

Overall

	Action	Year 1	Years 2-3	Years 4-5	Years 6-7	Years 8-9	Year 10+	Lead Player(s)	Supporting Partner(s)
Goal: A livable community with a strong sense of history.									
Policy 1: Integrate Brookings' historic resources into community planning efforts.	A. Encourage neighborhood-level preservation and conservation programs.			<div></div>	<div></div>	<div></div>	<div></div>	BHPC	HOA's
	B. Promote preservation of public and institutional facilities that have historic significance.				<div></div>	<div></div>	<div></div>	BHPC	SDSU, Chamber of Commerce
	C. Promote good stewardship principles among public and private property owners.	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	BHPC	Chamber of Commerce
	D. Promote Brookings' preservation successes, while learning from the shortfalls and documenting the losses.	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	BHPC	
	E. Promote all properties and buildings within the historic districts as providing and promoting the livability of the neighborhood.	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	BHPC	Realtors
Goal: A sustainable community supported by preservation efforts.									
Policy 2: Promote preservation's role in community sustainability efforts.	A. Provide tools to encourage cooperation between advocates for historic preservation and sustainability.			<div></div>	<div></div>	<div></div>	<div></div>	BHPC	Sustainability Council, Local Design Professionals
	B. Provide information about the environmental benefits of preservation of existing buildings.		<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	BHPC	Sustainability Council, Local Design Professionals
	C. Use historic structures to highlight green building practices.				<div></div>	<div></div>	<div></div>	Sustainability Council	BHPC
Policy 3: Include sustainability objectives in an update to the City's historic design guidelines.	A. Ensure preservation design guidelines include information about solutions for the compatible application of sustainable technologies (such as solar panels, wind turbines and other energy-generating tools) on historic properties.	<div></div>						BHPC	Sustainability Council
	B. Incorporate design guidelines regarding sustainable landscaping techniques.	<div></div>						BHPC	Sustainability Council; SDSU Extension, Local Landscapers
Goal: An economically vibrant community supported by preservation.									
Policy 4: Encourage active use of historic buildings.	A. Promote the adaptive reuse of historic properties.		<div></div>					BHPC	SDSU, SHPO, Chamber of Commerce
	B. Promote tax incentives, loans and grant programs to keep historic structures in use.		<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	BHPC	SHPO, DEDIF Committee
	C. Evaluate zoning regulations and the building code to determine changes that may assist in the reuse of historic structures.			<div></div>				City	BHPC, SHPO

Policy 5: Leverage the economic development opportunities provided by Brookings' historic resources.	A. Market Brookings for heritage tourism.								Visit Brookings	BHPC, SHPO
	B. Coordinate preservation efforts with support for local businesses.								Chamber of Commerce	BHPC
	C. Use historic districts, and conservation districts if adopted, as ways to enhance property values.								City	
Goal: Brookings' preservation program employs nationally recognized best practices.										
Policy 6: Incorporate new trends and issues in preservation and neighborhood conservation.	A. Explore alternative tools for historic preservation that maintain neighborhood character such as the use of conservation districts, design overlay districts and form based codes.								BHPC	City, SHPO
	B. Horizontally integrate historic preservation into other City planning efforts.								City	BHPC
Policy 7: Promote ease of use, transparency of administration and predictability in the preservation program.	A. Focus on employing solution-oriented preservation tools.								BHPC	SHPO
	B. Provide clear guidance for the treatment of designated historic resources.								BHPC	City
Goal: Preservation is integrated with community goals and policies.										
Policy 8: Integrate historic preservation policies into citywide planning efforts.	A. Coordinate short-range and long-range planning with preservation policies.								City	BHPC
	B. Coordinate capital facilities management with historic preservation policy.								City	BHPC
Goal: Historic resources are integral features of the public realm.										
Policy 9: Promote best practices in the City's stewardship of historic resources.	A. Implement a program for public action when a highly valued historic property is threatened.								BHPC	SHPO, HOAs
	B. Actively manage and rehabilitate City-owned historic properties according to best practices.								city	BHPC, SHPO
	C. Promote public access to significant historic resources.								BHPC	City, SHPO, Visit Brookings

Identification Component

Action		Ranking	Year 1	Years 2-3	Years 4-5	Years 6-7	Years 8-9	Year 10+	Lead Player(s)	Supporting Partner(s)
Goal: A detailed understanding of the history of Brookings provides a base for preservation efforts.										
Policy 1: Maintain a comprehensive survey of cultural and historic resources in Brookings.	A. Identify areas with potential resources for future surveys.		<div></div>				<div></div>		BHPC	SHPO, City
	B. Consider conducting a survey of potential residential historic resources to determine whether new districts are eligible or if changes to existing districts may be needed. Of particular interest are potential residential resources built in the “mid-century” time period and style. Survey work would help determine whether they are eligible for the Local, State, and/or National Register.	equal			<div></div>				BHPC	SHPO, City
	C. Prioritize survey implementation, especially for vulnerable areas, such as those targeted for redevelopment (student housing) and downtown.				<div></div>				BHPC	SHPO, City
	D. Enable qualified volunteers to assist in surveys.			<div></div>					City	BHPC, SHPO
	E. Develop an interactive map that identifies surveyed historic properties, designated historic districts and additional information about historic resources in Brookings.					<div></div>			City	BHPC, SHPO
Policy 2: Funding sources are readily available to complete historic surveys.	A. Consider establishing a fund to support survey work.			<div></div>					City	BHPC, SHPO
	B. Continue seeking grants (such as CLG funds) to support survey work.		<div></div>	<div></div>	<div></div>	<div></div>	<div></div>		BHPC	City, SHPO
Goal: Information regarding the history of Brookings and the potential of its historic resources is easily accessible.										
Policy 3: Enhance the level of publicly available digital survey information.	A. Create a historic inventory database that is integrated with the City's map portal and the Brookings County GIS database. This database should include all information related to an individual property and should be useful to city staff and the public.						<div></div>		City	BHPC, SHPO

Management Tools Component

Action	Ranking	Year 1	Years 2-3	Years 4-5	Years 6-7	Years 8-9	Year 10+	Lead Player(s)	Supporting Partner(s)
Goal: The City of Brookings promotes high quality design.									
Policy 1: Ensure property owners and residents in historic districts understand proper maintenance of historic and potentially historic structures, and of appropriate infill development in a historic district.	A. Expand the available design guidelines for residential and commercial properties to assist property owners in making appropriate changes to their historic structures. These guidelines should be illustrated to show appropriate examples. They will build upon the established Secretary of the Interior's Standards for the Treatment of Historic Properties.	1	<div></div>					BHPC	City
	B. Incorporate images of good examples of quality infill development in residential and commercial historic districts into the design guidelines document(s).		<div></div>					BHPC	City
Goal: Management tools promote historic preservation goals and support an overall preservation system.									
Policy 2: Ensure consistency between the City's Code of Ordinances and current preservation goals.	A. Complete a thorough review of the Code of Ordinances to identify opportunities and constraints regarding historic resources.			<div></div>				City	BHPC
	B. Identify zoning standards that conflict with preservation goals and policies, and determine strategies to mitigate them.			<div></div>				City	BHPC
	C. Ensure that the zoning of historic resources is complementary to the goals of historic preservation in Brookings.		<div></div>					City	BHPC
	D. Address code restrictions that exist when converting an existing detached structure into a secondary unit.	(new) low ranking				<div></div>		City	BHPC, SHPO
	E. Consider incorporationg flexibility to zoning regulations to promote historic resource preservation.				<div></div>			City	BHPC
	F. Consider ways to encourage non-retail businesses to occupy upper floors in downtown buildings in order to reserve retail and active use spaces to the ground floor with windows.	7				<div></div>		BHPC	City, Chamber of Commerce
Policy 3: Utilize the established Local Register in order to protect historic resources from demolition.	A. Talk with property owners in the National Register districts to determine potential interest in local district designation. If there is interest, the same district boundaries could be utilized, unless new survey data indicates otherwise.	high priority	<div></div>					BHPC	City, SHPO
Policy 4: Consider developing a conservation program for neighborhoods that may not be eligible for historic district designation.	A. Explore the use of Conservation Districts in the residential areas of Brookings. (Note that a Conservation District typically regulates the form of new construction and large additions, but does not regulate exterior alterations or the demolition of historic resources like a historic district does.)	6			<div></div>			BHPC	City
Policv 5: Consider	A. Consider creating an overlay district that addresses the public realm of the historic districts and distinguishes them from other neighborhoods. For instance, extend the use of the historic streetlamps throughout the	5			<div></div>			BHPC	City

developing tools to protect and highlight public realm components of historic districts.	residential historic districts. (Note that an overlay district identifies an area to apply additional standards with a particular focus, in this case the public realm features.) B. Consider creating a program to highlight and promote the downtown alleys as important connections to businesses, secondary paths through downtown, and opportunities for public art.	(new) low ranking	<div></div>	BHPC	Public Arts Commission
Policy 6: Work with the State Historic Preservation Office (SHPO) to ensure the 11.1 review process works for the Brookings community.	A. Schedule a reoccurring time for the South Dakota Historic Preservation Office (SHPO) staff to visit Brookings to meet with property owners considering submitting a permit application that will require the 11.1 Review process. This will provide early design feedback for property owners to ease the 11.1 process. This meeting could be held quarterly, if there are property owners that are planning to submit a permit application.	2	<div></div>	City	BHPC, SHPO
	B. Explore ways to address demolition by neglect, such as working with the State Historic Preservation Office (SHPO) to add to the 11.1 review process or to strengthen or act on Sec. 46-42 of the historic preservation ordinance (Prevention of deterioration by neglect).	3	<div></div>	City	BHPC, SHPO
	C. Explore solutions with the State Historic Preservation Office (SHPO) to provide emergency relief when a project is needed but requires 11.1 review. Emergency relief may be needed after a natural disaster damages a property and exterior maintenance is required to keep the historic property safe and functioning for the occupants.	4	<div></div>	City	BHPC, SHPO
Policy 7: Consider collaborating with South Dakota State University to ensure work on SDSU historic resources complements the City's preservation goals.	A. Develop a programmatic agreement with SDSU to ensure work on SDSU historic resources and historic resources throughout the City of Brookings abide by the same requirements and guidelines.		<div></div>	City	BHPC, SDSU
Policy 8: Ensure those working on historic properties are properly trained.	A. Develop a training program for designers, contractors and realtors to enhance their understanding of the city's preservation program before they work on or sell historic properties. Consider partnering with SDSU or Lake Area Technical College to establish this		<div></div>	BHPC	SDSU, LATI, Local Design Professionals

Education Component

Action	Ranking	Year 1	Years 2-3	Years 4-5	Years 6-7	Years 8-9	Year 10+	Lead Player(s)	Supporting Partner(s)
Goal: The public appreciates Brookings' diverse history and historic resources.									
Policy 1: Provide tools to educate the public regarding the history of and historic resources throughout Brookings.	A. Continue hosting educational events, and reviving the “Welcome to the Neighborhood” event, for SDSU students and resident neighbors in the University Residential Historic District to get to know one another.	3						BHPC	SDSU, HOAs
	B. Determine what organization is able to lead the "Welcome to the Neighborhood" event for SDSU students and resident neighbors.	(this was split out from the first action item, so it should also have a similar ranking)						BHPC	SDSU, HOAs
	C. Translate the walking brochures into a variety of languages so international students and other visitors can learn more about historic resources in Brookings.	4						BHPC	SDSU
	D. Replace missing, and refurbish existing, National Register plaques to serve as an educational tool for pedestrians in Brookings.	3						BHPC	City
	E. Consider offering a tour of Brookings, highlighting the historic districts and resources, for SDSU students.	6						SDSU	BHPC
	F. Create a welcome packet for new property owners in the historic districts that includes information about the 11.1 review process, resources, and who to contact with questions about their property. If possible, this welcome packet could be delivered by a Historic Preservation Commission (HPC) member, preferably one that lives in the district as well. Also, make this packet available at the Community Development office. This packet should also be delivered to existing property owners, residents and landlords in the districts so that everyone receives and can make use of the information.	1						BHPC	Realtors, Register of Deeds, City Community Development Office
	G. Publish a list of contractors and design professionals in the area that have completed work on a historic property that has been successfully reviewed and approved by the 11.1 review process. (Ensure that this is simply a listing and does not recommend contractors.) This list should be periodically updated.	3						City	BHPC, SHPO, Brookings Regional Builders Association
	H. Digitize tri-fold with information about each historic district and send to property owners. This should also include information about when and how to contact the Historic Preservation Commission (HPC) and the State Historic Preservation Office (SHPO) regarding a project.	4						City	BHPC

	I. Host an open house for property owners of historic structures to meet city staff and BHPC members they may need assistance from during a project.	(new) medium priority	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	BHPC	HOAs
	J. Provide information to property owners in historic districts about the benefits of secondary structures in order to promote their use. Also include information about the building code challenges that exist with converting existing detached accessory structures to secondary units.	new (low ranking)			<div></div>				BHPC	City
Policy 2: Provide educational tools for SDSU students to learn more about the community.	A. Consider a mailing or newsletter to SDSU students that live off-campus to provide information about the historic district within which they live, and to also serve as an informational tool regarding property maintenance, especially for heat and water during a long break.	5			<div></div>		<div></div>	<div></div>	BHPC	SDSU
Policy 3: Highlight preservation project successes.	A. Continue the Mayor's Awards to celebrate extraordinary preservation work completed by Brookings community members.		<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	City	BHPC
	B. Publish before and after photos of projects that have won the Mayor's Award to illustrate examples of successful projects. This publication should be added to with every award cycle and should be kept accessible to the community.	(new) high to go with the action item above	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	BHPC	City
	C. Recognize smaller preservation projects, that may not qualify for the Mayor's Awards, by sending a short, personal note to the owners of other successful projects to recognize their hard work and the importance of supporting preservation.	2	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	BHPC	City
Goal: Provide practical education programs and training support for historic preservation.										
Policy 4: Establish preservation training programs that focus on specific topics or provide information for specific groups of people.	A. Explore hosting a series of technical workshops, such as the historic window re-glazing workshop in 2014, to assist property owners with appropriate maintenance of their historic structures.	5			<div></div>			<div></div>	BHPC	Brookings Regional Builders Association
	B. Consider hosting realtor workshops, preferably in a historic property, to discuss how to advertise and sell a historic property.	5				<div></div>		<div></div>	BHPC	East Central Board of Realtors?
	C. Encourage landlords to keep their property maintained, painted, mowed and shoveled in order to help in the preservation of historic properties and historic districts.	(new) even though this action is new, it is something that was discussed in many of the initial meetings; should be high priority and ongoing	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	City	BHPC
	D. Conduct an informational training for community members that would like to assist in surveying historic resources.			<div></div>					BHPC	SHPO
	E. Establish a preservation planning and review training program for City staff and the Brookings Historic Preservation Commission. This training is especially important for new staff or BHP members.			<div></div>		<div></div>		<div></div>	BHPC	SHPO, City

Policy 5: Expand the use of web-based preservation tools.	A. Publish all preservation-related information on the City's webpage. This includes survey work, maps, design guidelines and other educational materials.
Policy 6: Incorporate preservation education into local schools.	A. Integrate cultural heritage and historic preservation in curriculum for local schools.



City

BHPC



Brookings School District

BHPC, Brookings School District

Advocacy & Partnerships Component

Action	Ranking	Year 1	Years 2-3	Years 4-5	Years 6-7	Years 8-9	Year 10+	Lead Player(s)	Supporting Partner(s)	
Goal: A robust network of preservation advocates support preservation goals and objectives.										
Policy 1: Strengthen partnerships for preservation.	A. Provide a forum to clarify the roles of groups and organizations that promote historic preservation.							BHPC		
	B. Establish a framework for collaboration among community organizations.									
	C. Improve coordination between the City and County preservation programs.									
Policy 2: Foster new partnerships in historic preservation.	A. Explore new partnerships with organizations and community members, and existing partnerships can be enhanced in order to distribute preservation tasks beyond Brookings staff and the BHPC. This will help create a sense of collective responsibility for the preservation program throughout the community.	3						BHPC	SDSU, Brookings School district, Visit Brookings, Chamber of Commerce, Sustainability Council, Public Arts Council	
	B. Partner with organizations throughout Brookings that are hosting events to which a preservation aspect can be added. This will help reach new audiences while being cognizant of the time and availability of Brookings Historic Preservation Commission (BHPC) members’ time.	2						BHPC	Sustainability Council, Public arts Commission, Brookins Arts Council	
	C. Partner with tradespeople that can work on historic buildings, such as tuckpointers and house painters, to schedule a week or two in Brookings to work on a number of buildings. Once determined, property owners could sign up for a time slot ahead of time so the tradesperson knows exactly how long he/she will be working in town. Consider surveying property owners to determine what types of tradespeople they would find to be of most value to determine what types of trades should be prioritized.	1						BHPC	Brookings Regional Builders Association	
	D. Determine whether there is interest in re-establishing the private, non-profit Preservation Brookings to assist with promoting preservation throughout the community and tackling other action items as determined appropriate.	(new) low priority (may not also be the interest/manpower to do this)							BHPC	SHPO
	E. Partner with neighborhood organizations such as Homeowners Associations or business organizations in the historic districts in order to assist property owners, residents and business owners access resources to maintain their historic resources.	fairly high ranking							BHPC	Chamber of Commerce

	F. Partner with the Children’s Museum to promote historic preservation through programming, and potentially through highlighting the preservation of the museum building which could be part of an outdoor exhibit.	(new) medium priority	<div></div>	BHPC	Children's museum
	G. Partner with local high school and community college trades programs to teach skills that would be useful for work on historic buildings. Consider utilizing historic structures to provide hands-on training.	(new) medium priority	<div></div>	BHPC	Brookings School District, LATI, Local Craftsman Contractors
Goal: Organize preservation efforts.					
Policy 3: Develop a comprehensive strategy that organizes the network of existing and new preservation partners.	A. Create a comprehensive preservation marketing strategy that unifies preservation partners, appeals to all ages and could be used in a variety of ways should be developed.		<div></div>	BHPC	
	B. Enlist other groups, such as neighborhood associations, to share administrative services and marketing as a way to reduce costs, cross-pollinate and improve overall programming.		<div></div>	BHPC	Chamber of Commerce

Administration Component

Action	Ranking	Year 1	Years 2-3	Years 4-5	Years 6-7	Years 8-9	Year 10+	Lead Player(s)	Supporting Partner(s)
Goal: The City of Brookings will maintain a functional, integrated preservation program.									
Policy 1: Monitor the performance of the preservation program on an on-going basis.	A. Document and highlight successes of the program for the general public, such as those that are noted in the annual Certified Local Government (CLG) report that is submitted to the state. Include this information on the City's website. 2							BHPC	City
Policy 2: Ensure that administrative resources are adequate for efficient operation of the program.	A. Assure sufficient staff time is assigned to the historic preservation program. 1							City	
	B. Develop a funding strategy that provides sufficient resources for implementation of the preservation program. (this was broken out from the action above, so has the same ranking)							City	
	C. Host an annual BHPC meeting that focuses on each designated historic district to provide an opportunity to focus on each individual district - identifying opportunities and addressing any issues.							BHPC	
Policy 3: Maintain the Certified Local Government (CLG) preservation program and maximize its benefits.	A. Maintain the annual review of the preservation program.							BHPC	City, SHPO
	B. Continue to seek assistance for program operations, including surveys and design guidelines.							BHPC	City, SHPO
Policy 4: Promote collaboration among City Departments to support preservation objectives.	A. Conduct an annual interdepartmental work session related to historic resources.							City	BHPC
	B. Include preservation objectives in capital improvement planning. For example, address mature trees, alleys and the preservation of city-owned historic resources.							City	BHPC
	C. Include preservation objectives in planning for city recreation facilities. For example, incorporate historic sites and structures with recreation sites.							City	BHPC, Bicycle Advisory Committee, Parks and Recreation Board
	D. Include preservation objectives for housing. For example, identify sites for new housing that can also preserve historic resources and conserve established neighborhoods.							City	BHPC
Policy 5: Promote historic preservation among city boards and commissions.	A. Facilitate engagement between the BHPC and other boards and committees, such as the Board of Adjustments and the Traffic Safety Committee, to ensure decisions of other groups weigh impacts on historic resources, where appropriate. (new) ongoing							City	BHPC, Disability Awareness Committee
	B. Support nomination of preservation advocates to boards and commissions citywide.							BHPC	
	C. Consider appointing a BHPC member to be a liaison to other city boards and commissions to ensure that a preservation voice is part of these groups.							BHPC	