

**Brookings Historic Preservation Commission**  
**December 4, 2025 Minutes**

A meeting of the Brookings Historic Preservation Commission was held on Thursday, December 4, 2025 in the Brookings City & County Government Center. Members present: Audra Kelly-Fullerton, Tom Thaden, Janet Merriman, Samuel Krueger, Diane Kosbau, Walker Kropuenske, Sandra Callies and Matthew Weiss. Also present were Kyle Rausch, Gene Stegeman, and Chuck May. Also present were Mike Struck, Community Development Director, and Ryan Miller, City Planner.

**Call to Order**

Weiss called the meeting to order at 6:01 p.m.

**Approval of Agenda**

A motion was made by Merriman and seconded by Fullerton to approve the agenda. All present voted aye.

**Approval of Minutes**

A motion was made by Merriman and seconded by Thaden to approve the minutes. All present voted aye.

**State Case Report**

Weiss recused himself. Kelly-Fullerton recused herself.

Matthew Weiss, Design Arc Group introduced the item. The site plan was previously presented to the BHPC and the team has since completed the 11.1 application and case report. The project involves an expansion of the church to the south. The parsonage will be demolished to make way for the expansion. Potential variances would be required from City zoning ordinances.

The goal of the design is to closely mimic the design and character of the original structure. The peak height of the addition is similar to existing, approximately thirty-five feet. A bell tower will be located between two gables.

The case report notes that this design has a better standing with historic preservation than previous plans. The new plan retains an historic dwelling to the south of the property that was previously planned for demolition. The massing is more consistent with the original church structure. The scope of the parking lot was reduced and may require a variance from the city for minimum parking requirements

Kyle Rausch, Dakota Land Design discussed some of the changes that were made with the interest of historic preservation. The existing church structure is a mixture of original and expansions over seventy-five years. A major renovation is now needed. The roof will be replaced with in-kind materials. Façade restoration will take place on the original structure. The existing parking lot will be repaved and restriped. The alleyway to the west will be regraded and repaved. There will be interior improvements for air handling and ADA compatibility. The project intends to meet the needs of the congregation along with the needs of the neighborhood and historic district.

Merriman noted the overall height reduction likely meets the standards for height deviation.

Gritzner asked if the original sanctuary will still be the primary sanctuary. Weiss mentioned that the new primary worship center will be in the south expansion area.

Krueger asked if there are details on how the transition of the new and old facades will look. Weiss mentioned that the new addition will likely not be in plane with the original so there will be a noticeable transition point. Krueger suggests that the lack of a seamless transition between the facades is a positive as it distinguishes the original from the addition while respecting the character of the original.

Merriman noted that the structures are non-contributing. Merriman noted the standards for new construction. Merriman noted that there is a challenge when using some of the standards for a church within a residential setting.

Chuck May, Mt. Calvary Lutheran Church, thanked the BHPC for their time. May discussed the church's history and the background of the expansion project. May believes that the project best addresses the needs of the church based on a survey of its members.

Gene Stegeman, Mt. Calvary Lutheran Church, thanked the BHPC for their efforts and support through the project. Stegeman explained that the church is committed to the neighborhood and needs to complete this expansion in order to remain a positive member of the neighborhood.

Audra Kelly-Fullerton, neighbor, commended the church and the design team for their efforts to collaborate with the neighborhood. Kelly-Fullerton looks forward to continued collaboration with the church.

Vice Chair Merriman provided the BHPC with options for comment on the proposed case report.

A motion was made by Krueger and seconded by Thaden to agree with the findings of the case report. All present voted aye.

Kosbau congratulated the church and design team.

### **Election of Officers**

The Nominating Committee recommended Matthew Weiss for Chair and Janet Merriman for Vice Chair for 2026.

A motion was made by Kelly-Fullerton and seconded by Kosbau to approve the nominations. All present voted aye.

### **Other Items & Reports**

#### **a. Subcommittee Updates:**

##### **i. Survey**

Callies has reviewed each house and provided a designation based on layout and geometry. Callies mentioned the exterior façade description for each home.

Gritzner asked if any additional information or photos are needed. Callies mentioned that there was one property that had a lack of information but when looking at an overall district one or two properties will likely not have a great impact overall.

Callies mentioned that they are ready for a follow up call with Maddie Ferrell regarding the district discussion.

#### Public Education

Merriman noted that the subcommittee's current priority is the home show. Ideas are being discussed for speakers and panelists. Merriman suggested maybe asking recent mayor's awardees to speak.

Krueger offered to speak regarding interior work. Kelly-Fullerton suggested having someone speak to the economic benefits of historic districts.

#### ii. Codes & Design

Callies mentioned an opportunity to cross promote historic preservation and sustainability after meeting with a sustainability commission member at the Mayor's Awards Ceremony.

#### iii. Incentives & Partnerships

No update.

#### b. Brochures Distribution Updates:

Thaden is down to the final box. Thaden has gotten quotes for more including a quote for 500 black and white copies for \$3,375 or 300 color copies for \$3,312.

A motion was made by Merriman seconded by Thaden for color up to \$3,500. All present voted aye.

#### c. Basement Storage Taskforce Updates:

Thaden has some suggestions on reorganization. Thaden mentioned that SDSU is on the third box for scanning.

#### d. Mayor's Awards Recap:

The BHPC presented eight awards. Members discussed strategies to help with future planning and presentations.

#### e. Home Show Planning:

See Public Education.

#### Upcoming Events

- None.

#### Other Announcements

- Miller mentioned that Weiss, Callies and Kropuenske were all reappointed for new terms.

#### Next Scheduled Meeting

- The next meeting will be Thursday, January 8, 2025.

Meeting adjourned at 7:25 p.m.

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Matt Weiss, Chair

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Ryan Miller, City Planner