



BRING YOUR DREAMS.

BROOKINGS HISTORIC PRESERVATION COMMISSION

2019 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:

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Brookings Historic Preservation Commission

PURPOSE

The Brookings Historic Preservation Commission was created by resolution in August 1985 by the City of Brookings. In 1989, the City of Brookings adopted a historic preservation ordinance, Ordinance 5-89, which ratified 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. The Commission's current enabling Ordinance No. 09-03 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, request 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.

MEMBERS

All Certified Local Government (CLG) Commissions shall 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. At least three of the total membership must be nonprofessional members, who represent a demonstrated interest, experience, or knowledge in historic preservation. The Brookings Historic Preservation Commission may have up to 10 members and not less than 7. The 2019 membership is as follows:

1. Janet Merriman, Chair
 2. Jessica Garcia- Fritz, Vice Chair (Architectural Historian) **
 3. Angie Boersma (Architect)**
 4. Carrie Kuhl
 5. Tom Thaden
 6. Leah Brink – Left the BHPC in May as she was elected to the City Council
 7. Matthew Weiss (Architect)** (Appointed to fill remainder of Brink's term)
 8. Greg Heiberger
 9. Dr. Janet Gritzner (Urban Planning) **
 10. Dr. Dennis Willert
- Staci Bungard, City Planning and Staff Liaison

** "Professional Member" per National Park Service standards

PROGRAMS AND SERVICES

The National Historic Preservation Act of 1966 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 across the United States began certifying local governments in 1985. 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. 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.

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.

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.

ELIGIBLE PROJECTS / NATIONAL PARK SERVICE

Projects eligible for the NPS Historic Preservation Fund and the criteria used for selection are developed annually by each State Historic Preservation Office (SHPO). CLG project types that have been funded in Brookings 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 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.

BHPC FUNDING SOURCES, SCHEDULE, AND PROJECTS

The primary funding sources for the Brookings Historic Preservation Commission are from the CLG Program allocation and the City of Brookings. The CLG Program allocation is a pass-through grant of federal funds received by the State of South Dakota and then distributed to participating local government CLG's. Funding for the BHPC's programs operates on three fiscal calendar years: local (Jan-Dec), state (July-June), and Federal (Oct-Sept). City of Brookings provides at least a 50% match through dedication of staff/commissioner time and funding for contractual services, supplies, and training and travel for commissioners and staff. The city also provides office and storage space for the BHPC.

The Brookings Historic Preservation Commission received the following funds:

- ❑ City of Brookings: Funding Cycle: January 1, 2019 – December 31, 2019
Funding: \$27,722 of in-kind and supplies, storage, and postage. Status is Closed
- ❑ 2018/2019 NPS/SHPO: Funding Cycle: June 1, 2018 – May 31, 2019
Funding: \$25,035 of which \$4,350 was retained and remainder was reallocated. Status is Closed.
- ❑ 2019/2020 NPS/SHPO: Grant Funding Cycle: June 2019 – May 31, 2020
Funding: \$22,000 Status is Open.
- ❑ City of Brookings: Funding Cycle: January 1, 2020 – December 31, 2020
Funding: \$22,988 of in-kind/storage estimated and \$9,520 for Preservation Plan update and supplies. Status is Open.

2019 PROJECTS

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

1. The commission and staff work toward providing education activities to increase community awareness of historic resources in the community. The BHPC accomplishes this goal through a series of events including: numerous tours, a historic newspaper article and the Mayor's Awards Program.
 - The BHPC held three (3) public tours in which commission members served as docents and guides through at least one of the historic districts. The Commissioners served as docents for two (2) walking tours as part of the Brookings Bonanza event on August 24, 2019. One tour provided the opportunity for citizens to learn about the Central Residential Historic District and the other tour was of the Commercial Historic District. Each tour was scheduled at a separate time to allow for citizens to participate in both walking tours. The commission members also conducted multiple historic horse-drawn trolley tours through the Central Residential Historic District on November 30, 2019. During these tours, the commission members discussed the historical significance and architectural value of city structures and historic districts. These events help educate the public, provide awareness of historic resources, and serve as fun family-friendly community events.
 - The BHPC also raises awareness of community members' efforts towards preservation in Brookings by partnering with the Sustainability Council, Council for Human Rights, and Disability Awareness Council to host the Mayor's Awards ceremony. Awards are presented to organizations, families and individuals who have restored structures, contributed to the historical preservation of a district or have served as stewards in preservation. On September 26, 2019, three (3) distinct awards were given and the recipients were recognized.
 - The commission wrote a newspaper article and provided historic photos for publication in the Brookings Register as part of preservation month in May. The article and photos provided historic information to many in the community.
2. The Preservation Plan for the City of Brookings was written in 1999 and adopted in 2001. Due to the significant amount of time that has passed and changing conditions, the commission felt it necessary to update the Preservation Plan. The previous grant cycle ending on May 31, 2019 had a request for \$20,685 for Phase I of the Preservation Plan update; however, due to staff changes and the inability to retain a consultant within a short time-frame, the City asked SHPO to reallocate the funds. The commission applied for funds for the current grant cycle as the Preservation Plan update is very important to the future of historic preservation efforts. In the fall of 2020, Winter & Company was hired to begin the process of updating the historic preservation plan. The plan update will include an updated inventory of properties, provide opportunities for public comments, and include goals for future implementation. The first public sessions are scheduled for February 2020. The plan update will assist with historic preservation efforts in the future and offer a chance for residents to be heard.

2019 BHPC Highlights

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.

1. National Register of Historic Places:

The National Register of Historic Places was created by the United States government to recognize properties which contribute to the prehistoric and historic development of our localities, states and nation. Through the National Historic Preservation Act of 1966, each state participates in the identification and recognition of these important sites. In this way, we preserve the visible elements of our country's heritage for future generations.

A. New Listings:

- No new listing

2. SDCL 1-19A-11.1 Review documentation as required by the State Preservation Office on threatened properties: SDCL 1-19A-11.1 requires the State, or any political subdivision of the State (cities, counties, etc.), to take into account historic properties that may be damaged, destroyed, or encroached upon by projects undertaken by these government entities. 11.1 requires that the State or local government entity notify the Office of History of projects that have the potential to damage, destroy, or encroach upon properties listed on the State Register of Historic Places and allow the Office of History the opportunity to investigate and comment on such projects.

The BHPC and/or staff along with SHPO processed the following reviews in 2019:

Address: 408 4th Street
Status: Closed
Case Report: No
Historic District: Commercial District
Property Designation: Contributing
Project Description: Replace entryway and windows
Staff reviewed with SHPO

Address: 420/422 Main Avenue
Status: Closed
Case Report: Yes
Historic District: Commercial District
Property Designation: Non-contributing
Project Description: Construct two-story addition for residential units
BHPC Recommendation: Approved

Address: 725 4th Street
Status: Applicant Withdrew - Closed
Case Report: Yes – but withdrawn by applicant
Historic District: Central Residential
Property Designation: Contributing
Project Description: Extensive renovations and addition

Address: 625 6th Avenue
Status: Closed
Case Report: No
Historic District: University Residential
Property Designation: Non-contributing
Project Description: Replace a portion of roofing
Staff Reviewed with SHPO

Address: 409 - 413 Main Avenue
Status: Closed
Case Report: No
Historic District: Commercial District
Property Designation: Contributing
Project Description: Renovations including window and glass block replacement
Staff reviewed with SHPO

Address: 711 5th Avenue
Status: Closed
Case Report: No
Historic District: University Residential
Property Designation: Contributing
Project Description: Siding, automatic garage door, and new entry door on detached garage
Staff reviewed with SHPO

Address: 821 Harvey Dunn
Status: Closed
Case Report: No
Historic District: University Residential
Property Designation: Non-contributing
Project Description: Exterior renovations
Staff reviewed with SHPO

Address: 905 6th Avenue
Status: Closed
Case Report: No
Historic District: University Residential
Property Designation: Contributing
Project Description: Remove garage and patio overhang
Staff reviewed with SHPO

Address: 928 8th Avenue
Status: Closed
Case Report: Yes
Historic District: University Residential
Property Designation: Contributing
Project Description:
BHPC Recommendation: Approved

Address: 808 Harvey Dunn
Status: Open
Case Report: Required – awaiting from applicant
Historic District: University Residential
Property Designation: Contributing
Project Description: Relocate existing home and construct new Duplex
BHPC review required

Address: 726 6th Street
Status: Closed
Case Report: No
Historic District: Central Residential
Property Designation: Contributing
Project Description: Replace crank-out sash windows
Staff reviewed with SHPO

Address: 804 6th Avenue
Status: Closed
Case Report: No
Historic District: University Residential
Property Designation: Contributing
Project Description: Window Replacements
Staff reviewed with SHPO

Address: 911 7th Avenue
Status: Closed
Case Report: No
Historic District: University Residential
Property Designation: Contributing
Project Description: Replace basement egress windows
Staff reviewed with SHPO

Address: 605 9th Street
Status: Closed
Case Report: No
Historic District: University Residential
Property Designation: Contributing
Project Description: Construction addition to detached garage
Staff reviewed with SHPO

Address: 317 8th Avenue
Status: Closed
Case Report: No
Historic District: SHPO determined the property is not in the Central Residential District
Property Designation: outside of district (Conflicting records)
Project Description: Replace windows

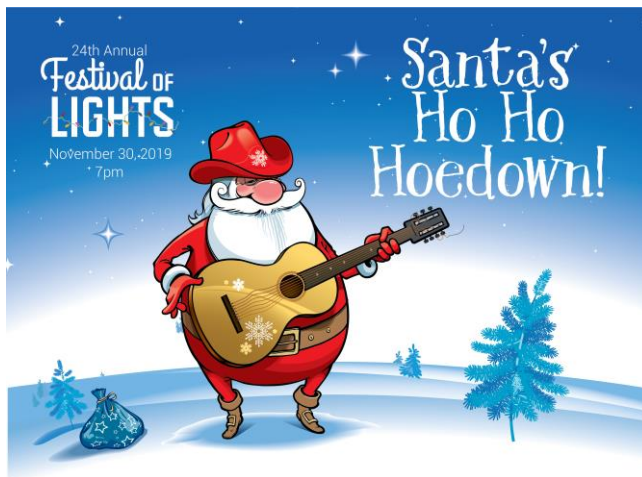
Address: 622 6th Avenue
Status: Open – Awaiting information from applicant on window specifications and photos
Case Report: No
Historic District: University Residential
Property Designation: Contributing
Project Description: Window replacements for egress

Address: 324 Main Avenue
Status: Open – Awaiting information from applicant on window specifications
Case Report: No
Historic District: Commercial District
Property Designation: Contributing
Project Description: Second story window replacements

PUBLIC EDUCATION ACTIVITIES & EVENTS

1. Historic Trolley in Central Residential Historic District.

The Historic Preservation Commission hosted the 5th annual Trolley Rides in Central Residential Historic District during the Downtown Festival of Lights Parade on Saturday, November 30, 2019 from 5 to 7 p.m. The trolley rides were held in conjunction with the Chamber of Commerce Festival of Lights event. The commissioner members served as tour guides to highlight properties within the Central Residential Historic District. Due to the inclement weather, the event turnout was somewhat lower than in past years; however, the event was still successful.



Parade of Lights
 DOWNTOWN BROOKINGS || 7PM
 Watch dazzling lights make their way down Main Avenue between 6th and 3rd Street.
(Sponsored by Papa John's, First Bank & Trust, and 3M)
Cookie Competition
 THE CARROT SEED KITCHEN CO. || 5-7PM
 Vote for your favorite cookie at the annual Cookie Competition hosted by The Brookings Register and The Carrotseed Kitchen Co.
Pre-Parade Play Party
 CHILDREN'S MUSEUM OF SD || 5-7PM
 Get your play in before the 2019 Brookings Festival of Lights Parade! The Museum will be open for free play with special holiday activities taking place in the Art Studio.
Guided Trolley Rides
 Children's Museum of SD
 5-7 PM (LAST RIDE LEAVES AT 6:30PM)
 Climb aboard a horse drawn trolley and experience the Central Residential Historic District.
(Sponsored by Brookings Historic Preservation Commission)

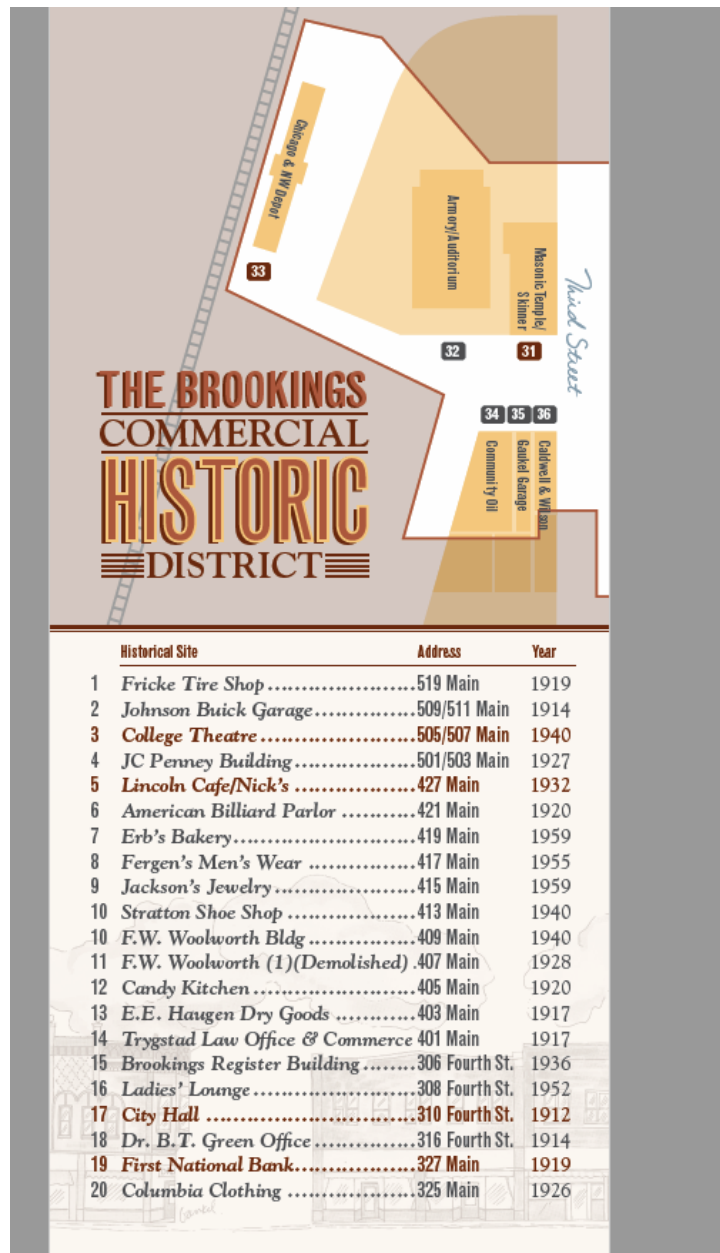
Letters to Santa
 HONEYCOMB GIFTS || 4-8PM
 Write and mail a letter straight to Santa in the North Pole!
Festival of Trees - Holiday Fun
 BROOKINGSARTSCOUNCIL.ORG
 Join the fun as members of the community, local business, groups and organizations decorate trees for the holiday season. The BAC will have a deluxe hot chocolate bar and live music every Friday, plus piano performances throughout the holidays. Their store, The Holly Leaf, will be featuring local and artisan goods!

THANK YOU TO OUR EVENT PARTNERS!



Brookings Bonanza Tours

The BHPC participated in the Brookings Bonanza on August 24, 2019 by providing walking tours of the Central Residential and Commercial Historic Districts. The Brookings Bonanza is a one-day festival celebrating what makes Brookings unique as a partnership between several City of Brookings committees and businesses including: Brookings Farmers Market, Brookings Police Foundation, Committee for People Who Have Disabilities, Historic Preservation Commission, Public Arts Commission, Sustainability Council, and Swiftel Directory.



Annual Mayor's Awards for Historic Preservation

The BHPC and Brookings Mayor annually award property owners who have done exceptional restoration or rehabilitation projects on historic homes and businesses. The 2019 Mayor's Awards for Historic Preservation presentations were held in on September 26, 2019 from 5:00 p.m. to 7:00 p.m., with the program beginning at 6:00 p.m. The event was very well attended and provided an opportunity to showcase several recent projects and long-term efforts within the community. The preservation awards are listed below:

- 505 Main Avenue, Gold Medal Gymnastics, Dave & Rebecca Peters – Excellence in Rehabilitation
- 929 4th Street, Thomas & Jeannie Manzer – Stewardship Award
- Shari Thornes – Mary McClure Bibby Lifetime Achievement Award

Mayor's Award for Excellence in Rehabilitation 505 Main Avenue – Gold Medal Gymnastics Dave & Rebecca Peters



When Dave Peters purchased Gold Medal Gymnastics at 505 Main Avenue in 1999, he did not know that the sign hanging over the marquee and bearing the "Gold Medal Gymnastics" name was hiding something. However, when Dave and Rebecca Peters decided that it was time to repair the front of the building, they wanted to do as much as possible to preserve the original look of the old College Theatre. Their architect, Les Rowland of designArc Inc., and his team performed the painstaking research and worked with South Dakota's State Historic Preservation Office to design a project that would bring back the memories of the Art Deco structure that was constructed in 1940 and designed by Perry E. Crosier, a well-known theatre architect. The work, performed by Robbins Construction, included exposing and refurbishing the original "COLLEGE" letters that were hidden behind the Gold Medal Gymnastics sign, and salvaging every one of the façade panels, which were removed, preserved, repainted as close as possible to the building's original colors, and carefully reinstalled back in their locations. The marquee had to be replaced, but Outlaw Graphics was able to install the original tracks on the marquee and use the original letters for the new "Gold Medal Gymnastics" sign. The work, which also included replacement of the upper windows and lower storefront and other repairs, was stressful for the Peters and their team because there were so

many unknowns that could be hiding behind the old walls and tiles. One of those discoveries that the Peters chose to keep were the interior entryway insets once used to display movie posters of long ago that now display the GMG logo. The Peters' and their team of designArc Inc., Robbins Construction, and Outlaw Graphics, commitment to preserving the architectural history of Brookings through their work to repair Gold Medal Gymnastics while restoring the remembrance of the old College Theatre is recognized through the award of the Mayor's Award for Excellence in Rehabilitation.

Mayor's Award for Historic Preservation Stewardship
929 4th Street
Thomas & Jeannie Manzer



(left) Roofing the turret- photo provided by Thomas Manzer, (top right) Before and after the restoration of the finial- photos provided by Thomas Manzer, (bottom right) A small pocket-door key.

A turret, a finial marked with bullet holes, and a pocket-door key define the stewardship of 929 4th street. Jeannie and Thomas Manzer, who purchased the Queen Anne style home in 1987 are the winners of the 2019 Mayor's Award for Stewardship. The Manzers, who are previous winners of a Mayor's Award for the historically appropriate addition made to the house, have received this award for care of the property over the course of several years.

For anyone who has passed by the house, the turret is one of the defining architectural features of the home. It represents the routine maintenance of the property in a historically accurate manner, which include painting, roofing, plumbing, electrical work, and landscaping. The turret, which was in need of new shingles, required a boom lift to complete the project due to the exaggerated angle of the roof pitch.

Thomas credits CWB Construction for their help in completing the project this past year. It is just one of the many routine maintenance projects the Manzers have completed throughout their ownership of the home.

The finial, which is an architectural object marking the apex of another object, sits upon the turret of the house. From the ground, the finial appears untouched, however, further inspection revealed bullet holes dotted the top spheres of the finial. Clearly, it had been used for target practice or it had become an unfortunate bystander to bird removal. The shot-up finial maintains the age and context of a home constructed in 1900 when the area had little to no structures. Yet, it is also a testament to the significant restoration projects completed by the Manzers over the years. The finial has been cleaned and the bullet holes filled as an act of restoration.

Finally, a pocket-door key defines the legacy of the home's stewardship. Both Jeannie and Thomas view the house as a Brookings community resource and care for it as an act of sustainability. Beyond their own attitudes towards the stewardship and preservation of the house, they credit the previous owners of the home for maintaining a similar philosophy. When George and Eliza built the original house, they installed sets of pocket-doors between the rooms on the first level. A key was provided to lock the doors. Over the course of one-hundred plus years, the key was never lost and was passed from owner to owner until it came into the possession of the Manzers. The care of preserving a small key as well as other architectural objects that define the house are testaments to the stewardship bestowed upon 929 4th street by the Manzers as well as philosophy of stewardship possessed by the home's previous owners and caretakers. Congratulations to Jeannie and Thomas Manzer.

**Mayor's Historic Preservation Award for Mary McClure Bibby Lifetime Achievement Award
Shari Thornes**



The Brookings Historic Preservation Commission is honored to present the Mary McClure Bibby Lifetime Achievement Award to Shari Thornes for 34 years of dedicated service to historic preservation in the City of Brookings. This award is named in honor of Mary McClure Bibby, a prominent political leader who served with President HW Bush as the first woman Speaker of the house in SD, and was an active historic preservationist at the community, state, and national levels. Mary was a transformative member of the Historic Preservation Commission from 2004 until her death in 2016. She was actively involved in historic preservation behind the scenes on a variety of fronts. Individuals receiving this award are recognized as champions of historic preservation, planning, or public policy in the City of Brookings.-

1985 was a pivotal year for historic preservation in the state of South Dakota, the City of Brookings, and for Shari Thornes. In that year, South Dakota created its historic preservation program, Certified Local Governments (CLG). This program, in partnership with the National Park Service under the National Historic Preservation Act, allowed the city of Brookings to create the Brookings Historic Preservation Commission--one of the first CLGs in SD. It was then that Shari Thornes, a newly hired City Engineer and Health Department staff member, became actively involved in Brookings' historic preservation initiative.

In 1986 Shari took over the Brookings historic preservation program as part of her role as the Research and Program Coordinator for the Mayor's Office. In that position, and future roles with the City, she worked tirelessly and passionately, supporting Brookings' historic preservation efforts through writing grants, hiring and managing consultants, conducting a citywide survey of historic resources, engaging volunteers, facilitating property visits between historic home and building owners and the State Historic Preservation Office, advocating for threatened historic properties, and supporting public education initiatives. During her 34 year career, she facilitated the acceptance of 23 individually listed properties onto the National Register of Historic Places and oversaw the establishment of four National Register Historic Districts, consisting of over 400 historic properties in the Central Residential, University Residential, Commercial, and Sexauer Seed districts. Additionally, she assisted the BHPC with the creation of the City's first Historic Preservation Plan including hosting town hall meetings to define crucial issues for Brookings residents, developing Local Historic District procedures, writing local and state historic preservation legislation, assisting local preservation partners, and providing input on city policies, issues, and activities affecting the protection and enhancement of Brookings' historic resources. Also amongst her many accomplishments is a 3+ year project she facilitated alongside BHPC members, SHPO staff, and Frank Gilbert, the senior attorney for the National Trust for Historic Preservation. This project developed and enacted a new historic preservation ordinance for the City of Brookings, which was subsequently adopted by the State Historic Preservation Office as the Model Ordinance for other CLGs.

Over the years, Shari has initiated and coordinated countless educational efforts to include house and street signage projects, over 50 public workshops, walking and bus tours, a school workbook, historic homeowner welcome packets, photo documentation, the *Brookings Register* "Picture This" series, the *Brookings Preservationist* newsletter, travelling educational and photo exhibits, scavenger hunts, and the creation of nine published educational brochures and maps. Most recently, Shari was responsible for the implementation of the "Historic Sites on Bikes" event, the Festival of Lights trolley tours, the Brookings Bonanza, a sustainability poster series, and presenting a lecture on community engagement at the National Alliance of Preservations Commissions Conference. Also at the forefront of her recent achievements is her role as the City's ADA Coordinator, during which she organized training workshops on how accessibility can be achieved in historic structures. She also guided the redesign of historic properties into spaces that were accessible to all--most recently, the Community Cultural Center.

With the support and leadership of former Mayor Gail Robertson, she organized the Mayors' Awards. The Mayor's Awards Program has recognized 119 property owners, individuals, and organizations for their contributions to historic preservation since its creation in 1986. Shari further developed the Awards

Program into the community event it is today by incorporating the sustainability, human rights, and disability awards programs.

On a statewide level, Shari worked closely with the State Historic Preservation Office leadership and staff and has served as a member on the South Dakota Historic Foundation Board since 1985, organized and hosted statewide preservation commission training, developed and hosted a statewide accredited realtor workshop, and hosted regional workshops featuring national preservation experts to include Donovan Rypkema, John Leeke, Bob Yapp, Pratt Cassidy, and others.

Shari also actively participated in regional and national preservation organizations, developing historic preservation contacts across the country. Her commitment to the cause is such that she has even been known to visit preservation officials while on vacation in other states for the sole purpose of making contacts that would further her efforts back in her hometown. This level of dedication and passion has resulted in Brookings receiving national recognition, starting in 2005 when Brookings was named a "Preserve America" community--one of only 28 in the nation to receive this coveted designation, which was established under President George W. Bush to support community efforts to preserve and honor our country's cultural and natural heritage. As part of this achievement, Shari and former Mayor Scott Munsterman traveled to Washington, D.C. to accept the national award from the Advisory Council on Historic Preservation. Additionally, just last year, the City of Brookings was presented with a Best Practices Award for Public Outreach and Advocacy by the National Alliance of Preservation Commissions in 2018. This award recognized the Brookings Historic Preservation Commission for partnering with the Sustainability Council, Public Arts Commission, and Bicycle Advisory Committee in order to highlight the city's history and historic buildings and demonstrate shared goals, all of which was organized under Shari's leadership.

Shari's lifelong passion has left a lasting impact on historic preservation in Brookings. There is absolutely no doubt that her exemplary and unwavering dedication to establishing ordinances, creating and implementing plans, protecting and preserving properties, and coordinating an army of volunteers will extend far beyond the already remarkable 30 years she spent in selfless service to the City of Brookings. To imagine where our city would be today without Shari Thornes is to imagine an entirely different place altogether. She is as much an integral part of the fabric of Brookings as any of its beloved historic buildings, and for that, we honor her with this award.

Contractor's Guide for 11.1 Review Process

The commission worked with staff and the State Historic Preservation Office (SHPO) to create a contractor's resource guide. The resource guide aims to provide information on when which types of projects will require an 11.1 review. This will be helpful for property owners and contractors as they will know which types of project trigger the 11.1 historic review.

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 and prepare and present briefings to the City Manager, elected officials, and other city officials.

The technical assistance services directly benefit local property owners by answering their preservation-related questions, providing alternative options if applicable, and affording them 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 2019, 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 (Staff)
- ☐ Facilitated securing preservation consultants for community projects (Commission/Staff)
- ☐ Facilitated national register listing requests in the Brookings County (Staff)
- ☐ Responded to realtor inquiries regarding tax benefits (Staff)
- ☐ Provided materials and informational briefings to City Manager and other city officials (Commission/Staff)

BHPC LIAISONS

In addition to serving on the City Comprehensive Master Plan Advisory Committee, BHPC member Kuhl served as the appointed liaison to Downtown Committee through Chamber of Commerce and the Brookings Public Arts Commission.

COMMISSION DEVELOPMENT / CONTINUING EDUCATION

A. Local, Regional, State & National Conferences

- 1) Michigan Statewide Preservation Conference, Holland, MI – May 16-18, 2019
 - ☐ Staci Bungard (staff)

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

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) Distribution of existing brochures 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, social media and government channel, and
 - 7) An annual public education strategy specifically on the Brookings Local Register program.

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.
- D. Provide information about 11.1 review process to contractors and homeowners through the use of the Contractor's Guide.

Foster Collaborative Governance

- ❑ 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.
- ❑ Implement procedures to comply with the amended Brookings historic preservation ordinance.
- ❑ 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 to promote the Brookings Local Register program.

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.

DRAFT 2020 Goals & Objectives

- **WORK ON THE CITY OF BROOKINGS PRESERVATION PLAN**
- **FINISH OUT OUR GRANT PROGRAM WITH THE INSTALLATION OF BRONZE PLAQUES IN THE UNIVERSITY DISTRICT**
- **PROVIDE THE 11.1 CONTRACTOR'S GUIDE AS A RESOURCE FOR CONTRACTOR'S & HOMEOWNERS**
- **PUBLIC EDUCATION ACTIVITIES INCLUDING WALKING TOURS, HISTORICAL TROLLEY TOUR AND OTHER EVENTS AS RESOURCES ALLOW**

SHPO Assistance

The Certified Local Government Annual Report Directives lists ways in which the SHPO can better assist CLG's. The BHPC would benefit greatly from continue support for:

- ❑ **Training**
- ❑ **Grant Funding**

Appendices

- ❑ **Brookings CLG Bylaws**
- ❑ **2019 BHPC Minutes**

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