

**Brookings Historic Preservation Commission**  
**June 11, 2026 Minutes**

A meeting of the Brookings Historic Preservation Commission was held on Thursday, June 11, 2026 in the Brookings City & County Government Center. Members present: Tom Thaden, Janet Merriman, Diane Kosbau, Paula Carson, Walker Kropuenske, Janet Gritzner, Sandra Callies, Audra Fullerton, and Matthew Weiss. Also present were, Bailey Maca – Associate Planner, Ryan Miller – City Planner

**Call to Order**

Weiss called the meeting to order at 6:03 p.m.

**Approval of Agenda**

An amendment was proposed to add an Open House follow up as item g. A motion was made by Merriman and seconded by Gritzner as amended. All present voted aye.

**Approval of Minutes**

Fullerton noted that Miller was not present at last meeting and should be removed from list of attendees. Fullerton made a motion to approve as amended. Merriman seconded the motion. All members present voted aye.

**Open Forum**

No comments.

**State Case Report- 616 8<sup>th</sup> Ave:**

The applicant presented a request to demolish a structure located at 616 8th Avenue, described as a former barn with a lean-to addition. The applicant indicated that the lean-to is likely not original. The property has been owned by the applicant for approximately eight years, and the structure was already in poor condition at the time of purchase. The applicant stated that the building is now in significant disrepair and is beyond saving.

Commission members asked about future plans for the site. The applicant stated that no new structures are proposed. Callies noted that imagery suggests the area is currently used for parking and expressed concern that demolition could result in expanded parking. The applicant responded that they are open to maintaining the current parking and establishing a lawn, noting the property is a six-bedroom duplex requiring six parking spaces. The applicant also expressed openness to installing a fence to prevent parking on lawn areas.

Wiess asked whether any materials could be salvaged. The applicant noted a beam and some tongue-and-groove flooring as potential salvage items. Gritzner commented that the structure has been heavily altered over time and is in such poor condition that removal could be supported.

Merriman emphasized the importance of documenting the existing structure so that, if rebuilt, it could reflect the historic character. Carson noted the presence of windows on one side; the applicant clarified these are not original, though the hay hatch on the opposite side is original.

Callies asked whether nearby construction activity influenced the request. The applicant responded that the intent is simply to remove an eyesore. Questions were also raised about tree preservation; the applicant indicated uncertainty but acknowledged possible removal.

Discussion addressed the structural condition of the building. The applicant stated that interior supports are beginning to failing, and that the structure appears to sit on a dirt foundation.

Merriman acknowledged that although the structure is listed as contributing, its condition may no longer support that designation. The applicant reiterated no intent to expand parking and expressed willingness to add grass or trees. Staff noted that any reconstruction would need to meet current setback requirements or require a variance.

Commissioners expressed broader concerns about the loss of historic structures, increasing use of gravel and concrete, and impacts on neighborhood character, affordability, walkability, and tree canopy. Alternative options, including relocation or adaptive reuse (e.g., conversion to an accessory dwelling unit), were discussed, though feasibility was questioned due to cost.

A motion was made by Merriman to approve in accordance with the staff report, noting the structure is in disrepair. The motion was seconded by Carson.

Following further discussion, concerns remained regarding loss of historic fabric and lack of a clear site plan. Fullerton made a motion to table the application to allow the applicant to provide a site plan and explore alternatives. Carson seconded the motion. All present voted aye.

The applicant has up to 180 days to respond to SHPO.

### **Other Items & Reports**

#### a. Subcommittee Updates:

##### i. Survey

Maddie sent an email proposing times to hold a workshop on Wednesday, September 2. The group will need to reply to confirm the date and time before moving forward with public notice and advertising. There is also a need to confirm whether students will participate. Callies will follow up at the next meeting to determine if the workshop will include students. At this time, approximately one to three students have expressed interest in attending. Gritzner noted that SHPO has discussed the possibility of establishing a reserve of funding, with survey work identified as a high priority.

##### ii. Public Education

A meeting with local realtors was held on May 21. Thank-you postcards have been printed and will be distributed to individuals considered for the Mayor's Awards. Brookings Bonanza participation has been confirmed. Two walking tours are planned for 9:30 AM and 1:30 PM. The route will begin at 3rd and Main, proceed toward the depot, and return to the post office. Merriman is preparing a script for the tours, and a press release and promotional materials will be developed. The script will be finalized prior to the event. Each tour will last approximately 45 minutes and follow the same route but accommodate different groups. A minimum of two committee members will be present for each tour. Sandwich boards will be placed at the start and end points of the route.

Volunteer availability as follows:

Carson: morning session

Callies: morning session

Merriman and Wiess: both sessions

Gritzner: morning session  
Thaden: available for either session as needed

iii. Codes & Design  
No updates

iv. Incentives & Partnerships

Fullerton noted that the Neighborhood Association has expressed interest in installing banners or flags on light poles along 6th Street. However, historic funding cannot be used for this purpose, and the association indicated that they are unable to proceed due to cost constraints. Fullerton reported a discussion with Sam Beckman regarding alternative options, including the use of utility boxes for public art. Efforts are underway to obtain a map of potential locations for this initiative. The association is also interested in organizing a walking tour with City staff to discuss neighborhood strengths and ongoing challenges. Carson noted that any proposed artwork would require approval from the Brookings Arts Council.

Merriman asked whether banners could be considered artwork and therefore potentially eligible for Arts Council support or funding. Fullerton will follow up to clarify this question.

b. Brochure Distribution Updates:

The new SDSU brochure will be ready next week and will feature updated color photographs.

Carson noted that she recently observed the brochures available at the Dignity Statue site.

c. Basement Storage Taskforce Updates:

Scanning is ongoing. Priority items such as grants and budgets are being included; bills and receipts are not being scanned. Some meeting minutes are stored on discs that are no longer readable; efforts will be made to locate any available paper copies. Work will also continue on organizing stored materials.

d. CLG Meet-Up Recap

Wiess provided a recap of a recent meeting attended by Miller, Maca, Gritzner, and Wiess. Key topics included design standards and survey practices. Representatives from Rapid City participated and shared examples of their design standards. Wiess indicated that notes from the meeting will be distributed. Rapid City's residential design standards, while not yet adopted, were highlighted as particularly insightful. Survey work was also discussed, including the ability to update or expand the period of significance, including post-World War II homes from roughly 1950–1975. SHPO has existing guidelines to support this type of resurvey effort. Rapid City also described its process for monitoring historic districts, noting that it has an established system in place. Gritzner noted that incentive programs were discussed, including tools such as tax moratoriums. It was also mentioned that the Commission can provide letters of support for Deadwood grant applicants. A new requirement, effective July 1, will require realtors to disclose the historic status of properties. Commissioners discussed the possibility of holding a workshop to help educate realtors on these requirements. Merriman will follow up with relevant contacts and offer assistance. SHPO will also initiate an email chain to support ongoing communication. Additional discussion touched on vacant property ordinances. Examples from Hot Springs and Deadwood were referenced, including the use of vacancy fees. Miller noted that the City utilizes SeeClickFix, an online portal for reporting issues.

e. Mayors Awards:

- i. Possible Landscaping Award Addition for 2027  
Postpone to later date

- ii. Assign Taskforce for Nominations
  - A list of nominations is to be prepared by the July meeting. If no new nominations are received, the group will review the previous 11.1 list for potential candidates.
  - Callies, Gritzner, and Walker volunteered to assist with the nomination process. Callies will organize and lead the task force.
- f. Trolley Rides Prep
  - Downtown at Sundown is scheduled for August 27. Wiess will take the lead on organizing the event. Options for horse and trolley vendors are being explored. The university has draft horses, and Carson will follow up to inquire about availability. The event budget is set at \$1,000. If SDSU resources are utilized, coordination with SDSU Night will be necessary. Wiess will also handle preparation of the press release and arrangements for street closures.
- g. Open house follow up- The open house was held at Scoops and Loops and was attended by 14 community members and 4 commission members. For next year, the possibility of holding the event at Pasque was suggested for consideration.

**Upcoming Events**

- a. Brookings Bonanza- June 27th
- b. NAPC Forum July 22<sup>nd</sup>-26<sup>th</sup> (actual Conference July 24-26<sup>th</sup>) :
  - Merriman will be attending and noted that the nomination was not received. Commissioners Callies, Carson, and Wiess also expressed interest in attending.

**Other Announcements**

None

**Next Scheduled Meeting**

The next meeting will be held on Thursday, July 9<sup>th</sup>.

A motion was made by Carson and seconded by Merriman to adjourn.  
Meeting adjourned at 8:09 p.m.