

BHPC Welcome Page on Website

The following is a proposed front page to the BHPC website. The intent is for it to serve as a roadmap to help guide visitors with narrative explanation to the links within our website.

Top of blue bar: Welcome – Start Here! (links to the front page)

Welcome!

Owning a historic property can be a rewarding experience. Older buildings are typically made with sustainable materials that, when maintained, will last longer than current building materials. As an owner of a historic property or a property in a historic district, you are directly contributing to Brookings' cultural history and showcasing our unique identity. We hope that you take pride in being a part of what makes Brookings special.

We're excited to share information about historical preservation in Brookings, South Dakota and how the Brookings Historic Preservation Commission (BHPC) can help you. Through the information and links below, we hope that you will learn more regarding historic properties and districts in Brookings, South Dakota and the historic review process

Does Brookings' have historic districts?

*Brookings has four historic districts and more than 20 individually listed properties on the National Register of Historic Places. The four historic districts are: The Commercial Historic District, Central Residential Historic District, University Residential Historic District and Sexauer Seed Historic District. Click **here** to see the locations of these districts and individually listed properties.*

- The Commercial Historic District, known to many as downtown, is comprised of 59 structures along Main Ave from roughly Sixth Street to Front Street that were built predominantly between 1894 and 1928.
- The Central Residential Historic District consists of 127 primary and 93 secondary structures located between Medary Ave, Sixth Street and Fourth/Third Street to Seventh Avenue, with some additional structures between Seventh Avenue and Fifth Avenue. Most of the properties are characterized as eclectic, modest and well-maintained homes and were built between 1891 and 1941.
- The University Residential Historic District is bounded by Sixth Street to the alley north of Harvey Dunn Street and mostly between Medary Avenue and Fifth Street. The seventeen block district includes 248 houses and 177 secondary buildings that were constructed between 1895 and 1948.

- The Sexauer Seed Historic District consists of 10 structures that are roughly situated on the east side of Main Avenue just south of the railroad tracks. These structures played a role in the success of the agriculture business in Brookings and the Sexauer Seed Company from 1888 until the company was sold in 1998.

Can I make changes to my property?

Whether you own an individually listed property or a property in the district, when considering changes to your historic property, please note that projects that affect any part of the individually listed property or the exterior of a historic structure or property within one of Brookings' historic districts may require completion of a historic review, which is called 11.1 review, and a building permit from the City.

- *Questions and answers about the 11.1 review*
 - Is my property considered contributing or non-contributing? ([add link](#))
 - Contact the Brookings City Planner ([add Ryan's info here](#)).
 - Does my project require the 11.1 Review?
 - See the Contractor's Guide ([add this link](#))
 - What are the Standards for Review?
 - South Dakota Codified Law 1-19A-11.1 establishes the process for historic review. ([Add link](#))
 - The standards used to evaluate projects on historic properties are the Secretary of the Interior's Standards for Rehabilitation ([link.](#))
 - **The Secretary of the Interior's Guidelines for Rehabilitation** provide more detail on best practices for the treatment of historic building elements ([Add link](#))
 - The National Park Service Preservation Briefs provide more specific guidance on how to preserve specific features of an historic property. ([Add link](#))
 - What are my next steps if the project needs the 11.1 review?
 - You will need to submit an application. Applications must be submitted ([how – in person/e-mail?](#)) to the Brookings Community Development Department. ([Link to the application](#))
 - What happens after I submit the completed 11.1 application? Click **here** for more information on preparing an 11.1 application.

Step 1: Review by the City and State Historic Preservation Office (SHPO.)

- The Brookings Community Development staff may require a pre-application meeting followed by submission of a complete application.

- Your application is reviewed by Brookings Community Development Staff and the SHPO.
- This review will result in a finding of no adverse effect, potential for adverse effect, or adverse effect. When no adverse effect is determined, the historic review is complete and the applicant can submit for a building permit. For potential or actual adverse effect, the applicant may revise the application or proceed to Step 2.
- Step 2: If applicable, Case Report and/or Brookings Historic Preservation Commission (BHPC) Meeting. Click **here** for more information on preparing Case Report.
 - If the SHPO requests a Case Report, you will need to prepare one using the format provided here and as advised by the Brookings Community Development staff.
 - If the SHPO requires review by the BHPC, a completed Case Report must be submitted within the timeline set by the SHPO and at least 20 days prior to the next regularly scheduled BHPC meeting at which you wish to present your Case Report to the BHPC.
 - The Brookings Community Development staff will forward your case report and if applicable, the recommendations of the BHPC, to the SHPO.
 - If the SHPO review of the Case Report determines the project is not an adverse effect, the historic review is complete and the applicant can submit for a building permit. For potential or actual adverse effect, the applicant may revise the application or proceed to Step 3.

Step 3: If applicable, Decision by the Brookings City Council at a public hearing

- Brookings Community Development staff submits the Case Report/Project Information for review by the Brookings City Council in accordance with the Department's Submittal Deadline Calendar.
- The City Council reviews the Case Report/Project Information at a subcommittee meeting.

- The City Council considers all relevant factors, feasible and prudent alternatives, and planning to minimize harm to the historic property.
 - If the City Council approves the project, there is a 10-day waiting period following SHPO's receipt of written notice of the decision before the applicant can submit for a building permit. If the City Council denies the project a permit cannot be issued. The applicant may revise and resubmit.
- How soon will I hear about the outcome of my 11.1 application?
 - The historic review timeline depends on such factors as:
 - 1) the scope of the project
 - 2) the legibility and completeness of the supporting documentation by the applicant, and
 - 3) the project's conformance with the Standards.

Can I receive financial assistance for my project?

- There are grants, tax incentives, and other funding opportunities to assist you in completing your preservation project. They are outlined at [\(link here.\)](#)

Does the BHPC recognize property owners for preservation?

- Every year we celebrate the best of preservation by presenting Mayor's Awards to individuals, organizations or businesses whose work on Brookings' properties demonstrate achievements in historic preservation for restoration, stewardship, rehabilitation, preservation, and adaptive reuse. You can see the people and projects that we have recognized here ([link.](#)) We hope to recognize you for your work soon!

When does the BHPC meet?

Thank you for your interest in historic preservation. You are welcome to attend any of the BHPC'S meetings, which are held monthly, on the 2nd Thursday of the month at 6:00 pm in the 3rd Floor Community Room 300 of the Brookings City and County Government Center, 520 3rd Street, Brookings, SD 57006.