

**Brookings Historic Preservation Commission**  
**June 12, 2025 Minutes**

A meeting of the Brookings Historic Preservation Commission was held on Thursday, June 12, 2025 in the Brookings City & County Government Center. Members present: Audra Fullerton, Janet Merriman, Tom Thaden, Janet Gritzner, and Sandra Callies. Also present was Ryan Miller, City Planner.

**Call to Order**

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

**Approval of Agenda**

A motion was made by Thaden and seconded by Gritzner to approve the agenda. All present voted aye.

**Approval of Minutes**

A motion was made by Fullerton and seconded by Callies to approve the May 8, 2025 minutes as. All present voted aye.

**Other Items & Reports**

a. Subcommittee Updates

i. Survey

Callies and Matthew Weiss are working on categorizing the architecture types. Gritzner has found some materials from the County Museum that include info on some of the homes.

ii. Public Education

Merriman has worked on website update suggestions.

iii. Codes & Design

Callies mentioned that the City Council approved the future land use map amendment request.

Callies mentioned that she will be attending a design standards webinar from NAPC.

iv. Incentives & Partnerships

Fullerton will now be leading the subcommittee. Callies may be interested in joining.

b. Budget Update

Merriman mentioned that SHPO has asked CLGs to cease spending and that there may be no funding next year. Merriman and Weiss presented a priority list of priority items for funding from the City in case SHPO is unable to fund them.

Miller mentioned that spending for the Trolley Ride tours and the Block Party were given approval by the City. Miller mentioned that final spending from the CLG grant will total roughly \$6,870.

c. Brochures Distribution

No update.

- d. Open House Recap  
Callies mentioned that the open house at ID8 Architecture went well.
- e. Preservation Month Recap  
Merriman mentioned that the preservation month activities were successful, including displays at the Library and the treasure hunt.
- f. Block Party Planning  
Callies mentioned that flyers have been sent out. A street closure permit has been approved. The event will take place on Saturday June 28 with setup beginning at 3 pm.  
  
Merriman asked that a notice of quorum be published.
- g. Planning Commission Feedback  
See Codes and Design update.
- h. Trolley Rides Planning  
Merriman stated that Weiss has reached out to McCrossan. Merriman asked if anyone knows of a backup in case McCrossan is unable to provide horses.
- i. Mayors Awards Planning  
Miller provided a timeline for this year's nominations. Merriman stated that a taskforce is typically created to review a list of potential nominations. Gritzner agreed to participate.
- j. SDSU Sustainability Committee  
Merriman stated that the committee will not meet again until the fall.
- k. SDSU Foundation – 820 9<sup>th</sup> Ave  
Miller mentioned that the South Dakota State University Foundation has purchased a lot at 217 Medary Avenue South where a home was destroyed by fire. The Foundation will be seeking a variance to move 820 9<sup>th</sup> Avenue to 217 Medary Avenue. The variance is required due to 217 Medary Avenue not meeting the required lot width or lot area for a single-family use.

Merriman asked if the BHPC should show up to support. Merriman is concerned that if the variance is not approved the next step could be a request to demolish the home.

#### Upcoming Events

University Residential Historic District Block Party – Saturday, June 28, 2025, 4-9 PM

#### Other Announcements

Miller mentioned that NAPC is hosting a webinar on design standards for historic district. Miller sent an email with instructions for free registration if interested.

Miller mentioned that Maddie Ferrell from SHPO is no longer able to travel due to a state employee travel ban and will not be able to join the July 10 meeting. Merriman asked if there is a virtual option. Miller will investigate virtual options.

Miller mentioned that the June meeting will also include multiple State Case Report reviews.

Next Scheduled Meeting

- The next meeting will be Thursday, July 10, 2025.

Meeting adjourned at 6:51 p.m.

---

Janet Merriman, Vice Chair

---

Ryan Miller, City Planner