



BRING YOUR DREAMS.

**BROOKINGS HISTORIC PRESERVATION COMMISSION**

# **2020 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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This activity has been financed in part with the Federal funds from the National Park Service, U.S. Department of the Interior.

This program receives Federal Financial assistance from the National Park Service. Under Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and South Dakota law SDCL 20-13, the State of South Dakota and U.S. Department of the Interior prohibit discrimination on the basis of race, color, creed, religion, sex, disability, ancestry or national origin. If you believe you have been discriminated against in any program, activity, or facility as described above, or if you desire further information, please write to: South Dakota Division of Human Rights, State Capital, Pierre, SD 57501, or the Office of Equal Opportunity, U.S. Department of the Interior, Washington, D.C. 20240

# **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. Matthew Weiss (Architect)\*\*
7. Greg Heiberger
8. Dr. Janet Gritzner (Urban Planning) \*\*
9. Andrew Royer
  - Staci Bungard, City Planner and Staff Liaison (Jan – July, 2020)
  - Ryan Miller, City Planner and Staff Liaison (Nov – Dec, 2020)
  - Mike Struck, Community Development Director

\*\* "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, 2020 – December 31, 2020  
Funding: \$21,000 of in-kind/storage and \$22,000 for Preservation Plan update. Status is Closed
- ❑ 2019/2020 NPS/SHPO: Funding Cycle: June 1, 2019 – May 31, 2020  
Funding: \$22,000 was retained for preservation plan update, memberships, training. Status is Closed.
- ❑ 2020/2021 NPS/SHPO: Grant Funding Cycle: June 2020 – May 31, 2021  
Funding: \$20,000 is retained for preservation plan update, memberships, training. Status is Open.
- ❑ City of Brookings: Funding Cycle: January 1, 2021 – December 31, 2021  
Funding: \$28,000 of in-kind/storage estimated and \$20,000 for Preservation Plan update and supplies is estimated. Status is Open.

## **2020 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 accomplished this goal through two public workshops as part of the Historic Preservation Plan update. Unfortunately, due to COVID-19, the normal educational activities were canceled due to limitations on public gatherings and to ensure the safety of the public.
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, 2020 had a request for \$22,000 for Phase I of the Preservation Plan update. In February 2020, Winter & Company along with the Brookings Historic Preservation Commission held a public workshop to obtain public input on the existing conditions of historic preservation in Brookings. The public workshop provided valuable information to Winter & Company to complete Phase I of the Preservation Plan update. Unfortunately, due to COVID-19, the second phase of the Preservation Plan update was put on hold until the Fall of 2020. Winter & Company worked with the Brookings Historic Preservation Commission on a virtual workshop and were successful in delivering workshop #2 virtually to the public and gathering more detailed information on the public's vision for historic preservation, identifying strategies, priorities, partnership opportunities, incentives, etc.

# 2020 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 2020:**

**Address: 311 8<sup>th</sup> Avenue  
Status: Closed  
Case Report: No  
Historic District: Central Residential District  
Property Designation: Adjacent to District  
Project Description: Build New Home  
Staff reviewed with SHPO**

**Address: 324 Main Avenue  
Status: Closed  
Case Report: No  
Historic District: Commercial District  
Property Designation: Contributing  
Project Description: Replace Storefront Windows  
Staff reviewed with SHPO**



**Address: 327 Main Avenue**  
**Status: Closed**  
**Case Report: Yes**  
**Historic District: Commercial District**  
**Property Designation: Contributing**  
**Project Description: Extensive renovations interior and exterior**  
**BHPC Recommendation: Approved**

**Address: 423 8<sup>th</sup> Street**  
**Status: Closed**  
**Case Report: No**  
**Historic District: Individually Listed**  
**Property Designation: Contributing**  
**Project Description: Back porch modifications**  
**Staff Reviewed with SHPO**

**Address: 616 3<sup>rd</sup> Street**  
**Status: Closed**  
**Case Report: No**  
**Historic District: Central Residential**  
**Property Designation: Contributing**  
**Project Description: Construction of rear yard deck**  
**Staff reviewed with SHPO**

**Address: 617 9<sup>th</sup> Street**  
**Status: Closed**  
**Case Report: No**  
**Historic District: University Residential**  
**Property Designation: Contributing**  
**Project Description: Window replacement**  
**Staff reviewed with SHPO**

**Address: 618 6<sup>th</sup> Avenue**  
**Status: Closed**  
**Case Report: No**  
**Historic District: University Residential**  
**Property Designation: Contributing**  
**Project Description: Demolition of house due to fire & explosion**  
**Staff reviewed with SHPO**

**Address: 708 8<sup>th</sup> Street**  
**Status: Closed**  
**Case Report: No**  
**Historic District: University Residential**  
**Property Designation: Contributing**  
**Project Description: Replace foundation**  
**Staff reviewed with SHPO**

**Address: 711 5<sup>th</sup> Avenue**  
**Status: Closed**  
**Case Report: No**  
**Historic District: University Residential**  
**Property Designation: Contributing**  
**Project Description: Modify roof on rear addition, add sliding door & deck**  
**Staff reviewed with SHPO**

**Address: 715 3<sup>rd</sup> Street**  
**Status: Closed**  
**Case Report: Required – No**  
**Historic District: Central Residential**  
**Property Designation: Contributing**  
**Project Description: New front door**  
**Staff reviewed with SHPO**

**Address: 721 Medary Avenue**  
**Status: Closed**  
**Case Report: No**  
**Historic District: University Residential**  
**Property Designation: Contributing**  
**Project Description: Rear window replacement**  
**Staff reviewed with SHPO**

**Address: 804 5<sup>th</sup> Street**  
**Status: Closed**  
**Case Report: Yes**  
**Historic District: Central Residential**  
**Property Designation: Contributing**  
**Project Description: Garage/Shed removal**  
**BHPC recommendation: Approved**

**Address: 804 6<sup>th</sup> Avenue**  
**Status: Closed**  
**Case Report: No**  
**Historic District: University Residential**  
**Property Designation: Contributing**  
**Project Description: Back entry modifications**  
**Staff reviewed with SHPO**

**Address: 821 9<sup>th</sup> Street**  
**Status: Closed**  
**Case Report: No**  
**Historic District: University Residential**  
**Property Designation: Contributing**  
**Project Description: Replace one window**  
**Staff reviewed with SHPO**

**Address: 825 6<sup>th</sup> Avenue**  
**Status: Closed**  
**Case Report: No**  
**Historic District: University Residential**  
**Property Designation: Contributing**  
**Project Description: Replace windows**  
**Staff reviewed with SHPO**

**Address: 828 6<sup>th</sup> Avenue**  
**Status: Open – Awaiting SHPO response**  
**Case Report: No**  
**Historic District: University Residential**  
**Property Designation: Contributing**  
**Project Description: Garage demolition**

**Address: 903 4<sup>th</sup> Street**  
**Status: Closed**  
**Case Report: No**  
**Historic District: Central Residential District**  
**Property Designation: Contributing**  
**Project Description: West porch roof alteration**  
**Staff reviewed with SHPO**

**Address: 905 6<sup>th</sup> Avenue**  
**Status: Closed**  
**Case Report: No**  
**Historic District: University Residential District**  
**Property Designation: Contributing**  
**Project Description: Construct front porch, detached garage**  
**Staff reviewed with SHPO**

**Address: 923 9<sup>th</sup> Avenue**  
**Status: Closed**  
**Case Report: No**  
**Historic District: University Residential District**  
**Property Designation: Contributing**  
**Project Description: Basement egress windows**  
**Staff reviewed with SHPO**

**Address: 1011 7<sup>th</sup> Avenue**  
**Status: Closed**  
**Case Report: No**  
**Historic District: University Residential District**  
**Property Designation: Non-Contributing**  
**Project Description: Rear addition**  
**Staff reviewed with SHPO**

## **PUBLIC EDUCATION ACTIVITIES & EVENTS**

### **1. Historic Preservation Plan.**

The BHPC in conjunction with the consulting team of Winter & Company, held two public workshops in 2020 to garner public participation and input in formulating the existing conditions of the current preservation efforts in Brookings as well as helping craft the vision for historic preservation and strategies to help achieve the vision. The first public workshop was held in person on February 10, 2020. Due to COVID-19, the second public workshop was delayed as the consultants and BHPC worked one virtual public workshop. The virtual public workshop was available from September 22 – October 7, 2020 and provided individuals to participate at their leisure with recorded videos and an online survey.

### **2. Historic Trolley in Central Residential Historic District.**

The Historic Preservation Commission was scheduled to host the 6th annual Trolley Rides in Central Residential Historic District during the Downtown Festival of Lights Parade on Friday, December 4, 2020 from 5 to 7 p.m. Due to COVID-19, the Trolley Rides were cancelled.

### **3. Brookings Bonanza Tours**

The 2020 Brookings Bonanza was cancelled due to COVID-19. 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.

### **4. 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 2020 Mayor's Awards for Historic Preservation were cancelled due to COVID-19. The BHPC discussed projects completed during 2020 and determined the projects would be eligible for consideration in 2021.

### **5. 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 2020, 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

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) March 25-27 2020: CLG Meeting, Rapid City, SD – Cancelled due to COVID-19
- 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 (Cancelled in 2020 due to COVID-19),
  - 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.

## 2020 Goals & Objectives

- COMPLETE PHASE 1 & 2 OF THE BROOKINGS HISTORIC PRESERVATION PLAN
  - COMMUNITY RESOURCE ASSESSMENT, IDENTIFY COMMUNITY GOALS & ISSUES AND ASSESSMENT OF CURRENT PROGRAM
- ENTER INTO CONTRACT FOR REMAINING PHASES OF PRESERVATION PLAN
- FINISH OUT GRANT PROGRAM WITH THE INSTALLATION OF PLAQUES IN THE UNIVERSITY DISTRICT
- PROVIDE AND IMPLEMENT USAGE OF THE 11.1 CONTRACTORS GUIDE AS A RESOURCE FOR CONTRACTORS & HOMEOWNERS
- CONDUCT PUBLIC EDUCATION ACTIVITIES AS REQUIRED BY THE CLG GRANT INCLUDING: BROOKINGS BONANZA WALKING TOURS, HISTORICAL TROLLEY TOURS, MAYOR'S AWARDS 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**
- ❑ **2020 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