

Brookings Historic Preservation Commission
July 9, 2026 Minutes

A meeting of the Brookings Historic Preservation Commission was held on Thursday, July 9, 2026 in the Brookings City & County Government Center. Members present: Tom Thaden, Diane Kosbau, Walker Kropuenske, Janet Gritzner, Sandra Callies, Audra Fullerton, and Matthew Weiss. Also present were, Bailey Maca – Associate Planner, Ryan Miller – City Planner

Call to Order

Weiss called the meeting to order at 6:00 p.m.

Approval of Agenda

A motion was made by Kosbau and seconded by Thaden as amended. All present voted aye.

Approval of Minutes

Fullerton made a motion to approve the minutes. Kosbau seconded the motion. All members present voted aye.

Open Forum

No comments.

State Case Report- 324 Main Avenue:

Agnes Lansang (owner) attended virtually, and Justin Oleson (architect) and Lee Hegdahl (contractor) were present to represent the proposal. The applicant is proposing to replace all of the upper-level windows with new single-hung windows of the same size and color; no work will be done on the exterior elevations. The brick will not be disturbed, and the windows with rounded tops will remain the same size and shape. Five of the original windows have been replaced over the years. The current windows need to be replaced due to deteriorated sashes and moisture.

Kosbau asked whether the replacement windows would be metal; the applicant confirmed they would. Fullerton asked about the condition of the existing windows and whether any were salvageable. The contractor stated that the windows were not salvageable because the wood was deteriorated and the counterweight systems were no longer operable. Weiss asked about the brick sills and whether any work would be done to them. The contractor stated that the brick and mortar would remain intact. A piece of metal trim would be used to seal the window opening, and the window inset would remain unchanged.

Weiss asked whether the grid pattern on the south side of the building would be replicated. The contractor stated that they were not planning to replicate the existing pattern because each piece is individual. The replacement windows would match those on the north side, although mullions could be added. Weiss noted that the existing grid pattern should be replicated where it currently exists. Weiss further stated a preference for exterior muntins rather than an interior-only grille and noted that the replacement muntin pattern should match the size and configuration of the existing grid.

Callies asked whether there was an anticipated lifespan for the replacement windows. The contractor stated that the expected lifespan was approximately 40–50 years. Callies noted that wood windows can have a lifespan of more than 100 years and, with proper maintenance and repairs, may last up to 200 years.

Gritzner made a motion to agree with the case report. Kosbau second the motion. Fullerton noted that she appreciates the effort to preserve historic integrity. All voted aye. Motion passes.

State Case Report- 816 4th Street:

Kara Bianchi-Ross (owner) and Molly Richter (architect) presented a proposal for an existing Colonial Revival residence. The home contains a staircase leading to a third-floor space that is currently underutilized. To bring natural light into the area and make the space more functional, the applicant proposes adding dormer windows.

The applicant stated that considerable thought was given to scale and design. A gabled dormer was selected because it is consistent with the architectural character of the house. It was noted that the home is set back from the street, and the proposed dormers will not appear overwhelming. The applicant also noted that dormers are commonly found on Colonial Revival homes and that three dormers are often seen on similar historic residences. An egress window is also proposed on the rear elevation.

The applicant reviewed alternatives that were considered, including research into historic precedents, review of applicable standards, and evaluation of multiple design options. One alternative was to make no changes, which would leave the space unenhanced and continue its use primarily as storage. Another option considered was raising the roof, which was determined to be inappropriate. A shed dormer was also evaluated but was viewed as appearing more functional than decorative and not compatible with the home's character. Additional dormer configurations were considered but did not achieve the desired appearance.

Weiss stated support for the proposal and noted that some historic houses feature an even number of dormers. Weiss asked whether a two-dormer design had been considered. The architect confirmed that it had been considered but did not appear visually balanced. Kosbau commented that the renderings make the dormers appear as though they have always been part of the house and stated that the addition would enhance the neighborhood. The applicant stated that the existing windows are wood and have held up well over time. The proposed new dormer windows will also be wood. Fullerton made a motion to agree with the case report. Callies second. All voted aye. Motion passes.

Other Items & Reports

a. Subcommittee Updates:

i. Survey

A date has not yet been scheduled for SHPO to visit in September. Callies reported receiving interest from two students. The group needs to determine whether they will be formally selected for the potential workshop. The grant has not yet been awarded. Potential compensation rates will need to be determined. An agreement document will need to be drafted and finalized. Payment can be submitted only after the grant is approved, the work is completed, and an invoice is received. September 2nd and the surrounding weekend have been reserved as potential dates. Callies will provide a resume and cover letter as part of the application and interview process. The group will vote on applicants at the next meeting.

ii. Public Education

No updates

iii. Codes & Design

No updates

iv. Incentives & Partnerships

There is a Block Party meeting on July 10. Billie Jo Hinrichs is hosting a walking tour with Mike Struck. Anyone is welcome to attend and walk around the Historic neighborhoods and discuss what is working well and what is challenging. Fullerton will share the flyer. The event takes place on July 16th from 6:00pm -7:30 pm.

b. Brochure Distribution Updates:

Thaden stated that the SDSU brochures will be finished next week.

c. Basement Storage Taskforce Updates:

Boxes with minutes, donated hours, and budget have been scanned. The old survey will be scanned next. Assistance will be needed to sort the scanned documents into streets and districts.

d. Mayors Awards:

i. Possible Landscaping Award Addition for 2027:

Callies noted that there are certain landscape aesthetics that match the timeframe of a home- consideration should be given to recognition. Wiess requested Callies come up wording and parameters for the award addition. Kosbau noted that in the past the city gave out yard awards.

ii. Taskforce Nominations: Nominations due July 31 from the public.

Potential Nominations:

715 7th Ave – Stewardship Award

408 Main Ave- Excellence in Rehabilitation

902 6th Street- Stewardship Award

320 Main Ave- Infill award

322 Main Ave- Excellence in Rehabilitation

300 Main Ave –Excellence in Rehabilitation

Stucco apartments on 8th- Excellence in Rehabilitation

e. Trolley Rides Prep

The press release is currently in draft form. A signature from the Children’s Museum is needed for the street closure request. The event vendor still needs to be determined and contacted to confirm availability and willingness to participate. SDSU has a trolley that may be available for use.

Insurance requirements should be confirmed with the City Clerk’s Office. The event is scheduled for Downtown at Sundown on August 27 and will follow a format similar to last year’s event. Volunteer needs will be determined at the next meeting. An estimated 4 to 5 volunteers will be needed.

f. Brookings Bonanza Recap

10 participants attended the first tour, which lasted one hour. The second tour was not conducted due to weather. It was noted that the walking crowd was more interested in the morning tour.

Upcoming Events

a. NAPC Forum July 22nd-26th (actual Conference July 24-26th):

Merriman and Maca will be attending.

Other Announcements

Next Scheduled Meeting

The next meeting will be held on Thursday, August 13th.

A motion was made by Callies and seconded by Kosbau to adjourn.
Meeting adjourned at 7:31 p.m.