

**CITY OF MITCHELL
HISTORIC PRESERVATION COMMISSION
CARNEGIE RESOURCE CENTER
119 W 3RD AVE
MITCHELL, SD
DATE: MAY 2, 2017, 5:15 PM
AGENDA**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. Approval Of Agenda**
- 4. Approval Of Minutes: 4/24/2017**

Documents:

[HPCMINUTES442017.PDF](#)

- 5. Review Of Historic Walking Tour Brochure**
- 6. Action And Discussion Of Possible Grant Extension**
- 7. DISCUSSION OF POSSIBLE DESIGN STANDARDS IN HISTORIC DISTRICTS**
- 8. Other Business**
- 9. ADJOURNMENT**

Individuals with disabilities who require special assistance to take part in this meeting may contact one of the following at City Hall (605) 995-8420 at least 24 prior to the meeting with requests for assistance: Human Resource Officer, Finance Officer, Public Works Director or City Administrator

**CITY OF MITCHELL
HISTORIC PRESERVATION COMMISSION
MINUTES, APRIL 4, 2017
NOT APPROVED**

Chairman Logan called the April 4, 2017 meeting of the Mitchell Historic Preservation Commission to order at 5:15 pm at the Carnegie Resource Center, 119 W 3rd Ave, Mitchell, SD

Members Present: Logan, Buechler, Clark, Collins, Metzger, Pooley, Swenson, and ex-officio Putnam
Members Absent: Hauser

Approval of Agenda: Motion by Swenson, seconded by Metzger to approve the agenda. All members present voting aye, motion carried.

Approval of Minutes: Motion by Clark, seconded by Pooley to approve the minutes of the 3-1-2017 meeting. All members present voting aye, motion carried.

Update on Walking Tour Brochure: Logan reminded the commission there is a May deadline for the \$1,500 grant. Metzger, Swenson and Logan gathered pictures, researched, gathered and wrote brief histories of various sites. Commissioners were asked to provide edits and comments to the draft brochure. The commission went thru the various pages. Metzger received quotes from 3 local printers (McLeods, S & M Printing, and UPS). S & M Printing appears to be the cheapest. He inquired about color vs. black and white. The commission is looking to have them displayed at Mitchell attractions, community sites and possibly rest areas close to Mitchell. The commission may ask others for financial contribution to the project. Putnam will contact SHPO about another grant and ask about sponsorship requirements. Metzger and Logan will make a presentation the council when the brochure is finalized. The brochure may also be available on various websites. The intention of the brochure is for individuals to have an opportunity to walk to historic buildings and perhaps patronize the commercial buildings. There are other historic areas identified in the brochure that are not within walking distance of downtown. Motion by Buechler, seconded by Pooley to authorize Metzger to secure a final written bid and place the order to the cheapest vendor. All members present voting aye.

Discussion of Possible Design Standards: Putnam provide commissioner links to sample design standards in historic districts. Guidelines may help provide assistance in addressing requests from property owners in regards to financial assistance from historic funding and programs. The commission will use the Brookings guidelines as a starting point. It was suggested to condense it and make chapters that specify various projects such as; windows, repair, façade, doors, signage etc. Putnam will contact Brookings about getting a working copy. No action taken by the commission.

Other Business: Logan will reach out a prospective HPC member and see if the Mayor would appoint this member. Putnam reminded the commission that state law permits 10 members.

Motion by Swenson, seconded by Collins to adjourn at 7:00 pm. All members present voting aye, motion carried.

Chairman

Date