

Brookings Historic Preservation Commission
April 10, 2025 Minutes

A meeting of the Brookings Historic Preservation Commission was held on Thursday, April 10, 2025 in the Brookings City & County Government Center. Members present: Janet Gritzner, Janet Merriman, Tom Thaden, Sandra Callies, Nathaniel Condelli, Paula Carson, Audra Fullerton, Diane Kosbau, and Samuel Krueger. Also present were Debra Dominiack and Ryan Miller, City Planner.

Call to Order

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

Approval of Agenda

Added to the agenda was an introduction of new Commission member Audra Fullerton.

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

Approval of Minutes

Merriman mentioned that the next meeting date in the minutes needs to be corrected.

A motion was made by Thaden and seconded by Carson to approve the March 13, 2025 minutes as amended. All present voted aye.

Other Items & Reports

a. Subcommittee Updates

i. Survey

Gritzner stated that a power point has been prepared with information of over 100 properties. This information will be sent to the codes and design subcommittee. Kosbau asked what the boundaries of the new potential district would be. Gritzner explained that the area is roughly between Medary Avenue on the west, 13th Avenue on the east, 8th Street on the north and 2nd Street on the south.

ii. Public Education

Merriman has developed a draft idea for a welcoming landing page for the BHPC's website.

iii. Codes & Design

Callies mentioned that they will begin reviewing the survey power point to discuss architectural eras and significance.

Callies mentioned that the subcommittee attended a recent Planning Commission regarding a possible comprehensive plan amendment.

Callies mentioned that the subcommittee wants to look at design standards for the districts.

iv. Incentives & Partnerships

Condelli mentioned that the subcommittee helped promote the downtown façade and DRIP programs.

b. Brochures Distribution Updates

Carson will be picking up additional brochures to drop off at the Chamber.

c. Preservation Month Planning

Thaden is working on articles for Preservation Month. Thaden spoke with local 8th grade teachers and a scavenger hunt is confirmed.

Krueger mentioned that the library will allow the display again however the glass case will not be available. A table could be used for the display.

Merriman tentatively set Saturday May 3 as the date to set up.

Callies mentioned that there will be an open house at ID8 Architecture on May 29 from 6-7 PM. Callies suggests similar tables and displays as the previous year.

d. Block Party Planning

Callies mentioned that she is working on street closure permits. The block party will be held in 7th Street between 7th and 8th Avenues. The party will be held from 3-6 PM. The BHPC will have a booth similar to the Home Show.

e. 2040 Comprehensive Plan Amendment Request

Miller provided an update on the process. Miller stated that the item was introduced to the Planning Commission at the March meeting and will likely head to a public hearing in May or June. Miller mentioned that they will be reaching out to property owners of the lots to be changed on the map.

Debra Dominiack asked how the areas were selected. Callies provided a background on the amendment request

Condelli asked if the BHPC can attend the Development Review Team's review of the amendment request. Miller stated he would inquire.

The commission discussed notices for the meeting. Miller mentioned that notices are placed in the paper and when a future land use map amendment is initiated by the City, letters are mailed to the individual properties to be impacted, otherwise mailed letters are not required for future land use map amendments.

A motion was made by Callies and seconded by Condelli to request that properties within 300-feet of the amendment areas be mailed a notice of the public hearing.

f. CLG Application 2025-26

Miller provided an update on the application. The proposed 6th Street banners were determined to not be an eligible expense by SHPO and were therefore removed from the application.

g. SHPO Staff Introduction

Miller mentioned that the new Regional Rep is Maddie Ferrell. Miller asked if there were any preferred upcoming meeting dates to invite Maddie to a meeting. Merriam suggested that there could be a subcommittee meeting with Maddie prior to the introductory meeting.

h. Downtown Incentive Program Recipients

Miller provided an update on the recipients for the programs.

Upcoming Events

NAPC Webinar – Historic Windows – April 17 & 29

SD History Conference – May 8-9, Deadwood, SD

Other Announcements

Condelli mentioned that Senate Bill 171 passed.

Next Scheduled Meeting

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

Meeting adjourned at 7:42 p.m.

Janet Merriman, Vice Chair

Ryan Miller, City Planner