

SOUTH DAKOTA CODIFIED LAW 1-19A-11.1 - ARSD 24:52:07:03 CASE REPORT FORM



SOUTH DAKOTA STATE HISTORICAL SOCIETY STATE HISTORIC PRESERVATION OFFICE (SHPO) SOUTH DAKOTA CODIFIED LAW 1-19A-11.1 CASE REPORT

If a state entity or political subdivision of the state is required by law or rule to report possible threats to the historical integrity of a property listed in the National Register of Historic Places or the State Register of Historic Places, the threat must be reported by means of a case report.

Case reports must provide the State Historic Preservation Office (SHPO) with sufficient information for the office to make an independent review of effects on the historical integrity of historic properties and shall be the basis for informed comments to state entities and the public. Case reports shall thoroughly examine all relevant factors involved in a preservation question. Abbreviated case reports may be requested at the discretion of the SHPO if less than a comprehensive view is needed. (ARSD 24:52:07:03 - Standards for Case Report)

SHPO reserves the right to request more information if needed. Typed forms are preferred. Submittal of this form without all requested information will cause review delays.

☐ This is a new submittal.

☒ This is information relating to SHPO project number:

260726001S

PROJECT LOCATION

Address

808 4th Street

City

County

Brookings

Brookings

The responsible state entity or political subdivision of the state (cities, counties, etc.) must sign and date this form here prior to submitting it to the SHPO. Projects received without an original signature will cause review delays.

Signature: _____

Date: _____

Name

Title

Agency

FOR SHPO USE ONLY. DO NOT WRITE OR INSERT ANYTHING HERE.

**STATE, CITY, COUNTY, OR OTHER GOVERNING BODY
PERMITTING, FUNDING, LICENSING, OR ASSISTING THE PROJECT**

STATE ENTITY, CITY, COUNTY, OR OTHER GOVERNING BODY

Agency Name

City of Brookings

Agency Contact Person

Bailey Maca

Mailing Address

[REDACTED]

City, State, ZIP

Brookings, SD 57006

Email Address

[REDACTED]

Phone Number

[REDACTED]

APPLICANT OR CONSULTANT CONTACT PERSON, IF APPLICABLE

Company Name

Handy Matt Home Services

Contact Person

Matthew Mehlhoff

Mailing Address

[REDACTED]

City, State, ZIP

Brookings, SD 57006

Email Address

[REDACTED]

Phone Number

[REDACTED]

PROPERTY OWNER, IF DIFFERENT FROM ABOVE

Name

Anne Karabon

Mailing Address, City, State, ZIP

[REDACTED]

Email Address

[REDACTED]

Phone Number

[REDACTED]

STANDARDS FOR CASE REPORT AS OUTLINED IN ARSD 24:52:07:03

1 & 2. Project Description. Describe the project. Include photographs and maps showing the existing project site and details of the proposed project. Where applicable, drawings, three-dimensional models, or accurate computer-generated representations of proposed construction may be included. The models or representations must clearly show the visual impacts of new construction on the surrounding neighborhood or landscape. Photographs, maps, drawings, and other supplemental materials should be submitted with this form as separate documents.

Applicant proposes to replace window sash at 808 4th Street (a contributing structure within the Brookings Central Residential Historic District, NRHP-listed) using an in-frame "pocket" replacement method. The primary reason for replacement is that a number of the existing window units have cracked or broken glass panes; the sash and glazing are being replaced as complete units rather than repairing individual panes so that all units receive matching, consistent insulated glazing. Only the interior sash, glass, and related hardware are removed and replaced; the existing original wood window frames, casings, exterior trim/brick mold, and sills all remain in place and undisturbed. No changes are proposed to the exterior masonry, siding, or window openings.

Scope: 17 window units on the first and second floors (see attached Lowe's/Pella Custom Order Quote #239197237, dated 4/22/2026, and line-item product schedule). Note: the attached quote was generated early in the process and lists a placeholder exterior color; the color actually being ordered is Iron Ore, as described below.

- 16 units: Pella Lifestyle Series wood-core/clad double-hung replacement sash, Enduraclad exterior cladding in Iron Ore (matching the existing historic exterior color), Early American stain interior (matching the existing interior stained pine), insulated Low-E argon glass, true double-hung sash profile matching the historic window configuration, full screens.
- 1 unit: Pella 250 Series vinyl double-hung replacement sash, exterior finished in Iron Ore to match the other units, insulated Low-E argon glass, matching double-hung profile.

Replacement sash sizes range from 27-3/4" x 37-3/4" up to 47-3/4" x 61-1/4", each matching the existing rough opening it replaces.

At most, existing interior window stops may need to be removed and reset to accommodate the new sash; this work is interior-only and will not alter the exterior appearance, trim, or masonry.

Photographs of existing window conditions and the manufacturer product specifications/quote are attached as separate documents. A window location map/elevation identifying each window by line number will also be provided as a separate attachment.

3. What is the planning and approval schedule for this project?

Property owner Anne Karabon engaged Handy Matt Home Services to supply and install the replacement window sash under Lowe's of Brookings Custom Order Quote #239197237, dated 4/22/2026. The applicant submitted a City of Brookings Historic Preservation 11.1 Review application on 7/22/2026. SHPO requested this abbreviated case report on 7/29/2026 (Project 260726001S), asking that the Brookings Historic Preservation Commission review and comment on it within 180 days. The HPC is scheduled to review this case report at its August 13, 2026 meeting. Following HPC review, this report will be forwarded to SHPO for final comment. Installation is planned to begin immediately following receipt of all required approvals; estimated production time for the ordered units is 21 days from production release.

4. How was this project brought to the attention of the state or political subdivision (city, county, etc.)?

☐ Demolition Permit

☐ Building Permit

☐ Other - Please explain: N/A - not requested for this abbreviated case report (SHPO letter dated 7/29/2026 requested o

5. Include a physical description of the affected historic property. Economic or situational information relevant to the affected property may be included if applicable.

808 4th Street, Brookings, SD 57006, is a two-story residential structure that is a contributing property within the Brookings Central Residential Historic District, listed in the National Register of Historic Places. The exterior features painted yellow wood siding and white painted wood trim surrounding the window openings; both the siding and the window trim will remain fully intact and unaltered by this project. The building retains its historic pattern of double-hung windows in their original openings, framing, and casings.

6. Describe the potential effects of the proposed project on the historic property, including but not limited to physical and visual effects, alterations to the property, moving the property to another location, or change of use.

N/A - not requested for this abbreviated case report (SHPO letter dated 7/29/2026 requested only items 1, 2, 3, 5, 7, and 10).

7. Provide a description of the feasible and prudent alternatives that were considered and rejected based on factors relevant to the project. Relevant factors should be supported by facts. Include the reason(s) for rejection of feasible and prudent alternatives. Describe other efforts undertaken to minimize harm to the historic property. Provide as much detail as possible when explaining consideration of alternatives and mitigation measures. Questions to be considered when reviewing the project include:

(a) How were decisions based on the consideration of factual reports, research, tried methods, and/or professional and lay preservation advice?

(b) How were alternatives beyond the immediate project explored, taking into account broad community or regional issues in which the historic resource may play a contributing role?

(c) How was the impact of potentially adverse effects on surrounding historic resources, community preservation plans, and long-range community opportunities taken into account, if applicable?

(d) Were decisions based on professional assessment(s) of the value and basic structural condition of the affected property and estimates of a range of rehabilitation or mitigative options prepared by people experienced in historic preservation work?

(e) Were adequate periods of time provided for information to be prepared and for preservation options to be attempted?

Three alternatives were considered for addressing the condition of the existing windows, a number of which have cracked or broken glass panes:

1) Full frame-and-sash replacement - Rejected. This approach would require removing the historic wood window frames, casings, and exterior trim/brick mold, causing unnecessary loss of original material and disturbance to the surrounding masonry/siding that is not required to address the broken glass.

2) Spot repair/re-glazing of the individual cracked or broken panes only, with the original sash otherwise retained - Considered consistent with Standard #6 (repair rather than replace). However, the affected panes are original non-insulated single-pane glazing set in wood muntins/sash; the contractor's assessment found that piecemeal re-glazing of scattered broken panes across multiple units would leave the remaining original glazing mismatched in performance and would not meaningfully improve energy efficiency, while still requiring disassembly of the historic sash to reset new glass.

3) In-frame "pocket" replacement sash (selected alternative) - This method directly resolves the cracked/broken glass by replacing the sash and glazing as complete, matched units, while retaining all original frame material, sills, and casings in place and undisturbed. Replacement sash are sized and profiled to match the appearance, proportions, and configuration of the historic double-hung windows. Disturbance to historic fabric is limited to the interior window stops only, which are not visible from the exterior and do not affect the historic appearance of the building; the painted yellow wood siding and white wood window trim remain fully intact.

This decision was based on the contractor's direct assessment of the existing units and prior experience installing comparable pocket-replacement windows in the Brookings historic districts, together with the manufacturer's (Pella) published specifications confirming the replacement sash's dimensional and visual match to the existing historic double-hung window openings.

8. Provide a copy of correspondence with SHPO. Correspondence should include the identification and evaluation of historic properties, assessment of effects, and any consideration of alternatives or mitigation measures. Copies of this information should be submitted with this form as separate documents.

9. Describe efforts made to consider the views of affected and interested parties.

N/A - not requested for this abbreviated case report (SHPO letter dated 7/29/2026 requested only items 1, 2, 3, 5, 7, and 10).

10. If applicable, the Historic Preservation Commission (HPC) in the community where this project is located should review and comment on this case report prior to its submittal to SHPO.

- ☐ The HPC agreed with the findings of the case report.
- ☐ The HPC disagreed with the findings of the case report.
- ☐ The HPC declined to comment on the findings of the case report.

In addition to the above findings, please include official comments from the HPC, if applicable.

Pending: this abbreviated case report is scheduled for review by the Brookings Historic Preservation Commission at its August 13, 2026 meeting. The Commission's determination (agree/disagree/decline to comment) and any official comments will be added here prior to submittal to SHPO.

11. Provide copies of written views submitted by the public to the state entity, city, county, or other governing body concerning the potentially adverse effects of projects on historic properties and alternatives to reduce or avoid those effects. Copies should be submitted with this form as separate documents.

**Please print this entire form, sign and date the first page,
and mail completed form with any additional documentation to:**

Review and Compliance Coordinator
South Dakota State Historical Society
900 Governors Drive
Pierre, SD 57501

Questions about South Dakota Codified Law 1-19A-11.1 can be directed to:

Review and Compliance Coordinator
(605) 773-8370

Restoration Specialist
(605) 773-6005

Project information submitted to SHPO cannot be returned. This documentation is kept on file at the South Dakota State Historical Society. We review faxed and electronic submissions in the same manner as any other submission and with the same considerations for clarity and completeness. However, original documents with original signature must follow all faxed and electronic submissions. The submission of incomplete, unclear, or confusing information may result in unnecessary delays in the review process until adequate information is obtained.

Additional Resources:

South Dakota State Historic Preservation Office: <http://history.sd.gov/Preservation/>
Link to National and State Register Listed Properties: <http://history.sd.gov/Preservation/NatReg/NatReg.aspx>
Historic Contexts: <http://history.sd.gov/Preservation/OtherServices/SHPODocs.aspx>

National Park Service: <http://www.nps.gov/nr/>
Publications (National Register Bulletins, Preservation Briefs, etc.): <http://www.nps.gov/history/publications.htm>