

Brookings Historic Preservation Commission
October 12, 2023 Minutes

A meeting of the Brookings Historic Preservation Commission was held on Thursday, October 12, 2023 in the Brookings City & County Government Center. Members present: Matt Weiss, Janet Gritzner, Janet Merriman, Jon Stauff, Tom Thaden, Paula Carson, and Kyle Nelson. Also present was 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 Stauff to approve the agenda. All present voted aye.

Approval of Minutes

A motion was made by Merriman and seconded by Gritzner to approve the September 14, 2023 minutes. All present voted aye.

11.1 Review Updates

617 8th Avenue – An application has been submitted for review and approved by the State Historic Preservation Office for a remodel at 617 8th Avenue. The project involves the removal of three rear facing windows and replacing the area with French patio doors.

708 8th Street – An application to replace windows and complete a foundation siding project was received and is under review by SHPO for an apartment at 708 8th Street. The project includes replacing all windows with vinyl windows which will retain the existing design features as well as add stucco to the foundation in order to match the remaining foundation.

616 5th Avenue – A request has been received and is under review by SHPO for replacing wood windows.

819 Harvey Dunn Street – An application to replace wood siding with composite siding was submitted to SHPO for review. The application is currently under review by SHPO.

315 Main Avenue – A window replacement application for 315 Main Avenue has been received and is under review by SHPO. Three second story windows will be replaced. The windows are non-original and smaller than the original rough window opening. The new windows will match the rough window opening.

State Case Report – 809 9th Street

Kyle Prodoehl presented his proposed project at 809 9th Street. The existing apartment structure was built in 1890 and was previously approved for demolition. The applicant has now prepared a proposed redevelopment of a trip-plex with rear parking and access from 9th Street and the alleyway. Merriman thanked the applicant for preparing a well completed application. Weiss asked if the structure will meet all necessary setbacks. Miller stated yes. Gritzner asked if there will be a garage? Prodoehl stated no.

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

Other Items & Reports.

- a. Special Projects Updates:
 - i. Request of Downtown Tour

Tom hosted a tour of four honors college students on September 12.

ii. University Residential Historic District Plaques

Weiss mentioned that a letter has been drafted by Gritzner explaining the status of the plaques. Gritzner observed that some plaques in the Central District were bolted on to the homes. Some plaques in the University District were adhered to wood sided homes.

Weiss asked Gritzner to follow up with the residents in the University District to confirm how those plaques were installed.

Gritzner asked if the City will be able to send mailings. Miller stated yes. Gritzner indicated that about fifty residents are interested in the plaques.

Weiss suggested to create a form to fill out to verify pick up information for those interested in plaques. Weiss also suggested creating a log to track who has picked up the plaques. The plaques would be for contributing properties only.

Weiss advised Gritzner to first contact those who have installed plaques to confirm the installation methods, then finalize the letter and send to Miller to print and mail.

iii. SDSU Tour Guide Brochures

Thaden mentioned that 500 additional black and white copies have been printed. Thaden has reserved a table in front of the SDSU Alumni Center during the Hobo Day parade to pass out copies.

Thaden mentioned that he met with Van Fishback who had met with SDSU President Barry Dunn. SDSU Marketing and Promotions Office has agreed to pay for another 500 copies in black and white.

Miller stated that the SDSU Foundation has asked for more copies.

iv. Work Plan Review for 2023/2024 Education Events

Merriman advised that three priorities have been identified:

- Homeowners welcome meeting
- SHPO Meeting
- Brookings Home Show

Merriman suggested that the meetings could be combined. Merriman stated that the dates for the 2024 Home Show are still unknown. Potential resources to focus on at the home show include windows, masonry and landscaping.

v. Mayor's Awards

Miller stated that the nominations have all been accepted. Weiss asked if anyone would like to help present. Weiss, Stauff, Merriman, Gritzner and Carson were all interested in helping. Weiss stated the Mayors Awards are December 6.

vi. Flyers Distribution

Carson provided an update.

vii. 2024 BRBA Home Show Booth.

See discussion under item iv.

viii. Pioneer Park Historic Bandshell Restorations Preliminary Plan Set.

Weiss updated the BHPC on preliminary designs for restoration of the band shell. DesignArc has consulted with SHPO and have found that the existing brick façade is not original nor historic. Therefore, the proposal is to revert the façade to plaster along with water proofing measures. They hope to also uncover some motifs. Minor restoration work will also occur. Refined plans will be brought back to the City and will be presented to the BHPC and the Disability Committee.

ix. Mt. Calvary Lutheran Church Parking Lot.

A new letter was received by the owner of 617 8th Avenue. The letter expressed concerns regarding the rumored plans for expansion of the Mt. Calvary Lutheran Church. Merriman asked if staff has contacted the church yet. Miller stated no.

A motion was made by Merriman and seconded by Nelson to have Weiss and Miller respond to the author of the letter.

b. Public Education Subcommittee Updates:

i. Facebook Efforts

Merriman updated the BHPC on Facebook statistics.

c. City Connections Subcommittee Updates:

i. Survey of Potential Resources

Gritzner has been assembling a pictorial survey of the potential area. Gritzner would like to share the materials with Katie Wasley, SHPO.

ii. Downtown Master Plan

Miller stated that consultants have been interviewed but no selection has been made public. Weiss stated that he has been asked to participate on the steering committee.

Next Scheduled Meeting

- The next meeting will be November 9, 2023.

Meeting adjourned at 7:53 p.m.



Matt Weiss, Vice Chair



Ryan Miller, City Planner