

Historic Preservation Commission Agenda

9:00 a.m. Regular Meeting

Wednesday November 4, 2020

Virtual Only Meeting



1. **Roll Call**
2. **Adoption of the Agenda**
3. **Approval of the Minutes**
 - a. October 7, 2020
4. **Visitors to be Heard**
5. **Old Business**
 - a. Street Naming
 - b. Educational Information for Realtors/Property Managers
 - c. Preservation Awards
6. **New Business**
 - a. Review of Proposal from M.L. Dennis Consulting
7. **Adjourn**

Join Zoom Meeting

<https://us02web.zoom.us/j/88439376005?pwd=azM0TnAwbRnZLZHdzN0p6TXJrTlIMUT09>

Meeting ID: 884 3937 6005

Passcode: 943681

Access the Historic Preservation Commission Agenda on the web – www.vermillion.us

Addressing the Commission: Persons addressing the Commission shall be recognized. Please raise your hand to be recognized and state your name and address.

a. Items Not on the Agenda Members of the public may speak under Visitors to Be Heard on any topic NOT on the agenda. Remarks are limited to 5 minutes and no decision will be made at this time.

b. Agenda Items: Public testimony will be taken at the beginning of each agenda item, after the subject has been announced by the Mayor and explained by staff. Any citizen who wishes may speak one time for 5 minutes on each agenda item. Public testimony will then be closed and the topic will be given to the governing body for possible action. At this point, only commission members and staff may discuss the current agenda item unless a commission member moves to allow another person to speak and there is unanimous consent from the commission. Questions from commission members, however, may be directed to the public through the presiding officer at any time.

Meeting Assistance: The City of Vermillion fully subscribes to the provisions of the Americans with Disabilities Act of 1990. If you desire to attend this public meeting and are in need of special accommodations, please notify the City Manager's Office at 677-7050 at least 3 working days prior to the meeting so appropriate auxiliary aids and services can be made available.

As a courtesy to others, we ask that cellular phones and pagers be turned off during the meeting.



The City of Vermillion is a proud official partner of the 2020 Census

Unapproved Minutes
Historical Preservation Commission
Wednesday October 7, 2020 Regular Meeting

The regular meeting of the Vermillion Historical Preservation Commission was called to order via Zoom on October 7, 2020 at 9:00 a.m.

1. Roll Call

Present: Cyndy Chaney (left at 9:58), Susan Keith Gray, Dietrik Vanderhill (arrived at 9:05), Ed Gerrish, Jim Wilson, William Dendinger.

Absent: Jonny Beyers

Staff present: John Prescott, City Manager

James Purdy, Assistant City Manager

Jose Dominguez, City Engineer

2. Adoption of the Agenda

Dendinger moved that the commission adopt the agenda with the addition, seconded by Chaney. Roll call: Chaney-Y, Wilson-Y, Keith Gray-Y, Dendinger-Y, Gerrish-Y. The motion carried.

3. Approval of the Minutes

a. September 2, 2020

Dendinger moved that minutes be adopted as presented, seconded by Gerrish. Roll call: Chaney-Y, Wilson-Y, Keith Gray-Y, Dendinger-Y, Gerrish-Y. The motion carried.

4. Visitors to be Heard

5. Old Business

5a. Dominguez stated that he had received the documents needed for advertising the project from Wilson. Dominguez also stated that the project would be advertised on October 16th and on October 23rd, with proposals being received on October 28th. This would allow the Commission time to review the proposals and make a recommendation for the Council at the August 5th meeting. Discussion followed.

5b. Dominguez stated that the project on Prentis Park arches will be started, and completed, in 2021. This is due to the fact that the contractor will need close to one month to complete. If started now, the project would be finished sometime in the middle or late November. The Contractor was worried about the cold weather affecting his work. Discussion followed.

6. New Business

6a. Keith-Gray stated that the Commission will be putting together a list of projects and submit the list to the State. The list may include an update to the book discussing the Forest Street historic district, and a new book regarding fraternities/sororities in Vermillion. Discussion followed.

6b. Keith-Gray stated that she was unsure of what type of preservation plan should be developed. Discussion took place on whether the plan should be a formal document made by a consultant, or if it should be an informal list of projects to be completed developed by the Commission. Discussion followed. There was no decision made on this item. The Commission will continue the discussion at a later meeting.

6c. Dominguez stated that the City Council asked the Commission to come up with a list names that would be used to name streets. Particular concern of the Council was the inclusivity of minorities and women on the list. These names would also need to be vetted by the Commission. The list will be discussed at the November 4th meeting, and presented to the Council at their November 16th meeting. Discussion followed.

6d. Wilson stated that the County's Historic Preservation Commission holds an award ceremony where projects preserving the history of buildings, or people that promote preservation, are introduced to the community. The County's Commission is offering an opportunity for the City's Commission to make a few nominations for awards. Wilson asked for any nominations be emailed to him. Discussion followed.

7. Adjourn

Moved by Dendinger to adjourn, seconded by Gerrish. Wilson-Y, Vanderhill-Y, Dendinger-Y, Keith Gray-Y, Gerrish-Y. The motion carried. Meeting adjourned at 10:00.

Vermillion Historical Preservation Commission

Michelle L. Dennis
M.L. Dennis Consulting
513 Meade St.
Rapid City, SD 57701
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michdenn@msn.com

October 27, 2020

City of Vermillion
Attn: Jose Dominguez
VHPC Historic District Project
25 Center Street
Vermillion, SD 57069

Dear Mr. Dominquez,

Thank you for allowing me to submit this response to your recent Historic District Request for Qualifications via email. A hard copy will follow in the mail and you should receive it by the end of the week.

I am very interested in working with you and the Vermillion Historic Preservation Commission on the proposed South University Historic District project. I have extensive work with both historic surveys and the preparation of National Register nominations. Details pertaining to these qualifications are enclosed. I have also included a statement of my understanding of the project, a tentative timeline, cost proposals, and names of references.

Please feel free to contact me with any questions regarding this submission. I look forward to hearing from you soon.

Thank you.

Sincerely,



Michelle L. Dennis
Historic Preservation Consultant

Statement of Qualifications
for the

COMPLETION OF SURVEY

and

PREPARATION OF NATIONAL REGISTER NOMINATION(S)

for the

City of Vermillion
South Dakota

submitted by

MICHELLE L. DENNIS
M. L. DENNIS CONSULTING
513 Meade St., Rapid City, SD 57701
605.342.6825/541.517.3811

October 27, 2020

INTRODUCTION

This is a response to the Request for Qualifications (RFQ) recently issued by the City of Vermillion, South Dakota seeking a consultant to work with the Vermillion Historic Preservation Commission (VHPC) on the proposed South University Historic District.

Included in this submission is information about the consultant's understanding of the project, the consultant's qualifications, a tentative timeline for the proposed project, cost proposals for the work associated with the project, and names of references. A copy of the consultant's resume is also attached.

UNDERSTANDING OF THE PROJECT

It is the consultant's understanding that the work associated with the project is twofold: (1) the completion of survey work needed to prepare a National Register of Historic Places nomination and the recommendation of the composition of the district or districts, and (2) the preparation of the appropriation National Register nomination forms. The project area includes 147 residential buildings.

With regards to the survey portion of the project, it is the consultant's understanding (based on a response to a question submitted to the City and VHPC), that there is no intention of completing a full-on intensive level survey of each building prior to working on the nomination(s). The survey work will entail only that which is necessary for the completion of a National Register nomination.

It is the consultant's understanding that this project may actually include the preparation of nominations for two historic districts, if it is determined that the area designated on the RFQ map would be better suited to two districts as opposed to a single district. It is the VHPC's intent to nominate the district(s) under National Register criteria A and C.

Also in response to consultant questions, it is understood that photos have been taken of every property within the area outlined on the map, that the City will be able to generate maps needed for the project, that the consultant will need to attend at least one public meeting as part of the process, and that volunteer assistance from the VHPC will be available.

CONSULTANT PROFILE AND QUALIFICATIONS

All work associated with this project will be the sole responsibility of myself, Michelle L. Dennis. My company, M.L. Dennis Consulting, is a woman-owned, sole proprietor professional historic preservation consulting business headquartered in Rapid City, South Dakota. The firm has nearly 30 years of experience in historic preservation and cultural resource management, including the preparation of National Register nominations, historic resource surveys and inventories, preservation planning, historic context statements/resource studies projects, design guidelines development, and property rehabilitation and restoration.

As a professional consultant, I meet or exceed all qualification standards under 36CFR61, as required by Federal funding regulations (Secretary of the Interior's Guidelines for Historic Preservation Projects). My educational background is included on the attached resume.

My area of expertise is the preparation of nominations to the National Register of Historic Places. I have extensive experience in researching, writing and presenting nominations and have successfully prepared, and have listed, several individual, district, and Multiple Property nominations in the states of South Dakota, North Dakota, and Oregon. Most recently, I assisted Chris Nelson of the South Dakota SHPO office in the preparation of the Jackson Blvd. Historic District nomination for Spearfish (2018). Other district nominations I have prepared include the University of North Dakota Historic District, Grand Forks, ND; the Oregon State University Historic District, Corvallis, OR; the Clark Historic District, Forest Grove, OR; and the Avery-Helm Historic District, Corvallis, OR. In addition to these district nominations I have prepared more than three dozen individual and Multiple Property Submission nominations (a list of selected nominations is included in the attached resume).

Also as part of my private work with National Register projects, I have served as a consulting professional to property owners and other consultants preparing nominations. This consultation included assisting them in developing appropriate descriptions of resources, suggesting approaches to developing statements of significance, determining district boundaries and property eligibility classifications, reviewing and editing nomination forms, and assisting with the preparation of photographs, maps and drawings.

In addition to preparing National Register nominations, I served as the National Register specialist for the Oregon State Historic Preservation Office for ten years. My work in this capacity required preliminary reviews of potentially eligible properties, assisting property owners and consultants in preparing National Register nominations, ensuring the nominations were complete and correct, presenting the nominations to the State Advisory Committee on Historic Preservation, and providing follow-up for their submission to the National Park Service. During the course of my employment at the Oregon SHPO in this capacity, I reviewed and assisted with more than 300 nominations.

I also taught the National Register course at the University of Oregon's graduate program in Historic Preservation for a number of years (in addition to the Fundamentals of Preservation course, the Introduction to Historic Preservation course, the Survey and Inventory course, internship seminars, and special interest courses (such as Paint Analysis)). This course was designed to teach students about the National Register program and how to prepare a nomination for an individual resource.

Also in relation to your project, I have extensive experience in conducting surveys, from windshield surveys to reconnaissance surveys to intensive level surveys. I am familiar with the level of research and survey work needed to complete National Register nominations.

I have worked on many projects in South Dakota, including survey projects, National Register nomination projects, historic context studies, historic resource studies, and preservation planning. One of the interesting projects on which I recently worked was the survey and writing of the resource descriptions and histories for the Society of Architectural Historians SAH Archipedia project. I traveled throughout the state of South Dakota for nearly two years documenting, researching, writing and photographing architectural resources in the state.

I have extensive experience working with local historic preservation commissions, as well as a variety of property owners. I enjoy assisting communities in identifying, documenting, and protecting their historic resources.

PROJECT TIMELINE

The start and completion of this project is subject to a number of variables, including the issuance of a contract to begin work, the weather, the current Covid-19 pandemic, holidays and schedules. A definitive timeline is not possible and all work will need to proceed with flexibility regarding these variables.

That said, however, the following is a **tentative** timeline for your consideration:

- by January 1, 2021 - Contract to be issued, work to begin. If possible, the consultant would make a trip to Vermillion to meet with persons from VHPC and review the proposed project area. If circumstances don't allow for a site visit by the end of the year, one will be made as soon as feasible after the beginning of the year. In the event that a trip cannot be made to Vermillion before January, the consultant will work with appropriate staff and VHPC contacts to gather information needed for the project so work can begin remotely.
- by February 15, 2021 – Determinations of whether the project will include one or two districts will be made and appropriate boundaries decided upon.
- by March 31, 2021 - Preliminary draft of Section 7 of National Register nomination will be completed.
- by April 15, 2021 - Comments from the VHPC on the Section 7 draft are due to the consultant.
- by April 30, 2021 - Preliminary draft of Section 8 of the nomination will be completed.
- by May 15, 2021 - Comments from the VHPC on the Section 8 draft are due to the consultant.
- by June 1, 2021 - Final DRAFT of the nomination will be submitted to the City.

This proposed timeline is based on the preparation of ONE district nomination and that a final draft of the nomination be complete by the June 1 deadline as proposed by the City. It does not take into account the submission of a nomination to the SHPO for review nor for the scheduling of the nomination for review by the SDSHS Board of Trustees at one of their quarterly meetings.

If it is determined that two districts are warranted, a second nomination can be prepared, but the timeline will need to be adjusted accordingly. It is possible that the preparation of a second nomination would extend into the summer of 2021. The consultant recommends that the final draft of a second nomination be completed mid-September 2021 with the intent of submitting both nominations to the SHPO for review and scheduling at the winter meeting of the SDSHS Board of Trustees. This would allow for all revisions and processing for submission to NPS by early 2022 with a target date of listing one or two districts by spring of 2022.

PLEASE NOTE: Decisions to travel during winter weather and during the Covid pandemic are solely the responsibility of the consultant.

PROJECT BUDGET

In response to the RFQ request to provide a cost for Task 1, Task 2, and a combination of both, the following is provided. The cost estimates are based on a total of 147 residential properties and the use of both Criterion A and Criterion C for the nomination(s).

Please note that there are a number of variables that may affect the total cost. Therefore, I am providing a cost range for each task and an explanation of how the costs associated with that task might be affected. The range intends to convey the minimum and maximum costs to complete the work. The project costs will not exceed the upper end of the ranges provided unless the scope of the project changes, in which case the consultant will need to re-negotiate a new contract.

Task 1: Completion of Survey and Recommendation of District(s) Composition

Because it is not your intention to complete a full-on intensive level survey, only that work needed for completion of a National Register nomination will be done. One of the variables affecting the cost for this task, however, is which approach to preparing a nomination you choose to pursue. There are two basic approaches, which I refer to as Option A and Option B. Both are generally acceptable to SHPO offices and the National Park Service.

Option A includes ONLY a physical (architectural) description for each property within the district along with the address, legal description, owner information, date of construction, architect/builder (if known), and contributing/non-contributing classification. Option B includes all the information of Option A PLUS a brief summary of the property's history such as information regarding the original property owner/builder, subsequent ownership history, and other history about the property or its owners. The second approach requires considerably more research time and therefore results in a higher cost.

As examples of these two approaches, I call your attention to the differences of information provided in the Bluff Historic District nomination [2016], which includes only descriptive information for each property (Option A), and the Forest Avenue Historic District nomination [2011 revised], which includes a physical description in Section 7 of the nomination and historical information of each property in Section 8 of the nomination (Option B).

The costs associated with this task, should Option A be preferred, are estimated to be \$4,000. The costs for Option B are estimated to be \$10,000. The costs associated with this task can be partially defrayed if volunteers can assist with the additional research associated with Option B.

Therefore the minimum cost for Task 1 will be \$4,000 and the maximum cost will not exceed \$10,000.

Task 2: Preparation of National Register Nomination or Nominations.

The primary variable with this task is whether or not there will be ONE or TWO nominations prepared for the project. Although I have not seen the area of the project in person, it is my understanding that a deciding factor in determining whether only one nomination is required or if two nominations are warranted has in large part to do with a number of non-contributing properties located within the project area (as determined by preliminary work already completed). A secondary factor that should be considered is whether or not there are two separate, distinct significant histories within the area that would support doing two districts as opposed to one. If the area's historic significance is singular, then I would recommend preparing only one nomination. It is quite possible to have a district with a substantial number of non-contributing resources and that alone should not necessarily determine the division of an otherwise cohesive neighborhood into two separate nominations.

A second variable in the cost of preparing a nomination or nominations is whether you choose to use Option A or Option B (as described in the survey section above). Preparing a nomination with the information gathered under Option A requires less time than preparing a nomination with the information gathered under Option B.

The costs associated with this task, if only ONE nomination is prepared, is estimated to be \$10,000. If TWO nominations are prepared the cost would be \$16,000.

Combined Costs of Tasks

Because I have presented four different scenarios, I am presenting four possible costs totals for the combination of completing the survey work and preparing the nomination(s). They are as follows:

| | |
|--|---|
| One nomination using Option A = \$14,000 | Two nominations using Option A = \$20,000 |
| One nomination using Option B = \$20,000 | Two nominations using Option B = \$26,000 |

REFERENCES

The following persons can serve as references:

Liz Carter, Historic Preservation Consultant, Eugene, OR (worked together on several projects); 541-521-8090; lizcarterhp@gmail.com

George Bauder, Masonic Lodge #25, Rapid City, SD (worked with him on the preparation of the nomination for the Masonic Temple and the subsequent historic rehabilitation plan for the building); 605-430-2725; trainmangeb@gmail.com

Additional references available upon request.

MICHELLE L. DENNIS

M. L. DENNIS CONSULTING

513 Meade Street, Rapid City, SD 57701
605.342.6825 (home) 541.517.3811 (cell)
michdenn@msn.com

Michelle L. Dennis is an Architectural Historian currently living in Rapid City, South Dakota. She has been involved in cultural resource management and historic preservation consulting for nearly 30 years and she meets or exceeds the Secretary of the Interior qualification standards (36 CFR 61) in the areas of History and Architectural History. She has experience and expertise in project management, research and writing, and resource identification and evaluation, and has excellent organizational, communication and public relation skills.

EDUCATION

- M.S. Interdisciplinary Program in Historic Preservation. University of Oregon, Eugene, Oregon (1995).
Thesis: *Gambling as a Tool for Funding Small Town Preservation: A Case Study of Deadwood, South Dakota.*
- M.S.S. Interdisciplinary Program in Administration. Utah State University, Logan, Utah (1981).
- B.S. Double major – Social Work/Family & Human Development. Utah State University, Logan, Utah (1979).
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AREAS OF EXPERIENCE AND EXPERTISE

National Register Nominations
Historical Research
Design Guidelines & Review
Historic Resource Evaluation
Grant Writing/Fundraising

Survey and Inventory
Historic Contexts Statements
Historic Resource Studies
Public Relations & Education
Indexing/Editing

Architectural History
Preservation Planning
Project Management
Heritage Tourism

PROFESSIONAL EXPERIENCE

- 1992-present President and Principal Investigator, M. L. Dennis Consulting.
- 1995-2005 National Register Specialist. Oregon State Historic Preservation Office, Salem, Oregon.
- 1993, 1998, 2001-2006 Adjunct Assistant Professor, Historic Preservation Masters Program. University of Oregon, Eugene, Oregon.
- 1998-2002 Historic Resources Specialist. Linn County Planning and Building Department, Albany, Oregon.
- 1993-1996 Historic Resources Specialist. Benton County Development Department, Corvallis, Oregon.
- 1993 Program Assistant. Historic Preservation Commission, City Planning Department, Rapid City, South Dakota.
- 1992 Administrative Assistant. Historic South Dakota, Rapid City, South Dakota.
- 1992 Internships. City Planning Department, Eugene, Oregon. City Planning Department, Rapid City, South Dakota.

PROJECT EXPERIENCE

The following is a selected list of projects completed by M.L. Dennis Consulting since 1992.

Historical Resource Studies/Historic Contexts Statements

- Joseph Bell DeRemer and Samuel Teel DeRemer, Architects in North Dakota (2012)
- The Weismantel Elevator, Sand Lake NWR, SD (2011)
- The Auer (Sinclair) Service Station, Deadwood, SD (2011)
- Meeker Ranch Historic Contexts and History, USFS, Custer, SD (2010)
- Fort Mackenzie Veterans Affairs Medical Center, Sheridan, WY (2009-2010; in conjunction with a resource survey)
- Post-World War II Architecture in South Dakota (2006-07; in conjunction with a survey of related resources)
- Nonpartisan League's Home Building Association in North Dakota (2006)
- City of Albany, Oregon Historic Contexts Statement (2004)
- Linn County, Oregon Pioneer Cemeteries (1999)
- Springfield, Oregon 1848-1955: A Historic Contexts Statement (1999)
- Federal Relief Construction in South Dakota, 1929-1941 (1997-1998)
- City of Falls City, Oregon Historic Contexts Statement (1997)
- Eugene [Oregon] Area Historic Context Statement (1993-1995)

National Register Nominations

- Jackson Blvd. Historic District, Spearfish, SD (2018)
- Farm & Ranch Barns in North Dakota (MPS Nomination)(2016)
- C. Hunt Lewis House, Portland, OR (2014)
- Hariman Sanatorium, Grand Forks, ND (2012)
- Skarsbo Apartments, Grand Forks, ND (2012)
- Airplane Hangar, J. Clark Salyer NWR, ND (2010)
- Rapid City High School, Rapid City, SD (with J. Kessloff, 2010)
- University of North Dakota Historic District, Grand Forks, ND (2008)
- Oscar-Zero Missile Alert Facility, Cooperstown, ND (2008)
- Fort Abercrombie, Abercrombie, ND (2008)
- Willamette Grange, Corvallis, OR (with L. Carter, 2008)
- Children's Farm Home School Building, Corvallis, OR (2007)
- Oregon State University Historic District, Corvallis, OR (2006)
- Nonpartisan League Home Building Association (MPS Nomination) (2006)
- Grady House and Lundquist House, both in Bismarck, ND (in association with the Nonpartisan League Home Building Association MPS, 2006)
- Wilder Apartments, Eugene, OR (2006)
- Rice Apartments, Eugene, OR (2005)
- Petersen Apartments, Eugene, OR (2005)
- Taylor Hollow Concrete Wall Construction (MPS Nomination) (2004)
- Dr. W.R. Taylor House, Parsons House, and Mertz House, all in Forest Grove, OR (in association with the Taylor MPS, 2004)
- Abraham & Mary Wigle House, Linn County, OR (2002)
- Clark Historic District, Forest Grove, OR (2001)
- Linn County, OR Pioneer Cemeteries (MPS Nomination) (2000-2001)
- Residential Architecture in Eugene, OR (MPS Nomination) (1999)
- Avery-Helm Historic District, Corvallis, OR (1999)
- Federal Relief Construction in South Dakota, 1929-1941 (MPS Nomination) (1998)
- Post Office, Spearfish, SD (1998)
- Kohlhagen Building, Roseburg, OR (1996)
- Feigel House, Rapid City, SD (1993)

Historic Resources Surveys and Inventories

- Architectural Survey of Mid-Century Schools of Grand Forks, ND (2014)
- Architectural Survey of the University Place Addition of Grand Forks, ND (2014)
- Fort Mackenzie Veterans Affairs Medical Center, Sheridan, WY (2009-2010; included historic context statement)
- Hillcrest Addition Survey, Rapid City, SD (2009)
- 4th Street Survey, Bismarck, ND (2007)
- Post-World War II resources in South Dakota (in conjunction with statewide historic context statement, 2006-07)
- University of Oregon (campus survey), Eugene, OR (2006)
- Washburne Historic District, Springfield, OR (2003)
- Historic Downtown Oregon City, OR (2000)
- Linn County, OR Pioneer Cemeteries (2000)
- The City of Turner, OR (1998)
- Historical Resources and Century Farms in Minnehaha County, SD (1995-1997)
- City of Sisseton, SD (1996-1998)
- Historical Resources of Benton County, OR (1993-1996)
- Historical Residential Resources in Eugene, OR (1992-1993)

Preservation Planning

- Preservation and Rehabilitation Plan for the Masonic Temple in Rapid City, SD (in progress)
- Comprehensive Preservation Plan for the City of Rapid City, SD (1993, revised 2009)
- Pennington County Courthouse, Rapid City, SD (2008)
- Drain House, Drain, OR (1996-2000)[included extensive grant writing and fundraising]

Design Guidelines

- Fort Mackenzie/Sheridan VAMC Historic District Design Guidelines, Sheridan, WY (2010)
- Historic Design Guidelines, Springfield, Oregon (2003)
- Clark Historic District Design Guidelines, Forest Grove, Oregon (2001)
- Historic Downtown Roseburg, Oregon Design Guidelines (1994)

Miscellaneous

- South Dakota Coordinator/Principal Investigator, *SAH Archipedia* (2016-2017)
- Preservation consultant for downtown rehabilitation projects in Rapid City, SD (2010-2014)
- Preservation consultant for survey and National Register projects in Forest Grove, OR (2009)
- Architectural history consultant for Recreation Center Addition, Deadwood, SD (2009)
- Interpretive displays for the Oscar-Zero Missile Alert Facility, Cooperstown, ND (2009)

VOLUNTEER EXPERIENCE

2012-2013 Member, Historic Preservation Commission, Rapid City, SD
2011 Acting President, Historic Rapid City, Rapid City, SD
2000-2004 Member (2000-2002), Chair (2002-2004), Historic Commission, Springfield, OR

REFERENCES References available upon request.