



Brookings Historic Preservation Commission

2008 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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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 / National Park Service

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 site 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.

2008 FUNDING

Programs funded with city funds will consist of the annual Mayor’s Awards, general office supplies and postage, photographic recordation, travel and lodging to attend statewide meetings, guided tours, public workshops, newsletters, welcome packets, Picture This series, and other public education campaigns.

SOURCE OF FUNDS:

| Amount | Source | Fiscal Year |
|---------------|------------------------------|-----------------------|
| \$3,600 | City Funds | 01/01/08 – 12/31/08 |
| \$17,500 | 2007/2008 Park Service Grant | 06/01/07 – 9/15/08 ** |
| \$10,417 | 2008/2009 Park Service Grant | 06/01/08 – 5/31/09 ** |

** The annual National Park Service Grant funding criteria and priorities are generally published in March with funding awarded in June of each year by the State Historic Preservation Office. The fiscal calendar years for state allocation funding is a hybrid of a State (7/1-6/30) and a Federal (10/1-9/30) system.

Brookings Historic Preservation Commission 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> |
|------------------|---|-------------------------|
| 6/2007 | Joanita Kant Graduate Student/ Author | 1/2009 * 1/2009-2012 |
| 1/2006 | Alice Pittman Consultant | 1/2009 (5/2008) ** |
| 1/2004 | Mary McClure Bibby, Vice Chair Retired Historic Property Resident (University District) | 1/2007 1/2007-2010 |
| 1/2008 | Dr. Dennis Willert, Chair 2009 Chiropractor, DBI Board member Historic Property Owner (Commercial District) | 1/2011 |
| 1/2008 | Pat Powers Red Cross Director, Realtor, Web Design, Auctioneer | 1/2011 |
| 2/2008 | Pam Merchant State Senator, Graphic Designer Historic Property Owner (University District) | 1/2011 |
| 2/2006 | Jerry McCollough, Chair 2008 Consultant, Author, Illustrator | 1/2009 1/2009-2012 |
| 1/2009 | Janet Gritzner SDSU Geography Professor Historic Property Owner (University District) | 1/2012 |

Shari Thornes, Brookings City Clerk

* Completed unexpired term

** Resigned



Brookings Historic Preservation Commission

Purpose/Mandate/Mission

Mandate... 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.

Statutory Responsibilities ... Pursuant to SDCL 1-19B, the BHPC may exercise the following powers, duties and responsibilities in addition to the powers, duties and responsibilities stated elsewhere in this ordinance:

- (1) To preserve, promote and develop the historical resources of the City;
- (2) To conduct a survey of local historic properties complying with all applicable standards and criteria of the statewide survey undertaken by the Office of History of the South Dakota Department of Tourism;
- (3) To participate in the conduct of land use, urban renewal, and other planning processes undertaken by the city;
- (4) To acquire fee and lesser interests in historic properties including adjacent to or associated lands by purchase, bequest or donation, with consent of the City Council. All lands, buildings, structures, sites, areas, or objects acquired by funds appropriated by the city shall be acquired in the name of the city unless otherwise provided by the City Council. These properties may be maintained by or under the supervision and control of the city. If acquired by funds other than those appropriated by the city, the lands, buildings or structures may be held in the name of the BHPC, the city or both;
- (5) To preserve, restore, maintain, and operate historic properties which are under the ownership or control of the BHPC the city or both;
- (6) To acquire, with the consent of the City Council, by purchase, donation, or condemnation, historic easements in any area within the city provided the city determines the acquisition will be in the public interest. For the purpose of this

section, “historic easement” means any easement, restriction, covenant or condition running with the land, designated to preserve, maintain or enhance all or part of the existing state of places of historical, architectural, archaeological or cultural significance;

- (7) To lease, sell and otherwise transfer or dispose of, with the consent of the City Council, historical properties subject to rights of public access and other covenants that will preserve the historical qualities of such properties and in a manner that will preserve the properties within the city;
- (8) To promote and conduct an educational and interpretive program on historic properties within the city;
- (9) To recommend ordinances and otherwise provide information for the purpose of historic preservation to the City Council;
- (10) To recommend to the Board of Appeals exemptions from the currently adopted Building Code or other building-related regulations pertaining to exterior features of historic property;
- (11) To contract with the state or the federal government, or any agency of either government, and to contract with other organizations and individuals;
- (12) To cooperate with the federal, state and other local governments in the pursuance of the objectives of historic preservation;
- (13) To investigate and report on the historical, architectural, archaeological, or cultural significance of a property under consideration for local designation by the City Council;
- (14) To adopt written guidelines based on the Secretary of the Interior’s Standards for Rehabilitation in order to assist owners who are making exterior changes to their historic properties;
- (15) To negotiate with owners of historic properties and other interested persons when the designated property may be demolished, materially altered, remodeled or relocated;
- (16) To assist the Local Historic District Study Committee when it investigates and reports to the City Council on proposed local historic districts; and
- (17) To attend informational and educational programs covering the duties of the BHPC and current developments in historic preservation.



Brookings Historic Preservation Commission

Programs & Services

completed & ongoing

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. Document of volunteer hours.
2. Conduct an ongoing survey of historic resources.
3. Enforce state and local preservation legislation.
4. Submit status and completion reports on all projects.
5. Submit written requests for variations to funded projects.
6. Create and implement a preservation plan.
7. Submit an annual report per National Park Service guidelines.
8. Hold at least one public workshop annually.
9. Conduct at least one public education activity annually.
10. Attend state sponsored preservation training opportunities.

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.

Overview of BHPC Programs/Activities/Services

The annual programs and activities of the Brookings Historic Preservation Commission are generated from the following list of possible projects. Various projects are dependent on the availability of National Park Services funds and other state funding allocations.

1. Historic Resources Recordation and Preservation

- A. National Register of Historic Places listings
 - 1) Consider additional individual properties and districts for designation *
- B. Case report documentation as required by State on threatened properties
- C. Preservation services for the Norby Collection of historic newspapers and other documents to include workshops and equipment
- 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 are served by this program.

The BHPC 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)
 - Maintain ex-officio position on DBI Board of Directors (Commission)
 - Maintain National Main Street Program membership
 - b. Update and reprint Walking Tour Brochure (Commission/Staff)*
 - 2) University Residential Historic District
 - a. Promote Walking Tour Brochure (Commission/Staff)
 - 3) Central Residential Historic District
 - 4) Sexauer Seed Company Historic District
 - 5) Individually Eligible Properties
 - a. At their request, assist owners of eligible properties in obtaining necessary documentation, and preparing applications (Commission/Staff)
 - 6) Potential Future Designations *
 - a. Update National register nominations for current Districts (State/Staff/Commission/Consultant)
 - b. Amend District boundaries to incorporate additional historic resources (State/Staff/Commission/Consultant)
 - c. Nominate additional properties within existing historic districts as they come of age (Homeowners/Commission/Staff/Consultant)
 - d. Provide workshops and educational opportunities on methods of restoring eligibility (Commission/Staff)
 - 7) Threatened Properties
 - a. If appropriate, nominate properties to the State or Federal “Places in Peril” list (Commission/Staff)
 - b. Write “Speak Out” Columns (Commission Chair)
 - c. Participate in public forums (Commission)
 - d. 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 (Staff/Consultant)
 - 2) Develop internal procedures to respond to citizen-requested individual and district nominations to the local register (Staff)
 - 3) Develop materials to educate the public on the Brookings Local Register Program (Commission/Staff)
- 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*
 - 1) 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, the Downtown History and Garden Festival, a guided Walking Tour, Publicity Releases, Radio program participation, Mayoral Proclamation, and Workshops (Commission/Staff).
- G. Walking Tour Brochures *
 - 1) Reprint and update existing brochures as supplies diminish
- H. Signage *
 - 1) Maintain district street signage
 - 2) Assist with individually listed property plaques as requested (Commission/Staff)
- I. Newsletter to historic property owners and the public (Commission/Staff)*
- J. Review Preservation Plan on an ongoing basis and report progress to City Manager
- K. Develop and update BHPC web pages on cityofbrookings.org site (Commission/Staff/Webmaster)

- L. Supplemental Funds Project to be determined when state criteria and priorities are established, generally March for June funds awards (Staff/Commission)*
- M. Welcome Packets (containing historic district information, tax incentives available, newsletter, etc.) for new historic property owners (hand delivered by Commission)
- N. Participation in the conduct of land use, urban renewal and other planning processes undertaken by the city
 - 1) City Planning Commission Interaction/Involvement
 - a. 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
 - a. 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
 - a. Pursue a collaborative, proactive relationship with SDSU to facilitate identification and preservation of SDSU’s historic resources. (Commission/Staff)
 - b. Participate on SDSU Master Planning Committee (Commission)

**if state funding allocation permits*

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 commission 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 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). The Commission has traditionally received funding to send at least two representatives.*
- 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*

2008 Highlights:

FUNDING SOURCES, SCHEDULE AND PROJECTS

City of Brookings

Funding Cycle: January 1, 2008 to December 31, 2008

Funding: \$3,600

2007/2008 Park Service Grant

Funding Cycle: June 1, 2007 to September 15, 2008

Grant: \$2,000 Basic

\$15,500 Supplement

Status: Closed Out 9/15/08

Projects:

Basic Allocation Funding - Project Titles:

1. Mayor's Awards for Historic Preservation
2. Brookings Preservationist Newsletter
3. Public Workshop
4. Membership in state and national preservation organizations

Supplemental Funding – Project Titles:

1. Brookings Commercial District Survey Update (Phase 1) and Residential Reconnaissance Level Survey
 2. Board Development Training **
 - A. National Trust Conference - St. Paul, MN
- ** Priorities in Brookings Historic Preservation Plan Action Plan

2008/2009 Park Service Grant

Funding Cycle: June 1, 2008 to May 31, 2009

Grant: \$2,000 Basic

\$8,417 Supplement

Status: Open

Projects:

Basic Allocation Funding

1. Mayor's Awards for Historic Preservation
2. Brookings Preservationist Newsletter
3. Public Workshop
4. Membership in state and national preservation organizations

Supplemental Funding – Project Titles

1. Board Development Training **
 - A. National Trust Conference – Tulsa, OK
 - B. Preservation Leadership Training
 - Portland, Maine (2008)
 - Deadwood, South Dakota (2009)
2. Develop legal process and forms for listing property on the Brookings Local Register of Historic Places **

** Priorities in Brookings Historic Preservation Plan Action Plan

BROOKINGS COMMERCIAL HISTORIC DISTRICT

- ***Downtown Brookings Incorporated.*** Dr. Dennis Willert, BHPC member, served as the Commission representative on the Board in 2008. Dr. Willert is also a member of the DBI Board of Directors and was elected as Treasurer in 2009.

- ***Sawnee Hotel/District Expansion.*** The Commission reviewed a request from the building's current owners and potential developers of the site to nominate the former Sawnee Hotel on the National Register of Historic Places as an individual listing or as an amendment to the current Brookings Historic Commercial District. They want the building listed in order to take advantage of the Federal Tax Credit program and to help the city apply for HOPE VI funding. The 1890 former Sawnee Hotel is located on the southwest corner of Third Avenue and Fourth Street directly north of City Hall.

The National Register is the official Federal list of districts, sites, buildings, structures, and objects significant in American history, architecture, archeology, engineering, and culture. National Register properties have significance to the prehistory or history of their community, State, or the Nation.

In summary, anyone can fill out and submit a National Register nomination to the State Preservation Office for review and possible action. Once completed, they present the applications to the State Historical Society for review and possible approval. If approved, it proceeds to the National Park Service for their review and possible approval.

The BHPC had not previously had a private property owner request an amendment to an existing district. Other local amendment considerations were initiated by City Staff, the Commission or State staff. However, if an owner wants to list a property and the Commission feels it could contribute to the district, the State is obligated to review the request. However, the overriding concern of this issue was that it is important to have a systematic approach to this so the process is thorough and consistent in whatever decisions the Commission does make.

The Brookings Commercial Historic District was listed in the National Register of Historic Places on April 19, 1988. At that time that it was listed, 39 structures were considered contributing and 20 were considered non-contributing to the historic integrity of the district.

SHPO staff conducted a cursory review of the District in 1998 but no changes were made at that time. Since that report was 10 years old, SHPO and city staff suggested the area be resurveyed before any revisions to the district are considered.

The Commission expressed concern moving forward on a district expansion without having data from an updated survey and enough time to review the materials. The Commission agreed they did not want to engage in a full-blown study at this time, but would certainly consider it as a future project. In a split decision, the Commission voted to support the proposed nomination of the Sawnee Hotel and the potential amendment to the Brookings Historic Commercial District and they asked SHPO to proceed with a windshield survey of the District to identify other potential changes.

Upon review, the State Historic Preservation Office staff did not feel the structure retained enough of its original historic integrity and fabric to be considered for the National Register.

- ***Drive-Throughs Downtown.*** The owner of Nick’s Hamburger applied for a conditional use permit to install a drive-in food service. This business is located at 427 Main Avenue in the Brookings Commercial Historic District. Nick’s Hamburger Shop, in addition to being part of the Brookings Commercial Historic District, is also individually listed on the National Register.

On January 10, 2008, the BHPC unanimously adopted the following position statement regarding drive-through food service establishments in the B-1 District: *“The BHPC recommends food service drive-ins not be a permitted use in the Brookings B-1 District, since it is felt that such uses are not consistent with the historical character of the downtown.”*

The Brookings Traffic Safety Committee also reviewed the request and voted against the proposal citing concerns with reduced site visibility with vehicles crossing over the sidewalk and cars being parked over the sidewalk waiting to exit onto the street. They also had concerns about potential safety problems in the alley with cars blocking the alley while waiting to enter the drive-through.

Thornes said the City Planning Commission will review this application on April 1, 2008. The City Council will hold first reading of the ordinance on April 15, 2008, and the public hearing will be on April 29, 2008.

The BHPC modified their earlier position and unanimously modified it to recommend food service drive-ins not be a permitted use in the Brookings Historic Commercial District, within the Brookings B-1 District, since it is felt that such uses are not consistent with the historical character of the downtown.

The City Council ultimately turned down the request.

- **Downtown Streetscape Project.** The majority of the Downtown Streetscape Project was completed in 2008. The main concept of the project was to allow for an inviting walking atmosphere and provide a destination for people. The design of Main Avenue will provide a street the same width as there is currently. However, there will be a “bump out node” at each intersection. These “nodes” will allow for attractive landscaping features, as well as shortening the crosswalk distance for people crossing Main Avenue. One other important change will be installation of stop signs at 4th Street & Main Avenue and 5th Street & Main Avenue. This will also provide for traffic calming with a cost savings over the price of signals. Statistically, stop sign intersections are safer than signalized intersections. The plan also included the replacement of the downtown’s water and sewer mains and services. Brookings Municipal Utilities indicated they would replace the water and sewer mains if the street portion of Main Avenue was removed during the construction process.

Other improvements in the streetscape project will be new trees. The current trees are large and will be replaced with a more appropriate tree for this location. The downtown streetscape project also includes new sidewalk, which may be a combination of gray and colored concrete with the possibility of pavers or stamped concrete. Other amenities for the streetscape project include new period street lights, benches and landscaping features.

SHPO staff and BHPC members and staff have been involved in design of this project and an 11.1 Review was completed.

The majority of the project was completed in spring, summer, fall 2008 and will be finalized in early summer 2009.

- **Brookings Commercial District Survey Update (Phase 1) and Residential Reconnaissance Level Survey.** The BHPC contracted with Mary Troutman Gates from The Midwestern Company to conduct an update of the Commercial District Survey and a Residential Reconnaissance Level Survey of the neighborhood west of downtown. Gates is an architectural historian and was on SHPO staff for a number of years.

Scope of Work & Products:

Project #1: Brookings Commercial District Survey Update (Phase 1)
Consultant to conduct reconnaissance level re-survey of the 60 building Brookings Commercial Historic District and the District periphery/environs to evaluate possible boundary adjustments and update contributing and non-contributing status. The consultant will follow the South Dakota State Historic Preservation Office (SHPO) "South Dakota Historic Resource Survey Manual" and Guidelines available at http://www.sdhistory.org/HP/hp_survey.htm District was listed in 1988.

Phase 1: Fieldwork (August 2008)

Phase 1 Products: Updated existing site forms and any new site forms entered by the consultant in the SHPO database will be printed by the SHPO and provided to the Brookings Historic Preservation Commission along with consultant's photo documentation.

Project #2: Residential Area Reconnaissance Level Survey

Consultant will conduct a reconnaissance Level Survey of the six block residential area located west of Main Avenue, east of Pioneer Park and south of Sixth Street (Highway 14). The consultant will follow the South Dakota State Historic Preservation Office (SHPO) "South Dakota Historic Resource Survey Manual" and Guidelines available at http://www.sdhistory.org/HP/hp_survey.htm. Consultant will provide a letter of recommendation that will identify the potential (or lack thereof) of the area related to a potential district including the approximate percentage of contributing versus non-contributing, key properties, vulnerable properties, and density.

This letter of recommendation will provide the Commission with a credible planning document produced by an Architectural Historian that will assist the Commission in selecting the next step for that area, which may be a district or it may be to determine there is not enough housing stock and/or integrity to proceed to the next step of an intensive level survey.

Products: Site forms entered in the SHPO database by the consultant will be printed by the SHPO and provided to the Brookings Historic Preservation Commission along with consultant's photo documentation and letter of recommendation (as described above).

- ***Downtown Façade Restoration Project.*** The Commission discussed the condition of many of the downtown facades and thought there could be an opportunity to assist business and building owners in façade restorations. It was noted that many people have a hard time visualizing possibilities and an “after” picture is often needed. The Commission initiated a plan to commission block-by-block “after” renderings of the downtown as a tool for DBI and the Commission.

Les Rowland and Lisa Pierce from Design Arc attended a meeting to illustrate the potential of his firm’s 3-D computer program. They demonstrated how a specific building could be visually altered to illustrate façade improvements (awnings, windows, etc.). Blocks could be updated as each façade is changed. Financial partnering with DBI on the project would be needed. Consulting with Mary Gates, Architectural Historian used by BHPC, was also recommended.

The BHPC is currently pursuing an agreement with DesignArc and with architectural historian Mary Gates with shared funding from DBI and Park Service grants.

- **Deterioration by Neglect.** As the trees came down with the streetscape project, rather unsightly facades are revealed in the downtown district. The BHPC and DBI want to encourage and help business owners in restoring their facades in a historically appropriate manner. However, there may be business facades that are not only unsightly, but are in serious deterioration by intentional neglect. The Commission reviewed if there were any statutes on the books that could help as a tool for DBI and BHPC to approach business owners encouraging them to make improvements. The following current City statute was referenced:

Section 10-99. Prevention of Deterioration by Neglect.

It is unlawful for an owner of a designated state, local or national historic property or a property within any established historic district to permit the deterioration of the property by intentional neglect. Each day that a violation continues to exist shall constitute a separate offense. Where appropriate, the BHPC or the Historic District Commission may request a meeting with the owner in order to discuss the condition of the property.

- **Bob Pengra's Display.** Dr. Bob Pengra, retired SDSU professor, donated his model display of the Brookings downtown to the BHPC. The Commission hopes to place the model on display at the future Children's Science Museum.

CENTRAL RESIDENTIAL HISTORIC DISTRICT

- **Central Children's Museum Project.** Construction began transforming the former Central Elementary School into the Larson Children's Museum and Science Center. The former Central Elementary is listed on the National Register as part of the Central Residential Historic District. The project was reviewed in 2007 by SHPO officials and BHPC to ensure the property would retain its National Register status.
- **Brookings County Courthouse.** The Brookings County Commission conducted a space needs study and continued to explore expansion options in 2008 to include purchase of the 1921 building, building an addition on the courthouse, building a stand alone structure on the courthouse green, or purchasing a nearby commercial building.

The BHPC has been monitoring the progress of discussions relating to the courthouse, and is concerned that any decision relative to addition, expansion, or impact on the adjacent historic residential or commercial district is considered. Although functional reuse of the 1921 Building as potential expansion has been set aside at present, the County has taken the positive step of deciding not to encroach upon the Courthouse's greenspace - a major element in the historic complex. BHPC will continue to monitor the discussions to ensure that any decision is consistent with the Community Goals of retaining the historic character of our central city.

May 2008 Newsletter Article: "The 1921 Building at 601 4th St. and the former First Bank & Trust building at 5th Ave. and 5th St. are being evaluated for potential use as county facilities. Brookings County Commissioners have asked the architectural firm of TSP to present a proposal by May 15 for estimating suitability and cost of converting those buildings to county use.

Space needs for the court system and law enforcement have grown substantially in recent years. In October 2007 county commissioners voted to construct a new building for county offices. The courthouse would be used solely by the courts and court services. Location of the new building was not yet determined but placements on the courthouse lawn were shown in architectural drawings presented by TSP at a February 19 public meeting.

Subsequently, city officials approached the county about a collaborative effort to share facilities in the future. Several options were considered including the concept of creating a government center in the 1921 building. Talks between the two entities recognized that the county is facing a shorter time frame to act than the city but that both will be needing more space especially for law enforcement.

Another public meeting was held on April 7 with substantial testimony against building a new structure on the courthouse lawn and strong support for the 1921 Building. Dr. Dennis Willert, a member of the Brookings Historical Preservation Commission, read a Resolution passed by the Commission favoring use of the 1921 Building.

"The Brookings County Courthouse and Courthouse Square are historically important to the development of Brookings in that its monumental architecture represents the seat of county government and the green space surrounding the structure is meant to highlight its importance," Willert said. "The Brookings Historic Preservation Commission asks that the county reconsider the reuse of the 1921 Building as a more historically appealing and viable option."

SOUTH DAKOTA STATE UNIVERSITY

- **South Dakota State University Master Planning Committee.** Jerry McCollough, BHPC Chairman, was invited to participate on the SDSU Master Planning Committee to update the campus master plan. In those meetings, SDSU officials emphasized the importance of the campus history and adjacent historic neighborhoods.
- **Review of State Jurisdiction over University Properties.** This issue pertains to the State and Board of Regent's authority regarding construction and demolition of historic properties located within the city limits of Brookings. In 2006 the University demolished a few houses near campus and stated they did not need a demolition permit to do so. BHPC submitted a request to the City Manager to ask the City Attorney for a further review of this issue. The City Attorney reported that, based on a 1977 opinion by the Attorney General, the Board of Regents and SDSU are exempt from municipal zoning requirements. This report, however, leaves unresolved the question that was raised by BHPC, which was the requirement for compliance with local building and other safety codes.

PUBLIC EDUCATION ACTIVITIES & ISSUES

- **Preservation Week Activities.** National Historic Preservation Week was May 6-12, 2008. During that week the Brookings Historic Preservation Commission recognized property owners with the Mayor's Awards for Historic Preservation at the May 8th Council Meeting and a newsletter was included in issues of the Brookings Register.
- **Doors Open Workshop.** The BHPC sponsored a public workshop at the annual Downtown Brookings, Inc. (DBI) "Door's Open Event" on April 28, 2008.
- **Accredited Workshop for Realtors.** The Commission discussed partnering with SHPO to provide a workshop on preservation issues for local realtors that would be accredited through the SD Real Estate Commission. Possible topics could include: National Register of Historic Places, financial incentives for historic properties, laws/regulations related to historic properties, insurance for historic properties, benefits of historic properties (i.e. property values), and maybe where to find additional information on historic properties. SHPO officials initiated discussions with the SD Real Estate Commission about getting a program accredited. The last BHPC sponsored real estate workshop was held in 1999. Efforts continue to organize an event for 2009.
- **Preserve America/Heritage Tourism Plan.** The BHPC applied for and received \$54,000 from the Preserve America Program for the Heritage Tourism Plan. The grant application was submitted by a volunteer who was not city staff or on the Commission. After diligent review, city staff and the Commission concluded that the BHPC did not have the ability to generate the match needed to comply with Federal standards and there was no longer Commission support to pursue the project. In the end, the grant was declined.
- **Historic Porches Tour.** The BHPC sponsored its second annual "Historic Porch Tour" on July 9, 2008, in conjunction with the SDSU University Week for Women. Commission Chairman Jerry McCollough led the full class on a tour of an eclectic variety of fine period home porches including vernacular, Mediterranean, Colonial, Federal, Italianate, Queen Anne, and Victorian styles. The tour concluded at the home of Dave and Diane Kosbau at 824 Fifth Street for refreshments in their home and garden.

- ***Annual Mayor's Awards for Historic Preservation.*** The Mayor's Awards program began in 1986, to acknowledge property owners who save and maintain historical properties within the City of Brookings. During Preservation Week or Month each year, the Brookings Historic Preservation Commission in cooperation with the Mayor's Office, recognizes work which enhances properties at least 50 years of age.

The following winners were recognized in 2008:



Stephen Van Buren

Receiving a Mayor's Award for his work with the George and Evelyn Norby Historical Collection is Stephen Van Buren, University Archivist and Special Collections Librarian for South Dakota State University.

The George and Evelyn Norby Historical Collection contains a full run of the *Brookings Register* (1890 – present) and the

predecessor to the Register, the *Brookings County Sentinel* (1882 – 1890). In addition, over 50,000 images capture buildings and historic sites, people and events. The Norbys also compiled database histories of businesses, homes, and public offices. Telephone directories and farm directories dating back to the early 1900s, as well as ephemera from local businesses, round out the collection.

The Norbys began the collection in 1965, when the Register was to demolish their old building. They then began to document and collect other items of importance to regional history. Mr. Norby wanted to ensure the collection would be appropriately cared for, and made arrangements with South Dakota State University Archives. Shortly after George Norby died, the collection was donated by the Norby children in September 2003.

Under Stephen Van Buren's leadership, the collection was transferred to the SDSU Archives in H. M. Briggs Library, no small feat when dealing with a century's worth of newspapers and collected materials. (Van Buren casually estimates the collection volume as one double horse trailer plus six full loads in his Bronco, the "first large intake" handled by the Archives.)

Having met extensively with George Norby to discuss the collection, Van Buren thought he had a pretty good idea of the collection's content. But then 8,000+ images in the form of negatives and prints were unexpectedly found in the Norby files, stored alongside newspaper clippings and other documentation. Many of the images were showing signs of degradation hastened by the acidity of the clippings. Processing these images to reduce further degradation became the top priority.

On December 26, 2003, the collection suffered a close call when a stuck plumbing valve on the third floor of the library caused water to pool into the basement storage room where the collection was being kept while awaiting processing. Most of the images had been moved for initial processing, but the entire newspaper collection and three file cabinets of records and images were at risk. When the water was discovered by Van Buren, it was raining down directly onto a pile of new archival supplies stored in this room. Splashing water and pooling had begun to damage the newspapers. Emergency response procedures were undertaken, with much of the library staff coming in to assist. Slightly wet newspapers were laid out to dry atop acid-free paper towels. Newspapers that had suffered more damage were flash frozen in the Meat Lab, and then brought back a bundle at a time to be thawed and dried in a closed room with a dehumidifier running. Though some water damage was suffered as a result of the flood, nothing from the collection had to be discarded.

To date, basic processing has been completed on 85% of the collection. All newspapers have been microfilmed and processed to archival standards. The prompt microfilming of the newspaper record has allowed public access to the content while minimizing direct handling of the originals. Over 70 boxes of duplicate issues were transferred to the Brookings County Museum in Volga. Over 9,300 images have been indexed; there remain thousands more, many with scant identification. Searchable PDFs available online serve as an aid to navigate through the collection's components. A few resources, such as the databases on business and home histories arranged by address, are available online as PDF files as well.

Van Buren's contribution has been vital, coordinating staff, student interns, and volunteer efforts; processing the collection; securing funding for supplies and labor. Expenses have run ~\$50,000 thus far, with annual costs reaching ~\$10,000 during the initial intake and processing. Van Buren notes that annual expenses for a collection of this size run about \$2,500 "just to sit on the shelf," and will go up as priority projects – digitizing, indexing, and continued processing of the negatives – resume.

George and Evelyn Norby did an "incredible job for the community" in amassing their collection, which has become the anchor of the Archives' Regional Collections, says Van Buren. In overseeing the collection conserved and made accessible to the public, Stephen Van Buren has further enhanced this remarkable resource for Brookings' regional history.

George's Pizza

Since 1971, area residents have enjoyed wonderful food at George's Restaurant, located at 311 Main Street, the original 1880s location of the Bank of Brookings.

You may have many fond memories of sharing time with family and friends over their delicious pizza. Not only are owners and operators Yota and Spiros Theodosopoulos committed to creating their famous pizza and Greek food, but they are also committed to the historic preservation of the physical building that is home to George's. Their efforts in renovating the original leaded glass window on the facade of their building has earned them a well-deserved Mayor's Award for Historic Preservation.



Throughout the years, the Theodosopoulos family has refaced the front of the building a few times, and with the latest effort they removed the leaded glass window, and it needed extensive repair. As they pulled the window from the building, they received many comments on how beautiful the window was, and they decided to look into renovating it.

After doing some initial research, they found help in Jerry and Judie Dewald, of Studio 66 Customized Design Stained Glass, in Watertown, SD. Jerry, also an instructor at SDSU, took a look at the project, gave them an idea of the extent of the work, and began to give the window new life.

The window consists of two halves, which are mirror images of one another. The right side of the window had 19 out of the 56 leaded glass pieces missing, so Jerry had to map those out and make them from scratch. As with any leaded glass piece 80-100 years old, the lead also needed to be replaced, and Jerry set to work on that as well. He meticulously re-leaded the left side, and replaced the missing pieces on the right, and reinforced the backside of the window with steel rods. Midwest Glass of Brookings also got involved with the project by creating an insulated glass panel that protects the window from the elements.

As you, your family and friends meet at George's Pizza in downtown Brookings, take a quick look upward. You will appreciate it that Yota and Spiros cared to preserve this beautiful glass window that enhances the delightful facade of their building.

Kneip Home

As you drive down 6th street in Brookings, slow down and take a look at number 1218, one of this year's recipients of the Mayor's Awards for Historic Preservation. Built in 1950, this wonderful ranch-



style home was designed by Floyd and Evelyn Poole, whom lived in the home until 1973. Three other owners occupied the house for the next 31 years, and many of the historical elements were preserved. David and Sara Kneip have owned the home since July

1st, 2004, and they have chosen to enhance the many unique features of this home, particularly the front facade and entrance.

The Kneips have added a courtyard in keeping with this mid-century home. This entry provides a private place to greet guests, and also has a water feature to mask traffic sounds. The original cosata stone was removed in order to replace the picture window. After an extensive, but futile search to find a replacement for the stone, they will recycle it by chipping it into smaller pieces and utilizing it in a back yard landscaping project. Brookings mason Dick Anderson helped the Kneips choose an Owens Corning cultured ledgerstone product for the facing. During the process, they also added foam insulation and a plywood covering to the facade, giving the property further "green" benefits.

The aesthetics of the entrance are enhanced by iron gates which were custom created by Dakota Service, Inc. The pillars were designed and built by Dick Anderson, and he took particular care in keeping a 1950's feel to them. Light fixtures were custom made by Huborton Forge and create a welcoming ambiance to the property. The color and texture of the stone creates a visual focus and a beautiful contrast between the darker green color of the house and the lighter stone entrance.

Landscaping for the front of the home is in process, and Keith Rounds of Rounds Construction helped the couple locate the lighter colored field stones found deeper in the earth from Butch Osbey's gravel pit. The final element to the landscaping will be a horseshoe shaped area of sod as well as period plantings that will be placed throughout the shaved wood areas.

The Kneips have made many efforts to preserve and update the interior of the home as well. They plan to keep the original floor plan intact, and have multiple home improvement projects finished or in process. They have done their homework concerning this wonderful home found in the heart of Brookings, and have made a commitment to honoring the 1950's era as well as creating a modern space that will be enjoyed for years to come.



Wachovia Building

From Wall Street to Main Street, historic preservation looks good on any building. Just drive around Brookings historical district and you'll spot numerous examples of what careful planning, attention to details and elbow grease can bring out in one of these structures. This year the Brookings Historical Preservation Society has nominated the AG Edwards / Wachovia Securities building for the Mayor's Award. The restoration of 309 4th Street (formally The Party Depot) is a fine example of what a historical building can become. Extensive

care was taken on internal restoration and rehabilitation. Beautifully refurbished tin ceilings along with ornate fixtures are several of the attractive features that give the interior of this building it delectable charm. What may catch your eye as you drive by is the exterior rehabilitation that was done. From the street you can see new windows and the return of roll-out tan and plum striped awnings that give the building a striking look. Care was also taken to repair cracks in the plaster along the alley thus giving this building a breath of fresh air and revitalization. Restoration and revitalization is becoming a popular trend among downtown historical building owners and 309 4th Street is a shining example of what can be done with hard work, planning and attention to revitalization. Stop buy and congratulate Les and the gang at AG Edwards / Wachovia Securities for the prestigious award.

Community Development Corporation

For its efforts to preserve and restore, the First National Community Development Corporation is receiving the "Preservation of Historic Residences" Mayor's Award.

Since 1992 the CDC has purchased and rehabilitated houses in deteriorating condition. Its mission is to "acquire, renovate, and develop substandard residential real estate to its highest and best use for low and moderate income individuals and prevent the decline and deterioration of residential neighborhoods."

The emphasis is on providing restored homes for single family use. After renovation, the property is preferably sold. However, the CDC also maintains some rental properties if that is determined to be the best use or until a buyer is found.

In more recent years the Corporation has engaged in other projects such as the interim purchase of the Domestic Abuse Shelter to provide time for the shelter to acquire financing. Currently the CDC is selling lots south of town for low to moderate income housing. And its reach has expanded beyond Brookings to include Brookings County as well.

The non-profit corporation has eleven board members headed by President Steve Chappell.

Chappell says, "The CDC is an effort to give back to the community. We want to clean up the neighborhoods and encourage others to do the same. The goal is to break even but if we sometimes lose a little, we're okay with that."

During its existence, Chappell says the CDC has renovated about 20 homes.

- ***Property Setbacks in Historic Areas.*** The issue of maintaining "historic" setbacks in Brookings still remains. The BHPC reviewed this topic in 2004 and urged the City's Board of Adjustment to maintain historic setbacks in the University Residential Historic District. Specifically, the Commission stated the setting for the property located at 521 Eighth Street is historic. Additionally, the green space provided by the setback is itself historically significant. A change to the setback on the property would compromise not only the specific site, but also would compromise the historic character of the surrounding area, the National Register University Residential Historic District. Based on these considerations and concern about any precedent which might be set for future decisions, the Brookings Historic Preservation Commission said they would oppose any action which would result in alteration of the historic setback to the south of the residence at 521 Eighth Street.

The issue came up again in 2008 with properties located in the Central and University Residential Historic Districts. In both cases the properties were lifted for the installation of new basements and foundations. Subsequently, City officials wanted the structures to be relocated on the lot not in their original historic setting. Such a placement could remove the structure from the National Register.

The SHPO prepared the following statement with respect to the 711 7th Street property which was submitted to the City Board of Adjustment.

April 28, 2008

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

SUBJECT: Historic Setback at 711 7th Street, Brookings

To Whom It May Concern,

The Office of the South Dakota State Historic Preservation Officer is writing concerning the H. Fishback House at 711 7th Street now owned by Mark Kelsey. This is a contributing building in the University Residential Historic District in Brookings.

It is our understanding that the 1960s ordinance for Brookings states that the house be setback twenty-five (25) feet from the street right-of-way. Currently the house sits fifteen (15) feet from the street right-of-way as it has been since the house was built in 1900. The rest of the houses in the area all have similar setbacks.

We strongly support the house remaining in its historic configuration when the new foundation is constructed. Moving the house to a new setback will damage the integrity of the house in the historic district. In addition to harming the house's historic integrity, moving the house back on the lot could also result in the property being removed from the National Register of Historic Places. Removing the property from the National Register would prevent the property owner from taking advantage of any historic preservation incentives, such as grants or tax incentives, requiring National Register listing. If you have any questions please contact me at (605) 773-2906 or jennifer.brosz@state.sd.us .

Sincerely,

Jennifer R. Brosz
Historic Preservation Specialist

- **Facilitated Goal Setting Retreat.** The members of the Brookings Historic Preservation Commission participated in a day-long facilitated planning retreat on November 6th at the Swiftel Center led by historic preservation consultant Betty Anne Beierle. Desired outcomes of the event included a training component, shared goal setting and visioning, and a long-term updated work plan. Members completed a self-assessment questionnaire prior to the event.

The day's agenda was as follows:

- 8:30 Preliminaries: Agenda approval; Introductions (Please tell us why you wanted to serve on the BHPC); Housekeeping; Rules for the Day

- 8:45 Define Measures of Success for the day: What has to happen today so that you will feel your time has been well spent?

- 9:00 Review of Powers and Authorities (Ordinance 09-03)

- 9:20 Review Self-Assessment Questionnaire Results

- 10:00 Break

- 10:15 Review Goals & Objectives 2008 (Source: Section 10-96 City Code of Ordinances)
 - 1. To preserve, promote and develop the historical resources of the City;
 - 2. To participate in the conduct of land use, urban renewal, and other planning processes undertaken by the city;
 - 3. To promote and conduct an educational and interpretive program on historic properties within the city;
 - 4. To recommend ordinances and otherwise provide information for the purpose of historic preservation to the City Council;
 - 5. To negotiate with owners of historic properties and other interested persons when the designated property may be demolished, materially altered, remodeled or relocated; and
 - 6. To contract with the state or the federal government, or any agency of either government, and to contract with other organizations and individuals.

- 10:30 Who are our partners: National organizations, SHPO, Preserve South Dakota, Preserve Brookings, DBI, SDSU, Historic Property Owners, Neighborhood groups, Others? Are we working together toward shared objectives? Are we working in "silos?"

- 10:45 Review Preservation Plan BHPC components

- 11:30 Lunch

- 12:30 What activities are effective in promoting our purpose? What's not effective? Historic Resources Recordation and Preservation: Local, State and National Register of Historic Places listings
 - Computer database
 - Case report documentation
 - Photographic recordation

Historic Resources Promotion, Public Education and Advocacy; Educational materials (brochures, website, signage, newsletter)

- Educational events (workshops, award programs)
- Advocacy Efforts (Brookings Endangered Places List)
- Preservation Planning (heritage tourism, planning commission)

Technical and Funding Resources: Advise property owners within Brookings city limits on local, state, and federal benefits

- Facilitate site visits with state personnel and property owners to answer technical assistance questions
- Facilitate securing preservation consultants for community projects
- Respond to realtor inquiries regarding tax benefits
- Disseminate material and provide ongoing updates to City Manager and other city officials.
- Commission Development: Attend mandatory annual state training sessions.
- Attend national conferences
- Maintain local, state, national memberships

| | |
|------|--|
| 1:15 | Establish priorities: Important/More Important; Urgent/More Urgent |
| 2:15 | Break |
| 2:30 | Complete establish priorities |
| 3:30 | Establish timeline; Assignments |
| 4:00 | Distribute evaluations & Adjournment |

As a result of the retreat, the Commission adopted the following goal setting statement and work plan at their January 8, 2009 meeting:

Measures of Success

- Community begins including historic preservation when considering public issues
- City Planning cooperates
- Understand our legal parameters
- Improve our effectiveness
- Develop our image as a planning partner
- Improve on partnership with SDSU
- Defined Goals & Objectives for BHPC for the next 1, 2, to 3 years
- Develop materials to promote historic properties acquisition packet for home owners in historic districts, SHPO, BHPC and realtors

Education Objectives

- Make it clear to city officials, staff, and public that there is a statutory mandate for our work
- Improve our image as pro-community, and not an annoyance
- More effective education and communication will generate more positive press
- Designate a liaison to the County Commission
- Become more proactive

- Effectively communicate the message that historic preservation IS economic development and community development
- Celebrate successes

Partnerships Objectives

- Involve the commission in the work-planning process for the new Community Development Director position
- Chair meets with the City Manager to discuss opportunities and roles
- Expand list of partners to include BEDC, DBI, SDSU, Preserve Brookings, etc.

Administration Objectives

- Learn more about property acquisition as a possible mechanism for sustainable funding for the BHPC for programs and projects
- Build a calendar with agencies and partners, so we are aware of decision times
- Identify potential future members and maintain active recruitment to the BHPC
- Work better with the public to reduce staff time/needs
- Recruit partners in volunteer organizations

Program Objectives

- Develop the Revolving Loan Fund with the CDC to include residential historic properties
- Hold Historic Preservation easements, or partner with Preserve South Dakota to have them administer Brookings' easements
- Secure an "outside" legal opinion regarding SDSU's relationship to all legal review proceedings including life safety matters and the protection of historic structures (Check with National Trust attorney)

The Commission also identified the following local, state, regional and national partners in preservation:

National:

- Main Street Center
- National Trust for Historic Preservation (NT)
- National Alliance of Preservation Commissions (NAPC)
- American Society of Legal History (ASLH)
- Urban Land Institute
- American Institute of Architects (AIA)

Statewide:

- State Historical Preservation Office (SHPO)
- Preserve South Dakota
- South Dakota Community Foundation
- State Historical Society
- DAR (Mary Chilton Fund)
- Certified Local Government (CLG) Network
- Governor's Office of Economic Development
- Tourism Department
- Energy, Conservation Program
- Deadwood Fund
- South Dakota Municipal League
- State Genealogical Society

Regional:

- Augustana Center for Western Studies
- Westerners International

Local:

- SDSU Foundation
- SDSU History Department
- SDSU Landscape Architects
- SDSU Briggs Library (Archives)
- SDSU Ag Heritage Museum
- SDSU Campus Master Planning Council
- Preserve Brookings
- Downtown Brookings, Inc.
- Chamber of Commerce
- Brookings Economic Development (BEDC)
- Community Development Corporation (CDC - First Bank & Trust)
- Enterprise Center
- Larson Foundation
- Daktronics
- Board of Realtors
- Home Builders Association
- School District
- Larson Children's Science Museum

- Community Cultural Center
- Historic Property Owners
- County Historical Society
- County Museum
- City:
 - Planning Department
 - Planning Commission
 - Parks & Recreation
 - City Manager
 - Community Development Director
 - City Council

Brookings
Historic Resource
Losses & Victories



- LOSS – South Dakota State University, through the approval of the Board of Regents and Governor, demolished Old Shepard Hall (1929), New Shepard Hall (1980), one-story pharmacy built in 1980), and the little power lab building next to the old UPD building (1900).

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 2008, 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 (Commission/Staff)
- ❑ Facilitated securing preservation consultants for community projects (Commission/Staff)
- ❑ Responded to realtor inquiries regarding tax benefits (Staff)
- ❑ Provided materials and informational briefings to City Manager and other city officials (Commission/Staff)

COMMISSION DEVELOPMENT / CONTINUING EDUCATION

A. Local, Regional, State & National Conferences

1) National Trust for Historic Preservation Conference

- Location: Tulsa, OK
- Date: October 20-25, 2008
- Attending: Joanita Kant & Shari Thornes
- Funding: Grant
- See appendices for written report

2) Preservation Leadership Training

- Location: Portland, Maine
- Dates: June 21-28, 2008
- Attending: Dr. Dennis Willert
- Funding: Grant
- See appendices for written report

Preservation Leadership Training (PLT) is an intensive one-week experience tailored to respond to the needs of state and local preservation organizations and agencies. It emphasizes providing a participatory experience in leadership and organizational development techniques and the most up-to-date and effective information and training in current preservation practices, issues and action strategies.

PLT is aimed at staff and volunteer leaders of private, nonprofit preservation organizations, staff of state and local government agencies, members or staff of commissions, and others who are in a position to influence preservation activities in their communities. The faculty is drawn from national, state, and local experts in preservation and organizational development, giving participants a balanced national perspective and a network of regional and local resources for the future. Faculty members are available following their presentations to meet informally with participants and discuss individual concerns.

3) Iowa Statewide Preservation Conference

- Location: Sioux City, Iowa
- Dates: September 19-20, 2008
- Attending: Dr. Dennis Willert
- Funding: City

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

C. Membership to preservation organizations: State Historical Society, Preservation South Dakota, National Trust for Historic Preservation, National Main Street Organization and National Alliance of Preservation Commissions

HISTORIC RESOURCES: RECORDATION AND PRESERVATION

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

A. National Register of Historic Places:

A. Commercial District Resurvey.

B. Phase 1 Review – Pioneer Park Residential Area.

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

South Dakota Codified Law 1-19-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 1-26.

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 2008:

Date: July 2008
Project: Street Closure
Project: Children’s Museum of South Dakota vacating a portion of Fourth Street abutting that property (legal description: Lot 101, Block 1, First Addition and the north 100 feet of Lots 1 and 2, and all of Lots 3, 4, 5, 6, and 7, Block 2, First Addition, located between 5th Avenue and 6th Avenue)
NR Status: Central Residential Historic District & Adjacent to Individually Listed Carnegie Library and Brookings County Courthouse
Address: 500 block of 4th Street
Owner: City of Brookings
Outcome: SHPO reviewed project and provided comment on proposed project

Date: September 2008
Project: Removal of Garage
NR Status: University Residential Historic District - Contributing
Address: 906 Seventh Street
Owner: Harold Bailey
Outcome: SHPO reviewed project and provided comment on proposed project

Date: September 2008
Project: Removal of Garage
NR Status: University Residential Historic District - Contributing
Address: 721 Medary Avenue
Owner: Dan and Pam Merchant
Outcome: SHPO reviewed project and provided comment on proposed project

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.

Statement of Goals & Objectives for 2009

Promote the Understanding that Preservation is Progress

Foster Collaborative Governance

- 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.
- Actively seek participation in any ad hoc or subcommittees established by the local governing body that affect preservation issues or resources.

Provide Clear Communications

- 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, newspaper features, exhibits, newspaper columns, radio segments and workshops.
- Continue to pursue and develop effective communications with local, state and national preservation organizations.

Build Working Partnerships

- Continue to monitor potential changes with any historic resources within Brookings city limits, including the SDSU campus.
- Pursue a collaborative, proactive relationship with SDSU to facilitate identification and preservation of SDSU's historic resources.

Offer Quality Education

- Develop the "Endangered Places List" for the City of Brookings to promote awareness about threatened historic resources.

Conduct Sound Planning

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.

- Working with area preservation stakeholders, develop a comprehensive heritage tourism plan for the city of Brookings.

Appendices

Brookings Historic Preservation Commission
Thursday, January 10, 2008

A meeting of the Brookings Historic Preservation Commission was held on Thursday, January 10, 2008 at 4:00 p.m. in City Hall. Members present: Jerry McCollough, Alice Pittman, Joanita Kant, Pat Powers (arrived 4:50 pm) and Dennis Willert (left 4:50 pm). Bibby was absent. Shari Thornes, City Clerk, was also present.

Chairperson McCollough called the meeting to order at 4:00 p.m.

Adoption of agenda. A motion was made by Bibby, seconded by Pittman, to approve the agenda. All present voted yes; motion carried.

Approval of minutes. A motion was made by Pittman, seconded by Kant, to approve the December 12th and December 14th minutes. All present voted yes; motion carried.

Schedule next monthly meeting. **Thursday, February 21st at 4:00 p.m.**

Introductions! Dennis Willert and Pat Powers (later in the meeting) were introduced.

Nominating Committee Report (Pittman & Bibby) and Election of Officers (Chair & Vice Chair).

Pittman presented the following committee report: McCollough as chair and Pittman as vice chair. A motion was made by Willert, seconded by Kant, that nominations cease and unanimous ballots be cast for the candidates. All present voted yes; motion carried.

Annual Goal Setting. Thornes said that one requirement of the Commission's Annual Report to the State is the inclusion of goals and objectives for the coming year. The following are the Commission's goals for 2007 as identified in the 2006 report. Please review and be prepared to update these goals for inclusion in the report. A review of the City Preservation Plan "Action Plan" pages would also be beneficial.

Doors Open Brookings. Doris Roden, DBI Program Manager, asked the Commission to sponsor

GOALS & OBJECTIVES FOR 2007:

- 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.
- Actively seek participation in any ad hoc or subcommittees established by the local governing body that affect preservation issues or resources.
- 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, newspaper 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.
- Pursue a collaborative, proactive relationship with SDSU to facilitate identification and preservation of SDSU’s historic resources.
- Continue to pursue and develop effective communication with local, state and national preservation organizations.
- 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.
- Working with area preservation stakeholders, develop a comprehensive heritage tourism plan for the City of Brookings.
- Develop the "Endangered Places List" for the City of Brookings to promote awareness about threatened historic resources.

8. Review of potential grant projects for 2008/2009 grant cycle.

It is difficult to know when the grant applications will be circulated to the CLGs. Sometimes we receive the application in February and its due yet that month. This last cycle we received the applications on March 5th and applications were due March 31st. SHPO often is held up waiting for final numbers from Congress.

The funding cycles are as follows. We typically have two grants “open” at the same time and there’s also city funding involved. Unfortunately, we’re trying to accommodate three different fiscal years (Federal, state & local), so it gets complicated ☺

| Amount | Source | Fiscal Year |
|----------|----------------------------|--|
| \$3,600 | City Funds | January 1, 2008 – December 31, 2008 |
| \$19,941 | 2006/2007 State Allocation | June 1, 2006 – May 31, 2007 – CLOSED OUT IN SEPTEMBER 07 |
| \$54,000 | Preserve America | November 1, 2006 - November 1, 2008 – OPEN |
| \$17,040 | 2007/2008 State Allocation | June 1, 2007 - May 31, 2008 |
| \$ _____ | 2008/2009 State Allocation | June 1, 2008 to May 31, 2009 |

CLGS receive two types of funding: Basic & Supplemental. The basic is an automatic \$2000 regardless of programs as long as CLG remains Park Service certified (meeting all requirements). Supplemental funds are competitive and priority is given to the following items. NOTE that these are last year’s priorities and may change with the new applications.

- A) National Register nominations from previous surveys
- B) Architectural or Archeology survey of area not surveyed or a new survey of an area surveyed over ten years ago.
- C) Revise and update a past National Register Historic District nomination
- D) District Nominations
- E) Workshops dealing with windows, paint colors, landscaping, researching historic properties, financial incentive programs, and the Secretary of the Interior’s Standards.

- F) Plaques for National Register Properties. Building Owners must match half of the cost of the plaque.
- G) Preparation and implementation of a comprehensive historic preservation plan.
- H) **Projects identified as priorities in existing preservation plan. – THIS IS THE KEY CATEGORY. Because the BHPC has a formally adopted Preservation Plan, it enables you to apply for grant funds for activities listed in the ACTION PLAN of your preservation plan.**

Please be thinking about grant application priorities. Larger projects would require substantial research and planning in order to apply for a grant. Also note that I would not be overly supportive of taking on a major project until the BHPC completes its obligation on the Preserve America project.

9. **Training/Orientation.**

I'd like to schedule training sessions for members bringing in state staff to cover a variety of topics.

10. **Project & Issues Updates:**

A. **Animated Signs – Proposed Overlay District**

A copy of the Planning Commission packet on this issue is included in your packet. Jerry will provide an update on this issue.

✓ ENCLOSURE

B. **Boardinghouses**

A copy of the Planning Commission packet on this issue is included in your packet. Jerry will provide an update on this issue.

✓ ENCLOSURE

C. **Drive-throughs in the Brookings Historic Commercial District.**

A copy of the Planning Commission packet on this issue is included in your packet. Jerry will provide an update on this issue.

✓ ENCLOSURE

D. **Preserve America.**

E. **Endangered Places Project.** The draft layout of the program was distributed at the December 12th meeting. A few questions need to be answered before moving forward. I need direction from the Commission if this is a project this wish to move forward on. I could pencil it in for a specific meeting agenda. Or, we could form a subcommittee to work on fleshing out the details.

✓ ENCLOSURE

F. **Commission Membership** – There is still one vacancy on the Commission. Please be thinking about someone to recommend for appointment. I'd be happy to follow-up with personal contacts.

- G. **S.584-Community Restoration & Revitalization Act.**
- H. **Annual Reports** – Both reports will need to be prepared during the month of January with a mid-February deadline.
- I. **SDSU Master Plan Committee** – Jerry attends these meetings and will provide an update.
- J. **Photo Inventory Project** – Jerry will provide an update on this project.

#11. **Historic Districts and Properties Update.**

A. **Central Residential Historic District—National Register District**

- Central Elementary Museum – No news yet.
- Proposed Courthouse Addition – At the last meeting you requested additional information on the County’s space needs study with the intent of taking a position on their proposed plans to build a new structure on the courthouse lawn
✓ ENCLOSURE
- Community Cultural Center (Carnegie Library) – The former Carnegie Library located across from the Courthouse and Central Elementary School is owned by the City of Brookings. On January 3rd I met with Kate Divis and Chris Nelson from SHPO on site along with Allyn Frerichs who is in charge of the building. With all the improvements taking place with the Central Museum project, the city is interested in sprucing up the Carnegie with roof repair and new storms. We’re looking for clay tile replacements for the roof and appropriate storms.

B. Commercial District –National Register District

- DBI Report

C. University Residential District

D. Individually Listed

E. Eligible/Threatened

- Former Sawnee Hotel (north of city hall on 3rd Avenue)– SHPO staff met with owners to tour the facility on January 3rd and will evaluate the structure for a potential listing in either the district or individually.

12. **Announcements**

- ✓ New employee - I am pleased to announce that I've hired Laurie Carruthers as the new City Hall Receptionist/Records Clerk. Laurie will start work on January 14th and be a staff in the City Clerk's Department. This is a new position. Note that she is a home owner in the Central Residential Historic District.
- ✓ State Site Visit – SHPO staff were here on January 3rd to conduct a site visit on a potential tax project downtown. Note that these are kept confidential until the project is approved by the Park Service or the owner agrees to release information.
- ✓ Promotion – Jason Haug, our representative in the SHPO office, has been promoted to Historic Preservation Director. Now the search begins again for a new historic preservation specialist for the northeast region.
- ✓ Other announcements?

13. Calendar

- June 21-28, 2008 Preservation Leadership Training – Portland, Maine
- July 9-11, 2008 University Week for Women (tours)
- July 10-13, 2008 National Alliance of Preservation Commissions – New Orleans
- Oct. 21-25, 2008 National Trust for Historic Preservation Annual Conference, Tulsa, OK
- Oct. 13-17, 2009 National Trust for Historic Preservation Annual Conf – Nashville, TN
- Oct. 26-30, 2010 National Trust for Historic Preservation Annual Conf – Austin, TX

14. Correspondence/Communications

- The Alliance Review, Nov/Dec 07
- "Preservation," Jan/Feb 08

15. Tentative February Agenda Items:

- 2008/2009 Grant Application
- Annual Reports

16. Adjournment

The City of Brookings is responsive to requests for communication aids and the need to provide appropriate access, and will provide alternative formats and accessible locations consistent with the Americans with Disabilities Act."

Brookings Historic Preservation Commission
Thursday, February 21, 2008
(amended/approved)

A meeting of the Brookings Historic Preservation Commission was held on Thursday, February 21, 2008 at 4:00 p.m. in City Hall. Members present: Jerry McCollough, Alice Pittman, Pat Powers, Dennis Willert, and Mary Bibby. Joanita Kant was absent. Shari Thornes, City Clerk, was also present.

Chairperson McCollough called the meeting to order at 4:00 p.m.

Adoption of agenda. A motion was made by Bibby, seconded by Pittman, to approve the agenda. All present voted yes; motion carried.

Approval of minutes. A motion was made by Pittman, seconded by Bibby, to approve the January 10, 2008 minutes. All present voted yes; motion carried.

Schedule next monthly meeting. **Thursday, March 20th at 4:00 p.m.**

Discussion of Brookings Commercial District Boundaries and possible expansion.

Thornes submitted the following report to the Commission regarding the request.

Request Specifics. The 1890 former Sawnee Hotel is located on the southwest corner of Third Avenue and Fourth Street directly north of City Hall. The current building owners and potential developers of the site are interested nominating the former Sawnee Hotel on the National Register of Historic Places as an individual listing or as an amendment to the current Brookings Historic Commercial District. They want the building listed in order to take advantage of the Federal Tax Credit program and to help the city apply for HOPE VI funding.

History on the Building: “The hotel was built in 1890. Through the years the name changed from Jordan Hotel to Leon Hotel to Dudley Hotel to Sawnee Hotel. It operated as a hotel until 1973 and since then has housed various businesses.

Bill Alexander was the last hotel operator from 1937 to 1973. The original structure, according to Bill Alexander, in a Special Brookings Register Bicentennial Edition on Thurs., Dec. 18, 1975, was a wooden structure, 36 feet wide and 72 feet long. (Following are some additional quotes from that story)

Alexander said that in 1918 it started to take on much of its present shape. A banquet room and kitchen were installed (Kate I think this was on the north end of the structure where the current offices are located). The banquet room used to be one of the premier meeting places in Brookings. The Kiwanis Club and the Rotary Club used to hold all of their meetings in this room. The Kiwanis Club originated in this room.

In 1921, when W.H. Dudley still owned the hotel, the outside of the original site was covered with bricks to give it its present look. Around the same time a warehouse was placed in the back of the building. (Kate, I think this is the west "L" of the building)

The warehouse has quite a history in itself. This building was once the site of a radio station. Forrest Frie, former mayor of Brookings, remembers long ago when he used to play piano and sing for the station in the hotel.

Another use of the warehouse was to hold the items of salesmen in town. Eric Green, formerly a hardware salesman in Brookings, said "salesmen used to fill up the hotel. There used to be grocery salesmen, meat salesmen, hardware salesmen - some used to bring ten or twelve trunks of items to show."

Bill Alexander also remembers much about the salesmen long ago. "The man on the road is the person that makes the hotel go," he said. "Unless the salesmen were satisfied with changes they wouldn't be done." When changes were to be made to the hotel, he added, the salesmen would say "what are you doing to my place?"

According to Alexander, the big entertainment was when the salesmen met in the lobby to tell of their conquests of the day. "The poor clerk at the desk had a hard time, he said, "because the frustrations of the day ended up on her. All they did it for was attention," he said, "but it took a while to learn that."

When the Alexanders came in 1937 they found much of the hotel in bad shape. According to Bill Alexander, one of the ceilings seemed to be sagging so they decided to check into it. When they looked inside the ceiling they found that in some places the ceiling was held up by "orange crates" instead of rafters. "It was really amazing that it held together," he said.

In 1949 a small fire in the heating system alerted Alexander to the need for a new system. He hired a man to dig underneath the banquet room for over 350 feet to put in the system. The man, for 50 cents a day, scooped all of the dirt into a wheelbarrow and took it to the outside where he scooped it into a truck.

When he came in 1937, said Alexander, a meal of beef, potatoes, rolls and dessert could be bought for 50 cents. "The way of life was different then than now," he said. "Now it's the ultimate of everything in hotels." When the Alexanders took over the hotel there were not even radios in the rooms. "The big thing when I came was a radio in the lobby, he said.

In 1946 Alexanders changed the name from the Dudley Hotel to the Sawnee Hotel When picking out a name they decided that they wanted a six letter work, and the name Alexander was much too long. While looking through a dictionary, Bill Alexander's sister found the name "Saunie" which was a form of the word Alexander. After a slight shifting of letters they finally came up with the name "Sawnee." (The rest of the story deals with what went into the hotel after 1973.)

Kate, I also have a listing of all the businesses that were located in the Sawnee. The Cactus Grill is listed from 1964 to 1970. It was located on the north end where the offices currently are. This would also be the location of the original kitchen and banquet room.

Western Union was located in the building. The radio station was KGCR, which moved to Watertown in 1929. The bus depot was located there from 1959 to 1972. Earlier bus lines operated out of the hotel in the 20s. The municipal liquor store was in the rear of the building (what was originally the warehouse) from 1955 to 1972.” (source: Doris Roden)

National Register Listing Process: The National Register is the official Federal list of districts, sites, buildings, structures, and objects significant in American history, architecture, archeology, engineering, and culture. National Register properties have significance to the prehistory or history of their community, State, or the Nation.

A copy of the National Park Service’s “CLG PARTICIPATION IN THE NATIONAL REGISTER NOMINATION PROCESS” is enclosed for Commission review.

In summary,

- Individual: Anyone can fill out and submit a National Register nomination to the State Preservation Office for review and possible action. Once completed, they present the applications to the State Historical Society for review and possible approval. If approved, it proceeds to the National Park Service for their review and possible approval.
- District Amendment: We don’t have any local experience with private property owners requesting an amendment to an existing district. Other local amendment considerations were initiated by City Staff, the Commission or State staff.

According to the State Preservation Office Staff, if the current owner wants to list a property and we think it could contribute to the district, the State is obligated to review the request. However, they urged that it’s important to have a systematic approach to this so that the process is thorough and consistent in whatever decisions the Commission does make.

SHPO staff has advised Doris Roden that comments from the BHPC are needed before the state takes any further action.

According to the process requirements, CLGs are required to file a report on any proposed nomination. Please take time to review the process and please call me if you have questions about this. I’ll briefly review the process again at the meeting. Make note of Section #3D which states that if the CLG and the chief elected official feel the property shouldn’t be nominated, the State can not go forward with the nomination until an appeal from the property owner is filed.

Brookings Commercial Historic District - 1988:

The Brookings Commercial Historic District was listed in the National Register of Historic Places on April 19, 1988. At that time that it was listed, 39 structures were considered contributing and 20

were considered non-contributing to the historic integrity of the district. A section of the nomination including a map and address listed of the District, are enclosed.

Additional information from Doris Roden: Note that the DBI's office at 308 4th St. is the westernmost building on 4th St. in the Brookings Historic Commercial District. The one brick building between the west boundary of the historic district on 4th St. and the Sawnee Hotel is the Register Building, built in 1936 to house The Brookings Register - which it did through 1970. Then it was purchased by Keith Kinner, Rod Schaefer and Ron Fesler and developed into office space and is now called the Fourth Street Professional Building. I can send you a photo of the building next to my office if that would help. It is a fairly unremarkable building - but then so are some others that are included in the current historic district. I don't know if it would be considered "contributing" or "non-contributing." The corner lot across from the Sawnee Hotel, on the west side of the Fourth Street Professional Building, is owned by Exhaust Pros. They store U-Haul trucks on the north end of the lot (along 4th St) and their garage is on the south side of that lot.

District Review in 1998:

SHPO staff (Michelle Saxman) evaluated the District 10 years ago; however, her report was not in-depth and the District was last surveyed over 20 years ago. Her report has the following three recommendations:

1. "Extension of district boundaries 300 & 400 block of 5th Street, 300 block of 4th Street, 300 block of 3rd Street, and 419 3rd Street, and Teen Challenge building (Sawnee) located on 2nd Avenue."
2. "Investigation should be made into the date of the J.C. Penny building located at 501 Main Avenue, maybe eligible under a national trend of post-WWII update of buildings."
3. "312 Main Avenue, Cabana Banner is presently listed as non-contributing, possible change of status."

State Staff Recommendation:

On January 3, 2008, Kate Divis and Chris Nelson, SHPO staff, toured the Sawnee Hotel with Doris Roden and the owners and potential developers.

Comments from Kate & Chris...: "... As for the meeting with Doris Roden and Mike Gilmartin at the Sawnee Hotel, we toured the building and took a lot of photos for evaluation. Chris is traveling again today, but next week he plans to meet with our staff to discuss the eligibility of the building. Once we toured the upper floors, we realized there was more historic fabric left than it appears from the outside--specifically, it looks like most of the original windows are intact with newer aluminum storms covering them on the outside. We're planning to evaluate the building's eligibility and see whether we could a) expand the existing downtown historic district to include this building, or b) nominate it individually. We'll get in touch with you and Doris sometime next week after our staff has had a chance to sit down and discuss it."

Comments from Jason Haug... "Chris and Kate shared with me the information and their thoughts on the Sawnee Hotel in Brookings. We're trying to determine which option would be the best to pursue: try and list the building individually or possibly expand the commercial

district to include this building as a contributing structure. There are advantages and disadvantages to both options. The building has undergone several alterations that would make it harder to make the argument for individual listing, but it likely still retains enough integrity to contribute if added to the district. Expanding the district, however, would include evaluating other adjacent building to determine their eligibility and getting owner approval of those additional buildings, but it would be easier to make the case for inclusion for the Sawnee despite the alterations. In your opinion, are there other buildings on that block across 3rd Avenue from the Sawnee that may also be worth adding to the district?....”

Since that report is 10 years old, the State would like to see the area be resurveyed before any revisions to the district are considered. Jason Haug, SHPO, has asked if a resurvey of the commercial district and the surrounding buildings something the HPC would consider undertaking in their next CLG grant.

State staff have said while the Sawnee may not be the most architecturally significant building, it does have a long history that could contribute to the commercial significance of the district. Most of the alterations have occurred within the period of significance of the district so SHPO thinks if added; it could be a contributing building. However, were it to try and stand alone as an individual nomination, the integrity would be more of an issue.

The State is usually not supportive of a piecemeal approach to a district amendment and doesn't want to set that as a precedent approach to revising district boundaries. The boundaries should be as logical and clearly defined as possible and should be done only after an adequate survey has been completed. However, they noted that there is a good opportunity to rehabilitate this building and it has been recommended as a contributing addition by previous SHPO staff that surveyed the district and could see where it would be desirous to add it to the district now.

After a lot of thought, the State has decided that the best option may be to try and add the Sawnee to the historic district as a contributing building. They could not find any reference in their files to this building being specifically excluded from the district when it was originally designated; though that's not to say it wasn't discussed. Because of the alterations, they think it would be too difficult to list it individually. This would also mean any property owners between the Sawnee and the existing district (the Register building) would also need to be notified and given a chance to comment or object to their addition to the district.

They would like to get comments from the BHPC before presenting this to our State Review Board. Their next board meeting is May 1, 2008 and the deadline to notify CLGs of nominations within their jurisdictions is February 28th. The reason they want the BHPC's input ASAP is that they don't get into a habit adding one building at a time to any district. SHPO would prefer that if additions are going to be made to a district that a formal survey be conducted of surrounding buildings so any additions are done in a logical and consistent manner.

If Brookings is supportive of the nomination but does not wish to conduct a survey, SHPO would conduct a windshield survey to see what else could potentially contribute. If it is evident the Sawnee is the only thing that could contribute, then it maybe okay to expand the district in this instance. However, this approach would only be based on visual architectural characteristics and would not be

able to consider the history or potential eligibility under Criterion A that a more in-depth re-survey could evaluate.

City Staff Recommendation:

Thornes said she doesn't recommend adding one building at a time to the District. An amendment should only be done after a complete review and analysis of the area is completed which would be accomplished by a re-survey of the district boundaries by a professional. A complete re-survey of the District was not on the schedule for this year.

As for cost, a citywide survey runs anywhere from \$35,000 to \$50,000. Obviously a district only survey would be less, but it would be a substantial cost. We'd have to contact some of the approved architectural historians on the State's list for an estimate. You can expect a re-survey to take at least 4 to 6 months, not counting the wait for funding and the RFP process. Funding would be released until June 2008 at the soonest. Another factor to consider is the pending streetscape project this summer. If they're going to be setting up temporary covered sidewalks, have lots of heavy machinery, and other obstructions downtown, it may be difficult to get good photographs.

SHPO is supportive of us conducting an extensive citywide survey. The only time the city was surveyed was in 1985 and 1986 to qualify for the CLG program. Specific areas were also reviewed for District nominations, but a comprehensive, neighborhood by neighborhood review has not been done. SHPO understands that this project may not be in the plans for this grant cycle. Note that the State is extremely supportive of Brookings' education/training/outreach projects. Not many other commissions send as many people to trainings as we do and they're encouraging you to continue this practice.

Thornes recommended the BHPC consider planning for either a city-wide survey or a phased neighborhood approach (downtown, Central, University, etc.) in the near future, but not in reaction to this request. Note that a citywide survey would take 12-15 months to complete.

Discussion Items for Commission on February 21st:

1. Is a resurvey of the commercial district and the surrounding buildings something the HPC would consider undertaking in their next CLG grant? This is something we would strongly encourage as it has been many years since any type of survey was done in Brookings.
2. What are the commission's thoughts on the Sawnee Hotel and potentially expanding the district to include it? Our office does feel it would be eligible as a contributing structure within an expanded district.
3. What other areas surrounding the district should be included in any resurvey and evaluated to determine if the district should be expanded in those areas as well?

It was clarified that if both the commission and the chief elected local official recommend that the property not be nominated, the SHPO may not nominate the property unless an appeal is filed in accordance with Section 101(c)(2) of the Act and 36 CFR 60. If either or both the commission and the local chief elected official recommend that the property is eligible for nomination, the SHPO will

present the nomination to the State Review Board in accordance with the procedures in 36 CFR 60, and 36 CFR 61.

Commission discussion: There was considerable discussion about being reluctant to vote on a district expansion without having data from an updated survey and enough time to review the materials. In general, the group felt rushed. The Commission agreed that they do not want to engage in a full-blown study at this time, but would certainly consider it as a future project.

ACTION: A motion was made by Bibby, seconded by Powers, to support the proposed nomination of the Shawnee Hotel (pending additional information) and the potential amendment to the Brookings Historic Commercial District and they asked SHPO to proceed with a windshield survey of the District to identify other potential changes. *Discussion: Those in support of the motion were only in favor of proceeding with the nomination did so with the understanding that the Commission and City would have one more opportunity to review the nomination and provide comment during the State Board of Trustees May board meeting review. They didn't want to kill a potentially great downtown development project purely due to a timing issue and voted to move forward to keep it moving, but would want to review additional documentation on the building in the final nomination. Their position may change. Another factor is that the city is currently evaluating its space needs and one of the options on the table is to acquire and remove the structure to expand either City Hall or a Joint Law Enforcement Center.* On the motion; Bibby, Powers and Pittman voted yes and Willert and McCollough voted no; motion carried.

Accredited Workshop for Realtors. Pat Powers suggested more efforts be made in areas of public education and suggested the BHPC sponsor a workshop on preservation issues for local realtors that would be accredited through the SD Real Estate Commission.

Thornes contacted Jason Haug from SHPO and he said his staff would be happy to provide a realtor training session. It is something they've have discussed before so Brookings would be a good test case for them to develop something that could be offered in other parts of the state later. He asked if the BHPC would be willing to maybe contact some additional realtors to get an idea of what kinds of topics related to historic properties they would be interested in learning about. Some things that may be applicable to realtors might be: National Register of Historic Places, financial incentives for historic properties, laws/regulations related to historic properties, insurance for historic properties, benefits of hist. properties (ie property values), and maybe where to find additional information on historic properties. Any other ideas would be welcome. From their end, they'll start discussing this with the SD Real Estate Commission and see what would have to be done for the training to be accredited.

Thornes commented that it's been a long time since the BHPC sponsored a workshop for realtors. The last one was a Historic Property Marketing Seminar" on March 18, 1999 for all the members of the East Central Board of Realtors.

Thornes recommend proceeding with the project for a fall workshop.

ACTION: A motion was made by Powers, seconded by Bibby, to proceed with planning a fall workshop. All present voted yes; motion carried.

Central Residential Historic District—National Register District

- **Proposed County Courthouse Addition.** On January 29th the Brookings City Council held a joint meeting with the Brookings County Commission. One of the topics discussed was the possibility of building space sharing collaboration of the 1921 building. However, the County has already voted to move forward with building a new structure on the courthouse grounds. The City is asking them to delay their plans in order to study this issue.

The City Council took action on February 12th to direct the City Manager to explore the possibility of a joint collaboration with the County on all avenues and to draft a letter to the County Commission to that regard requesting that they work diligently with the City in this matter and the City Manager is to proceed in the shortest time frame possible.

The County sponsored a public meeting on Tuesday, February 19th, at 7:00 p.m. in the Swiftel Center (County room) to gather input from the public on their building plans.

A copy of the BHPC's position statement was provided to the County Commission.

The members agreed to attend the County Commission meetings on a rotating basis to keep up on this issue and to provide comments.

Speaking on the radio was suggested. A letter to the editor was also recommended.

ACTION: A motion was made by Powers, seconded by Bibby, to authorize a letter to the editor and speaking to local media outlets and other groups as appropriate. All present voted yes; motion carried.

- Community Cultural Center (Carnegie Library) - NO REPORT

Commercial District –National Register District

- **Streetscape Project** - On February 12th the City Council approved the resolution of necessity on the street, water and sewer assessment for this project. The Council voted to waive the usual 10% interest on the unpaid balance. Note that that action on the assessment is referable. The project will go out to bids later this month with action to award the bids scheduled for March 25th. Construction is scheduled to begin in April with an October completion date.

Doors Open Workshop – suggested topics (April 26th event). In January the Commission approved co-sponsoring the annual Doors Open Brookings event again this year on April 26th. However, the workshop topic was not identified.

The group discussed a variety of topic ideas including paint colors, roofing, façade restoration, HP 101, green building, energy audits, historic plantings, installing flexible ductwork in historic plaster.

ACTION: A motion was made by Powers, seconded by Willert, to pursue a workshop on energy efficiency – installing modern amenities in historic home. All present voted yes; motion carried.

Annual Goal Setting (tabled item). The Commission members reviewed last year’s goals and provided updates for inclusion in the annual report.

New proposal on animated signs. On January 24th the City Manager hosted a meeting regarding the sign proposal. This was per the request of the BHPC from your January meeting. The requested purpose of the meeting was to clarify the language, terms and statutory authority of the proposed sign ordinance prior to the February 5, 2008 Planning Commission meeting with a subcommittee report to the Planning Commission summarizing the discussion and proposed agreement between all parties as desired end result. The following individuals will be participating in the subcommittee discussion: Greg Fargen, Planning Commission Chair; Mike Cameron, Planning Commission Vice Chair; Jackie Lanning, City Engineer; Dan Hanson, Planning & Zoning Administrator; Jerry McCollough, Historic Preservation Commission Chair; Alice Pittman, Historic Preservation Commission Vice Chair; Shari Thornes, Brookings City Clerk; Doris Roden, DBI Program Manager; Dick Peterson; and Jeff Weldon, City Manager

As a result of that discussion, a revised ordinance was prepared by city staff and submitted to the BHPC and DBI for review and comment. It was noted that the City Manager had requested the Commission to consider an amendment that would eliminate the 150’ reference in the document.

SECTION 94-473

TABLE 5

PERMITTED SIGN CHARACTERISTICS BY ZONING DISTRICT

| CHARACTERISTIC | FW | A | ALL R'S | RB-4 | B-1 | B-2 | B-2A | B-3 | B-4 | ALL I'S | INS (a) |
|------------------------------------|----|---|---------|------|-------|-----|------|-----|-----|---------|---------|
| Electronic Message display-EMD (b) | N | N | N | P | P(c) | P | P | P | P | P | P (d) |
| Changeable Copy | N | N | N | P | P | P | N | P | P | P | P |
| Illumination, Internal | N | N | N | P | P (f) | P | P | P | P | P | P (e) |
| Illumination, External | P | P | N | P | P (f) | P | P | P | P | P | P (e) |
| Illumination, Surface lighted (e) | N | N | N | N | P (f) | P | N | P | P | N | N |
| Neon | N | N | N | N | P (f) | P | N | P | P | N | N |
| Non-Illuminated | P | P | P | P | P | P | P | P | P | P | P |
| Reflective | P | P | N | N | P | P | N | P | P | N | N |

P=Permitted N=Not allowed

a) This column does not represent a zoning district. It applies to institutional uses permitted in residential districts. Such uses may include, but are not necessarily limited to churches, schools, apartment complexes, retirement homes, funeral homes, libraries, fraternities and sororities.

- b) ~~Light intensity shall remain consistent throughout a message, movement or scene. Flashtubes or similar devices shall not be permitted.~~ This characteristic shall not include stationary LED illumination. LED illumination shall be considered as internal illumination.

Portable signs with EMD capabilities shall be permitted in the A, RB-4, B-1, B-2, B-2A, B-3, B-4, B-5, I-1, I-1R and I-2 District subject to the regulations in Section 94-470(e) and shall be permitted for any institutional use in conjunction with special events and public services for a period not to exceed 7 consecutive days nor more than 30 cumulative days within a calendar year.

- c) Signs with EMD capabilities shall be regulated as follows:

No sign with EMD capabilities, other than a portable sign, shall be permitted in the Brookings Historic Commercial District within the Business B-1 District as depicted in the 1999 Historic Preservation Plan or any amendments thereto on the following parcels:

- East 1/2, Fourth Railroad Addition
- W100' of lots 1 and 2; W80' of lot 3, Block 1, Original Plat Addition
- Lots 1-14, Block 2, Original Plat Addition
- Lots 1-17 and lot A and the N15' of the E93' of lot 18, Block 3, Original Plat Addition
- E119' of lot 1, all of lots 2-14, Block 6, Original Plat Addition
- Lots 1-13 and the W81.5' of lot 14, Block 7, Original Plat Addition
- Lot D, Railroad Addition
- Lots 8, 9, and 10, Block 13, Second Addition
- S5' of lot 7, all of lots 8-14, Block 14, Second Addition
- E 1/2, Temple Block Addition

- d) Signs with EMD capabilities shall be regulated as follows:

1. Only institutional uses such as churches, libraries and schools shall be allowed signs with EMD capabilities subject to other restrictions as stated in this section.
2. No sign with EMD capabilities, other than a portable sign, shall be permitted for any institutional use in the Central Residential Historic District and University Residential Historic District nor for any institutional use within 150 feet of either districts boundary as depicted in the 1999 Historic Preservation Plan or any amendments thereto.
3. No sign with EMD capabilities, other than a portable sign, shall be permitted for any institutional use within 150 feet of an individually listed property on the National Register of Historic Places as depicted in the 1999 Historic Preservation Plan or any amendments thereto.
4. Institutional uses not regulated by subsections 2 and 3 above shall be limited to one sign with a maximum size of 24 square feet.

- e) **No direct light or significant glare from the sign shall be cast onto any adjacent lot that is zoned and used for residential purposes.**

- f) **Any lighting involving motion or the appearance of motion shall be prohibited.**

There was discussion regarding the language of “EMD” verses “animated.” McCollough felt animated was more generic and didn’t single out a specific provider/industry supplier. There was discussion what other signs could be consider animated, such as at Pizza King, Nick’s and local churches.

Doris Roden reported that the DBI design committee reviewed the revisions and felt it was a good proposal. However, there is some vagueness in the language such as interpreting the lights.

ACTION: A motion was made by Powers, seconded by Bibby, to support the proposed ordinance revision with the following change to substitute the word “animated” for “emd” and to submit to the Planning Commission for approval. All present voted yes; motion carried.

Update on Ordinance No. 05-08 - an Ordinance amending the Zoning Ordinance pertaining to a drive-in food service in the Business B-1 District. On February 12th, the City Council voted in favor (5/2) of adopting the proposed ordinance that would allow a drive-in food service as a conditional use in the B-1 District.

Update on Boardinghouse Issue. On February 12th the City Council voted to eliminate boardinghouse as a conditional use in Brookings. Note that the current boardinghouses are grandfathered in.

Preservation Leadership Training Application & Registration. Preservation Leadership Training (PLT) is an intensive one-week experience tailored to respond to the needs of state and local preservation organizations and agencies. It emphasizes providing a participatory experience in leadership and organizational development techniques and the most up-to-date and effective information and training in current preservation practices, issues and action strategies.

PLT is aimed at staff and volunteer leaders of private, nonprofit preservation organizations, staff of state and local government agencies, members or staff of commissions, and others who are in a position to influence preservation activities in their communities. The faculty is drawn from national, state, and local experts in preservation and organizational development, giving participants a balanced national perspective and a network of regional and local resources for the future. Faculty members are available following their presentations to meet informally with participants and discuss individual concerns.

The tuition for the program is \$450, which includes a one-year membership in National Trust Forum. Applicants who individually or through their sponsoring organization are members of National Trust Forum are eligible for a discounted tuition of \$350. An additional meal assessment fee is charged for group catering. Participants are responsible for lodging costs, most meals and transportation to and from the PLT site. Participants are required to stay at the designated group hotel, as the PLT schedule is quite intensive and many sessions extend into the evening hours. The National Trust will make all arrangements with the designated hotel; please do not attempt to make reservations directly. Details are provided to accepted participants.

Dennis Willert expressed interest in attending this year’s PLT in Portland, Maine from June 21-28, 2008. SHPO is very supportive of CLG members wishing to attend PLT conferences and this would be a grant funded item. The application deadline is March 31st. The action needed on this item would be to include in the 2008/2009 grant application due in March.

Proposed Commission Training Topics & Dates.

The Commission requested the training sessions be separate from the regular monthly meetings in late afternoon and to hold them on a quarterly basis. The Commission requested training topics on the following issues: A drive-around tour with state staff to provide them with a baseline of each district and an understanding of the contributing/non-contributing determinations and a tour of the Sexauer Seed District properties.

Report on SDSU Master Plan Committee. McCollough attends these meetings on behalf of the BHPC and reported that the committee met on Jan. 31st and there were no issues related to Historic Preservation. The group meets every Thursday and the University has expressed a desire to stay away from the historic neighborhoods.

Announcements. Pam Merchant will be appointed to the Commission at the February 26th meeting and will be in attendance at the March meeting.

Calendar:

- February 19, 2008 - Brookings County Commission Open House on Building Plans
- March 4, 2008 - Planning Commission Meeting – 7 pm
- June 17-18, 2008 - Section 106 Training – Pierre
- June 21-28, 2008 Preservation Leadership Training – Portland, Maine
- July 9-11, 2008 University Week for Women (tours)
- July 10-13, 2008 National Alliance of Preservation Commissions – New Orleans
- Oct. 21-25, 2008 National Trust for Historic Preservation Annual Conference, Tulsa, OK
- Oct. 13-17, 2009 National Trust for Historic Preservation Annual Conf – Nashville, TN
- Oct. 26-30, 2010 National Trust for Historic Preservation Annual Conf – Austin, TX

Correspondence/Communications

- The Alliance Review, Jan/Feb 08 (enclosed)
- MainStreetNews, Dec/Jan 08 (enclosed)
- Email on Section 106 Training in Pierre (enclosed)

Meeting adjourned at 6:00 p.m.

**Brookings Historic Preservation Commission
Thursday, March 20, 2008**

A meeting of the Brookings Historic Preservation Commission was held on Thursday, March 20, 2008 at 4:00 p.m. in City Hall. Members present: Alice Pittman, Pat Powers, Dennis Willert, Mary Bibby, Joanita Kant and Pam Merchant. Jerry McCollough was absent. Doris Roden, DBI Program Manager, and Shari Thornes, City Clerk, were also present.

Vice Chairperson Pittman called the meeting to order at 4:04 p.m.

Introductions. Pam Merchant was introduced to the Commission. Pam was appointed on March 11th for a three year term. She and her husband Dan have three children and are moving into the University Residential District. Pam is a graphic designer, is very involved in Community Theater and is also a school board member.

Adoption of agenda. A motion was made by Powers, seconded by Kant, to approve the agenda. All present voted yes; motion carried.

Approval of minutes. A motion was made by Bibby, seconded by Merchant, to approve the February 21, 2008 minutes as amended. All present voted yes; motion carried.

Schedule next monthly meeting. Thursday, April 17th at 4:00 p.m. (Bibby and Kant will be unable to attend).

NEW BUSINESS:

Comment on a Conditional Use Request for a drive-in food service at Nick's Hamburger.

The owner of Nick's Hamburger has applied for a conditional use permit to install a drive-in food service. This business is located at 427 Main Avenue in the Brookings Commercial Historic District. Members were provided with copies of a site plan.

Thornes reported that the Brookings Traffic Safety Committee reviewed the request at noon on March 20th and had voted against the proposal (the vote was 5 no, 1 yes, and 1 abstained). The Committee's concerns with this application were due to reduced site visibility with vehicles crossing over the sidewalk and cars being parked over the sidewalk waiting to exit onto the street. They also had concerns about potential safety problems in the alley with cars blocking the alley while waiting to enter the drive-through.

Thornes said the City Planning Commission will review this application on April 1st. The City Council will hold first reading of the ordinance on April 15th and the public hearing will be on April 29th.

The Commission reviewed their position statement from January 16, 2008. The Commission took a position when the City Council was considering Ordinance No. 05-08, "An Ordinance amending the Zoning Ordinance pertaining to a drive-in food service in the Business B-1 District: The position stated: *"A motion was made by Pittman, seconded by McCollough, to recommend food service drive-ins not be a permitted use in the Brookings B-1 District, since it is felt that such uses are not consistent with the historical character of the downtown. All present voted yes; motion carried."*

ACTION: A motion was made by Willert, seconded by Bibby, that the BHPC provide a position statement on this specific application in addition to the January 16, 2008 statement. **Discussion:** There was consensus to reference enabling BHPC legislation and other pertinent excerpts from the Vision 2020 Comprehensive Plan and Brookings Preservation Plan in the position statement. Doris Roden, DBI Program Manager, was present and offered several suggestions for language. Powers expressed concern about making a statement regarding a specific applicant and suggested a broader policy statement. Thornes noted that the property under consideration is a contributing property in the National Register Commercial Historic District and was listed individually on the National Register prior to the District's

creation. She commented that the BHPC has taken positions on a number of specific applications.

ACTION: A substitute motion was made by Powers, seconded by Willert, that the BHPC provide the following position statement on this application: “To recommend food service drive-ins not be a permitted use in the Brookings Historic Commercial District, within the Brookings B-1 District, since it is felt that such uses are not consistent with the historical character of the downtown.” Discussion: A map of the Commercial District should be attached to the document. All present voted yes; motion carried.

2008/2009 Grant Application.

- Preservation Leadership Training Application & Registration - Dennis Willert reported that he would like to attend the 2008 Preservation Leadership Training in Portland, Maine this summer. There is an application process to attend this training. Deadline to apply for consideration is March 31st. Thornes will include these expenses in the grant application.
- Supplemental Funds – Thornes reported that she had just received word from the State Office that the 2008/2009 grant deadline was March 31st. This grant’s funding cycle is from June 2008 to August 2009. With the limited amount of notice given between grant notification, the BHPC meeting and the deadline, Thornes requested an extension. The absolute latest the application can be submitted is April 18th. However, she will need to provide an outline of the projects and estimated costs by March 31st.

The following ideas for projects were discussed:

- Board Development Training: Preservation Leadership Training, National Alliance of Preservation Commissions, National Trust for Historic Preservation, and the State History Conference.
- Seek assistance to develop legal process and forms for Listing on the Local Register of Historic Places
- New community wide survey of historic resources (multiple year project)
- Educational programs (use of an intern, articles, picture this).

Thornes noted a number of unfinished Commission projects and expressed concern about starting any more big projects until everything was finished. *Thornes will proceed with a grant application for submittal to the state. The focus will be on board development and the local register process.*

Mayor’s Awards for Historic Preservation: The Commission will need to select the winner(s) at the April meeting. Presentation will occur during the May 13th City Council Meeting. There was discussion regarding possible nominations. Members were asked to submit nominations by email to the full group so everyone has a chance to drive by the properties. With the next meeting being so late in the month, there will be very little turn-around time on the articles, press release and ordering the plaques. The press release soliciting nominations will be issued on March 21st with a deadline of mid April.

Newsletter: Thornes reminded the Commission that the newsletter is a grant funded project out of the 2007/2008 grant. The product must be completed by late April for inclusion in the *Brookings Register* in early May. Powers volunteered to write an article on the County Courthouse and 1921 building issue. Each member needs to help identify topics and write the articles. Powers suggested that he and Thornes could work on a camera-ready product for the printer.

OLD BUSINESS:

Historic Districts and Properties.

Central Residential Historic District—National Register District

- **Proposed County Courthouse Addition** – Bibby reported that she attended a County Commission meeting following last month’s BHPC meeting to hear their discussion regarding the proposed expansion and space needs. However, there wasn’t an opportunity for public comment during the County’s meeting, so a small group of interested parties (Nancy Flynn, Diana Zwiég, Bibby and McCollough) met with Stephanie Vogel, the County Commission staff to discuss how to provide public comment. The group met again to draft a letter to send to the County Commission. They also attended the joint city/county meeting on March 18th related to the joint use of the 1921 building. They are holding on the letter until after the city decides whether to move forward with analyzing the 1921 building for its use.

Commercial District –National Register District

- **Update on District Expansion Review** – Thornes reported that State staff will be in Brookings on March 27th & 28th to review the district boundaries and also take a closer look at the Sawnee Hotel.
- **Streetscape Project** – Thornes reported that the bids came in too high and staff is considering other options on how to move forward with the project. The bids are only good for 30 days.
- **DBI Report** - Willert reported that the meeting focused on the drive-in application and the Door’s Open workshop.

UPDATES:

- **Animated signs** – The BHPC’s comments were provided to the Planning Commission for their review on April 1st.

Announcements

- **Government Access Channel** – Thornes reported that her office is responsible for the management and content of the new government access channel on Mediacom #9 and the BHPC can submit content for the channel.

Calendar

May 2-3, 2008 State History Conference – Rapid City
June 17-18 - Section 106 Training – Pierre
June 21-28, 2008 - Preservation Leadership Training – Portland, Maine
July 9-11, 2008- University Week for Women (tours)
July 10-13, 2008 - National Alliance of Preservation Commissions – New Orleans
Oct. 21-25, 2008 - National Trust for Historic Preservation Annual Conference, Tulsa, OK
Oct. 13-17, 2009 - National Trust for Historic Preservation Annual Conf – Nashville, TN
Oct. 26-30, 2010 - National Trust for Historic Preservation Annual Conf – Austin, TX

Correspondence/Communications

- *Forum Journal, Winter 2008 – check-out*
- *Forum News, Mar/Apr 08*
- *Travel Exhibits, SDSHS*
- *State History Conference Agenda*
- *Preservation Advocate, Feb 08*

April Agenda Items: Mayor's Awards for Historic Preservation, Newsletter, Summary of Unfinished Projects,

Meeting adjourned at 6:35 p.m.
Submitted by Shari Thornes

Brookings Historic Preservation Commission
Thursday, April 17, 2008

A meeting of the Brookings Historic Preservation Commission was held on Thursday, April 17, 2008 at 4:00 p.m. in City Hall. Members present: Jerry McCollough, Alice Pittman, Dennis Willert, and Pam Merchant. Members absent: Pat Powers, Mary Bibby and Joanita Kant. Shari Thornes, City Clerk, were also present.

Chairperson McCollough called the meeting to order at 4:00 p.m.

Adoption of agenda. A motion was made by Willert, seconded by Merchant, to approve the agenda. All present voted yes; motion carried.

Approval of minutes. A motion was made by Merchant, seconded by Pittman, to approve the March 20, 2008 minutes. All present voted yes; motion carried.

Schedule next monthly meeting. Thursday, May 8 at 4:00 p.m. (Alice's last meeting before moving to Durham)

Mayor's Awards for Historic Preservation.

A motion was made by Merchant, seconded by Willert, to approve the following Mayor's Awards for 2008:

- 1) Stephen Van Buren - "Personal Contributions to Historic Preservation" for his work on the George & Evelyn Norby Collection"
- 2) First Bank and Trust - Community Development Corporation for "Preservation of Historic Residences"
- 3) George's Pizza for the "Restoration of Unique Architectural Features"
- 4) David and Sara Kneip for 1218 Sixth Street - "Overall Residential Restoration"
- 5) AG Edwards (Wacovia) (tenant) and Scott and Deb Dominiack (owners) for 309 Fourth Street - "Overall Commercial Restoration"

Presentations will be made at the May 13th City Council meeting. All members were encouraged to attend.

Preservation Week Newsletter. The following article assignments were made: Kneip award – Merchant, Van Buren award – Pittman, CDC – Bibby, AG Edwards – Willert, George's – Merchant, Courthouse – Bibby and Powers. Articles need to be emailed to Thornes by May 1st.

Central Residential Historic District—National Register District

- Proposed County Courthouse Addition. Several BHPC members attended the County's special meeting on April 7th to discuss the courthouse expansion project.

Commercial District –National Register District

- Update on District Expansion Review – Due to weather, the SHPO site visit was rescheduled to April 21st.
- Streetscape Project – The City Council approved bids on April 15th and the project is scheduled to start mid May.
- DBI Report. Willert reported that the focus of their last meeting was primarily the Streetscape project and marketing campaign.
- Drive-Through Restaurant Request – The Planning Commission did not approve the Nick's Hamburger request for a drive-through restaurant as a conditional use. The application will now go to the City Council for action; however, it would take a super majority (5/2) vote to pass this action. The public hearing on this issue will be April 29th during the 6 pm meeting. A copy of the BHPC's position statement on this issue has been provided to the City Council.
- Doors Open Workshop. Thornes was unable to secure a speaker; however, Doris Roden offered to work on this for the Commission.

University Residential Historic District.

Thornes reported being contacted by several property owners requesting site visits to review their projects. A SHPO site visit is scheduled for April 21st.

Sign Ordinance Amendments. The Commission was provided with the final document approved by the Planning Commission. Final action by the City Council is scheduled for April 29th.

Summary of unfinished projects and/or issues. There was a brief discussion regarding the status of unfinished projects. An in-depth discussion of this item was postponed until the May meeting.

Staff Updates:

- Grant application – Thornes submitted the 2008/2009 grant application to the state. She said she was able to secure Frank Gilbert, Attorney for the National Trust for Historic Preservation, to work on the proposed local district processes project.
- Real Estate Workshop – SHPO has indicated that it may be a problem to get an accredited workshop arranged for this fall, but offered to still host a real estate

workshop. Thornes recommended waiting until it's accredited for a bigger attendance draw.

- State Training Sessions – Kate Divis and Jenn Brosz from SHPO will be working with us on these sessions and they agreed that starting in May worked the best for them. The following dates DO NOT work for them (May 1 – 3, 23, 26, 28-30). The group recommended the week of May 19th for the first session.
- State History Conference – Pam Merchant is registered to attend!

Calendar

| | |
|------------------|---|
| April 25-26 | Door's Open/Brookings |
| April 29, 2008 | City Council action on Sign Ordinance & Nick's app |
| May 2-3, 2008 | State History Conference – Rapid City |
| May 13, 2008 | City Council Mtg – Presentation of Mayor's Awards |
| June 17-18 | Section 106 Training – Pierre |
| June 21-28, 2008 | Preservation Leadership Training – Portland, Maine |
| July 9-11, 2008 | University Week for Women (tours) |
| July 10-13, 2008 | National Alliance of Preservation Commissions – New Orleans |
| Oct. 21-25, 2008 | National Trust for Historic Preservation Annual Conference, Tulsa, OK |
| Oct. 13-17, 2009 | National Trust for Historic Preservation Annual Conf – Nashville, TN |
| Oct. 26-30, 2010 | National Trust for Historic Preservation Annual Conf – Austin, TX |

Correspondence/Communications

- *MainStreet News, March 2008*

Meeting adjourned at 5:00 p.m.

Submitted by Shari Thornes

Brookings Historic Preservation Commission
May 8, 2008

A meeting of the Brookings Historic Preservation Commission was held on Thursday, May 8, 2008 at 4:00 p.m. in City Hall. Members present: Jerry McCollough, Alice Pittman, Joanita Kant, Mary Bibby and Pam Merchant. Members absent: Pat Powers and Dennis Willert. Shari Thornes, City Clerk, was also present.

Chairperson McCollough called the meeting to order at 4:10 p.m.

Adoption of agenda. A motion was made by Pittman, seconded by Bibby, to approve the agenda. All present voted yes; motion carried.

Approval of minutes. A motion was made by Merchant, seconded by Pittman, to approve the April minutes. All present voted yes; motion carried.

Schedule next monthly meeting. Thursday, June 12th at 4:00 p.m.

Grants: State 2007/2008 Grant Amendment and National Park Service Preserve America Grant Project. Thornes reviewed the following two issues:

- Issue #1) The BHPC's State 2007/2008 grant deadline is fast approaching which is May 31, 2008. One of the funded projects in that grant is \$10,000 for the Preserve America "Heritage Tourism Plan."
- Issue #2) The BHPC's \$54,000 Preserve America Grant for the Heritage Tourism Plan from the National Park Service is tied to the state grant. Thornes said she has reviewed this project in-depth and have concluded that we do not have the ability to generate the match needed to comply with Federal standards.

Her recommendations on the State Grant:

- 1) Decline the \$10,000 from the state or request allocation of the money for a different project.
- 2) Request a time extension regardless of option selected (1-2 months)

Her recommendations on the Preserve America Grant:

- 1) Decline the \$54,000 to the National Park Service or request reallocation to the State's Heritage Tourism Project.

Thornes indicated that this was a very difficult recommendation for to make, but unfortunately she could not see how the City could comply with State and Federal grant standards. She noted that in her 22 years, she had never declined or returned grant funds, but felt this was the correct step to take in this issue.

ACTION: A motion was made by Merchant, seconded by Pittman, to request an extension on the State 2007/2008 grant to September 1, 2008. All present voted yes; motion carried. Thornes will pursue alternative project ideas with the state so the money can be reallocated back to the BHPC.

ACTION: A motion was made by Merchant, seconded by Pittman, to request reallocation of the \$54,000 Preserve America grant to the State's Heritage Tourism Project. If this arrangement is not acceptable to the state, to submit formal decline of the grant to the National Park Service. All present voted yes; motion carried.

Mayor's Awards for Historic Preservation. The award presentation will be held at May 13th City Council meeting at the beginning of the 6 pm meeting. Jerry will be out of town, so Mary has graciously volunteered to present the awards with the Mayor. Letters to the winners, signed by the Mayor and Jerry, were sent. The plaques have been ordered. Thornes also be out of town, but her staff will coordinate the awards ceremony.

Stephen Van Buren

“Individual Service to Historic Preservation”
For the George & Evelyn Norby Collection

First Bank & Trust

Community Development Corporation
“Neighborhood Revitalization”
For Preservation of Historic Residences

George's Pizza

“Restoration of Unique Architectural Features”
311 Main Avenue, Brookings, South Dakota

David and Sara Kneip

“Overall Residential Restoration”
1218 Sixth Street, Brookings, South Dakota

Wachovia Securities

“Overall Commercial Restoration”
309 Fourth Street, Brookings, South Dakota

Preservation Week Newsletter. The newsletter was scheduled to be inserted in the May 13th Brookings Register. Articles were emailed to Thornes.

Sign Ordinance Amendments. The City Council approved the sign ordinance amendment at their April 29th meeting. Members were provided with copies.

Central Residential Historic District—National Register District

▪ **Proposed County Courthouse Addition.**

McCullough reported that after receiving additional public input regarding their plans to build on the courthouse square, the County Commission is re-evaluating other options including the former First National Bank building on the corner of 5th Avenue and 5th Street. There is increased public interest in the County's plans.

Enclosures (2): 4/24/08 Register Article & email from Nancy Flynn

Commercial District –National Register District

- Update on District Expansion Review – The SHPO has determined that the former Sawnee Hotel does not qualify for the National Register; therefore the district expansion is a non-issue.

- Drive-Through Restaurant Request - The City Council in a 3/3 vote turned down the Nick's Hamburger drive-through request.

University Residential District

- 711 7th Street - Please be advised that the State has submitted the attached letter urging the city maintain its historic setbacks in our National Register Districts. A copy of the letter was also provided to the Board of Adjustment members. The Commission has taken a position on this issue in the past. Members were provided with a copy of the April 28th letter from the State.

Staff Updates:

- Preservation Leadership Training Update –Dennis was accepted for the June workshop!

- Grant application – Thornes submitted the grant application and have “unofficially” heard back that our items will be funded. The snag is that SHPO hasn't received their Federal money yet.

Basic Allocation Funding - Project Titles: TOTAL \$2000

1. Mayor's Awards for Historic Preservation
2. *Brookings Preservationist* Newsletter
3. Public Workshop
4. Membership in state and national preservation organizations

Supplemental Funding – Project Titles: TOTAL - \$8417

1. Board Development Training **
 - A. National Trust Conference – Tulsa, OK (\$3640)
 - B. Preservation Leadership Training
– Portland, Maine (2008) (\$1777)

- Deadwood, South Dakota (2009) \$350 – the rest of the funding will be out of the next grant

2. Develop legal process and forms for listing property on the Brookings Local Register of Historic Places ** - \$3000

** Priorities in *Brookings Historic Preservation Plan Action Plan*

- Real Estate Workshop - SHPO has indicated that it may be a problem to get an accredited workshop arranged for this fall, but offered to still host a real estate workshop. Thornes recommended waiting until it's accredited for a bigger attendance draw.
- State Training Sessions – The training was tentatively scheduled for May 19th.
- State History Conference – Unfortunately Pam was unable to attend this year's conference.
- Membership – With Alice and her family moving the Commission now has a vacancy on the commission.
- 2009 budget schedule/process – This year's process will be extremely short – 2 weeks! Members were provided with the budget schedule and draft narrative.
- Green Strategies Workshop & SB 188-“Building Design & Construction Standards”
FYI - The City Council will be discussing the possible implementation of building design and construction standards similar to what the State has done with SB188. This related to LEED certification and green building techniques.
- Annual Report(s) – Both reports are done and submitted.

Calendar

May 2-3, 2008 - State History Conference – Rapid City

May 13, 2008- Mayor's Awards Presentation – City Council – 6 pm – City Council Chambers

May 29, 2008 -Green Strategies for Historic Buildings

June 17-18 - Section 106 Training – Pierre

June 21-28, 2008 - Preservation Leadership Training – Portland, Maine

July 9-11, 2008 - University Week for Women (tours)

July 10-13, 2008- National Alliance of Preservation Commissions – New Orleans

Oct. 21-25, 2008 - National Trust for Historic Preservation Annual Conference, Tulsa, OK

Oct. 13-17, 2009 - National Trust for Historic Preservation Annual Conf – Nashville, TN

Oct. 26-30, 2010 - National Trust for Historic Preservation Annual Conf – Austin, TX

Agenda items for June Meeting (Election of Vice Chair, Porch Tour arrangements).

Meeting adjourned at 5:30 p.m.

Submitted by Shari Thornes

Brookings Historic Preservation Commission
June 12, 2008

A meeting of the Brookings Historic Preservation Commission was held on Thursday, June 12 2008 at 4:00 p.m. in City Hall. Members present: Jerry McCollough, Pat Powers, Mary Bibby and Pam Merchant. Members absent: Joanita Kant and Dennis Willert. Shari Thornes, City Clerk, was also present.

Chairperson McCollough called the meeting to order at 4:00 p.m.

Adoption of agenda. A motion was made by Powers, seconded by Merchant, to approve the agenda. All present voted yes; motion carried.

Approval of minutes. A motion was made by Bibby, seconded by Merchant, to approve the April minutes. All present voted yes; motion carried.

Schedule next monthly meeting. **Thursday, July 17th at 4:00 p.m.**

Election of Vice Chairperson. A motion was made by Merchant, seconded by Powers, to nominate Mary Bibby as Vice Chairperson. All present voted yes; motion carried.

OLD BUSINESS/UPDATES:

Grant Amendment Request Updates. Thornes reported that she had obtained an amendment request to extend the grant timeline in order to complete projects and provide additional detail on the BHPC's \$10,000 project.

Porch Tour Arrangements. McCollough will host a walking tour of the University and Central area on Wednesday, July 9th, at 1:30 p.m. The tour is being offered as one of the programs during University Week for Women. This is the second year that the BHPC has offered a tour. Last year's was very well received. The tour will conclude with refreshments at the home of Diane and Dave Kosbau at 824 Fifth Street.

Preservation Week / Final Reports:

- *Mayor's Awards for Historic Preservation* – Thornes read a letter the Mayor received from winner Stephen VanBuren expressing his appreciation for the recognition.
- *Newsletter* – No feedback.

Central Residential Historic District—National Register District

Proposed County Courthouse Addition. Thornes reported meeting with Patricia Garcia Duggan, Circuit Court Administrator, and members of SHPO staff on May 21st. This meeting was in response to her request to discuss what types of changes can and can't be done to a historic building. SHPO staff was scheduled to be in town that day for a site visit at SDSU. The group met at the courthouse to review Court Service's preliminary plans.

Thornes said Court Services hasn't retained an architect to assist on the project. They believe that this is the responsibility of the County. Thornes noted that the County Commissioners have commented in at least two meetings, when discussing their space needs & overall costs, that the courthouse renovation for court services wasn't their problem. Garcia completely disagrees with these comments and said the County Commissioners are misinformed. Garcia told the group that she plans to more strongly remind the County of their financial responsibilities at their next meeting. She also provided the group with the case law citations regarding those responsibilities. She said the County is required to provide a space that is suitable for the intended functions. One of the cases was in South Dakota where the county (Pennington) felt the same way as Brookings. That court services took it to court and won.

Thornes said Court Services has many functionality issues to consider: confidentiality for juveniles & providing spaces where the general public can't see them waiting for court; confidentiality and security for the judges; and another courtroom space in addition to the one they have. The only possible space would be on the 1st floor to take out all interior walls in the Auditor's offices (south end). Thornes said she suggested the Treasurer's end (north end) because the space is already open, but there are vaults to contend with. There's also another vault that poses a problem. Thornes noted that one of County Commissioner Klavetter's arguments against the 1921 building that the cost to add vaults would be too expensive. Functionally the 1921 building seems to make more sense for court services and the courthouse for county services. Thornes said that she asked Garcia since the County is required to provide court services with adequate space, why hasn't this been offered? The challenges to make the courthouse work for court services will be extensive and will greatly change the interior. Garcia said Court Services hasn't considered the 1921 building for their needs and because it hasn't been offered for consideration. Garcia said the responsibility to hire an architect would be the county's and she's afraid they would select anyone that is knowledgeable about court services design or sensitive to a national register courthouse retrofit. Garcia clarified that if court services were to take over the courthouse, they would remain as tenants. The 11.1 review process would be the responsibility of the county.

University Residential District

- **711 7th Street** - Thornes said this property has recently had a new foundation installed but was moved slightly on the site. She noted receiving the following email from the state:

In light of several historic homes in Brookings needing foundation repair, and being repositioned a few feet to the side of their original orientation, Jason and I wanted to follow up with the National Park Service as to whether this would affect the integrity of the historic property.

Our contact at NPS needs to know the following in order to get back to us on this issue:

- 1) Will the sideways move be the final placement of the building? (I assume yes) And how many feet is it from the original orientation?*
- 2) Will they be raised up on the new foundation? How much above the former level?*

- 3) What is the current foundation material? What will the new foundation be made of?
- 4) Will the new foundation follow the original footprint?
- 5) Are any other changes proposed, for example, a new addition, excavation of adjoining land, relocating main entrance, etc.?

Shari, if anyone else is doing similar work on a National Register property, they will want to consider the same questions.

Because this is a question we have never encountered, we feel it is best to check with the park service in advance to clarify whether or not the "sideways move" would have an adverse affect on the historic properties.

Thank you for your input,
Jennifer R. Brosz, Historic Preservation Specialist
South Dakota State Historical Society

Thornes said she had encountered this question before and was told that a sideways move (anything other than a straight up & down) would disqualify them from the NR. Thornes asked SHPO to advise if the Park Service had changed their position on this issue.

South Dakota State University

- **Pending Demolitions.** Thornes reported learning that SHPO was scheduled to be in town on May 21st for a site visit at SDSU for pending building demolitions. Thornes asked to join the tour. SHPO staff and Thornes met with Mike Reger, Dean Kattleman and SHPO staff to review their project. The Board of Regents and Governor approved the removal of Old Shepard Hall (chem. Lab building south of the "Barn" built in 1929 – fairly non-descript), New Shepard Hall (one-story pharmacy built in 1980), a the little power lab building next to the old UPD building (small, one story brick built around 1900). The project has already been bid and awarded to Gil Haugen. He has all salvage rights and nothing in the buildings will be sold at surplus. It will be 3 years before they tear down Old Shepard. Thornes circulated a schematic of the new Science Building to the Commission for review.

Staff Updates:

- Reschedule State Training Sessions – Reschedule for the third or fourth week in July.
- 2008/2009 State Grant Award – The BHPC's grant request was fully funded for \$10,417.00.
- 2009 budget schedule/process- The BHPC city budget request has been completed and submitted with a level funding request of \$3,600. No problems are anticipated.

Announcements/Correspondence/Communications

- Common Ground, Spring 08
- Forum Journal, Spring 08
- MainStreetNews, Apr 08
- DBI Agenda, May 08

Calendar

June 9th Preserve Brookings Annual Meeting – old Fire Hall, 7 pm
June 17-18 Section 106 Training – Pierre
June 21-28, 2008 Preservation Leadership Training – Portland, Maine
July 9-11, 2008 University Week for Women (tours)
July 10-13, 2008 National Alliance of Preservation Commissions – New Orleans
Oct. 21-25, 2008 National Trust for Historic Preservation Annual Conference, Tulsa, OK
Oct. 13-17, 2009 National Trust for Historic Preservation Annual Conf – Nashville, TN
Oct. 26-30, 2010 National Trust for Historic Preservation Annual Conf – Austin, TX

Agenda items for July Meeting - Porch Tour, PLT Report, and State Jurisdiction Over University Property

Meeting adjourned at 5:15 p.m.
Submitted by Shari Thornes

Brookings Historic Preservation Commission
July 17, 2008

A meeting of the Brookings Historic Preservation Commission was held on Thursday, July 17 2008 at 4:00 p.m. in City Hall. Members present: Jerry McCollough, Pat Powers, Mary Bibby, Dennis Willert and Pam Merchant. Members absent: Joanita Kant. Shari Thornes, City Clerk, was also present.

Chairperson McCollough called the meeting to order at 4:10 p.m.

Adoption of agenda. A motion was made by Merchant, seconded by Powers, to approve the agenda. All present voted yes; motion carried.

Approval of minutes. A motion was made by Powers, seconded by Merchant, to approve the June minutes. All present voted yes; motion carried.

Schedule next monthly meeting. Thursday, August 7th at 4:00 p.m.

Report on Preservation Leadership Training. Dennis Willert attended a week-long Preservation Leadership Training (PLT) in Portland, Maine from June 21-28, 2008. Eighty people across the nation applied and only 36 were accepted. Three from South Dakota applied and Dennis was the only one accepted.

PLT is an intensive boot-camp training on preservation issues sponsored by the National Trust for Historic Preservation. Dennis shared that the experience was overwhelming and he was out of his element. The goals of PLT are:

- *To increase the capacity of local preservation organizations and commissions by identifying and training current and potential leaders who have the ability to dramatically increase their effectiveness.*
- *To empower grassroots organizations and local preservation commissions to achieve preservation successes in their communities.*
- *To create, maintain and support a national network of leaders of the grassroots preservation movement.*
- *To heighten local understanding and awareness of the value of preservation to explore and present new ideas for approaching local preservation issues in the host community.*

He said each day was very organized and covered the following topics:

- **Community Leadership:** Dennis said this session covered how to be known in the community and community leadership. They talked about how the loss of a major property can spur preservation commissions to the next level of advocacy and advance their organizations. It often was the spark to save other resources.

- The Commission discussed recent losses in Brookings, particularly those at SDSU. There was discussion how to engage the State or Board of Regents. Ideas included inviting Regent Dean Krogman to a meeting, attending Regent meetings or budget meetings, and using the SD Newspaper Association clipping service to track Regent's actions.
 - State jurisdiction over university properties in on the August agenda and the Commission will review the state law and other materials at that time.
- Politics of Preservation – He has written materials on the following topics: Successful State Advocacy, Lobbying and PACs, Communicating with Elected Officials, Working with an Advocacy Coalition, Developing a Grassroots Network, A Blueprint for Lobbying,
- Human Resources – He has written materials on the following topics: Board Development for Nonprofit Organizations, Investing in Volunteers
 - Dennis said there are many dysfunctional boards and commissions that act more like committees, which makes it harder to retain or recruit members.
- Strategic Planning - He has examples of other strategic plans. In such a planning process the Board or Commission will examine the following: review of purpose, plan for the future – identify additional historic resources and advocacy measures.
- Financial Resources – Fundraising Starter Kit, Creating a Fundraising Plan.
- Economics of Preservation – The Economics of Rehabilitation, A Guide to Tax-Advantaged Rehab.
- Legal Tools – Historic Preservation Law Framework, A Layperson's Guide to Historic Preservation Law, Takings Law in Plain English.
- Hands-On Design Workshop – Design Review in Historic Districts, Rehab of Historic Properties, Procedural Due Process in Plain English, A Self-Assessment Guide for Local Preservation Commissions, Community Self-Assessment
- Team Project – Each team had to show developers how they could make money with an actual historic building in Portland, Maine. His team had the Baxter Building which was a former library. Their presentation highlighted the benefits of a public/private partnership that would allow a developer to recoup 80-90% of the renovation costs and the building owner could retain the rental income and get the building back in 7 years.

Merchant asked if the BHPC had ever done a community self-assessment. Thornes said yes, during the town hall meetings when creating the *Brookings Preservation Plan & Action Guide* (1999). She suggested the Commission hold a planning retreat to reassess its goals and vision.

MOTION: A motion was made by Merchant, seconded by Bibby, that the BHPC hold an initial planning strategy session to re-define its goals to include the possible creation of committees and to consider conducting a community self-assessment. All present voted YES; motion carried.

Dennis noted that there is a ListServ that the Commission can utilize to pose questions about current issues.

Action Steps:

1. CHECK OUT BOOK - Dennis will leave his PLT Training Manual in the City Clerk's Office for one month available for check-out.
2. Schedule Planning Retreat.
3. Sign up for ListServ

Attendance at National Trust Conference – Tulsa, OK – Oct 21-25, 2008. Thornes said the Commission is funded to send TWO (2) people to the National Trust conference in Tulsa this October. In order to take advantage of the early bird registration, Thornes will need commitments by July 29th.
(Joanita – Thornes will check, Pam–No, Mary-??., Jerry-No, Pat-No, Dennis-Yes if no one else can go).

Airport Project – Section 106 findings of historical artifacts. “Airport environmental assessment study hits another delay. City Manager Jeffrey Weldon reported the following in a June 20th memo to the City Council: “City Engineer Jackie Lanning received word last week that some potentially-significant historical artifacts have been discovered on both sites of our dual-track airport study. The State Historic Preservation Office (SHPO) will now intensify their study at both the current airport and the Trenton Township site to assess the significance of their findings to determine how it will impact the overall environmental assessment. This could set back the completion of the final environmental assessment by a month or two but we will do everything we can to keep leaning on the schedule.”

Thornes said she notified SHPO of this issue and they were not aware of this information. They later reported that the Federal Agency responsible for completing the section 106 process will contact the State Historic Preservation Office. The SHPO will wait to receive a report from the Federal Agency before commenting. If we have any specific concerns, please contact SHPO review and compliance archaeologist, Amy Rubingh, at Amy.Rubingh@state.sd.us or (605) 773-8370.

Brookings Commercial District Survey Update (Phase 1) and Residential Reconnaissance Level Survey. Since the last meeting Thornes said she reviewed a variety of project scenarios with SHPO and all finally agreed on the following project as funded and achievable in the short time line. With the assistance of SHPO staff, Thornes prepared the following project description and contacted four consultants in the area inquiring as to their availability. Thornes reported that Mary Troutman Gates from The Midwestern Company located in Pierre has agreed to complete this project. Mary was the architectural historian for SHPO and knows Brookings and this project very well. She and her intern will be here for approximately one week in August.

Brookings Commercial District Survey Update (Phase 1)
& Residential Reconnaissance Level Survey
Brookings, South Dakota
Summer 2008

Sponsoring Agency: Brookings Historic Preservation Commission
Project Manager: Shari Thornes, Brookings City Clerk
Funding: \$10,000 (2007/2008 SHPO Grant Funds – Amendment)

Scope of Work & Products:

Project #1: Brookings Commercial District Survey Update (Phase 1)
Consultant to conduct reconnaissance level re-survey of the 60 building Brookings Commercial Historic District and the District periphery/environs to evaluate possible boundary adjustments and update contributing and non-contributing status. The consultant will follow the South Dakota State Historic Preservation Office (SHPO) "South Dakota Historic Resource Survey Manual" and Guidelines available at http://www.sdhistory.org/HP/hp_survey.htm District was listed in 1988

Phase 1: Fieldwork (August 2008):

Phase 1 Products: Updated existing site forms and any new site forms entered by the consultant in the SHPO database will be printed by the SHPO and provided to the Brookings Historic Preservation Commission along with consultant's photo documentation.

Project #2: Residential Area Reconnaissance Level Survey

Consultant will conduct a reconnaissance Level Survey of the six block residential area located west of Main Avenue, east of Pioneer Park and south of Sixth Street (Highway 14). The consultant will follow the South Dakota State Historic Preservation Office (SHPO) "South Dakota Historic Resource Survey Manual" and Guidelines available at http://www.sdhistory.org/HP/hp_survey.htm Consultant will provide a letter of recommendation that will identify the potential (or lack thereof) of the area related to a potential district including the approximate percentage of contributing verses non-contributing, key properties, vulnerable properties, and density.

This will provide the Commission with a credible planning document produced by an Architectural Historian that will assist the Commission in selecting the next step for that area, which may be a district or it may be to determine there's not enough housing stock and/or integrity to proceed to the next step of an intensive level survey.

Products: Site forms entered in the SHPO database by the consultant will be printed by the SHPO and provided to the Brookings Historic Preservation Commission along with consultant's photo documentation; letter of recommendation (as described above)

Schedule:

| | |
|-------------------------|--------------------------------------|
| July 8 th | Prepare Project Scope of Work |
| July 9 th | Contact Consultants for Quotes |
| July 10 th | Select Consultant |
| July 14 th | Send Notice to Proceed |
| August 18 th | Deadline to submit products |
| August 25 th | Deadline to submit products to State |
| August 30 th | Close out grant |

MOTION: A motion was made by Bibby, seconded by Powers, to approve the contract with the Midwestern Company (Mary Troutman Gates) to produce Phase 1 of Brookings Commercial District Survey Update and a Residential Reconnaissance Level Survey of the area west of Main for a price of \$10,000. All present voted YES; motion carried.

OLD BUSINESS/UPDATES:

Porch Tour. McCollough provided the second annual Porch Tour during the University Week for Women event on July 9th. The event was very successful. The class size is limited to 20. The group ended their tour at the home of Dave and Diane Kosbau at 824 5th Street. Mrs. Kosbau graciously provided a tour of her home and gardens for the participants and has agreed to offer her home for next year's event.

Thornes noted that the physical requirements needed to participate in this program should be better defined in next year's program brochure. Review of the route to ensure that there are curb cuts along the way and define that it's a brisk walk of how many blocks in what amount of time.

Action Steps: Develop ADA compliant program definition for next year's brochure.
Work with ADA Committee on the wording.

Historic Districts and Properties.

Commercial District –National Register District

- **DBI Report** – Willert reported that DBI will purchase street numbers for every business on Main and the DBI Design Committee has identified three possible designs. Willert asked that the BHPC provide input on the designs.

Action: Pam volunteered to meet with the DBI Program Manager to review the designs.

- Plaque Installation – no progress.

Central Residential Historic District—National Register District

- Proposed County Courthouse Addition – Nothing new at this time.
- Children’s Museum of South Dakota Project – Thornes said that City staff recently met with the architect and owner to discuss project details. One component of their plan may include vacating the street. She reminded city officials that the city action to vacate a street in the historic district would be reviewable until 11.1 and to also remind the property owners. Thornes said one of the architects from the firm working on the project contacted her this week to review requirements. Thornes will waiting for clarification on the design and proposal, but it appears that the plan is vacate the 500 block of 4th Street and make the 600 block into one-way traffic, which would be reviewable under 11.1. The next step would be for the city manager to send a letter of notification to the SHPO.

ACTION: Prepare Letter of Notification for the City Manager to sign/mail

OTHER:

Staff Report.

- *Membership* – Thornes reminded the Commission to be thinking about possible members.
- *Budget Process* – Thornes updated the Commission that the draft 2009 budget will be presented to the Council on July 22nd.
- *Community Development Director Proposal* – Thornes noted that the City Manager is proposing a new department head position called Community Development Director that would be over planning/zoning and code enforcement. Engineering would retain streets, sidewalks, drainage, building officials and airport.

Announcements/Correspondence/Communications

- Forum Journal, Spring 08 (check-out)
- Preservation, July/Aug 08 (check-out)
- SD History, Summer 08 (check-out)
- The Alliance Review, May/June 08
- Forum News, July/Aug 08
- SD History Notes, Spring/Summer 08
- DBI Agenda, June 08

Calendar

Oct. 21-25, 2008 National Trust for Historic Preservation Annual Conference, Tulsa, OK
Oct. 13-17, 2009 National Trust for Historic Preservation Annual Conf – Nashville, TN
Oct. 26-30, 2010 National Trust for Historic Preservation Annual Conf – Austin, TX

Agenda items for August Meeting (State Jurisdiction over University Properties).

Meeting adjourned at 5:25 p.m.
Submitted by Shari Thornes

**Brookings Historic Preservation Commission
August 21, 2008 (amended)**

A meeting of the Brookings Historic Preservation Commission was held on Thursday, August 21, 2008 at 4:00 p.m. in City Hall. Members present: Jerry McCollough, Mary Bibby, Dennis Willert and Pam Merchant. Members absent: Pat Powers and Joanita Kant. Shari Thornes, City Clerk, was also present.

Chairperson McCollough called the meeting to order at 4:00 p.m.

Adoption of agenda. A motion was made by Merchant, seconded by Willert, to approve the agenda. All present voted yes; motion carried.

Approval of minutes. A motion was made by Merchant, seconded by Bibby, to approve the June minutes. All present voted yes; motion carried.

Schedule next monthly meeting. Thursday, September 11th at 4:00 p.m.

Review of State Jurisdiction over University Properties. This issue pertains to the State and Board of Regent's authority regarding construction and demolition of historic properties located within the city limits of Brookings. In 2006 the University demolished a few houses near campus and stated they didn't need a demolition permit to do so. Jerry McCollough researched the issue and provided a report to the Commission at that time. The Attorney General's position is that the Board of Regents and SDSU are exempt from municipal zoning requirements, per a 1977 opinion.

The Commission discussed what additional follow-up they'd like to pursue related to this matter. It was noted that the issue has not been brought before the current city manager or the city attorney. The Commission can't submit a request to the attorney without city manager approval, so the first step would be to contact the manager.

ACTION: A motion was made by Bibby, seconded by Merchant, to direct the chairperson to prepare a cover memo and forward the memo and report to the city manager for his determination on the issue. All present voted yes; motion carried.

Action Steps: Memo & Report to City Manager

Schedule Planning Retreat.

At the July meeting Pam Merchant asked if the BHPC had ever done a community self-assessment and suggested the Commission hold a planning retreat to reassess its goals and vision. The Commission took the following action: "MOTION: A motion was made by Merchant, seconded by Bibby, that the BHPC hold an initial planning strategy session to re-

define its goals to include the possible creation of committees and to consider conducting a community self-assessment. All present voted YES; motion carried.”

Format suggestions discussed at the August meeting included:

- Use a facilitator
- Off-site location (Swiftel Center)
- Food provided
- Utilize a “smart board”
- Day-long session from 8:30 am to 4:00 pm with breaks & lunch provided
- Members to complete Commission survey prior to attending
- Possible Dates: Thursday, November 6, 2008
 Thursday, November 13, 2008 (better)

Action Steps:

1. *Confirm Dates*
2. *Confirm Location*
3. *Secure Facilitator*
4. *Develop Retreat Format*

Attendance at Iowa Statewide Preservation Conference. The Iowa Statewide Preservation Conference is in Sioux City this year on September 19 & 20. Doris Roden is interested in attending and sharing a ride. Willert expressed an interest in attending.

Action Steps: Confirm attendance to conference

Brookings Commercial District Survey Update (Phase 1) and Residential Reconnaissance Level Survey. Mary Troutman Gates from The Midwestern Company resurveyed the Brookings Commercial National Register Historic District and the District environs to evaluate possible boundary adjustments and update the contributing and non-contributing status. She also conducted a preliminary survey of the residential area between downtown and Pioneer Park to identify the potential of a district, key properties, and vulnerable properties. The Commission reviewed the survey report and letter of recommendation for the Pioneer Park area.

Action Steps: Relay Commission Comments on draft report

Preserve Brookings Newsletter Invite. The Commission has been invited to submit articles for the monthly Preserve Brookings newsletter. The Board of Directors wants to include activities and events in the newsletter that might be of an historic preservation nature. The group discussed the frequency of the submissions. Further discussion is needed and a volunteer(s) ☺.

Action Steps: September Agenda Item, Identify Topics / Volunteer to Write Articles

Staff Report:

- **National Trust Conference Attendance.** Kant and Thornes are registered to attend the Tulsa Conference.

- **New architectural firm in Brookings - Design Arc Firm.** Les Rowland has left Banner to open his own Architectural firm. He and his associates have an office in the historic Sellers & Bartling Building on 4th Street & Main.

The Commission discussed the condition of many of the downtown facades and thought there could be an opportunity to assist business and building owners in façade restorations. It was noted that many people have a hard time visualizing possibilities and an “after” picture is often needed. An idea was discussed to commission block-by-block “after” renderings of the downtown as a tool for DBI and the Commission.

Action Steps: Thornes will contact Les Rowland regarding interest and possible estimates.

Announcements/Correspondence/Communications

- Forum Journal, Summer 08
- Traveling Exhibits, SDSHS
- NT Mountain/Plains Office Newsletter, Spring & Summer 08
- SDSHS Press Catalog of Books
- Argus Leader, 7/18/08 Article on signs

Calendar

| | |
|------------------|---|
| Sept 19-20, 2008 | Iowa Statewide Preservation Conference, Sioux City |
| Oct. 21-25, 2008 | National Trust for Historic Preservation Annual Conference, Tulsa, OK |
| October 30, 2008 | City Volunteer Luncheon, Swiftel Center @ Noon |
| Dec. 4, 2008 | Mayor’s Christmas Party, SD Art Museum @ 5 pm |
| Oct. 13-17, 2009 | National Trust for Historic Preservation Annual Conf – Nashville, TN |
| Oct. 26-30, 2010 | National Trust for Historic Preservation Annual Conf – Austin, TX |

Meeting adjourned at 5:15 p.m.

Submitted by Shari Thornes

Brookings Historic Preservation Commission
September 11, 2008

A meeting of the Brookings Historic Preservation Commission was held on Thursday, September 11, 2008 at 4:00 p.m. in City Hall. Members present: Jerry McCollough, Mary Bibby, Dennis Willert, Pat Powers and Joanita Kant. Members absent: Pam Merchant. . Shari Thornes, City Clerk, was also present.

Chairperson McCollough called the meeting to order at 4:00 p.m.

Adoption of agenda. A motion was made by Powers, seconded by Willert, to approve the agenda. All present voted yes; motion carried.

Approval of minutes. A motion was made by Kant, seconded by Bibby, to approve the August minutes as amended. All present voted yes; motion carried.

Schedule next monthly meeting. Thursday, October 16th at 4:00 p.m.

Commercial Survey & Residential Review. Thornes provided the members with the consultant's final recommendations for the residential area and with the following clarification on the contributing determination of the Sawnee Hotel.

She noted participating in a conference call with SHPO staff on August 25th reviewing each property recommendation in detail. State staff provided their position on each recommendation and based on that review, the consultant modified her final report.

The final products created and approved by state and city were: 1) The Midwestern Company has entered site forms in the SHPO database. The SHPO has printed and mailed these to staff as hard copies for our files. 2) SHPO provided CD of consultant's photo documentation 3) Consultant provided a letter of recommendation regarding residential resources between Main Ave. and Pioneer Park.

Thornes said the consultant's recommendations, combined with additional SHPO comments, will be a good guideline for future conversations, planning and projects regarding these historic resources. She has asked our SHPO staff to provide a briefing of those findings at a future meeting while the information is still fresh. These findings will be important in preparing next year's grant application(s).

Thornes noted that this product was PHASE 1, which consisted of updating survey forms, making corrections, photographs, reviewing surrounding environs and providing preliminary recommendations. PHASE 2 would consist of a complete report and summary. Note that SHPO has found the consultant's work to be very thorough and professional. They were also very impressed with how much work she was able to complete with the limited amount of time and money provided.

Review of State Jurisdiction over University Properties. Pursuant to the August motion, a letter from McCollough along with the Commission's 2006 reports on the topic have been provided to the City Manager for review.

Staff Reports.

- ❖ **Planning Retreat.** Thornes asked the members to continue to hold November 6th and the 13th as possible dates for the facilitated planning retreat. The Swiftel Center would be available for either date. She has a couple leads on a facilitator and is currently in communication with Betty Anne Beierle. Beierle conducted the two town hall meetings on preservation and wrote the preservation plan. Thornes is waiting for an estimate from Beierle.
- ❖ **Iowa Preservation Conference.** Willert is attending the conference and will provide a report at the October meeting.
- ❖ **Grant Closeout.** Thornes has submitted all documents to close out the 2007/2008 BHPC grant in the amount of \$17,040. All
- ❖ **Preserve Brookings Newsletter.** Thornes noted that further discussion is needed on topic ideas and identifying volunteers to write the articles. Merchant expressed interest in the project.
- ❖ **Code Enforcement Ordinance.** Thornes reported that the City Engineering Dept. has been working on revisions to the Code Enforcement Ordinances. There is a section of the Historic Preservation Ordinance that pertains to historic properties maintenance. Thornes contacted the City Attorney regarding a cross-reference provision and it was included in the final document (Ordinance No. 36-08). The City Council will take action on this ordinance on September 23rd.
- ❖ **2009 Preservation Leadership Trainings.** The BHPC is funded to send at least one member to the Deadwood PLT in June 2009. It would be advantageous to identify who wants to go as soon as possible since there's a competitive application process involved.
- ❖ **Sunset Public Hearings on SD State Historical Society.** The State is holding public hearings on Department of Tourism and State Development programs, mission and activities on September 15th. Thornes contacted the SHPO staff to inquire if sending a representative to testify would be helpful or necessary. Staff noted that this is a routine formality and a special trip won't be necessary.

- ❖ **National Trust Conference – Tulsa.** Kant and Thornes are registered to attend the Tulsa conference. Per grant requirements, both will provide verbal and written reports at the November meeting.

Historic Districts and Properties.

Central Residential Historic District—National Register District

- Brookings County Courthouse Expansion Plans – no report.

Commercial District –National Register District

- DBI Report – Willert noted that as the trees come down, rather unsightly facades are revealed in the downtown district. DBI wants to encourage and help business owners in restoring their facades in a historically appropriate manner. However, there may be business facades that are not only unsightly, but are in serious deterioration by intentional neglect. Willert asked if there were any statutes on the books that could help as a tool for DBI and BHPC to approach business owners encouraging them to make improvements. Thornes referenced the following provision in the City’s Historic Preservation Ordinance that pertains to national register properties. Thornes will contact the City Attorney to determine what can be deemed a violation and amount of the fine.

Section 10-99. Prevention of Deterioration by Neglect.

It is unlawful for an owner of a designated state, local or national historic property or a property within any established historic district to permit the deterioration of the property by intentional neglect. Each day that a violation continues to exist shall constitute a separate offense. Where appropriate, the BHPC or the Historic District Commission may request a meeting with the owner in order to discuss the condition of the property.

- **Update on Façade Design Project.** Per the August meeting discussion, Thornes contacted Les Rowland at Design Arc regarding the project. He responded in an email stating his firm would be very interested. Thornes said she thought the BHPC could fund a portion this calendar year and request funds for the following year to finish up the blocks. Willert said DBI might be able to fund a portion of the project. The group asked for a sample of Rowland’s work to review at the October meeting. No action was taken.

University Residential District

- **621 8th Street** – Thornes was contacted by the property owner for technical assistance. They have opted not to pursue a tax project.

Announcements/Correspondence/Communications

- MainStreetNews, July 08
- ForumNews, Sept/Oct 08

- Preservation, Sept/Oct 08 (check-out)
- Architecture SD 2008 (check-out)
- SD Certified Local Governments Current List

Calendar:

| | |
|------------------|---|
| Sept. 15, 2008 | Public Hearing – Sunset Review Hearings – State Historical Society |
| Sept 19-20, 2008 | Iowa Statewide Preservation Conference, Sioux City |
| Oct. 21-25, 2008 | National Trust for Historic Preservation Annual Conference, Tulsa, OK |
| October 30, 2008 | City Volunteer Luncheon, Swiftel Center @ Noon |
| Nov. 6, 2008 | Planning Retreat (Pending – HOLD DATE) |
| Nov. 13, 2008 | Planning Retreat (Pending – HOLD DATE) |
| Dec. 4, 2008 | Mayor’s Christmas Party, SD Art Museum @ 5 pm |
| Oct. 13-17, 2009 | National Trust for Historic Preservation Annual Conf – Nashville, TN |
| Oct. 26-30, 2010 | National Trust for Historic Preservation Annual Conf – Austin, TX |

Future Agenda Items:

| | |
|-----------|---|
| October: | Planning Retreat Details, Façade Restoration Design, Schedule SHPO Presentation on Survey Findings |
| November: | National Trust Conference Report, Annual Reports |
| December: | Formation of Nominating Commission, Schedule SHPO Training Annual Reports |

Meeting adjourned at 5:05 p.m.
Shari Thornes, Brookings City Clerk

Brookings Historic Preservation Commission
October 16, 2008

A meeting of the Brookings Historic Preservation Commission was held on Thursday, October 16, 2008 at 4:00 p.m. in City Hall. Members present: Jerry McCollough, Mary Bibby, Dennis Willert, Pat Powers, Joanita Kant and Pam Merchant. Shari Thornes, City Clerk, was also present.

Chairperson McCollough called the meeting to order at 4:00 p.m.

Adoption of agenda. A motion was made by Powers, seconded by Willert, to approve the agenda. All present voted yes; motion carried.

Approval of minutes. A motion was made by Kant, seconded by Powers, to approve the September minutes. All present voted yes; motion carried.

Schedule next monthly meeting. Thursday, December 11 at 4:00 p.m. No meeting will be held in November due to the planning retreat.

Downtown Façade Restoration Design Project. Les Rowland and Lisa Pierce from Design Arc illustrated the potential of his firm's 3-D computer program. Rowland demonstrated how a specific building could be visually altered to illustrate façade improvements (awnings, windows, etc.). Blocks could be updated as each façade is changed. Financial partnering with DBI on the project would be needed. Consulting with Mary Gates, Architectural Historian used by BHPC, was also recommended.

ACTION: A motion was made by Merchant, seconded by Kant, to pursue an agreement with DesignArc and with architectural historian Mary Gates. All present voted yes; motion carried. Further discussion: Product ownership and copyright would need to be determined.

Report on Iowa Preservation Conference. Willert attended the Iowa Preservation Conference on September 18-20 in Sioux City, IA.

Staff Reports.

A. Planning Retreat Details. *The planning retreat is confirmed for Thursday, November 6th from 8:30 a.m. to 4:00 p.m. at the Swiftel Center. The Commission reviewed a draft agenda. More materials will be provided to the members prior to the event. Betty Anne Beierle will serve as the event facilitator.*

B. Review of State Jurisdiction over University Properties. *The City Manager has reviewed the materials provided by the Commission and has asked the City Attorney to review and provide comment.*

- C. **Code Enforcement Ordinance.** The amendments to the City Code Enforcement Ordinance that included BHPC Ordinance references passed and is enclosed.
- D. **2009 Preservation Leadership Training – Deadwood.** Thornes reminded the members that a volunteer is still needed for next year’s event, which will be held in June in Deadwood, SD. This is a competitive process and will need to submit an application.
- E. **Schedule SHPO Presentation on Survey Findings.** Per the discussion at last month’s meeting, the Commission requested a presentation of the survey findings. Please be prepared to provide staff with a desired timeline. With the holidays and November retreat, recommend waiting until January.
- F. **Local District Process.** The Commission received supplemental grant funds to develop the legal process and forms necessary to list property on the Brookings Local Register of Historic Places, pursuant to Brookings City Ordinance No. 09-03 adopted by the City in 2003. Sections 10-101 to 10-130 of the Ordinances provides the statutory authority to create a Local Register. A Local Register will afford considerably more legal protection to Brookings’ historic resources than previously provided.

Frank Gilbert, Attorney for the National Trust of Historic Preservation from the DC office has agreed to provide this legal review. Mr. Gilbert developed the revised Historic Preservation Ordinance for Brookings from 2001-2003, in conjunction with the statewide model ordinance project. NOTE that staff has not started this process and wishes to get input from the Commission before beginning.

- G. **Bob Pengra’s Display.** Mr. Pengra would like to know if the City would like to have his display of historic Brookings @ 1900. It used to be in Rude’s. ACTION: A motion was made by Merchant, seconded by Powers, to graciously accept Mr. Pengra’s gift. All present voted yes; motion carried.

Historic Districts and Properties.

- A. **Central Residential Historic District—National Register District**
 - **11.1 Review (Pending) – 506 Third Street** – The property owner has requested a demolition permit for this property. Thornes and McCollough conducted a walk-through earlier that day. It is a contributing property in the Central Residential Historic District. The local house mover has reviewed the structure and does not believe it can be moved. Staff will take pictures and prepare a notification to the state. No comments are needed by the BHPC at this time, but this could be a full case-report type of review. **ACTION: A motion was made by Powers, seconded by Merchant, to contact SHPO to encourage them to facilitate and provide options to the owner to renovate as opposed to demolishing. All present voted yes; motion carried.**

- **Brookings County Courthouse Expansion Plans. No report.**

B. **Commercial** District –National Register District

- DBI Report – Willert reported that the downtown streetscape project would not be completed this year. DBI is planning to hold a strategic planning retreat to create actual bylaws and redefine the organization. They may consider the implementation of a business improvement district (BID) as a funding mechanism for future improvements and activities.

C. **University** Residential District

- 11.1 Review (Completed) - 721 Medary Avenue - No comments from BHPC were required.
- 11.1 Review (Completed) – 706 7th Street - No comments from BHPC were required.

D. South Dakota State University – No report.

Announcements/Correspondence/Communications

- Forum Journal, Fall 2008 (check-out)
- Postcard donation
- Common Ground, Summer 2008 (check-out)
- MainStreet News, Aug 08

Calendar

Oct. 21-25, 2008 National Trust for Historic Preservation Annual Conference, Tulsa, OK
 October 30, 2008 City Volunteer Luncheon, Swiftel Center @ Noon
 Nov. 6, 2008 Planning Retreat (Confirmed)
 Dec. 4, 2008 Mayor’s Christmas Party, SD Art Museum @ 5 pm
 Oct. 13-17, 2009 National Trust for Historic Preservation Annual Conf – Nashville, TN
 Oct. 26-30, 2010 National Trust for Historic Preservation Annual Conf – Austin, TX

Future Agenda Items: *December: Formation of Nominating Commission, Schedule SHPO Training Annual Reports, National Trust Conference Report, Annual Reports*

Meeting adjourned at 5:40 p.m.
 Shari Thornes, Brookings City Clerk

Brookings Historic Preservation Commission
December 11, 2008

A meeting of the Brookings Historic Preservation Commission was held on Thursday, December 11, 2008 at 4:00 p.m. in City Hall. Members present: Jerry McCollough, Mary Bibby, Dennis Willert, Pat Powers, Joanita Kant and Pam Merchant. Shari Thornes, City Clerk, was also present.

Chairperson McCollough called the meeting to order at 4:00 p.m.

Adoption of agenda. A motion was made by Powers, seconded by Kant, to approve the agenda. All present voted yes; motion carried.

Approval of minutes. A motion was made by Bibby, seconded by Powers, to approve the October minutes. All present voted yes; motion carried.

Schedule next monthly meeting. Thursday, January 8th at 4:00 p.m.

NEW BUSINESS:

Form Nominating Committee. Bibby and Powers volunteered to serve on the nominating committee and return to the January meeting with a recommended slate of officers.

Planning Retreat Reports. The Commission members participated in a facilitated goal setting retreat on November 6, 2008, lead by consultant Betty Anne Beierle. The Commission reviewed the summary retreat report prepared by the consultant and recommended changes. Thornes will make the changes for review at the January meeting.

The consultant also prepared draft goals and objectives. A motion was made by Willert, seconded by Powers, to table this item until the January meeting. All present voted yes; motion carried.

OLD BUSINESS/UPDATES:

Staff Report:

- *Bob Pengra's Display – The buildings are now all located in storage boxes in City Hall.*
- *Downtown Façade Restoration Design Project – Willert and Thornes need to meet to discuss DBI's financial involvement in the project.*
- *Membership – Thornes announced that Dr. Janet Gritzner will be appointed to the Commission. Her term will commence on January 1st and hopefully will be able to attend the January 8th meeting.*

Historic Districts and Properties.

OTHER:

Announcements/Correspondence/Communications

- Forum News, Nov/Dec 08
- MainStreet News, Sept & Oct 08
- Preservation, Nov/Dec 08 (check-out)
- The Alliance Review, Sept/Oct 08
- SD State Historical Society Winter Newsletter

Calendar

- June 2009 DEADWOOD PLT
- Oct. 13-17, 2009 National Trust for Historic Preservation Annual Conf – Nashville, TN
 - *Bibby expressed an interest in attending the 2009 Trust Conference.*
- Oct. 26-30, 2010 National Trust for Historic Preservation Annual Conf – Austin, TX

January Agenda Items: Election of Officers, Annual Reports, Grant Application

Meeting adjourned at 5:30 p.m.
Shari Thornes, Brookings City Clerk

2008 Workshop Project

Downtown Brookings Inc.

Doors Open Brookings

The Doors Open Brookings event held on April 26, 2008 featured a flea market, antique appraisal, preservation workshops, garden talks, activities for kids, entertainment, food and prizes.

The BHPC financially co-sponsored one of the instructional workshops – Modern Amenities for Historic Structures. The BHPC provided \$100 for advertising costs. Over 2,000 attended the 2 day event with 20-25 stopping in for the workshop.

An advertising flyer is enclosed.

Insert

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

Brookings CLG Bylaws

ARTICLE I: Constitution

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

ARTICLE II: Membership and Appointment

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

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

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

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

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

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

ARTICLE III: Meetings

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

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

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

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

ARTICLE IV: Officers

Section 1: The Commission shall elect a chair and a vice-chair from its members.

Section 2: Officers shall be elected for one-year terms. They may be re-elected.

ARTICLE V: Authority

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

ARTICLE VI: Purpose

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

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

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

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

ARTICLE VII: Amendment

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

Amended January 7, 1999
Adopted December 3, 2003

Preservation Leadership Training Report
Dr. Dennis Willert
June 21-28, 2008
Portland, Maine

Dennis Willert attended a week-long Preservation Leadership Training (PLT) in Portland, Maine from June 21-28, 2008. Eighty people across the nation applied and only 36 were accepted. Three from South Dakota applied and Dennis was the only one accepted.

PLT is an intensive boot-camp training on preservation issues sponsored by the National Trust for Historic Preservation. Dennis shared that the experience was overwhelming and he was out of his element. The goals of PLT are:

- *To increase the capacity of local preservation organizations and commissions by identifying and training current and potential leaders who have the ability to dramatically increase their effectiveness.*
- *To empower grassroots organizations and local preservation commissions to achieve preservation successes in their communities.*
- *To create, maintain and support a national network of leaders of the grassroots preservation movement.*
- *To heighten local understanding and awareness of the value of preservation to explore and present new ideas for approaching local preservation issues in the host community.*

He said each day was very organized and covered the following topics:

- **Community Leadership:** Dennis said this session covered how to be known in the community and community leadership. They talked about how the loss of a major property can spur preservation commissions to the next level of advocacy and advance their organizations. It often was the spark to save other resources.
 - The Commission discussed recent losses in Brookings, particularly those at SDSU. There was discussion how to engage the State or Board of Regents. Ideas included inviting Regent Dean Krogman to a meeting, attending Regent meetings or budget meetings, and using the SD Newspaper Association clipping service to track Regent's actions.
 - State jurisdiction over university properties in on the August agenda and the Commission will review the state law and other materials at that time.
- **Politics of Preservation** – He has written materials on the following topics: Successful State Advocacy, Lobbying and PACs, Communicating with Elected Officials, Working with an Advocacy Coalition, Developing a Grassroots Network, A Blueprint for Lobbying,
- **Human Resources** – He has written materials on the following topics: Board Development for Nonprofit Organizations, Investing in Volunteers

- Dennis said there are many dysfunctional boards and commissions that act more like committees, which makes it harder to retain or recruit members.
- Strategic Planning - He has examples of other strategic plans. In such a planning process the Board or Commission will examine the following: review of purpose, plan for the future – identify additional historic resources and advocacy measures.
- Financial Resources – Fundraising Starter Kit, Creating a Fundraising Plan.
- Economics of Preservation – The Economics of Rehabilitation, A Guide to Tax-Advantaged Rehab.
- Legal Tools – Historic Preservation Law Framework, A Layperson’s Guide to Historic Preservation Law, Takings Law in Plain English.
- Hands-On Design Workshop – Design Review in Historic Districts, Rehab of Historic Properties, Procedural Due Process in Plain English, A Self-Assessment Guide for Local Preservation Commissions, Community Self-Assessment
- Team Project – Each team had to show developers how they could make money with an actual historic building in Portland, Maine. His team had the Baxter Building which was a former library. Their presentation highlighted the benefits of a public/private partnership that would allow a developer to recoup 80-90% of the renovation costs and the building owner could retain the rental income and get the building back in 7 years.

National Trust for Historic Preservation Conference Report

Joanita Kant

October 21-25, 2008

Tulsa, OK

From October 21 through 25, 2008, I attended the National Trust for Historic Preservation's National Preservation Conference in Tulsa, Oklahoma.

My flight on United Airlines (Brookings to Denver to Tulsa) arrived too late for me to attend the Tulsa Art Deco bus-walking tour from 1:30 to 5 PM. That registration fee was refunded by alerting them ahead of time. Since Tulsa is a Mecca of Art Deco architecture, I was able to view and learn about it at other sessions and on other tours, mostly in the uptown area and at Oral Roberts University. Many of the Tulsa's Art Deco buildings were part of the 1930s New Deal programs.

Having arrived at the Double Tree Hotel in Tulsa around 2 PM, I settled in and went to the Convention Center across the street and registered, obtained my packet, maps, brochures, and tickets needed through Saturday. Having checked the events schedule for that day, Tuesday, I decided to spend my time looking over the final schedule of events and planning for conference events, starting Wednesday morning.

On Wednesday, October 22 from 8:15 AM to 12 PM, I participated in a bus-walking tour of Tulsa's Historic Gardens. There was much to learn in spite of constant drizzle and driving rain. We were soaked by the time we finished at Philbrook Gardens, Tulsa Rose Garden, Woodward Park, Gilcrease Gardens, Swan Lake, Perryman Cemetery, and Owen Park. The best and most useful information was obtained from the director of Linneas Center. He described their founding and sustainability strategies which included how to connect volunteers, the business sector, and education in a win-win situation for everyone. The result works for individuals, the city, and the region. His unique perspective was to create a scale applicable to the average back yard of a homeowner, show businesses why it is in their best interests to supply paving, flagstone, fountains, ponds, and plants at no cost, why volunteers should flock to the place (one-quarter of the plants are changed out each year, and they are given to volunteers), and why educators and the general public benefit, also. This is a teaching garden which attracts many students as well as events such as weddings. The concept is applicable beyond gardens. There is a lesson here for historic preservationists. This was the most valuable information I obtained from attending this conference.

On Wednesday from 1:30 to 2:15 PM I attended a session called National Trust Forum and Taunton Press: Authors and Ideas Wanted. They explained how to submit articles to the National Trust for possible inclusion in their newsletter and other publications. The information from Taunton Press was not of value since they produce coffee-table photo books about preservation from a nation-wide perspective (not regional or local).

The National Trust will include articles about viewpoints, success or failure stories, op-ed articles for their “Worth Knowing” column. They do not pay, and they keep copyrights in most cases. They produce many 20 page or shorter technical publications, and they are interested in suggestions for new topics.

On Wednesday, I attended the Opening Plenary Session from 4 to 6 PM at the 1929 landmark Art Deco Boston Avenue Methodist Church, one of the best examples of ecclesiastical Art Deco architecture in the United States. The Cherokee Youth Choir sang. Speakers included Tulsa’s mayor, the Commission of the General Service Administrations Public Buildings Service (they own a large percentage of buildings over 50 years old and listed or eligible for the National Register). Another speaker was Wilma Mankiller, former chief of the Cherokee Tribe. Their topics were quite general, encouraging historic preservation.

On Wednesday from 6:30 to 7:30 I attended the Opening Reception at the Philbrook Museum of Art, a 1927 Italianate villa with 23 acres. I visited with preservationists from around the country. The most common concern expressed was the state of the nation’s economy and how that might affect the budgets of many non-profits which support historic preservation. Most expressed the opinion that much of their work would be delayed to a future date until their financial situations were more sound.

Thursday, October 23 from 8:15 AM to 12 PM I participated in the bus-walking tour of Sacred Spaces. We learned about a variety of architecture ranging from Gothic Revival to futuristic (Jetson’s 60’s! modern) viewing much stained glass work and fine art. Sites included Christ’s Chapel and the Prayer Tower at Oral Roberts University, Temple Israel Jewish synagogue, University of Tulsa Masjid, Trinity Episcopal Church, Grace Lutheran, and the church of Cathedral Square. Our guides were very knowledgeable about inter-faith cooperative initiatives in Tulsa and how they have benefitted quality of life in Tulsa by reducing prejudice and stereotyping.

On Thursday from 1:30 to 2 PM I attended a session on Raising Money for Preservation. The main points presented were (1) You can’t raise money if you don’t ask; (2) It is okay if someone turns you down; (3) Is what you believe in bigger than what you are afraid of? They suggested reducing expenses and doubling membership numbers, building a photo archive, including building photos in your brochures, conducting night tours, using more volunteers, not mailing tickets for your events—make participants come to your headquarters (museum, example) to pick up tickets, selling tickets on-line with no refunds, and hiring staffers for only a few months for very large events (avoiding overloading your regular staff). They pointed out the necessity of reassessing an annual event. Was it a success or not? Get a website and keep it current. Last minute sales matter. Get free advertising in magazines by submitting articles about your event. Train your volunteers well. Buy wholesale for your event. Always do your event at the same time every year so that attendees remember the date and plan for it. Use other non-profits to help keep your

volumes up. Reciprocate. Hold volunteer appreciation events. Remember that it may not be necessary to spend money on tea or food. See if it makes a difference—it may not. Watch the bottom line of expenses. Give perks to volunteers if it doesn't cost you anything to do so. Give them free tickets for a certain number of hours of volunteering. They detailed two ways of raising money: lazyboy and strong silent type. With the lazyboy approach does a public relations campaign with lots of press. You must have good stories to tell with good graphic design and good photos. Find high school or college students to do the video. Get an artist's rendering of what things will look like when your project is done. Be sure there is a phone number and an email address and that someone answers both. Get broad based support in your community so that others include your in their ads and their sales. With the strong silent type approach, be efficient, not noisy. Ask wealthy donors for funds in large amounts. Celebrate your success. It matters who is sent to ask a wealthy donor. Peers ask peers.

On Thursday from 2 to 3 PM I attended a session already in progress, Effective Education and Outreach Strategies in Recent Past Preservation. They suggested using Power Point presentations with images (historical archives needed again here), posters, and a good website that is current (a must).

On Thursday from 3:45 to 4:15 PM I attended a session on Hunting, Hiring and Holding onto a Great Executive Director. They emphasized that organizations go through a maturing process. Start-up organizations often have naïve boards including members who do not know their roles or that of their staff. They often over-step boundaries and expect the director to be able to wear many hats. Occasionally a board member becomes an "interim director." That can work, but often it does not. They suggested that their experience had been that their organization needed two people to fill the role of director. They needed an executive director to manage fundraising, office, staff, and public outreach aspects of the job. They needed another "director" to do hands-on preservation work. That second person needed to be local in their case in order to know the power brokers in the community.

On Thursday from 4:30 to 5:30 I attended Preservation of Japanese American Confinement Sites. Since I had once done contract work for Heart Mountain Japanese American Relocation Camp near Powell, Wyoming, I was curious about how their preservation work was going. Congress has appropriated millions for such camps, but none of it has been funded. In the current economic climate, it is likely that it will be quite a while before it is.

On Thursday from 7:30 to 9:00 I attended the Candlelight House Tour, Black Gold Row. We toured the Maple Ridge neighborhood going from house to house touring the homes of oil barons. Various styles of architecture were represented from about 1905 to 1920. I learned about the logistics involved in conducting a successful historic homes tour after dark.

On Friday from 8:30 AM to 12 PM I took the Tulsa Downtown Walking Tour. The earliest buildings were constructed for oil barons, but the downtown showcases Art Deco, Gothic, Streamline and modern buildings. We got a pedestrian view of downtown Tulsa's architectural heritage.

On Friday from 1:30 to 5 PM I took a bus-walking tour of Tulsa's New Deal Architecture. We saw and learned about many of the WPA, CCC, and other Alphabet Soup projects of the Roosevelt administration. A highlight was seeing and touring Will Rogers High School which needs millions of dollars worth of restoration work. Other Art Deco sites included Tulsa Fairgrounds Pavilion with its beautiful glazed and colored terracotta decoration. A son of the architect was our guide. The nation-wide Arabian Horse Show was taking place in that building at the time. It was a good chance to see what historic preservation of one significant building can do to bring enormous revenue to a city. Many new buildings behind the pavilion support its mission. The entire complex is sympathetically designed to look beautiful and to function well.

On Friday from 7 to 10 PM I attended Preservation Night at the Movies at the Circle Theatre, one of Tulsa's many preservation projects in progress. We heard the story about how this wonderful theatre and its signage are being saved. We saw a hilarious preservation film about the Girls from Farmland, Indiana and their calendar to save their courthouse. They succeeded through national and world-wide attention.

On Saturday from 8:30 to 10 AM I attended Engaging Young People in Preservation. They spoke about how to interest high school students in hands-on preservation in their communities. A teacher and a high school student explained how they launched many preservation projects in their community and turned history into an exciting subject. They are now doing oral histories, working to save local buildings, and planning to participate in archaeological digs. They are working to promote preservation through websites and blogs since they have many Internet skills. A good website to check out is teachinghistory.org. They said that rural schools were the best participants because urban schools stick closely to curriculum and do not willingly deviate from that schedule.

I collected some brochures concerning topics which could be helpful for the Brookings Historic Preservation Commission. In addition, I visited with a television newsman from Tulsa who gave me some tips on getting good press. When it comes to television, he said that deadlines matter to television producers—and that they work “fast.” You need a good story, a local resource person who is available, and exact times and dates. He advised contacting them a short time ahead with follow ups. Make contacts in the news business. When it comes to newspapers and small magazines, write your own story and have good pictures. Always (ALWAYS) have something for them to use as “fill.”