



Brookings Historic Preservation Commission

2005 Annual Report

Brookings, South Dakota

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Preface

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

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

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11.1 Review Internal Process

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 I-19B.

ARTICLE VI: Purpose

Section 1: Brookings shall enforce SDCL I-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>
1/94	Pat Fishback Historic Property Owner, Chairperson (05)	1/94-1/97 1/00-1/2003 1/2003-1/2006
1/97	Mark Kelsey Historic Property Owner/Contractor	1/2000 1/00-1/2003 1/2003-1/2006
1/2004	Mary McClure Bibby Historic Property Owner/Retired	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
4/2005	R. Wayne Hexem Historic Property Owner/Retired	1/2008*
5/2003	Richard Shillander Historic Property Owner	1/06 1/06-1/09
1/2006	Alice Pittman Consultant	1/2009 **
2/2006	Jerry McCollough Historic Property Owner/Retired	1/2009 **

Shari Thornes, Brookings City Clerk

* Completed unexpired term

** not on the Commission in 2005



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.

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. Preserve America Community Designation.

On November 9, 2005, the City of Brookings received an Award from the Advisory Council on Historic Preservation, named as one of 28 "Preserve America" communities in recognition for its dedication to protecting and celebrating community heritage. "Preserve America Communities and Neighborhoods: recognizes exceptional efforts to use cultural and natural resources to promote tourism, revitalize the community, create jobs and educate the public". Preserve America is a White House initiative to encourage and support community efforts for the preservation and enjoyment of our priceless cultural and natural heritage. The goals of the initiative include a greater shared knowledge about the Nation's past, strengthened regional identities and local pride, increased local participation in preserving the country's cultural and natural heritage assets, and support for the economic vitality of our communities.



Photo News Release: Herseith Presents Brookings with Award for Commitment to Historic Preservation

November 9, 2005, Washington, D.C. - Attached please find a photo of Rep. Herseith presenting the city of Brookings with an Award from the Advisory Council on Historic Preservation. Brookings has been named one of 28 "Preserve America" communities in

recognition for its dedication to protecting and celebrating community heritage.

Pictured in the attached photo are Fran Mainella, Director, National Park Service, Anita McBride, Chief of Staff to First Lady Laura Bush, Brookings Mayor Scott Munstermann and Historic Preservation Commission Project Manager Shari Thornes.

"I was pleased to be able to present this award to my hometown Mayor," said Herseith. "This designation is a well-earned recognition of the importance Brookings, Lead, and Vermillion have placed on commemorating their unique cultural and community heritage. The fact that three of the 28 communities recognized today were from South Dakota says volumes about how South Dakotans treasure and protect our heritage as well as demonstrates the pride we all feel for our local communities."

South Dakota communities Lead and Vermillion were also named one of the 28 "Preserve America" communities nationwide.

Preserve America is a White House initiative to encourage and support community efforts for the preservation and enjoyment of our priceless cultural and natural heritage. The goals of the initiative include a greater shared knowledge about the Nation's past, strengthened regional identities and local pride, increased local participation in preserving the country's cultural and natural heritage assets, and support for the economic vitality of our communities.

GRANT APPLICATION: As a newly designated Preserve America Community, Brookings was eligible to apply for grant funds ranging from \$20,000 to \$150,000. Preserve America grants support planning, development, implementation, or enhancement of innovative activities and programs in heritage tourism, including documentation of cultural resources, interpretation/education, planning, marketing, and training. Successful applicants will emphasize creative projects that promote and preserve of the community's cultural resources. Successful projects will involve public-private partnerships and serve as models to communities nationwide for heritage tourism, education, and economic development.

The Brookings Historic Preservation Commission submitted a grant application based on a three-step planning process that will guide the Brookings community in identifying self-sustaining ways to promote their historic and cultural resources through heritage tourism.

1. Provide an understanding to leaders of both the public and private sectors of what heritage tourism can do for the economic well being of the community.
2. Evaluate and assess current tourism resources and identify opportunities. Assessments include evaluation of tourism attractions, visitor services, such as hotels and signage, a retail market assessment, and current marketing programs.
3. Develop a comprehensive plan and strategies that enhance economic opportunities while preserving the character that makes Brookings unique. This will include step-by-step implementation strategies and action plans that detail the who, what, how, and when for every plan recommendation. Recommendations will include partnership development, economic and community development strategies, a marketing theme and message, marketing strategies, tourism marketing training, promotional materials, and destination business planning.

Grant award notification will be announced spring 2006.

B. 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 2005.

- C. Preservation Week Activities:** National Historic Preservation Week was May 8-14, 2005. During that week the Brookings Historic Preservation Commission recognized property owners with the Mayor's Awards for Historic Preservation at the May 10th Council Meeting and a newsletter was included in issues of the Brookings Register.

- D. 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:
- 715 Fourth Street - Martin & Gloria Kloster, "Architectural Restoration" & "Historically Appropriate Landscape"
 - 911 Fifth Street - Larry & Diana Zwieg - "Porch Restoration"
 - John Awald - "Friend of Preservation"
 - 1921 Building - Steve McCarthy, Mac Construction, "Overall Restoration & Adaptive Reuse"

E. "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.

F. Preserve Brookings: The The following year-end report was provided by Michele Smith, Preserve Brookings Secretary:

Preserve Brookings is approaching its first year of existence. Our first year has been busy with regular meetings and our first annual meeting was held on June 27 of 2005. Our annual meeting was held at the old Firehall and included a presentation by Barbara Behrends on Brookings County cemeteries and gravesites of the county. That evening, board members attended a board training seminar given by Bette Anne Beierle of South Mountain Associates.

A website, www.preservebrookings.com, was established for the organization and membership now sits at about 40. Our education committee maintains the web space and partnered with the fourth grade teachers of Central Elementary to use photos on the site. Central's fourth graders, while on a walking tour of the Central Historic District, took the photos. A newsletter and membership letter are currently in the works and will soon be mailed to members and other interested parties. Preserve Brookings plans to be involved at the History Garden Festival for 2006 with volunteers and a booth. In 2005 Preserve Brookings purchased booth space and handed out membership brochures.

Another area of focus is Century Farms. Preserve Brookings has begun research on Brookings County families that have owned/operated land for over 100 years. These stories will be published in the Town and Country Shopper and hopefully, other papers will run them also. Stories and photos will also be on the website. The annual meeting generated interest in neglected cemeteries in the county. An area youth group has expressed plans to clean-up

Fountain cemetery. Plans are under way for Preserve Brookings to find local volunteers to help maintain this cemetery if the youth group can accomplish a clean-up this spring.

Preserve Brookings is a group of community members that protects and promotes the Brookings area historical, cultural, architectural, visual and environmental heritage through education, alliance building and action.

G. The George & Evelyn Norby Collection:

In 2003 the BHPC facilitated an agreement 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 following is a summary of the collection on the SDSU Archives & Special Collections Website: <http://lib.sdstate.edu/archives/collections.html#Norby>

During their lives George and Evelyn Norby were the go-to people for historical information about the Brookings, SD area. The Brookings couple collected not only newspapers and photographs of local interest, but also telephone directories and area business promotional materials, such as envelopes, pencils, and matchbooks.

The Norby's started the collection around 1965 when the Brookings Register was tearing down its old building. The beginning of the collection was mainly newspapers and images used by the Brookings Register. They soon began adding their own photographs and collecting other information and soon others who heard of the collection began to give donations as well.

Much of this historical collection to which they devoted so many hours was donated to SDSU Archives & Special Collections by their children, David Norby and Diana Norby-Munger in September 2003. (source: Joseph "George" Norby was born in Paulina, Iowa on February 24, 1924 to Joe and Amy (Shook) Norby. His first job was as a type - setter for ads at the Ireton Ledger in Iowa. George worked as well for the Hawarden Independent in Iowa and then later for the Wishek Star in North Dakota. Before moving to Brookings, SD in 1952 he worked for a time at a commercial printing shop in Minneapolis, Minnesota.

While in Brookings; George worked at Harold's Printing and Advertiser and at Hauff Printing. George began working at the Brookings Register in September 1970. Here he worked as a pressman, camera man and news compositor until his retirement in February 1986. He continued to work part time at the Register for another five years.

On May 29, 1953 George married Evelyn Marie Pederson in Sinai, South Dakota. They have two children; Diana Norby – Munger and David Norby.

Evelyn Norby was born on August 6, 1932 in Sinai, South Dakota to John and Emma (Thompson) Pederson. Evelyn graduated from Sinai High School in 1950. She worked for many years at the

Brookings Laundry and as a motel housekeeper from 1955 – 1982. Evelyn also worked from 1982 – 1986 at the Brookings Register as a custodian.

Beginning around 1965 when the old Register building was torn down George and Evelyn begin to collect photographs and newspapers, some dating back to 1890. Their collection began to grow over the years and soon many knew of the collection.

The Norby's were active members in many Brookings area organizations and clubs. George was a member of the Odd Fellows and on the County Museum Board of Directors. Evelyn was greatly involved with the First Lutheran Church in the First Lutheran Church Women, the Church Library Committee and the quilting group. She was also a member of the Brookings Genealogical Society. Evelyn also volunteered at the Agricultural Heritage Museum at South Dakota State University.

Both were involved with the Rebekah Lodge, Brookings Area CB Club, Brookings County Historical Society and members of the First Lutheran Church.

Both were given the "South Dakota Preservationist of the Year" award for 1998.

Evelyn Norby died in Sioux Falls, SD on May 8, 2002. George Norby died on September 11, 2003 at the age of 79.

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 2005, 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)

Continuing Education

A. Attend mandatory annual state training sessions:

Three BHPC members (Pat Fishback, Mary Bibby, and Carrie Van Buren) attended the National Trust Annual Meeting in Portland, Oregon, on September 27 to October 2. Each attendee prepared written reports on the conference and each also provided a verbal briefing to the BHPC.

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

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

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

South Dakota Codified Law I-19-A-11.1

Preservation of Historic Property – Procedures. “The state or any political subdivision of the state, or any instrumentality thereof, may not undertake any project which will encroach upon, damage or destroy any historic property included in the National Register of Historic Places or the State Register of Historic Places until the Office of History has been given notice and an opportunity to investigate and comment on the proposed project. The office may solicit the advice and recommendations of the board with respect to such project and may direct a public hearing be held thereon. If the office determines that the proposed project will encroach upon, damage or destroy any historic property which is included in the National Register of Historic Places or the State Register of Historic Places or the environs of such property, the project may not proceed until:

- 1) The Governor, in the case of a project of the state or an instrumentality thereof or the governing body of the political subdivision has made a written determination, based upon the consideration of all relevant factors, that there is no feasible and prudent alternative to the proposal and that the program includes all possible planning to minimize harm to the historic property, resulting from such use; and
- 2) Ten day’s notice of the determination has been given, by certified mail, to the office of history. A complete record of factors considered shall be included with such notice.

Any person aggrieved by the determination of the Governor or governing body may appeal the decision pursuant to the provisions of chapter I-26.

The failure of the office to initiate an investigation of any proposed project within 30 days from the date of receipt of notice thereof is approval of the project.

Any project subject to a federal historic preservation review need not be reviewed pursuant to this section.”

Opinions of the Attorney General

A city government must comply with this section even when its only involvement with the demolition of a private historical structure is the issuance of a demolition permit, Opinion No. 89-41.

Given the absence of other legislative or judicial guidance on this subject, the provisions of this section shall apply to the issuance of a permit by a city affecting a designated historic district, Opinion No. 89-41.

11.1 Reviews in 2005:

Date: January 11, 2005
NR Status: Central & Commercial Districts (adjacent)
Address: 505 5th Avenue, 502 & 510 6th Street
Owner: First National Bank
Outcome: SHPO Signed Off/No Comment Required

Property Description:

The Bank applied for a demolition permit to remove one commercial structure (505 5th Avenue) adjacent to the Brookings Commercial Historic District. The closest adjacent properties are the Post Office and former Watson Clinic to the west. They also applied for demolition permits for two commercial structures at 502 and 510 6th Street adjacent to the Brookings Central Residential District. They are located on the north half of the block.

Date: January 12, 2005
NR Status: Adjacent to Individually Listed (423 8th Street)

Address: 407 8th Street
Owner: First Lutheran Church
Outcome: SHPO Signed Off/No Comment Required

Property Description:

The Brookings First Lutheran Church is planning for a major expansion and has acquired this property for that purpose. They have applied for a demolition permit to remove this single story brick structure. No replacement structure at this location is currently planned. One concept they are pursuing is to use the land as green space and a fire lane on the far east side of the property, immediately adjacent to 423 8th Street.

Date: September 9, 2005
NR Status: University District
Address: 715 Fifth Avenue
Owner: Michael and Lori Robbins
Outcome: SHPO Signed Off/No Comment Required

Property Description:

The owners applied to demolish a 9'x12' lean-to addition on the rear of the house and plan to replace it with a 9'x12' (or slightly larger) addition. A new 24'x36' detached garage at the alley is also planned. The new addition would be similar in scale and the materials will match the primary structure.

Date: September 9, 2005
NR Status: Central District
Address: 705 Fourth Street
Owner: Jeff Wessels
Outcome: SHPO Signed Off/No Comment Required

Property Description:

The owner applied for a building permit to construct a new attached garage to the Queen Anne style residential structure located at 705 4th Street. The permit would allow for the removal of an existing 28' x 22' attached lean-to garage on the north side of the structure to be replaced with a 38' x 22' attached garage (see plans enclosed). The owner plans to use wood lap siding and install a gabled roof in place of the current flat roof.

Date: June 20, 2005
NR Status: University District
Address: 607 Sixth Avenue
Owner: Paul Moriarty
Outcome: Abbreviated Case Report Required

BHPC Comment: *“A motion was made by Stephen Van Buren, seconded by Mary McClure Bibby, to agree with the findings of the case report as presented; however, the Commission regrets the demolition of any contributing property in an historic district.”*

Property Description:

A.O. Anderson House 607 Sixth Avenue (C) c.1930 Garage(C)1930

Two-story frame house with weatherboard siding, concrete foundation, and a combination of wood and asphalt shingle roofs. The dominating feature on the dwelling is the intersecting, or cross, gambrel roofs that represent the influence of the Dutch Colonial style in the neighborhood. A one-story enclosed entrance is located at the northeast junction of the cross roofs and features a slightly hipped roof with asphalt shingles. A projecting bay is also located on the facade and contains three one-over-one sash windows in which the center bay window features a stained glass transom, and a hipped roof. Paired sash windows are located on the second floor of the facade, directly above the projecting bay, while the window configuration on other elevations includes triple and single sash windows, also with the one-over-one lights. A rear addition contains a rather large plate glass, or picture window.

Date: December 5, 2005

NR Status: Central District

Address: 615 Fifth Street, 517 and 521 Seventh Avenue

Owner: First United Methodist Church

Outcome: Case Report Required / PENDING / Scheduled for March 2006

Property Description:

615 Fifth Street, Selma Wetterburg House, is a 1-1/2 story stucco residential structure built in 1943 with Tudor elements, primarily the gabled entry with one side extending longer than the other, and three-over-one windows. The garage on the lot is of frame construction. They have been determined by the SHPO to be contributing structures in the Central Historic Residential District. Structurally, the house was found to be in good condition and movable to another location. A more detailed structural review was not necessary.

517 Seventh Avenue, C.M. Fassett House, is a 1-1/2 story residential structure built in 1915. No definitive style - hipped roof, front entry with hipped roof protrudes from east elevation (front), gable dormer above entry, and one-over-one windows on each side of the entry. The house is listed as non-contributing in the District. A tour of the structure found it to be in good condition. No notable original interior features were found. Structurally, the house was found to be in good condition and movable to another location. A more detailed structural review was not necessary.

521 Seventh Avenue, Ed Wing House, is a two story Foursquare built in 1919 with pyramidal roof, enclosed 1-story front porch with hipped roof, and one-over-one windows. The house is listed as non-contributing to the District. However, after an interior tour, it was found to be in excellent condition with several original architectural/decorative features still intact to include original finish oak woodwork, two sets of "column" room dividers, a built-in arts and crafts style china hutch, and two leaded glass windows. Structurally, the house was found to be in good condition and movable to another location. A more detailed structural review was not necessary.

NOTE: The City of Brookings internal I.I.I review process is provided in the appendices.

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.

2006 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:

I. 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. 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)
 - Secure additional funding for the installation *Preserve America Community* signage.
- 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 2006 for June 2006 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

SOURCE OF FUNDS:

Amount	Source	Fiscal Year
\$3,600	City Funds	January 1, 2005 – December 31, 2005
\$9,635	2004/2005 State Allocation	June 1, 2004 – May 31, 2005
\$6,780	2005/2006 State Allocation	June 1, 2005 – May 31, 2006

- State Allocation funding criteria and priorities generally will be published in March 2006 with funding awarded in June 2006.

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.

Statement of Goals & Objectives for 2006

Promote the Understanding that Preservation is Progress

GOALS & OBJECTIVES FOR 2006:

- 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
January 6, 2005

A meeting of the Brookings Historic Preservation Commission was held on Thursday, January 6, 2005 at 4:00 p.m. in City Hall. Members present: Pat Fishback, Mary Bibby, Carrie Van Buren, and Mark Kelsey. Richard Shillander 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. A motion was made Kelsey, seconded by Bibby, to approve the agenda. All present voted yes; motion carried.

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

Next Meeting – Scheduled for February 3rd at 4:00 p.m.

Calendar

- 1/4 Planning Commission Meeting – 7:00 pm

Election of Officers. The nominating committee of Bibby and Talbert recommended a slate of Pat Fishback and as Chair and Carrie Van Buren as Vice Chair. A motion was made by Bibby, seconded by Kelsey, that nominations cease and a unanimous ballot be cast. All present voted yes; motion carried.

Update on Historic District Setback Requirements.

Kelsey, Fishback and Bibby attended the December 2004 City Planning Commission to discuss non-conforming uses. They had a good discussion with the Commission regarding property line setbacks in historic districts.

Dan Hanson, Planning and Zoning Administrator, said they have records of 8 houses being picked up for new basements and 6 of them met the setback requirements and 2 needed variances from the Board of Adjustment. He didn't see this issue as a big problem.

Members questioned what other towns with historic districts do about historic homes and setbacks. Hanson was asked to do some research on the issue.

The Commission discussed public education for homeowners to let them know that a building permit is required to lift a property for a new basement. Sending a letter to contractors was also suggested.

The BHPC suggested that the Planning Commission relay a message to the Board of Adjustment indicating they support the rehabilitation of foundations in historic districts and homeowners taking care of their properties.

However, the Planning Commission didn't see overlay zones for historic districts a positive.\

Central Residential Historic District.

- *Pending I.I.I Review – Removal of 502 and 510 6th Street structures-* Notification from the state is pending on these properties. BHPC comment is not needed at this time.

Commercial District:

- *Downtown Brookings Inc. (DBI Board Report) –* Tom Manzer is the new Board chairperson.
- *History and Garden Festival Request –* The festival is planned for April 30th. A workshop on historic plaster repair was discussed. Contacting Les Olive at SDSU regarding the Lincoln Music Hall work was suggested. Also Mike Johnson from J&J Painting.

Individually Listed. The property located adjacent to 423 8th Street to the west has been purchased by First Lutheran Church to be removed for their expansion plans. Fishback noted that the brick house was built by Dr. Watson, the same owner as the former clinic next to the Post Office on the alley.

City Clerk's Report.

- Annual Report – Annual reports will be due February 15th to the City and end of February for the state.
- 2005 Budget Process – Thornes notified the Commission to expect earlier deadlines with the city's annual budget process. Typically budget requests were due until June; however, it could be as early as May this year.

— Picture This – January (Mary), February (Mark), and March (Pat).

Announcements/Correspondence/Communications.

— MainStreet News – Dec 04

Meeting adjourned at 5:35 p.m.

Submitted by Shari Thornes, Brookings City Clerk

Brookings Historic Preservation Commission
February 3, 2005

A meeting of the Brookings Historic Preservation Commission was held on Thursday, February 3, 2005 at 4:00 p.m. in City Hall. Members present: Pat Fishback, Mary Bibby, Carrie Van Buren, and Mark Kelsey. Richard Shillander and Stephen Van Buren were absent. Shari Thornes, City Clerk, was also present.

Chairman Fishback called the meeting to order at 4:05 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 Bibby, seconded by Van Buren, to approve the agenda. All present voted yes; motion carried.

Next meeting. Thursday, March 3, 2005 at 4:00 p.m.

Calendar:

- 2/5 GFWC Womenade – Support Norby Collection
- 2/5 & 2/6 SHPO Staff at Brookings Homeshow
- 2/11 Deadline to apply for position on the BHPC
- 2/15 Annual Report Deadline
- 6/1 Tentative Budget Deadline
- 3/31 2005/2006 State Grant Deadline
- 5/6 & 5/7 History & Garden Festival

Preserve Brookings. The BHPC received the following federal grants for projects related to this organization:

<u>Amount</u>	<u>Project</u>	<u>Status</u>
▪ \$2000	Facilitated Meeting	Completed
▪ \$500	Fac. Mtg Supplies	Completed - \$400 remaining
▪ \$1000	Article of Incorp & Bylaws	Pending
▪ \$2000	Board Training	No action yet

Fishback and Thornes met with Sarah Hansen, SD representative for the National Trust, on January 26th. They discussed the new non-profit organization and Hansen recommended the Commission invite representatives of Preserve Brookings to attend a meeting to provide an update on their progress. Fishback emailed the four initial directors inviting them to attend the BHPC meeting on Feb. 3rd.

Hansen said the Trust could help facilitating a “Better Boards” workshop for the group. She will contact Esther Hall, a facilitator for the Trust. The Trust could also help the group apply for other organizational development funds to include implementation of their plan/goals.

Thornes reported that the Articles were filed by Patty Kratochvil, one of the 4 initial PB directors. The attorney still needs their 3 year budget. Once that is done, he can complete the application for the tax exempt status.

A PB meeting is scheduled for February 7th. Fishback plans to attend and will provide an update.

Report on National Trust of Historic Preservation representative visit. Fishback and Thornes met with Sarah Hansen, National Trust for Historic Preservation, on January 26, 2005. Hansen is the South Dakota representative from the Mountain/Plains office in Denver. Hansen said the Trust wants to increase their visibility in the state and provide additional technical assistance. She provides assistance to South Dakota, Montana, and Wyoming.

Other Trust Staff in Denver:

- Amy Cole – Attorney
- John Olson – handles the “Barn Again” Program

Funding opportunities include:

- “Peg Lamont Fund” – this is a new fund for SD only. Can be used for planning and professional services (not brick and mortar). Application deadlines are 10/1, 2/1 & 6/1.
- “Hart Family Fund” – this is a nationwide grant for communities of less than 5,000. There isn’t any money in this yet.

Updates:

- Wyoming has passed a statewide MainStreet program.
- The Trust can provide technical assistance (to include lobbying, architecture, cultural landscape) to anyone, not just CLGs.

- The Trust is interested in coordinating a statewide meeting of local and state preservation partners to include SHPO, Preserve South Dakota, and the CLGs.
- Fishback and Thornes provided Hansen with a summary of recent preservation activities and issues in Brookings. They specifically discussed the I.I.I state law and interpretation. Thornes suggested conducting a survey of 1st class municipalities to determine how each entity is interpreting the law.
- Another issue they asked Hansen to assist with is the development of rules and procedures for a local district application.

Report on meeting with City Manager. On January 5, 2005, Fishback and Thornes met with Alan Lanning, Brookings City Manager. The key topic they discussed was the important of notifying the BHPC when issues pertaining to preservation occurred. It will help ensure that the property owner gets all the information they need in a timely manner. Thornes will need to work with various city officials to identify potential notification areas (i.e. building permits, zonings, ordinances).

Annual Reports. The Annual Report to the City Council is due February 15th. Fishback and C. Van Buren prepared a draft report for Commission review. The Commission reviewed the entire document in the meeting and made corrections. Thornes will submit this report to the Council.

Thornes will prepare the Annual Report to the State Historic Preservation Office.

Grant Application. The 2005/2006 funding application is due March 31st. All CLGs are eligible for the basic allocation of \$2000 each. Those wishing to apply for supplemental funds must tie their application to one of the following state priorities:

1. NR nomination from previous survey
2. Architectural or archeology survey of area not surveyed or a 10-year or more surveyed area
3. Revise & update past NR district nomination
4. New District NR nominations
5. Workshops (windows, paint colors, landscaping, researching historic properties, financial incentive programs, Sec. of Interior Standards)
6. Plaques for NR properties
7. Preservation Plan
8. Projects identified as priorities in a preservation plan.

Project ideas suggested at the meeting included:

- New NR Individual nominations:
 - Horse Barn at SDSU
 - 202 5th Street (Chuck & Mary Lou Berry property)

- 1118 3rd Street (Jone Anderson property)
- New NR District nominations:
 - 1940s houses on 4th & 5th Street east of Medary – identified in Preservation Plan
- Preservation Plan Reprint
- Preservation Training to Planning Commission by Amy Cole, National Trust attorney
- Co-sponsor the History and Garden Festival presenter on plaster restoration.

Historic Districts and Properties Update:

A. Central Residential Historic District—National Register District:

- *Pending I.I.I Review – Removal of 502 and 510 6th Street structures – No information has been provided by the SHPO for this project.*
- *Fishback was contacted by a local realtor who asked about procedures to remove the house at 703 Third Street, which is in the Central District. It would be subject to an I.I.I review.*

B. Commercial District –National Register District:

- *History and Garden Festival Update – The BHPC is scheduled to provide a booth at the May 6 & 7 event.*
- *Pending I.I.I Review – Removal of 505 5th Avenue – No information has been provided by the SHPO for this project.*

City Clerk's Report:

- The state plans to celebrate the month of May as “Archeology Month.” CLGs are invited to submit events for their calendar. They are also soliciting funds to defray the costs of producing the calendars and posters.
- The Preserve South Dakota director resigned recently.
- Commission Membership. Members were encouraged to solicit new members to apply for the Commission. Applications are available from the City Clerk
- Picture This - February – Kelsey; March – Fishback

Announcements/Correspondence/Communications:

- History Notes, Jan 2005
- Preservation Advocate, Winter 2005
- Forum News, Jan/Feb 2005
- Governor's Awards for History – 2/14 deadline
- Hoofprints, Jan/Feb 2005
- History Links – Jan 2005
- GFWC “Womenade” – support of the Norby Collection
- The Alliance Review, Nov/Dec 2004
- DBI Agenda, Jan 2005

Meeting adjourned at 5:45 p.m.

Submitted by Shari Thornes, Brookings City Clerk

Brookings Historic Preservation Commission
March 3, 2005

A meeting of the Brookings Historic Preservation Commission was held on Thursday, March 3, 2005 at 4:00 p.m. in City Hall. Members present: Pat Fishback, Mary Bibby, Carrie Van Buren, and Mark Kelsey. Richard Shillander and Stephen Van Buren were absent. Shari Thornes, City Clerk, was also present.

Chairman Fishback called the meeting to order at 4:05 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 Bibby, seconded by Van Buren, to approve the agenda. All present voted yes; motion carried.

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

Next meeting. Thursday, April 7, 2005 at 4:00 p.m.

Calendar

3/31	2005/2006 State Grant Deadline
5/6&5/7	History &Garden Festival
6/1	Tentative Budget Deadline

Preserve Brookings. Representatives were invited to the meeting to provide an update on organizational progress and to learn about BHPC funding for training. They will be invited to the April meeting. Thornes expressed concern that the grant deadline to expend the training funds is May 31st.

Grant Application.

Project ideas suggested at the meeting included:

- Preservation Training to Planning Commission by Amy Cole, National Trust attorney

- Preservation Plan Reprint
- New NR Individual nominations:
 - Horse Barn at SDSU
 - 202 5th Street (Chuck & Mary Lou Berry property)
 - 1118 3rd Street (Jone Anderson property)
- New NR District nominations:
 - 1940s houses on 4th & 5th Street east of Medary – identified in Preservation Plan
- Co-sponsor the History and Garden Festival presenter on plaster restoration.
- National Trust for Historic Preservation 2005 Conference in Portland, Oregon.

Thornes will prepare the grant application

Central Residential Historic District—National Register District:

502 and 510 6th Street – The state I.I.I review process is completed for these properties; however, a federal “106” review is required because federal funds are involved. No further city or BHPC action is required.

Commercial District –National Register District:

History and Garden Festival - FYI – A motion was made by Bibby, seconded by Van Buren, to allocate \$100 towards the plaster workshop speaker at the “History & Garden Festival” event. Discussion: There would be a short contract that would need to be signed similar to what we’ve done before. All present voted yes; motion carried. Thornes will notify Doris Roden at DBI.

Removal of 505 5th Avenue - The state I.I.I review process is completed for these properties; however, a federal “106” review is required because federal funds are involved. No further city or BHPC action is required.

Preservation Month Activities.

- **Mayor’s Awards.** Thornes will issue a press release soliciting nominations. Judging will occur in April with the presentation at the May 10th Council meeting.
- **Workshop.** Co-sponsorship of the History & Garden Festival Speaker will count at the Commission’s annual workshop.

- **Newsletter.** The Commission is obligated to produce a newsletter during Preservation Week. Topics will be finalized in April. Distribution will occur on May 10th.

City Clerk's Report.

- "Picture This" Reminders
 - March – Pat
 - April – unscheduled
 - May – unscheduled

- HUD Grant applications – Habitat for Humanity and Interlakes Community Action are both applying for HUD grants to purchase lots to build affordable housing. Environmental reviews including assessment of preservation resources are required. The areas in question are located in Esther Heights south of town.

- National Trust for Historic Preservation 2005 Conference is in Portland, Oregon from 9/27 to 10/2.

- Retirement reception for John Awald is March 15th from 2 to 4 p.m.

- The state and city annual reports are done and submitted.

- Don Seten, Urban Planner & Preservationist for Sioux Falls, has left his position.

- Preserve South Dakota is currently without an executive director.

- Thornes will be conducting an ADA review of the 1921 building for the County.

Meeting adjourned at 5:45 p.m.

Submitted by Shari Thornes

Brookings Historic Preservation Commission
April 7, 2005

A meeting of the Brookings Historic Preservation Commission was held on Thursday, April 7, 2005 at 4:00 p.m. in City Hall. Members present: Pat Fishback, Mary Bibby, Carrie Van Buren, Stephen Van Buren and Mark Kelsey. Richard Shillander was absent. Shari Thornes, City Clerk, was also present.

Chairman Fishback called the meeting to order at 4:15 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 S. Van Buren, seconded by Bibby, to approve the agenda. All present voted yes; motion carried.

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

Next meeting. Thursday, May 12, 2005 at 4:00 p.m.

Calendar

4/8-4/9	SD Historical Society Annual Meeting
5/6&5/7	History & Garden Festival
5/10	Mayor’s Awards Presentation
6/1	Tentative Budget Deadline

Preserve Brookings. John Ruffolo, representative of Preserve Brookings, was present to provide the BHPC with a status report on the organization. The following comments and updates were made:

- The Board officially started on March 24th.
- The organization was invited to submit an ½ page article for the BHPC’s Preservation Week Newsletter.
- Thornes will contact the City Attorney regarding the status of the Articles of Incorporation.
- They plan to hold an annual meeting this spring.

- Thornes will email the electronic files of the bylaws and draft articles. (jruffolo@itctel.com)
- The BHPC has obtained grant funding for PB board training. Ruffalo said the group would be very interested in participating. He thought they would probably favor the training taking place in Brookings rather than traveling out of town or state. Thornes suggested Betty Anne Beierle as a facilitator that may be willing to come to Brookings. Betty Anne knows Brookings and knows how to start-up preservation non-profits. The deadline to use the funds has been extended from May 31st to September 1st.
- They discussed email notification of various city actions (i.e. planning commission, board of adjustment, BHPC, City Council).

Preserve America Application.

Enclosed is correspondence from Jay Vogt, State Historic Preservation Officer, requesting the support from the city to pursue an official designation for Brookings as a *Preserve America* Community. In his letter Vogt says, “As of today, no communities in South Dakota have taken advantage of this program. *Preserve America* recognizes communities that protect and celebrate their heritage; use their historic assets for economic development and community revitalization; and encourage people to experience and appreciate local historic resources through education and heritage tourism programs. We feel Brookings more than meets these criteria for designation through the various projects and activities of the City, non-profit organizations, private developers, and volunteers in your community.”

March 14, 2005

Shari Thornes
 Brookings Historic Preservation Commission
 311 Third Avenue
 PO Box 270
 Brookings, SD 57006

Dear Shari:

In cooperation with the City of Brookings, the South Dakota Historic Preservation Office would like to pursue official designation for Brookings through the *Preserve America* Community program. As of today, no communities in South Dakota have taken advantage of this program. *Preserve America* recognizes communities that protect and celebrate their heritage; use their historic assets for economic development and community revitalization; and encourage people to experience and appreciate local historic resources through education and heritage tourism programs. We feel Brookings more than meets these criteria for designation through the various projects and activities of the City, non-profit organizations, private developers, and volunteers in your community.

Benefits of designation include: White House recognition; a certificate of recognition; a *Preserve America* Community road sign; authorization to use the *Preserve America* logo on signs, flags, banners, and promotional materials; listing in a web-based *Preserve America* Community directory; inclusion in national and regional press releases; official notification of designation to State tourism offices and visitor bureaus; and enhanced community visibility and pride. President Bush has also recently proposed \$12.5 million for *Preserve America* grants which designated communities would be eligible to apply for.

One of the goals of Governor Rounds’s 2010 Initiative says we should work to “enhance history and arts as a tool for economic development and cultural tourism.” *Preserve America* Community status would directly contribute to this goal as the program recognizes communities promoting heritage tourism and provides them with another tool to continue to do so.

The application for designation must be submitted by the chief elected governing official of the community so the State Historic Preservation Office looks forward to working with you to complete the application form to pursue this designation.

Sincerely,

Jay D. Vogt
State Historic Preservation Officer

The State Office has offered to prepare the entire nomination packet; however, it must be submitted by the Mayor's Office. In addition a narrative, letters of support, and picture, the nomination also requires a Resolution of Support from the governing body. The State Office needs to submit the final packet by May.

Benefits include:

- White House recognition;
- a certificate of recognition;
- a *Preserve America* Community road sign;
- authorization to use the *Preserve America* logo on signs, flags, banners, and promotional materials;
- listing in a Web-based *Preserve America* Community directory;
- inclusion in national and regional press releases;
- official notification of designation to State tourism offices and visitor bureaus;
- ability to apply for \$12.5M in funds recently designated by President Bush; and
- enhanced community visibility and pride.

For more information about the program, please refer to the White Website:

<http://www.preserveamerica.gov/>

The City's obligations are to:

- Review the nomination;
- Suggest Letters of Support to be included;
- Obtain Resolution of Support from City Council; and
- Identify pictures to include in nomination packet.
- Note – there are no financial obligations with this application.

Timeline:

- March: Provide input on application
- April 5th: Provide information to City Council regarding Resolution of Support
- April 19th: Action to approve resolution
- May: Submit nomination

Letters of support from the following individuals were suggested:

- DBI Board President
- Local legislators
- Governor Rounds
- Mayor Munsterman
- SDSU President Miller

Picture ideas:

- Depot (while it's being tuckpointed)
- District Street Signs
- Ag Museum
- Carnegie Library
- 1921 building

Mayor's Awards for Historic Preservation.

A motion was made by S. Van Buren, seconded by Bibby, to nominate the following for a Mayor's Award:

715 Fourth Street
Martin & Gloria Kloster
"Architectural Restoration" & "Historically Appropriate Landscape"

911 Fifth Street
Larry & Diana Zwieg
"Porch Restoration"

John Awald
"Friend of Preservation"

1921 Building
Steve McCarthy, Mac Construction
"Overall Restoration & Adaptive Reuse"

723 7th Avenue **
Terry & Annie Borns
"Architectural Restoration"

All present voted yes; motion carried

** This nomination was later withdrawn when it was determined that the project was not completed. It will be considered again in 2006.

Presentation of the awards will occur on May 10th at the City Council meeting.

Preservation Month Newsletter.

Brookings 'Preservationist' 2005 Preservation Week Newsletter – Insert on May 3rd.

Topics

1. Mayor's Awards
2. Norby Collection
3. Preserve Brookings
4. History & Garden Festival
5. Flowers

Deadlines:

- o April 8th Schedule with Register
- o April 8th Order paper
- o April 18th Email articles to Shari
- o April 18th Shari emails articles to Dave Roden
- o April 22nd Proof to review
- o April 25th Submit changes to Insty Prints
- o April 29th Deliver to Register
- o May 3rd Insert in newspaper

History and Garden Festival. Bibby, Fishback and Thornes will set up and Kelsey will tear down.

SDSU Housing Report to City Council. The following report was presented to the Brookings City Council on April 5th

SDSU Student Housing Research

Discovery sub committee:

Mayor Scott Munsterman

Council member Mike McClemmens

Council member Julie Whaley

Marysz Rames, Vice President for Student Affairs

Douglas Wermedal, Assistant Dean of Student Affairs

Wes Tschetter, Associate Vice President for Budget and Finance

Summary

- I. Facts about SDSU Student Housing

- Demographics declining in the state's high school graduation rate is predicted to be approximately 5% per year for the next 5 years.
- Retention of students is key for SDSU future student enrollment
- Build-out in 1996 is keeping up with today's capacity needs
 - Review history of on and off campus housing build out
- 3700 total rental units available in Brookings
- SDSU is completing a 300 bed residence hall on campus. This will probably be the last hall the University will build for 10 years. With the addition of this hall, the University will be able to provide approximately 190 more spaces for upper class (junior and senior) students than currently provided.

2. SDSU Wish List:

SDSU officials relayed to us their desire in a few areas regarding student housing and the ability to create a quality learning environment for their students.

- No more apartments east of 22nd (blue apartments)
 - Concentration of students is around 400 – not conducive to studying
- Would like a 3-4 block buffer zone with no apartments around SDSU campus
When apartments are located adjacent to campus, this proximity creates a convenient social environment that can lead to inappropriate behavior.
- Would like to see Greek community in one area.
In most University communities, the Greek chapter housing are located together to define Greek Life for the campus. This provides a sense of community for these organizations.

Retail opportunities: small retail mall catering to SDSU students

- Possibly in the Village Square area, would be close for students to access

3. How tough should the city be on enforcement issues?

- SDSU wants good environment for good student behaviors, so enforcement is important
- SDSU is willing to partner with the city on educating students

4. Determined capacity flow

- a. Freshman + transfers + returning undergraduates – graduates = net increase or decrease in campus undergraduate enrollment
 - i. This is the formula by which we will be able to estimate the amount of increase in off campus student housing that will be required to meet the demand. Juniors and Seniors move off campus for housing, and as SDSU's retention climbs – more student housing may be needed in the future; solely dependent upon the admission and retention rate.
- b. Three year trend analysis to monitor student population in off campus housing

- i. The three-year future trend analysis is a forecasting tool, allowing us to determine the need for off campus housing – based upon the freshman enrollment and retention of the upper class (Juniors and Seniors).
- 5. Policy consideration
 - a. Density criteria
 - i. Citizens in neighborhoods often complain about the density of students housed off campus. More and more homes in neighborhoods are being purchased from out of town parents and students are moving in, bringing student life to the neighborhoods and increased parking pressure, student night-life, etc. Please note that SDSU has a two year live on requirement for traditional age students so these parents are buying property for upper class students.
 - b. Classifications (grandfathering done)
 - c. Parking specification
 - i. 'Look for tools'
 - ii. In the quest to find a solution to the balance between good student learning/housing environments and maintaining quality neighborhoods, new ideas or tools for rezoning may be necessary.
 - d. Quality of Life neighborhood issue
 - i. Brookings citizens are speaking out more now than ever before about the decrease in the quality of their neighborhoods; do to the sale of several properties over time to landlords.
 - ii. Instances of student housing in violation of regulations has been documented and possibly drives some sales of homes to off campus housing – are realtors telling their clients bout the boarding house and two family dwelling occupancy rules?
 - e. SDSU thinks spreading the students out among the city is best, no concentration
 - i. The higher the concentration of students in an area, the lower the quality environment for learning.

Capacity and Occupancy of Residential Facilities
As of Census Date Freeze (20 days into semester)
South Dakota State University

<u>Residence Hall</u> (list)	<u>Capacity</u>	<u>Occupancy</u>	<u>% Occupied of Capacity</u>
Bailey			

	Fall 2000	157	157	100.0%
	Fall 2001	157	156	99.4%
	Fall 2002	157	156	99.4%
	Fall 2003	157	156	99.4%
	Fall 2004	157	154	98.1%
Berg				
	Fall 2000	160	159	99.4%
	Fall 2001	160	158	98.8%
	Fall 2002	160	158	98.8%
	Fall 2003	160	160	100.0%
	Fall 2004	160	159	99.4%
Binnewies				
	Fall 2000	485	439	90.5%
	Fall 2001	485	462	95.3%
	Fall 2002	485	492	101.4%
	Fall 2003	485	492	101.4%
	Fall 2004	486	494	101.6%
Brown				
	Fall 2000	376	340	90.4%
	Fall 2001	378	351	92.9%
	Fall 2002	378	375	99.2%
	Fall 2003	378	392	103.7%
	Fall 2004	378	365	96.6%
Hansen				
	Fall 2000	436	396	90.8%
	Fall 2001	436	411	94.3%
	Fall 2002	436	439	100.7%
	Fall 2003	436	409	93.8%
	Fall 2004	438	426	97.3%
Mathews				
	Fall 2000	384	335	87.2%
	Fall 2001	384	355	92.4%
	Fall 2002	384	390	101.6%
	Fall 2003	386	390	101.0%
	Fall 2004	390	389	99.7%
Pierson				
	Fall 2000	438	377	86.1%
	Fall 2001	438	392	89.5%
	Fall 2002	438	434	99.1%
	Fall 2003	438	442	100.9%
	Fall 2004	438	435	99.3%

Waneta Complex	Fall 2000	207	163	78.7%
	Fall 2001	207	172	83.1%
	Fall 2002	207	202	97.6%
	Fall 2003	265	253	95.5%
	Fall 2004	265	255	96.2%
Wecota / Annex	Fall 2000	70	66	94.3%
	Fall 2001	108	105	97.2%
	Fall 2002	112	105	97.2%
	Fall 2003	108	99	91.7%
	Fall 2004	112	34	105.4%
Young	Fall 2000	488	441	90.4%
	Fall 2001	488	466	95.5%
	Fall 2002	488	497	101.8%
	Fall 2003	488	496	101.6%
	Fall 2004	488	477	97.7%

Rezoning. Kelsey reported that the Planning Commission approved the following rezoning request. Council action is scheduled for May 10th. It was noted that this request is contrary to the recommendations in the SDSU Housing report referenced above.

Planning Commission Report:

Applicants: Kyle and Debra Prodoehl, Dean Krogman, Randy Hillestad, Kevin Tetzlaff, Robert Fite and Lee Ann Pierce, Gary and Lisa Sabers, Kathy Lane, Carol Pitts and Ronald and Dorothy Zuiderhof.

Proposal: Upzone a block from medium to high density residential

Background: This block was zoned for high density residential development under the 1966 Comprehensive Plan. Even though apartments and other high density uses could have been built by right, the majority of property in this block remained as owner-occupied single-family dwellings. In 1995, the block was downzoned to a Residence R-2 District along with two other blocks after neighborhood residents petitioned the city. There was a general fear that infill developments would create too much density in the neighborhood by removing single-family homes and replacing them with apartment buildings. The decision to rezone some blocks and not others was partly based on the existing uses. Therefore this block was rezoned.

Recent trends have changed how property around SDSU is used. While infill development did occur sporadically in the past, high housing and land values are causing owners to retain the existing buildings. Instead of demolishing and rebuilding, many dwellings are renovated and converted to other residential uses.

All the residential blocks adjacent to SDSU have mixed uses regardless of the zoning. This is the only full block that abuts SDSU that is exclusively zoned for medium density residential uses. The traditional subdivision design called the “grid system” was designed with 80-foot rights-of-way and a secondary access. This design can easily accommodate high-density uses.

Specifics: This block is bordered on the east and west by R-3 zoning. SDSU has acquired the land to the north, and the block to the south is zoned R-2. The block contains 17 properties that are owned by 15 different parties. Sixteen are residential, and one is institutional. Eleven houses are rented, four are owner occupied, and one is in an estate at this time. The percentage of land owned by those petitioning for a rezoning is 63% and is indicated on the map. Since the requests do not reflect a consolidated area, it is appropriate to involve the entire block.

A motion was made by S. Van Buren, seconded by Bibby, that the Commission agreed that they should take a position against this rezoning and directed the Chair to prepare a letter to be sent to the City Council.

City Clerk’s Report

- “Picture This” Reminders
- 2005 Grant Application – the application was submitted by the deadline.
- Membership – One individual has applied for the BHPC position.

Norby Collection Report. Van Buren has ordered cases for the photo collection. They have completed the inventory and indexing of images in the file cabinets.

(Kelsey left at 6:15 p.m.)

Announcements/Correspondence/Communications

- Forum News, March/Apr 2005
- 2005 National MainStreets Conference Info, May 8-11, Baltimore (check-out)
- Common Ground: Preserving Our Nation’s Heritage, Spring 2005 (check-out)
- SD History, Winter 2004 (check-out)
- Preservation, March/April 2005 (check-out)
- Forum Journal, Winter 2005 (check-out)

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

Brookings Historic Preservation Commission
May 12, 2005

A meeting of the Brookings Historic Preservation Commission was held on Thursday, April 7, 2005 at 4:00 p.m. in City Hall. Members present: Pat Fishback, Richard Shillander, Carrie Van Buren, and Wayne Hexem. Mark Kelsey, Mary Bibby, and Stephen Van Buren 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."*

New member Wayne Hexem was welcomed to the Commission!

Agenda. A motion was made Shillander, seconded by Van Buren, to approve the agenda as amended. All present voted yes; motion carried.

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

Next meeting. Thursday, June 2, 2005 at 4:00 p.m.

Calendar

5/6&5/7	History & Garden Festival
5/10	Mayor's Awards Presentation
6/3	Budget Deadline

Preserve Brookings.

Preservation consultant Betty Anne Beierle is available to conduct a training workshop for the group. She provided the following available dates:

- o June 18-23
- o July 11-31
- o August 1-15 (anything past this time will be hard to close out the grant)

She also has the following questions in order to frame a proposal and an agenda:

- o What kind of time does the group have in mind? A long evening? Weekend day?
- o What are the largest concerns?

- Maybe holding the event outside (shelter at McCrory Park or somewhere else? As long as it will definitely be a summer project, maybe we can make participants feel better about it if they are outdoors for at least awhile)

Preserve America Application. Jason Haug, SHPO staff, is working on the application form and is gathering letters of support. Thornes has modified the narrative based on comments made at the April meeting. Pictures are still needed for the packet. Fishback with contact Doris Roden at DBI to see if she has pictures that could be used.

2006 Budget Narrative. Thornes reported that the budget narrative format had changed with the following new requirements per the City Finance Manager:

- *A narrative should accompany the budget for each department or fund. You already have narratives but I want you to tweak them. Describe what you are doing now? What is the value or the outcome of your programs? What are the challenges ahead and the issues within your department?*
- *Many of your narrative already have a breakdown of program services. I would like more information on how that relates to your budget request. More numbers. List your primary objective for 2006 and how they relate to your budget request. Tell us about the number of clients you serve. What is the cost of the program or programs you provide? What level of funding is needed to achieve your goals and objectives? Discuss the needs of the community. What is the goal of the program? Safety? Education? Environmental? How and when was the program started? What are the implications if the program would be reduced or eliminated? Is the activity mandated? If yes, cite the mandate. If no, cite the authority. Describe how the activities success is evaluated. Try to keep the narratives as concise as possible.*
- *I will be putting the line item detail into your mailboxes this week. You will again enter them by hand. I need to create some additional personnel line items addressing benefits and I want you to have all activity through March.*
- *I will want additional detail on line items attached to your budget request.*
- *List of all requests for contracted services (i.e., maintenance agreements, leases, legal services, equipment rentals, etc) Note after each item if it is a renewal or new agreement.*
- *List all seminars/meetings you are requesting to attend. List all costs associated with attendance including registration, meals and lodging and excluding travel and mileage. The total should equal the budget request.*
- *List all operating capital requested. Items like office furniture, file cabinets, copier, printers, fax machines, etc. Note if the items are a replacement or new.*
- *List all project requests in excess of \$5,000. Describe the project, the project costs, annual maintenance cost. Why does project have to be done? What happens if it is not approved? How does the project relate to the strategic plan of the City? What is the estimated useful life of the project? Does it create improved service to the citizens of Brookings? Or is a cost savings? Describe growth in future years. Describe how this project depends on other activities.*

- List all request for vehicles. Vehicle make, model, and base cost. Cost of additional items (itemize) and then the total cost of the vehicle. Description of the vehicle being replaced. (age of vehicle, odometer readings, date of reading) Estimated 2006 repair costs.

However, Thornes met with the Finance Manager to discuss the difficulty of the Commission being able to provide that level of detail because the State doesn't release their funding criteria for 2006 until March 2006 and grant awards occur in June 2006. The BHPC grants have to operate within state, federal and city fiscal years, which are all different. Therefore, the BHPC will be allowed to use the same format for the narrative, but will add more detail for the uses of the city's level funding of \$3,600. Members are to submit comments to Thornes by May 23rd. The deadline to submit the 2006 budget narrative is June 3rd.

2005/2006 Grant Award. The BHPC was awarded \$6,780.00 for fiscal year 2005/2006 (June 1, 2005 to May 31, 2006)

Budget:	Federal	Match	Total
Salaries			\$4,000.00
Project Manager 15 hrs/month		\$4,000.00	
Contractual		\$3,000.00	
Historic Development Services	\$1,500.00		
Preservation Workshop	\$100.00		
Newsletter	\$800.00		
Mayor's Awards	\$600.00		
Supplies			\$1,900.00
Postage		\$500.00	
Office Supplies		\$500.00	
Photographic supplies & processing		\$100.00	
Digital Camera and accessories	\$800.00		
Membership			\$520.00
Preserve SD	\$50.00		
Historical Society	\$50.00		
National Alliance	\$50.00		
National Trust	\$115.00		
Preservation Law Forum	\$55.00		
National Main Street Network	\$200.00		
Office & Storage Space			\$2,400.00
200 month X 12 months		\$2,400.00	
Travel			\$4,960.00
National Trust			
Conference (2 @\$1840/person)	\$3,680.00		
Miles/Lodging	\$380.00	\$900.00	

TOTALS

\$6,780.00 \$10,000.00 \$16,780.00

Rezoning at 11th & 12th Avenue / 7th & 8th Street. The following statement was provided to the Brookings City Council regarding this rezoning request. The request was approved on May 10th.

TO: Brookings City Council Members

FROM: Brookings Historic Preservation Commission Members

RE: Introduction and first reading on Ordinance No. _____, a petition to rezone all or portions thereof of Block 5, Randi Peterson' Addition from a Residence R-2 District to a Residence R-3 District (11th to 12th Avenue and 7th to 8th Street).

At its April 7th meeting the Brookings Historic Preservation Commission voted to share with the City Council its concern about action taken by the City Planning Commission to rezone the area between 7th to 8th Street between 11th & 12th Avenue.

BHPC members are concerned that the action taken by the Planning Commission on April 5, 2005 has the potential to harm historic properties in that area and encroach upon areas which contribute to the character of the city. There are properties in this block which have retained their original materials and are significant in contributing to the historic integrity of Brookings housing stock.

In addition, the action taken by the Planning Commission contradicts the SDSU Student Housing Research report provided to the City Council on April 5th.

According to that report "SDSU officials relayed to us (the "Discovery sub committee") their desire in a few areas regarding student housing and the ability to create a quality learning environment for their students. "

One of the points in the report states :

- "Would like a 3-4 block buffer zone with no apartments around the SDSU campus. When apartments are located adjacent to campus, this proximity creates a convenient social environment that can lead to inappropriate behavior."

The timing of the Planning Commission action to rezone a block immediately adjacent to the University creates confusion. We would suggest that the City Council disapprove this action at this time.

Sincerely,
BHPC Commission members

Central Residential Historic District:

Central Elementary School – Barbara Hoium was a guest at the meeting. She expressed concern regarding the Brookings School District's proposal options which include closure of Central Elementary as an option. In the past, school officials have cited Central as the most viable and structurally sound building in the Brookings school district. She was particularly concerned about the potential negative impact the closure of an elementary school would have on the two

residential National Register Districts (University & Central). Property values could be affected. It is important to have families in the Districts. So much has been done to preserve the Central District, Courthouse Square area, 1921 building, and Carnegie Library.

The School Board is holding a special meeting on May 17th to discuss the options. The BHPC agreed to do the following prior to the special meeting:

- *Contact SHPO staff and Sarah Hansen, National Trust Field Rep., regarding data on loss of elementary schools on historic districts.*
- *Provide a packet of information to Preserve Brookings board of directors.*
- *Provide a packet of information to School Board members.*
- *Ask SHPO if they would be willing to write a letter in time to be read at the meeting.*
- *BHPC members will contact school board members with information.*

Commercial District –National Register District:

- **Downtown Brookings Inc. (DBI Board Report).** Fishback serves as the BHPC representative on the DBI Board. As a result of a planning meeting, the group has put forward a 5 year plan to be given to the Vision Brookings group who is preparing priorities for the community.
- **History and Garden Festival** – The BHPC had a booth at the festival and co-sponsored the plaster workshop speakers. Scott Peterson did a 3 hour hands-on presentation with 16 participants. There was also a stucco workshop with 10-15 people in attendance. Placing handouts on participant chairs was a suggestion for future events.
- **Post Office** – The Postmaster is interested in doing work to the Brookings Post Office lobby this summer and was seeking grant funds or a local sponsor to help pay of the costs. A Deadwood Grant was suggested, but the timeline probably won't work.

University District –National Register District:

- **Presentation Request** – Gerald Bergum, Golden K member, contacted Fishback to request a PowerPoint presentation on the University District at meeting in June, August, or September meetings.

City Clerk's Report

- *"Picture This" Reminders*
- *Joint City Council Meeting with Planning Commission – June 7th (related to housing near SDSU)*

Meeting adjourned at 6:00 p.m.

Submitted by Shari Thornes

Brookings Historic Preservation Commission

June 2, 2005

A meeting of the Brookings Historic Preservation Commission was held on Thursday, June 2, 2005 at 4:00 p.m. in City Hall. Members present: Pat Fishback, Carrie Van Buren, Wayne Hexem and Mark Kelsey. Members absent: Stephen Van Buren, Richard Shillander, and Mary Bibby. 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 Van Buren, seconded by Kelsey, to approve the agenda as amended. All present voted yes; motion carried.

Minutes. A motion was made by Van Buren, seconded by Kelsey, to approve the May minutes. All present voted yes; motion carried.

Next meeting. Thursday, July 7, 2005 at 4:00 p.m.

Preserve Brookings.

Preservation consultant Betty Anne Beierle will conduct a facilitated training session for the Preserve Brookings Board of Directors on June 27th. She fly into Sioux Falls on Sunday, June 26th and return on Tuesday, June 28th. A commission member is needed to provide transportation to and from the airport. A special BHPC meeting will be held Tuesday morning, June 28th, at 8:00 a.m. at Perkins to review the training session and review the City's Preservation Plan.

Central Residential Historic District:

Central Elementary School: After the May 12th BHPC meeting informational packets were prepared and distributed to members of the Preserve Brookings Board, the BHPC members, and the Brookings School Board. Jay Vogt, SHPO, also sent a letter regarding the impact the loss of Central Elementary would have on the two Brookings residential historic districts. A special School Board meeting was held on May 17th to discuss the issue.

Commercial District –National Register District:

Downtown Brookings Inc. (DBI Board Report) - The Board took a position on Central Elementary School and sent a letter to the School Board.

University Residential District –National Register District:

Golden K Presentation Request – Gerald Bergum has requested a PowerPoint presentation on the University Residential District sometime in August or September. He has also offered to prepare the material and presentation, including taking pictures. It was suggested that we provide him with the University District Brochure pictures and text to convert into a PowerPoint.

Lisa Star, 703 9th Street, has requested historical information on her home. It is a contributing property in the University Residential National Register Historic District and would qualify for tax benefits.

New Owners – The Lamberton House on 8th Street and former Robertson House, both in the University District, have been sold. Kelsey volunteered to deliver *Home Owner Packets* to the new owners.

City Clerk’s Report

“Picture This”

- June – Pat
- July – Carrie
- August – Wayne
- September 2005 to September 2006 – Stephen (SDSU 125th celebration)

June 7th City Council / Planning Commission Meeting - The City Council will hold a special joint planning session with the City Planning Commission on June 7th to discuss housing related issues near the University. Fishback said receiving definitions of zoning types would be helpful to see. There was a question how many housing units are provided on campus. The Commission wants to meet with Dan Hanson, City Planning & Zoning Administrator, after that meeting and also request a time to meet with the City Council to discuss the impact zoning has on historic districts.

Preserve America Application – The application was sent by the deadline.

2006 Budget Narrative – The budget narrative was submitted to the City Finance Manager.

Portland Conference – Two members of the Commission are funded to attend the National Trust for Historic Preservation Annual Conference in Portland, Oregon from Sept. 27th to Oct. 2nd.

Meeting adjourned at 5:15 p.m.

Submitted by Shari Thornes

July 7, 2005

A meeting of the Brookings Historic Preservation Commission was held on Thursday, July 7, 2005 at 4:00 p.m. in City Hall. Members present: Pat Fishback, Mark Kelsey, Carrie Van Buren, and Wayne Hexem. Mary Bibby, Richard Shillander and Stephen Van Buren were absent. Shari Thornes, City Clerk, was also present.

Chairman Fishback called the meeting to order at 4:10 p.m. and made the following opening statement, "This is the Brookings Historic Preservation Commission, the BHPC is a commission of city government whose purpose is to promote the inspiration, pleasure and enrichment of the citizens of Brookings and to identify, document, preserve, promote and develop the historical resources of the city. The powers and responsibilities of the Commission are set forth in SDCL 1-19B and City Ordinance 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 Kelsey, seconded by C. Van Buren, to approve the agenda. All present voted yes; motion carried.

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

Schedule next monthly meeting. August 4th at 4:00 p.m.

Brookings Preservation Plan Update.

Fishback and Thornes reviewed the Brookings Preservation Plan action plan section with consultant and plan author Betty Anne Beierle when she was here for the Preserve Brookings workshop. Action to approve updates was tentatively scheduled for October. A subcommittee needs to be assigned to work on the updates. It was further suggested to invite Dan Hanson to a meeting this fall.

Central Residential Historic District:

- *Central Elementary School* – The school is currently researching the boundary issue.

Commercial District:

- *Downtown Brookings Inc. (DBI Board Report)* - There is a special board meeting scheduled for July 12th to discuss the incentives for large retail developments that has been proposed by the city.

University Residential District:

- *Pending I.I.I Review – 607 Sixth Avenue - Paul Moriarty has applied for a demolition permit to remove the residential structure located at 607 6th Avenue in Brookings. This structure is a contributing property in the University Residential Historic District. The City sent a letter of notification to the State Historic Preservation Office on June 7, 2005.*
- *June 7th, 2005 Joint City Council meeting with Planning Commission related to housing near SDSU – The Brookings City Council held a special meeting with the Planning Commission to discuss housing near SDSU. Listed below are the minutes from that meeting.*

Maryz Ramus, SDSU Dean of Student Affairs, provided a summary of the report given to the City Council in April 2005. The number of students in dorms will stay the same. Goldberg Hall will allow 300 more students to be housed on campus. Berg and Bailey are currently close to capacity and new hall allows them to return as upper classes student housing. SDSU haven't seen an influx or heard concern that students can't find adequate housing in Brookings.

Bezdichek asked if this will be the last dorm built over the next 10 years? Yes, unless enrollment mandates additional housing.

Bezdichek also asked about private developers' concerns. As SDSU grows, it gets more into housing management. There are private entities in Brookings that can meet the needs. Dean Ramus said SDSU would like to own and operate any upper class halls. SDSU works hard to connect students to the university and they don't want to lose control of those facilities and opportunities.

Bezdichek said one issue is that students don't pay property taxes. If facilities were built by private entities, they contribute to the property taxes revenue for school system, etc. Tax exempt entities, as far as housing, don't contribute to property taxes. Ramus said the door is open if one were looking at more upper class housing.

Munsterman asked how we are going to identify increases in the formula. Ramus said the city is in a good situation. SDSU can look at incoming freshman class numbers and project retention through Junior and Senior years. If they experience a large increase in freshmen class, then can give the city a 2-year lead for planning time to meet increasing needs.

Ramus was asked if SDSU has any outlook for 5 years down the road. Ramus said it is difficult to make a prediction because there are so many factors that influence the plan that include the Legislature, Board of Regents, Federal Government and federal aid.

Munsterman asked what the residential housing plans are in the City's 2020 Comprehensive Plan. Dan Hanson said the updated 20 year plan averages 97 units that included all units totaled together (apts., 2 family dwellings, etc.) with 105 units average per year. The difference is getting more on the high end of single family rather than multiple units. Apartments in Brookings are built in cycles - - 60 built in 2002, 40 built in 2003, and 20 in 2004. From a planning standpoint, the city needs to provide enough land in R-3

districts to build apartments. We have many acres of R-3 land available. For low density or half-family dwellings, there are approximately 600 lots that could be platted in the short term if needed.

Munsterman asked how many students are located in any one particular area. Hanson said the college student is not a protected class. They can rent any house in the City. The City just supplies land for R-3 development, not for building apartments for certain classes of people. More R-3 zoning is needed in the south end of Brookings. The City has always encouraged and is seeing more mixed uses in twin homes. A newer subdivision on west side of Brookings has bulk in single-family dwellings, but developers are requesting some twin home development. Overall the city needs low, medium, and high density land available for development.

Munsterman asked how much R-3 area the city wants in any one particular area of Brookings. Hanson said developers use R-3 districts for its flexibility. There currently is ample low density and high density, but R-2 zones are a little scant.

Bartley asked if there are R-2 zones around SDSU. Yes, as established in the 1966 comp plan. Bartley said R-2 doesn't allow for a lot of uses. Do we want to concentrate students any greater than currently around SDSU? Hanson said the City has permitted only 2 boardinghouses in the last 15 months. There was one 7 person boardinghouse about 3 years ago. In the R-2 zone, the City cannot control the sale of property. It can go from a single occupancy to rental/ boardinghouse.

A motion was made by Bezdichek, seconded by Bartley, to move the meeting downstairs. All present voted yes; motion carried.

Hanson said requirements for parking are 3 spaces for a 2 bedroom home. Plans for apartments in R-3 zone have a maximum of 24 units/acre. The City has not seen a plan since 1995 that met all the requirements to be higher than 12 units/acre. Density around SDSU was created prior to any zoning the City ever had. There are many converted basements, and if those homes were torn down, duplexes wouldn't be allowed on those properties. This would lower the current density in that area.

Reed noted that there haven't been many R-2 boardinghouse permits issued. Is this because R-2 is conditional? Hanson said that is not part of state law, but is part of the law in many states. What the city tries to do is certainly unfair to the petitioner if they meet all requirements. There is a major impact on the neighborhood. The problem is if the city receives an application that meets standards, but no facts on why to turn it down; this wastes a lot of people's time. Not many boardinghouses are approved today. The city turns many away many applicants, especially once they are informed of the parking and land requirements. The conditional regulations passed in March 2004 have reduced the number of applications. The City Council has only approved 2 boardinghouse applications in the past 15 months, which added 2 people to that particular neighborhood. He noted that the land use can not be tied to social behavior. There could be 30 people living in a house, and 2 people don't want to abide by social norms, then there's a problem. Social behavior and land use have nothing to do with each other. Bartley commented that this is an enforcement issue. Enforcement is needed when a landlord allows more than the number allowed, or the students decide to add a roommate and not tell the landlord. The City has a housing inspection program, so why not enforce?

Reed said the point is not what has happened, but about the future and what the city does and doesn't want in density in certain areas of the city. Hanson said zoning is the tool to control population density. Once a community has set densities, the Council can start creating hundreds of nonconforming uses. He noted that property values are affected as well.

Munsterman asked the audience what they thought about the discussion so far, and looking at the future and increases in student housing, where do they see that happening. There was discussion regarding specific properties and zoning regulations.

Some owners noted that their areas are "going rental" and there is no control. There are pockets of student housing all over town and from environmental perspective that encourages more travel, more cars on campus and an even greater demand for parking around campus. Every student has a job and has a car for individual transportation. Putting R-3 zones away from campus encourages this. The University controls a lot of property around them that the city should ask for the University to utilize the pastures and research plots for student housing. Or ask the University to turn their land over to private development as they have a lot of land that isn't being used for the best use.

Bartley noted that there has been an increase of people in the Hillcrest area buying homes and turning them into rentals and traveling to campus and parking around campus. The University hasn't stepped up to the plate and developed land into parking lots or equivalent/needed housing. The University has the land, and the parking problem becomes the city's as the University hasn't taken the initiative to control it.

Gary Aguir said there are student slums in larger cities elsewhere where all homes turned rental. Mixed use areas are nice, but if we don't do anything, we will see student slums in Brookings.

Scott Dominiack said the city needs to talk about affordable single family homes. Return areas to R-1 zones for those who want to move out of apartments to the next step of affordable home ownership. We are eliminating the single family affordable housing by 'going rental.' There are a lot of rentals in that area currently and over 50% rentals in his area.

It was clarified that a house zoned R-1 could still be rented to 3 non-related people. A rezoning wouldn't get rid of rentals. Dominiack said it would eliminate the conditional use aspect.

Hanson said boardinghouses are allowed by right in R-3 zones. But, boardinghouses only comprise make up 1/2 of 1% of the housing stock in Brookings.

Bezdichek asked how SDSU planned to address the parking problem or if they feel there is one. Dean Ramus said SDSU has put in some large parking lots in recent years. They are also looking at shuttle system for across campus and trying to return it back to a walking campus. They are also looking at more outskirts parking. Bezdichek asked if they are adequately providing needed parking. Dean Ramus said they are keeping up, but are definitely not ahead of the game. There are also some students that don't/won't pay the parking fees as well.

Ryan Brunner, SA President, said the students would like to see in-town bus routes. Students also bring a lot of sales tax dollars to town. They want opportunities to live elsewhere in Brookings, not just on campus. But they also need the means to get to campus other than drive a personal car. He would also like to see the students educated on zoning ordinances, such as the number of people allowed to live in a home in certain zoning areas, etc. Munsterman noted that the city is working with Donna Hess on a city transportation survey.

Munsterman asked when looking at mixed use ratios, is there anything currently we can use? If we want to cut down on the number of rentals in a block, is there a tool we could use? Is it legal to do that? Steve Britzman, City Attorney, said it is legal as a land use issue. In terms of density, the city can regulate in a way that could limit the number of rentals in an area. The city can effectively limit the number of rentals in an area as a result of paying attention to density of land use.

Tom Yseth said the reality is that many houses are being purchased by parents of students and others looking to invest dollars. Many people in his neighborhood know the rules are bent, but that is how the students can afford to live. Students can't afford the apartment building rentals with strict occupancy requirements. There is a home that recently became a fraternity with 7 to 22 cars. Their R-2 zoning is in the "middle," it either needs to have apartment buildings (nice ones) or single family homes. We need to make it impossible for people to buy it for economic opportunity.

Mark Kelsey said single family housing has decreased every year since 1997. The people in his rentals want to buy them, as they can't afford homes currently on the open market. The best rentals by SDSU are the apartments. They are maintained, they are a business. The single family wants to buy a house, make a buck and cash it out. That is the problem. People are buying homes only to rent them out, not live there. Many laws in town don't get enforced (couches in front yards, parking the alleys, etc), this forces people to move from one neighborhood to another. Maybe we need to look at enforcement and maintenance standards. Too many properties are being owned by people who don't live in Brookings. It is as if we need to make a planned development district where laws wouldn't be enforced.

Munsterman suggested another meeting in 4-6 weeks to discuss code enforcement.

Portland Conference. Fishback, Bibby and Kelsey expressed interest in attending the National Trust Annual Conference in Portland.

Announcements/Correspondence/Communications

- Preservation, July/August 2005
- Naturalization Records at the SD State Archives
- SD History, Spring 2005
- The Alliance Review, May/June 2005

Meeting adjourned at 4:50 p.m.

Submitted by Shari Thornes, Brookings City Clerk

Brookings Historic Preservation Commission
August 4, 2005

A meeting of the Brookings Historic Preservation Commission was held on Thursday, August 4, 2005 at 4:00 p.m. in City Hall. Members present: Pat Fishback, Stephen Van Buren, Mary Bibby Carrie Van Buren, and Wayne Hexem. Members absent: Richard Shillander and Mark Kelsey. 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 S. Van Buren, seconded by C. Van Buren, to approve the agenda. All present voted yes; motion carried.

Next meeting. Thursday, September 8, 2005 at 4:00 p.m.

Update on Preserve Brookings. Thornes reported that she will need to close out the 2004/2005 grant by 9/1/05.

She contacted Steve Britzman, the attorney who prepared the articles of incorporation and bylaws, regarding submission and final payment. He reported that the Bylaws and Articles were complete and he had not heard from Michelle Smith, PB Board, as to whether the Bylaws were approved. He will be filing the Application for Tax Exempt Status.

Thornes will also contact Betty Anne Beierle, facilitator, regarding final payment and close out.

Preserve America Designation.

The City of Brookings has been officially designated by the White House as a “Preserve America” community. Thornes will email out an official press release on August 5th.

Members were provided with informational materials. Included in those materials was a nomination form for the Preserve America *Presidential Award 2006*. S. Van Buren offered to review the nomination form and make a recommendation at the September meeting.

Central Residential Historic District—National Register District:

- *Central Elementary School*
 - The School seems to be doing more exploratory work on the boundary expansion. Rather than change boundaries they may reconfigure and realign students. The Commission will check with Shillander to see if he has any updates on the issue.
 - Thornes commented that Sarah Hansen from the National Trust may be in SD in September. Hansen was very helpful in pulling information together on the school issue. Members asked if she would be available to attend the 9/8 meeting.
- *929 4th Street (Board of Adjustment Request)*
 - This request was brought to the Commission's attention because 929 4th Street is a "stand-alone" National Register property that was listed prior to the district listing. Thornes will contact the property owner to offer a technical assistance site visit by SHPO staff.
- *Courthouse*
 - Linda Donley from the Third Judicial Circuit contacted Fishback about their plans to install free-standing drop boxes on the courthouse lawn. Before they proceed with this project, they were inquiring as to preservation-related procedures.
 - Jason Haug, SHPO, said adding a drop box to the square then this sounds like a small enough project that unless the HPC sees the project as potentially having an adverse affect on the courthouse, then they would not need to review it.
 - There was consensus of the members that this issue was reversible and would not negatively impact the Courthouse. Fishback will email Donley with a reply.

Commercial District –National Register District:

- *Downtown Brookings Inc. (DBI Board Report)*
 - Fishback said the board is contacting investors for support of the project.
 - Owners of Capital Line, a local venture capital company, recently restored the railroad depot and are planning for a September community celebration.

University Residential District –National Register District:

- *11.1 Review – 607 Sixth Avenue (enclosure)*
 - A copy of the SHPO response was provided to members. The City will be required to prepare an abbreviated case report to be completed by the City Clerk. Thornes will contact the property owner to obtain information for the report. The BHPC will be asked to review and comment on the case report at the September meeting.

City Clerk's Report.

- *Portland Conference* – Final booking of the Portland conference needs to be made within a week. Those attending need to contact Thornes will registration details.
- *Grant Closeout* – Thornes will need to close out the grant by 9/1/05.
- *Picture This* – Commencing in September, S. Van Buren will be preparing the monthly Picture This segments

Norby Collection Report. Van Buren reported he has new equipment that will scan negatives. They will focus on downtown addresses. Most of the citizen inquiries are for commercial properties. 15,000 pictures have been indexed. No private financial contributions have been made to the project.

Announcements/Correspondence/Communications

- *DBI Agenda, July/Aug 2005*

Meeting adjourned at 5:15 p.m.

Submitted by Shari Thornes

Brookings Historic Preservation Commission
September 8, 2005

A meeting of the Brookings Historic Preservation Commission was held on Thursday, September 8, 2005 at 5:00 p.m. in City Hall. Members present: Pat Fishback, Stephen Van Buren, Richard Shillander, Mary Bibby, Carrie Van Buren, and Wayne Hexem. Members absent: Mark Kelsey. Shari Thornes, City Clerk, was also present.

Chairman Fishback called the meeting to order at 5:00 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 S. Van Buren, seconded by Shillander, to approve the agenda. All present voted yes; motion carried.

Minutes. A motion was made by Bibby, seconded by Hexem, to approve the August minutes. All present voted yes; motion carried.

Next meeting. Thursday, October 6, 2005 at 4:00 p.m. S. Van Buren noted that he will be absent on 10/6. There was discussion regarding changing the start time for future meeting from 4:00 to 5:00 p.m. No changes were made. The Commission will discuss the issue further at the next meeting.

Review and possible comment on Abbreviated Case Report for 607 Sixth Avenue. Property owner Paul Moriarity was present. Jason Haug, SHPO staff, reviewed the site with the City Clerk on August 17th. The City Clerk prepared an abbreviated case report which was provided to the BHPC members by mail August 19th for their review and comment.

Van Buren asked for meaning clarification of the phrase “adverse effect.” Thornes said the removal of any contributing property in an historic district receives an automatic ruling of adverse effect by the state office.

Bibby noted she felt the legal process had been followed on this issue. Site visits by the City Clerk, a BHPC Commissioner and SHPO staff found the house to be structurally deficient.

There was a question if federal funding had ever been used for this building or site. Thornes said this property has never received preservation tax credits, but this question is not asked in the city's review process. It may be a good question to ask by the state.

Locations to move the house are limited. The Esther Heights Addition south of Brookings is home to many relocated older structures, but it was unlikely that this structure could be moved there.

Use by the Habitat for Humanity organization as a rehabilitated home for a family was suggested. The local Habitat organization did rehab two historic bungalows that were relocated from 8th Street to the Faculty Drive area. They found the rehab to be more costly than to build new and are not currently interested in further older building rehabs. Fishback noted that the bungalow project was very successful.

She also commented that there are contractors that like projects such as this house. The property owner was encouraged to make attempts to advertise the house as a give-away.

Fishback said she hopes that property owners will be interested in converting those houses in business zones into new uses rather than tearing them down. When the structure can not be reused or adapted and new construction is necessary, it is important to look at what is going to be constructed. It is ideal when the new building blends with the neighborhood in terms of height, scale, mass, materials, and roofline.

Fishback asked Moriarty how close the new construction would be to the north property line.

Moriarty said 3 ½ feet, but he noted that in a commercial zone he could construct to the property line.

Shillander commented that when a National Register structure is demolished or moved, it is "de-listed" from the Register.

Moriarty noted that he plans to save and move the garage. Members commented that there are elements of the house that should be salvaged. He expressed concern regarding liability when allowing people to salvage.

Some cities address salvage in their ordinances and the BHPC should review that information.

MOTION: "A motion was made by Stephen Van Buren, seconded by Mary McClure Bibby, to agree with the findings of the case report as presented; however, the Commission regrets the demolition of any contributing property in an historic district." All present voted yes; motion carried.

The final abbreviated case report and BHPC official comment will be submitted to the SHPO on September 9th.

Moriarty commented that there is very little commercial property in the District. He obtained the property four years ago and made several variance attempts during that time. It wasn't until he applied for his building permit this fall, was he alerted that the property was in a historic district and review process was needed to demolish.

Preserve America Presidential Award 2006.

The BHPC opted to not pursue an award nomination this year. The Depot was suggested as a project. Providing the information to the CVB Director was suggested.

Central Elementary School. The school closing is on the back-burner right now with nothing further planned for this year. The School Board is rethinking the boundary lines related to Title I funding.

Downtown Brookings Inc. (DBI Board Report). Fishback said her term is up on the Board of Directors. The BHPC had asked for a voting position on the Board some time ago. The BHPC was instrumental in the creation of the organization. Getting a permanent position on the Board may require a changing in that Board's bylaws. The group meets the third Thursday monthly at noon. If the BHPC requests a permanent voting member, then someone must always attend. No action was taken.

City Clerk's Report.

- 705 4th Street – The property owner has requested a demolition permit for the attached garage.
- Sarah Hanson, National Trust rep, had planned to come to Brookings for this meeting, but can't travel until after the 10/1 budget cycle starts.
- The City has been experiencing a rash of street sign thefts, but according to the Street Superintendent, no district street signs have been taken to date.
- The 2004/2005 grant was closed out and all appropriate documentation was sent to the state by the Sept. 1st deadline.
- Jason Haug was in town on August 17th for two technical assistance site visits.
- Final details on the National Trust Portland trip were discussed. C. Van Buren, Bibby and Fishback are attending.

- The State has hired a new person to fill Joy Sear's position.
- **Norby Collection Report.** Van Buren reported that there is interest in building a new facility to house Daschle papers.

Announcements/Correspondence/Communications

- o *Forum Journal, Summer 2005 (check-out)*
- o *Preservation, Sept/Oct 2005 (check-out)*
- o *The Alliance Review (handout at meeting)*
- o

Meeting adjourned at 6:30 p.m.

Submitted by Shari Thornes

Brookings Historic Preservation Commission
October 6, 2005

A meeting of the Brookings Historic Preservation Commission was held on Thursday, October 6, 2005 at 4:00 p.m. in City Hall. Members present: Pat Fishback, Mary Bibby, Carrie Van Buren, Wayne Hexem, and Mark Kelsey. Richard Shillander and Stephen Van Buren were absent. Shari Thornes, City Clerk, was also present.

Chairman Fishback called the meeting to order at 4:10 p.m. and made the following opening statement, "This is the Brookings Historic Preservation Commission, the BHPC is a commission of city government whose purpose is to promote the inspiration, pleasure and enrichment of the citizens of Brookings and to identify, document, preserve, promote and develop the historical resources of the city. The powers and responsibilities of the Commission are set forth in SDCL 1-19B and City Ordinance 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 Kelsey, seconded by C. Van Buren, to approve the agenda. All present voted yes; motion carried.

Minutes. The adjournment time was corrected from 5:15 to 6:30 p.m. A motion was made by Hexem, seconded by Bibby, to approve the September minutes as corrected. All present voted yes; motion carried.

Schedule next monthly meeting. November 3rd at 5:00 p.m.

Report on National Trust for Historic Preservation Annual Conference.

Fishback, Bibby and Carrie Van Buren attended the National Trust Conference in Portland. Fishback will give her report in November.

Van Buren gave the following summary of the sessions she attended:

Preserving Cultural Landscapes through Civic Agriculture

September 29, 2005

Speakers: Kirk Ranzetta, David Mas Masumoto, Robert Schumacher, and Joshiah Dean

Civic Agriculture = sustainable agriculture

Goals of the session were:

- Raise awareness about the role local, state, and national agricultural policies have in impacting historic agricultural buildings, working landscapes, and rural culture.
- Understand the changing identity and profile of American farmers.
- Understand the relationship between civic agriculture and historic preservation.
- Understand the opportunities of integrating historic preservation concerns into the notion of civic agriculture particularly on the urban/suburban fringe.
- Understand the benefits of local food production and its contributions to community and cultural identity.
- Learn how to integrate the sustainable concepts behind civic agriculture into your non-profit's mission and to understand the associated challenges.

Civic agriculture is an economic model whose venue (farmers' markets, local bakeries, local fruit sellers...) enhance a community and add symbolic social value. They provide gathering places, which provide opportunities to socialize/meet & greet. Develop community. This adds to the quality of life in a community.

Community and business leaders who are concerned with quality of life issues could develop guidelines for buying from local producers. A growing concern among consumers is knowing where their food comes from, has it been grown in a healthy manner, is it nutritious...

Civic agriculture has slower returns. This is a hard sell to producers who want a high and quick profit margin. Civic agriculture models seem to work better in metropolitan areas than in rural areas because rural economies don't support the prices. If you are in a rural area with high tourism the civic ag. will work.

- *Concerns raised about social equity of civic agriculture. Since organically grown and locally produced products are priced higher, this will exclude a huge number of consumers from buying. Are growers paying their field workers fairly, etc. According to Masumoto (a producer/farmer), most farm laborers are paid fairly and treated well by employers—of course there are always the “bad guys” who give everyone a bad reputation. Josiah Dean (Oregon Caves Outfitters) and Masumoto stated that farmers are like any other employer—in order to have satisfied and productive employees, you have to treat your employees fairly. “But yes, you are not going to get rich doing farm labor.”*
- *Perceptions of price barriers—are the majority of people going to be able to pay the prices small producers ask? Compare price of 1 pound of peaches for \$2.00 vs. 1 pound of Twinkies for \$6.*

Food distribution centers have changed. Terminal markets have shifted to large chain store warehouses. Trucking companies are the hardest part of the distribution chain. They are expensive, deliveries are not consistently done in timely manner, rough handling of produce means that half your crop is going to be damaged and thrown out by the time it gets to the grocery store shelves.

Teaching about civic agriculture in local schools.

I think this was a school in Michigan that developed a course with “LUNCH” as the subject. This was used to teach about where food comes from, economics, nutrition, food safety, food preservation, etc.

To ensure that there is no encroachment of suburbs into viable and valuable farmland, communities need to develop methods for transferable easement rights and succession of farmland.

FOOD IS A CULTURAL PRODUCT.

Farming takes PLACE somewhere. Historic preservation is about place, culture, and community. Agriculture is regional by nature.

Civic agriculture is stories and memories; you have to have a passion and it has to be fun.

Civic agriculture is complex system production agriculture is not. Civic agriculture is individualized for the customer.

CIVIC AGRICULTURE	PRODUCTION AGRICULTURE
Who, what, where, when, how	How much money will one make
Grows smaller quantities and process is not fast.	Produces product as fast as possible and grows in massive quantities
Ships products directly to market	
Agriculture on a human scale	Does not involve the consumer

Grocery Stores as Urban Anchors

September 29, 2005

Speakers: Brian Rohter, Douglas Obletz, and Don Arambula

Affordable Housing in Historic Properties

September 30, 2005

Speakers: Jeff Durbin, Patrick Shattuck, Betty Tamm, David Blick

Big Boxes and Main Streets

September 29, 2005

Speakers: Stacey Mitchell, Jim Bernard, and Kennedy Smith

I have grouped my notes from these three sessions together because they contained so many related themes. At all the sessions I attended there were many discussions about quality of life issues and the need to develop and design communities based on quality of life.

Developers need to begin earnestly looking at using existing buildings. They must consider land use and environmental issues. In many ways the impact of sprawl on communities is devastating.

Don Arambula, developer of Museum-Place, Portland, OR. (www.museum-place.com)

- Great Main Streets are useable, comfortable, and are a community.
- Other neighborhood anchors include churches, schools, and libraries.

Grocery stores need to be:

- *Competitive with Wal-Mart*
- *Reduce the number of miles driven. Remember that our population is growing older and many older people do not have cars, do not like driving in heavy traffic, or at night. Grocery stores need to be within walking distances to residential areas.*
- *Transit oriented. If appropriate transit options and parking are not provided, you raise all sorts of problems—poor air quality, noise pollution, traffic flow and safety issues....*
- *Adequate parking need to include parking for bicycles!!!*
- *Museum-Place in Portland has a 2 story Safeway grocery store with underground parking and affordable housing apartments above it. There is also green space terrace on the roof of the grocery store. Affordable housing units have to have mixed income levels. This will mirror the make up of a neighborhood.*

Betty Tamm, Umpqua Community Development Corporation (UCDC), Roseburg, OR.

Grand Hotel Affordable Housing project

- *In 1959, Roseburg, Or was leveled by a blast from a truckload of dynamite. The entire town was flattened, yet the Grand Hotel remained standing. The hotel was located on the edge of town farthest from the blast. So, the downtown is basically “new.”*
- *The UCDC acquired the hotel for \$1 and \$75,00 worth of debt. They have 14 funding sources for their project.*
- *When they got into the building with their engineers and architects, they discovered that the center of the building was collapsing. They straightened the building and continued on. This was the hardest and most expensive part of the renovation.*
- *The hotel has an old birdcage elevator that is 4” shy of ADA requirements. Instead of removing the elevator they built a plywood mock up of the elevator and consulted with their local disabilities people. The disabilities group had volunteers who were blind, in wheelchairs, walkers, etc. “test-drive” the elevator mock up and critique it. They all found the elevator to be useable, so the Disabilities group and the SHPO wrote letters of support for the project to whoever it is that enforces ADA rules and won approval for the elevator. Moral of the story: don’t give up, work cooperatively with what ever agency you have to, and don’t dismiss a project because a first glance it looks to be too much work.*
- *With affordable housing projects you need to be creative!*

The hotel worked out an agreement with a local women’s’ home and job training office that the first floor housing would be available at very low rents to their clients. The women’s’ home runs a flower shop across the street from the hotel and a business a couple of blocks away. Some of the residents also work in the restaurant that is on the main level of the hotel.

Vermont housing and Conservation Board works within the entire state of VT. They have linked historic preservation with affordable housing and environmental conservation. They discussed projects that are very similar to Roseburg, OR. One project he spoke about was the “make-over” of an entire block small

town (pop. approx. 800). Their goal was to create affordable housing with mixed income levels. They incorporated a Little League field and a playground into the site!

BIG BOXES

- Big box businesses destroy community/neighborhoods.
- Communities need leaders who will listen and be responsible to their citizens.
- By the time a big box plan is revealed, it is too late to re-train downtown businesses in how to attract business.
- It is a MYTH that big boxes create jobs. They temporarily create jobs, yet in 6 months to a year there is actually a net loss of jobs.
- Big boxes want the whole pie. They will cannibalize their own stores to get bigger profit margins. The primary purpose of large retail chains is to provide consumers with wide selection and low prices. Local ownership, dispersal of wealth, charity and civic contributions are very low priority for these mega-stores.
- Quality of life is lost due to homogenization.
- Big box businesses are really monopolies. Investigations into anti-trust violations and violations of fair trade practices continue.

- With public policy makers: encourage them to stop favoring chains.
- Level the playing field: prohibit subsidies that are offered to big boxes, tax or impose license fees for big boxes within city limits, limit the size of the store.

- Shop locally OWNED businesses.
- Encourage local businesses to use loyalty and gift cards.
- Hold annual "Best Business Plan" contest. The winner could receive a small grant to improve their business.
- Establish community owned department stores.

Protecting Language and Cultural Resources: Tribal Perspectives

September 30, 2005

Speakers: Roberta (Bobbie) Conner, Albert LeBeau III, Kenneth Ames, and woman from ND (didn't get her name)

This was an interesting, yet odd session. Once the session began everyone in the room was severely scolded (by the woman from ND) for being white and we should all feel bad for the situation the Native Americans currently find themselves. Several people got up, left the room, and did not return. The moderator (Bobbie Conner) reminded her that this audience was here because they wanted to learn about tribal affairs and that it did no good to insult and alienate those who know how to accomplish what they, the Indians, want to accomplish.

Priority for the tribes is CULTURAL RESOURCE PROTECTION. Archaeologists and Native Americans have to keep talking and work out mutually agreeable ways to deal with research and culturally sensitive materials. Reactions to various research requests and handling of materials will vary between tribal groups.

www.plankhouse.org tells about an archaeological site on the Columbia River that has rich undisturbed sites dating from 500 AD to approximately 1840. Cathlapotle is a town site that was occupied at the time the Lewis and Clark and it is estimated that it had a population of approximately 900 people. Chinookan peoples lived in this area and constructed plank houses. Interesting buildings!

Campus Heritage Preservation

September 30, 2005

Speakers: Paul Falsetto, Thomas Lollini, and Michael Teskey

Don't quite know what to say about this session. I thought the speakers were all incredibly arrogant. The campuses that were there (UC Berkley and Reed College) have administrators who are sympathetic and understand that historic properties and landscapes add much to the college experience and appearance. The packet of information from the session should be passed on to someone in the SHPO Office or SDSU campus. It would be interesting to see if SDSU could obtain one of the Getty Foundation's Campus Heritage Initiative grants for a survey/inventory of historic buildings and landscapes and to design a plan.

Mary Bibby also attended the conference and reported that the conference showcased the city of Portland. She noted that South Dakota received a preservation award for the State entering into an agreement with the tribes to preserve Indian burial remains.

The Supreme Court in a 5/4 decision has granted governing bodies the ability to declare eminent domain on private land for economic development purposes to be developed by private developers.

Central Residential Historic District:

- *11.1 Review - 702 4th Street (Review Status)* – The State has signed off on this review. No comment from the BHPC is required.

Commercial District –National Register District:

- *Kendall's Building – Exterior Tile Questions* - The owners of Kendalls requested technical assistance on their historic tiles in their entryway. The problem is the tiles are too slippery when wet. Thornes has contacted SHPO to request technical assistance.
- *District Plaque Installation* – Thornes will review the report that former member Jim Talbert worked on and report a summary at the next meeting.

- *Downtown Brookings Inc. (DBI Board Report (discussion regarding BHPC voting participation) – The Commission discussed the desire to have a member on the DBI board as voting member.*

University Residential District –National Register District:

- *11.1 Review Status – 607 Sixth Avenue (enclosure) - No report. The SHPO has signed off on the project.*

Announcements/Correspondence/Communications

- *SD History Summer 2005 (check-out)*
- *MainStreet News (Aug 2005)*
- *Forum News (Sept/Oct 2005)*
- *The Alliance Review (July/August 2005)*

Meeting adjourned at 5:00 p.m.

Submitted by Shari Thornes, Brookings City Clerk

Brookings Historic Preservation Commission
November 2, 2005

A meeting of the Brookings Historic Preservation Commission was held on Wednesday, November 2, 2005 at 4:00 p.m. in City Hall. Members present: Pat Fishback, Mary Bibby, Carrie Van Buren, and Wayne Hexem. Members absent: Stephen Van Buren, Richard Shillander, and Mark Kelsey. 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 Bibby, seconded by C. Van Buren, to approve the agenda. All present voted yes; motion carried.

Next meeting. Thursday, December 1, 2005 at 5:00 p.m.

Preserve America

Thornes and Mayor Scott Munsterman will be attending the recognition ceremony in Washington, DC on November 9th.

The grant application for the Preserve America program is due December 16th. The following grant ideas were discussed:

- Planning:
 - Development of the ordinances
 - Include Planning Commission overlay zones – bring in facilitator to meet with the BHPC and Planning Commission on the topic
- Training:
 - For local planning officials and commission
- Historic Resource Planning:
 - Shawnee Hotel condition assessment
- Regional Tourism
 - Supported by the Government
 - Vision Brookings
- Downtown Streetscape project

- Can the \$357,000 HUD grant be used as match for this project?
- Historic lighting?
- James Martin – Paint & Pals program – buy paint, coordinate with Preserve Brookings (under preserving historic resources category)
- Workshop on energy efficiency for historic houses (green construction).
- Coordinate open houses for tax projects.
- Heritage Tourism
 - Marketing of events
 - Black & Yellow Trail
 - Laura Ingalls Wilder Festival

People to contact to gather input on the grant ideas: Doris Roden, Dick Olsen, Tom Manzer, Preserve Brookings Board, Dan Hanson, Allyn Frerichs, Planning Commission Chair.

Grant Writing Subcommittee – Fishback, C. Van Buren, Hexem

Report on National Trust for Historic Preservation Annual Conference. Fishback gave the following report on the Conference:

2005 National Preservation Conference, Portland, Oregon

For this presentation I will focus only on the workshops which had information which I felt was immediately applicable to Brookings. At some point, we may want to review ideas from sessions whose additional notes I have not included here on Oregon Measure 37 which requires governments to compensate land owners when land use regulations reduce the value of their property; Eminent Domain, A Double Edged Sword for Preservation; Preservation Development: When is Demolition Ever Justified and, I also have 3 CDs on a 4 hour workshop titled “Preservation Neighborhood Transformation Initiative: When Information is Power”.

Developing and Implementing Codes for Historic Buildings:

Performance Based Codes have been introduced around the country. This workshop dealt with relevant fire/life safety challenges, the basics of performance based codes and their benefits and how Port Townsend, Washington., has been successful in developing, adopting and implementing codes that address historic buildings on the state and local level.

Speakers: Chris Marrion, Associate Principal/Fire Strategist, Arup Fire. Major points of his presentation: Building Codes have existed since the time of Hammurabi. One of those codes stated that the owner of a building shall be killed if any part of his building falls on his neighbors. Now, the best fire codes are designed using science, engineering and common sense. He outlined an 8 step approach to save property and lives. Particularly he emphasized making sure the fire alarm in the building goes to the fire department and plugging ducts which are too large.

CLG member Port Townsend (the city has a website) has 2 National Historic districts, the HPC was established in 1980 & then reviewed changes for commercial buildings, compliance was voluntary, they

did no review of residential buildings. In 1990 overlay district used local guidelines for exterior massing, orientation of building in downtown and adopted administrative guidelines for colors and fonts, these were mandatory. Conditional use changes in residential were all reviewed. People were confused about two different codes. In 2001 the city council formed a Citizens Task Force which also included the CLG members. The outcome was that, among other things, now the CLG gets to look at demolitions and if they say go ahead and demolish, they can ask about what would go in its place. If they say No, you can't demolish, the city manager appoints independent sources to do structural and economic studies. According to this speaker, Dallas and Eureka, California has good guidelines and will share electronic or hard copy of their codes.

Jan Zimmer, Plans Examiner, Development Services Department, City of Port Townsend: Has a brochure "Access to Historic Buildings for the Disabled", Washington State, available online.

Washington State appears to have adopted amendments to the ADA???? The community has a DASH consultant/committee who is federally funded and helps communities evaluate how they are doing in meeting the ADA requirements. As the plans examiner, Jan works with people to consider the economic impacts of historic preservation and her office has a "Pre-application" process which allows people who are thinking of moving into a building to discuss what they will do if they buy a specific historic building.

Workshop: Creative Marketing Strategies for Heritage Tourism

Speakers, a local preservation commission member; a National Park Service member and the Executive Director of the Essex Mass. Heritage Commission.

The most exciting part of this presentation was on the "Doors Open" program. I'll be handing out the printed information and websites. A member of the local preservation commission from Lowell, Mass. talked about having done a National Preservation week event each year and wanted to create something with more appeal. Doors Open in Lowell, Mass is now a celebration of Lowell's preservation success, architecture and design and gaining access to those buildings that best exemplify success.

Lowell Mass has four parts to the Doors Open event.

- One part of it allows the public to gain access to buildings that are recently renovated and for contractors to show off the buildings they have completed.
- Another part of the event is Doors Open Xtras and this involves the public being able to see a site talk with the landscape architect who has done a special design in a park or to see a new project and talk with the museum curator who has opened a new children's exhibit at the museum or meet and talk with the librarian about the "Art in the Library"; or the organ player at a local church etc..
- Another part is called Doors Unhinged and it involves an exhibition and silent auction of a whimsical collection of artistically-enhanced doors. Because Open Doors Lowell is about opening the doors to many of Lowell's historic buildings, this event extends the theme.
- Finally, there is a part of the project that allows the public to get inside areas that are not usually open to the public (this could be part of the main Doors Open event). The public can go into old commercial or industrial buildings or former civic or institutional structures. Someplace where the public usually cannot go. I thought of our tour of Sexauer elevator, but also could think of other areas, such as the Sawnee Hotel, even City Hall where people might not come very often, the Courthouse court chambers, buildings on campus? Upstairs above downtown businesses? Etc.

Meeting adjourned at 5:50 p.m.

Submitted by Shari Thornes, Brookings City Clerk

Brookings Historic Preservation Commission
December 1, 2005

A meeting of the Brookings Historic Preservation Commission was held on Thursday, December 1, 2005 at 5:00 p.m. in City Hall. Members present: Pat Fishback, Mary Bibby, Carrie Van Buren, Wayne Hexem, Stephen Van Buren, and Mark Kelsey. Richard Shillander was absent. Shari Thornes, City Clerk, was also present.

Chairman Fishback called the meeting to order at 5:00 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.”*

Retiring Board Members – Fishback and Kelsey announced that they had requested not be reappointed and this was their last meeting. They were thanked for their years of service on the Commission.

Agenda. A motion was made S. Van Buren, seconded by Bibby, to approve the agenda. All present voted yes; motion carried.

Next meeting. Thursday, January 12th at 5:00 p.m.

Preserve America Grant Application.

Fishback, C. VanBuren, Hexem, and Thornes met with Doris Roden, DBI, and Deb Garbers, CVB, regarding the grant application. Another meeting is scheduled for December 2nd at 10:00 a.m. The subcommittee reported that there was consensus to request funding for the development of an overall heritage tourism plan for the city. The plan would identify how each entity fits into the overall tourism plan. There are many different plans; however, none are coordinated. Match for the funds is an issue the subcommittee is working on. The deadline for the grant is December 16th.

2005 Annual Report(s).

The Commission’s 2005 Annual Report to the City is due February 15th. The report to the State is due in February. Fishback identified topics that need to be included in the report and asked individuals to write the narrative on each:

- I. DBI – Fishback.

2. Preservation Week Activities (Mayor's Award).
Fishback noted that the chair has written the summary on the Mayor's Award. The Council has requested pictures of the winning projects at future presentations.
3. Picture This – Thornes
4. Norby Collection – Stephen Van Buren
5. Preserve Brookings
6. History Garden Festival – Thornes
7. I.I.I Summary – Thornes

Formation of Nominating Committee / January Election of Officers.

Bibby and Shillander volunteered to serve on the nominating committee. Election of chair and vice chair is scheduled for January. It was noted that being on the nominating committee does not exclude them from being elected. The committee will present a slate of officers in January.

Central Residential Historic District—National Register District:

- Central Elementary School remains an issue.
- Rick and Joanie Holm purchased the former Episcopal Parish and plan to rehab it as a tax project including a new foundation. Fishback noted the setback issue that presented problems to the Born house foundation. Checking into this before the project starts was suggested. Mark agreed to deliver a packet to the Holms.

Commercial District –National Register District:

- *Downtown Brookings Inc. (DBI Board Report)*- Fishback will be going off the DBI Board. At their last meeting, DBI asked if a member of the BHPC would be interested in serving on the committee as a way to connect with the DBI. No action was taken.

University Residential District –National Register District:

- *Maintenance Ordinances* – Kelsey expressed concern that the University District was slipping away due to the city maintenance ordinance not being enforced. Landlords are ignoring overall maintenance and appearance of their properties.
- *Transformers* – Fishback expressed concern about the recent appearance of electrical transformers in the historic neighborhoods noting that this constitutes a city project and is reviewable under State Law 11-1. The Commission requested a letter be sent to the Brookings Municipal Utilities company and the City Manager with copies to the SHPO.

Norby Collection Report. Van Buren reported that a reception is planned in January. Another 35K images will require identification and cataloguing.

Announcements/Correspondence/Communications

- *Preservation – Nov/Dec 2005*
- *Forum News – Nov/Dec 2005*

Meeting adjourned at 6:30 p.m.

Submitted by Shari Thornes

2005 Workshop Project

Downtown Brookings Inc.

History & Garden Festival

The History and Garden Festival, May 6-7, in the Park & Rec building, will feature a flea market, antique appraisal, preservation workshops, garden talks, activities for kids, entertainment, food and prizes.

The Flea Market will be open from 4 to 7 p.m. on Friday and 8 a.m. to 4 p.m. on Saturday. Regional vendors will offer for sale: antique furniture, collectibles, antique chandeliers and lamps, books, glassware, pictures, jewelry, pottery, gardening items, bird houses, antique tools, and refinished and primitive furniture.

The Antique Appraisal is from 11 a.m. to 1 p.m. Bring items to have valued or to learn more about. Cost is \$3 for one item or \$5 for two.

Agenda:

- 9 a.m. - Window Restoration - Scott Petersen
- 10 a.m. - Grandma's Garden - Lyn Darnall
- 11 a.m. - Antique Appraisal
- 1 p.m. - How to Use Ebay - Chuck Fedt
- 1 p.m. - Plaster & Stucco Techniques - Robert Souter

Preservation workshops are funded by Deadwood Funds and the Brookings Historical Preservation Commission.

Activities for kids will be from 10 a.m. to 2 p.m., and include sidewalk chalk art, seed planting, art table, sensory table, bean bag toss, basketball, play dough and bubbles.

The Garden Cafe will benefit Kids Voting.

The first 100 people will receive a free shrub or tree and drawings will be held for pots of flowers on the cafe tables. Shoppers can register for a \$100 gift certificate at participating downtown stores and restaurants.

Live entertainment at the Flea Market and throughout the downtown.

For more information contact the DBI office at 692-1554.

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

Program: The BHPC provided an informational booth displaying historic preservation information for property owners. Fishback, Bibby and Thornes set up the display.

Workshop Program: The BHPC provided \$100 to co-sponsor a 3 hour workshop on historic plaster repair by Scott Peterson with 16 attending. There was also a workshop on stucco repair with 15 in attendance.

Participants:

Booth: 2000 attended the event

Workshop: 31

City of Brookings

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

1. Building plans or a permit request are submitted to the City Engineer's Office (i.e. Building Officials, Board of Adjustment request and Planning Commission action).
2. Determine Location.
City Engineering contacts the City Clerk to determine if the project or action is located within or adjacent to the following properties or areas. The Brookings Historic Preservation Commission will provide an updated listing of Brookings sites.
 - A. National Register of Historic Places District.
 - B. National Register of Historic Places individually listed property.
 - C. State Register of Historic Places individually listed property.
3. Determine if project/action requires review process.
According to the State Historic Preservation Office, the following projects and/or action would require an 11.1 review. When in doubt about project impact the State Historic Preservation Office will offer advice prior to official notification.
 - A. Rezoning.
 - B. Moving permit.
 - C. Demolition permit.
 - D. Major alteration of structure owned by state or local government to include school districts (ie. building permits)
 - E. Municipally funded activity (ie. street widening, park, street lights)
4. Notify State Historic Preservation Office.
The City Manager notifies the State Historic Preservation Office of the proposed project or action. The City Clerk is responsible to meet with the owner to obtain the following information for the notification.
 - A. Basic description of the action and/or project.
 - B. Perceived impact on the historic district or structure (adverse or no effect).
 - C. If the impact is recognized as potentially adverse explain why this action is necessary.
 - D. Provide all alternatives considered and rejected.
 - E. Photographs of the site and surrounding historic resources.
 - F. Any plans, drawings, etc.

Jay Vogt
State Historic Preservation
Officer
900 Governor's Drive
Pierre, SD 57501-2217
(605) 773-6005 phone
(605) 773-6041 fax

5. Notify Brookings Historic Preservation Commission.
The City Manager's Office will provide a copy of the state notification to the Brookings Historic Preservation Commission. To expedite the process, the Manager will request official comment from the Brookings Historic Preservation Commission at their next regularly scheduled meeting provided the State requests comment.

6. State Response.
The State Historic Preservation Office is required to respond within 10 days of notification with the following response options.

1. No effect – review is completed.
2. No response – review is completed.
3. Request for additional information.
4. Adverse effect.

7. Determination of Adverse Effect.
The City will be obligated to file a full or abbreviated Case Report with State Office. The City Manager's Office, working with all appropriate departments, will complete the Case Report. Please refer to the "Guidelines for the Preparation of Historic Preservation Case Reports" to prepare the Case Report.

Please note the local Preservation Commission's official comment is required in the case report. A public hearing may be required.

8. State Response (within 10 days).
State issues determination on Case Report.

- A. State considers all factors to be addressed, the project may proceed as described in the Case Report. review completed
- B. State considers all factors have not been addressed and requires the Case Report be revised and resubmitted.

9. Review Completed.

The City may take action on the proposed project or action at the completion of the review process.

A. Take action on building permit application.

B. Place item on Planning Commission agenda (rezoning). Present review information to Planning Commission