/Staff).
- G. Walking Tour Brochures *
 - Reprint and update existing brochures as supplies diminish
- H. Signage
 - Maintain district street signage
 - Research Preservation Plan on an ongoing basis and report progress to City Manager
 - Assist with individually listed property plaques as requested (Commission/Staff)
- I. Newsletter to historic property owners and the public (Commission/Staff)*
- J. Review Preservation Plan on an ongoing basis and report progress to City Manager
- K. Develop BHPC web pages on cityofbrookings.org site (Commission/Staff)
- L. Heritage Tourism
 - Expand partnership with Convention and Visitor's Bureau, SDSU, SDSU Foundation, Downtown Brookings, Inc., Swiftel Center, BEDC, and Convention Visitor's Bureau (Commission)
- M. Supplemental Funds Project to be determined when state criteria and priorities are established, generally March 2005 for June 2005 funds awards. (Staff/Commission)*
- N. Welcome Packets (containing historic district information, tax incentives available, newsletter, etc.) for new historic property owners (hand delivered by Commission)
- O. Participation in the conduct of land use, urban renewal and other planning processes undertaken by the city.
 - 1) City Planning Commission Interaction/Involvement
 - Continue to work with City Planning Commission and city officials to develop guidelines for Preservation Commission awareness in matters of zoning, building permits and notification.
 - 2) City Building Officials
 - Research options, initiate dialogue, and if appropriate, propose city adoption of a preservation-friendly building code such as the Uniform Code for Building Conservation (UCBC) or "Smart Codes" that include special provisions for rehabilitation of historic buildings.
 - 3) SDSU Interaction and Involvement
 - Pursue a collaborative, proactive relationship with SDSU to facilitate identification and preservation of SDSU's historic resources. (Commission/Staff)

*if state funding allocation permits

We anticipate the program goals will be accomplished as in the past year, with commission members accomplishing such things as: 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.

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

While some activities are targeted to residents and owners within specific Historic Districts, others are presented to the entire community. An additional benefit occurs with the radio programs newspaper articles, community presentations and walking tours.

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

3. Technical and Funding Resources:

- A. Advise property owners within Brookings city limits on local, state and federal benefits (Staff)
- B. When requested, advise property owners in the Brookings area on local, state and federal benefits and facilitate site visits with state personnel and property owners to answer technical assistance questions. (Staff)
- C. Accompany site visits with state preservation personnel and property owners to answer technical assistance questions. (Staff)
- D. Facilitate securing preservation consultants for community projects. (Commission)
- E. Provide Welcome Packets for new owners of historic properties. (Commission)
- F. Respond to realtor inquiries regarding tax benefits. (Staff)
- G. Disseminate material and provide ongoing updates to City Manager and other city officials. (Commission/Staff)
- H. Work with Downtown Brookings, Inc. Board of Directors. (Commission/Staff)
- I. Research possible funding sources. (Commission)
- J. Continue to pursue the creation of a local revolving loan fund for historic preservation as identified in the 1999 Preservation Plan. Participate in the decision making process of funding applications.

Staff and State Historic Preservation Office personnel are primarily responsible for answering property owner tax project and eligibility questions, as well as conducting site visits at the request of historic property owners. Commissioners 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, purchase and rehabilitate additional historic properties,

and let other historic property owners know of the services available, thus promoting neighborhood stability.

4. Commission Development

- A. Attend mandatory annual state training sessions. (Commission/Staff)
- B. Attend bi-annual National Alliance of Preservation Commissions Conference. (Commission/Staff)*
- C. Participate in new member orientation process. (Commission/Staff)
- D. Seek ongoing professional and technical training through professional publications, preservation related materials, video, etc. (Commission/Staff)
- E. Maintain enrollment as members of preservation organizations * (State Historical Society, Preserve SD, National Trust for Historic Preservation, National Main Street Organization, National Alliance of Preservation Commissions, Preservation Law Forum). Seek ways to share professional journals and other materials with city officials, community attorneys and interested citizens. (Commission)
- F. Conduct training for commission members on amended historic preservation ordinance and the local register process.

*if state funding allocation permits

The funding amount reflects an estimation of FY2005/2006 grant funds and remaining FY2004 grant funds. Programs funded with city funds will consist of the annual Mayor’s Awards, historian services and research, 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, and other public education campaigns.

SOURCE OF FUNDS:

Amount	Source	Fiscal Year
\$3,600.00	City Funds	January 1, 2005 – December 31, 2005
\$7,500.00	2004/2005 State Allocation	June 1, 2004 – May 31, 2005
\$7,500.00	2005/2006 State Allocation	June 1, 2005 – May 31, 2006

- State Allocation funding criteria and priorities generally will be published in March 2005 with funding awarded in June 2005.

DEPARTMENTAL GOALS & RELATIONSHIP TO CITY GOALS & VALUES:

City Ordinance 09-03: “...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 2005:

- Implement procedures to comply with the amended Brookings Historic Preservation Ordinance.
- Continue to work with City Planning Commission and city officials to develop guidelines for preservation commission awareness in matters of zoning, building permits and timely notification.
- Serve as a conduit for state and national preservation entities to provide technical assistance and referral to property owners in the community.
- Continue public awareness campaign through a variety of projects to include newsletter, welcome packets, "Picture This" feature articles, exhibits, newspaper columns, radio segments and workshops.
- Continue to monitor potential changes with any historic resources within Brookings city limits, including the SDSU campus.
- Continue to pursue and develop effective communication with local, state and national preservation organizations.
- Propose city adoption of preservation-friendly building code such as the Uniform Code for Building Conservation (UCBC) or "Smart Codes" that include special provisions for rehabilitation of historic buildings.
- Pursue a collaborative, proactive relationship with SDSU to facilitate identification and preservation of SDSU's historic resources.
- Continue to pursue the creation of a local revolving loan fund for historic preservation and participate in the decision making process of funding applications.

HIGHLIGHTS OF CURRENT YEAR'S OPERATIONS:

- Served as advocate for adaptive reuse of 1921 Middle School Structure.
- Selected and presented 18th Annual Mayor's Awards for Preservation.
- Conducted annual Preservation Week Activities.
- Responded to technical assistance/tax project inquiries.
- Identified archival space for the Norby Collection. Working cooperatively with SDSU Archivists, the SD Ag Heritage Museum and the Norby family.
- Conducted the facilitated meeting on non-profit advocacy organization as outlined in the community preservation plan.

CAPITAL IMPROVEMENTS PLAN SUMMARY:

- No capital expenditures relating to BHPC programs and services are planned in 2005 or 2006.

UNMET NEEDS:

- Storage space.

Statement of Goals & Objectives for 2005

Promote the Understanding that Preservation is Progress

GOALS & OBJECTIVES FOR 2005:

- Implement procedures to comply with the amended Brookings historic preservation ordinance.
- Continue to work with City Planning Commission and city officials to develop guidelines for preservation commission awareness in matters of zoning, building permits and timely notification.
- Serve as a conduit for state and national preservation entities to provide technical assistance and referral to property owners in the community.
- Continue public awareness campaign through a variety of projects to include newsletters, welcome packets, "Picture This" features, exhibits, newspaper columns, radio segments and workshops.
- Continue to monitor potential changes with any historic resources within Brookings city limits, including the SDSU campus.
- Continue to pursue and develop effective communication with local, state and national preservation organizations.
- Encourage the SHPO, National Trust for Historic Preservation and State Planners to work for adoption of South Dakota preservation-friendly building codes such as the Uniform Code for Building Conservation (UCBC) or "Smart Codes" that include special provisions for rehabilitation of historic buildings.
- Pursue a collaborative, proactive relationship with SDSU to facilitate identification and preservation of SDSU's historic resources.
- Continue to pursue the creation of a local revolving loan fund for residential historic preservation and participate in the decision making process of funding applications.

Appendices

Brookings Historic Preservation Commission
Thursday, February 12, 2004 - 4:00 p.m -- City Hall Meeting Room

A meeting of the Brookings Historic Preservation Commission was held on Thursday, February 12, 2004 at 4:00 p.m. in City Hall. Members present: Pat Fishback, Jim Talbert, Carrie Van Buren, Mark Kelsey, Richard Shillander (left at 5:15 p.m.), and Mary McClure Bibby. Gloria Kloster and Stephen Van Buren 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 09-03. 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 the creation of standing committees was added to the agenda (Nominating, Budget, Picture This, Mayor's Awards, Preservation Week). A motion was made by Talbert, seconded by C. Van Buren, to approve the agenda as amended. All present voted yes; motion carried.

Minutes. A motion was made by Talbert, seconded by Shillander, to approve the minutes. All present voted yes; motion carried.

Schedule next monthly meeting. Thursday, March 4th at 4:00 p.m.

Report from the Nominating Committee and election of officers (Kelsey, Shillander and Talbert). The Nominating Committee presented the following slate of officers for 2004: Pat Fishback as Chair and Mark Kelsey as Vice Chair. A motion was made by Shillander, seconded by Talbert, that nominations cease and a unanimous ballot be cast. All present voted yes; motion carried. Fishback noted that she will go off the Commission in 2006. There was discussion that whoever is elected as vice chair in 2005 should be expected to move up to chair in 2006 if asked to do so by the nominating committee.

Action to approve the 2003 Annual Report. A motion was made by Shillander, seconded by Talbert, to approve the 2003 annual report. All present voted yes; motion carried.

Update on the Facilitated Meeting on Non-profit Organization project. The Commission reviewed the proposed schedule, meeting format, and draft RFP. An amendment to the project deadline will be needed in order to hold the meetings in May and June. Members were asked to provide comment on the RFP not later than February 23rd. Fishback will email out a draft list of individuals to invite to the meeting. Members were asked to review the list, provide their own list via email and be prepared to comment at the March meeting.

Discussion regarding the American Association for State and Local History (AASLH) Awards. The Commission reviewed the award criteria and decided to not apply in 2004 and consider submitting an application in the 2005 cycle.

Comments on the 2010 Initiative. Members were asked to review the Governor's 2010 Initiative comments and provide their own comments via email not later than February 17th.

Discussion regarding 2004/2005 Funding Request Application (March 31, 2004 deadline). The Commission will need to decide what projects and funding to apply for in the 2004/2005 budget cycle. Project suggestions:

- A public workshop on windows.
- Legal assistance for the creation of the non-profit organization

National Register Updates:

Central Residential Historic District—National Register District:

- 1) 1921 Building Update – The County is interested in removing the pole shed located on the east side of the building. This action will require a review; however, as a non-contributing building the process should be fairly simple.
- 2) Harvest Church – The County is also interested in removing the Harvest Church located east of the Courthouse. The demolition would be reviewable by the state. Because a governmental entity would be constructing the building, the new construction plans would also be reviewable. The current setback requirements for that lot are a 25' front yard, two 7' side yards and a 25' rear yard, plus any parking requirements based on the use. Thornes has been in contact with County officials regarding this project. They said the County Commission plans to actively seek input from the BHPC, neighbors, and SHPO and will only construction what city zoning regulations will allow. They have been advised that the plans are reviewable. Determining the age of the structure is needed. (Shillander left at 5:15 p.m.)

Commercial District –National Register District :

Downtown Brookings Inc. - History & Garden Festival Committee – May 1st Event – Display Request. The History & Garden Festival committee would like to know if the Brookings Historic Preservation Commission would like to put up a display at their event on Saturday, May 1, at the Park & Rec building. Setup times will be on Friday, from noon to 7 p.m. There is a \$10 charge and you could either set your display at the top of the steps or in the gymnasium with the flea market booths. Advertising the May facilitated non-profit meeting was suggested.

Project Manager's Report. Shari Thornes, Brookings City Clerk, provided the following report:

- ✚ Preserve SD - Dr. Timothy Donahue was hired as the new executive director for Preserve SD. He started on January 1st in this full-time position. He will continue to live in Sioux Falls and travel to Pierre one week per month. He has 23 years of teaching, marketing, strategic planning experience as the former head of small business development in Minnesota working with profit and non profits organizations. He taught 4 years before starting

consulting. The State Historic Preservation Office eliminated the organization's annual contract of \$65,000 for clerical services due to the organization's position on the governor's mansion. He said that is okay and the funding put them in a compromising position to take a stance on issues. He told Thornes that we can expect more assistance when there is a threatened property issue. Lynda Kluthe still president of the organization. He would be happy to come up to visit with the Commission. His email is tdonahue@sio.midco.net and Sioux Falls home number is 605-274-1748.

- ✚ No legislative issues to report on.
- ✚ SHPO CLG Coordinator - Lynda Schwan has left the office for a position in Pennsylvania. Michelle Saxman agreed to take Brookings; however, she just accepted a different position in state government and her last day will be February 23rd. The typical replacement process takes about 6 months and the office has gotten permission to speed that up.
- ✚ SHPO – Department Secretary. John Calvin, Secretary, resigned as the secretary. Ms. Marty Davis, head of the Finance division, was appointed Interim Secretary. The Governor will try to fill the position after end of session.
- ✚ Park Service CLG Questionnaire – Thornes was advised that local CLGs don't have to complete the questionnaire that the Commission reviewed in December.
- ✚ Annual State Preservation Plan Review – In August 2003 the State asked if the Brookings Commission could review the state plan. Thornes updated the group that the draft plan is not yet available.
- ✚ Commercial District Project – Thornes reported that city employees will be made available for the plaque installation.
- ✚ Downtown Streetscape Committee. The City Manager has asked for a representative from the BHPC to serve on this committee. The committee will be selecting a consultant to develop the plan. It will be a time commitment of 6 to 8 meetings from March through July. The Commission will select a representative at the March meeting.
- ✚ Boardinghouse Issue – The Mayor recently created an Ad Hoc Committee to study increased retail space & increased student housing. The Planning Commission is reviewing the following modifications to the local boardinghouse ordinance:

Planning Commission Staff Report from February:

"The Planning Commission discussed the current regulations for a boardinghouse use in the Residence R-2 District. A list of options was presented that would create additional regulations, recategorize the use, or eliminate the use in the district. Recommendations were submitted to reduce the maximum number of persons to six and incorporate lot size and frontage width requirements on a limited basis. It was also felt that too many regulations could inhibit the process and remove the flexibility that was now available for this conditional use. A draft amendment would be reviewed at the March meeting.

Dan Hanson presented the Commission with data on the number and location of two-family dwellings in the city. Within two major R-2 Districts, a 48 block area was studied and the density allowed by the current ordinance was compared to the actual density on each block. Of the 1,300 buildings in the study area, 111 were two-family dwellings or 8.5%. In a further analysis of the two-family dwellings, 71 buildings or 64% were nonconforming according to the current zoning standards. Most of these buildings existed before the adoption of the current zoning regulations. The remaining 40 buildings were on lots that conformed to the zoning ordinance.

The maximum density under the current ordinance would allow up to 60 persons in a typical block. The current average density per block was found to be 34 persons. The density was low and was expected since two-family dwellings make up a small percentage of the total number of buildings in the Residence R-2 District. The data also indicated that population density in the targeted area was appropriate for a medium density residential district. ”

125th Anniversary Report. John Miller, Committee Chair, recently provided a financial and activity report to the City Council.

Monthly Norby Collection Report. No report.

Standing Committees. The Commission discussed the establishment of standing committees. Ideas included: Nominating, Awards, Budget/Funding, Picture This, and Mayor’s Awards/Preservation Week.

Announcements/Correspondence/Communications

- Preservation, January 2004 (check-out)
- Forum Journal: New Frontiers in Preservation, Winter 2004 (check-out)
- Forum News, Jan/Feb 2004
- History Link, A Trail to Deadwood’s Past, Jan 2004
- MainStreet News, Nov 2003 & Dec 2003/Jan 2004
- The Alliance Review: Legal Toolbox, Nov/Dec 2003
- DBI Agenda – Jan/Feb 2004

Meeting adjourned at 5:59 p.m.

Submitted by Shari Thornes, Brookings City Clerk

Brookings Historic Preservation Commission
Thursday, March 4, 2004 - 4:00 p.m -- City Hall Meeting Room

A meeting of the Brookings Historic Preservation Commission was held on Thursday, March 4, 2004 at 4:00 p.m. in City Hall. Members present: Pat Fishback, Jim Talbert, Stephen Van Buren, Carrie Van Buren, Mark Kelsey, Richard Shillander, and Gloria Kloster. Mary McClure Bibby 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 09-03. 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. A motion was made by Kloster, seconded by Talbert, to approve the agenda. All present voted yes; motion carried.

Minutes. A motion was made by Kelsey, seconded by Shillander, to approve the minutes as amended. All present voted yes; motion carried.

Schedule next monthly meeting. Thursday, April 1st at 4:00 p.m.

Discussion and action on 2004/2005 Funding Request Application. The Commission discussed the following projects for the 2004/2005 fiscal year:

- Sending representatives to participate in the National Alliance of Preservation Commissions conference in Indianapolis.
- Sponsoring a workshop on windows. The Commission recommended the State sponsor a series of workshops on windows utilizing John Leeke, nationally renowned window expert.
- Securing an attorney from the National Trust to prepare the Non-profit organization's articles of incorporation.

A motion was made by Kloster, seconded by Talbert, to apply for the basic allocation of \$2,000 and supplemental funds to secure an attorney from the National Trust for Historic Preservation to prepare articles of incorporation for the Brookings historic preservation non-profit organization, to send two representatives to the National Alliance of Preservation Commissions, and to recommend the state host a series of workshops across the state on windows to be done by John Leeke. All present voted yes; motion carried.

Update on Facilitated Meeting on Non-profit Organization project. Thornes reported that the Commission was granted an extension to the grant until September 1, 2004.

The timeline was modified as follows:

March 5th Mail RFP
March 24th RFP Submission Deadline

April 1st BHPC Monthly Meeting: (Possible telephone interview with consultant, select consultant, approve May meeting invite list, approve Invitation, and Finalize May meeting details)

April 5th: Conference call to finalize May meeting details

April 8th: Mail Invites for May meeting

May 13: Meeting #1 (Energize the Volunteers!) *

June 17: Meeting #2 (Get Down to Details) *

July 31st Project Closeout

An RFP will be send to Mary Gates, Betty Anne Beierle, Dr. Tim Donahue, and Esther Hall. Thornes will contact the National Trust field office, the Minnesota SHPO and SD SHPO for additional suggestions.

Site: Meeting #1: Old City Hall (1st choice), Old Sanctuary (2nd choice)
 Meeting #2: Ram Pub second floor

Standing committees discussion and member assignments.

The Commission discussed the formation of the following committees:

1. Preservation Week/Mayor's Awards
 Committee: Shillander, Fishback, Bibby, Kelsey
 This would include the newsletter, preservation week booth, radio shows
2. Picture This
 Committee: Shillander, Kelsey, S. Van Buren
 Can utilize students and other guest writers. Need to develop a schedule.
3. Plaques
 Committee: Talbert, Shillander & Fishback

Comments on the 2010 Initiative. The Commission reviewed the draft comments and agreed to forward the final Commission comments to Jay Vogt, SHPO and the Secretary of the Department of Tourism, the City Council and the City Manager.

Selection of Downtown Streetscape Committee representative. Fishback agreed to participate in the interview process on March 8th & 11th. Shillander volunteered to contact references. At the April meeting the Commission will designate a representative to attend the future meetings.

Proposed revisions to Boardinghouse Ordinance. The Commission reviewed the proposed changes to the Zoning Ordinance pertaining to boardinghouses. Kelsey said the proposed changes are positive because they are more restrictive. The City Council will take final action on this ordinance on March 23rd.

Process for Commission comment on Planning Commission and Board of Adjustment issues. Section 10-97 of the Historic Preservation Ordinance requires city departments provide notification to the BHPC regarding matters effecting historic properties. The Commission must also have the opportunity to provide comments on the issue prior to any decision being made.

Section 10-97. Coordination with the Planning Commission, Board of Adjustment, Board of Appeals and City Departments. Comments to be given to State Historic Preservation Office.

a. The Planning Commission, the Board of Adjustment, the City Building Official and city departments shall, through the City Manager, notify the BHPC of matters pertaining to property on the Local Register, the National Register of Historic Places, and the State Register of Historic Places. The BHPC shall be given this notice about proposed work as soon as the matters pertaining to property on the local, state and national registers are received by the foregoing city officials.

b. The BHPC shall then investigate and prepare its comments on the proposed work. The BHPC's comments shall be considered and adopted at the BHPC regular meeting unless the chair determines that a special meeting shall be called. The BHPC shall promptly submit its comments to the City Manager and to all affected departments so that the comments will be received prior to the time a decision on proposed work is made by the city department.

The Board of Adjustment meets the first and third Thursday monthly. The Planning Commission meets the first Tuesday monthly. It was suggested that the BHPC hold their meetings one week earlier (last Thursday monthly) to enable the Commission to make comment on pending BOA or PC items. The Commission was opposed to this schedule because the Commission's comment would not be provided to the PC or BOA in a timely manner.

The Commission suggested holding a special meeting whenever a BOA or PC item was scheduled.

Governor's Awards for History – March 29th deadline. The Commission agreed not to apply this year.

Central Residential Historic District—National Register District:

- 1921 Building Update – The developer has offered to give the Commission a tour of the facility.

Commercial District –National Register District:

- Downtown Brookings Inc. Report – The Board has moved their annual meeting from April to fall.
- Plaques - Kelsey requested a list of the buildings in order to begin contacting the owners.

Norby Collection Report. Stephen Van Buren reported on recent conservation measures taken due to water damage at the Library.

Announcements/Correspondence/Communications

- Correspondence from Jay Vogt dated 2/9/04
- Preservation Books – Publications Available for the National Trust for Historic Preservation
- The Alliance Review, Jan/Feb 2004
- MainStreet News, Feb 2004

Meeting adjourned at 6:50 p.m.

Submitted by Shari Thornes, Brookings City Clerk

Brookings Historic Preservation Commission
April 1, 2004

A meeting of the Brookings Historic Preservation Commission was held on Thursday, April 1, 2004 at 4:00 p.m. in City Hall. Members present: Pat Fishback, Jim Talbert, Carrie Van Buren, Mark Kelsey, Richard Shillander, Gloria Kloster, and Mary McClure Bibby. Stephen Van Buren 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 09-03. 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 properties in the 1200 block 8th Street was added to the agenda. A motion was made by Kloster, seconded by Talbert, to approve the agenda as amended. All present voted yes; motion carried.

Minutes. A motion was made by Talbert, seconded by C. Van Buren, to approve the March 4, 2004 minutes. All present voted yes; motion carried.

Schedule next monthly meeting. Thursday, May 6th at 4:00 p.m.

Calendar:

- ✚ April 20th Report to City Council
- ✚ May 21-22 SD Historic Society Annual Meeting

National Preservation Week.

✚ Mayor's Awards. A press release seeking nominations will be issued on April 2nd with an April 16th deadline. A special meeting was scheduled for April 21st to select the winner(s).

✚ Newsletter. The list of topics and assignments were reviewed. Members were asked to submit their articles to Thornes not later than April 19th. The newsletter will be inserted in the Brookings Register on May 6th during National Preservation Week.

Update on Facilitated Meeting on Non-profit Organization project.

Proposals were received from Ann Clancy in the amount of \$7,500 and Betty Anne Beierle for \$5,800. The federal project budget is \$3,000. The RFP was also sent to the following individuals who chose not to participate: Mary Gates, Esther Hall, and Tim Donahue.

The Commission discussion options and decided to renegotiate with Betty Anne Beierle for a one-meeting format to reduce the cost and to seek additional funds from SHPO.

The 2004/2005 Grant will include the following requests in addition to the basic allocation of \$2,000:

- ✚ Attorney assistance for the Articles of Incorporation (\$1000)
- ✚ Travel for 2 to attend the National Alliance Forum \$2306 (1153 per person)
- ✚ Additional funds for the Facilitated Non-Profit meeting (to be determined after consultation with Beierle)

Attendance at National Alliance of Preservation Commissions Conference. The Commission will request funds to send 2 BHPC members to the Indianapolis conference in July. Commitments will be sought at the May meeting.

Central Residential Historic District—National Register District:

- ✚ 1921 Building Update – The developer has offered to give the BHPC a tour of the building. The tour will be scheduled for Monday, April 5th at 4:00 p.m.

Commercial District –National Register District:

- ✚ Downtown Brookings Inc. Design Review Guidelines Subcommittee – the next meeting is scheduled for April 5th.
- ✚ DBI Board Report - Request for voting board member. The annual meeting date was changed from spring to fall; therefore, the request for a BHPC voting member on the Board will not be considered until fall 2004. They are asking the BHPC to fill a vacancy through December 2005. The board meets monthly the third Thursday from 11:30 a.m. to 1:30 p.m. Fishback will continue to represent the Commission on the DBI Board.
- ✚ Report on Streetscape committee - Request for representative. Fishback attended the initial meetings of this group; however, a BHPC member needs to be selected to continue this representation. Shillander volunteered.
- ✚ Garden Festival display - May . Mark Kelsey is doing a workshop on maintaining a historic home. The BHPC is also committed to provide an exhibit.

University Residential District –National Register District:

- ✚ The owner of the historic “Caldwell Apartments” on 8th Street and 7th Avenue may be converting the apartments into a fraternity or sorority.

Individually Listed National Register Properties - Woodbine Cottage. The SHPO’s final letter of determination was provided to the Commission.

8th Street Properties: The BHPC was contacted by a citizen expressing concern about the 3 houses on the north side of the 1200 block on 8th Street. They were concerned they would be removed due to University expansion. Fishback will ask the SDSU Foundation about these houses.

Project Manager’s Report:

- ✚ The staff vacancies at SHPO will be filled in the next 2 months.

-  The City is continuing to advertise the 2 vacancies on the BHPC.
-  Picture This assignments – Stephen volunteered for the April issue.

Announcements/Correspondence/Communications

- Newsletter from Mountain Plains
- Contact by Sarah Hansen, National Trust Regional Representative
- Capital Campaign News – SD Heritage Fund
- SD State Historical Society 2004 Annual Meeting Notice

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

Brookings Historic Preservation Commission
May 6, 2004
(unapproved)

A meeting of the Brookings Historic Preservation Commission was held on Thursday, May 6, 2004 at 4:00 p.m. in City Hall. Members present: Pat Fishback, Jim Talbert, Mark Kelsey, Richard Shillander, and Stephen Van Buren. Gloria Kloster, Mary McClure Bibby, and Carrie Van Buren were 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 09-03. 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. A motion was made by Talbert, seconded by S. Van Buren, to approve the agenda. All present voted yes; motion carried.

Minutes. A motion was made by Talbert, seconded by C. Van Buren, to approve the April 1, 2004 minutes. All present voted yes; motion carried.

Schedule next monthly meeting. Thursday, June 3rd at 4:00 p.m.

Calendar:

- May 3-9 National Historic Preservation Week
- May 11th Mayor's Award Presentation – 5:30 p.m., City Council
- May 21-22 SD Historical Society Annual Meeting, Pierre
- May 24 & 25 Community Input Hearings for Downtown Streetscape Project
- June 17 & 18 Meeting on Non-profit preservation organization, Brookings
- July 2-4 Brookings Alive in 125 Reunion Celebration
- July 15-18 National Alliance of CLG's, Indianapolis, Indiana
- July 31 Brookings Alive House and Garden tour

National Preservation Week Wrap up Report

- A. Mayor's Awards - Presentation on May 11th
It was noted that Mrs. Winterfeld's name is Kim and the wrong name was on the letter. Thornes will verify the plaque is correct. The presentation is scheduled for the May 11th City Council meeting. Members familiar with the Reed and Dunkle projects were asked to email details to Fishback.
- B. Newsletter – The spring 2004 issue of the newsletter will be distributed in the Brookings Register during preservation week and will include articles the 2004 Mayors Awards Winners, the State annual meeting, the Norby Collection, the Garden & Home Tour, 1921

building update, Facilitated Meeting/Non-Profit Organization, 2010 Initiative, and Commercial District Plaques.

Update on Facilitated Meeting on Non-profit Organization project.

- Fishback and Thornes had a conference call with meeting facilitator Betty Anne Beierle on May 3rd.
- The meeting date has been confirmed for June 17, 2004.
- Location – Old City Hall
- Members were asked to think about who should be invited to participate in the non-profit facilitated meeting. A draft list of participants was developed.
- A follow-up breakfast meeting the next morning is planned.

Attendance at National Alliance Meeting. Shillander, S. Van Buren, and Kelsey expressed an interest in attending the July 16-18 conference in Indianapolis.

Central Residential Historic District—National Register District:

- 601 4th Street - 11.1 Review – This review was completed and no Commission action was required.
- 602 3rd Street – 11.1 Review – No official notification was received by the time of the meeting. No action was taken.
- Harvest Church – 11.1 Review – Thornes was notified by County personnel that this project is on hold.

Commercial District –National Register District:

- Downtown Brookings Inc. – The Commission was provided with a copy of the draft “Downtown Brookings Design & Maintenance Guidelines” for review and comment. DBI was hoping that the BHPC would act on these guidelines so that they can be adopted by the DBI board. The Commission was directed to sections: (1.1) Historic Background, pages 1 & 2; (1.3) Goals, page 2;(1.6)Laws and Policies, pages 3 & 4; (1.7) Resources through 1.11 Availability of Local Funding Assistance, pages 4 through 6; (4.1) Building Exterior, page 41; (6) Definitions/Glossary, pages 59 & 60; (7) Credits, page 61.
- DBI Garden Festival (Workshop & Display) – Fishback, Kloster and Thornes set up the display. Kelsey provided a workshop on windows. Approximately 30 people attended.
- Report on Streetscape Committee - Community Input Meetings are scheduled for May 24 and 25.
- Plaques – Talbert distributed a list of contacts he made in the downtown area. He noted that all were very cooperative. The plaques will be installed in the same locations as the previous plaques. Some need alternate locations due to space limitations or damage concerns. Those plaques will be displayed inside the window.

Threatened Properties: Fishback reported on the following properties are threatened with demolition or removal: 1203 8th Street, a large, shingle house on the corner now used as a

sorority or fraternity house; 1209 8th Street, a brick house occupied by Chi Omega and owned by the State College Development Association; and 1217 8th Street, a white stucco house currently owned by SDSU Foundation, it will be transferred to SDSU after July 1.

City Clerk's Report:

- A SHPO Site Visit is scheduled for May 12, 2004.
- SDSU Housing – Special Meeting of City Council & SDSU Officials is planned sometime this summer

125th Anniversary Report: The 125th committee received \$4000 from the City Council. They have produced a coin/token that they are selling for \$10. These can be obtained from DBI, some of the banks, T & C Shopper, Chuck Cecil, and John Miller. They are also asking for a booth at the Summer Arts Festival to sell coins and calendars. The Home & Garden tour is happening July 31 (NEW DATE); Diane Kosbau and Jeanne Manzer have done a fantastic job planning this event. There is supposed to be a street dance on July 4th weekend.

Announcements/Correspondence/Communications

- The Alliance Review, March/April 2004
- MainStreet News, April 2004
- Forum News, May/June 2004

Meeting adjourned at 6:00 p.m.

Submitted by Shari Thornes

Brookings Historic Preservation Commission
June 3, 2004
(unapproved)

A meeting of the Brookings Historic Preservation Commission was held on Thursday, June 3, 2004 at 4:00 p.m. in City Hall. Members present: Pat Fishback, Jim Talbert, Carrie Van Buren, Stephen Van Buren, Richard Shillander, Gloria Kloster and Mark Kelsey. Mary McClure Bibby 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 09-03. 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. The agenda was adopted.

Schedule next monthly meeting. Wednesday, July 7, 2004 at 7:30 a.m.

Calendar:

June 17 & 18, Meeting on Non-profit preservation organization, Brookings
July 2-4, Brookings Alive in 125 Reunion Celebration
July 15-18 National Alliance of CLG's, Indianapolis, Indiana
July 31 "Brookings Alive" House and Garden tour

Update on Facilitated Meeting on Non-profit Organization Project.

Final arrangements were reviewed.

Attendance at National Alliance Meeting. S. Van Buren and Thornes plan to attend. Thornes will make the travel arrangements.

BHPC Budget Narrative for City. Thornes will review and update the budget narrative for submission to the City Manager and City Council.

National Register Updates:

Central District:

- 1921 Building Update – Leases are now available for the apartments.

- 11.1 Review, 602 3rd Street – The SHPO is not requiring a case report for this project and has signed off already.

University District:

- Report on BOA statement – The following letter regarding 521 8th Street was prepared by Fishback and submitted to the Board of Adjustment: "The setting for the property located at

521 Eighth Street is historic. Additionally, the green space provided by the setback is itself historically significant. A change to the setback on the property would compromise not only the specific site, but also would compromise the historic character of the surrounding area, the National Register University Residential Historic District.

Based on these considerations and concern about any precedent which might be set for future decisions, the Brookings Historic Preservation Commission opposes any action which would result in alteration of the historic setback to the south of the residence at 521 Eighth Street.”

Stephen Rogers, SHPO Historic Preservation Coordinator, also provided a letter on the matter.

Commercial District:

- Downtown Brookings Inc – The design guidelines are completed.
- Streetscape Project – Shillander and Thornes attended committee meetings on May 24 and 25 to discuss proposal details.

City Clerk's Report: Mayor Munsterman is planning a meeting with SDSU officials and the City Council to discuss SDSU's master plan and housing needs.

Norby Collection: Van Buren is coordinating volunteers to inventory the collection.

Meeting adjourned at 5:00 p.m.

Submitted by Shari Thornes, Brookings City Clerk

Brookings Historic Preservation Commission
July 7, 2004
(unapproved)

A meeting of the Brookings Historic Preservation Commission was held on Wednesday, July 7, 2004 at 7:30 a.m. in City Hall. Members present: Pat Fishback, Jim Talbert, Carrie Van Buren, Stephen Van Buren, Richard Shillander, and Mark Kelsey. Gloria Kloster and Mary McClure Bibby were 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 09-03. 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. A motion was made by S. Van Buren, seconded by Talbert, to approve the agenda as amended. All present voted yes; motion carried.

Schedule next monthly meeting. Wednesday, August 18, 2004 at 7:30 a.m.

Calendar:

- July 15-18 National Alliance of CLG's, Indianapolis, Indiana
- July 31 Brookings Alive House and Garden tour
- Sept 14 Report to City Council

Follow-up on Local Nonprofit Historic Preservation Facilitated meeting.

Copies of the final report and action plan have been distributed to the Commission members. There was agreement to provide the report to all meeting participants along with a cover letter from the BHPC.

The four initial directors are working on a logo design, a post office box, and member recruitment. The next step will be to file articles of incorporation and bylaws.

Project Status Report. There will be approximately \$750 in funds remaining in the 2003 grant. These funds were allocated for the plaque installation; however, the city has agreed to install the plaques with city personnel.

Fishback reported that Downtown Brookings Inc. has requested financial assistance to print copies of the Design & Maintenance Guidelines for the Brookings Commercial District. Fishback and Thornes served on the committee and were involved in the writing of the guidelines. The guidelines were also reviewed by SHPO officials. DBI would like to provide all the downtown property owners with a bound copy in addition to the CD version. Fishback will ask DBI to provide Thornes with printing estimates. An amendment to the grant would be needed to fund this project.

Central Residential Historic District—National Register District:

- 1921 Building Update
 - The window installation is going well.
 - Trees are disappearing near the building and neighbors have expressed concerns.

 - The owners would like to display school memorabilia in the display cases.

Commercial District –National Register District:

- Downtown Brookings Inc. – The BHPC received the funding request to print the guidelines. They may be moving the DBI office.

- Report on Streetscape Committee – Shillander and Thornes serve on this committee. Shillander said he has emphasized the need to not modernize, but preserve, the look of the improvements. He noted that no facades would be altered in this project.

Fishback attended a public meeting on potential designs and was concerned about the proposal to route traffic around the downtown. Part of the proposal is to remove buildings for parking lots.

The next meeting to review a final plan is August 3rd at 4:00 p.m.

University Residential District –National Register District.

- Terry & Annie Borns are planning to install a new foundation for their house at 723 7th Avenue.

City Clerk's Report:

- Membership – Two positions remain vacant on the BHPC. No applications have been submitted.

- 2005 City Budget Process – The budget process will be completed at the end of September.

- National Alliance Preservation Forum – Thornes and Shillander will attend the conference and make a report at a future BHPC meeting.

Norby Collection: Van Buren reported that filing cabinets have been installed. They are online for an intern this fall. Additional materials needs include photo sleeves. Thornes commented that Jason Haug, SHPO, has requested a tour of the collection. Fishback suggested a meeting between the BHPC, Museum, and Archives to review the progress. She noted that a meeting was part of the agreement terms.

Picture This Subcommittee: Shillander and Kelsey will meet to schedule issues.

Announcements/Correspondence/Communications

- "HistoryLink", June 2004

- “Preservation Advocate”, Spring 2004

Items to check-out

- The Alliance Review, May/June 2004
- South Dakota History, Spring 2004
- Preservation, May/June 2004
- Preservation, July/August 2004
- Louisville 2004 – National Preservation Conference, 9/28/04 to 10/03/04
- “Common Ground”, Preserving Our Nation’s Heritage, Summer 2004
- Forum Journal, Spring 2004 – “A Commitment to Diversity”

Tentative September Agenda Items:

- Local Nonprofit Organization
- Local District Guidelines
- Forum Report from attendees
- Grant Closeout

Meeting adjourned at 8:52 a.m.

Submitted by Shari Thornes, Brookings City Clerk

Brookings Historic Preservation Commission
August 18, 2004
(unapproved)

A meeting of the Brookings Historic Preservation Commission was held on Wednesday, August 18, 2004 at 7:30 a.m. in City Hall. Members present: Pat Fishback, Jim Talbert, Carrie Van Buren, Stephen Van Buren and Richard Shillander. Mark Kelsey, Gloria Kloster, and Mary McClure Bibby were absent. Shari Thornes, City Clerk, was also present.

Chairman Fishback called the meeting to order at 7:45 a.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 09-03. 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 additional 2003 remaining funds was added to the agenda. A motion was made by S. Van Buren, seconded by Talbert, to approve the agenda as amended. All present voted yes; motion carried.

Schedule next monthly meeting. Thursday, September 9, 2004 at 4:00 p.m. S. Van Buren noted he would have to leave early. Kloster will not be available to attend. Shillander will be gone 9/13/04 to 10/10/04.

Remaining 2003 Funds. Thornes was contacted by SHPO staff regarding remaining 2003 CLG funds. CLGs may apply for some of the funding but all funded projects must be completed by September 15, 2004. The following ideas were suggested:

- Update the Preservation Plan.
- Print additional copies of the Preservation Plan. There are no more copies currently available.
- Inventory all BHPC brochures to determine if a reprint is needed.
- Purchase photo sleeves for the Norby Collection.
- Purchase publications for the Brookings Planning Commission members.
- Update and reissue a newsletter.
- Print and distribute a newsletter on the materials provided at the John Leeke workshop.
- Purchase replacement street signs.
- Purchase educational materials on university expansion/community relations for the Subcommittee addressing boardinghouses in the University area.

The group agreed that the purchase of photo sleeves would be worth pursuing. Van Buren will provide Thornes with pricing information.

Grant 46-03-015 Amendment. Thornes reported that the 2003 grant funded \$750 for the commercial district plaque installation. The City Park and Recreation Department has offered to install the plaques at no charge. Allyn Frerichs, P&R Superintendent, has inspected the plaques;

however, installation won't occur until late year (November) and the SHPO said that was okay. An amendment to the grant is needed to reallocate the \$750. Thornes has determined there is \$884.58 remaining in the 2003 budget.

At the last meeting the Commission suggested the 2003 remaining funds be used to print copies of the DBI Design Guidelines for the downtown business owners. Thornes obtained estimates from 2 printers. One local printer didn't submit a quote. She noted that this project would not require bidding. A motion was made by Talbert, seconded by S. Van Buren, to approve use of 2003 funds for the printing of the DBI design guidelines. All present voted yes; motion carried.

John Leeke Window Workshop. The SHPO is hosting a Windows Workshop with John Leeke on Sept. 2nd in Sioux Falls and Sept. 4th in Watertown. Fishback and S. Van Buren said they were interested in attending.

Regional CLG Roundtable. Jason Haug, SHPO, provided the following meeting outline for Commission review and comment.

- POTENTIAL PARTICIPANTS: Brown County/Aberdeen, Codington County, Brookings, Minnehaha County, Clay County, Sioux Falls, Mitchell
- DATE: Late September or mid October, Monday or Friday
- TIME: 9-11(12)? or 1-3(4)pm?
- LOCATION: Brookings, city hall?
- AGENDA TOPICS:
 - Introductions:
 - Report from each CLG – grant projects just completed and current grant projects
 - Open Discussion: Each CLG will have an opportunity to ask questions of the other meeting attendees regarding whatever issue(s) their commission is facing. (Ex. Codington County can ask for ideas for projects outside of Watertown)
 - Discussion of 11.1 Review – Concerns, problems, potential fixes
 - Report from NAPC Forum in Indianapolis – Shari and I can share notes from various sessions?
 - Future regional meetings: Something to continue? Frequency of meetings - 1/year, 2/year, more?
 - State CLG meeting likely to be held in January or February – what topics should be included, format of discussions, etc.

The BHPC was supportive of the concept, but requested the state hold the meeting in another city. BHPC members were willing to travel and felt it might increase the participation from other CLGs.

Preserve Brookings - Phase 2. The next step in the 2004 grant is to develop the Articles of Incorporation and Bylaws. The SHPO has approved the process to secure the City Attorney to provide these products. A RFP is not required in this project. Thornes will prepare a contract and make all necessary arrangements with Steve Britzman.

New Building Foundations in Historic Districts. Thornes reported that Terry and Annie Borns, owners of 723 7th Avenue, recently applied for a building permit for their new foundation and were denied because the original placement didn't meet current building code setback

requirements. The Borns appealed to the Board of Adjustment. The State Historic Preservation Office provided a letter in supporting the owner's request stating the house should remain in its historic configuration when the new foundation is constructed. Moving the house would damage the integrity of the house in the historic district.

Thornes met with the City Engineer and City Manager regarding this issue suggesting implementation of an "overlay zone" in the historic districts that would have different setback requirements. Additional Commission review of this matter is needed.

Joint City Council & SDSU Meeting Regarding Housing. Representatives of the City Council and staff are meeting with SDSU representatives to discuss SDSU's master plan, specifically housing needs. The Council plans to discuss this issue at their October 5th planning session.

Announcements/Correspondence/Communications

Checkout:

- Preservation, May/June 2004
- Preservation, July/August 2004
- Common Ground: Preserving Our Nation's Heritage, Summer 2004
- Forum Journal, Spring 2004
- Forum Journal, Summer 2004
- "Better Models for Superstores: Alternatives to Big-Box Sprawl"
- SD History, Spring 2004
- DBI Design Guidelines – CD
- Preserving Our Recent Past
- Preservation Law Reporter (2002-2003)

Enclosed:

- Preservation Advocate, Summer 2004
- DBI Agenda, July/August 2004
- "Big-Box Sprawl (and how to control it)"
- The Alliance Review, July/August 2004
- MainStreet News, June/July 2004
- Preserve & Play, Preserving Historic Recreation & Entertainment Sites – May 5-7, 2005, Chicago
- Forum News, July/August 2004
- Governor's House

Meeting adjourned at 8:30 a.m.

Submitted by Shari Thornes, Brookings City Clerk

Brookings Historic Preservation Commission
September 9, 2004
(unapproved)

A meeting of the Brookings Historic Preservation Commission was held on Thursday, September 9, 2004 at 4:00 p.m. in City Hall. Members present: Pat Fishback, Jim Talbert, Mary Bibby, Carrie Van Buren, Stephen Van Buren, Mark Kelsey and Gloria Kloster. Richard Shillander 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 09-03. 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. A motion was made by S. Van Buren, seconded by Talbert, to approve the agenda. All present voted yes; motion carried.

Minutes. A motion was made by S. Van Buren, seconded by Bibby, to approve the May 6, June 3, July 7, August 18 minutes. All present voted yes; motion carried.

Schedule next monthly meeting. Thursday, October 7, 2004 at 4:00 p.m. S. Van Buren noted he would be absent.

Calendar.

- Sept. 2nd John Leeke Workshop – Sioux Falls
- Sept. 4th John Leeke Workshop - Watertown
- Sept. 14th Report to City Council
- Oct 8-10 Preserve SD Cultural Preservation Conference – Hotel Alex Johnson, Rapid City

Norby Collection Report.

Stephen Van Buren reported that his staff is starting on the image section of the collection. The condition of the images vary greatly. Some are very deteriorated which has slowed down the process. He estimated 18 months to 2 years to complete this project. The volume of 55,000 images far exceeds what anyone expected. He is currently soliciting funds for the newspaper part of the collection. He was able to purchase a scanner for this project. He distributed a summary report on the project.

Indianapolis NAPC Forum Report. Stephen Van Buren and Shari Thornes attended the National Alliance of Preservation Commission Conference in Indianapolis, IN on July 16-18, 2004. Van Buren and Thornes gave the following report:

Local Standards Issues Session:

- He noted that Preservation Commissions are under a lot of pressure to understand and apply the design guidelines. The education process is ongoing to keep everyone up to date.
- Some participate in regular radio shows.

Economics of Preservation Session:

- Presenters talked about “Takings” and the definition of hardships.
- The mainstreet program.
- They recommended communities and commissions closely examine resources that we may not think of as historic.

Preserving Religious Properties Session:

- Many Commissions are facing RLUIPA claims from churches in order to avoid interior or exterior review in districts. The Religious Land Use and Institutionalized Persons Act – To prevail on a RLUIPA claim, a plaintiff must demonstrate that the regulation at issue imposes a substantial burden on religious exercise.

Elected Officials Session:

- In Elmhurst, IL, their “permanent landscaping” ordinance in zoning prevents vinyl siding. Once altered, all properties must be returned to original materials.
- Key problems in Frederick City, Maryland, density and parking downtown.

Barriers to Preservation in Your Community Session:

- Flight to Suburbs - Younger families are not interested in getting older homes.
- Uncaring wealthy speculators purchase entire blocks, don’t maintain the properties, and “flip” the property for a profit.
- Convincing someone that their “great” idea isn’t appropriate.
- Not enough elected officials care.
- The myth that preservation is extraordinarily expensive.
- Preservationists have a bad reputation as getting in the way of progress. Be comfortable in your preservation “skin.”
- Demolitions.
- Parking shortage pressures.
- Few alleys downtown.
- Boulder’s ordinance allows third party designations to the local register.

Lobbying Techniques Session:

- Don’t overuse your “friends.” They get tired being in the woods by themselves.
- Provide your elected officials with a clear, concise one page of bulleted talking points. No more, otherwise they won’t read it.
- “No surprises” rule – tell your elected officials the tough stuff. Warn them of the difficult things that will make it difficult to act on.
- Our communities change and education never stops.
- Lengthy documents at hearings won’t be read by the Board.
- Use resident permit parking sticks for downtown residents.

Design Review Session:

- Technical information on simulated divided lights, true divided lights, interior snap-on grids, IGA spacers, and exterior applied muntins.
- Technical information on siding options to include weatherboard/clapboard, asbestos, aluminum, masonite, vinyl, hardiplank, liquid siding, and dryvit.

New Ideas Session:

- Revise the city's demo permit application to include Preservation review.
- Email the preservation newsletter about upcoming Board of Adjustment and Planning Commission actions, realtor listings, SHPO info, non-profit info, demo permit requests, threatened properties, and pending 11.1 reviews.
- State Historic Building Code in California.
- Joint CLG applications for funds

Preserve SD Cultural Preservation Conference. Fishback expressed interest in attending the Rapid City Conference.

Report on the John Leeke Window Workshops. Fishback attended the Sioux Falls workshop. Mr. Leeke gave an extremely detailed demonstration providing materials on stained glass and leaded windows. He also informed the group that epoxy on rotted sills traps moisture inside and it continues to deteriorate. He recommended application of a saline boric solution first before the epoxy.

Update on Regional CLG Roundtable Meeting. SHPO is planning to host a regional meeting in Mitchell on October 22nd. Fishback and Thornes plan to attend.

Grant Closeout Report:

- Design and Maintenance Guidelines – completed
- Amendment #3 – \$2400 for Norby Collection Photo Sleeves - completed

Preserve Brookings:

Sample articles and bylaws have been provided to the Initial Directors. The BHPC received funding in the 2004/2005 grant to pay the city attorney \$1000 to create both documents and file with the secretary of state. Thornes is working with Steve Britzman on this project.

Fishback expressed concern about the urban barns in Brookings. She noted that Bonnie Levane (sp) completed a Historic Barn Survey. Fishback suggested the creation of a walking (driving) tour and brochure of the barns in an effort to emphasize their importance. Kloster noted that the new University Residential Historic District brochure references 5 barns in that area.

Discussion of overlay zones in historic districts (new foundations). This summer owners of a University District property lifted their house to install a new basement. This is a contributing property and the project was approved by SHPO. The owners didn't realize a building permit was required for the work and had already lifted the house. When they applied for a permit the city denied it because the house's original location was too close to the lot line according to new zoning standards. Once it was lifted it needed to conform to the current standards. However, setting the house down in any location other than the original would disqualify them

from any National Trust incentives and possibility lose its National Register status. The owners applied for a variance with the Board of Adjustment which was granted.

According to local house movers, the replacement of foundations will probably increase due to the level of deterioration they are seeing. In the case all the other houses on that block had the same setback. The possibility of this issue happening again is high. The Brookings Preservation Plan suggests overlay districts as a future preservation tool to consider. The Commission recommended sending a letter to the Planning Commission chairman requesting a review and consideration of overlay districts in historic districts. Fishback will draft a letter for the Commission's review.

Historic Picture Donation. A packet of historic pictures was sent to the City Clerk from Mike Olson in Lincoln, Nebraska. A note indicated they came from the David Keene estate and hoped we could use them. A subcommittee of S. Van Buren, Shillander, and Kelsey will catalog the images and select some future 'Picture This' features. Until that time the photos will remain with the city clerk. Permanent placement at the Ag Heritage Museum was discussed.

National Register Property Updates.

Commercial Historic District:

- DBI Report – Fishback plans to attend the DBI Annual Meeting on October 19th. The Board is reviewing the Mayor's new economic development plan and its potential impact on the program. DBI has recently \$25,000 annually from the city. The Mayor's plan could put at risk the gains that DBI has made in economic development of downtown. She cited a statistic of 13% increase in sales tax revenue for Brookings. The Mayor has formed a subcommittee to review economic development models from other communities.

University Residential Historic District:

- Proposed Fraternity – Rocky Gilbert has converted the historic "Caldwell Apartments" located at 804 Sixth Avenue, located in the University Residential Historic District, into a fraternity. Concerned neighbors have contacted city staff and Commission members asking if anything can be done.

Individual:

- Woodbine Cottage – Talbert noted that the siding is off and they will reinstall wood siding. The windows are being restored one at a time. Fishback commented that the Commission's last official contact from SHPO on this project was March 8, 2004.

Reports:

- City Clerk
 - The City is hosting a Town Hall Meeting on September 21, 2004 in the Swiftel Center.
 - A realtor recently contacted the Clerk regarding information on 702 9th Street.
 - The Mayor's is hosting a Christmas Party for citizens, volunteers & employees on December 2nd at the Performing Arts Center. Everyone is invited to attend.
- Picture This:
 - Sept. 11th (submit by Sept. 8th)

- Oct. 2nd (submit by Sept. 29th)
- Nov. 6th (submit by Nov. 3rd)
- Dec. 4th (submit by Dec. 1st)

Announcements/Correspondence/Communications

- A. Report to City Council – The Commission is scheduled to present a report the Council on September 14th. Members were encouraged to attend if available.
- B. Materials:
- “Will Chains Swallow Main Street?”, Nation’s Cities Weekly, August 30, 2004
 - MainStreet News, August 2004
 - Peg Lamont Preservation Services Fund for SD – October 1, 2004 deadline
 - Preservation, Sept/Oct 2004 (check-out)

Meeting adjourned at 5:55 p.m.

Submitted by Shari Thornes, Brookings City Clerk

Brookings Historic Preservation Commission
November 4, 2004
(unapproved)

A meeting of the Brookings Historic Preservation Commission was held on Thursday, November 4, 2004 at 4:00 p.m. in City Hall. Members present: Pat Fishback, Jim Talbert, Mary Bibby, Carrie Van Buren, Stephen Van Buren, and Mark Kelsey. Richard Shillander and Gloria Kloster 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 09-03. 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. Comment on a proposed ordinance and resolution pertaining to public right-of-way encroachments was added to the agenda. A motion was made by Talbert, seconded by Bibby, to approve the agenda. All present voted yes; motion carried.

Minutes. A motion was made by Bibby, seconded by Talbert, to approve the September minutes as amended. All present voted yes; motion carried.

Schedule next monthly meeting. Thursday, December 9, 2004 at 4:00 p.m.

Calendar.

Nov. 1st Property Tax Application Deadline
Nov. 9th Presentation of Streetscape Design to City Council – 5:30 pm

Report on the October 22nd Regional CLG Roundtable Meeting.

Fishback and Thornes attended a state-sponsored meeting in Mitchell on Friday, October 22, 2004. Others in attendance included Jason Haug (SHPO), Mike Vogel (SHPO), Lori Holmberg and Noel Hamiel (Mitchell), Kevin Bailey and Barry Wilford (Coddington County), and Dr. Art Buntin (Aberdeen).

Each community shared recent and upcoming projects with the group. Notable comments were:

Watertown:

- Uptown revitalization of 5 blocks on Kemp Avenue
- Restored 4 "ghost" signs. They have 50 signs. Received a Deadwood grant. Used Steve Troy for the restoration.
- Did murals downtown.
- Used Lake Area Tech's welding department to create sculptures and planters for downtown.
- Planted 35 trees along main street.

- Utilities paid for lights for downtown.
- Received \$850,000 grant.
- 50 volunteers cleaned up main street area.
- Received sidewalk grant project.

Mitchell:

- Created a video to increase public awareness about historic Mitchell.

Aberdeen:

- Their park department assists with their walking -tours (4-5 per year).

There was a discussion regarding the state’s interpretation and statewide enforcement of the 11.1 law. Those in attendance requested a review and clarification of the issue.

Old City Hall/Fire Hall Issue.

On November 3rd the Commission was provided by email copies of a proposed ordinance pertaining to encroachments in the Commercial District public right-of-way and a resolution that outlines the criteria. The Brookings City Council is scheduled to give 1st reading on this ordinance on Nov 9th and 2nd reading on Nov 23rd. The Clerk noted that she felt this is an ordinance that would clearly impact structures in the Commercial District and had asked the City Manager to allow BHPC review of the ordinance. Any comments made by the Commission will be provided to the Council via email.

DRAFT Resolution No. 68-04

A Resolution Establishing Certain Criteria For Building In The Public Right-Of-Way
In The City Of Brookings, South Dakota.

WHEREAS, the City of Brookings has adopted Ordinance 24-04, amending Chapter 74 of the Code of Ordinances of the City of Brookings to permit, in certain circumstances, building in the public right-of-way; and

WHEREAS, the City of Brookings has determined the need for criteria if building in the public right-of-way is permitted; and

WHEREAS, the criteria for building in the public right-of-way shall be the following:

1. Applicant is required to have the property surveyed by a licensed land surveyor to determine actual location of property lines.
2. Applicant shall apply for a permit and include an accurate site plan showing exact location of the proposed structure and the severity of the intended encroachment into the public right-of-way.
3. Applicant shall provide a proof of liability insurance policy for the life of the structure located in the public right-of-way. This requirement shall also apply to succeeding owners, specifically indemnifying the City of Brookings from any liability resulting from the construction and location of the structure in the public right-of-way. Prior to transfer of

property which includes a structure in the public right-of-way, the seller shall notify the buyer of the liability policy requirement.

4. Upon removal of the structure from the public right-of-way, the applicant shall reapply for a new permit before building a new structure in the public right-of-way.
5. The encroachment must not diminish sight lines at any sidewalk and street intersection.
6. The encroachment into the public right-of-way will not be granted for more than 20% of the width of the sidewalk measured from the property line to the back of curb of the adjacent street. In no case shall the encroachment into public right-of-way exceed a distance of 24 inches.
7. Said encroachment in the public right-of-way shall be removed if the principal building is removed or destroyed.
8. Materials used to build the structure in the public right-of-way shall be architecturally compatible with the principal building.
9. Applicant shall demonstrate that no other reasonable remedy is available and that no other alternative exists.
10. While the structure is not designed to be permanent in nature, it should be durable enough to function properly in its intended service to the principal building.
11. The structure in the public right-of-way shall be attached to principal structure or have its own frost footing.

NOW, THEREFORE, BE IT RESOLVED that the criteria for building in the public right-of-way set forth above is hereby approved.

Passed and approved on this 23rd day of November 2004.

CITY OF BROOKINGS

Scott D. Munsterman, Mayor

ATTEST:

Shari Thornes, City Clerk

A motion was made by Bibby, seconded by Kelsey, to submit the following recommendation regarding criteria to the Council:

Item #8. Materials used to build the structure in the public right-of-way, as well as its height, proportion, and scale, shall be architecturally compatible with the principal building and adjacent buildings. The Brookings Historic Preservation Commission shall promptly review of the architectural compatibility of the proposed structure and provide official comment to the City Council (City of Brookings Code of Ordinances Chapter 46, 10-97 (a) (b)).

All present voted yes; motion carried.

Update on Preserve Brookings. An organizational meeting is planned for November 30th to vote on the Articles of Incorporation and Bylaws. Steve Britzman is preparing both documents.

Shillander left at 5:11 p.m.

Review of donated pictures. This item was postponed.

Review draft correspondence related to overlay zones. A motion was made by Talbert, seconded by Bibby, to send the following letter to Larry Fjeldos, City Planning Commission chair. All present voted yes; motion carried.

November 4, 2004

Mr. Larry Fjeldos, Chairman
Brookings Planning Commission
677 Park Avenue
Brookings, SD 57006

Dear Mr. Fjeldos and Planning Commission Members,

Members of the Brookings Historic Preservation Commission have been discussing historic residential neighborhoods and building setback requirements. It has been brought to our attention that over the past few months three situations have arisen which dealt with historic houses and their setbacks from front lot lines.

In two of the situations the property owners replaced deteriorating foundations. It seems possible that as houses in our historic neighborhoods age, deteriorating foundations may be one of the consequences. In those situations where the foundations have deteriorated, responsible property owners will make the effort to remedy this problem. In some instances repair of the foundation will require lifting the house from its foundation.

The setback and location on the lot become issues once a house has been lifted from its foundation in its original location. Once lifted, the house needs to conform to the current zoning standards. Some of the historic homes do not meet the current zoning standards for setbacks and placement near the lot lines. And, in at least some instances, all houses in that block have the same historic setback.

Our commission members would like to meet with you to discuss this issue and to discuss overlay zones in historic districts as a possible future tool to deal with such situations.

Thank you for considering our request. If you have any questions please contact:

Sincerely,
(list members of the BHPC)

cc:
Alan Lanning, City Manager
Shari Thornes, City Clerk
Jackie Lanning, City Engineer
Dan Hanson, City Planning & Zoning Administrator

Central Residential Historic District:

- 1921 Building. The BHPC received an invitation to speak at the November 17th open house. Fishback will email her prepared statement to the members for their review and comment.

Commercial Historic District:

- DBI Report. The marketing plan for downtown was presented at the DBI annual meeting.
- Streetscape Committee Report. The final plan will be presented to the City Council on November 9, 2004.
- Depot Sale. The historic Chicago/Northwestern Depot was recently purchased by Capitaline, a local business. The new owners plan to completely renovate the structure and have scheduled a meeting with SHPO staff to review their plans.

City Clerk's Report:

- The Rapid City Preserve SD Conference was cancelled due to lack of registrations.
- The Clerk's office will be displaced during the month of December due to remodeling.
- The Clerk will be gone several days in November and December due to vacation.
- A SHPO site visit is scheduled for November 9th.
- Picture This:
 - Nov. 6th (submit by Nov. 3rd)
 - Dec. 4th (submit by Dec. 1st)

Announcements/Correspondence/Communications:

Correspondence from SHPO Staff dated 10/19/04.

Materials:

- MainStreetNews, September 2004
- MainStreetNews, October 2004
- Preservation Advocate Fall 2004
- The Alliance Review, Sept/Oct 2004
- DBI Agenda – Oct. 2004
- Forum Journal, Fall 2004 (check out)
- SD History, Summer 2004 (check out)
- Common Ground: Preserving our Nation's Heritage, Fall 2004 (check out)

Meeting adjourned at 5:55 p.m.

Submitted by Shari Thornes, Brookings City Clerk

Brookings Historic Preservation Commission
December 9, 2004
(unapproved)

A meeting of the Brookings Historic Preservation Commission was held on Thursday, December 9, 2004 at 4:00 p.m. in City Hall. Members present: Pat Fishback, Mary Bibby, Carrie Van Buren, Stephen Van Buren, and Gloria Kloster. Mark Kelsey, Jim Talbert, and Richard Shillander were absent. Shari Thornes, City Clerk, was also present.

Chairman Fishback called the meeting to order at 4:20 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 09-03. 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 of a booth at the Garden and History Festival was added to the agenda. A motion was made by S. Van Buren, seconded by Kloster, to approve the agenda as amended. All present voted yes; motion carried.

Minutes. A motion was made by Bibby, seconded by C. Van Buren, to approve the November minutes as amended. All present voted yes; motion carried.

Schedule next monthly meeting. Thursday, January 6th, at 4:00 p.m.

Preserve Brookings. A general organizational meeting was held on November 30, 2004. Fishback attended and spoke about the differences between the BHPC and a non-profit organization.

"On September 15, 1997, The Brookings Historic Preservation Commission sponsored one of two facilitated Town Meetings on Preservation and Planning to gather input for the development of a preservation plan. Participants ranked the creation of a local preservation organization as one of Brookings highest preservation priorities.

Other priorities included: revitalization of the commercial historic district, clarification of the historic preservation ordinance, creation of a revolving loan fund & development of historic overlay zones.

When submitting our grant request for last year, the BHPC with support from the State Historic Preservation Office resolved to convene a meeting of interested citizens to launch a private non-profit preservation organization. Those citizens were invited to participate in a facilitated planning session to discuss the nature of a preservation organization for Brookings.

On June 17th, 2004, citizen participants met, named a private organization “Preserve Brookings” wrote a mission, purposes, goals, guiding principles, named 4 individuals followup on the group’s directions.

During the summer, the steering committee (the four individuals) have met to develop proposed structure & articles of incorporation for the non-profit.

Tonight they will present their proposals to us.

I was asked by the directors, as a member of the Brookings Historic Preservation Commission, a commission of city government, to briefly address the roles of the BHPC and of a Non-profit preservation organization with the group here this evening.

At all levels of governance, local, state, and national, governmental entities are joining hands with non-profit organizations to work effectively on behalf of citizens interests. Government can work with preservation non-profits to celebrate the positives in the built environment in the community and to move together with vigor on projects. So, there are models around the country for us to see and to help understand how, for instance, tax deductible donations can be brought to bear on top priority preservation projects in our own community. Private non-profits can serve as “friends’ groups” for government preservation entities.

The BHPC is a city government entity. A commission with members appointed by the mayor with the advice and consent of the city councilors. Our historic preservation commission is part of the certified local government program, a local, state and federal government partnership. (our partner at the state level is the State Historic Preservation Office & the federal partner is the National Park Service). The primary goal of the CLG program is to integrate local government and historic preservation. A city preservation ordinance defines the purpose of the BHPC as allowing the city to engage in a comprehensive program of historic preservation to promote the inspiration, pleasure and enrichment of the citizens of the city and to preserve, promote and develop the historical resources of the city.

The BHPC provides public education about why historic preservation is important, provides walking tours, brochures of the National register districts in the community, heritage tourism signage, and public information about threatened historic sites in the community.

Currently we have National Register Districts in Brookings. Should the citizens seek creation of Local Historic Districts , the role of the preservation commission could change to that of being more a design review commission. Particularly in that situation, the tenets of procedural due process require decisionmaking by a fair and UNBIASED tribunal, the BHPC. Even with our current situation, the BHPC has been asked by the State Historic Preservation Office for its comment on specific case reports for National Register properties on specific property demolition or remodeling. As was explained by BA Beierle in our facilitated meeting, the perception of the BHPC ‘s unbiased status can be challenged when a property owner presents his or her case to a group who has been publically advocating for one specific position or another.

Sometimes non-profit groups are formed during times of crisis. We have seen them formed particularly during school bond issues where they are called Save our Schools or Vote against Amendment E or I or O, or whatever. We are not in that situation now. A non-profit group is being formed because citizens want to be prepared and want to know what more they can do to preserve Brookings.

Let's imagine a future where local government is anti-preservation, what a dark time that would be for preservation. In that worse case scenario, what if there were an urgent preservation need and the city officials could effectively muzzle the BHPC, a government entity. In that dark time, if there were an independent voice for preservation, a credible voice looking for solutions, that group could push for the needed action.

Finally, a non-profit organization is capable of getting tax deductible gifts and grants that the city cannot necessarily get.

So, the BHPC and Preserve Brookings can be pulling in the same direction, coordinating closely and really making the best of each of their own strengths."

400 letters of invitation were sent out for the meeting. The group has received some funds. The Articles of Incorporation and Bylaws were adopted at the general meeting; however, it was uncertain if they had been filed with the State.

Fishback contacted Rob Nieweg, an attorney from the National Trust for Historic Preservation, to inquire if current BHPC members could serve on the Preserve Brookings Board. He said it would be perceived as a conflict of interest.

Fishback expressed concern that none of the 4 temporary initial directors are interested in serving as permanent directors.

The next meeting is scheduled for December 16, 2004.

Liz Williams, an Argus Leader journalist, is working on a story about the organization.

It was noted that it is remarkable that this organization is getting formed after only one meeting on June 17, 2004.

Pam Merchant, Merchant Design, is working on a logo for the group.

Comments were made about the Articles of Incorporation. It needs to be clarified that if the word "advocacy" can be used.

Norby Collection. Van Buren said they are transferring the images into longterm preservation containers. Some pictures are from other towns. The research report folders contained approximately 8,000 images. Collections are typically 30% larger than portrayed. This one is much larger. He will also seek grant funds to digitize the newspapers.

Central Residential Historic District:

- 1921 Building. The open house was excellent and well attended with 800-1000 touring the building. Fishback made the following remarks at the event.
“A wise friend has said, a building can be saved many times but destroyed only once.

This building, a visible piece of our collective memory, has been saved many times by countless people. This is a 1921 preservation saga and each chapter features individuals whose total effort made this community victory happen.

Individuals involved in various chapters in the early stages of preserving the building included: Richard Wiebe, Craig Kreeger, Randy Brown, Gary Stenson. (At a joint public meeting sponsored by the Brookings school board and the BHPC, Richard Wiebe presented a model of how the school could be transformed to meet the community’s changing needs. This visible, touchable model saved the school at this time.

Then, the school board decided to transfer the 1921 building to the county & that decision saved the school again.

When Ray Santema was chair of the county commission, he signed the papers applying for the Save America’s Treasures project designation and for the SAT’s grant. A committee worked to put grant information together. The project designation was received. The building was saved again and a kickoff event for the project took place.

Richard Wiebe worked with the committee’s SAT’s grant application as a basis for a HUD grant which with the help of Senator’s Daschle & Johnson and Congressman Thune was successful. A grant of \$400,000 was awarded to the county. The building was saved again.

Working with Randy Brown, an architect from Omaha, a design for a county complex was developed. But, the bond issue to pay for the complex failed.

When the county commissioners decided they could not come up with additional money for the complex they voted to demolish the building.

Donna Ramsay worked with a coalition of concerned citizens and she and the public vote saved the building again.

Developers came forward to share their ideas with the county and Steve McCarthy was selected. The building was saved again.

The courthouse square is one of Brookings’ exceptional urban features. Community development has taken place around this square: the courthouse at its center, a school, a library, a church and a residential neighborhood. Chapters of Brookings story in one concise place.

Preservation begins with good maintenance. The neighbors who live around the courthouse have been good stewards for their own historic resources, they have preserved the neighborhood one house at a time.

Citizens rallied to keep the old library, which is now the Community Cultural Center.

The courthouse square in Brookings is a fine example of the way preservation succeeds, thru public commitment, private commitment, public/private partnerships and at its core, engaged citizens with a profound appreciation for their community and what defines that sense of place. And, importantly, a willingness to act on that appreciation with sound political activism.

The Brookings Historic Preservation Commission first became involved in this issue in 1996. The preservation commission members took a strong stand for preserving the building with some of them attended school board meetings and county commission meeting over 2-3 year periods. The work of the BHPC has been another chapter in the saving of the building, and I commend the members for this work. And, Shari Thornes who has been around since the beginning of the preservation commission in Brookings has been supportive to the work of the BHPC for years.

Thank you everyone and congratulations on this community victory.”

- Senator Johnson will be in town to visit the building on December 4th.
- The National Save America’s Treasures designation of the building was instrumental in obtaining a HUD grant for the project.

Commercial Historic District:

- DBI Report. The summer house and garden tour raised \$9000 which has been earmarked for the Depot Park development.
- Streetscape Committee Report. The City Council has approved a study of downtown’s infrastructure to be conducted by Civil Design Inc.

University Residential Historic District

Planning Commission. On November 4th the BHPC sent a letter to the Planning Commission chairman requesting a meeting to discuss historic residential neighborhoods and building setback requirement. To date, no response has been received from PC staff or the commission. The BHPC advised Fishback to contact the chairman directly.

Publication Request. Fishback received a request from Jennifer Crickard, SDSU University Relation, to reproduce the BHPC’s line drawings from the Commission’s 1992 SDSU Walking Tour Brochure. The Commission owns the rights to the drawings. SDSU is planning to produce a special anniversary brochure for their 125th. Concerns noted were:

- The BHPC has never had a successful partnership on sharing artwork.
- If allowed, the “Gaukel” drawings would be partnered with non-Gaukel drawings (Bobbi Gaukel was the artist).
- The BHPC could do a compendium brochure if we still controlled them.
- All historic walking tour brochures have been done by the BHPC.
- Other ideas for tours... historic people tour (NE Hansen, Ada Caldwell).

— The context of the product is a concern.
There was consensus to decline the request.

City Clerk's Report:

- "Picture This" issues will be assigned on a rotating basis to all the members commencing in December.

Retiring Members. Special thanks were given to retiring members Gloria Kloster and Jim Talbert.

Meeting adjourned at 6:00 p.m.

Submitted by Shari Thornes, Brookings City Clerk

2004 Workshop Project

Downtown Brookings Inc.

History & Garden Festival

Date: *May 1, 2004*

Project Description: *The Downtown Brookings Inc. sponsored an event with vendors & informational booths that was held in the Park and Recreation Center at 221 Main Avenue.*

Program: *The BHPC provided a informational booth displaying historic preservation information for property owners. Fishback, Kloster and Thornes set up the display. Mark Kelsey, BHPC member and local contractor, also gave a workshop on restoring historic windows.*

Participants:

Booth: *500 attended the event*

Workshop: *30*

Expenses:

\$7.00 poster enlargement

\$50.77 exhibit sign

\$10.00 *booth rental fee*

\$67.77