

**Brookings Historic Preservation Commission**  
**October 9, 2025 Minutes**

A meeting of the Brookings Historic Preservation Commission was held on Thursday, October 9, 2025 in the Brookings City & County Government Center. Members present: Audra Fullerton, Paula Carson, Tom Thaden, Janet Gritzner, Matthew Weiss, and Janet Merriman. Also present were Ryan Miller, City Planner, Mike Struck, Community Development Director, Cody Butler, Chuck May and Kyle Rausch.

**Call to Order**

Weiss called the meeting to order at 6:01 p.m.

**Introduction: Walker Kropuenske**

**Approval of Agenda**

Janet Gritzner asked to add an item to discuss a recent meeting with the South Dakota State University's Planning and Sustainability Committee. The item was added to the agenda as item 6G.

A motion was made by Merriman and seconded by Carson to approve the agenda as amended. All present voted aye.

**Approval of Minutes**

A motion was made by Gritzner and seconded by Thaden to approve the September 11, 2025 minutes. All present voted aye.

**State Case Reports**

Cody Butler, U City Property Management, is general contractor and property manager for a storefront at 315 Main Avenue. The restoration of the building began in 2023 as an apartment remodel and expanded into a storefront restoration and first floor remodel.

The applicant, Laura Antony Guza, submitted the 11.1 Application. Brickwork above an iron beam was tuckpointed. Below the iron beam, severe deterioration has occurred so tuckpointing was not an option. Instead, an Arizona dry stack veneer was proposed and installed.

Merriman asked what was installed between the original brick and the new veneer. The new veneer was adhered to the exterior brick with mortar. The brick columns on either side were discolored and unsightly. The existing storefront is not the original, in a previous remodel, the doors and windows were moved. Clay tile was added to the storefront in place of the former door and does not match the original brick.

Weiss suggested caution due to the potential for trapping of moisture between the original brick and the new veneer. The discoloration and deterioration of the original brick was likely a result of mismanagement of moisture like this in the past. Weiss asked how will moisture drain. Butler explained that a drip edge was mortared in to wick moisture.

Thaden asked why Arizona dry stack was chosen rather than other materials more consistent with downtown Brookings. Butler state that it was the tenant's choice coming from her background of running a business out of downtown Marshall.

Butler mentioned that the long-term vision is to replace everything below the awning with large storefront windows. Krueger asked if the long-term plan is to replace with large windows, could the original brick on the columns be restored. Butler stated they have not thought of that yet. But they have engineer comments that the columns are structurally sound.

A motion was made by Merriman and seconded by Gritzner to agree with the findings of the case report noting that the proposed work will not be removing original materials and that care should be taken to protect the original brick from water intrusion.

Fullerton wanted clarification on whether or not there was adequate protection from water on the brick columns. Kosbau asked if there needs to be any discussion on the awning. Kosbau noted that the location of the plywood today would have historically been transom windows. Butler noted that reinstalling the transom windows was considered but not financially feasible at this time. Butler mentioned that the awning will be of fabric material similar to George's Pizza.

All present voted aye.

### **Other Items & Reports**

- a. Mt. Calvary Lutheran Church – Weiss recused himself.  
Merriman clarified that the church requested time on the agenda to present an update to the Commission. The item is not for debate or public comment.

Matt Weiss, representing Mt. Calvary Lutheran Church, introduced the church's expansion plans. Banner Engineering, Dakota Land Design and Design Arc have participated in the plans and designs.

Weiss noted that the current plans do not encroach beyond the existing alleyway south of the church and the existing parking lot will continue to be used. The existing parsonage will be demolished to make way for the church expansion. Boulevard parking will be proposed

Weiss mentioned that height was a consideration in the plans. The steeple is an exception generally in zoning regulations. The height of the addition will approximately match that of the existing structure.

Kyle Rausch, Dakota Land Design, was hired as the contractor. Rausch provided a background on the process. The church has learned a lot about the historical impacts and halted the plans as an effort to prove their commitment to the community's interest in the project. The church decided to start over on the plans and historic review. The revised plans are based on feedback gathered from the neighbors, who are all very supportive of the new plans as well as the proposed boulevard parking.

Chuck May from the church construction board provided a history on the church's effort. They had an option to move the church elsewhere in the community but are committed to the neighborhood and respecting the process and being good neighbors.

Krueger wanted clarification on where the parking lot will be located in proximity to the existing homes before and after. Gritzner asked for clarification on the status of the homes to

the south of the church. May mentioned that they continue to be used for rental housing or potential a home for a future pastor.

Callies asked if the area to the south of the new sanctuary is a rain garden. Rausch mentioned that it may be but the plans are still in progress.

Fullerton asked if the boulevard parking would be public parking. Struck stated yes. It is in the public right of way and would be public parking. There would be a request to sign the parking for specific hours. Fullerton asked if there is a potential for this parking to allow nearby rentals to increase occupancy. Struck mentioned that housing occupancy and parking requires off street parking so these won't count.

b. Subcommittee Updates

i. Survey

Gritzner mentioned that the subcommittee met with Maddie Ferrell. SHPO offered to partner on a survey workshop. The workshop would help train volunteers to do the survey work. Weiss mentioned that Ferrell provided a list of consultants as well but thought that there was local capacity to perform the survey.

Kosbau asked if that would include the option to resurvey the existing districts. Weiss mentioned that multiple options were discussed with Ferrell. Another topic was the validity of the existing districts. Another topic was the feasibility of residential design standards. Ferrell did not have a specific answer as to how often districts should be resurveyed or as to how much districts need to retain to protect their designation.

Callies added that if design standards were lessened, there could be an increase in proposals for poorer material replacements like vinyl siding. Callies suggested examples of proper maintenance and design standards would be beneficial.

Weiss will send a recap email from Ferrell to the BHPC.

ii. Public Education

Merriman is working to organize a meeting of the subcommittee.

iii. Codes & Design

A groundwork for residential design guidelines is the next priority. Based on feedback from public outreach, this may be a higher priority than surveying or resurveying.

Weiss mentioned that SHPO has some material for reference and a conduit for connecting with other CLGs that have design standards. Weiss mentioned that the BHPC does have some capacity in graphic design but there should be discussion on whether or not to hire out for this work in future grant requests.

iv. Incentives & Partnerships

Fullerton and City staff members met at a First Bank and Trust Community Development Corporation owned property with Rick Lee. Attendees walked through the property and learned about the work that the CDC does. The CDC has been active

for several decades and have restored a few homes per year for resale with a deed restriction that they remain owner occupied.

c. CLG Funding Limit Updates

Miller stated that SHPO will soon begin awarding grant requests. The grant period will be shifted and a revised application will be needed. Additional funding could be requested due to some of the summer projects no longer being eligible.

Thaden mentioned that the SDSU walking tours are still receiving requests and could always seek more funding. Fullerton asked if there are survey work expenses if they would be included in the requested budget. Funding for travel and conferences was also discussed.

A motion was made by Thaden and seconded by Merriman to increase the budget request for SDSU walking tour brochures to \$3,500 and to increase the travel budget to \$2,000.

Fullerton asked if survey expenses be included. Miller asked if there is a likelihood of these funds being spent by June 2026. Merriman suggested that more planning work is needed before seeking funding.

All present voted aye.

d. Brochures Distribution Updates

Carson has distributed around the community and university. A convention of the SD Nurses Association included the brochures in their conference packet.

e. Mayor's Awards Planning

Weiss mentioned that all of the nominations made it to the clerk's office with the exception of a few photos. The event will be held on Wednesday December 3.

f. City Council Retreat

The retreat will be held on Wednesday, October 15.

g. SDSU Planning and Sustainability Committee presentation

Gritzner and Thaden met with the committee and discussed the national register of historic properties. Six properties are listed on the register and most were added in the 1980's. Gritzner and Thaden asked if the campus was interested in potentially adding more to the register. The committee asked about individual listings versus districts among other questions related to historic preservation.

### Upcoming Events

- NAPC Webinar – Thursday October 30, 2025 – Integrating Preservation into Municipal and Planning Processes

### Other Announcements

- None.

### Next Scheduled Meeting

- The next meeting will be Thursday, November 13, 2025.

Meeting adjourned at 8:35 p.m.

*Matthew Weiss*  
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Matt Weiss, Chair

*Ryan Miller*  
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Ryan Miller, City Planner