

**Brookings Historic Preservation Commission**  
**May 14, 2026 Minutes**

A meeting of the Brookings Historic Preservation Commission was held on Thursday, May 14th, 2026 in the Brookings City & County Government Center. Members present: Tom Thaden, Janet Merriman, Diane Kosbau, Paula Carson, Walker Kropuenske, Janet Gritzner, and Matthew Weiss. Also present were, Bailey Maca – Associate Planner, Ryan Miller – City Planner, Maddie Ferrell-SHPO Representative, and Wilhelmina Giese- SHPO Representative.

**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 Gritzner. All present voted aye.

**Approval of Minutes**

Under Public Education the Carson/Kruger work on postcards item should be removed. Merriman made a motion to approve as amended. Thaden seconded the motion. All members present voted aye.

**Open Forum**

No comments.

**State Case Report- None**

**Other Items & Reports**

- a. Discussion with SHPO Maddie Ferrell

Giese has begun co-coordinating the CLG program as of this spring. A meeting is scheduled for May 29 with the goal of establishing a stronger statewide network. Ferrell and Giese will continue coordinating efforts through 2026–2027. Updated agreements are expected to be drafted in the near future, and additional communication channels, including an email list, will be created to improve connectivity among participants across the state.

The reconnaissance survey has been completed. Thaden noted there is an existing survey from 1986 covering 1st Street to 11th Street and 2nd Avenue to 16th Avenue, which will serve as a valuable resource moving forward. Gritzner added that a substantial number of photographs have already been compiled.

Committee members expressed interest in hosting a survey workshop. Ferrell emphasized the importance of early community involvement and recommended a public-facing workshop. The committee discussed staffing options for completing the survey, including in-house staff, volunteers, or hiring a contractor. This decision is still pending. Ferrell provided cost comparisons for contracted surveys: approximately \$14,000 for 280 properties in 2013, and \$35,000 for a county-level survey in 2017. She also offered to connect the committee with qualified consultants. Previous discussions have included the possibility of working with SDSU students. Merriman inquired about funding opportunities. Ferrell noted that project timelines must align with grant cycles and suggested considering whether the survey can be completed within one year or phased over multiple years. SHPO may assist with on-site survey work and can provide standardized survey forms. Students return in mid-August,

making early September a potential timeframe for initiating survey activities. Ferrell will follow up with specific date options.

The committee discussed the potential for opening survey participation to the public, noting that participation may need to be capped for logistical reasons. Incentives for student involvement may also be explored. There was also discussion about resurveying existing historic districts. Ferrell noted reevaluating the University and Central districts due to updated information and potential changes in contributing status may be considered. Potential additions to historic districts were also discussed, including the Mid-Century Loop and Fishback homes. These updates could potentially be incorporated concurrently with newly surveyed areas.

b. Subcommittee Updates:

i. Survey

ii. Public Education

Merriman reported posting 3–4 times per week in recognition of Preservation Month. The library exhibit is currently on display. The regional builders meetings include monthly realtor education sessions; Merriman will present on May 21 regarding historic districts, the review process, and the contractor guide. Thank-you postcards are planned, including a photo, and will be distributed around the time of the Mayor’s Awards. Printing costs will be covered under the current grant cycle. Merriman also met with the PIO to discuss website updates, which will need to comply with ADA requirements. Distribution of welcome postcards will be delayed until after the website updates are completed.

iii. Codes & Design

The committee expressed a desire to develop residential design guidelines and has begun preliminary research. Ferrell noted that while several communities across the state have established downtown design guidelines, residential-specific guidelines are relatively limited. She emphasized that a strong visual component would be beneficial. Lincoln, Nebraska was identified as a useful example, as it offers both residential and commercial design guidelines with an interactive component. The committee discussed the need to determine whether the final product will be intended for public use or internal reference. Callies indicated that the preference is to develop a public-facing document.

The idea of hosting an “unforgivable sins” workshop was discussed as a way to highlight inappropriate alterations and provide education. Concerns were also raised regarding accessory dwelling units (ADUs), particularly the importance of ensuring they are designed thoughtfully and remain contextually appropriate. Ferrell shared that a large South Dakota community was quoted approximately \$20,000 to develop their design guidelines. The committee discussed the possibility of completing the survey work in-house first, then pursuing a future grant to fund professional design guideline development. It was noted that completing the survey beforehand would help inform the guidelines and ensure they address all relevant properties and conditions. Ferrell also suggested that including a presentation from an architectural reviewer could be beneficial. Merriman noted that, following a discussion with the Public Information Office

(PIO), any materials published online must comply with ADA requirements and should not rely solely on PDF formats.

Additional ideas included conducting a tour—either by SHPO staff or an intern—prior to a public meeting to establish baseline knowledge and context. Callies emphasized the need for increased education on building maintenance, specifically distinguishing between structures that are “old” versus those that are “deteriorated or beyond repair.” Giese noted that she has access to webinar resources related to restoration that she can share with the group. The committee also discussed the potential of engaging Career and Technical Education (CTE) programs as a way to reach a younger audience and build awareness of preservation practices.

- iv. Incentives & Partnerships  
No updates.
- c. Brochure Distribution Updates:  
Thaden reported that SDSU brochures have been depleted, and new color brochures featuring six updated photos are currently being printed. Carson noted that she conducted a walking tour of the Central District this week and also shared that brochures have been distributed to five visitor centers across the state.
- d. Basement Storage Taskforce Updates:  
Thaden is still work on the scanning project. Once the scanning is complete, the reorganization can be started. Thaden noted he will need assistance at that point.
- e. Preservation Month of May Planning:
  - I. Scavenger Hunt- completed.
  - II. Library Display- Thaden and Kosbau volunteered to take down display on June 6<sup>th</sup>.
  - III. Open House Planning – Postcards were mailed on May 6. The Open House is scheduled for May 28 from 5:00–7:00 PM at Main Street Pub. Callies will confirm whether a monitor is available for a slideshow and will follow up with Merriman.
  - IV. The display will include examples of design standards, a Post-It feedback board, and reference books. Planned activities include an interactive exercise where architectural styles are identified based on photographs. Callies also requested cookie donations for the event.
  - V. Beacon & Register Articles- The Register has not responded to publishing inquiries yet. Beacon completed some publishing and the results were satisfactory.
- f. CLG Grant Update- Maca will confirm that the most up to date version is emailed out.
- g. Mayors Awards- Upcoming deadlines:
  - May 29<sup>th</sup>: Press release/nomination forms due
  - Callies suggested considering the nomination of a house on 7th Street for landscaping. This would require establishing a separate category. Merriman noted that landscaping is not currently a standard category but could potentially fall under cultural or historic landscapes. Any proposed category language would need to be submitted by May 29. The committee agreed to postpone this item for now.
- h. Good Roots Farms:

Good Roots Farms is planning a 100th birthday celebration of their barn on June 20–21, 2026. They are asking if any commission members (or others) are interested in giving a 10 minute storytelling presentation. Saturday storytelling: planned for approximately 5:30–6:30 PM during/after the evening meal Sunday storytelling: during a public pizza night (4:30–7:00 PM) with about 100 attendees. Presenters will be provided a free meal. Organizer is willing to assist presenters in developing their stories. Interested individuals should respond shortly after the May meeting to Maca.

### **Upcoming Events**

- a. CLG Meet-up May 29<sup>th</sup>- Wiess and Gritzner plan on attending; city staff will RSVP.
- b. Brookings Bonanza- Matt will reach out to Stephanie Mason to coordinate. The committee will work out details of the walking tour, including the route and timeline, at the June meeting. Promotion will begin in advance through Facebook and a press release.
- c. NAPC Forum- The event is scheduled for July 22–26, with the budget allowing for four attendees. Tours will take place July 22–23 in advance of the main event, which will be held Friday through Sunday. Attendance will be finalized at the June meeting. Merriman plans to attend, Carson and Gritzner also expressed interest.

### **Other Announcements**

None

### **Next Scheduled Meeting**

The next meeting will be held on Thursday, June 11, 2026.

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

Meeting adjourned at 8:21 p.m.