

Brookings Historic Preservation Commission  
**2001 Annual Report**  
Brookings, South Dakota

311 Third Avenue  
P.O. Box 270  
Brookings, SD 57006-0270  
(605) 692-6281 phone  
(605) 692-6907 fax  
[sthornes@brookings.net](mailto:sthornes@brookings.net)  
[www.cityofbrookings.org](http://www.cityofbrookings.org)

## *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:

Shari Thornes, City Clerk  
City Hall, 311 Third Avenue  
P.O. Box 270  
Brookings, SD 57006

Phone (605)697-8641  
Fax (605) 692-6907  
[sthornes@brookings.net](mailto:sthornes@brookings.net)  
[www.cityofbrookings.org](http://www.cityofbrookings.org)

This activity has been financed in part with the Federal funds from the National Park Service, U.S. Department of the Interior.

This program receives Federal Financial assistance from the National Park Service. Under Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and South Dakota law SDCL 20-13, the State of South Dakota and U.S. Department of the Interior prohibit discrimination on the basis of race, color, creed, religion, sex, disability, ancestry or national origin. If you believe you have been discriminated against in any program, activity, or facility as described above, or if you desire further information, please write to: South Dakota Division of Human Rights, State Capital, Pierre, SD 57501, or the Office of Equal Opportunity, U.S. Department of the Interior, Washington, D.C. 20240

# Table of Contents

Certified Local Government	1
Eligible Projects	2
Funding	3
Bylaws	4
Commission Members	6
2001 Funding Allocation	7
Projects	9
Public Education Program	18
Outreach Outline	19
Objectives & Needs	25

---

## Appendices

2001 Meeting Minutes	
<i>Brookings Preservationist</i> Newsletter	

# Certified Local Government

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

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

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

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

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

## Eligible Projects

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

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

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

## Funding

Funding for grants to Certified Local Governments comes from the Historic Preservation Fund (HPF), a Federal grants program appropriated by the U.S. Congress and administered by the National Park Service (NPS), which provides financial support to State Historic Preservation Offices (SHPOs) and the National Trust for Historic Preservation.

Under the provisions of the National Historic Preservation Act of 1966, as amended, SHPOs are required to award at least 10% of their annual HPF monies to CLGs in their State. As a certified local government, Brookings is eligible to compete with other local governments for a portion of the state's preservation fund share on a matching basis. These funds are designed to supplement city programs, not sustain them. In FY 2001 the Brookings Historic Preservation Program received \$6,700 in federal money and \$3,500.00 from the City general fund.

# Brookings CLG Bylaws

## ARTICLE I: Constitution

Provisions for establishment of the Brookings Historic Preservation Commission are provided in Resolution 29-85 as adopted by the Brookings City Commission on July 2, 1985, and Ordinance 5-89 as incorporated under the laws of the State of South Dakota.

## ARTICLE II: Membership and Appointment

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

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

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

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

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

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

## ARTICLE III: Meetings

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

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

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

#### ARTICLE IV: Officers

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

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

#### ARTICLE V: Authority

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

#### ARTICLE VI: Purpose

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

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

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

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

#### Section 7: Amendment

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

## Brookings CLG Members

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

<u>Appointed</u>	<u>Member</u>	<u>Term Ends</u>
1/98	David Roden Historic Home Owner/Business Owner	3/2001
1/96	Dr. April Brooks Professor of History, SDSU Historic Home Owner	1/99 1/99-1/2002
9/98	Gloria Kloster Historic Home Owner/Freelance Artist	1/2002
4/99	Jeff Wessels Historic Home Owner/Contractor	1/2002*
1/94	Pat Fishback Historic Property Owner, Chairperson	1/94-1/97 1/00-1/2003
1/97	Mark Kelsey Historic Home Owner/Contractor	1/2000 1/00-1/2003
1/2001	Mary Lou Berry Historic Property Owner	1/2004
4/2001	Diana Zwieg Historic Property Owner	1/2004*

\* Completed unexpired term

City Manager:	Michael Williams
Program Manager:	Shari Thornes

# 2001 Funding Allocation

Date	Vendor	Description	Historic Payment	2000 Grant	2001 Grant	City Match	2001 Sub Fed
					6,700.0		
			12,672.01	2,472.01	0	3,500.00	
	9/01 Supplement			2,500.00			
				4,972.01			
1/2/2001	Cooks	office supplies	37.29				37.29
1/12/2001	NTHP	publication	9.00				9.00
1/23/2001	NAPC Member	membership	50.00	50.00			
1/9/2001	Brkgs Engraving	nameplates	16.00				16.00
1/18/2001	Brkgs Engraving	nameplates	8.00				8.00
2/1/2001	Swiftel	fax machine	0.15				0.15
2/27/2001	Central Bus	copy paper	20.33				20.33
2/7/2001	Brkgs Engraving	nameplates	8.00				8.00
3/1/2001	Swiftel	fax machine	1.59				1.59
3/31/2001	Postage		76.21				76.21
4/1/2001	Natl Trust	membership	115.00	115.00			
4/6/2001	HSDf	registration	214.00				214.00
4/12/2001	Insty-Prints	copies	12.48				12.48
4/21/2001	Swiftel	fax machine	0.15				0.15
5/1/2001	HSDf	registration	107.00				107.00
5/1/2001	Mainstreet	membershp	195.00	195.00			
5/3/2001	Brkss Engraving	nameplate	8.00				8.00
5/7/2001	GreenPages	dig cam reader	84.00				84.00
5/10/2001	Brkgs Engraving	Mayor's Awards	390.00		390.00		
5/11/2001	Insty-Prints	newsletter	518.92				518.92
5/11/2001	Cooks	envelopes	15.29				15.29
5/12/2001	Ramkota	State Workshop	252.00	252.00			
5/17/2001	Pat Fishback	travel reimb	9.00				9.00
5/17/2001	S Thornes	travel reimb	138.00				138.00
5/17/2001	M Kelsey	travel reimb	147.00				147.00
5/17/2001	M Berry	travel reimb	153.00				153.00
5/20/2001	HyVee	food-tour	10.83				10.83
5/21/2001	His Society	membership	40.00		40.00		
5/28/2001	Medary	memorial	50.99				50.99
5/31/2001	Brkgs Register	newsletter	387.95	387.95			
6/1/2001	Natl Alliance	membership	50.00		50.00		
6/14/2001	Cooks	welcome packets	25.46				25.46
6/22/2001	Postage		76.58				76.58
6/26/2001	Foerster	copy paper	39.53				39.53
8/7/2001	Norby	historian services	600.00				600.00
8/29/2001	HSDf	2000 membership	50.00	50.00			
8/29/2001	HSDf	2001 membership	50.00		50.00		
9/27/2001	Erie Landmark SHPO	downtown plaques	3,923.75	3,922.06			1.69
							7,700.00
8/1/2001	Swiftel	fax machine	0.66				0.66

8/31/2001	Postage	quarterly	23.69			23.69
9/17/2001	Insty-Prints	11.1 documents	11.43			11.43
10/10/2001	HyVee	food-gilbert mtg	21.91			21.91
10/20/2001	Cooks	envelopes	7.19			7.19
10/23/2001	Swiftel	fax machine	0.07			0.07
10/19/2001	CBS	copy paper	48.34			48.34
12/26/2001	NTHP	membership	55.00	55.00		
12/26/2001	Brkgs Engraving	nameplates	32.00			
			8,090.79	4,972.01	585.00	2,501.78
					6,115.0	7,700.00
			4,581.22	0.00	0	998.22
						-7,700.00



## Programs & Services

### Completed & Ongoing

#### Historic Resources Recordation and Preservation:

This program consists of photographic, written and computerized recordation of historic sites and properties, primarily by commission members with assistance from volunteer community members and city staff. Larger documentation projects also involve professional consultants. The long-term benefit of this program is it 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 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 immediate benefit of this program is that if the recordation is complete, accurate and already in place, additional research is rarely needed when an inquiry comes in, allowing the Commission and staff to respond in a timely manner.

#### I. New National Register of Historic Places listings

##### A. Central Residential Historic District Expansion

The original Brookings Central Residential Historic District excluded the two school buildings located within its' boundaries. The amendment to the Central Residential Historic District included Central Elementary School and the former Brookings High School and Middle School. The school buildings have played a major role in the development of the area. These school buildings illustrate the various types of school construction. The nomination to amend the district to include the two schools was prepared by the state preservation office and was approved by the National Park Service on June 6, 2001.

**Sexauer Seed Company Historic District** The Sexauer Seed Company Historic District is significant in the area of agriculture. A distinguished early Brookings resident George P. Sexauer, who established an extensive grain milling company in Brookings County, South Dakota, established the Sexauer Seed Company. Sexauer expanded his holdings in 1897 and purchased the Brookings Mill Company. The complex has a strong presence in the Brookings community. It is a compilation of types of milling resources and an example of a successful business. The Seed Company also owes its success to the establishment of the State Agriculture College, now called South Dakota State University, in Brookings. This nomination was prepared by the property owners and was approved by the National Park Service on November 8, 2001.

2. **SDCL 1-19A-11.1 Review documentation as required by State on threatened properties**

Property: 517 and 521 7<sup>th</sup> Avenue and 615 5<sup>th</sup> Street – First United Methodist Church  
Project: Demolition and/or removal of three primary and two secondary structures  
Location: Central Residential Historic District  
Date: June 1, 2001  
Determination: Pending

Property: 922 8<sup>th</sup> Avenue  
Project: Demolition  
Location: University Historic District  
Date: November 20, 2001  
Determination: No Adverse Effect

Property: 416 and 418 Main Avenue  
Project: Removal of rear addition and new addition  
Location: Commercial Historic District  
Date: September 3, 2001  
Determination: No Adverse Effect

Property: 805 4<sup>th</sup> Street  
Project: Demolition of garage  
Location: Central Residential Historic District  
Date: March 28, 2001  
Determination: Adverse Effect, Modified Case Report required

Property: SDSU Barn  
Project: Demolition  
Location: SDSU Campus – National Register Eligible Building  
Date: April 4, 2001  
Determination: Adverse Effect, Case Report required

Property: Courthouse  
Project: Cupola Windows  
Location: Individual National Register Structure  
Date: October 23, 2000 (project commence date)  
Determination: Windows were restored following Secretary of Interior Standards

### **3. Norby Collection of historic newspapers and other documents**

Representatives of the BHPC, the Agricultural Heritage Museum, and the Brookings Historical Society met with George and Evelyn Norby on March 30, 2001 to review their collection. There was agreement that the three entities need to work together to determine how and where the various items should be housed and utilized

### **4. Historian Services provided by local historians George and Evelyn Norby**

Local historians George and Evelyn Norby conduct research for the Commission as needed. Mr. and Mrs. Norby receive a modest annual stipend for their efforts.

## **Historic Resources Promotion, Public Education and Advocacy**

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

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

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

#### **I. Commercial Historic District:**

The Downtown Brookings, Inc. non-profit organization was established in 2000. During 2001 the board members conducted an investment campaign. Current and past members of the BHPC joined in the effort to seek funding for the Main Street program. Team members from the community were recruited to assist with a fundraising campaign - a drive for three-year pledges for the program. After receiving training in January, team members and the board planned and carried out a three-month campaign. They contacted approximately 200 businesses, property owners, individuals and members of the public sector during this successful effort to provide funds in order to hire a full-time program manager and to carry out the Plan of Work.

Board members of DBI meet monthly, however, the board met five times in July to begin work on the Plan of Work. On July 24<sup>th</sup> the Annual Meeting/Visioning Meeting took place with members of the community helping to set the direction for the DBI program. On August 7, an office lease agreement was signed with Brookings Property Management and the DBI office is now located at 308 4<sup>th</sup> Street. DBI hired a full-time office manager, Doris Roden, in July. Vice-President, Pat Fishback, Chair of the BHPC Commission, was elected President. On August 20 and September 27, the DBI board met with the City Council in regard to DBI's budget request for city funding. On November 13 the DBI board adopted the Plan of Work. Throughout the year, the committees of the DBI (Design, Promotion, Economic Enhancement and Organization) recruited committee members and held meetings at least once a month. Various subcommittees were formed

with BHPC current and former membership assisting with that subcommittee work also. An open house at the DBI office on October 5 coincided with visits from SHPO representatives and personnel from the National Trust for Historic Preservation. And, a Main Street meeting that day provided the opportunity for Stephanie Redman and John Mitterholzer from the National Trust office provided the opportunity to learn about a potential state-wide Main Street program.

## 2. University Residential Historic District

SDSU Foundation Gateway participation. In February the chairman & vice-chairman of the BHPC attended a meeting of the SDSU Foundation at their invitation to see four architectural presentations on the proposed development at the Gateway to the University at Eighth Street and Medary Avenue. The plans were reviewed by the BHPC at a regular meeting and Commission members reiterated their concerns as to neighbors' awareness of the proposed development, the function of the proposed building, and the size (height, mass etc.), design, setbacks, traffic flow, and general ability of the building to blend into the historic neighborhood. The Chairman and Vice Chairman plan to meet with the President of SDSU to discuss any ways that the BHPC might assist with notifying the neighbors about the plans for the area. At that meeting we would also hope to learn more about the planned development at the site. The BHPC would also like to share information with the SDSU President as to the necessity of an I.I.1 review of the project and we are consulting with the SHPO in that regard.

## 3. Central Residential Historic District

- Boundary Amendment (already covered in previous section)

## 4. Sexauer Historic Seed District (already covered in previous section)

## 5. Threatened Properties

- 1921 Building -- During the year BHPC members continued attending the weekly County Commission meetings when the 1921 proposed government center was on the agenda. In addition, BHPC members participated on the separate county- established fundraising advisory committee, and grant management committee. In April, Spencer Ruff, architect from Sioux Falls, was hired by the County to review the County's plans for the government center. Members of the BHPC worked to provide assistance to him as requested by the County. During National Preservation Week in May, the BHPC and community volunteers included the 1921 building on its annual walking tour. BHPC members met with County Commissioners and US Senator Tim Johnson on November 20th to tour the structure and at that time Senator Johnson announced that Congress had awarded a \$400,000 block grant for renovation of the building. Discussion of the future of the 1921 structure is ongoing.

## B. Annual Mayor's Awards for Historic Preservation

On May 14, 2001, the Brookings Historic Preservation Commission, in cooperation with the Mayor's Office, celebrated the best of preservation by presenting the following *2001 Mayor's Awards* to individuals, businesses and organizations for outstanding achievements in historic preservation.

- Gus Theodosopoulos, owner of Cubby's Sports Bar, 307 Main Avenue, for Commercial Interior Restoration
- South Dakota State University, General William DePuy Military Hall and Medal of Honor Park, for public exterior restoration of the ROTC building and for creating the Medal of Honor Park, replete with historic planting
- Habitat for Humanity, 633 Faculty Drive, for Overall Residential interior restoration and exterior paint/skin
- Gail and Rosemary Robertson, 825 Sixth Avenue, for residential new construction in an old neighborhood.
- Richard Doherty and Barbara Ward-Doherty, 1011 Fourth Street, for restoration of porch
- Melvern and Cheryl Schrader, 712 Fourth Street, for restoration of porches

## C. Preservation Week Activities

A Walking Tour of the Commercial Historic District sponsored by the BHPC took place in Downtown Brookings on May 20 during National Preservation Week in May. Participants were provided information about various downtown buildings by Donna Ramsay, business owner in the downtown. The walking tour concluded with refreshments at the site of the former Middle School, the 1921 building currently being considered for use as a county government center. Members of the BHPC provided refreshments and accompanied the walking tour.

## D. Walking Tour Brochures

In 1999 BHPC members offered a Preservation Week guided walking tour of the newly designated University Residential Historic District. In 2000, members established and researched three additional walking tour routes for the 2000 Girl Scout Jamboree held in Brookings. Utilizing information garnered from these successful tours, in 2001 the BHPC members determined that the proposed University District self-guided walking tour brochure should offer the potential participant two choices: a shorter route for people with limited time and/or mobility, and a longer route encompassing more of the largest National Register District in Brookings. State Preservation grant funding was secured to underwrite the cost of pre-production of this brochure. Bobbi Gaukel, an area artist with Brookings roots and collaborator on previous walking tour brochures, was hired to produce, in increments, the art work for the new brochure, as well as to provide professional expertise on the brochure's layout and overall design. In November, staff and BHPC members did a ride-through of the University District. Using the proposed walking tour routes, digital photos were taken of all properties with a potential for inclusion as illustrations in the brochure. Potential illustration guidelines included such criteria as age, unique architectural style or features, builder or original

owner significance to Brookings' history, and known history of the structure. With this significant background work completed, 2002 will see the brochure move from the research phase toward a finished product. As with existing Walking Tour brochures, the University Residential Historic District brochures will be available, free of charge, at numerous sites throughout Brookings, to include: City Hall, the Brookings County Courthouse, the Convention and Visitors' Bureau, the Community Cultural Center, the Agricultural Heritage Museum, and the Brookings Library. It is a regular occurrence for residents of Brookings' historic districts to observe both visitors and residents using these self-guided brochures as they enjoy the history of our city. Additionally, some residents of the districts regularly invite the walkers into their homes, to enjoy the heritage preserved inside as well as outside, and to extend the hand of welcome and friendship to these visitors to our community.

**E. Signage**

**Commercial District Plaques**

The BHPC received state supplemental funds to replace the Commercial Historic District National Register plaques. The new cast bronze plaques list each building by its historic name and construction date. Installation will take place spring 2002.

**Street Signage**

Brookings enjoys fine activities for the heritage traveler, but a pass-through visitor would not know about these opportunities. Participants in the two Town Meetings on Preservation held in 1997 and 1998 identified a need for historic district signage. After consultation with the city engineer, street department, chamber of commerce, convention visitors bureau, the BHPC proceeded with a plan to design interpretative street signage with individual graphic elements for each of the three historic districts in Brookings (University, Central, and Commercial). Heritage tourists stay longer by going to twice as many sites as other travelers and spend two and one half times more money than the average tourist.

**F. Newsletter to historic property owners**

An issue of The Brookings Preservationist was distributed in the local newspaper during Preservation Week on May 14, 2001. It included articles on the 1921 Structure, the Mayor's Awards winners, the Historic Homeowners' Assistance Act, the Central Residential Historic District Boundary Increase, the Preservation Plan, and the Annual Walking Tour event.

**G. Preservation Plan**

The *Historic Preservation Plan for the City of Brookings* was adopted by the City Council on March 12, 2001. The Plan is a proactive means of planning for our community's unique character and historic resources. The plan works like a map which allows for multiple ways of reaching a shared community development destination. It describes why preservation is important to the community, and identifies those elements of the built and natural environment, which merit preservation, promotion and protection.

### Summary of Planning Efforts related to the Community Based Preservation Plan:

- During 1996-97 the BHPC and city officials discussed the importance of being proactive on preservation concerns in the city.
- In early 1997, BHPC members voted to proceed with facilitated preservation planning and voted to hire a facilitator
- July and August 1997-Met with Mayor and City Commission about town meeting format
- Sept. 1997 - Held first town meeting
- Early 1998- Voted to proceed with doing a preservation plan
- Sept. 1998- Held a second town meeting
- Sept. 1998 through Sept.1999-BHPC & community members reviewed draft of preservation plan
- October 5,1999- Final draft received, examined & accepted by the BHPC
- Nov. 17, 1999 & January 19,2000 - Met with Mr. Thelen to discuss transition & process for adoption of plan by city
- April 6, 2000-Met with new City Manager, Mr. Williams, to review general duties of BHPC& briefly discussed preservation plan
- June 7, 2000-Met with City Manager, Mr. Williams, to discuss the preservation plan process and the new city council agenda. Acknowledged the number of items needing attention by city councilors. Requested agenda time as deemed appropriate by City Manager.
- December 4, 2000 – Met with the City Council in a planning session to provide information about the process the BHPC initiated to address preservation concerns in Brookings. A brief synopsis of the planning efforts involved in developing the Brookings Community Based Preservation plan and a copy of the plan was provided to the Council.
- March 5, 2001 – Met with the City Council in a planning session to respond to any questions and schedule formal adoption.
- March 12, 2001 – Adopted by the City Council

#### H. Welcome Packets for new historic property owners

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

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

##### 1) City Planning Commission Interaction/Involvement:

(Attend all special and regular Planning Commission meetings,  
Participate in the Brookings 2020 Plan subcommittee)

- 2) SDSU Interaction and Involvement  
(SDSU Master Plan Task Force, SDSU Gateway Committee)

**J. Revising BHPC Ordinance**

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

**K. Picture This Feature**

Individual Brookings Historic Preservation Commission members research and author monthly photo/essay columns for the Brookings Register. This column, entitled "Picture This", is now in its sixth year and has offered area readers over 60 glimpses into Brookings' past. In 2001, the column featured a variety of historic photos and essays, among them vintage homes, area businesses past and present, past holiday and Hobo Day celebrations, and the rammed earth wall at SDSU's Woodbine Cottage. The "Picture This" column has generated considerable interest in the preservation of photo archives, and has also been used to successfully solicit reader input on unidentified photos. Rude's Furniture and the Brookings Register generously sponsor this column.

**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. The following technical assistance services are provided:

- ❑ Brookings Downtown, Inc. Board of Directors (Commission)
- ❑ Grant writing assistance (Commission)
- ❑ Research possible funding sources (Commission/Staff)
- ❑ Property owners on local, state and federal benefits (Staff)

- ❑ Facilitate and accompany site visits with state and national preservation personnel and property owners to answer technical assistance questions (Staff)
- ❑ Facilitate securing preservation consultants for community projects (Commission/Staff)
- ❑ Welcome Packets for new owners of historic properties (prepared by Staff and delivered by Commission)
- ❑ Respond to realtor inquiries regarding tax benefits (Staff)
- ❑ Material dissemination and informational briefings to City Manager and other city officials (Commission/Staff)

### Continuing Education

- A. Attend mandatory annual state training sessions in Pierre and RDTN site
  - Annual Statewide Preservation Conference, May 11 & 12, Pierre (Kelsey, Berry, Fishback & Thornes)
- B. Ongoing professional and technical training through materials, video, etc.
- C. Membership to preservation organizations (State Historical Society, Historic South Dakota Foundation, National Trust for Historic Preservation, National Main Street organization, National Alliance of Preservation Commissions, Preservation Law Forum)

# 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) Organization and promotion of guided and self-guided "Historic Brookings Tours".
  - 7) 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.

# 2002 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.

## PROGRAMS AND SERVICES:

- I. **Historic Resources Recordation and Preservation**
  - A. National Register of Historic Places listings \*
    - Add new eligible properties
  - B. Database \*
    - Expand as appropriate
  - C. Case report documentation as required by State on threatened properties
  - D. Norby Collection of historic newspapers and other documents
  - E. Historian Services provided by local historians George and Evelyn Norby
  - F. Photographic recordation

*\*if state funding allocation permits*

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

The performance of this program can be measured by reviewing how the availability of documentation has permitted commission members to assist in the nomination and listing of the 1921 Middle School structure on the Save America's Treasures list (Commission) and the successful application for a Deadwood Grant (Commission); provide historical data to consultants working on the 1921 Middle School project (Commission); create twelve "Picture This" newspaper column pieces (Commission/Staff); develop routes and assist with script for annual Preservation Week Walking Tour (Commission/Staff/ Community Volunteers); prepare the scripts, routes, and informational packets for ten walking tours for the National Girl Scout Jamboree held at SDSU (Commission); present preservation-related information at community meetings, hearings and forums (Commission); and develop workshop programs (Commission/Staff).

This program has immediate benefits as well. When recordation is complete, accurate and already in place, additional research is rarely needed when an inquiry comes in, allowing the Commission and staff to respond in a timely and helpful manner.

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

## 2. Historic Resources Promotion, Public Education and Advocacy

### A. Promotion of Historic Districts and Properties

#### 1) Commercial Historic District:

- Retain National Main Street Program membership
- Assist Downtown Brookings Inc. Board of Directors in a comprehensive evaluation of downtown's strengths, weaknesses, opportunities and threats (Commission)
- Review all available materials concerning historic downtown design (Commission/Staff)
- Update and reprint Walking Tour Brochure (Commission/Staff)\*

#### 2) University Residential Historic District (Commission)

- Participate in SDSU Masterplan Task Force (Commission)
- Participate in SDSU Foundation Gateway discussion (Commission)
- Develop Walking Tour Brochure (Commission/Staff)\*

#### 3) Central Residential Historic District

#### 4) Individually Eligible Properties

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

#### 5) Eligible Properties

- Provide workshops and educational opportunities on methods of restoring eligibility (Commission/Staff)
- Nominate additional properties within existing historic districts as they come of age (Commission/Staff)

#### 6) Threatened Properties

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

### B. Community presentations (Commission)

### C. Workshops (one workshop per year is required) (Commission/Staff) \*

### D. External Preservation Designations (Commission/Staff) \*

### E. Annual Mayor's Awards for Historic Preservation (Commission/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 often involves the Mayor's Awards, a guided Walking Tour, Publicity Releases, Radio program participation, Mayoral Proclamation, Workshop, Photo Day/Week) (Commission/Staff)

### G. Walking Tour Brochures \*

- Reprint and update existing brochures as supplies diminish
- Research, design and print a brochure for the University Residential Historic District (Commission/Staff)

### H. Annual Guided Walking Tour Program (Commission/Staff/ Community Volunteers)

### I. Individual group guided walking and historic property tours upon request (Commission)

### J. Signage\*

- Maintain/replace existing Commercial District historic plaques
  - Research new residential district signage
  - Research tourism oriented signage
  - Assist with individually listed property signage (Commission/ Staff)
- K. Newsletter to historic property owners (Commission/Staff)\*
- L. Preservation Plan
- M. Web page (Commission/Staff)
- N. Heritage Tourism  
Expand partnership with Downtown Brookings, Inc., Visitors and Convention Bureau, SDSU, SDSU Foundation, Multiplex (Commission)
- O. Photo Day (Staff/Ag Heritage Museum/Commission)
- P. Supplemental Funds Project to be determined when state criteria and priorities are established (generally March 2002 for May 2002 funds award) (Staff/Commission) \*
- Q. Welcome Packets for new historic property owners (Commission)
- R. Participation in the conduct of land use, urban renewal and other planning processes undertaken by the city.
- 1) City Planning Commission Interaction/Involvement:  
(Attend all special and regular Planning Commission meetings, Participate in the Brookings Vision 2020 Plan subcommittee) (Commission)
  - 2) SDSU Interaction and Involvement  
(SDSU Master Plan Task Force, SDSU Gateway Committee) (Commission)
- \*if state funding allocation permits***

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

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

While some activities are targeted to residents and owners within specific Historic Districts, others are presented to the entire community. An additional benefit occurs with the radio programs, newspaper articles, community presentations and walking tours – in these instances the preservation message is often disseminated beyond the city's borders. This year two of our walking tour participants were from Sioux Falls. And the Argus reporter attended and wrote up an excellent article which appeared in the Argus Leader.

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

As these programs are varied, so is the manner in which their success is measured. However, following are some representative results of programs sponsored /provided over the past year: participated in public meetings pertaining to the new SDSU Masterplan; BHPC Chairman

served on the SDSU Masterplan Task Force; and the Community Based Historic Preservation Plan was adopted by the City.

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

**3. Technical Assistance:**

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

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 historic 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 deliver Welcome Packets to new property owners, and prepare and present briefings to the City Manager, elected officials, and other city officials.

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

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

**4. Commission Development:**

- A. Attend mandatory annual state training sessions in Pierre and RDTN network training (Commission/Staff)
- B. Attend bi-annual National Alliance of Preservation Commissions conference (Commission/Staff)\*
- C. Participate in new member orientation process (Commission/Staff)
- D. Seek ongoing professional and technical training through materials, video, etc. (Commission/Staff)

- E. Enroll as members of preservation organizations\* (State Historical Society, Historic South Dakota Foundation, National Trust for Historic Preservation, National Main Street organization, National Alliance of Preservation Commissions, Preservation Law Forum) (Commission)

*\*if state funding allocation permits*

**EXPENDITURES:**

The funding amount reflects an estimation of FY2002/2003 grant funds, a carryover of FY2001 grant funds and city funds. Programs funded with city funds will consist of the annual Mayor's Awards, historian services and research provided by George Norby, general office supplies and postage, photographic recordation, travel and lodging to attend statewide meetings, photo week activities, guided tours, public workshops, newsletters, welcome packets, Picture This series, University Historic District brochure development and other public education campaigns.

**SOURCE OF FUNDS:**

Amount	Source	Fiscal Year
\$3,500	City Funds	January 1, 2002-Dec. 31, 2002
\$6,700	2001 State Allocation	June 1, 2001 to June 30, 2002
\$5,000	2002 State Allocation	June 1, 2002 to June 30, 2003

- ◆ State Allocation funding criteria and priorities generally will be published in March 2002 with funding award in June 2002.

**DEPARTMENTAL GOALS & RELATIONSHIP TO CITY GOALS AND VALUES:**

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

As a result of a community-based planning process, the Brookings Historic Preservation Plan was developed and subsequently adopted by the Brookings City Council on March 12, 2001. The Plan outlines a proactive means of planning for our community's unique character and a means to protect, promote and develop our historic resources. It describes why preservation is important to Brookings, and identifies those elements of the built and natural environment which merit preservation, promotion and protection. Using the Plan as a proactive planning resource, the Preservation Commission members are able to consistently establish priorities before issues arise, efficiently and logically make use of volunteer time and city funds, expedite decision-making and listen attentively to citizens without speculation about grassroots opinions.

**PERFORMANCE MEASUREMENTS:**

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

**Promotion of Historic Districts and Properties:** At the end of the year the BHPC will evaluate what education measures were taken for threatened properties, the number of

nominated and selected Mayor's Awards, if the BHPC provided a progress report to the Council on the carrying through with the Preservation Plan, what Preservation Plan action items were incorporated into the 2020 plan, how many property owners requested and received assistance, what workshops and other educational programs were provided and their attendance, and the status of the DBI program and addressing the needs of the commercial district.

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

The Brookings Historic Preservation Commission is a member of the Certified Local Government Program, a local, state and federal partnership. This national initiative provides valuable technical assistance and small grants to local governments seeking to keep for future generations what is important and significant from their past. To remain certified, the BHPC must comply with various performance measurements that include documentation of volunteer hours contributed, an ongoing survey of historic resources, enforcement of state and local preservation legislation, submission of status and completion reports on all projects, written requests for variations to funded projects, the creation and implementation of a preservation plan, submission of an annual report, holding a public workshop, conducting a public education activity and attendance at a state sponsored preservation workshop. In addition, Commission must maintain at least two professional members from the disciplines of history, architectural history, architecture, archeology, planning, urban planning, American studies, American civilization, cultural geography or cultural anthropology.

**UNMET NEEDS:**

- Archival storage space for Norby Collection

2002 BUDGET DESCRIPTION		2000	2001		2002
		ACTUAL	ANNUAL BUDGET	12 MON ESTIMATE	COUNCIL ADOPTED
<b>HISTORIC PRESERVATION</b>					
101457433408	State Grants	6,050	6,795	6,795	12,700
<b>TOTAL REVENUE</b>		<b>6,050</b>	<b>6,795</b>	<b>6,795</b>	<b>12,700</b>
101457542207	CONTRACTING SERVICES	2,546	3,800	3,800	4,200
101457542603	GENERAL SUPPLIES	1,182	700	700	1,500
101457542605	PHOTOGRAPHIC SUPPLIES	109	300	300	1,000
101457542701	TRAVEL & LODGING	4,174	1,000	1,020	5,000
101457542800	PUBLIC EDUCATION	1,843	3,995	3,975	4,000
101457542901	MEMBERSHIPS & DUES	565	500	500	500
<b>TOTAL HISTORIC PRESERVATION EXPENSES</b>		<b>10,419</b>	<b>10,295</b>	<b>10,295</b>	<b>16,200</b>
<b>NET COST</b>		<b>(4,369)</b>	<b>(3,500)</b>	<b>(3,500)</b>	<b>(3,500)</b>

# Statement of Goals & Objectives for 2002

## Promote the Understanding that Preservation is Progress

- Continue to work with City Planning Commission and city officials to develop guidelines for preservation commission awareness in matters of zoning, building permits and notification.
- Continue to pursue and develop effective communication with local, state and national preservation organizations.
- Serve as a conduit for the state preservation office and national preservation entities to provide technical assistance and referral to property owners in the community.
- Continue public awareness campaign through a variety of projects to include newsletters, welcome packets, Picture This feature, exhibits, newspaper columns, radio segments, and workshops.
- Continue to monitor potential changes with any historical resources in Brookings.
- Review Commission bylaws and ordinance with preservation plan and participate in SHPO ordinance sessions.

# Appendices