

Brookings Historic Preservation Commission
March 12, 2026 Minutes

A meeting of the Brookings Historic Preservation Commission was held on Thursday, March 12, 2026 in the Brookings City & County Government Center. Members present: Audra Kelley-Fullerton, Tom Thaden, Janet Merriman, Samuel Krueger, Sandra Callies, Janet Gritzner 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 6:02 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 Krueger and seconded by Thaden to approve the minutes. All present voted aye.

Open Forum

No comments.

Other Items & Reports

a. Subcommittee Updates:

i. Survey

Weiss will coordinate a meeting with Maddie Ferrell to discuss next steps. Sandra Callies, Janet Gritzner, and Ryan Miller will participate in the meeting.

ii. Public Education

The next agenda item involved coordinating with Ryan and Sherri on updates to the website. Funds are available for the purchase of thank-you cards to be sent to individuals who assisted with home projects. Merriman will collaborate with Thaden on planning the upcoming scavenger hunt. The Brookings Bonanza is scheduled for June 27, and the walking tour will take place on the same day. Additional details regarding advertising and participant recruitment will need to be determined.

iii. Codes & Design

Callies reported that comments on the drafted goals and topics from the previous meeting have been reviewed, along with the Minneapolis design standard packages. The Minneapolis standards distinguish between recommended/not recommended and permitted/not permitted guidelines. There is interest in identifying “unforgivable sins” to help shape Brookings standards, with photos being collected to illustrate features not permitted in historic districts. Krueger suggested using photos to highlight good design and diagrams to show poor design to avoid singling out specific homes. Minneapolis guidelines also identify key district features, which the group would like to replicate using photos and brief descriptions. Merriman supported this approach, noting that nomination packets are often not read.

Other guideline references discussed included Golden Valley Road, Lowry Hill East, and Lyndale residential design guidelines. Discussion included materials, flexibility for

contributing houses, organization of guidelines, references to the Secretary of the Interior's Standards, and inclusion of a glossary. Goals for Brookings standards include discouraging front-facing garages and promoting infill development. Committee members were encouraged to share additional examples from other communities. Prior discussions with SHPO focused on exterior criteria, and there is interest in developing Brookings-specific standards. Additional resources from Molly Richter and examples from Sioux Falls surveys and homeowner guides were also noted.

iv. Incentives & Partnerships

There was no update on incentives; the letters were sent out and the application closed March 1st; the information was also shared on Facebook. Merriman facilitated the 5th grade writing contest.

Fullerton provided an update from Habitat for Humanity, noting that they offer low-interest loans, some of which may apply to historic homes. Loans are income-based rather than tied to historic districts. Programming is handled at the national level, and while Habitat cannot partner directly, they are willing to share how loans are structured with banks if the information would be helpful.

Wiess requested an update on the downtown incentive program. Miller reported that around 13 applications were received, exceeding last year's total. Skinner's is installing second-story windows; the 11.1 review was completed and approved.

b. Brochure Distribution Updates:

To date, 95 brochures have been distributed at SDSU this year, 605 were distributed last year.

c. Basement Storage Taskforce Updates:

Thaden provided an update on scanning activities, reporting that approximately 250 slides and photographs from the Central District have been completed to date. He is hoping to have downtown photos scanned in time for the city's birthday. It was noted that memorabilia is available for the celebration, and Thaden has contacted the City Clerk. Gritzner mentioned a national museum grant that could allow for the development of a statewide database. At this time, there is no cost estimate available for archival storage boxes.

d. Home Show Recap:

Merriman provided an update: 1,007 total attendees – 20 attended the presentations. Attendees expressed a desire for help connecting with contractors. Final bills have been sent to Ryan.

e. Preservation Month of May Planning:

Wiess noted the need to identify time-sensitive items to move forward. Miller reported that there is excess grant funding available statewide that should be considered when discussing future projects. Krueger asked whether the funds could be used for residences within the district; Miller responded that this is not currently allowed but could be discussed with SHPO for future program development. It was noted that the funds are federal pass-through dollars and may not be eligible for further redistribution. Merriman added that prior discussions

indicated grants could not be used in that manner, though a local nonprofit might be an option.

Callies asked whether additional drawings or architectural documentation were needed, suggesting funds could support a display or updates to the Archi-Treasure. Gritzner asked about hiring a consultant to conduct survey work. SHPO has suggested BHPC could work with a consultant on design standards. An extension to the end of July may be available, but a project must be identified quickly and funds spent by July 31. Merriman asked about using funds for travel to the July 22–26 conference. It was determined those travel dates should be included in the upcoming grant.

Fullerton suggested updating district maps and contributing buildings; Miller advised waiting until a full resurvey is completed. If a consultant is hired, bidding would likely not be required due to the project size. A workshop could be conducted to train the commission on survey execution; however, a consultant would likely not complete the survey by July. Callies noted the School of Design could provide student assistance, though training, scope, and compensation structure would need to be addressed.

Upcoming events include the scavenger hunt, a potential library display (Miller will confirm space availability), an open house on May 28 at either ID8 or Main Street Pub to showcase updated downtown facades, survey training, and future articles. Editors from both the Brookings Beacon and the Brookings Register will be contacted.

f. GLC Grant Due March 31st:

Additional Fund request for Current Grant Cycle

- Survey workshop (advertising and space): \$900 – Miller will reach out to SHPO for consultant recommendation.
- Student assistance (2 students, May 15–July 15): \$10,000
- Consultant support: Cost TBD
- Space rental (additional): \$1,000

2026–2027 Grant Request

- NAPC travel: 8,000
- Workshop: \$950
- Promote Incentives: \$200
- Open House: \$350
- Block Party: \$150
- Trolley Rides: \$1,000
- Memberships: \$1,200
- 2027 Home Show: \$2,500
- SDSU brochures (color and B/W reprints): \$3,500
- Total 2026–2027 Grant Request: \$17,850 (Approved by motion)

Merriman noted submission of a NAPC award application for public outreach and advocacy, with results expected in May. Members were encouraged to attend the conference in July. Budgeted for four members to attend. Merriman made a motion to approve the \$17,850 grant request for

FY 26–27; Thaden seconded. All members voted aye, and the motion passed. Resumes from Walker, Audra, and Diane are needed for the grant application.

Upcoming Events

- a. NAPC Webinar- Partners in Preservation: Preservation Organizations and Commissions- March 25th, 2026. Miller will send out reminder.
- b. Next Tuesday Conflict of Interest Training. 6 pm Tuesday March, 17th.
- c. SHPO – May 29th- CGL day in Pierre. Cultural Heritage Center.

Other Announcements

Next Scheduled Meeting

The next meeting will be held on Thursday, April 9, 2026.

A motion was made by Merriman and seconded by Krueger to adjourn.
Meeting adjourned at 7:34 p.m.