

Brookings Historic Preservation Commission
July 10, 2025 Minutes

A meeting of the Brookings Historic Preservation Commission was held on Thursday, July 10, 2025 in the Brookings City & County Government Center. Members present: Audra Fullerton, Janet Merriman, Tom Thaden, Janet Gritzner, Matthew Weiss, Diane Kosbau, and Samuel Krueger. Also present were Robert Hall (805 4th Street), Gary Grorud (911 7th Street), and Ryan Miller, City Planner.

Call to Order

Wessiss called the meeting to order at 6:00 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 Merriman and seconded by Fullerton to approve the June 12, 2025 minutes as. All present voted aye.

State Case Reports

805 4th Street – Robert Hall stated that he would like to replace two secondary-story windows on the front of the home and nine second-story windows on the rear of the home. The east, north and west facades each have a set of three windows on the second story which are proposed to be removed and replaced with white Pella vinyl windows.

Gritzner asked if the porch was an addition to the original structure. Hall suggested that both the front and rear porches were additions. Kosbau asked if the new windows will be double hung with matching mullions and design. Hall stated that the back nine windows will be identical in appearance as today. Weiss suggested simulated window dividers to help mimic the appearance of the mullions in the front windows. Gritzner asked if Hall would be willing to replace only the rear windows until a solution can be found for the front windows. Hall agreed.

A motion was made by Merriman to agree with the findings of the case report for the three sets of rear windows as long as they matched current appearance and to table a decision on the front windows until more information can be presented on how to match the appearance. The motion was seconded by Krueger. All present voted aye.

911 7th Street – Gary Grorud is proposing vinyl siding replacement at 911 7th Street. Merriman mentioned that the structure is contributing and wondered if the appearance would look similar if switched to vinyl. Grorud mentioned that the new vinyl would be the same size and color. Merriman asked if hardie board was considered. Grorud stated that it was considered but has a shorter life. Weiss mentioned that a vapor barrier would be necessary in order to prevent risk of rotting if vinyl siding is installed. Weiss also mentioned that the reveal is a concern and that the BHPC often opposes removing original materials. Krueger suggested LP smart siding as a better match.

A motion was made by Krueger and seconded by Thaden to disagree with the findings of the case report. All present voted aye.

Other Items & Reports

- a. SHPO Staff Introduction

Maddie Ferrell introduced herself as the new Northern Region rep for the South Dakota Historic Preservation Office. Ferrell mentioned that SHPO recently received a notice of funding but it could take a few weeks to know many details. Ferrell mentioned that the 2026 CLG Conference is on as planned.
- b. Subcommittee Updates
 - i. Survey

Gritzner passed responsibility on to the architectural subcommittee. Weiss mentioned that Callies is reviewing and intends to finalize the general classifications by the fall.
 - ii. Public Education

No update.
 - iii. Codes & Design

Weiss mentioned that the subcommittee has discussed residential guidelines. The subcommittee has met with two architects that could help.
 - iv. Incentives & Partnerships

Kosbau has joined the subcommittee. Fullerton has drafted a survey that could be distributed in order to gain baseline knowledge about community awareness of historic preservation. Carson asked where the survey would be distributed. Fullerton suggested the survey would be focused on historic property owners. Kosbau mentioned that while canvassing the Central Residential Historic district she received negative feedback on the 11.1 review process.
- c. CLG Funding Limit Updates

Miller mentioned that the City has approved the requested spending for the June block party and August trolley rides. Miller mentioned that the 2026 budgeting process as not yet started.
- d. Brochures Distribution Updates

Carson and Thaden has continued to distribute district and walking tour brochures.
- e. Mayor's Awards Planning, Review of Nominations

Merriman and Weiss met to discuss possible nominations. These include: 418 Main Avenue (Excellence in Rehabilitation), 427 Main Avenue (Excellence in Rehabilitation), 708 8th Street (Excellence in rehabilitation), 809 9th Street (In-fill Development), 903 4th Street (foundations and interior) and 715 7th Avenue (landscaping). Gritzner suggested 701 Harvey Dunn Street for interior and exterior improvements. Thaden asked about the SDSU Horse Barn for stewardship. Fullerton questions 809 9th Street noting that the landscaping is a mess and seems unfinished. Kosbau asked if a landscape plan was required. Miller stated that a landscape plan was submitted and approved. Kosbau suggested waiting on 903 4th Street as this project could be eligible for many awards once the work is complete. Krueger suggested 620 8th Avenue and 725 5th Street for repainting.

A motion was made by Carson and seconded by Kosbau to nominate 418 Main Avenue (Excellence in Rehabilitation), 427 Main Avenue (Excellence in Rehabilitation), 708 8th Street (Excellence in Rehabilitation), 701 Harvey Dunn Street (Stewardship), 620 8th Avenue (Stewardship), 725 5th Street (Stewardship) and the SDSU Horse Barn (Stewardship) for the 2025 Mayors Awards. All present voted aye.

f. Block Party Recap

Fuller noted that over one hundred people attended the block party. There was discussion of a neighborhood association.

g. Trolley Rides Planning

Weiss stated that McCrossan Ranch has not yet confirmed their ability to provide horses. Merriman looked into an alternative option but they were not available. Weiss suggested two alternative options (walking tours or a bicycle event). Fullerton asked if a tractor ride would be an option. Krueger mentioned a pedal pub. Carson asked about BATA busses.

Weiss suggested that whatever format, the tour should be held at the August 21 Downtown at Sundown. Weiss will begin working on the street closure permit.

Upcoming Events

Other Announcements

- Merriman mentioned that a variance was approved along Medary Avenue which could support moving 820 9th Avenue on to the new lot.

Next Scheduled Meeting

- The next meeting will be Thursday, August 14, 2025.

Meeting adjourned at 8:52 p.m.

Matthew Weiss

Matt Weiss, Vice Chair

Ryan Miller

Ryan Miller, City Planner