

**BROOKINGS HISTORIC PRESERVATION COMMISSION**

# **2009 ANNUAL REPORT**

**BROOKINGS, SOUTH DAKOTA**

# Preface

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

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

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

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

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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.

## **2009 FUNDING**

Programs funded with city funds will consist of the annual Mayor's Awards, general office supplies, postage and public education efforts.

<b>Amount</b>	<b>Source</b>	<b>Fiscal Year</b>
\$3,600	City Funds	01/01/09 – 12/31/09
\$10,417	2008/2009 Park Service Grant	06/01/08 – 9/01/09
\$4,860	2009/2010 Park Service Grant	01/01/09-05/15/10

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.

1. Dr. Dennis Willert, Chair (Property owner, Commercial District)
2. Mary McClure Bibby, Vice Chair (Property Resident, University District)
3. Joanita Kant \*\*
4. Pat Powers
5. Pam Merchant (Property Owner, University District)
6. Jerry McCollough\*\*
7. Dr. Janet Gritzner \* (Property Owner - University District)
8. Father Ryan Hall \* (Resident – Central District)

STAFF: Shari Thornes, Brookings City Clerk

\* Completed unexpired term

\*\* Resigned

## Brookings Historic Preservation Commission

# Powers & Authorities

**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**

### **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. Documenting of volunteer hours,
2. Conducting an ongoing survey of historic resources,
3. Enforcing state and local preservation legislation,
4. Submitting status and completion reports on all projects,
5. Submitting written requests for variations to funded projects,
6. Creating and implementing a preservation plan,
7. Submitting an annual report per National Park Service guidelines,
8. Holding at least one public workshop annually,
9. Conducting at least one public education activity annually, and
10. Attending 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*

# 2009 Highlights:

## LOCAL REGISTER & LOCAL DISTRICT OF HISTORIC PLACES

### *Listing Process and Draft Documents*

Pursuant to BHPC Grant Project #SD-08-019, the Brookings Historic Preservation Commission was charged with the development of 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 provide the statutory authority to create a Local Register. A Local Register will afford considerably more legal protection to Brookings' historic resources than previously provided.

BHPC staff, through the assistance of state staff and regional and national preservation colleagues, developed a draft process and documents to list properties on a Local Register. The BHPC received supplemental grant funds for a legal review of the final process by Mr. Frank Gilbert, Attorney for the National Trust of Historic Preservation. Mr. Gilbert also worked with the City and State in developing the revised Historic Preservation Ordinance for Brookings from 2001-2003, in conjunction with the statewide model ordinance project.

### **Individual Property Listing:**

*(Ordinance 9:03 Section 10-101 to 10-115)*

1. Application
  - *By owner, BHPC, Council or anyone*
2. Notification Letter
  - *Mail notice to owner(s) 10 days prior to BHPC hearing*
3. Legal Notice
  - *Publish legal notice of hearing 10 days prior to hearing*
4. Staff Report
5. Designation Notification Letter
  - *BHPC Action: Resolution on nomination – meeting at least 1 specified criteria*
  - *Mail notice of determination & report to owners within 10 days of action*
    - *Appeal*
      - *Within 20 days of postmark of determination*
      - *Final after 20 days*
6. Report to City Council
  - *Provide report to City Manager for City Council consideration on findings and significance.*
7. Ordinance by City Council (if approved)
  - *City Council action:*
    - *Action required within 60 days of receipt of report*
    - *Public hearing*
      - *Notice to owners – 10 days prior*

- *Legal notice published 10 days prior*
    - *Options:*
      - *Accept report & designate*
      - *Reject report*
      - *Reject owners' appeal against listing*
      - *Accept owners appeal against listing*
      - *Reject owners appeal for listing*
      - *Accept owners appeal for listing*
8. Notice of designation
- *Within 60 days of Council action*
  - *Permanent marker developed & approved by BHPC is placed on or near property*
  - *City Clerk files original ordinance with Register of Deeds*
  - *City Clerk notifies Brookings County Director of Equalization*
9. Project Application
- *Once a property is designated as an Individual Local Register Property, any exterior remodeling or alternation, moving structures onto the property, moving structures off the property, or demolitions, may require up to a 180 day delay for Commission review. If the Commission determines that the proposed plans are inappropriate, the issuance of permits may be postponed for a period not to exceed 180 days in order to allow the BHPC to meet with the applicant and consult civic groups, public agencies and interested parties to ascertain what the City may do to preserve such building.*
10. Staff Report on Project Application
11. Sign Posting Notice
- *Demo process*
    - *Posting of signs*
  - *Moving structures to area*
    - *Approval*
    - *Or, posting of signs & 180 day delay*
  - *Alterations*
    - *Application for changes*
    - *Post sign w/n 7 days after application & posted up to 180 days or until BHPC approval*

**District Listing:**

*(Ordinance 9:03 Section 10-116 to 10-129)*

1. Application
2. Survey Letter & Response Card
  - *All property owners of area / have been contacted & evidence is provided there is interest*
  - *City Council forms local historic district study committee*
    - *7 members - BHPC, property owners & interested citizens*
    - *Investigate & make recommendations complying with criteria*
3. District Committee's Initial Report of Findings
  - *District Committee reports initial findings to BHPC, Planning commission & State Historical Society Board of Trustees for recommendations*

4. Legal Notice / Public Hearing
  - 60 days after initial report of findings – public hearing on district
    - Notices to all owners
    - Legal notice (not stipulated)
      - Consult with BHPC
5. District Committee's Final Report
  - Submit final report to City Council with recommendations & proposed ordinance
6. Hearing Notification to Owners
7. Legal Notice
8. Ordinance (if approved)
  - City Council action:
    - Within 60 days
    - May hold hearing to approve ordinance
    - Must notify all owners 10 days prior to hearing
    - Publish legal 10 days prior
    - Notice of determination
  - If approved – Council must establish a local district commission who is the BHPC
9. Notice of Determination
10. Application for Certificate of Appropriateness
  - Local District Commission
    - Review applications & plans for the following:
      - Exterior features – architectural style, general building design
      - Windows, doors, fixtures, signs & other appurtenant features
      - NO INTERIORS
    - Use Sec of Interior Standards for Rehab as guidelines for basis
    - Hold hearings
    - Give notice by mail to everyone within 250 feet of property – notify bhpc of concerns
    - May hold public hearing
      - Notice 10 days prior
    - Issuance of Certificate of appropriateness
      - Approvals – notify immediately
      - Fails to act in 45 days, deemed approved
      - Denials – record of reasons & notify applicant.
      - Maintain record in city clerk
      - Appeal to circuit court
11. Initial COA Staff Report / Committee Report
12. Staff/Committee Report Recommend to APPROVE
13. Staff/Committee Report Recommend to DENY
14. Sample Commission Agenda & Minutes
15. Sample Motions & Agenda Statements
16. Determination Letters (3)
  - A. Approval
  - B. Approval, with conditions
  - C. Denial

## 17. Violation Notification

The following training materials and other supporting documents were provided to the members in their Local Register Manuals:

1. Current BHPC Bylaws
2. Q & A on Local Register Program
3. "Maintaining Community Character: How to Establish a Local Historic District" (National Trust Bulletin)
4. "Design Review in Historic Districts" (National Trust Bulletin)
5. "Training for Members of Historic District Commissions" (MainStreet News, March 1988)
6. "Regulating New Construction in Historic Districts (National Trust Bulletin)
7. "A Letter to George: How to keep the preservation commission out of court and avoid being sued"

### Local Register & District Future Steps:

#### #1: Design Guideline Development

- Request Grant Funding in 2010
- Develop RFP
- This is critical next step. Secretary of Interior Standards for Rehabilitation are not specific enough for COA decision making. This document will be the key to help district commission determine those decisions. SIS not specific enough
- This will serve as the baseline document. District specifics on character defining features as districts are established will be inserted into this document.
- Hire professional consultant

#### #2: Develop Commission Handbook/Rules of Procedure

- Rules of procedures must be developed to include protocols, meeting standards, and consistent application of the rules. Rules must be consistent with authority granted by ordinance. Decisions must be based on criteria and standards set by ordinance and in writing.
- Possibly do in-house with consultation with various entities

#### #3: Staff & Member Training

- Request Grant funding in 2010 & 2011
- Develop overall strategy for immediate and long term training
- Membership development – seek professional members
- Seek professional guidance / consultant for training
- Needs:
  - Immediate for fledgling board & staff
  - Ongoing program development - annual
  - New member training
- Training Options
  - SHPO staff for basics on character defining features
  - National Trust (Better Boards)
  - National Alliance of Preservation Commissions ("Camp" & Annual conferences)
  - Professional Consultant / onsite training
  - Regional expertise
    - Deadwood staff
    - Iowa City staff

#### #4: Determination of Internal Processes / Policy Decisions

- Staff review (determine what, if any, decisions staff can make on general applications)
  - Committee Review (determine if the Commission wants to establish a review committee)
  - Boundary Determinations
- #5: Local Support / Public Informational Materials & Events
- BHPC host neighborhood meetings
  - Presentations to service organizations and other interested parties
  - Develop website information
- #6: Identify Administrative Issues
- Identify all staff involved in Local Register process.
  - Develop timeline and checklists for all actions to ensure timely responses to applicants.
  - Identify all other city government partners in the process and work towards clear communication with all parties (City Manager, Community Development, Director of Equalization).

## **BROOKINGS COMMERCIAL HISTORIC DISTRICT**

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

***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.

## **CENTRAL RESIDENTIAL HISTORIC DISTRICT**

### **This Old House Magazine feature on Brookings Central Residential District.**

The Brookings Central Residential District was featured by This Old House magazine. The following release was issued to local media.

June 26, 2009  
FOR IMMEDIATE RELEASE

For more information contact:  
Brookings Historic Preservation Commission

Shari Thornes, City Clerk, 692-6281



(Photo courtesy of Ryley Dunn)

**Brookings Central Residential Historic District  
Featured by “This Old House Magazine” in  
BEST OLD HOUSE NEIGHBORHOODS 2009 - MIDWEST**  
By: KEITH PANDOLFI, NATALIE RODRIGUEZ, CHAEUN PARK, AND  
DANA SCHULTZ

“Unique, tight-knit neighborhoods are precisely what we looked for in selecting the winners of our second annual Best Old House Neighborhoods contest—places that might not be on your radar but deserve to be. Like last year, we relied on our good friends at [PreservationDirectory.com](http://PreservationDirectory.com) to help us contact thousands of neighborhood groups, real estate agents, and preservation societies to get their takes on the best places to track down, fix up, and fall head over heels for older homes. The Brookings Central District was selected as one of the 12 greatest places to buy an old house in the **Midwest, from Indiana to Minnesota.**”

**The Central Residential Historic District, Brookings, South Dakota.** “Located near the Big Sioux River and home to South Dakota State University, Brookings offers culture, intellectual stimulation, and small-town beauty Great Plains-style. The city's Central Residential Historic District, a lush and leafy suburb listed on the [National Register of Historic Places](#), is one of its most cherished thanks to its proximity to parks and good schools, while downtown restaurants, book stores, and antiques shops are just a five-minute walk away. This is a serene and safe place to raise kids, especially since an old elementary school in the neighborhood is being converted into a children's' museum, complete with a surrounding park that will house interactive indoor and outdoor exhibits and demonstrations.

**The Houses.** Homes here look like fairy-tale versions of classic American architectural styles. The Craftsmans have exaggerated overhanging eaves and extra chunky millwork, while the Queen Annes are elaborately wrapped in gingerbread and include dramatic features such as turrets and sprawling wrap-around porches. Homes start out at around \$150,000 and run up to \$350,000.

**Why Buy Now?** The conversion of the neighborhood's Central Elementary School into a children's museum and park will undoubtedly draw more families here. (Next year, younger children now attending Central will go to two elementary schools a few minutes away and those in fourth and fifth grade will go to the brand-new Camelot Intermediate School). Real estate values in this part of the country have suffered little during the current economic downturn. Since families tend to stay here for good, most of the houses are extremely well-maintained. Seeing as the neighborhood is on the National Register, unattractive updates and alterations of its housing stock are unlikely.”

To view the Brookings feature and other winning neighborhoods, please go to the following website: [www.thisoldhouse.com](http://www.thisoldhouse.com).

**Loss – Garage at 810 5<sup>th</sup> Street.** A contributing garage at 810 5<sup>th</sup> Street was moved out of the Central Residential Historic District. According to City ordinances, a permit is not needed to move a structure out of town. BHPC and staff raised concern about this issue in the past and the City Attorney agreed that this may be a misinterpretation of the ordinance and indeed a permit is required.

**Brookings County Courthouse.** The Brookings County Commission explored a number of expansion options including the 1921 building, building an addition on the courthouse, building a stand alone structure on the courthouse green, purchasing a nearby commercial building or demolishing residential properties for parking.

- **On May 18<sup>th</sup> the BHPC held a public hearing to gather citizen input on the County’s proposed projects.**
- **On July 6<sup>th</sup> the BHPC responded to a request for information from the County Administrative Task Force with the following letter:**

Al Heuton, Executive Director  
Brookings Economic Development Corporation  
Brookings Chamber of Commerce  
PO Box 431  
Brookings, SD 57006

**RE: County Administrative Task Force Request for Information**

Thank you for the request for information and the opportunity to be included in these discussions. As you are aware, the Brookings Historic Preservation Commission is a commission of city government whose purpose is to promote the inspiration, pleasure and enrichment of the citizens of Brookings and to identify, document, preserve, promote and develop the historical resources of the city. The powers and responsibilities of the Commission are set forth in SDCL 1-19B and City

Ordinance 09-03. As a unit of government, this item was placed on the Commission's published agenda and was discussed at the regularly scheduled July 2, 2009 monthly meeting, which was the next regular meeting following your written request.

The area as described in your June 4<sup>th</sup> letter and map involves three of the four National Register Districts within the City of Brookings: the *Brookings Commercial Historic District* (listed April 19, 1988) in its entirety and portions of the *Central Residential Historic District* (listed June 4, 1994 and amended in 2001 to add Central Elementary and the 1921 former Middle School) and the *University Residential Historic District* (listed February 12, 1999). The fourth district, Sexauer Seed District, was listed November 8, 2001 and is comprised of 10 agricultural elevator structures adjacent to the railroad tracks and immediately south of the Commercial District. Note that there are several individually listed National Register properties in Brookings, some of which are not associated with a District. A complete list is enclosed.

The district boundary and address list information that you specifically requested is widely available and is part of public record in the City's official zoning maps and comprehensive planning documents including the *Brookings Historic Preservation Plan*, which was adopted by the City Council in on March 12, 2001. A copy of the *Plan* is enclosed in this packet. The *Plan* was also adopted as part of the City of Brookings Vision 2020 Comprehensive Plan on February 11, 2001. Note that the boundaries for the National Register Districts in Brookings are as set by the verbal boundary description and the UTM's in the original nominations. However, individual property designations may have changed due to errors noted in the original listing, modifications to the structure making it eligible as contributing or ineligible, or the loss of a structure due to moving or demolition. If you have questions about a specific property, please contact the Brookings Historic Preservation Commission or the State Historic Preservation Office.

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. The Register is administered by the National Park Service. Nominations for listing historic properties come from State Historic Preservation Officers (SHPOs) and, for properties owned or controlled by the United States Government, Federal Preservation Officers (FPOs). Properties are also determined eligible for listing at the request of SHPOs and Federal agencies. While SHPOs and FPOs nominate properties for National Register listing, private individuals and organizations, local governments, and American Indian tribes often initiate the process and prepare the necessary documentation. A professional review board in each State considers each property proposed for listing and makes a recommendation on its eligibility. Communities having a certified local historic preservation program, called Certified Local Governments (CLGs), also make recommendations to the SHPO on the eligibility of properties within their community. The Brookings Historic Preservation Commission is a Certified Local Government.

The designation and evaluation process used for listing properties and districts on the National Register of Historic Places is determined on a Federal level. In response to your question regarding what criteria was utilized to arrive at those selections, the criteria for evaluation is defined by the National Park Service, U.S. Department of Interior, and not by a local or state preservation

organization. The National Register Criteria for Evaluation define the scope of the National Register of Historic Places; they identify the range of resources and kinds of significance that will qualify properties for listing in the National Register. The Criteria are written broadly to recognize the wide variety of historic properties associated with our prehistory and history.

## II. NATIONAL REGISTER CRITERIA FOR EVALUATION

Criteria for Evaluation: The quality of significance in American history, architecture, archeology, engineering, and culture is present in districts, sites, buildings, structures, and objects that possess integrity of location, design, setting, materials, workmanship, feeling, and association, and:

- A. That are associated with events that have made a significant contribution to the broad patterns of our history; or
- B. That are associated with the lives of significant persons in or past; or
- C. That embody the distinctive characteristics of a type, period, or method of construction, or that represent the work of a master, or that possess high artistic values, or that represent a significant and distinguishable entity whose components may lack individual distinction; or
- D. That have yielded or may be likely to yield, information important in history or prehistory.

Criteria Considerations: Ordinarily cemeteries, birthplaces, graves of historical figures, properties owned by religious institutions or used for religious purposes, structures that have been moved from their original locations, reconstructed historic buildings, properties primarily commemorative in nature, and properties that have achieved significance within the past 50 years shall not be considered eligible for the National Register. However, such properties will qualify if they are integral parts of districts that do meet the criteria or if they fall within the following categories:

- a. A religious property deriving primary significance from architectural or artistic distinction or historical importance; or
- b. A building or structure removed from its original location but which is primarily significant for architectural value, or which is the surviving structure most importantly associated with a historic person or event; or
- c. A birthplace or grave of a historical figure of outstanding importance if there is no appropriate site or building associated with his or her productive life; or
- d. A cemetery that derives its primary importance from graves of persons of transcendent importance, from age, from distinctive design features, or from association with historic events; or
- e. A reconstructed building when accurately executed in a suitable environment and presented in a dignified manner as part of a restoration master plan, and when no other building or structure with the same association has survived; or
- f. A property primarily commemorative in intent if design, age, tradition, or symbolic value has invested it with its own exceptional significance; or
- g. A property achieving significance within the past 50 years if it is of exceptional importance.

Residents and owners in these neighborhoods initiate and request the surveys of the community and of the neighborhoods as potential districts. The Historic Preservation Commission facilitates

that process working with the State Historic Preservation Office in hiring a National Register consultant with appropriate National Park Service qualifications to prepare a nomination. The basis for the decision about whether a property or area has sufficient historic significance to qualify for the National Register of Historic Places is not solely based on the opinion a local preservation commission or its members. The Commission will make recommendation; however, as outlined above, the State Historic Preservation Office and State Historical Society Board of Trustees must concur before a nomination is even sent to the Park Service. At the national level, the Park Service has rejected nominations or modified those nominations.

Your letter and email also asked questions regarding contributing versus non-contributing status. The Brookings Historic Preservation Commission is particularly concerned about these comments and their emphasis. The Brookings Historic Preservation Commission's overarching responsibility is to preserve, promote and develop the historical resources of the City. In the case of these districts, the Commission's goal is to protect the character of each district as a whole.

Properties deemed non-contributing within a historic district are generally outside the district's period of significance or have been substantially altered since the period of significance. However, when the Brookings Historic Preservation Commission evaluates an impact on a district, it doesn't just look at contributing buildings. While non-contributing buildings do not contribute to the significance of the district, replacing a non-contributing building with a new office building or parking lot could be more of an intrusion than leaving the non-contributing building in place. For example, a parking lot or new office building is an intrusive replacement for a non-contributing residence which is of the same residential character as the contributing buildings in the residential historic district. Non-contributing buildings often are of the same scale, size, setback, design and age as the contributing properties and provide continuity to the building rhythm within the historic district. These features and their relationships should be examined not only within the exact boundaries of the property, but also between the property and its surroundings. This is particularly important for districts.

Another factor is reversibility. Non-contributing structures in a district can become contributing due to age, removal of an inappropriate feature, or restoration of a key architectural element. A few commercial buildings are currently under this consideration and most recently, a house in the Central District was officially designated as contributing after an extension renovation. However, once a building is demolished it is lost forever.

In a separate correspondence, the question was asked about updated surveys of the Brookings Commercial Historic District. The community had a National Register of Historic Places Survey done 1985 and 1986 as one of the requirements of becoming a National Park Service "Certified Local Government." The Brookings Commercial Historic District was listed on the National Register of Historic Places in 1988. The project the Commission and State are currently working has not been completed. To date, a consultant was hired to conduct a 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 Commission had a preliminary review of the findings in February 2009. Many questions were raised, but a second meeting with SHPO hasn't been scheduled yet. Any changes to the District

must be taken through Park Service process, which takes time. The boundaries stand as currently listed from 1988.

The Brookings Historic Preservation Commission is charged with the protection, promotion and development of all the city's historic resources. It is not within the Commission's scope and we believe it is contrary to the Commission's mission to provide a ranking or placement of value of one property over another. Again, the Commission's goal is to protect the character of the districts as a whole and not a piecemeal approach.

With respect to potential county and/or city expansion locations, on January 10, 2008, the Brookings Historic Preservation Commission unanimously adopted the following resolution regarding the Brookings County expansion plans which urged the reuse of the 1921 building for County offices. The BHPC still stands by that resolution.

Resolution Regarding the Proposed Brookings County Expansion Plans

WHEREAS, the Brookings Historic Preservation Commission is statutorily charged with the responsibility to preserve, promote and develop the historical resources of the City, and

WHEREAS, 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, and

WHEREAS, the Brookings Historic Preservation Commission strongly urges the Brookings County Commission to preserve the historic lines around the Brookings County Courthouse and not encroach further into the Historic Courthouse Square green space or adjacent Central Residential Historic District, and

WHEREAS, the BHPC further urges the County Commission to recognize and be sensitive to the other uses that are proposed in that area to include the new South Dakota Children's Museum and Science Center, renovation of the historic Carnegie Library, the visual connection to the downtown, and other new development and that they take similar steps to maintain the historic integrity of the Courthouse and its environs, and

WHEREAS, the BHPC asks that the County reconsider the reuse of the "1921 Building" as a more historically appealing and viable option. The majority of the County Commission have cited that the 1921 Building is "too big." However, the County's space study identifies only the needs for 10 years, which may fall short.

Now, Therefore, Be It Resolved, that the Brookings Historic Preservation Commission urges that the County consider their space needs beyond 10 years and potential opportunities for coordinating with other existing and future governmental entities to share that space as a governmental center."

CC: Brookings City Council, Brookings City Manager, Downtown Brookings, Inc., State Historic Preservation Office, Dale Larson, South Dakota Children's Museum & Science Center, and Local Media

The 1921 Building's national significance is detailed in following excerpt of the 2001 *Save America's Treasure Grant Application*: *"The 1921 Brookings High School building, later the State's first Middle School (1968), was designated a Save America's Treasures Official Project in 2000. Cited as representative of the broad pattern of American public school development during the early 20th Century, its design reflects the evolving influence of the Chicago School, as regional architects introduced the uniquely American Prairie Style to the rapidly developing, progressive young communities of the Great Plains. Designed by C.E. Bell, Tyrie & Chapman, Architects, Minneapolis, Minnesota, the exemplary 50,000-square-foot variegated brown brick structure included innovative design features typical of the most successful new buildings, including interior light courts, perimeter arrangement of classrooms, and broad bays of windows providing desirable natural light and ventilation throughout the building. Bell, in association with various practitioners, including noted Prairie Style architect Dwight Bentley, built numerous fine schools across the region. Educated in Philadelphia, Bell was also widely known throughout the Northern Plains for his many landmark Classical Revival buildings. Beginning in 1884 with the construction of the Post Office in Council Bluffs, Iowa, Bell, a younger brother of Mifflin Bell, then Supervising Architect of the Treasury, went on to design the Montana State Capitol (1898), the South Dakota State Capitol (1905-10), and at least ten County Courthouses in four states. A skilled and prolific architect, Bell was the 20th practitioner to be registered by the State of Minnesota."*

Another alternative would be the adaptive reuse of another existing structure.

When a community the size of Brookings has so many outstanding historic resources that are widely appreciated by its residents, it is understandable why the Commission and your task force would be concerned about encroachments and intrusions into the commercial, public and residential neighborhoods. We appreciate your commitment to protecting the integrity of our historic neighborhoods.

Sincerely,

Dennis Willert, Chair

Brookings Historic Preservation Commission

cc/enc: Jeffrey Weldon, Brookings City Manager

Enclosure Summary

- 1) *Historic Preservation Plan 1999, City of Brookings, Adopted March 12, 2001*
- 2) *Brookings Preservation Ordinance, Adopted April 25, 2003*
- 3) *National Register of Historic Places Listing for City of Brookings*

- **October 9<sup>th</sup> the BHPC issued the following resolution regarding reuse of the 1921 building.**

"WHEREAS, the Brookings Historic Preservation Commission is statutorily charged with the responsibility to preserve, promote and develop the historical resources of the City, and

WHEREAS, 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, and

WHEREAS, the Brookings Historic Preservation Commission strongly urges the Brookings County Commission to preserve the historic lines around the Brookings County Courthouse and not encroach further into the Historic Courthouse Square green space or adjacent Central Residential Historic District, and

WHEREAS, the BHPC further urges both units of government to recognize and be sensitive to the other uses that are proposed in that area to include the new South Dakota Children's Museum and Science Center, renovation of the historic Carnegie Library, the visual connection to the downtown, and other new development and that they take similar steps to maintain the historic integrity of the Courthouse and its environs, and the Brookings Historic Commercial District.

WHEREAS, the BHPC asks that the City and County reconsider the reuse of the "1921 Building" as a more historically appealing and viable option.

Now, Therefore, Be It Resolved, that the Brookings Historic Preservation Commission urges that the County consider their space needs beyond 10 years and potential opportunities for coordinating with other existing and future governmental entities to share that space as a governmental center."

## **PUBLIC EDUCATION ACTIVITIES & ISSUES**

**Preservation Week Activities.** In celebration of National Historic Preservation Week (May 10-16), the Commission and Mayor recognized property owners with the Mayor's Awards for Historic Preservation at the May 12th 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 24.

**Preserve America/Heritage Tourism Plan.** The BHPC had applied for and received \$54,000 from the Preserve America Program for the Heritage Tourism Plan. However, 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.

UPDATE: The State Preservation Office was approved to reallocate the Brookings Preserve America grant for a statewide project. The City of Deadwood agreed to provide the State Preservation Office with \$50,000 to match Brookings' Preserve America grant. Their plan is to extend various aspects of the State's current Preserve America grant project to other

communities in SD. The grant will be used for to purchase and install a number of historic interpretive signs at historic sites in certain communities and also to help other communities become Preserve America Communities. They would include Brookings as one of the cities where they do a number of interpretive signs.

**Historic Porches Tour.** The BHPC sponsored its third annual “Historic Porch Tour” on July 9<sup>th</sup> 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.

**Mayor’s Award - 409 Main Avenue –  
“Commercial Signage”  
Rude’s Home Furnishings  
Alfred & Deanna Rude**

The profile of Brookings’ downtown has been undergoing many changes over the past 12 months, with the streetscape project, as well as changes among the businesses residing in the heart of our city.

One of the more noticeable changes isn’t with a new resident, but with one of our anchor retailers of the downtown area, Rude’s Home Furnishings.



Gone are the plastic letters that had adorned its façade for many years, in favor of a return to the style of an earlier time – a time of young men going to and returning from war. A time of pillbox hats and Bakelite jewelry – some of which might have been purchased at the Rude’s location, when in the 1940’s it served as the local Woolworth’s discount store chain.

In fact, that vintage style was exactly what Al and Deanna Rude had in mind for Rude’s – to return the storefront to a style similar to how the Woolworth’s sign would have appeared in the 1940’s. And for this reason, Rude’s Home Furnishings has been awarded a 2009 Mayor’s Award for Historic Preservation.

The sign, as designed and installed by Bonde Signs of Brookings was deemed worthy of the award by meeting several criteria. By taking into account the appropriates of the sign's style, the accuracy of the construction to the date of the building, the excellent quality of workmanship, and the sensitivity of the new addition to its surroundings, the Brookings Historic Preservation Commission unanimously nominated it for the mayor's consideration.

As any resident of Brookings knows, Al and Deanna Rude's commitment to historic preservation isn't just about signage – their historic downtown loft and their store heritage displays are a well known and pleasant return to yesterday, illustrative of the Rude's commitment to preserving our history.

And don't stop keeping an eye on the Rude's storefront. The 1960's era lighted sign on the front of the building is said to have its own facelift planned for the coming months, to ensure a harmony and style consistent with the existing vintage sign update.

**Mayor's Award**  
**324 Main Avenue**  
**"Interior Commercial Restoration"**  
**Sonnies Trends & Traditions**

May 1st will commemorate the 25th anniversary of a Brookings retail landmark, Sonnie's Trends and Traditions. Owners Janice and Tom Fergen have spent much time in giving the store a new facelift, and will be honored with a much-deserved Mayor's Historical Preservation Award for their efforts.

The building, located at 324 Main Ave, better known as "Sonnie's", christened for the nickname of both of their fathers, has long been known for offering beautiful and unique women's clothing and accessories. Now these wares are offered from a newly revealed tin ceiling, fresh coats of rich golden paint, and art deco inspired carpeting.

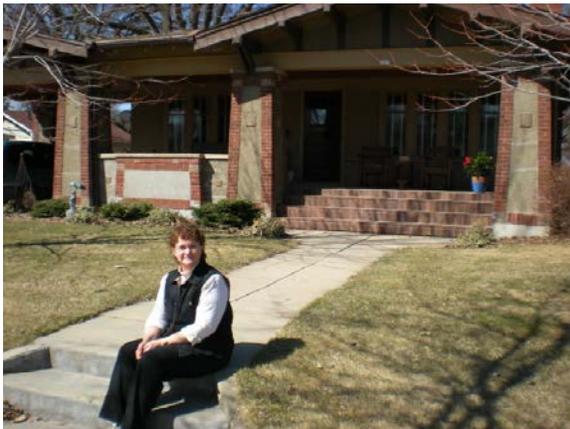
The first thing you see as you walk into Sonnie's are the wonderful splashes of color, which are the articles of clothing, and beautifying accessories for a woman or her home. Then you notice the amazing pressed tin ceiling and walls enhanced by golden-tan coloring, and finally the concentric pattern of the tone-on-tone wall-to-wall carpeting.

Prior to the renovation, the store had a dropped ceiling, closing in the space, and the windows were boarded up. This past August, Tom and Janice began to remove the low, space-constraining ceiling and free the beautiful tin work above it. Meticulous and tedious work went into unscrewing all the wires holding up the drop ceiling, and sealing all the holes with caulk. Many of the walls needed patching and the old framework for the ceiling was removed.



The couple decided to open three windows, allowing much more natural light into the setting, and installed double-paned, environmentally-friendly glass in the panes. The windows were encased with tasteful black shutters to offer contrast and interest.

Janice wanted to add some formality to the setting, and found a number of chandeliers at the local Habitat for Humanity Restore. She “de-brassed” the multi-tiered fixtures by spray-painting them with a dark metal finish drawing the eye from ceiling to floor, offering a well thought-out historically-friendly renovation.



**Doris Roden**

**Winner of Mayor's Award for Overall Contribution to Historic Preservation through Community Service**

Doris Roden has been chosen to receive a Mayor's Award for her Overall Contribution to Historic Preservation through Community Service.

Roden's work in the Brookings community has been so vast and varied that it is difficult to single out any one endeavor. Even in retirement, she continues to be active, involved, and committed.

It would have been hard to predict that an SDSU Entomology and Zoology major from Armour, who worked as a Research Lab Technician at the Northern Plains Insect Research Laboratory for nineteen years, would later become a journalism major, seek a Master's in genetics, start a successful downtown business, become a skilled grants writer and energetic community activist.

Last year she retired from her position as the first director of Downtown Brookings Inc. (DBI), Brookings' Main Street program for downtown revitalization. DBI had its start in 1999 with Roden serving as its organizing chairman, first board president and then program manager in 2001. She was tireless in this work and a driving force behind many successful community projects such as the DEDIF revolving loan fund for commercial facade restoration and signs, over \$1.5 million in federal and private funding for the streetscape project, the Harvest Festival, and expansion of the Farmers Market. Along the way she earned her National Trust Main Street Manager Certification.

In 2004 she was vice president of Brookings' Quasquecentennial 125th Celebration.

Currently she is on the Board of Preserve Brookings and serves as its secretary and newsletter editor. Preserve Brookings is a non-profit group founded in 2005 to help protect and promote the historic and cultural heritage of the Brookings area. She also is vice president of the Brookings Area Geneological Society and a member of the Daughters of American Revolution.

Roden served on the Brookings City Council from 2001 to 2005. She is a past president of the Chamber of Commerce and was active in the Economic Development Corporation.

She is particularly proud of her efforts in helping organize the Volunteer Service Bank in 1996 which now boasts about 250 volunteers who help in driving and escorting people to medical appointments, tutoring school children, working with Brookings County Youth Mentors and providing volunteers to several agencies that need help.

She is the founding president of General Federation of Women's Clubs (GFWC) Brookings, is a past state president of GFWC of South Dakota and has served as the state newsletter editor of the SD CLUBWOMAN for more than twenty years.

Roden has also shown herself to be a successful businesswoman. In 1985 she founded the local Insty-Prints which was purchased in 2000 by her son and daughter-in-law, David and Angie Roden, and is now called Allegra Print & Imaging.

But these days Doris has found another love and that is the Rodens' beautiful bungalow at 727 Main Avenue. Since their purchase of it in 1999, she and her husband Jim have done major restoration work and have listed it in the National Register of Historic Places. The home today is as charming as when it was built in 1920. Doris says the house gave her the "bungalow bug" and someday she would like to do a pictorial history of the many Prairie Craftsman structures in Brookings.

Watch for her to do it. Doris' laid-back manner and quiet disposition belie the strength of her ability to get things done. If she thinks something needs doing, she'll find a way.

**Mayor's Award  
1003 Third Street  
Jamison & Michelle Pitts  
"Overall Residential Rehabilitation"**

This house, on the northeast corner of 3rd and Medary, was once a proud, elegant structure reflecting the architectural strength of Brookings' central residential neighborhoods. Then, over time, it began to show the wear and deterioration of neglect. When the catastrophic fire occurred last year it seemed that there was no hope for preserving this fine home; however, phoenix-like, under the sensitive care of the owners it was resurrected to reflect its original glory - a complete structural restoration reflecting the hope and optimism of the period of its genesis.



This architectural anchor tying the eastern Medary neighborhood to the western downtown residences sends a message that restoration is possible, and sometimes preferable to new construction in historic neighborhoods. The Pitts' courage and foresight will impact many generations of Brookings residents.

Jamison and Michelle Pitts completed an overall rehabilitation\*\* of their Victorian style historic home at 1003 Third Street. Improvements included new siding, maintaining the original look. Interior renovation included refinishing wood floors on the main level and restoring the original woodwork throughout the home.

\*\*According to the Secretary of the Interior Standards for Rehabilitation, "Rehabilitation" acknowledges the need to alter or add to a historic property to meet continuing or changing uses while retaining the property's historic character.

## **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 2009, 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: Nashville, TN
- Date: October 12-17, 2009
- Attending: Mary Bibby & Shari Thornes
- Funding: Grant

#### 2) Preservation Leadership Training

- Location: Deadwood, SD
- Dates: June 20-27, 2009
- Attending: Dr. Janet Gritzner
- Funding: Grant

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) State of South Dakota CLG Roundtable \*\*

- Location: Deadwood, SD
- Date: May 2, 2009
- Attending: Pam Merchant
- Funding: Grant & City

#### 4) Onsite Commission Training

- Location: Brookings
- Dates: February 9, 2009
- Attending: SHPO Trainers / Character Defining Features
- Funding: No costs associated with training

\*\* Required Attendance

### **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

## **FUNDING SOURCES, SCHEDULE AND PROJECTS**

**City of Brookings**

Funding Cycle: January 1, 2008 to December 31, 2009

Funding: \$3,600

**2008/2009 Park Service Grant**

Funding Cycle: June 1, 2008 to September 1, 2009

Grant: \$2,000 Basic

\$8,417 Supplement

Status: Closed

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

**2009/2010 Park Service Grant**

Funding Cycle: June 1, 2009 to May 15, 2010

Grant: \$2,000 Basic

\$2,860 Supplement

Status: Open

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. Board Development Training \*\*
  - A. National Trust Conference

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

## **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. 202 Fifth Street**

### **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 2009:**

Date: March 5, 2009  
Project: Demolition  
NR Status: Central Residential District  
Address: 506 3<sup>rd</sup> Street  
Owner: Brian Gatzke  
Outcome: Case Report Prepared / Pending

Date: March 31, 2009  
Project: Demolition  
NR Status: University Residential District  
Address: 614 7<sup>th</sup> Avenue  
Owner: Dave & Tasha Jones  
Outcome: Closed – No adverse effect

Date: October 9, 2009  
Project: Pioneer Park Bandshell / Reroof  
NR Status: Individually Listed  
Address: Pioneer Park  
Owner: City of Brookings  
Outcome: SHPO concurred with City's restoration plan

Date: November 2, 2009  
Project: Former Carnegie Library/Storm Window Replacement  
NR Status: Individually Listed  
Address: 524 4<sup>th</sup> Street  
Owner: City of Brookings  
Outcome: Pending

# 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 2010

## *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**

- Work with the local nonprofit organization to 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**  
**January 8, 2009 (amended)**

A meeting of the Brookings Historic Preservation Commission was held on Thursday, January 8, 2009 at 4:00 p.m. in City Hall. Members present: Jerry McCollough, Janet Gritzner, Dennis Willert, Pat Powers, Joanita Kant and Pam Merchant. Mary Bibby was absent. Shari Thornes, City Clerk, was also present.

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

Janet Gritzner was welcomed to the Commission!

**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 December minutes. All present voted yes; motion carried.

**Schedule next monthly meeting.** Thursday, February 5<sup>th</sup> at 4:00 p.m.

**NEW BUSINESS:**

**Form Nominating Committee.** Item tabled until February meeting.

*(Merchant arrived @ 4:10 pm)*

**Planning Retreat Reports.** The Commission reviewed the revised document with the changes that were suggested at the December meeting. ACTION: A motion was made by Willert, seconded by Powers, to adopt the 2008 Planning Retreat Final Report with revisions noted. All present voted yes; motion carried.

**Summary Report from the BHPC 2008 Goal Setting Retreat**

Adopted 1/8/09

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 (see list from retreat).

#### 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)

#### Who are our Partners?

- National:
  - o Main Street Center
  - o National Trust for Historic Preservation (NT)
  - o National Alliance of Preservation Commissions (NAPC)
  - o American Society of Legal History (ASLH)
  - o Urban Land Institute
  - o American Institute of Architects (AIA)
  - o SDSU History Department
  - o SDSU Landscape Architects
  - o SDSU Briggs Library (Archives)
  - o SDSU Ag Heritage Museum
  - o SDSU Campus Master Planning Council
  - o Preserve Brookings
  - o Downtown Brookings Inc.
  - o Chamber of Commerce
  - o Brookings Economic Development (BEDC)
- Statewide:
  - o State Historical Preservation Office (SHPO)
  - o Preserve South Dakota
  - o South Dakota Community Foundation
  - o State Historical Society
  - o DAR (Mary Chilton Fund)
  - o Certified Local Government (CLG) Network
  - o Governor's Office of Economic Development
  - o Tourism Dept.
  - o Energy, Conservation Program
  - o Deadwood Fund
  - o South Dakota Municipal League
  - o State Genealogical Society
  - o Community Development Corporation (CDC - First Bank & Trust)
  - o Enterprise Center
  - o Larson Foundation
  - o Daktronics
  - o Board of Realtors
  - o Home Builders Association
  - o School District
  - o Larson Children's & Science Museum
  - o Community Cultural Center
  - o Historic Property Owners
  - o County Historical Society
  - o County Museum
  - o Brookings County
- Regional:
  - o Augustana Center for Western Studies
  - o Westerners International
- Local:
  - o SDSU Foundation
  - o City:
    - Planning Dept.
    - Planning Commission
    - Parks & Recreation
    - City Manager
    - Community Development Director
    - City Council

## What activities are effective in promoting our purpose? What's not effective?

RED Items are Mandated

GREEN Items were identified by members as priorities

1. Effective Partnership within City Government
  - Strategies:
    - Community Development Director
    - Outside speaker
    - “Tea & Cakes”
    - Elect President/Friendly Officials
  - SDSU – Legal questions (Frank Gilbert Opinion)
  - Chair meets regularly with City Manager
  - Create local nomination form district
  
2. Plan for local neighborhoods (easements)
  - Bring Historical Preservation Commission up to minimum of 7 mandated members
  - Strategy for Courthouse
  - Strategy for a relationship with SDSU
  - Revisit publications re: quality president for downtown
  - Improved website
  - Show n’ tell of basement
  - National Register Nominations
  
3. Recordation:
  - Computer database (internship) - identifies our “universe”
  - Case report documentation
    - 11.1 Review when mandated
  - Photographic recordation
    - Emergency
    - Inventory
  - Nominations – National Register
  
4. Education: Events – Programs for awareness building
  - Mayor’s Award
  - Workshop
  - “Picture This” – shared
  - Courthouse Tour
  - Go to other groups to provide info
  - Advocacy (endangered list) – home builders: special resources
  - Celebrate successes
  - Preservation Planning (Heritage Tourism Planning Board)

Education - Implementation Challenges

  - Distribution program for existing walking tours
  - Involve elementary educators in heritage education
  - Provide Children’s Museum with educational materials re: history and architecture of school building
  - Ag Museum Exhibit – photos captions
  - Outreach statewide
  - Speaker’s Bureau – canned presentations
  - Home tours – FCCLA (Future Civic Community Leaders Association High School), Habitat
  
5. Technical & Funding Resources
  - State Historic Preservation Office / Property Owners for tax assistance (in person)
  - Consultants for targeted project

- Technical Arch President assistance (liability concerns)
  - Responding to Realtors re: tax credits/local account (SHPO involvement)
  - Seminar for lending institutions/regional realtors association
  - Dialogue in SHPO re: information paper packet
  - SHPO partner (1,2,3 Pam writes)
6. Commission Development
- Attend national conferences
  - Memberships
  - Organization
    - Calendar
    - Duties
  - Attend Annual Certified Local Government Conferences (History conference track)
  - Certified Local Government Networking – Leadership
  - Local designation process
  - Annual meeting with SHPO staff
7. Projects
- Installation of downtown plaques
  - Computer modeling for downtown (DBI)
  - Preserve Brookings Newsletter
  - Email newsletter (New! List-serv)
  - Berry House – Pioneer Park
  - Phase II downtown survey
  - Student / affordable housing – BEDC
    - Pressure / criteria for loss
  - 6<sup>th</sup> Street widening – Medary to Main

**2009 Calendar.** Staff prepared a BHPC ADVANCE Agenda that included a current list of project and issues including the remaining grant projects. Commission members were asked to review the list of projects and issues at least monthly to determine when items should be scheduled on the agenda along with corresponding tasks and deadlines. This will be a living document maintained by staff. The first draft of the issue/project list included the following:

Projects/Issues	21. Meetings with City Manager
1. Elections	22. Realtor Workshop
2. Annual Report – City	23. University powers
3. Annual Report – State	
4. Annual Goal Setting	
5. Updated Preservation Plan – Action Plan	Grant 08/09 Projects: (June 1, 2008 to May 31, 2009)
6. Grant Application 09-10 funding cycle	1. PLT – Portland – DONE
7. Grant Close-out-08-09 funding cycle	2. NT Conference – Tulsa – DONE
8. Workshop (grant)	3. Local District Review Process
9. Preservation Leadership Training – Deadwood (grant)	4. Mayors Award 2009
10. Local District Review Process (grant)	5. Newsletter 2009
11. Mayor’s Award (grant)	6. PLT – Deadwood 2009
12. Newsletter (grant)	
13. Porch Tour 2009	Grant 09/10 Projects: (June 1, 2009 to May 31, 2009)
14. Endangered Places Program	1. National Trust Conference - Nashville
15. Plaque Installation	2. National Alliance Conference 2010
16. Courthouse Expansion	
17. NR Listing – Berry House	
18. Partner Networking	
19. Website	
20. National Trust Conference – Nashville	

National Trust Conference Report. Kant and Thornes attended the National Trust Conference in Tulsa, OK, on October 21-26, 2008. Kant submitted a written report regarding the conference that will be submitted with the grant closeout. Thornes noted that the Trust now provides all the presentation handouts from all sessions online for anyone to obtain. The Trust's website is [www.nthp.org](http://www.nthp.org).

#### OLD BUSINESS/UPDATES:

##### Staff Report:

- Realtor Workshop. There was a discussion about how to make this project move forward in 2009. Thornes would like to see SHPO sponsor the event and cover any costs. Powers recommended utilizing a real estate trainer out of Sioux Falls to coordinate the event. The goal would be to have a free or low cost state accredited workshop. Powers suggested holding the event every two years. Thornes noted that the BHPC would need to control the program content and speakers and the focus would have to be preservation. Possible topics could include federal tax credits and the state property tax moratorium. Powers will do some follow-up investigation on the process and report back in February.
- Annual Reports to the City and the State. The City report is due February 15<sup>th</sup> and the State report is due Jan. 31<sup>st</sup>. Thornes will prepare both reports.
- Annual Grant Application. SHPO has notified the CLGs that applications for this year's funding cycle will not be sent out until March or April and actual funding release is uncertain depending on appropriations from Congress. The funding priorities and amount of funds available will not be known until application packets are received. Thornes recommended the Commission prepare a list of potential grant projects for consideration at the March meeting.
- Downtown Façade Restoration Design. Willert and Thornes haven't had a chance to meet on this topic yet. Thornes said a final decision will need to be made by the February meeting on if the BHPC would like to pursue this project and if DBI is willing to commit funds. Willert said he would be attending a DBI meeting soon and would request half of the estimated funds (\$5,000) and report back to the Commission in February.
- 2009 Preservation Leadership Training – Deadwood. The BHPC is funded to send ONE member to this year's PLT training to be held in Deadwood, SD, from June 20-20, 2009. There's an application involved and it's a competitive process, so a final decision is needed by the February meeting. Kant and Gritzner are the only members that may be able to attend and each will check their schedules. SHPO has offered Park Service funding and will not require CLG match to attend this training.
- Schedule SHPO Presentation on Survey Findings. SHPO representatives will be invited to attend the February 5<sup>th</sup> meeting.

## Historic Districts and Properties.

- Central Residential Historic District—National Register District
  - Brookings County Courthouse Expansion Plans –The County Commission is reviewing other locations for County administrative space. It was noted that the Commission has a new chairperson and the membership has changed.
    - Block South of Library (500 Block of Third Street) – Property owners of this area submitted a petition to the County indicating their interest in selling. This area is located in the National Register Central Residential Historic District. All the structures are rentals. It was further noted that one of the owners is rezoning the area.
    - Block South of Courthouse (600 Block of Third Street) – This block seems less endangered because the properties are all owner-occupied. At least two properties have restrictive covenants placed on the deed by the Community Development Corporation of First Bank and Trust, which require single family ownership.
    - Block East of Courthouse (600 Block of 4<sup>th</sup> Street) – This area seems the most in danger of an encroachment into the district. An owner of two non-historic rentals has indicated a willing to sell to the County in the past. An intrusion into this block would significantly impact the Central District.
    - 600 Block of 6<sup>th</sup> Street Site – No historic structures would be impacted by this location; however, there may be hazardous waste mitigation with this site.

The BHPC members discussed the following overall issues related to the courthouse:  
a) the County Commission is, by State Law, required to be an advocate for historic preservation, so should be coordinating their plans with those entities who deal with that issue within the area affected;

b) all the uncertainties related to their decision could be resolved if Brookings had a Downtown Plan as part of a long-range (30-50 year) Master Plan. Such a plan is a mandated responsibility of local Planning Commissions in order to avoid situations such as this.

c) such a plan is usually developed by the Planning Commission working with a competent consultant to bring representatives of the City, County, business community, and adjacent neighborhoods together to agree on a vision for the future, and would include: traffic circulation, parking, pedestrian flows, greenspace, government facility coordination, future areas for business expansion, and integration and transitions between residential and other uses;

d) development of such a plan would allow for Capital Improvement planning so that public expenses related to plan implementation could be set aside in an orderly manner by both the City and County;

e) since Brookings has an important historic downtown and adjacent historic neighborhoods, those characteristics would be important elements for consideration in such a plan.

The BHPC recommended that the Chairman McCollough meet with Al Heuton from BEDC on coordinated planning efforts.

- Commercial District –National Register District
  - DBI Report – Willert reported that DBI is in the process of hiring a new program manager and hopes to have a person on board quickly. Investment letters will be going out soon. DBI is interested coordinating in an overall snow removal plan for downtown.

#### Announcements/Correspondence/Communications

- Preservation Magazine, Jan/Feb 09
- MainStreet News, Nov 08
- National Main Street Conference, March 1-4, Chicago
- National Park Service 2008 Director's Report

#### Calendar

June 20-27, 2009 DEADWOOD PLT  
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 5:10 p.m.

Shari Thornes, Brookings City Clerk

**Brookings Historic Preservation Commission**  
**February 5, 2009**

A meeting of the Brookings Historic Preservation Commission was held on Thursday, February 5, 2009 at 4:00 p.m. in City Hall. Members present: Jerry McCollough, Janet Gritzner, Dennis Willert, Mary Bibby, Pat Powers, and Joanita Kant (left @ 6 pm). Pam Merchant was absent. Shari Thornes, City Clerk, and Mike Struck, Community Development Director, were also present.

Chairperson McCollough called the meeting to order at 4:07 p.m.

**Adoption of agenda.** Sponsorship of a workshop at the DBI Door's Open Event was added to the agenda. A motion was made by Bibby, seconded by Powers, to approve the agenda as amended. All present voted yes; motion carried.

**Approval of minutes.** Bibby added "Brookings County" on the list of local partnerships in the minutes. A motion was made by Powers, seconded by Kant, to approve the January minutes as amended. All present voted yes; motion carried.

**Schedule next monthly meeting.** Thursday, March 12<sup>th</sup> at 4:00 p.m.

**Nominating Committee Report & Election of Officers.** This item was tabled from the January meeting. Powers presented the following slate of officers on behalf of the nominating committee: Dennis Willert as Chair, Mary Bibby as Vice Chair and Jerry McCollough as the SDSU Master Planning Liaison. A motion was made by Kant, seconded by Powers, to accept the slate as presented. All present voted yes; motion carried.

Vice Chair Bibby briefly took over the meeting. Willert arrived and took over as chairman.

**Action to approve Annual Reports.** Corrections were made in the member and public education sections. Members were asked to turn back in the larger report to the state and corrected copies would be provided at the next meeting. The City report will be provided to the City Council in their March 10<sup>th</sup> agenda packet. Three sets of the State report will be provided to the SHPO pursuant to National Park Service grant requirements. A motion was made by McCollough, seconded by Powers, to approve the annual reports submitted to the City and to the SHPO. All present voted yes; motion carried.

**SHPO Representatives:** To illustrate how the SHPO determines National Register eligibility, SHPO staffers Kate Nelson and Jennifer Brosz gave a PowerPoint with slides illustrating character-defining features of commercial buildings, the definition of integrity and how to protect it, and the Secretary of Interior Standards for Rehabilitation, rehab do's and don'ts, and state and Federal incentives.

- **Commercial District Resurvey:** They then applied these principles to the Brookings Commercial District Re-survey Findings and Phase II of project noting the following recommended changes to the nomination.

## List of Properties Surveyed In Brookings Commercial HD

SHPO ID	Address	Construction Date	Consultant Evaluation	SHPO
BK-000-01501	111 Main Ave.	1904	C	
BK-000-00001	221 Main Ave.	1937	C	
BK-001-00012	222 Main Ave.	c.1938, 1952	NC	Further research
BK-001-00044	224 Main Ave.	c.1927	NC	
BK-001-00045	225 Main Ave.	1894	C	
BK-001-00034	226 Main Ave.	c.1910	C	
BK-001-00009	301 Main Ave.	1958	NC	
BK-001-00043	300 Main Ave. (302 NR)	1901	C	
BK-001-00015	303 Main Ave.	1936	C	
BK-001-00003	304 Main Ave.	c.1915	NC	
BK-001-00046	305-307 Main Ave.	1929	C	
BK-001-00042	306 Main Ave.	c.1930	NC	
BK-001-00030	308 Main Ave.	1917	C	
BK-001-00039	309 Main Ave.	1900	C	
BK-001-00041*	310 Main Ave. (312/310 on NR) *	c.1928	C	Stay NC
BK-001-00047	311 Main Ave.	1900	C	
BK-001-00040 *	312 Main Ave. (312/310 on NR) *	1936	C	Stay NC
BK-001-00048 *	313 Main Ave. (w/ 315 NR)*	c.1904	C	Stay NC
BK-001-00037	314 Main Ave.	1903, 1972	NC	
BK-001-00057 *	315 Main Ave. (w/ 313 NR)*	c.1910	C	Photo/ research
BK-001-00032	317 Main Ave.	1919	C	
BK-001-00016	318 Main Ave.	c.1889	NC	
BK-001-00028	319 Main Ave.	1926	C	
BK-001-00056	320 Main Ave.	1916	C	
BK-001-00017	321 Main Ave.	1926	C	
BK-001-00038	322 Main Ave.	1918	C	



SHPO ID	Address	Construction Date	Consultant Evaluation	SHPO
BK-001-00035	414 Main Ave.	1927	C	
BK-001-00053	415 Main Ave.	c.1958	NC	
BK-001-00036	416-418 Main Ave.	1914	C	
BK-001-00010	417 Main Ave.	1955	NC	
BK-001-00008	419 Main Ave.	c.1958	NC	
BK-001-00021	420 Main Ave.	c.1900	NC	
BK-001-00007	421 Main Ave.	1920, c.1985	NC	
BK-001-00004	422 Main Ave.	1928	C	NC
BK-001-00020	426 Main Ave.	c.1921	C	
BK-000-01525	427 Main Ave.	1932	C	
BK-001-00019	500 Main Ave.	1913-15	C	
BK-001-00006	501-503 Main Ave.	1927	NC	
BK-001-00013	505-507 Main Ave.	1940	C	
BK-001-00054 *	509-511 Main Ave.	1914	C	NC
BK-001-00014	510 Main Ave.	1939	C	
BK-001-00002	519 Main Ave.	1919	NC	
BK-001-00055	319 Third St. (317 NR)	1905	C	
BK-001-00018	306 Fourth St.	1936	C	
BK-001-00011	308 Fourth St.	c.1949	NC	
BK-000-01831	310 Fourth St. (Old City Hall)	1912	C	
BK-001-00050	316 Fourth St.	1914	C	
BK-000-02317	317 Fifth St.	c.1928	C	In district? Further research
BK-000-02308	317 Fifth Ave.	c.1914	NC	In District?

\* SHPO changes from original nomination and their comments”

- *The Midwestern Company “Brookings Commercial Historic District Survey Update” Memorandum indicates some address updates that need to be changed on the map.*
- *There are a few properties on the original NR map marked as one property that appear to be two properties. We need to find out if they are taxed as one unit or separate units and update the map accordingly. Depending on whether we split these properties it may affect the Contributing/Noncontributing count.*
  - *313 Main (now 313 Main and 315 Main)*
  - *312/310 Main on NR map*
  - *The L-shaped properties at the NE corner of Fourth and Main that appear to front both streets.*
- *Demolition at 407 Main Ave. – remove an NC from the nomination count.*
- *Change 509-511 Main Ave. from contributing to non-contributing*
- *See if NPS will allow us to crop 519 Main and 509-511 Main out of the boundary to eliminate two non-contributing structures from the count.*
- *Review nomination text to see if there are any changes needed to accommodate points above.*

List of Properties Surveyed Brookings Commercial HD Periphery

SHPO ID	Address	Construction Date	Evaluation	SHPO
BK-000-02304	126 Main Ave.	c.2004	NC	
BK-000-02305	514 Main Ave.	c.1958	NC	
BK-000-02302	518 Main Ave.	c.1928	C	2 <sup>nd</sup> fl. Windows replacement? NC
BK-000-02300	520 Main Ave.	c.1928	C	NC
BK-000-02291	526 Main Ave.	c.1938	NC	
BK-000-02286	527 Main Ave.	c.1970	NC	
BK-000-02303	411 Front St.	c.1948	NC	
BK-000-02301	413 Front St.	c.1936	NC	
BK-000-02299	420 Front St.	c.2004	NC	
BK-000-02296	301 Third St.	c.1958	C	NC outside POS
BK-000-02295	303 Third St.	c.1920	C	NC
BK-000-01469	306 Third St.	c.1936	NC	
BK-000-02294	307 Third St.	c.1935	NC	
BK-000-02293	311 Third St.	c.1928	NC	
BK-000-02309	406-412 Third St.	c.1910	NC	
BK-000-02310	416 Third St.	c.1940	NC	
BK-000-02292	419 Third St.	c.1926	C	NC
BK-000-02311	426 Third St.	c.1947	NC	
BK-000-02287	312-314 Third Ave.	c.1952	C	NC outside POS
BK-000-02322	317 Third Ave.	1907	NC	
BK-000-02289	414 Third Ave.	c.1936	NC	
BK-000-02290	416 Third Ave.	c.1936	NC	
BK-000-02319	506 Third Ave.	1910	NC	
BK-000-02306	520 Third Ave.	c.1991	NC	
BK-000-02288*	302 Fourth St.	c.1917, 1954	C	Date unclear/ research
BK-000-02328	305-307 Fourth St.	c.1927	NC	

BK-000-02318	307-309 Fifth St.	c.1958	C	NC Outside POS
BK-000-02312	312 Fifth St.	c.1950	NC	
BK-000-02313	316-320 Fifth St.	c.1963	NC	
BK-000-02314*	406 Fifth St.	c.1920	C	
BK-000-02315	408-412 Fifth St.	c.1958	C	NC Outside POS
BK-000-02316	420 Fifth St.	c.1965	NC	
BK-000-02308	317 Fifth Ave.	c.1914	NC	in dist?
BK-000-02307	304 Sixth St.	c.1985	NC	
BK-000-02320	310 Sixth St.	c.1956	C	NC Outside POS
BK-000-01468*	414 Sixth St.	c.1929	C	Research/Historic photo – was there stucco historically?
BK-000-02321	418 Sixth St.	1973	NC	

- *Need to be able to locate the potentially contributing buildings in relation to the current National Register map to determine whether or not it is feasible to adjust boundaries. In listing out the properties, there does not appear to be a very high concentration of contiguous contributing buildings needed to argue for a boundary expansion.*
- *Further research needed for the property at 414 Sixth St. (i.e. at what date was it covered in stucco?); Are there any exterior non-historic changes? This building is of interest.*

Nelson and Brosz had technical difficulties with the computer when trying to show specific properties to discuss their findings.

Commission members disagreed with the state’s recommendation that 408 Main Avenue remain “non-contributing” in the District and felt there was enough historic integrity in the building. Further Commission review is needed.

Nelson and Brosz said the State Office (SHPO) does not recommend completing phase 2 of this project, which would include a final report and summary, because Phase 1 of updating

the survey forms, making corrections, updated photographs and review of the environs was enough information for the state office.

- **Future Additional National Register Listings:** Last summer the BHPC hired a consultant to review the residential area between downtown and Pioneer Park for National Register District eligibility. She did not conclude there was enough historic housing to warrant a district; however, there were a few possible individual National Register listings. SHPO would be willing to prepare a final nomination if the BHPC submits a “preliminary assessment form” on each property. Thornes noted that the Berry House at 202 5<sup>th</sup> Street should be listed and the owners are in support of a nomination.
- **Sponsorship of Accredited Real Estate Workshop –** Powers has been in touch with a Sioux Falls real estate trainer who would be willing to submit historic preservation related workshop curriculum to the State Real Estate Commission for accreditation. The BHPC would like to hold a workshop yet this year with SHPO providing the presenters on real estate related topics, such as the moratorium, tax credit and Deadwood Fund. Powers will work with city and state staff to develop the program and materials.
- **2009/2010 Grant Application Projects:** Thornes asked if SHPO had established their funding priorities for the upcoming grant cycle. Nelson said there wouldn’t be any changes to the funding priorities and criteria. Thornes asked when the application notifications would be sent out and state staff were uncertain, but thought the deadline would be sometime in March.
- **Downtown Façade Restoration Design Project?** The Commission gave the state staff an overview of the proposed project: *Les Rowland from Design Arc, through the use of a computer program, can demonstrate 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.*

#### **Staff Report:**

- **2009/2010 Grant Application (potential projects).** Thornes asked the members to be thinking about potential projects for this year’s grant application. The Commission will probably have to decide by the March meeting in order to make deadlines.  
Basic Allocation Funding - Project Titles (Maximum of \$2000 total)
  1. Mayor’s Awards for Historic Preservation
  2. *Brookings Preservationist* Newsletter – Does the Commission want to do a newsletter again in May 2010?
  3. Public Workshop

4. Membership in state and national preservation organizations

Possible Supplemental Funding Projects:

1. Board Development Training \*\*
  - o National Trust Conference – Nashville, TN
  - o Preservation Leadership Training (Deadwood, South Dakota (2009), 2010?)
  - o National Alliance – 2010
  - o REGIONAL CLG NETWORKING
2. SURVEY: PHASE II: Brookings Commercial District Survey Update  
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.
3. National Register Listing of the "Berry House" at 502 5<sup>th</sup> Street.
4. EDUCATION: Downtown Façade Restoration Design Project (see description above)
5. EDUCATION: REALTOR WORKSHOP  
There was a discussion about how to make this project move forward in 2009. Thornes would like to see SHPO sponsor the event and cover any costs. Powers recommended utilizing a real estate trainer out of Sioux Falls to coordinate the event. The goal would be to have a free or low cost state accredited workshop. Powers suggested holding the event every two years. Thornes noted that the BHPC would need to control the program content and speakers and the focus would have to be preservation. Possible topics could include federal tax credits and the state property tax moratorium.
6. Other Priorities in *Brookings Historic Preservation Plan* Action Plan.

COMMISSION PROJECTS / CITY MONEY

1. EDUCATION: EMAIL NEWSLETTER
  2. ENDANGERED PLACES PROJECT
  3. Porch Tour
- **2009 Preservation Leadership Training – Deadwood.** The deadline to submit an application is March 31<sup>st</sup>. Gritzner is interested in attending. Thornes asked SHPO staff if funding two members was possible.
  - **Community Development Director.** Mike Struck was introduced to the Commission

- **Discussion regarding paperless/electronic Commission agenda packets.** A motion was made by Powers, seconded by McCollough, to approve going paperless with commission agenda packets commencing in March. All present voted yes; motion carried.

### **Historic Districts and Properties.**

Central Residential Historic District—National Register District

- **11.1 Review – 506 Third Street** – McCollough and Bibby will informally meet with the property owner to discuss possible incentives to retain the structure.
- **Brookings County Courthouse Expansion Plans.** A number of options are under consideration by the City and the County and most affect the Central Residential Historic District. McCollough and other members expressed concern that the City doesn't appear to have a comprehensive plan of the downtown area that addresses the courthouse, the residential historic districts and other neighboring amenities. If such a plan existed, the City wouldn't have to deal with so many brush fire issues. A comprehensive plan would simplify decision making for all the projects under consideration. Struck was asked if such a plan existed and he said no. He was asked if one was planned for in the near future and he indicated that there weren't any funds for such a plan in 2009.

**ACTION:** A motion was made by Bibby, seconded by Powers, to direct the chairperson to write a letter to the City Manager recommending the funding of a comprehensive plan that would address and protect not only the downtown, but the surrounding historic resources of the Courthouse, Carnegie, and Central Residential District. All present voted yes; motion carried.

### **Announcements/Correspondence/Communications**

- Email – “Save Our History Grants Available”
- Email – “Bob Yapp Offers Hands-On Workshops for CLGS”
- Forum News, Jan/Feb 09
- The Alliance Review, Nov/Dec 08
- SD History, Winter 08 (check-out)
- MainStreet News, Dec 08

### **Calendar**

May 4, 2009      Newsletter  
 May 12, 2009    Mayor's Awards Presentation  
 June 20-27, 2009 DEADWOOD PLT  
 July 2009        Porch Tour – University Week for Women  
 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

**March Agenda Items:** Grant Application, 2010 City funding budget, Local District Process, Preservation Week events, Mayor's Awards, Newsletter, PLT Application.

Meeting adjourned at 7:00 p.m.  
 Shari Thornes, Brookings City Clerk

**Brookings Historic Preservation Commission**  
**March 19, 2009**

A meeting of the Brookings Historic Preservation Commission was held on Thursday, March 19, 2009 at 4:00 p.m. in City Hall. Members present: Pam Merchant, Jerry McCollough, Janet Gritzner, Dennis Willert (arrived 4:42), Mary Bibby and Joanita Kant. Pat Powers was absent.

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

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

**Adoption of minutes.** A motion was made by McCollough, seconded by Kant, to approve the February minutes. All present voted yes; motion carried.

**Schedule next monthly meeting.** Thursday, April 9<sup>th</sup> at 4:00 p.m.

**“Historic Brookings” Book Proposal Presentation – Colleen Poindexter.** Ms. Poindexter is working on a book about Brookings through Arcadia Publishing in their “images of America” series and requested the Commission’s endorsement. Note that this will not be financial support. She has an October 2009 deadline.

**ACTION: A motion was made by McCollough, seconded by Gritzner, to offer strong support for the project in that it assists the BHPC in fulfilling its educational goals and further requested that the BHPC be acknowledged on the book cover. All present voted yes; motion carried.**

**Action on a request to co-sponsor a workshop at the Doors Open Brookings Event.**

In past years the Commission has sponsored and/or co-sponsored historic-related workshops during the Downtown Brookings Inc. “Doors Open” event on April 24 & 25. This year’s proposed workshop will be conducted by Randy Hanson, Mills Construction, on the revitalization of historic buildings to include modernized amenities, as well as other historic preservation projects in the area. DBI is requesting \$100 from the Commission towards this event. Per Park Service requirements, the Commission is required to hold at least one public workshop every year. This activity would meet that requirement. If Park Services funds are used for this activity, there are disclaimers and advertising requirements that must be followed and DBI is familiar with these issues. All activities must also be held in accessible locations. This was an issue in a previous year.

**ACTION: A motion was made by McCollough, seconded by Kant, to co-sponsor the workshop as described above in the amount of \$100.00 pursuant to National Park Service guidelines. All present voted yes; motion carried.**

**Action on 2009/2010 National Park Service funding priorities.**

Thornes reported that the City had just received notice that the deadline to submit the Commission’s 2009/2010 National Park Service annual grant is March 31<sup>st</sup>. The Commission receives “basic” and “supplemental” funds for its projects. Basic funding is the predetermined amount of \$2000 and staff will prepare the application for those items, which include preservation week, mayor’s award,

memberships, and public workshop. However, the Commission will need to give prioritized direction on projects for staff to prepare the supplemental grant application.

The Commission reviewed the following options for possible Supplemental Funding Projects:

1. Board Development Training \*\*
  - 2009 National Trust Conference – Nashville, TN – Bibby is scheduled to attend this conference.
  - Preservation Leadership Training (Deadwood, South Dakota) – Gritzner is applying to attend the 2009 training. Her registration is paid for out of the previous grant; however, funding the training would come from the 2009/2010 grant.
  - Preservation Leadership Training – 2010
  - National Alliance – August 2010 – This conference is held in even years and 2008 was first conference the BHCP didn't attend. Recommend making funding request in the 2010/2011 application since it is typically held in August.
  
2. SURVEY: PHASE II: Brookings Commercial District Survey Update - 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.  
*Staff recommends removing this project from the list pursuant to SHPO comments made at the February meeting. They did not feel that the phase two documentation was needed.*
  
3. National Register Listing of the “Berry House” at 502 5<sup>th</sup> Street.  
*No funds should be needed for this project. SHPO staff indicated that if the BHPC completes and submits a preliminary assessment form, they will prepare the actual nomination.*
  
4. EDUCATION: Downtown Façade Restoration Design Project – There are currently a number of variables associated with this project and hopefully all questions will be resolved in time for the grant application. The State Office is supportive of the project with the following caveats:
  - The project in its entirety needs to be done by a professional. The DBI program manager has suggested involving students for the second half of the project. However, for consistency of product SHPO and City staff think it should be done by the architectural firm.
  - As for funding, the product must at least include all of Phase 1:  
Phase 1: \$15,000 - both sides of Main Avenue from 600 block alley south to depot .  
Estimating 250 and 300 hours on a not-to-exceed basis.  
Phase 2: \$5,000 – side streets to alley from Main both directions
  - Proposed BHPC participation would remain at \$5000 (\$2500 from 2008/2009 grant amendment & \$2500 from new grant)
  - DBI participation would be \$2500.
  - Grant application will not be submitted unless remaining \$7500 is secured.
  - The city manager is interested in the project and there's currently a momentum from the city to promote and facilitate owner reinvestment downtown. Staff, Commission

and DBI representatives hope to meet with the city manager on 3/13 or 3/16 to determine if the remaining \$7500 from the city is a possibility.

- SHPO knows there are several items in play for this project and can maybe give some flexibility on the grant app deadline.

5. EDUCATION: REALTOR WORKSHOP - There was a discussion about how to make this project move forward in 2009. Thornes would like to see SHPO sponsor the event and cover any costs. Utilizing a real estate trainer out of Sioux Falls to coordinate the event has been suggested. The goal would be to have a free or low cost state accredited workshop. The BHPC would need to control the program content and speakers and the focus would have to be preservation. Possible topics could include federal tax credits and the state property tax moratorium.
6. Other Priorities in *Brookings Historic Preservation Plan* Action Plan.

Thornes said due to the number of issues that are unknown related to the downtown computer project, it is impossible to make a recommendation. The exact details are still pending, so Thornes recommended the Commission approve a Plan A and Plan B grant funding priorities.

*Plan A: If the city will fund the remaining \$7500 of the downtown project, the BHPC apply for the following projects:*

- 1) \$2500 for downtown computer modeling (with \$2500 grant amendment)
- 2) \$2000-4000 for National Trust Conference (one or two attending)
- 3) \$2000 – PLT Deadwood Conference

*Plan B: No additional funding is found for the computer modeling project, the BHPC apply for the following projects. Rather than use the \$2500 in the 2008/2009 amendment for the computer project, apply to fund the 2009 PLT grant.*

- 1) \$2000-4000 for National Trust Conference (one or two attending)
- 2) Other projects?

**ACTION: A motion was made by McCollough, seconded by Kant, to approve Plan A and B as presented above. McCollough, Merchant, Willert voted YES, Kant abstained, and Gritzner voted NO. Motion Carried.**

**ACTION ON 2008/2009 GRANT AMENDMENT REQUEST.** Thornes reported that this grant expires on May 31<sup>st</sup>. Commission action to request a time extension to September 1<sup>st</sup> is recommended in order to complete the local district review process. And, depending the computer modeling project outcome, an amendment is needed either for:

Plan A: reallocate \$2500 to computer modeling project

Plan B: reallocate \$2500 to fund Deadwood PLT conference for Gritzner.

The reason there is \$2500 to be reallocated is due to the St. Paul Trust conference in which the BHPC was funded to send 4 people and only 2 attended. There's been a carry-over and restructuring of funds ever since.

**Action: A motion was made by Bibby, seconded by McCollough, to request time extension to September 1<sup>st</sup> and reallocate \$2500 for specified project. All present voted yes; motion carried.**

**NATIONAL PRESERVATION WEEK ACTIVITIES:**

- ✓ **Mayor's Award for Historic Preservation Program.** Judging will occur at the April meeting. Presentation of awards will occur at the May 12<sup>th</sup> City Council meeting during the 6 pm session with the newly elected Mayor Tim Reed. Note the award winners are typically selected from Commission and/or staff generated nominations and outside/owner nominations are rarely made. Members were asked to be thinking about the preservation projects that have occurred since May 2008. Note that the project must be completed.
- ✓ **"Preservationist" Newsletter.** This is a grant funded activity, so the Commission is required to produce a newsletter during Preservation week. Members identified the following possible topics and assignments: PLT experiences, Mayor's Awards. The deadline will be mid April with the insert the week of May 4<sup>th</sup>.
- ✓ **Other activities?** The Commission discussed a press release for National Preservation Week. Gritzner volunteered to find samples. Willert agreed to do a radio show during Preservation Week.

(Kant left at 5:25 pm)

**UPDATES:**

- ✓ **2009 Preservation Leadership Training – Deadwood.** Janet Gritzner is submitting an application to attend this year's event. The deadline is March 31<sup>st</sup> to apply. Mayor Munsterman has agreed to write a letter of recommendation for her.
- ✓ **Commercial District Re-survey Findings and Phase II of project.** SHPO has sent their presentation and pictures on disk so the Commission can review it in further detail. Thornes suggested time to review the information before scheduling at a meeting.
- ✓ **Future Additional National Register Listings.** Thornes asked if any Commission member would be willing to contact the owners of 502 Fifth Street to officially ask if they would like their home listed on the National Register. If the owners are interested, she asked that the member assist the owners in completing the preliminary assessment forms. Gritzner volunteered.

**HISTORIC DISTRICTS AND PROPERTIES.**

- A. Central Residential Historic District—National Register District
  - **Action to provide official comment on SDCL 11.1 Review for project at 506 Third Street for inclusion in case report.**  
The State Office is requiring the submission of an abbreviated case report on this project. They are further requiring an official comment from the BHPC to be included in that report. Members were provided with the draft Abbreviated Case Report, Case Report Standards, City of Brookings Internal Process Summary, and correspondence on the project.

Action: Details regarding the 11.1 process are enclosed. The Commission will be asked to review the draft report and take one of the following actions:

- (a) Agree with the findings of the case report;
- (b) Disagree with the findings of the case report; or
- (c) Decline to comment on the findings of the case report.

ITEM TABLED.

- B. Commercial District – National Register District
  - DBI Report (*Willert will provide update*)
  - Update master plan request (*see enclosed correspondence*)

### **Calendar**

March 31, 2009	Grant Deadline
March 31, 2009	PLT application deadline
April 12, 2009	National History Day Events @ SDSU
May 4, 2009	Newsletter
May 12, 2009	Mayor's Awards Presentation
June 1, 2009	Funding Notification
June 20-27, 2009	DEADWOOD PLT
July ??, 2009	Porch Tour – University Week for Women
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

Tentative April Agenda Items: City budget request, Local District Process, Action on Mayor's Awards, Newsletter, Porch Tour.

Meeting adjourned.

Submitted by Shari Thornes, Brookings City Clerk

**Brookings Historic Preservation Commission**  
**April 9, 2009**

A meeting of the Brookings Historic Preservation Commission was held on Thursday, April 9, 2009 at 4:00 p.m. in City Hall. Members present: Pam Merchant, Jerry McCollough, Janet Gritzner, Dennis Willert, Mary Bibby and Joanita Kant. Pat Powers and Shari Thornes, City Clerk, were absent.

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

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

**Designate a Recorder.** Staff was out of town. Merchant volunteered to be the recorder.

**Schedule next monthly meeting.** Thursday, May 7<sup>th</sup> at 4:00 p.m.

**Action on Mayor's Awards for Historic Preservation.** No nominations were received at City Hall.

Nominees discussed:

- 1) Doris Roden – Individual
- 2) House on NW Corner of Medary & 3rd Street.
- 3) Sonnies – Interior Restoration
- 4) Country Peddler – Exterior Façade (window)
- 5) Cook's Kitchen – Interior
- 6) Rude's Furniture – Exterior Façade (signage)

**ACTION: A motion was made by Merchant, seconded by McCollough to select Doris Roden for her individual work in preservation. All present voted yes; motion carried.**

**ACTION: A motion was made by McCollough, seconded by Merchant, to end nominations and make awards listed above. An amendment was made by Bibby, seconded by Gritzner, subject to city staff review. On the amendment, all present voted yes. On the main motion as amended, all present voted yes; motion carried.**

Projects to watch for next year: St. Paul's Rectory, Roden Home at 727 Main Avenue, Bob Pengra/

**"Preservationist" Newsletter.** TABLED

Potential Topics:

- 1) Mayor's Awards Winners
- 2) Computer modeling project – NO – will not be funded this year
- 3) Porch / Walking Tour – Jerry
- 4) PLT experience – Dennis
- 5) Preserve Brookings – maybe guest piece from this group?
- 6) DBI – something from John Seward?

Tentative Deadlines:

April 13th      Schedule with Register

April 13th	Order paper
April 20 <sup>th</sup>	Email articles to Shari
April 23 <sup>rd</sup>	Shari emails articles to printer
April 27 <sup>th</sup>	Proof to review
April 27 <sup>th</sup>	Submit changes to printer
May 1st	Deliver to Register
May 5th	Insert in newspaper

**Press Release.** Gritzner updated the group.

**Radio Program.** Recommend using talking points from the press release for the program interviews and then other local preservation issues. Merchant and Willert will work on this project.

**Updates:**

- 2009 Preservation Leadership Training – Deadwood. Janet’s application was submitted by the deadline and now we’re waiting!
- National Register Listing. Update on status of preliminary documentation for listing 202 5<sup>th</sup> Street on the National Register.
- Pending 11.1 Review – 614 7th Avenue. The attached notification was sent to the State last week. A letter from SHPO was received and distributed which stated that no further action was required on the part of the city.
- Pending 11.1 Review – 506 3rd Street. The owner has not provided a letter from the mover as requested by the state. Recommend subcommittee contact owner to obtain document and schedule official BHPC comment at the May meeting in order to complete this project.
- South Dakota Historic Preservation Commissions Roundtable Meeting. Merchant expressed interest in attending. Note that the City now requires City Manager approval for all in-state travel including for volunteers, so there would be some paperwork involved. Note that staff is unable to attend and this isn’t a budgeted event, so probably can’t fund more than one person. **ACTION: A motion was made by McCollough, seconded by Willert, to request approval from the City Manager for in-state travel for Pam Merchant to attend the Historic Preservation Commission Roundtable Meeting in Deadwood, SD on May 1<sup>st</sup>. All present voted yes; motion carried.**
- Grant Application. The City will not be providing funding for the computer modeling project, so staff is preparing the grant application and grant amendment requests according to Commission directive “plan b.”

Meeting adjourned at 5:30 p.m.  
Submitted by Pam Merchant

**Brookings Historic Preservation Commission**  
**May 7, 2009**

A meeting of the Brookings Historic Preservation Commission was held on Thursday, April 9, 2009 at 4:00 p.m. in City Hall. Members present: Pam Merchant, Jerry McCollough, Janet Gritzner, Dennis Willert, and Joanita Kant. Mary Bibby was absent. Shari Thornes was also present.

Chairperson Willert called the meeting to order at 4:12 p.m.

**Adoption of agenda.** The agenda item related to 506 3<sup>rd</sup> Street was removed from the agenda. A motion was made by Powers, seconded by Kant, to approve the agenda as amended. All present voted yes; motion carried.

**Minutes.** A motion was made by Powers, seconded by Gritzner, to approve the March 19<sup>th</sup> and April 9<sup>th</sup> minutes. All present voted yes; motion carried.

**Schedule next monthly meeting.** Thursday, June 4<sup>th</sup> at 4 p.m. It was noted that Bibby wouldn't be able to attend on that date.

**Report on SD Historic Preservation Commission Roundtable Meeting.**

Pam Merchant attended a CLG meeting in Deadwood, SD, on May 2<sup>nd</sup>. Topics discussed included increased partnership with the State office, endangered buildings, Federal stimulus funding opportunities, training opportunities for CLGs, Preserve South Dakota, and current SHPO projects in the state. Merchant said the session was worthwhile. She will provide a written report to share with the members and staff.

**Historic information on City Website.** Thornes said the City Manager recently made a suggestion to add a page or a link with brief text about Brookings history and also suggested that the City ask Chuck Cecil to write, or re-write, a "brief" historical narrative that would be interesting to web visitors. Perhaps as a "teaser" we could have rotating historical photos on the homepage.

Members suggested contacting John Miller, former BHPC member and retired SDSU history professor, for historical content for the website. Kant offered to contact Miller.

**City's Budget Request for 2010.** Thornes said the deadline for the city's 2010 budget request will be June 22<sup>nd</sup>. She plans to submit the BHPC's request for level funding in the amount of \$3,600.

**Updates/Wrap-up Reports:**

- **National Preservation Week Activities (Mayor's Awards, Newsletter, Press Release, Radio Program).**
  - **Mayor's Awards.** Willert will assist Mayor Reed in presenting the awards at the May 12<sup>th</sup> City Council meeting. All winners plan to attend.
  - **Newsletter.** The newsletter was included as an insert in the May 5<sup>th</sup> *Brookings Register*.

- **Press Release/PSA.** Thornes prepared and issued a press release regarding National Preservation Month and Willert cut a radio PSA.
- **2009 Preservation Leadership Training – Deadwood.** Thornes announced that Gritzner had been selected by the National Trust to attend the PLT in Deadwood.
- **Evaluation of paperless agenda packet process.** The members agreed to continue with the electronic packet process.

**Historic Districts and Properties.**

- **Individual Listing – Status Report – 202 5<sup>th</sup> Street.** Gritzner is scheduled to meet with the property owner to prepare the nomination materials.

**Calendar**

May 12, 2009	Mayor’s Awards Presentation
May 22, 2009	PLT Registration Deadline
June 1, 2009	Funding Notification
June 20-27,2009	DEADWOOD PLT
July 9, 2009	Porch Tour – University Week for Women @ 10:30 am
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 5:00 p.m.  
Submitted by Shari Thornes

**Brookings Historic Preservation Commission**  
**June 4, 2009**

A meeting of the Brookings Historic Preservation Commission was held on Thursday, June 4, 2009 at 4:00 p.m. in City Hall. Members present: Pam Merchant, Jerry McCollough, Janet Gritzner, Dennis Willert, Pat Powers and Joanita Kant. Mary Bibby was absent. Shari Thornes, City Clerk, was also present. Guests: Mel and Cheryl Schrader and Nancy Flynn.

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

**Adoption of agenda.** The following items were added to the agenda: *This Old House* feature on Brookings houses, damaged historic district signs, and Update on the Preserve America project. A motion was made by McCollough, seconded by Merchant, to approve the agenda as amended. All present voted yes; motion carried.

**Minutes.** A motion was made by McCollough, seconded by Powers, to approve the May minutes as printed. All present voted yes; motion carried.

**Schedule next monthly meeting.** Tentative date - Tuesday, June 30<sup>th</sup>, at 4:00 p.m.

**Historic Districts and Properties.**

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

**1) Discussion regarding Brookings County Commission's proposed purchase of properties at 610 3rd Street, 702 and 704 4th Street.**

Thornes provided the following summary on the Brookings County Commission meetings related to these properties:

- May 12<sup>th</sup>: The County Commission approved action to purchase the 4<sup>th</sup> Street properties for \$260,000.
- May 19<sup>th</sup>: The Brookings Historic Preservation Commission requested an opportunity to speak at the meeting. Dennis Willert, BHPC Chair, read a prepared statement from the BHPC.
- May 26<sup>th</sup>: The agenda item regarding the 610 3rd Street property was removed from the agenda pursuant to the owner's request. The draft purchase agreement for 4th Street properties was referenced during the meeting.
- June 2<sup>nd</sup>: The County Commission previously approved the purchase and price for the 4<sup>th</sup> Street properties. At this meeting the Commission approved the purchase agreement on 702 & 704 4<sup>th</sup> Street on a 4/1 vote. No appraisals were obtained. The Commission's attorney noted that the County was buying property for the location and not the value of the structures. Commissioner Falken clarified that the County Commission didn't vote to not have it appraised, as was stated by Commissioner Gregg. Commissioner Falken objected to the County proceeding

without a plan. If it ends up there is no use for the land, the County won't get their money back. Commissioner Santema noted that the County is buying them for the sole purpose to be used as parking lots – tear down. It was clarified that the renters have one year leases and the County would be responsible to maintain the properties as landlords. Commissioner Falken raised concerns about the condition of the properties and recommended inspections. He suggested the County take possession of the property at end of lease. The County is scheduled to act on a supplement budget appropriation hearing to authorize the transfer of funds for the purchase on June 23<sup>rd</sup>. Thornes was asked if the County has to own the properties first to trigger the review process. The attorney anticipates the purchase agreement process to take 2-3 months. A possession date has been identified. The attorney said it won't be scheduled until all contingencies are settled. It was further noted that the properties weren't publically listed for sale. The attorney referenced needing to wait until all issues are resolved to include any potential referral actions. There was no discussion regarding the 3<sup>rd</sup> street property; however, the realtor representing the seller came late and didn't speak during the meeting. Some contact from property owners in the area expressing interest in a local district and have provided some information.

Powers noted on the matter of a potential referral, the Commission can not actively participate. The BHPC can promote the protection of historic resources; it can scold public officials, but the Commission ultimately can't stop the sale.

Merchant said she spoke with the City Manager regarding the space needs task force and having someone from the BHPC represented on the group. Further clarification on the task force's mission and timeline is needed. She feels the BHPC can ask these questions and request an opportunity to participate.

There was concern that the current County Commission members and the members of the space needs task force have misinformation regarding the 1921 building. It was suggested that the BHPC invite Steve McCarty, the original project developer, to speak with both groups. It was noted that Mr. McCarty is also a South Dakota Advisor to the National Trust for Historic Preservation. A motion was made by McCollough, seconded by Merchant, to invite Mr. McCarty to Brookings to speak to the organizations listed above. All present voted yes; motion carried.

**2) Status report on SDCL 11.1 Review for project at 506 Third Street.**

Thornes noted that the Commission was waiting for further documentation from the property owner, before it moves forward with final comments on the 11.1 Review Case Report. A motion was made by Powers, seconded by McCollough, to send a letter to Brian Gatzke, owner of 506 3<sup>rd</sup> Street, asking his intentions with the property (i.e. if removal was still planned in the 180 day period), requesting the needed information,

and if the project was on hold the Commission request he reapply when the project is ready to commence. All present voted yes; motion carried.

### **Commercial District –National Register District**

- 1) DBI Report. Willert reported that John Seward, DBI's program manager, is doing a great job. He has two interns working for DBI this summer. There are a number of events planned including 'music on main' featuring bands in a vacant lot on Main. The Farmer's Market is expanding with partnerships with local growers. Other events include the car show and crazy days. Investor numbers are up.

**University Residential District.** No reports.

### **Eligible / Individual Listing**

- 1) **South Dakota State University – Horse Barn.** Thornes reported that she was alerted to the possibility that the Horse Barn located on North Medary Avenue may be threatened. She recommended the Commission act quickly to get the property listed on the State Register in order to trigger a review process. A motion was made by Powers, seconded by McCollough, to strongly urge the State Historic Preservation Office to nominate the SDSU Horse Barn to the State Register of Historic Places immediately and to proceed with a National Register of Historic Places nomination for submission to the State Historical Society Board of Trustees at their next available date. All present voted yes; motion carried.
- 2) **Status Report – 202 5th Street.** Gritzner met with Chuck and Mary Lou Berry, the owners of 202 5th Street, and has completed the National Register preliminary assessment form for submission to the State Historic Preservation Office. The report and pictures will be sent to the State Office for their review and completion of a full nomination.

### **Updates/Wrap-up Reports:**

- 1) **Mayor's Awards – final wrap-up comments.** Willert, assisted by the Mayor, presented the awards to the four winners at the May 12<sup>th</sup> City Council meeting. All awardees attended. Council Member Bezdichek commended each of the winners during the meeting.
- 2) **Report on Historic information on City Website.** Kant spoke with John Miller, retired SDSU History Professor and former BHPC member, about the project; however, Miller said that he would not have time to provide historical information for the City website for the Commission. He is working on several paid projects at this time. He said that he believes that Chuck Cecil's information is good and that Miller used it in writing the local history for the Brookings history book. The CLG could take the information written by Miller for the Brookings County History Book and use it for the site. He said to check with Sherry DeBoer about any copyright issues, but he didn't think there are any.

However, in using that information, it is mostly taken from Chuck Cecil's work.

- 3) **Report on University Week for Women Porch Tour.** McCollough will conduct the guided tour in the University and Central residential districts on Thursday, July 9<sup>th</sup>, from 10:30 to 11:30. The tour will conclude on the Dave and Diane Kosbau's porch at 824 5<sup>th</sup> Street.
- 4) **Report on Commercial District Plaque Installation.** Thornes was contacted by John Seward of DBI asking if the plaques could get installed in June. Thornes advised him that this is a big job that city crews and/or a contractor with knowledge of variety of surface materials would be needed. Plaque placement from building to building will be unique and require city staff and city crew present. New permission forms will also need to be obtained from each owner. Thornes, as well as the city crews, are working on several projects this summer and won't be available until fall or winter.

**Update on Local District Process Project.** Thornes provided the Commission with the following list of products that will require drafting and formal review by the National Trust attorney, the State Preservation office and the city attorney.

Thornes noted that the listing process for an Individual Local Registry and a Local District will be very different in terms of legal requirements and the level of protection (legal notices, application forms, letters of notification, create of study committee, ordinance). The following is a tentative outline of actions and products related to the project.

- **Individual Local Registry (Ordinance 9:03 Section 10-101 to 10-115)**
  - Nomination Form
    - By owner, BHPC, Council or anyone
  - Mail notice to owner(s) 10 days prior to BHPC hearing
  - Publish legal notice of hearing 10 days prior to hearing
  - BHPC Action:
    - Resolution on nomination – meeting at least 1 specified criteria
    - Report to City Manager for City Council consideration on findings and significance.
    - Mail notice of determination & report to owners within 10 days of action
  - Appeal
    - Within 20 days of postmark of determination
    - Final after 20 days
  - City Council action:
    - Action required within 60 days of receipt of report
    - Public hearing
      - 1) Notice to owners – 10 days prior
      - 2) Legal notice published 10 days prior
    - Options:

- 1) Accept report & designate
  - 2) Reject report
  - 3) Reject owners' appeal against listing
  - 4) Accept owners appeal against listing
  - 5) Reject owners appeal for listing
  - 6) Accept owners appeal for listing
- Notice of designation – w/n 60 days
    - 1) Permanent market developed & approved by BHPC is placed on or near property
  - City Clerk files original ordinance with Register of Deeds
  - City Clerk notifies DOE
  - Demo process
    - Posting of signs
  - Moving structures to area
    - Approval
    - Or, posting of signs & 180 day delay
  - Alterations
    - Application for changes
    - Post sign w/n 7 days after application & posted up to 180 days or until BHPC approval
    - No certificates of appropriateness
- Local District
    - All property owners of area / have been contacted & evidence is provided there is interest
    - City Council forms local historic district study committee
      - 7 members - BHPC, property owners
      - Investigate & make recommendations complying with criteria
    - Local District Committee:
      - Report findings to BHPC, Planning Commission & State Historical Society Board of Trustees for recommendations
      - 60 days later – public hearing on district
        - 1) Notices to all owners
        - 2) Legal notice (not stipulated)
      - Consult with BHPC
      - Submit final report to City Council with recommendations & proposed ordinance
    - City Council action:
      - Within 60 days
      - May holding hearing to approve ordinance
        - 1) Must notify all owners 10 days prior to hearing
        - 2) Publish legal 10 days prior

- Notice of determination
- If approved – Council must establish a local district commission who is the BHPC
- Local District Commission
  - Review applications & plans for the following:
    - 1) Exterior features – architectural style, general building design
    - 2) Windows, doors, fixtures, signs & other appurtenant features
    - 3) NO INTERIORS
  - Use Sec of Interior Standards for Rehab as guidelines for basis
  - Hold hearings
  - Give notice by mail to everyone within 250 feet of property – notify bhpc of concerns
  - May hold public hearing
    - 1) Notice 10 days prior
  - Issuance of Certificate of appropriateness
    - 1) Approvals – notify immediately
    - 2) Fails to act in 45 days, deemed approved
    - 3) Denials – record of reasons & notify applicant.
    - 4) Maintain record in city clerk
    - 5) Appeal to circuit court
- Review process products and projects
  - Guideline development
  - Member training
    - Protocols for conduct of meetings
    - Application of the rules and Consistency
- Internal process:
  - Staff review
  - Commission review
  - Review of district designation reports / corrections
- Informational pieces – Q&A pieces on Local District Importance
  - Why create a local district?
  - What are the benefits?
  - What is the difference between National, State & Local districts?
  - How does a Local District designation differ from individual property protection?
  - Will it add another layer of permitting?
  - Will the designation affect choices for my home?
  - Effect on property value?
  - Tax incentives?
  - How do I become part of a district?
  - Info piece on how to create a local district (flow chart)

### **Funding Reports**

- 1) **2009/2010 Grant Application.** Thornes reported that the State was planning to fully fund the BHPC's grant application. Funds will be available within the month.
- 2) **2008/2009 Grant Amendment Requests.** All grant amendments previously requested have been granted.
- 3) **2010 City Funding.** Thornes is preparing the city funding request and will ask for level funding of \$3600 plus the allowed 3% increase as the city's match for the funds. The deadline is June 22<sup>nd</sup>.

### **Announcements/Correspondence/Communications.**

- 1) Thornes was contacted by a representative of *This Old House* and they want to feature historic houses in Brookings. Thornes will line up someone to take pictures and get them sent to the magazine. She believes this is for their online addition.
- 2) Damaged historic district signs. The Street Department reported damage to historic district signs.
- 3) Update on the Preserve America project. The federal grant administrator at the National Park Service contacted the SD SHPO Office about the status of Brookings' Preserve America grant. SHPO inquired if it could be transferred to the State Offices and they indicated it could not. The grant could be used for another project for the SHPO or another PA community, but all the payments and reimbursements would still have to go through the City of Brookings. Thornes will be discussing options with SHPO staff in the near future and will report back to the BHPC.

### **Calendar**

- June 20-27, 2009 DEADWOOD PLT
- July 9, 2009 Porch Tour – University Week for Women @ 10:30 am
- 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 6:15 p.m.

Submitted by Shari Thornes

**Brookings Historic Preservation Commission**  
**July 2, 2009**

A meeting of the Brookings Historic Preservation Commission was held on Thursday, July 2, 2009 at 4:00 p.m. in City Hall. Members present: Pam Merchant, Jerry McCollough, Janet Gritzner, Dennis Willert, Pat Powers, Joanita Kant and Mary Bibby. Shari Thornes, City Clerk, was also present.

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

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

**Minutes.** A motion was made by McCollough, seconded by Kant, to approve the June minutes as printed. All present voted yes; motion carried.

**Schedule next monthly meeting.** Tentative date – August 6<sup>th</sup> at 4:00 p.m. Thornes noted that a special meeting on the Local Register project may be needed.

**Central Residential Historic District—National Register District:**

**County Commission Expansion Plans.** Bibby attended the June 23<sup>rd</sup> County Commission meeting. The Commission approved the supplemental budget expenditure of \$260,000 to purchase the two properties on 4<sup>th</sup> Street. The question was asked if the money could be used for anything else should the referendum be passed and the answer was no. That action is referable. A special election is scheduled for August 11<sup>th</sup>.

**Request for Information from Brookings County Administrative Facility Task Force Request.**  
Chairman Willert received the following request for information in writing from Al Heuton:

June 4, 2009

Dennis Willert, Chairman  
Brookings Historical Preservation Commission  
% City of Brookings  
311 3<sup>rd</sup> Avenue  
Brookings, SD 57006

RE: County Administrative Facility Task Force Request

Dear Mr. Willert:

The purpose of this letter is to two fold. First, the Administrative Facility Task Force would like to provide the Brookings Historic Preservation Commission with information regarding our role and

method of operation; and second, to request the assistance of the Commission in our efforts to define appropriate potential locations for future county administrative facilities in the Central Business District area, in the event that new construction becomes the preferred alternative of the County Commissioners.

The Administrative Facility Task Force is comprised of two members of each of the following organizations - Brookings County Commission, City of Brookings, Downtown Brookings, Inc., and Brookings Economic Development Corporation. Primary staff for each entity also attends the meetings. I was chosen by the group to facilitate the effort.

The role of the task force was determined to be:

1. To explore potential locations for a county administrative facility, or a joint county/city facility, including future law enforcement facility needs.
2. To consider the impact of county/city administrative facility locations on the Central Business District.
3. To present findings of the task force to the County Commissioners and City Council.

The consensus of the task force members is that the task force is performing in a fact finding capacity. The task force has not been charged with the role of selecting priorities, determining facility design or architectural features, nor is it functioning in a decision making capacity related to land acquisition. All information and discussions of the task force will be disclosed to the Brookings County Commission and Brookings City Council for their consideration and eventual distribution to the public.

To assist the task force in this fact finding effort we are requesting the assistance of the Brookings Historic Preservation Commission with the collection of information and the provision of certain opinions regarding property within the study area, as follows:

1. Can you provide an address list, or map, identifying structures and sites located within the area depicted upon the attached map that are listed on the National Register of Historic Places?
2. Can you provide a list, or map, of contributing properties and the criteria utilized in Brookings to arrive at the selections?
3. For those properties that are not listed on the National Register, or have not been determined to be contributing, which structures, in the Historic Preservation Commission's opinion, would create the least negative impact upon the district if relocated or demolished? Please rank them from the least negative to most negative impact on scale of 1 to 5.

As the task force hopes to provide a report to the County Commissioners in a timely manner, it would be extremely helpful if this information could be provided by mid to late July. Any assistance you might be able to provide would be very much appreciated. Please do not hesitate to contact me if you have any questions regarding this request. We would also appreciate being informed as soon as possible of the Historic Preservation Commission's willingness and ability to assist with collection of the requested data.

Thank you for your timely consideration of this request and interest in ensuring a positive outcome for the Central Business District and the Brookings Community.

Sincerely,

Al Heuton, Facilitator  
605-697-8103  
al@brookingsd.us

The Commission members reviewed a draft response letter prepared by staff.

***ACTION: A motion was made by McCollough, seconded by Bibby, to approve the following letter of response.***

*Discussion:* McCollough said he is offended at the process and feels more than two public employees meeting to discuss public issues constitutes an open meeting. He also considers the signing of nondisclosure agreements that will result in spending public funds is violation of open meeting practices.

**AMENDMENT:** A motion was made by McCollough, seconded by Bibby, to amend the draft letter inserting suggestions made by the State Historic Preservation Office pertaining to contributing and non contributing; however, retaining the statement regarding reversibility.

ORIGINAL LANGUAGE: *“Your letter and email also asked questions regarding contributing versus non-contributing status. The Brookings Historic Preservation Commission is particularly concerned about these comments and their emphasis. The Brookings Historic Preservation Commission’s overarching responsibility is to preserve, promote and develop the historical resources of the City. In the case of these districts, the Commission’s goal is to protect the character of each district as a whole, which doesn’t mean just the contributing properties. We must emphasize that non-contributing doesn’t mean that a building doesn’t have historical value. These structures may still contribute to the feel and setting of the district as a whole due to scale, size and design.*

*When the Brookings Historical Preservation Commission evaluates an impact on a district, it doesn’t just look at contributing buildings. If a non-contributing structure is removed and replaced with a parking lot or new building, that action has the potential to negatively impact the district more so than just leaving a non-contributing building in its place. Non-contributing buildings often are of the same scale and age and provide continuity to the building rhythm and convey a sense of historic environment. These features and their relationships should be examined not only within the exact boundaries of the property, but also between the property and its surroundings. This is particularly important for districts.*

*Another factor is reversibility. Non-contributing structures in a district can become contributing due to age, removal of an inappropriate feature, or restoration of a key architectural element. A few commercial buildings are currently under this consideration and most recently, a house in the Central District was officially designated as contributing after an extensive renovation. However, once a building is removed, it is lost forever.”*

AMENDED LANGUAGE: *“Your letter and email also asked questions regarding contributing versus non-contributing status. The Brookings Historic Preservation Commission is particularly concerned about these comments*

and their emphasis. The Brookings Historic Preservation Commission's overarching responsibility is to preserve, promote and develop the historical resources of the City. In the case of these districts, the Commission's goal is to protect the character of each district as a whole.

Properties deemed non-contributing within a historic district are generally outside the district's period of significance or have been substantially altered since the period of significance. However, when the Brookings Historic Preservation Commission evaluates an impact on a district, it doesn't just look at contributing buildings. While non-contributing buildings do not contribute to the significance of the district, replacing a non-contributing building with a new office building or parking lot could be more of an intrusion than leaving the non-contributing building in place. For example, a parking lot or new office building is an intrusive replacement for a non-contributing residence which is of the same residential character as the contributing buildings in the residential historic district. Non-contributing buildings often are of the same scale, size, setback, design and age as the contributing properties and provide continuity to the building rhythm within the historic district. These features and their relationships should be examined not only within the exact boundaries of the property, but also between the property and its surroundings. This is particularly important for districts.

Another factor is reversibility. Non-contributing structures in a district can become contributing due to age, removal of an inappropriate feature, or restoration of a key architectural element. A few commercial buildings are currently under this consideration and most recently, a house in the Central District was officially designated as contributing after an extension renovation. However, once a building is demolished it is lost forever."

A second amendment was made by McCollough, seconded by Merchant, to strike the following section: *"Another alternative would be the adaptive reuse of another existing structure, such as the former bank building. However, if new construction is the preferred alternative, the Commission recommends the Task Force consider areas outside the district boundaries, perhaps on the periphery of Brookings."*

**ACTION:** On the amendments as presented, all present voted yes; motion carried on the amendments. On the final motion as amended, all present voted yes; motion carried.

The following letter will be provided to Mr. Heuton and copies provided to the City Manager.

Al Heuton, Executive Director  
Brookings Economic Development Corporation  
Brookings Chamber of Commerce  
PO Box 431  
Brookings, SD 57006

**RE: County Administrative Task Force Request for Information**

Dear Mr. Heuton:

Thank you for the request for information and the opportunity to be included in these discussions. As you are aware, the Brookings Historic Preservation Commission is a commission of city government whose purpose is to promote the inspiration, pleasure and enrichment of the citizens of Brookings and to identify, document, preserve, promote and develop the historical

resources of the city. The powers and responsibilities of the Commission are set forth in SDCL 1-19B and City Ordinance 09-03. As a unit of government, this item was placed on the Commission's published agenda and was discussed at the regularly scheduled July 2, 2009 monthly meeting, which was the next regular meeting following your written request.

The area as described in your June 4<sup>th</sup> letter and map involves three of the four National Register Districts within the City of Brookings: the *Brookings Commercial Historic District* (listed April 19, 1988) in its entirety and portions of the *Central Residential Historic District* (listed June 4, 1994 and amended in 2001 to add Central Elementary and the 1921 former Middle School) and the *University Residential Historic District* (listed February 12, 1999). The fourth district, Sexauer Seed District, was listed November 8, 2001 and is comprised of 10 agricultural elevator structures adjacent to the railroad tracks and immediately south of the Commercial District. Note that there are several individually listed National Register properties in Brookings, some of which are not associated with a District. A complete list is enclosed.

The district boundary and address list information that you specifically requested is widely available and is part of public record in the City's official zoning maps and comprehensive planning documents including the *Brookings Historic Preservation Plan*, which was adopted by the City Council in on March 12, 2001. A copy of the *Plan* is enclosed in this packet. The *Plan* was also adopted as part of the City of Brookings Vision 2020 Comprehensive Plan on February 11, 2001. Note that the boundaries for the National Register Districts in Brookings are as set by the verbal boundary description and the UTMs in the original nominations. However, individual property designations may have changed due to errors noted in the original listing, modifications to the structure making it eligible as contributing or ineligible, or the loss of a structure due to moving or demolition. If you have questions about a specific property, please contact the Brookings Historic Preservation Commission or the State Historic Preservation Office.

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. The Register is administered by the National Park Service. Nominations for listing historic properties come from State Historic Preservation Officers (SHPOs) and, for properties owned or controlled by the United States Government, Federal Preservation Officers (FPOs). Properties are also determined eligible for listing at the request of SHPOs and Federal agencies. While SHPOs and FPOs nominate properties for National Register listing, private individuals and organizations, local governments, and American Indian tribes often initiate the process and prepare the necessary documentation. A professional review board in each State considers each property proposed for listing and makes a recommendation on its eligibility. Communities having a certified local historic preservation program, called Certified Local Governments (CLGs), also make recommendations to the SHPO on the eligibility of properties within their community. The Brookings Historic Preservation Commission is a Certified Local Government.

The designation and evaluation process used for listing properties and districts on the National Register of Historic Places is determined on a Federal level. In response to your question regarding what criteria was utilized to arrive at those selections, the criteria for evaluation is defined by the National Park Service, U.S. Department of Interior, and not by a local or state preservation organization. The National Register Criteria for Evaluation define the scope of the National Register of Historic Places; they identify the range of resources and kinds of significance that will qualify properties for listing in the National Register. The Criteria are written broadly to recognize the wide variety of historic properties associated with our prehistory and history.

## II. NATIONAL REGISTER CRITERIA FOR EVALUATION

Criteria for Evaluation: The quality of significance in American history, architecture, archeology, engineering, and culture is present in districts, sites, buildings, structures, and objects that possess integrity of location, design, setting, materials, workmanship, feeling, and association, and:

- A. That are associated with events that have made a significant contribution to the broad patterns of our history; or
- B. That are associated with the lives of significant persons in or past; or
- C. That embody the distinctive characteristics of a type, period, or method of construction, or that represent the work of a master, or that possess high artistic values, or that represent a significant and distinguishable entity whose components may lack individual distinction; or
- D. That have yielded or may be likely to yield, information important in history or prehistory.

Criteria Considerations: Ordinarily cemeteries, birthplaces, graves of historical figures, properties owned by religious institutions or used for religious purposes, structures that have been moved from their original locations, reconstructed historic buildings, properties primarily commemorative in nature, and properties that have achieved significance within the past 50 years shall not be considered eligible for the National Register. However, such properties will qualify if they are integral parts of districts that do meet the criteria or if they fall within the following categories:

- a. A religious property deriving primary significance from architectural or artistic distinction or historical importance; or
- b. A building or structure removed from its original location but which is primarily significant for architectural value, or which is the surviving structure most importantly associated with a historic person or event; or
- c. A birthplace or grave of a historical figure of outstanding importance if there is no appropriate site or building associated with his or her productive life; or
- d. A cemetery that derives its primary importance from graves of persons of transcendent importance, from age, from distinctive design features, or from association with historic events; or
- e. A reconstructed building when accurately executed in a suitable environment and presented in a dignified manner as part of a restoration master plan, and when no other building or structure with the same association has survived; or
- f. A property primarily commemorative in intent if design, age, tradition, or symbolic value has invested it with its own exceptional significance; or
- g. A property achieving significance within the past 50 years if it is of exceptional importance.

Residents and owners in these neighborhoods initiate and request the surveys of the community and of the neighborhoods as potential districts. The Historic Preservation Commission facilitates that process working with the State Historic Preservation Office in hiring a National Register consultant with appropriate National Park Service qualifications to prepare a nomination. The basis for the decision about whether a property or area has sufficient historic significance to qualify for the National Register of Historic Places is not solely based on the opinion a local preservation commission or its members. The Commission will make recommendation; however, as outlined

above, the State Historic Preservation Office and State Historical Society Board of Trustees must concur before a nomination is even sent to the Park Service. At the national level, the Park Service has rejected nominations or modified those nominations.

Your letter and email also asked questions regarding contributing versus non-contributing status. The Brookings Historic Preservation Commission is particularly concerned about these comments and their emphasis. The Brookings Historic Preservation Commission's overarching responsibility is to preserve, promote and develop the historical resources of the City. In the case of these districts, the Commission's goal is to protect the character of each district as a whole.

Properties deemed non-contributing within a historic district are generally outside the district's period of significance or have been substantially altered since the period of significance. However, when the Brookings Historic Preservation Commission evaluates an impact on a district, it doesn't just look at contributing buildings. While non-contributing buildings do not contribute to the significance of the district, replacing a non-contributing building with a new office building or parking lot could be more of an intrusion than leaving the non-contributing building in place. For example, a parking lot or new office building is an intrusive replacement for a non-contributing residence which is of the same residential character as the contributing buildings in the residential historic district. Non-contributing buildings often are of the same scale, size, setback, design and age as the contributing properties and provide continuity to the building rhythm within the historic district. These features and their relationships should be examined not only within the exact boundaries of the property, but also between the property and its surroundings. This is particularly important for districts.

Another factor is reversibility. Non-contributing structures in a district can become contributing due to age, removal of an inappropriate feature, or restoration of a key architectural element. A few commercial buildings are currently under this consideration and most recently, a house in the Central District was officially designated as contributing after an extension renovation. However, once a building is demolished it is lost forever.

In a separate correspondence, the question was asked about updated surveys of the Brookings Commercial Historic District. The community had a National Register of Historic Places Survey done 1985 and 1986 as one of the requirements of becoming a National Park Service "Certified Local Government." The Brookings Commercial Historic District was listed on the National Register of Historic Places in 1988. The project the Commission and State are currently working has not been completed. To date, a consultant was hired to conduct a 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 Commission had a preliminary review of the findings in February 2009. Many questions were raised, but a second meeting with SHPO hasn't been scheduled yet. Any changes to the District must be taken through Park Service process, which takes time. The boundaries stand as currently listed from 1988.

The Brookings Historic Preservation Commission is charged with the protection, promotion and development of all the city's historic resources. It is not within the Commission's scope and we believe it is contrary to the Commission's mission to provide a ranking or placement of value of one property over another. Again, the Commission's goal is to protect the character of the districts as a whole and not a piecemeal approach.

With respect to potential county and/or city expansion locations, on January 10, 2008, the Brookings Historic Preservation Commission unanimously adopted the following resolution regarding the Brookings County expansion plans which urged the reuse of the 1921 building for County offices. The BHPC still stands by that resolution.

Resolution Regarding the Proposed Brookings County Expansion Plans

WHEREAS, the Brookings Historic Preservation Commission is statutorily charged with the responsibility to preserve, promote and develop the historical resources of the City, and

WHEREAS, 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, and

WHEREAS, the Brookings Historic Preservation Commission strongly urges the Brookings County Commission to preserve the historic lines around the Brookings County Courthouse and not encroach further into the Historic Courthouse Square green space or adjacent Central Residential Historic District, and

WHEREAS, the BHPC further urges the County Commission to recognize and be sensitive to the other uses that are proposed in that area to include the new South Dakota Children's Museum and Science Center, renovation of the historic Carnegie Library, the visual connection to the downtown, and other new development and that they take similar steps to maintain the historic integrity of the Courthouse and its environs, and

WHEREAS, the BHPC asks that the County reconsider the reuse of the "1921 Building" as a more historically appealing and viable option. The majority of the County Commission have cited that the 1921 Building is "too big." However, the County's space study identifies only the needs for 10 years, which may fall short.

Now, Therefore, Be It Resolved, that the Brookings Historic Preservation Commission urges that the County consider their space needs beyond 10 years and potential opportunities for coordinating with other existing and future governmental entities to share that space as a governmental center."

CC: Brookings City Council, Brookings City Manager, Downtown Brookings, Inc., State Historic Preservation Office, Dale Larson, South Dakota Children's Museum & Science Center, and Local Media

The 1921 Building's national significance is detailed in following excerpt of the 2001 *Save America's Treasure Grant Application*: "The 1921 Brookings High School building, later the State's first Middle School (1968), was designated a Save America's Treasures Official Project in 2000. Cited as representative of the broad pattern of American public school development during the early 20th Century, its design reflects the evolving influence of the Chicago School, as regional architects introduced the uniquely

*American Prairie Style to the rapidly developing, progressive young communities of the Great Plains. Designed by C.E. Bell, Tyrie & Chapman, Architects, Minneapolis, Minnesota, the exemplary 50,000-square-foot variegated brown brick structure included innovative design features typical of the most successful new buildings, including interior light courts, perimeter arrangement of classrooms, and broad bays of windows providing desirable natural light and ventilation throughout the building. Bell, in association with various practitioners, including noted Prairie Style architect Dwight Bentley, built numerous fine schools across the region. Educated in Philadelphia, Bell was also widely known throughout the Northern Plains for his many landmark Classical Revival buildings. Beginning in 1884 with the construction of the Post Office in Council Bluffs, Iowa, Bell, a younger brother of Miflin Bell, then Supervising Architect of the Treasury, went on to design the Montana State Capitol (1898), the South Dakota State Capitol (1905-10), and at least ten County Courthouses in four states. A skilled and prolific architect, Bell was the 20th practitioner to be registered by the State of Minnesota.”*

Another alternative would be the adaptive reuse of another existing structure.

When a community the size of Brookings has so many outstanding historic resources that are widely appreciated by its residents, it is understandable why the Commission and your task force would be concerned about encroachments and intrusions into the commercial, public and residential neighborhoods. We appreciate your commitment to protecting the integrity of our historic neighborhoods.

Sincerely,

Dennis Willert, Chair  
Brookings Historic Preservation Commission

cc/enc: Jeffrey Weldon, Brookings City Manager  
Enclosure Summary

- 4) *Historic Preservation Plan 1999, City of Brookings, Adopted March 12, 2001*
- 5) *Brookings Preservation Ordinance, Adopted April 25, 2003*
- 6) *National Register of Historic Places Listing for City of Brookings*

**Update on the SDCL 11.1 Review for project at 506 Third Street.** No report.

**Loss – Garage at 810 5<sup>th</sup> Street.** Thornes informed the Commission of a contributing garage that was moved out of the Central Residential Historic District. According to City ordinances, a permit is not needed to move a structure out of town. Thornes raised concern about this issue in the past and the City Attorney agreed that this may be a misinterpretation of the ordinance and indeed a permit is required. This issue needs to reviewed.

**This Old House Magazine feature on Brookings Central Residential District.**

The Brookings Central Residential District was featured by This Old House magazine. The following release was issued to local media.

June 26, 2009

FOR IMMEDIATE RELEASE

For more information contact:

Brookings Historic Preservation Commission  
Shari Thornes, City Clerk, 692-6281



(Photo courtesy of Ryley Dunn)

### **Brookings Central Residential Historic District**

**Featured by "This Old House Magazine" in  
BEST OLD HOUSE NEIGHBORHOODS 2009 - MIDWEST**

By: KEITH PANDOLFI, NATALIE RODRIGUEZ, CHAEUN PARK, AND  
DANA SCHULTZ

"Unique, tight-knit neighborhoods are precisely what we looked for in selecting the winners of our second annual Best Old House Neighborhoods contest—places that might not be on your radar but deserve to be. Like last year, we relied on our good friends at [PreservationDirectory.com](http://PreservationDirectory.com) to help us contact thousands of neighborhood groups, real estate agents, and preservation societies to get their takes on the best places to track down, fix up, and fall head over heels for older homes. The Brookings Central District was selected as one of the 12 greatest places to buy an old house in the Midwest, from Indiana to Minnesota."

### **The Central Residential Historic District, Brookings, South Dakota**

"Located near the Big Sioux River and home to South Dakota State University, Brookings offers culture, intellectual stimulation, and small-town beauty Great Plains-style. The city's Central Residential Historic District, a lush and leafy suburb listed on the [National Register of Historic Places](#), is one of its most cherished thanks to its proximity to parks and good schools, while downtown restaurants, book stores, and antiques shops are just a five-minute walk away. This is a serene and safe place to raise kids, especially since an old elementary school in the neighborhood is being converted into a children's museum, complete with a surrounding park that will house interactive indoor and outdoor exhibits and demonstrations.

### **The Houses**

Homes here look like fairy-tale versions of classic American architectural styles. The Craftsmans have exaggerated overhanging eaves and extra chunky millwork, while the Queen Annes are elaborately wrapped in gingerbread and include dramatic features such as turrets and sprawling wrap-around porches. Homes start out at around \$150,000 and run up to \$350,000.

### **Why Buy Now?**

The conversion of the neighborhood's Central Elementary School into a children's museum and park will undoubtedly draw more families here. (Next year, younger children now attending Central will go to two elementary schools a few minutes away and those in fourth and fifth grade will go to the brand-new Camelot Intermediate School). Real estate values in this part of the country have suffered little during the current economic downturn. Since families tend to

stay here for good, most of the houses are extremely well-maintained. Seeing as the neighborhood is on the National Register, unattractive updates and alterations of its housing stock are unlikely.”

To view the Brookings feature and other winning neighborhoods, please go to the following website: [www.thisoldhouse.com](http://www.thisoldhouse.com).

#### **Commercial District –National Register District**

- 1) DBI Report. Willert reported that DBI will be installing flags and banners on the poles.
- 2) Schedule meeting with SHPO regarding District Survey. A follow-up meeting is needed to work through the questions raised in the district survey. Thornes will schedule a time when SHPO staff can attend in person or conference call.

#### **University Residential District – National Register District**

- 1) Ramey House. The house is listed for sale with a local realtor.

#### **South Dakota State University**

- Inquiry regarding verification of historic district boundaries. Thornes was contacted by a SDSU staff person requesting verification on historic district boundaries.

#### **National Register of Historic Places Nomination Status Reports:**

- 202 5th Street. Gritzner met with the property owners to gather preliminary material for the Nomination submission to the State.
- SDSU Horse Barn. At the June meeting the Commission made a motion to strongly urge the State Historic Preservation Office to nominate the SDSU Horse Barn to the State Register of Historic Places immediately and to proceed with a National Register of Historic Places nomination for submission to the State Historical Society Board of Trustees at their next available date.

Thornes received the following response from the State Preservation Office indicating they would not do the nomination.

June 11, 2009

Shari Thornes  
PO Box 270  
Brookings, SD 57006

RE: SDSU Horse Barn

Thank you for contacting the South Dakota State Historic Preservation Office regarding the SDSU Horse Barn. I understand from your email that the barn may be threatened for demolition.

Public property can be nominated by anyone without owner consenting to the nomination. (See 36 CFR 60.11 for the National Register, and ARSD 24:52:06:03 and 04 for the State Register [enclosed]). However, I recommend the Brookings Historic Preservation Commission approach SDSU and try to get their consent to list the SDSU Horse Barn on the State Register and/or National Register. Listing it without their consent may cause them to be less willing to hold dialog with preservation advocates in future situations pertaining to SDSU properties.

While my office has prepared State and National Register forms for public property in the past, we generally only do this when the public entity that owns the property supports the nomination. If the BHPC wishes to prepare a State Register form for the barn (or hire a consultant to do so), the SHPO will consider it. We will review the nomination you prepare, provide editorial comments, and take it through the process. If you wish to follow up with a National Register nomination, we will do the same.

We are attaching digital copies of the State and National Register forms, so they are available when you decide your course of action. Please let us know how you plan to proceed.

Thank you,

Jason Haug  
Director of Historic Preservation

Gritzner volunteered to write the nomination for the SDSU Horse Barn. Thornes will forward all sample documents provided by the State.

### **Reports:**

- *Report on Preservation Leadership Training Conference (Gritzner).*  
Gritzner attended the week-long Preservation Leadership Training conference in Deadwood, SD from June 20-27, otherwise referred to as “preservation bootcamp.” She gave the following report of her experiences:

#### ***Report on Preservation Leadership Training***

*Deadwood, SD June 20-27*

*Participant – Janet Gritzner, member of Brookings Historic Preservation Commission successively completed Preservation Leadership Training.*

*Program ran for seven days including the opening reception on Saturday, June 20<sup>th</sup>.*

*Sundays activities included opening remarks, introduction to group projects, overview of activities in Deadwood, presentation by Steve McCathly, tour of Deadwood area and project sites, culminated with reception at Lucky Nugget (one of project sites).*

*Three projects (6 groups): Fairmont Hotel, Lucky Nugget & C,B&Q Engine House*

*Monday began with interviews, a day-long training on Community Leadership, team project time in evening.*

*Tuesday began again with interviews and short session on politics on preservation and longer one on human resources. Team project time followed.*

*Wednesday started with interviews, followed by morning session on strategic planning, the afternoon session was on financial resources, and the evening devoted to team check ins and work on project.*

*Thursday was last day of interviews, morning session was on legal tools, and afternoon session on economics of preservation. Evening was dress rehearsal for presentation.*

*Friday morning was devoted to a Hands-On Design Workshop. Afternoon session was on sustainability of preservation. Evening spent with team presentations and graduation dinner.*

*Saturday – departure.*

- Report on University Week for Women Porch Tour on July 9th (McCollough). McCollough will lead the tour of women on July 9<sup>th</sup>. Laurie Carruthers from the City Clerk's office is taking care of all the arrangements since Thornes will be on vacation. BHPC members volunteered for various tasks.
- Report on Preserve Brookings Annual Meeting (June 8th). Gritzner attended the annual meeting. Stephen VanBuren spoke on documenting relevant structures in the County in a survey and GIS map. They are interested in applying for grant funding. She expressed concern that the group appears to be focused on information gathering rather than advocacy efforts. Thornes noted that there are funds available to provide non-profit boards with additional training. She suggested Esther Hall through the "Better Boards" workshop series or regional preservation expert Mary Gates as a good trainer.
- Update on Local District Process Project. Thornes is gathering sample information from the National listservs and from Frank Gilbert, National Trust Attorney. She will present the draft documents at a future meeting.
- Funding Reports.
  - 1) 2009/2010 National Park Service Grant (attendance at National Trust Conference) – The BHPC received the full grant request of \$5,860. The supplemental funds will be used to send two representatives to the National Trust Conference in Nashville. Early bird registration deadline is July 31<sup>st</sup>. Bibby was the only member who committed to attend at the time of the grant application. Thornes also plans to attend.
  - 2) 2010 City Funding – No updates.

## **Calendar**

July 9, 2009      Porch Tour – University Week for Women @ 10:30 am  
Oct. 13-17, 2009      National Trust for Historic Preservation Annual Conf – Nashville, TN  
July28-Aug 1, 2010      National Alliance of Preservation Commissions – Forum 2010 – Grand Rapids, MI  
Oct. 26-30, 2010      National Trust for Historic Preservation Annual Conf – Austin, TX

**Upcoming Agenda Items:**

- Review of draft ordinance requiring permit to move any structure out of an historic district.
- Review of Draft Local District Process Materials.
- Discussion regarding definition of “environs” as constituted in SDCL 11.1.

Meeting adjourned at 6:45 p.m.

Submitted by Shari Thornes

**Brookings Historic Preservation Commission**  
**September 3, 2009**

A meeting of the Brookings Historic Preservation Commission was held on Thursday, September 3, 2009 at 4:00 p.m. in City Hall. Members present: Pam Merchant, Mary Bibby, Jerry McCollough, Janet Gritzner, Dennis Willert and Joanita Kant. Pat Powers was absent. Shari Thornes, City Clerk, was also present.

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

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

**Schedule next monthly meeting.** Tentative date – October 1<sup>st</sup> at 4:30 p.m.

**Update on Preserve America Grant.** Thornes was contacted by Jason Haug, Historic Preservation Director at the State Historic Preservation Office, with an exciting update on the Preserve America Grant.

As reported in July, the State Office was approved to reallocate the Brookings Preserve America grant for a statewide project. The City of Deadwood agreed to provide the State Preservation Office with \$50,000 to match Brookings' Preserve America grant. Their plan is to extend various aspects of the State's current Preserve America grant project to other communities in SD. The grant will be used for to purchase and install a number of historic interpretive signs at historic sites in certain communities and also to help other communities become Preserve America Communities. They would include Brookings as one of the cities where they do a number of interpretive signs.

However, the National Park Service is requiring the grant would still have to be run through Brookings. SHPO can make that as painless for the City as possible. Since July Haug has been working to reach agreement on contract forms between the City of Brookings and the South Dakota Heritage Fund, which is the non-profit partner of the State Historical Society. That way the State would manage the entire grant, but the grant reimbursement requests would come from the City who would in turn pass them along to the State's Heritage Fund.

On September 2, 2009, Haug emailed Thornes with two separate draft agreements, one between Brookings and SHPO and another between Brookings and the Heritage Fund, which is the non-profit partner of the State Historical Society. Haug said this is necessary to be done this way because Deadwood gave the State two \$25,000 grants instead of one \$50,000 grant so the State will have to separate everything out. The Heritage Fund's grant from Deadwood will cover salary and travel costs for researching and designing the interpretive signs and writing the Preserve America Community applications. The SHPO's grant from Deadwood will be used to cover costs for actually purchasing and shipping the interpretive signs.

The logistics will consist of SHPO sending Thornes invoices every 6 months (one from the Heritage Fund and one from the SHPO) and the City would submit the Preserve America grant request based on the invoices and reports submitted. Once payment is received, payment is made to the Heritage Fund and SHPO. Haug will prepare and handle all the federal reporting requirements associated with this grant. The City would just have to request the payment and then process the payment to the Heritage Fund and/or SHPO. He has submitted the revised scope of work and budget to Megan Brown at the National Park Service for her review.

Haug and Thornes will meet with the City Manager regarding the memorandum of understandings.

***ACTION: A motion was made by McCollough, seconded by Bibby, to enthusiastically support all necessary agreements needed to reallocate the City of Brookings Preserve America Grant Funds to the State Historic Preservation Office for their statewide heritage tourism efforts. All present voted yes; motion carried.***

**Local Register of Historic Places – Listing Process and Draft Documents.** Pursuant to BHPC Grant Project #SD-08-019, the Brookings Historic Preservation Commission is charged with the development of 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.

BHPC staff, through the assistance of state staff and regional and national preservation colleagues, developed a draft process and documents to list properties on a Local Register. The BHPC received supplemental grant funds for a legal review of the final process by Mr. Frank Gilbert, Attorney for the National Trust of Historic Preservation. Mr. Gilbert also worked with the City and State in developing the revised Historic Preservation Ordinance for Brookings from 2001-2003, in conjunction with the statewide model ordinance project.

This project qualified for supplemental funds because it was identified as a priority in an existing preservation plan. This project, Local Register of Historic Places Legal Process, is identified in the Brookings Historic Preservation Plan under the "Historic Preservation Ordinance" and "Neighborhood Preservation" sections as funding priorities and would be the final step in completing the Brookings Historic Preservation Ordinance project. The reason this project is a priority of the BHPC is that it will help in preserving threatened properties. Listing property on a Local Register of Historic Places would provide a review and approval process for changes to Brookings historic resources. It would also provide the ability to stop demolitions and removals from a specific area. The Central Residential Historic District is most recent example of a threatened area. This is due to the Brookings County Commission's interest in removing residential properties for a courthouse expansion project.

The product requirements of the grant are to include a written application process to include a detailed description and all appropriate documents (legal notices, petitions, and forms, etc.).

Members reviewed and edited the following documents related to the Local Register of Historic Places. It was noted that the listing process for an individually listed property and a district are very different and involve different documents. Mr. Gilbert submitted a list of suggested corrections for the members to consider in the review.

**Individual Property Listing:**

*(Ordinance 9:03 Section 10-101 to 10-115)*

1. Application
  - *By owner, BHPC, Council or anyone*
2. Notification Letter
  - *Mail notice to owner(s) 10 days prior to BHPC hearing*
3. Legal Notice
  - *Publish legal notice of hearing 10 days prior to hearing*
4. Staff Report
5. Designation Notification Letter
  - *BHPC Action: Resolution on nomination – meeting at least 1 specified criteria*
  - *Mail notice of determination & report to owners within 10 days of action*
    - *Appeal*
      - *Within 20 days of postmark of determination*
      - *Final after 20 days*
6. Report to City Council
  - *Provide report to City Manager for City Council consideration on findings and significance.*
7. Ordinance by City Council (if approved)
  - *City Council action:*
    - *Action required within 60 days of receipt of report*
    - *Public hearing*
      - *Notice to owners – 10 days prior*
      - *Legal notice published 10 days prior*
    - *Options:*
      - *Accept report & designate*
      - *Reject report*
      - *Reject owners' appeal against listing*
      - *Accept owners appeal against listing*
      - *Reject owners appeal for listing*
      - *Accept owners appeal for listing*
8. Notice of designation
  - *Within 60 days of Council action*
  - *Permanent marker developed & approved by BHPC is placed on or near property*

- *City Clerk files original ordinance with Register of Deeds*
- *City Clerk notifies Brookings County Director of Equalization*
- 9. Project Application
  - *Once a property is designated as an Individual Local Register Property, any exterior remodeling or alternation, moving structures onto the property, moving structures off the property, or demolitions, may require up to a 180 day delay for Commission review. If the Commission determines that the proposed plans are inappropriate, the issuance of permits may be postponed for a period not to exceed 180 days in order to allow the BHPC to meet with the applicant and consult civic groups, public agencies and interested parties to ascertain what the City may do to preserve such building.*
- 10. Staff Report on Project Application
- 11. Sign Posting Notice
  - *Demo process*
    - *Posting of signs*
  - *Moving structures to area*
    - *Approval*
    - *Or, posting of signs & 180 day delay*
  - *Alterations*
    - *Application for changes*
    - *Post sign w/n 7 days after application & posted up to 180 days or until BHPC approval*

**District Listing:**

*(Ordinance 9:03 Section 10-116 to 10-129)*

1. Application
2. Survey Letter & Response Card
  - *All property owners of area / have been contacted & evidence is provided there is interest*
  - *City Council forms local historic district study committee*
    - *7 members - BHPC, property owners & interested citizens*
    - *Investigate & make recommendations complying with criteria*
3. District Committee's Initial Report of Findings
  - *District Committee reports initial findings to BHPC, Planning commission & State Historical Society Board of Trustees for recommendations*
4. Legal Notice / Public Hearing
  - *60 days after initial report of findings – public hearing on district*
    - *Notices to all owners*
    - *Legal notice (not stipulated)*
      - *Consult with BHPC*
5. District Committee's Final Report
  - *Submit final report to City Council with recommendations & proposed ordinance*
6. Hearing Notification to Owners
7. Legal Notice

8. Ordinance (if approved)
  - *City Council action:*
    - *Within 60 days*
    - *May holding hearing to approve ordinance*
    - *Must notify all owners 10 days prior to hearing*
    - *Publish legal 10 days prior*
    - *Notice of determination*
  - *If approved – Council must establish a local district commission who is the BHPC*
9. Notice of Determination
10. Application for Certificate of Appropriateness
  - *Local District Commission*
    - *Review applications & plans for the following:*
      - *Exterior features – architectural style, general building design*
      - *Windows, doors, fixtures, signs & other appurtenant features*
      - *NO INTERIORS*
    - *Use Sec of Interior Standards for Rehab as guidelines for basis*
    - *Hold hearings*
    - *Give notice by mail to everyone within 250 feet of property – notify bhpc of concerns*
    - *May hold public hearing*
      - *Notice 10 days prior*
    - *Issuance of Certificate of appropriateness*
      - *Approvals – notify immediately*
      - *Fails to act in 45 days, deemed approved*
      - *Denials – record of reasons & notify applicant.*
      - *Maintain record in city clerk*
      - *Appeal to circuit court*
11. Initial COA Staff Report / Committee Report
12. Staff/Committee Report Recommend to APPROVE
13. Staff/Committee Report Recommend to DENY
14. Sample Commission Agenda & Minutes
15. Sample Motions & Agenda Statements
16. Determination Letters (3)
  - A. Approval
  - B. Approval, with conditions
  - C. Denial
17. Violation Notification

The following training materials and other supporting documents were provided to the members in their Local Register Manuals:

1. Current BHPC Bylaws
2. Q & A on Local Register Program

3. *"Maintaining Community Character: How to Establish a Local Historic District" (National Trust Bulletin)*
4. *"Design Review in Historic Districts" (National Trust Bulletin)*
5. *"Training for Members of Historic District Commissions" (MainStreet News, March 1988)*
6. *"Regulating New Construction in Historic Districts (National Trust Bulletin)*
7. *"A Letter to George: How to keep the preservation commission out of court and avoid being sued"*

Thornes identified the next steps needed in the Local Register process:

**#1: Design Guideline Development**

- Request Grant Funding in 2010
- Develop RFP
- This is critical next step. Secretary of Interior Standards for Rehabilitation are not specific enough for COA decision making. This document will be the key to help district commission determine those decisions. SIS not specific enough
- This will serve as the baseline document. District specifics on character defining features as districts are established will be inserted into this document.
- Hire professional consultant

**#2: Develop Commission Handbook/Rules of Procedure**

- Rules of procedures must be developed to include protocols, meeting standards, and consistent application of the rules. Rules must be consistent with authority granted by ordinance. Decisions must be based on criteria and standards set by ordinance and in writing.
- Possibly do in-house with consultation with various entities

**#3: Staff & Member Training**

- Request Grant funding in 2010 & 2011
- Develop overall strategy for immediate and long term training
- Membership development – seek professional members
- Seek professional guidance / consultant for training
- Needs:
  - Immediate for fledgling board & staff
  - Ongoing program development - annual
  - New member training
- Training Options
  - SHPO staff for basics on character defining features
  - National Trust (Better Boards)
  - National Alliance of Preservation Commissions ("Camp" & Annual conferences)
  - Professional Consultant / onsite training
  - Regional expertise
    - Deadwood staff

- Iowa City staff

**#4: Determination of Internal Processes / Policy Decisions**

- Staff review (determine what, if any, decisions staff can make on general applications)
- Committee Review (determine if the Commission wants to establish a review committee)
- Boundary Determinations

**#5: Local Support / Public Informational Materials & Events**

- BHPC host neighborhood meetings
- Presentations to service organizations and other interested parties
- Develop website information

**#6: Identify Administrative Issues**

- Identify all staff involved in Local Register process.
- Develop timeline and checklists for all actions to ensure timely responses to applicants.
- Identify all other city government partners in the process and work towards clear communication with all parties (City Manager, Community Development, Director of Equalization).

***ACTION: A motion was made by McCollough, seconded by Gritzner, to approve all Local Register of Historic Places documents with the corrections as noted by Mr. Frank Gilbert, Attorney, National Trust, for final submittal to the State Preservation Office. All present voted yes; motion carried.***

**Announcements/Correspondence/Communications.**

Thornes and Bibby will be attending the National Trust Conference in Nashville, TN the week of October 12<sup>th</sup> and will provide a report of the conference at the November BHPC meeting.

**Calendar**

Oct. 13-17, 2009 National Trust for Historic Preservation Annual Conf – Nashville, TN  
July28-Aug 1, 2010 National Alliance of Preservation Commissions – Forum 2010 – Grand Rapids MI  
Oct. 26-30, 2010 National Trust for Historic Preservation Annual Conf – Austin, TX

Meeting adjourned at 6:15 p.m.

Submitted by Shari Thornes

**Brookings Historic Preservation Commission**  
**October 8, 2009**

A meeting of the Brookings Historic Preservation Commission was held on Thursday, October 8, 2009 at 4:30 p.m. in City Hall. Members present: Pam Merchant, Mary Bibby, Janet Gritzner, Dennis Willert, Pat Powers and Joanita Kant. Jerry McCollough was absent. Shari Thornes, City Clerk, was also present.

Chairperson Willert called the meeting to order at 4:30 p.m. The agenda was adopted as printed. Schedule next monthly meeting - November 5<sup>th</sup> @ 4:30 p.m.

**Inquiry regarding historic designation – 929 2<sup>nd</sup> Street.** Thornes was contacted by the new owner of 929 2<sup>nd</sup> Street inquiring if the property was eligible for listing. Thornes noted that it was not part of an existing or proposed district and would not qualify as a stand-alone nomination.

**GIS Project, Dr. Janet Gritzner.** Gritzner provided an overview on a GIS project she is currently working on that involves Central Residential Historic District. *A geographic information system (GIS) captures, stores, analyzes, manages, and presents data that is linked to location. Technically, a GIS is a system which includes mapping software and its application to remote sensing, land surveying, aerial photography, mathematics, photogrammetry, geography, and tools that can be implemented with GIS software. In the strictest sense, the term describes any information system that integrates, stores, edits, analyzes, shares, and displays geographic information. In a more generic sense, GIS applications are tools that allow users to create interactive queries (user created searches), analyze spatial information, edit data, maps, and present the results of all these operations. (Wikipedia)*

**Central Residential Historic District—National Register District:**

**County Commission Expansion Plans** – Thornes reported that on September 22nd the Brookings City Council passed the following motion pertaining to the space needs issue, “To move forward with a co-located facility with county and city on administrative office space, planning to occur within one year and all sites will be evaluated during the process.” Thornes noted that the ad hoc group has identified two primary locations for consideration – the 500 block of 3rd Street across from the Library or the 300 block of 5th Avenue (NAPA) to the alley.

**Commercial District –National Register District**

**DBI Report** – Willert reported that there’s not much going on currently with DBI. The Board likes the NAPA location because ground level retail has been suggested along with administrative offices.

**Plaques** – Thornes noted that the installation of the downtown plaques will be a winter project for the City Park & Recreation staff.

**University Residential District – National Register District**

**Foundation Properties** – There was concern that the SDSU Foundation and/or University was in process of acquiring additional properties in the University Residential Historic District in the vicinity of 8<sup>th</sup> Street and Medary. Willert will contact the Foundation to inquire.

**National Register of Historic Places Nomination Status Reports:**

- **202 5<sup>th</sup> Street** – Jason Haug and Jennifer Brosz met with the property owners on Sept. 21<sup>st</sup> to gather more information for the nomination including historical materials, touring the property, interviewing the owner, and taking photographs. The State office plans to submit a National Register of Historic Places nomination to the State of Trustees for consideration at their December 2009 meeting. If approved, the nomination would be forwarded to the National Park Service for their review and action.
- **SDSU Horse Barn** – Gritzner continues to gather information for a National Register nomination.

**Project & Issues Updates/Reports:**

**Local District Process Project** – Thornes has been in touch with representatives of the State Office, Trust Denver Office, Frank Gilbert and Deadwood Preservation Office gathering opinions on the next steps in local district project and will continue to gather information to report back to the Commission. She noted that there are varying differences of opinion on how to proceed.

**Preserve America Project – selection of interpretive sign locations.** Thornes said the State Office had requested the Commission start brainstorming on Brookings sign locations (up to 10). Another big question will be who will install the signs. There are no specifics on a timeline yet but may be ready to identify locations by the end of the year.

**SHPO Site Visits.** In addition to meeting with the owners of 202 5<sup>th</sup> Street, State Staff met with Dave and Tasha Jones regarding the restoration of their home at 617 8<sup>th</sup> Avenue. They stopped by to meet the John Seward, the new DBI Director.

**Calendar**

Oct. 13-17, 2009	National Trust for Historic Preservation Annual Conf – Nashville, TN
October 27 <sup>th</sup>	Volunteer Appreciation Luncheon, Swiftel Center, Noon
December 1 <sup>st</sup>	Mayor’s Christmas Party, SDSU Performing Arts Center, 5-7 pm
July28-Aug 1, 2010	Nat’l Alliance of Preservation Commissions – Forum 2010 – Grand Rapids, MI
Oct. 26-30, 2010	National Trust for Historic Preservation Annual Conf – Austin, TX

Meeting adjourned at 6:00 p.m.

Submitted by Shari Thornes

**Brookings Historic Preservation Commission**  
**December 3, 2009**

A meeting of the Brookings Historic Preservation Commission was held on Thursday, December 3, 2009 at 4:00 p.m. in City Hall. Members present: Pam Merchant, Mary Bibby, Janet Gritzner, Dennis Willert and Pat Powers. Joanita Kant was absent. Shari Thornes, City Clerk, was also present.

Chairperson Willert called the meeting to order at 4:00 p.m. Motion was made by Bibby, seconded by Powers, to approve the October 3<sup>rd</sup> minutes. All present voted yes; motion carried. A motion was made by Merchant, seconded by Powers, to approve the agenda as printed. All present voted yes; motion carried.

Schedule next monthly meeting - January 7<sup>th</sup> at 4:00 p.m.

**Preserve Brookings.** Stephen Van Buren, the newly elected president of the Preserve Brookings non-profit organization, met with the Commission to discuss the role of the Preserve Brookings and the organization's relationship with the Brookings Historic Preservation Commission. He said the organization is in the process of reviewing its mission and getting back on track with its original origins.

He asked the BHPC members for their perception of the Preserve Brookings organization and its future.

Comments included the following:

- Commission members felt the Preserve Brookings organization was originally formed to serve as an advocacy group to protect historic resources in a way that the Brookings Historic Preservation Commission could not as a city entity.
- Possible opportunities for the Preserve Brookings organization to consider in addition to a closer relationship with the Commission, was to work more closely with Preserve South Dakota, the statewide nonprofit for historic preservation.
- Training may also help the group become more focused on their advocacy role. The Commission suggested the Board leadership attend a National Trust Better Boards training session.
- The proposed Brookings Endangered List may be a good local project for the group to become more involved in preservation advocacy.
- The Commission felt the core responsibility of the Preserve Brookings organization is to serve as a political activist/advocacy group and take stands against any proposed actions that would threaten historic resources. The recent county courthouse issue was cited as a recent example.
- Increasing membership was discussed. He will provide a list of their board members.

Van Buren said the group is working on a project called "snapshot Brookings" that would involve photographing every structure in town essentially freezing that moment in time as a benchmark tool. Merging with county GIS databases was suggested. He said the project hasn't gotten legs under it yet and is concerned it doesn't mesh with the group's mission. He feels his group needs to refocus and not lose sight of its purpose while still following other project opportunities.

Van Buren will work with city staff to better coordinate the two organizations and he plans to attend BHPC meetings.

**Preserve America Sign Selection.** The following draft list was prepared for review and action at the January.

1. Pioneer Park Bandshell
2. Hillcrest Park Tree Claim
3. McCrory Gardens
4. Government Center – Carnegie, Courthouse, 1921 Building and Central Elementary
5. Sexauer Seed District
6. SDSU – Ag Museum
7. SDSU – Administration
8. SDSU – Sylvan Theatre & Campanile
9. SDSU – Horse Barn
10. Downtown

**Annual Reports (City & National Park Service).** Thornes reminded the Commission that the State and City annual reports for 2009 will be due on February 15<sup>th</sup>.

**National Register Nomination – 202 5<sup>th</sup> Street.** A motion was made by Merchant, seconded by Powers, to formally support the proposed nomination of the 202 5<sup>th</sup> Street to the National Register of Historic Places. All present voted yes; motion carried.

**Central Residential Historic District—National Register District:**

*City/County Expansion Plans* – The City and County are considering two locations for a shared facility. One would involve east half of the 300 block between Main Avenue and 5<sup>th</sup> Avenue adjacent to the Commercial District. The other location would be the north half of the 500 block on 3<sup>rd</sup> Street south of the Library, which would be in the Central District. A decision is expected by 12/29/09.

**National Trust Conference Report.**

2009 NATIONAL PRESERVATION CONFERENCE  
National Trust for Historic Preservation  
Nashville, Tennessee  
October 13-17, 2009  
Mary Bibby Report

Prior to attending this conference, my impression of Nashville was Grand Ole Opry and Country Music. That it definitely is—but so much more. From civil war battle areas to ecclesiastical wonders (even Ryman was once a Tabernacle), Nashville stands out as a model of preservation efforts. Over 2,000 preservationists came together to take a look.

The conference had several educational thrusts: Plenary sessions with major speakers and entertainment; Small-group luncheons or sessions led by a moderator or panel with audience participation; Tours of historic areas; Exhibit Hall and Bookstore; and, best of all, the opportunity to mingle and share experiences with preservationists from around the country.

Our Opening Plenary was held at the historic Ryman Theater, home of the Grand Ole Opry from 1943-1974, and restored in 1994. Originally built as the Union Gospel Tabernacle in 1889, its acoustics are still among the best there are. Songwriter Dave Berg began the program with music. We then heard from Governor Phil Bredesen and Nashville Mayor Karl Dean. Richard Moe, President of the National Trust gave his annual report followed by guest speakers Dame Fiona Reynolds, director general of the National Trust (U.K.), and Bill McKibben, environmentalist who spoke about global warning.

We walked in a misty drizzle to an Opening Reception held at the beautiful Frist Center for the Visual Arts, the magnificently restored former main post office. Rain and cold were with us throughout the conference to the annoyance of our hosts who kept saying how lovely October weather usually is. The Frist does not have a permanent collection and instead hosts traveling exhibitions. One of those while we were there was a Georgia O'Keefe display.

Earlier that Wednesday we had attended a Save America's Treasures (SAT) Luncheon. Speakers were Bowling Green, KY, Mayor Elaine Walker and her husband Dorian who have been a moving force behind the restoration of several residential and commercial buildings. Their story was of particular interest because of the similarity of Bowling Green and Brookings: both small college towns with many homes used as student rentals. In restoring the dwellings back to single-family use, the Walker family did much of the hands-on work themselves. One home is featured in the June 2009 issue of THIS OLD HOUSE, p. 64. Another of their successes was the restoration of a 1921 Standard Oil filling station that they transformed from an eyesore into a local attraction. It was also interesting to learn more about the Save America's Treasures program inasmuch as Brookings' 1921 Building has been designated an SAT landmark.

Wednesday morning had given us an opportunity to visit three case studies of Nashville preservation leadership. First was President Andrew Jackson's 1120-acre plantation, The Hermitage. Robbie Jones, Senior Architectural Historian, showed us the original restored farmhouse, the Mansion--extensively remodeled over a period of almost two centuries--and several log cabins used as slave quarters. Equally compelling were Robbie's stories of Andrew Jackson. Next we traveled along Lebanon Pike to see Stone Hall, a 1910 Neoclassical manor, at the center of the Stone Hall Park and Nature Center. Our guide was Phil Potter, board president of Greenways for Nashville which is developing nine miles of paved multi-use trails. Potter's incredible dedication to this effort gave testament to the power of one individual's vision. Our final stop was the Italianate Two Rivers Mansion known as the McGavock House. This beautiful place is still standing but in dire need of exterior repair. The Metro Nashville Parks Department uses the 14-acre site as a public park. The mansion is available for use by local nonprofit groups and as a rental facility.

On Wednesday afternoon we attended the excellent educational session "Nuts and Bolts: Commission Best Practices." Speakers Monica Callahan from Madison, GA, and Jeff Cronin of Pasadena, CA, led a spirited discussion about the responsibilities of a Historic Preservation Commission in enforcement of design guidelines. Because their Commissions have far more authority than ours does, it clearly pointed out what "could be" "if only."

Former First Lady Laura Bush spoke at Thursday's Advocacy Luncheon. She spoke about her role as Honorary Chair of Preserve America and the commitment she has to preserving our cultural and national heritage. I took the opportunity to speak to her about our Save America's Treasures 1921 Building--but it was a brief conversation. My approach made National Trust President Moe very nervous.

That afternoon we had a chance to see the Vanderbilt University area and also visit the beautifully restored Union Station which has become a Wyndham Historic Hotel.

Later that day National Preservation Awards were given at the War Memorial Auditorium just down the street from Tennessee's State Capitol. The John H. Chafee Trustees' Award for Outstanding Achievement in Public Policy was given to Mrs. Laura Bush and Jon Nau, III. Outstanding preservation accomplishments throughout the nation were also recognized. And several accolades were given Peter H. Brink.

An evening tour of Nashville's Edgefield and East End areas across the Cumberland River was an eye opener of what can be done with down-and-out neighborhoods. Having survived fire, flood and tornadoes during the 1900's, the Edgefield area became an undesirable location with run-down schools, crime, and little if any civic pride. We spoke with one young family in a lovely home whose grandparents had "stuck it out" there and worked to make a difference. And, within the space of a generation--thanks to a committed core of residents who refused to give up-

-homes have been restored and economic conditions improved. Neighbors took charge in creating the first neighborhood National Register District, then the first local Historic Zoning District. Another preservation success story was the nearby Five Points district now filled with desirable eateries and local businesses. We visited one home that illustrated the adaptive re-use of a commercial brick rectangle into a stunning modern art showcase complete with fabulous functional sliding barn doors! It is featured in the October 2009 NASHVILLE ARTS MAGAZINE, p. 27.

Friday's Luncheon brought together Local Preservation Commissions for the National Alliance of Preservation Commissions Annual Meeting. After routine business, we heard from Ann Roberts, former Nashville Metropolitan Historical Commission Director. Her work in Nashville preservation has been awesome. She told about the Hatch Show Print, one of America's oldest working letterpress print shops, that was destined to be demolished. The Hatch Show Print did and still does print most of Nashville Country Music's show posters. With Ann's efforts and that of other preservationists in the area, they were able to have the shop moved a couple of blocks onto Broadway in the honky tonk area. Other endeavors have not always been as successful but her take-home message was to persevere.

That afternoon I attended a session on "Commissions: Traveling the Right Road" which turned out to be about road planning and how to obtain required permits. I then attended a session on "Crossroads of Fresh, Sustainable, Local Preservation." Although interesting, it spoke more to the needs of urban centers such as Salt Lake City. So I tried "Point A to Point B: Creative Avenues to Support Preservation at the Local Level." In this session much emphasis was placed on survey taking.

The next high light of the conference was a talk by Robert Hicks, author of WIDOW OF THE SOUTH about the civil war Battle of Franklin, TN, just south of Nashville. It was one of the bloodiest battles of the war with 9,500 casualties and 2,000 dead. The venue for his talk was the amazing Downtown Presbyterian Church, the interior of which resembles an Egyptian temple.

A Friday Night Fling gave attendees a chance for music and dancing at B.B. King's Blues Club and then a walk along Broadway in the honky tonk section to our nearby Nashville Renaissance Hotel.

We returned to the Downtown Presbyterian Church for the closing Plenary session on Saturday morning. The Fisk Jubilee Singers were incredible. Then we heard from the Hon. Randall T. Shepard, Chief Justice of the Indiana Supreme Court, who gave an inspiring talk about the legal aspects of preservation. And then a speech by Congressman John Lewis who was in the forefront of America's Civil Rights movement. It was truly a privilege to hear from these fine speakers.

Overall, it was an excellent Conference both in programming and pace. The speakers were informative and helpful. The participants brought enthusiasm and interest. It was encouraging to feel a part of a larger, the "We're all in this together" experience. We were reminded that patience, perseverance and partnerships are crucial to preservation efforts. And then there's the ever-present need for funds. But when seeing results like the many splendid examples in Nashville, it's obvious that progress is being made and that the work is well worth the challenge.

## Calendar

December 1<sup>st</sup>

Mayor's Christmas Party, SDSU Performing Arts Center, 5-7 pm

July 28-Aug 1, 2010

National Alliance of Preservation Commissions – Forum 2010, Grand Rapids, MI

Oct. 26-30, 2010

National Trust for Historic Preservation Annual Conf – Austin, TX

Future Agenda Items: SDSU Horse Barn, Local District Project, Realtor Workshop, University District & SDSU Foundation Property Acquisition, Nominating Committee Formation

Nominating Committee. Merchant and Gritzner agreed to serve on the nominating committee to develop a slate of officers of the January meeting.

Vacancy. Thornes announced that Jerry McCollough and his wife were moving to Minnesota and he had resigned from the Commission.

Submitted by Shari Thornes

*2009 Workshop Project*

*Downtown Brookings Inc.*

## *Doors Open Brookings*

The Doors Open Brookings event held on April 24, 2009 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.

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