

Brookings Historic Preservation Commission
November 13, 2025 Minutes

A meeting of the Brookings Historic Preservation Commission was held on Thursday, November 13, 2025 in the Brookings City & County Government Center. Members present: Audra Fullerton, Tom Thaden, Janet Gritzner, Samuel Krueger, Diane Kosbau, Walker Kropuenske, Matthew Weiss, and Janet Merriman. Sandra Callies arrived at 6:30 PM. Also present were Mike Struck, Community Development Director, and Nick Picek.

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 Gritzner to approve the agenda. All present voted aye.

Approval of Minutes

A motion was made by Fullerton and seconded by Merriman to approve the October 9, 2025 minutes with the following corrections:

- Case Report – last paragraph, add the word “not” in front of financially feasible.
- Mt. Calvary Lutheran Church – Weiss recused himself.
- Merriman clarified that the church requested time on the agenda to present an update to the Commission.

All present voted aye.

State Case Reports

Nick Picek, Rykhus-Nelson, is the contractor for the project at 921 8th Avenue and submitted the application on behalf of the property owner, Jason Schuetz.

The existing siding and foundation stucco are exhibiting deterioration and delamination. The proposed scope includes a complete exterior renovation consisting of removal of the failing materials and installation of new finished. The exterior walls will be clad with white Double 5” vinyl siding, and the exposed foundation will be wrapped with charcoal gray AG-panel steel for enhanced durability and visual contrast. All windows will be replaced with white vinyl units, incorporating decorative grids where desired, except for the large living room picture window, which will remain grid-free to preserve unobstructed visibility. The soffit, fascia, and gutter system will be upgraded to white aluminum for a clean, maintenance free finish that complements the new siding.

Weiss asked how much of the siding is rotten/deteriorated versus needing maintenance such as scraping of the paint and utilizing a wood filler to repair cracks and small holes. Picek estimated approximately 2% of the siding is rotten. Owner is seeking to improve the siding with a maintenance free alternative, thus the proposed use of vinyl siding. The AG-steel is a vertical ribbed system attached with screws and washers over the existing stucco foundation.

Fullerton inquired as to how length of ownership by the current property owner. Struck informed the Commission the current ownership has been in existence since 2004.

Merriman is concerned the vinyl siding least likely represents or mimics existing siding. The structure is a contributing structure in the district. Vinyl windows can mimic the original windows.

Fullerton is concerned the proposed vertical grid pattern of proposed windows doesn't mimic the existing 3 vertical grid pattern and the existing siding is a significant point of the structure.

Merriman added the concrete foundation and wallboard are also significant contributing features.

Fullerton expressed concern with deferred maintenance as evidenced by the pictures showing downspouts draining directly to the foundation.

Picek added the detached garage is a non-contributing structure and currently has vinyl siding and the owner wishes to match the house with the garage.

Motion by Merriman, second by Kosbau to table and ask applicant to consider siding, window grid and foundation alternatives more appropriate or closely mimicking existing materials.

Picek asked if a LP siding product is utilized, what is the best method to finish exterior corner to mimic existing conditions.

Merriman discussed the Secretary of the Interior Standards for Rehabilitation has a brief that provides guidance on the use of substitute materials on historic building exteriors and she would provide a link to staff to share with the applicant.

On the motion, All present voted aye.

Presentation from City Clerk for Open Meeting Law Requirements

City Clerk, Bonnie Foster, provided a presentation an overview of the open meeting law requirements. Legislation passed and went into effect July 1, 2025 in which governing boards are required to annual review the open meeting law requirements.

Nominating Committee

Fullerton and Callies volunteered to serve on Nominating Committee and to bring to the next meeting a proposal of slate of officers for 2026.

Other Items & Reports

a. Subcommittee Updates:

i. Survey

Callies provided a brief update that the new district was designed for shape and architecture of the structures. Discussion ensued on public outreach to potential neighborhoods. BHPC should consider statements of why a district should be considered. Potential to have a speaker at the Home Show. Gritzner, Merriman, and Fullerton will work on public engagement/presentation on new district.

ii. Public Education

Subcommittee drafted language to add to the website. Coordinate with staff on scheduling time to present proposed website updates to the Public Information Officer.

Home Show is February 6-7, 2026. BHPC application for a booth has been submitted. Need to line up potential speakers, possibly an applicant that has recently completed a project. Another idea was to put out a survey for potential ideas on Facebook.

iii. Codes & Design

No updates.

iv. Incentives & Partnerships

No action.

b. CLG Funding Limit Updates

Struck stated that SHPO awarded the full grant request.

c. Brochures Distribution Updates

Thaden distributed approximately 40 of the SDSU Tour Guides during Hobo Day at the Dairy Bar..

d. Mayor's Awards Planning

Weiss confirmed the presenters. Staff will provide updated list of presenters to the City Clerk. The event will be held on Wednesday December 3.

Upcoming Events

- Holiday Celebration and Mayor's Awards – Wednesday, December 3, 2025 – 5pm – Dacotah Bank Center
- Downtown Incentive Program Tour – Tuesday, November 18, 2025 – 4:30pm – The Exchange

Other Announcements

- None.

Next Scheduled Meeting

- The next meeting will be Thursday, December 4, 2025.

Meeting adjourned at 7:42 p.m.

Matt Weiss, Chair

Mike Struck, Community Development Director