

Brookings Historic Preservation Commission
April 9, 2026 Minutes

A meeting of the Brookings Historic Preservation Commission was held on Thursday, April 9th, 2026 in the Brookings City & County Government Center. Members present: Audra Kelley-Fullerton, Tom Thaden, Janet Merriman, Samuel Krueger, Diane Kosbau, Paula Carson, Walker Kropuenske, and Matthew Weiss. Also present were, Bailey Maca – Associate Planner, and Ryan Miller – City Planner.

Call to Order

Weiss called the meeting to order at 6:04 p.m.

Approval of Agenda

A motion was made by Merriman and seconded by Carson to add the Mayors Awards to the agenda as a discussion item g. All present voted aye.

Approval of Minutes

Fullerton noted that there was an error in the Partnerships section- the sentence should be removed that reads “no updates”. A motion was made by Merriman and seconded by Fullerton to approve minutes as edited. All present voted aye.

Open Forum

No comments.

State Case Report- 400 Main Ave

Kevin Grunewaldt submitted an application to SHPO; no response has been received to date. The applicant requested a review from BHPC in case comments need to be forwarded to SHPO.

The owner is proposing two new windows on the south side, replacement storefront windows and a door on the west side, and one additional small south-side window. Kevin explained that cedar siding was removed to expose existing conditions, revealing additional windows not previously known, which the owner would also like to replace. The current single-pane windows are considered unsafe. The goal is to improve the south elevation and better align window proportions with the existing upper-level windows. Historically, there was a metal fire escape on the south side of the building; which has now been removed for many years.

Fullerton asked whether brick ornamentation shown in renderings would be removed; the applicant confirmed it would remain. Metal windows are proposed. Building ownership is split along the south side, and the owner aims to match existing pillars on his side; if repair is not possible, replacement with new stone is proposed. Alternatively, the door trim may also be finished in lighter stone. Thaden asked whether jasper or quartzite would be used. The applicant did not know at this time.

Merriman referenced a historic photo showing a staircase and upstairs dentist office entrance and noted that the proposed lower windows were not original to the building; historically, higher set windows would be more accurate. Merriman asked if eliminating south-side windows was an option. Thaden noted the historic use of murals on similar walls. The applicant stated the intent is to match upper window size for a more uniform appearance. The applicant confirmed the south-side doorway would remain and would be

moved outward and raised to its original height to create a vestibule. Merriman questioned whether this change was code-driven but acknowledged it resembled the original configuration.

Discussion continued regarding the compatibility of window proportions with adjacent buildings. Merriman and Walker expressed concern that lowering window heights could alter the building's historic character. Krueger and Wiess supported the proposed windows, noting increased street engagement and downtown goals for transparency, though Wiess had concerns about reducing the historic signage band. Kosbau expressed interest in maintaining historical authenticity and suggested using mullions to reference the original design, which the applicant agreed to consider. The applicant noted that the upper trim color would not be matched; windows would have dark exterior trim and silver interiors.

Fullerton asked about the functional impact of additional south-side windows; the applicant cited benefits of transparency and natural light. Aluminum windows were discussed and noted as standard for commercial use. Merriman expressed concern regarding compliance with the Secretary of the Interior's Standards, citing potential loss of historic materials, though acknowledged it's hard to pinpoint the extent the proposal conflicted with the standards.

Thaden referenced an 1899 newspaper description of the building. The applicant proposed using reused brick from window openings for the storefront base and possibly incorporating a concrete base. Fullerton asked about restoring symmetry at the main entrance; the applicant noted structural concerns. Wiess stated that SHPO comments had not yet been received and may not be required.

Merriman made a motion and Krueger seconded to approve the project with the following comments: Replacement of the SW storefront as described. For the storefront sized windows on the south, the windows are proposed to match height and leveling of the storefront windows to the east on the block and the width of the upper windows. Although they are adding a feature that was not original, they are replacing character to the building that was lost when an exterior staircase and entrance were removed. This will also enable the property owner to utilize original brick in the SW storefront restoration. All present voted aye. Motion passes.

Other Items & Reports

a. Subcommittee Updates:

i. Survey

Maddie will be present at the May 14th meeting to discuss the survey and residential design standards. Thaden noted that in 1986 there was a survey of the Central and University districts as well as the proposed expansion area. The old results will be valuable when moving forward with survey. The documents are scanned into a digital format.

ii. Public Education

Thaden and Merriman are working on the scavenger hunt. Carson and Krueger will begin working on postcards. A meeting is being scheduled with PIO to discuss the website. Attendance at a Builders Association meeting took place in conjunction with the home show, where the desire for a contractor list was discussed. The Builders Association is willing to provide a list. There is a need to clearly communicate to contractors what inclusion on the list entails and that the list is not a recommendation of contractors.

Miller suggested linking to the Builders Association website as a potential partnership; additional consideration is needed.

- iii. Codes & Design
No updates.
- iv. Incentives & Partnerships
No updates.
- b. Brochure Distribution Updates:
Thaden reported that 50 SDSU brochures have been handed out. Clean Slate is printing new color brochures which include seven updated pictures. Carson noted that the Welcome Center publications are due and that she has delivered copies to Visit Brookings. Vermillion has requested one brochure option and Chamberlain would like three types.
- c. Basement Storage Taskforce Updates:
No updates
- d. Preservation Month of May Planning:
 - I. Scavenger Hunt- Thaden reported that the scavenger hunt this year will be more interactive; the goal is to encourage people to go downtown. There will be 10 items to find.
 - II. Library Display- Thaden suggested displaying a large map and adding photos of buildings which would fit the 2026 theme of Building American History. Miller will confirm with the library that BHPC intends to set up a wall display on Saturday, May 2nd at 10:00 a.m. Thaden will bring a 1920 Sanborn map and photos and Merriman will bring yarn, pins, labels, and a theme sign. Kosbau will also be present to help setup the display.
 - III. Open House Planning – No updates. Wiess and Merriman will follow up with Callies to confirm the date of Open House.
 - IV. Beacon & Register Articles-Thaden spoke with the Register, which can publish and print the material. There has been no contact with the Beacon yet. The Register originally wrote the article in 1921; if it is reprinted in the Beacon, copyright considerations will need to be addressed. The Register will be moving and has a large collection of old newspapers that need a new home. The SDSU archivist has expressed interest in scanning the documents.
 - V. Survey Workshop?- Additional funding was not received. SHPO has a survey manual from 2021 that can be referenced for potential survey questions. Merriman proposed not completing the workshop in May. Thaden suggested a visual workshop as an alternative idea. There are survey results from 1985 that could be used for comparison. A survey workshop will not be conducted this year.
- e. CLG Grant Update- Miller submitted the grant request for 2026-2027; SHPO will notify applicants by early June if the full request will be granted. The 2025-2026 funds need to be closed out by the end of June; final donation forms and receipts should be submitted to Miller by the end of May. The additional funding requested was not awarded.

- f. Brookings 150th Anniversary- The City Clerk has sent out an email regarding putting together a committee for the 2029 150th Anniversary. Thaden volunteered to be on the committee. If anyone else is interested in joining the committee they should email Miller by mid-April.
- g. Mayor’s Awards- Last year BHPC submitted 25 nominations. BHPC members determined they want to participate again this year. Upcoming deadlines:
 - May 1st: Notify City Clerk if planning to present a Majors Award
 - May 29th: Press release/nomination forms due
 - August 14th: all nominations due to City Clerk
 - October 1st: Awardee’s information/pictures due

Upcoming Events

- a. SHPO – May 29th- CGL day in Pierre (Cultural Heritage Center) – The event is a full day, running from 7:45 a.m. to 4:45 p.m. There is a need to discuss the potential open house and whether there is a scheduling conflict. Follow-up with Callies will occur to confirm Open House date and time. Registration is free; however, city staff will need a list of attendees for registration purposes. A decision can be made at the next meeting. Merriman noted that she plans to attend.
- b. Brookings Bonanza- The walking tour is scheduled for June 27. Bonanza may be notified if advertising is desired; contact is Stephanie Mason. Wiess will reach out regarding advertising options and deadlines.
- c. NAPC Forum- Dates are July 22–26. The budget allows for four people to attend. Tours are scheduled for July 22–23 in advance of the main event. The event itself will take place Friday through Sunday.

Other Announcements

None

Next Scheduled Meeting

The next meeting will be held on Thursday, May 14, 2026.

A motion was made by Merriman and seconded by Fullerton to adjourn.

Meeting adjourned at 7:45 p.m.