

**Brookings Historic Preservation Commission
July 9, 2020 Minutes**

A meeting of the Brookings Historic Preservation Commission was held on Thursday, July 9, 2020 in City Hall. Members present: Janet Merriman, Angie Boersma, Matthew Weiss, Tom Thaden, and Janet Gritzner. Present via phone was Carrie Kuhl. Greg Heiberger, Andrew Royer, and Jessica Garcia-Fritz were absent. Also present was Staci Bungard, City Planner and Cody Butler.

Chairperson Merriman called the meeting to order at 6:03 p.m. A motion was made by Boersma and seconded by Gritzner to approve the agenda. All present voted yes, motion carried.

Motion by Weiss, seconded by Boersma to approve the minutes from May 14, 2020. All present voted yes, motion carried.

Discussion and Official Comment on an 11.1 Review for a Garage removal at 804 5th Street

Cody Butler, rental agent for the owners of 804 5th Street, explained the garage was constructed after the house and it is in poor condition. There is a lot of water damage to the structure. Butler provided a cost estimate showing it would cost in excess of \$9,500 to repair the structure and \$1,500 to demolish it. The home also needs repairs.

Gritzner asked if the property was useable as a garage? Butler responded yes. The front steps of the home also need repaired and the money saved on the garage could be used towards improving the home. Merriman stated that the State Historic Preservation Office (SHPO) would need to be notified of the Commission's decision.

Boersma stated the stucco pattern on the garage is different from the stucco on the home and the architectural significance is minimal.

Boersma made a motion to accept the finding of the case report and allow removal on the basis that the garage was constructed as a secondary structure after the primary structure; the character defining finish of the house is not emulated on the garage structure; and the garage is not significant in its own right. Weiss seconded the motion and all voted aye, motion carried.

Updates on 11.1 Reviews

Bungard provided an overview of projects that were recently approved by the State Historic Preservation Office (SHPO) including:

821 9th Street – window replacement
905 6th Avenue – construct garage
324 Main Avenue – new storefront

Discussion on Historic Preservation Plan Update

Bungard stated the City is ready to start the next phases of the Preservation Plan update. Grant funding and city funding are available to complete the plan. Winter & Company is working on a contract for Phases 2 & 3 and will be available to discuss the project via conference call at the next meeting. Public participation will be digital and online in nature.

BHPC Events

Merriman stated the CLG requires the BHPC to hold one (1) workshop; conduct one (1) public education program; and for a member to attend one (1) informational conference. The Commission discussed the walking tour event that is typically held in August and decided not to offer the tours this year due to the COVID-19. A decision will be made about the historic trolley tours closer to the event date in November/December. The Preservation Plan could count toward the workshop requirement and the commission will look at other options for the education program. The Commission discussed doing a prerecorded video on the 11.1 review process/case studies that could be posted on the website if normal education events cannot be held.

Subcommittee Discussion/Project Updates

The Public Education subcommittee will look into potential content for an education video.

Executive Committee/Staff Updates

The Commission discussed moving forward with the historic awards nomination process and would like to look at a list of projects for the next meeting. Bungard provided an update on the staff report and stated there is an online training opportunity available with the NAPC Forum August 3-9, 2020.

Calendar

NAPC Online Forum – August 3-9, 2020

Future Meeting Schedule & Time

- Next meeting is tentatively scheduled for August 13, 2020 at 6:00 p.m.

Motion by Boersma, seconded by Weiss to adjourn the meeting at 6:45 p.m.


Janet Merriman, Chairperson


Staci Bungard, City Planner