



BRING YOUR DREAMS.

BROOKINGS HISTORIC PRESERVATION COMMISSION

2024 ANNUAL REPORT

BROOKINGS, SOUTH DAKOTA

Preface

The Brookings Historic Preservation Commission, formed in 1985, is the City's official representative in the United States National Park Service Certified Local Government program. As outlined in program guidelines, each of South Dakota's certified local governments are required to submit an annual report to the State Historical Preservation Center and local government officials.

Anyone interested in further information about the Brookings Historic Preservation Commission or any of its projects may contact:

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Brookings Historic Preservation Commission

PURPOSE

The Brookings Historic Preservation Commission was created by resolution in August 1985 by the City of Brookings. In 1989, the City of Brookings adopted a historic preservation ordinance, Ordinance 5-89, which ratified the Commission's purpose to allow the city to engage in a comprehensive program of historic preservation to promote the inspiration, pleasure and enrichment of the citizens of Brookings through the identification, documentation, preservation, promotion and development of the city's historic resources. The Commission's current enabling Ordinance No. 09-03 was adopted by the City Council on April 22, 2003.

STATUTORY RESPONSIBILITIES

Pursuant to SDCL 1-19B, the BHPC may exercise the following powers, duties and responsibilities in addition to the powers, duties and responsibilities stated elsewhere in this ordinance:

- (1) To preserve, promote and develop the historical resources of the City;
- (2) To conduct a survey of local historic properties complying with all applicable standards and criteria of the statewide survey undertaken by the Office of History of the South Dakota Department of Tourism;
- (3) To participate in the conduct of land use, urban renewal, and other planning processes undertaken by the city;
- (4) To acquire fee and lesser interests in historic properties including adjacent to or associated lands by purchase, request or donation, with consent of the City Council. All lands, buildings, structures, sites, areas, or objects acquired by funds appropriated by the city shall be acquired in the name of the city unless otherwise provided by the City Council. These properties may be maintained by or under the supervision and control of the city. If acquired by funds other than those appropriated by the city, the lands, buildings or structures may be held in the name of the BHPC, the city or both;
- (5) To preserve, restore, maintain, and operate historic properties which are under the ownership or control of the BHPC the city or both;
- (6) To acquire, with the consent of the City Council, by purchase, donation, or condemnation, historic easements in any area within the city provided the city determines the acquisition will be in the public interest. For the purpose of this section, "historic easement" means any easement, restriction, covenant or condition running with the land, designated to preserve, maintain or enhance all or part of the existing state of places of historical, architectural, archaeological or cultural significance;
- (7) To lease, sell and otherwise transfer or dispose of, with the consent of the City Council, historical properties subject to rights of public access and other covenants that will preserve the historical qualities of such properties and in a manner that will preserve the properties within the city;
- (8) To promote and conduct an educational and interpretive program on historic properties within the city;
- (9) To recommend ordinances and otherwise provide information for the purpose of historic preservation to the City Council;

- (10) To recommend to the Board of Appeals exemptions from the currently adopted Building Code or other building-related regulations pertaining to exterior features of historic property;
- (11) To contract with the state or the federal government, or any agency of either government, and to contract with other organizations and individuals;
- (12) To cooperate with the federal, state and other local governments in the pursuance of the objectives of historic preservation;
- (13) To investigate and report on the historical, architectural, archaeological, or cultural significance of a property under consideration for local designation by the City Council;
- (14) To adopt written guidelines based on the Secretary of the Interior's Standards for Rehabilitation in order to assist owners who are making exterior changes to their historic properties;
- (15) To negotiate with owners of historic properties and other interested persons when the designated property may be demolished, materially altered, remodeled or relocated;
- (16) To assist the Local Historic District Study Committee when it investigates and reports to the City Council on proposed local historic districts; and
- (17) To attend informational and educational programs covering the duties of the BHPC and current developments in historic preservation.

MEMBERS

All Certified Local Government (CLG) Commissions shall maintain at least two "professional" members from the disciplines of history, architectural history, architecture, archeology, planning, urban planning, American studies, American civilization, cultural geography or cultural anthropology. At least three of the total membership must be nonprofessional members, who represent a demonstrated interest, experience, or knowledge in historic preservation. The Brookings Historic Preservation Commission may have up to 10 members and not less than 7. The 2024 membership is as follows:

- 1. Matthew Weiss, Chair (Architect)**
- 2. Kyle Nelson, Vice Chair (Resigned in April)
- 3. Janet Merriman
- 4. Tom Thaden
- 5. Dr. Janet Gritzner (Urban Planning) **
- 6. Jon Stauff (Removed in August)
- 7. Paula Nelson
- 8. Nathaniel Condelli
- 9. Samuel Krueger
- 10. Sandra Callies (Architect)**
- 11. Melisa Yager (Appointed in September, Resigned in October)
- 12. Stephen Van Buren (Appointed in September, Resigned in December)
- 13. Diane Kosbau (Appointed in December)

Ryan Miller, City Planner and Staff Liaison
Mike Struck, Community Development Director

** "Professional Member" per National Park Service standards

PROGRAMS AND SERVICES

The National Historic Preservation Act of 1966 established a nationwide program of financial and technical assistance to preserve historic properties -- buildings, structures, neighborhoods, and other places of importance in the historic and cultural life of the nation. A local government can participate directly in this program when the State Historic Preservation Officer certifies that the local government has established its own historic preservation commission and a program meeting Federal and State standards. A local government that receives such certification is known as a "Certified Local Government" or CLG.

State Historic Preservation Offices across the United States began certifying local governments in 1985. In August 1985, the Brookings Historic Preservation Commission became a member of the Certified Local Government program; a local, state and federal partnership. The primary goal of the Certified Local Government Program, administered by the National Park Service, is to integrate local government and historic preservation. This national initiative provides valuable technical assistance and small grants to local governments. A major incentive of the CLG program is the pool of grant funds State Historic Preservation Offices (SHPOs) set aside to fund local historic preservation projects. CLGs are the only eligible applicants for these funds.

Local, state and federal law support Brookings Historic Preservation Commission activities.

To remain a Certified Local Government, the BHPC must comply with various performance measurements that include:

1. Documenting of volunteer hours,
2. Conducting an ongoing survey of historic resources,
3. Enforcing state and local preservation legislation,
4. Submitting status and completion reports on all projects,
5. Submitting written requests for variations to funded projects,
6. Creating and implementing a preservation plan,
7. Submitting an annual report per National Park Service guidelines,
8. Holding at least one public workshop annually,
9. Conducting at least one public education activity annually, and
10. Attending state sponsored preservation training opportunities.

FUNDING

Funding for grants to Certified Local Governments comes from the Historic Preservation Fund (HPF), a Federal grants program appropriated by the U.S. Congress and administered by the National Park Service (NPS), which provides financial support to State Historic Preservation Offices (SHPOs) and the National Trust for Historic Preservation. Under the provisions of the National Historic Preservation Act of 1966, as amended, SHPOs are required to award at least 10% of their annual HPF monies to CLGs in their state. As a certified local government, Brookings is eligible to compete with other local governments for a portion of the state's preservation fund share on a matching basis. These funds are designed to supplement city programs, not sustain them.

ELIGIBLE PROJECTS / NATIONAL PARK SERVICE

Projects eligible for the NPS Historic Preservation Fund and the criteria used for selection are developed annually by each State Historic Preservation Office (SHPO). CLG project types that have been funded in Brookings include the following:

- * Architectural, historical, archeological surveys, and oral histories;
- * Preparation of nominations to the National Register of Historic Places;
- * Research and development of historic context information;
- * Staff work for historic preservation commissions, including designation of properties under local landmarks ordinances;
- * Writing or amending preservation ordinances;
- * Preparation of preservation plans;
- * Public information and education activities;
- * Development and publication of design guidelines;
- * Publication of historic site inventories;
- * Preparation of zoning studies;
- * Development and publication of walking/driving tours;
- * Training for commission members and staff;
- * Development of architectural drawings and specifications;
- * Preparation of facade studies or condition assessments; and
- * Rehabilitation and restoration of properties individually listed in the National Register of Historic Places or contributing to a National Register historic district.

BHPC FUNDING SOURCES, SCHEDULE, AND PROJECTS

The primary funding sources for the Brookings Historic Preservation Commission are from the CLG Program allocation and the City of Brookings. The CLG Program allocation is a pass-through grant of federal funds received by the State of South Dakota and then distributed to participating local government CLG's. Funding for the BHPC's programs operates on three fiscal calendar years: local (Jan-Dec), state (July-June), and Federal (Oct-Sept). City of Brookings provides at least a 50% match through dedication of staff/commissioner time and funding for contractual services, supplies, and training and travel for commissioners and staff. The city also provides office and storage space for the BHPC.

The Brookings Historic Preservation Commission received the following funds:

- ❑ City of Brookings Funding Cycle: June 1, 2024 – May 31, 2025
Funding: \$32,331 of in-kind. Status is Open.
- ❑ 2024/2025 NPS/SHPO Grant Funding Cycle: June 1, 2024 – May 31, 2025
Funding: \$10,000. Status is Open.

2024 PROJECTS

The annual programs and activities of the Brookings Historic Preservation Commission are generated from the following list of categories and possible projects. Annual projects are dependent on the availability of National Park Service funds and other state funding allocations.

1. The Brookings Historic Preservation Commission presented five awards for projects within the community that demonstrated stewardship and excellence in restoration. The awards, which were presented at the annual Mayor's Awards Ceremony included:
 - Excellence in Restoration – Helen Jones Trust – 315 Main Avenue

- Excellence in Restoration – Jacks Entertainment – 327 Main Avenue
 - Excellence in Restoration – South Dakota State University and South Dakota State Foundation – Campanile Restoration
 - Excellence in Restoration – Brookings Parks, Recreation and Forestry – Pioneer Park Bandshell Restoration
 - Stewardship Award – Tim Byrne and Holly Tilton-Byrne – 723 Harvey Dune Street
2. The BHPC hosted the annual historic trolley rides on August 29, 2024. Attendance significantly exceeded previous years attendance and was deemed a great success by the BHPC. The historic trolley ride included a horse wagon ride of the Central Residential Historic District. The rides were offered during a Downtown at Sundown event which draws thousands of attendees to the nearby Commercial Historic District on Thursday nights in July and August.
 3. The BHPC has continued to distribute copies of a *Tour of South Dakota State University's Historic Buildings* brochure. In 2024, an additional 480 copies were printed and distributed during the annual Hobo Day weekend.
 4. Staff and three BHPC member attended the 2024 CLG Historic Preservation Conference in Sioux Falls, SD.
 5. The BHPC participated in the 2024 Brookings Regional Builders Association Home Show. The BHPC hosted a booth and secured guest speakers from SHPO and the private sector for breakout sessions. Katie Wasley, SHPO and Bren Brunick spoke at the breakout sessions.
 6. The BHPC hosted an open house at the public library on May 30. The open house included a number of stations hosted by BHPC members, City Staff and local preservation advocates. Additional activities were displays were hosted by the BHPC during Preservation Month.
 7. The BHPC participated in the adoption of the Brookings Downtown Master Plan. BHPC Chair Matt Weiss participated on the plan's steering committee.
 8. The BHPC partnered with the South Dakota State University archivist to scan historic documents and add them to the Digital Library of South Dakota.
 9. The BHPC resumed distribution of University Residential District plaques, partnering with residents in the district to help distribute them.
 10. The BHPC hosted a number of walking tours including tours for the SDSU Honors College in the Commercial District and a local home-schooling group who toured portions of the each of the districts.
 11. The BHPC prepared baseline survey data for a potential survey of an area of Brookings adjacent to the Central Residential District. The BHPC would like to present the baseline data to SHPO for further exploration into the feasibility of a standalone district or extension of the central district.

2024 BHPC Highlights

HISTORIC RESOURCES: RECORDATION AND PRESERVATION

This program consists of photographic, written and computerized recordation of historic sites and properties, primarily by commission members with assistance from volunteer community members and city staff. Larger documentation projects may also involve professional consultants. As a long-term benefit, this program provides a permanent record of our community's resources for future generations. It also assists in research projects and future restoration projects. Former and current community residents and/or their relatives, future residents and generations, state and national archives, state and local elected officials, community leaders and organizations, and city officials are served by this program.

1. National Register of Historic Places:

The National Register of Historic Places was created by the United States government to recognize properties which contribute to the prehistoric and historic development of our localities, states and nation. Through the National Historic Preservation Act of 1966, each state participates in the identification and recognition of these important sites. In this way, we preserve the visible elements of our country's heritage for future generations.

A. New Listings:

- No new listings

2. SDCL 1-19A-11.1 Review documentation as required by the State Preservation Office on threatened properties: SDCL 1-19A-11.1 requires the State, or any political subdivision of the State (cities, counties, etc.), to take into account historic properties that may be damaged, destroyed, or encroached upon by projects undertaken by these government entities. 11.1 requires that the State or local government entity notify the Office of History of projects that have the potential to damage, destroy, or encroach upon properties listed on the State Register of Historic Places and allow the Office of History the opportunity to investigate and comment on such projects.

The BHPC and/or staff along with SHPO processed the following reviews in 2024:

Address: 723 Harvey Dunn Street

Status: Complete

Case Report: Yes

Historic District: University Residential

Property Designation: Contributing

Project Description: Renovating porch above attached garage

Address: 426 Main Avenue

Status: Complete

Case Report: Yes

Historic District: Commercial

Property Designation: Contributing

Project Description: Windows, doors and awning replacement

Address: 710 9th Ave

Status: Complete
Case Report: No
Historic District: University Residential
Property Designation: Contributing
Project Description: Roof replacement

Address: 819 Harvey Dunn Street
Status: Cancelled
Case Report: Requested, not submitted
Historic District: University Residential
Property Designation: Contributing
Project Description: Residing

Address: 615 5th Avenue
Status: Cancelled
Case Report: Requested, not submitted
Historic District: University Residential
Property Designation: Contributing
Project Description: Replace windows

Address: 911 4th Street
Status: Complete
Case Report: No
Historic District: Central Residential
Property Designation: Non-Contributing
Project Description: Replace windows

Address: 815 5th Street
Status: Complete
Case Report: No
Historic District: Central Residential
Property Designation: Non-Contributing
Project Description: Demolish detached garage

Address: 312 8th Avenue
Status: Complete
Case Report: Yes
Historic District: Central Residential
Property Designation: Contributing
Project Description: Replace windows and porch steps

Address: 427 Main Avenue
Status: Complete
Case Report: Yes
Historic District: Commercial
Property Designation: Contributing & Individually Listed
Project Description: Install EIFS exterior

Address: 509 Main Avenue
Status: Complete
Case Report: Yes
Historic District: Commercial
Property Designation: Contributing
Project Description: Install EIFS exterior

Address: 501 8th Street
Status: Complete

Case Report: Yes
Historic District: Individually Listed
Property Designation: Individually Listed
Project Description: Partial Foundation Replacement

Address: 912 6th Street
Status: Complete
Case Report: No
Historic District: Central Residential
Property Designation: Non-Contributing
Project Description: Replace windows

Address: 919 4th Street
Status: Open
Case Report: Yes
Historic District: Central Residential
Property Designation: Contributing
Project Description: Demolition

Address: 629 9th Avenue
Status: Open
Case Report: Yes
Historic District: University Residential
Property Designation: Contributing
Project Description: Demolish one contributing and one non contributing structure for a church expansion on a non-contributing structure

Address: 625 5th Street
Status: Open
Case Report: TBD
Historic District: Central Residential
Property Designation: Contributing
Project Description: Roof Replacement

PUBLIC EDUCATION ACTIVITIES & EVENTS

1. Annual Mayor's Awards for Historic Preservation

The BHPC and Brookings Mayor annually award property owners who have done exceptional restoration or rehabilitation projects on historic homes and businesses. The 2024 Mayor's Awards for Historic Preservation was held on Thursday December 4. The BHPC nominated five projects for awards.

2. Historic Trolley in Central Residential Historic District

The BHPC hosted the annual historic trolley rides on August 29, 2024. The event ran in collaboration with a Downtown at Sundown event in the adjacent Commercial Historic District. The trolley rides included a tour of the Central Residential Historic District.

3. Brookings Regional Builders Association Home Show

The BHPC participated in the 2024 Brookings Regional Builders Association Home Show. The BHPC hosted a booth and secured guest speakers from SHPO and the private sector for breakout sessions. Katie Wasley, SHPO and Bren Brunick spoke at the breakout sessions.

4. Historic Preservation Commission Month Awareness

The BPHC hosted an open house at the public library on May 30. The open house included a number of stations hosted by BHPC members, City Staff and local preservation advocates. Additional activities were displays were hosted by the BHPC during Preservation Month.

5. Walking Tours

The BHPC hosted a number of walking tours including tours for the SDSU Honors College in the Commercial District and a local home-schooling group who toured portions of the each of the districts.

6. Facebook Promotions

Members of the BHPC posted articles to its Facebook page related to historic preservation tidbits, events, opportunities and resources. The page currently has 640 followers.

TECHNICAL ASSISTANCE

Staff and State and National preservation office personnel are primarily responsible for answering property owner tax project and eligibility questions, as well as conducting site visits at the request of the property owners. When state or national preservation office staff are in Brookings, as many site visits and consultations as possible are scheduled, to maximize benefits from the visit. Commissioners accompany the site visits, as observers and for their education, but do not offer tax project advice. Commissioners provide grant writing and application assistance and prepare and present briefings to the City Manager, elected officials, and other city officials.

The technical assistance services directly benefit local property owners by answering their preservation-related questions, providing alternative options if applicable, and affording them free, ongoing expert advice. Informed property owners are more likely to use all of their options in maintaining their own historic properties, frequently purchase and rehabilitate additional historic properties, and often let other historic property owners know of the services available, continuing the preservation cycle.

In 2024, the following technical assistance services are provided:

- ☐ Served on the Brookings Disability Awareness Committee, Public Arts Commission, Sustainability Council (Commission), Downtown Brookings Master Plan Steering Committee
- ☐ Assisted property owners on 11.1 historic review process (Staff)
- ☐ Reviewed and commented on six State Case Reports (Commission)
- ☐ Responded to realtor inquiries regarding historic districts and tax benefits (Staff)
- ☐ Provided materials and informational briefings to City Manager and other city officials (Commission/Staff)

COMMISSION DEVELOPMENT / CONTINUING EDUCATION

A. Local, Regional, State & National Conferences

1) May 22 – 24, 2024: South Dakota CLG 2024 Historic Preservation Conference

Attendees: Ryan Miller, City Planner

Janet Gritzner, Brookings Historic Preservation Commission

Matthew Weiss, Brookings Historic Preservation Commission

Samuel Krueger, Brookings Historic Preservation Commission

2) NAPC Webinar – Incorporating Arts into Historic Districts – February 29, 2024 (Commission/Staff)

3) NAPC Webinar – Substitute Materials on Historic Buildings: Evaluation and Considerations for Use – March 21, 2024 (Commission/Staff)

4) NAPC Webinar – Practical Solutions to Legal Issues for Commissions – November 13, 2024
(Commission/Staff)

5) NAPC Webinar – Navigating ADU Development in Historic Districts – December 12, 2024
(Commission/Staff)

- B. Membership to preservation organizations:** State Historical Society, National Trust for Historic Preservation, National Main Street Organization and National Alliance of Preservation Commissions.

Public Education Program

The Brookings Historic Preservation Commission is the city's official representative in the Certified Local Government program of the National Park Service. The primary purpose of the CLG is to inform, educate and involve the general citizens in historic preservation matters. This report outlines the methods in which the Brookings Historic Preservation Commission will meet this requirement.

Public Education

- A. The purpose of the program is to increase the historic preservation awareness, education, and involvement of all Brookings residents.
- B. A current public education program will be outlined in all funding applications of the Historic Preservation Commission.
- C. Each year, the Brookings CLG public education program will include the following:
 - 1) An annual report of the Brookings Historic Preservation Commission,
 - 2) An educational/informative preservation workshop for the general public,
 - 3) A public recognition of the preservation efforts of local citizens with the Mayor's Awards program,
 - 4) Distribution of existing brochures that describe the historic resources in Brookings,
 - 5) Media information about all activities of the Historic Preservation Commission,
 - 6) Information about the Brookings Historic Preservation Commission and its programs on the City of Brookings website, social media and government channel, and
 - 7) An annual public education strategy specifically on the Brookings Local Register program.

Advisory Role

- A. To provide information on the historical significance of local cultural resources to the City Manager, City Council, County Commission, Planning Commission and other city boards and commissions.
- B. To promote the protection of endangered sites to local governmental bodies.
- C. To participate in planning processes of the City.
- D. Provide information about 11.1 review process to contractors and homeowners through the use of the Contractor's Guide.

Foster Collaborative Governance

- ☐ Continue to work with City Planning Commission and city officials to develop guidelines for preservation commission awareness in matters of zoning, building permits and timely notification.
- ☐ Implement procedures to comply with the amended Brookings historic preservation ordinance.
- ☐ Actively seek participation in any ad hoc or subcommittees established by the local governing body that affect preservation issues or resources.

Provide Clear Communications

- ❑ Serve as a conduit for state and national preservation entities to provide technical assistance and referral to property owners in the community.
- ❑ Continue public awareness campaign through a variety of projects to include newsletters, welcome packets, newspaper features, exhibits, newspaper columns, radio segments and workshops.
- ❑ Continue to pursue and develop effective communications with local, state and national preservation organizations.

Build Working Partnerships

- ❑ Continue to monitor potential changes with any historic resources within Brookings city limits, including the SDSU campus.
- ❑ Pursue a collaborative, proactive relationship with SDSU to facilitate identification and preservation of SDSU's historic resources.

Offer Quality Education

- ❑ Work to promote the Brookings Local Register program.

Conduct Sound Planning

- ❑ Continue to pursue the creation of a local revolving loan fund for residential historic preservation and participate in the decision making process of funding applications.

2024 Goals & Objectives

- ENCOURAGE USAGE OF THE 11.1 CONTRACTORS GUIDE AS A RESOURCE FOR CONTRACTORS & HOMEOWNERS
- CONDUCT PUBLIC EDUCATION ACTIVITIES AS REQUIRED BY THE CLG GRANT INCLUDING: WALKING TOURS, HISTORICAL TROLLEY TOURS, MAYOR’S AWARDS, SOCIAL MEDIA OUTREACH, AND OTHER EVENTS AS RESOURCES ALLOW
- CONTINUE IMPLEMENTATION STRATEGIES OF HISTORIC PRESERVATION PLAN
- CONTINUE IMPLEMENTATION STRATEGIES OF HISTORIC PRESERVATION COMMUNICATIONS PLAN
- DEVELOP WELCOME PACKETS FOR NEW OWNERS OF PROPERTY IN A HISTORIC DISTRICT
- DEVELOP POLICY RECOMMENDATIONS TO THE CITY OF BROOKINGS
- HELP PROMOTE NEW AND EXISTING GRANT AND FUNDING PROGRAMS

SHPO Assistance

The Certified Local Government Annual Report Directives lists ways in which the SHPO can better assist CLG’s. The BHPC would benefit greatly from continued support for:

- Training
- Grant Funding
- 11.1 Review Assistance

Appendices

- ❑ **Brookings CLG Bylaws**
- ❑ **2024 BHPC Minutes**

Brookings CLG Bylaws

ARTICLE I: Constitution

Provisions for establishment of the Brookings Historic Preservation Commission are provided in Resolution 29-85 as adopted by the Brookings City Commission on July 2, 1985 and by Ordinance 5-89 as incorporated under the laws of the State of South Dakota. Amendments to Ordinance 5-89 were adopted by the City Council with the passage of Ordinance No. 30-99 and Ordinance No. 09-03.

ARTICLE II: Membership and Appointment

Section 1: Commission shall consist of not less than seven members nor more than 10 who shall be appointed by the City Council.

Section 2: A minimum of one of the members is to be a professional from the disciplines of paleontology, history, architecture, archeology, urban planning, or law as described in CLG requirements and state law.

Section 3: All members shall reside within the City and shall serve three (3) year terms. Each member shall be eligible for re-appointment.

Section 4: Any vacancy in the membership of the Commission shall be filled for the unexpired term in the same manner as for appointment

Section 5: In the event that a member has five consecutive unexcused absences, the member's position on the commission will be reviewed by the Mayor.

Section 6: Members of the Commission may be removed for cause following procedures established in the City Code of Ethics.

ARTICLE III: Meetings

Section 1: The Commission shall schedule at least 12 meetings a year. Meetings may be at such times and places as may be determined by the Commission. The chair of the commission may cancel or postpone a meeting.

Section 2: A majority of the current members shall constitute a quorum for transacting the official business of the commission.

Section 3: All meetings of the Commission shall be open to the public.

Section 4: "Roberts Rules of Order" shall be the procedural manual used for the conduct of business at official meetings.

ARTICLE IV: Officers

Section 1: The Commission shall elect a chair and a vice-chair from its members.

Section 2: Officers shall be elected for one-year terms. They may be re-elected.

ARTICLE V: Authority

The actions and authority of the Brookings Historic Preservation Commission shall be as stipulated in State Law 1-19B.

ARTICLE VI: Purpose

Section 1: Brookings shall enforce SDCL 1-19B in order to protect our historic and prehistoric sites through our Historic Preservation Commission.

Section 2: Brookings shall conduct inventories of our historic and/or prehistoric properties using the State's survey methods and in accordance with the comprehensive historic site management plans of South Dakota.

Section 3: The Commission's major goal is to inform, educate and involve the general citizens of Brookings in historic preservation matters including the participation in local, state and national recognition of historic and prehistoric sites. Toward this goal, we will hold an historic preservation workshop for the general public yearly and members shall annually attend at least one statewide Certified Local Government workshop as required by the State.

Section 4: To assure public participation and standardization, we adopt the *Guidelines for Historic Preservation Commissions in South Dakota*, *Secretary of Interior Standards for Historic Preservation Projects*, the criteria for listing on the National Register of Historic Places and other such standards and guidelines employed in Historic Preservation Commission work in South Dakota.

ARTICLE VII: Amendment

These bylaws may be amended or new bylaws adopted at any regular or special meeting of the Historic Preservation Commission provided members receive written notice of the proposed changes prior to the meeting.

Amended January 7, 1999
Adopted December 3, 2003

**Brookings Historic Preservation Commission
January 11, 2024 Minutes**

A meeting of the Brookings Historic Preservation Commission was held on Thursday, January 11, 2024 in the Brookings City & County Government Center. Members present: Matt Weiss, Janet Gritzner, Janet Merriman, Jon Stauff, Tom Thaden, Nathaniel Condelli and Paula Carson. Also present were Holly Tilton Byrne, Tim Byrne and Ryan Miller, City Planner.

Call to Order

Weiss called the meeting to order at 6:04 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 Condelli to approve the December 14, 2023 minutes. All present voted aye.

11.1 Review Updates

616 5th Avenue – A case report has been requested by SHPO

819 Harvey Dunn Street – A case report has been requested by SHPO

312 8th Avenue – An application was received for the replacement of windows and front porch steps at 312 8th Avenue. Staff is awaiting SHPO review.

809 8th Street – The application was approved.

State Case Report – 723 Harvey Dunn Street

Holly Tilton Byrne discussed the current situation of the home which has brought the application forward. There is a patio over the side garage and there is water leaking from the floor of the patio into the lower level of the home. The applicant would like to install a patio roof structure to prevent further leakage.

Merriman asked if the new roof structure would be tied into the home. A ledger board installed on the exterior will receive joists from the roof but this could easily be removed in the future. Removal would include removing the roof structure, ledger board and replacing siding.

Gritzner asked when the garage was added. The garage is original.

Merriman asked if there would be any changes to the floor assembly. There will be no changes to the floor assembly.

The patio roof structure will be composed of rough cedar, which is the same materials used in the frame of the home.

Merriman believes that the project meets the Secretary of the Interiors Standards.

A motion was made by Merriam and seconded by Stauff to agree with the findings of the case report. All present voted aye.

Other Items & Reports.

a. Special Projects Updates:

i. University Residential Historic District Plaques

Gritzner has addressed letters to landlords of contributing property and dropped them off at City Hall. Miller mentioned that they will be mailed.

Miller mentioned that a dozen or so plaques have been picked up at City Hall since the initial mailings went out.

ii. BHPC Inventory

Thaden has updated the inventory.

Miller has spoken with the City Clerk about the process for moving items within or out of the storage room. Staff will resume those conversations after the special election in January.

iii. Preservation Month Ideas for May

No discussion.

b. Public Education Subcommittee Updates:

i. Work Plan Review for 2023/2024 Education Events

Merriman stated that Ben Brunick is confirmed for Saturday afternoon at the Home Show. Katie Wasley is confirmed for Saturday morning.

The Dacotah Bank Center will need confirmation of reservation for the side room. Miller will follow up.

Merriman stated that flash drives have been scrapped and post cards with QR codes will be used linking to the BHPC webpage.

Schedules for staffing the booth will be discussed in February.

ii. Website Updates

Miller stated that he met with the Public Information Officer to discuss the proposed changes to the website. Some of the minor updates including fixing the broken links have been made. Some of the updates will take longer but have been discussed.

Stauff stated that information on the Mayors Awards is important and need to be included in the website updates.

Stauff would like to improve the 11.1 review process by using the website.

Weiss asked if the BHPC would set up a work session with the Public Information Office to consider real time edits to the website. Miller will follow up.

iii. Facebook Efforts

Merriman stated that seven posts were made in the last month. The page currently has a total of 601 followers.

c. City Connections Subcommittee Updates:
i. Survey of Potential Resources

Gritzner met with Nick Wendell. Wendell stated that he would be willing to share his thoughts on potential expanded or new districts. Gritzner will invite Wendell to the February meeting.

Reports and Grant Applications

The commission reviewed and suggested changes to the draft quarterly and annual reports due at the end of January.

The City Council presentations will be held on Wednesday, January 31 from 5-7 p.m.

The upcoming grant cycle will close at the end of March. Subcommittees will meet prior to the February meeting from 5-6 p.m. to discuss estimates for possible inclusion in next year's grant budget. Miller will check for availability of the adjacent rooms.

Next Scheduled Meeting

- The next meeting will be February 8, 2024.

Meeting adjourned at 7:32 p.m.

Matthew Weiss

Matt Weiss, Chair

Ryan Miller

Ryan Miller, City Planner

**Brookings Historic Preservation Commission
February 8, 2024 Minutes**

A meeting of the Brookings Historic Preservation Commission was held on Thursday, February 8, 2024 in the Brookings City & County Government Center. Members present: Matt Weiss, Janet Gritzner, Janet Merriman, Jon Stauff, Tom Thaden, Sandra Callies, Samuel Kreuger, and Paula Carson. Also present was Ryan Miller, City Planner.

Call to Order

Weiss called the meeting to order at 6:05 p.m.

Approval of Agenda

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

Approval of Minutes

A motion was made by Carson and seconded by Merriman to approve the January 11, 2024 minutes. All present voted aye.

11.1 Review Updates

No updates.

Other Items & Reports.

a. Special Projects Updates:

i. University Residential Historic District Plaques

Miller stated that about two dozen plaques have been picked up at City Hall. Merriman asked if there have been any questions about installation. Merriam suggested further promoting the plaques later in the year.

ii. BHPC Inventory

Thaden mentioned that the City has approved digitizing files in storage. City Clerk Bonnie Foster is ordering two flash drives to store items.

iii. Preservation Month Ideas for May

Merriman made some suggestions including a public open house and enhanced Facebook content. Gritzner stated that there is a box of architectural elements that could be displayed somewhere. Merriman, Gritzner and Thaden stated that they could help coordinate a display in the Library.

b. Public Education Subcommittee Updates:

i. Home Show Booth and Breakout Sessions

Merriman described her vision for the booth which would include three tables, two monitors, handouts, brochures, Bob Pengra models and candy. Merriman confirmed that Katie Wasley from the South Dakota Historic Preservation Office will be in attendance and speaking. Presentations will be held in Dakota Room C with Wasley speaking in the morning and Ben Brunick speaking in the afternoon. Both presentations have been advertised.

ii. Website Updates

Miller has been coordinating with the Public Information Officer to update the website with annual reports. The 2015 Annual Report has not been located.

iii. Facebook Efforts

The page currently has a total of 604 followers.

c. City Connections Subcommittee Updates:

i. Survey of Potential Resources

Gritzner has surveyed and photographed properties. The information will be sent to Katie Wasley for review.

d. Other Announcements

- i. Weiss provided an update on the Downtown Master Plan. There is a public input tool available called social pinpoint. Users can access the link and provide ideas or concerns through the tool.

Reports and Grant Applications

a. NPS Report Recap

Miller stated that the quarterly and annual reports were submitted to SHPO. Weiss asked that the reports be sent to BHPC members.

b. City Council Retreat Recap

Weiss provided a debrief of the City Council Retreat. Weiss noted that there was interest in updating district pamphlets to include better maps.

c. CLG Grant Application due March 31

Weiss mentioned that subcommittees met to discuss possible budget items. Weiss discussed each of the proposed items. Weiss will prepare a draft list to include in the March meeting packet.

Upcoming Events

- a. Brookings Regional Home Show, February 16-17
- b. SD History Conference in Pierre, April 5-6
- c. CLC Meeting in Sioux Falls, May 22-24
- d. NAPC Forum in West Palm Beach, FL, July 31-Aug 4
- e. NAPC Webinar Incorporating Arts into Historic Districts – February 29

Next Scheduled Meeting

- The next meeting will be March 14, 2024.

Meeting adjourned at 7:23 p.m.

Matthew Weiss

Matt Weiss, Chair

Ryan Miller

Ryan Miller, City Planner

**Brookings Historic Preservation Commission
March 14, 2024 Minutes**

A meeting of the Brookings Historic Preservation Commission was held on Thursday, March 14, 2024 in the Brookings City & County Government Center. Members present: Matt Weiss, Janet Gritzner, Tom Thaden, Samuel Kreuger, Nathaniel Condelli, and Paula Carson. Also present were Kristen Gjesdal (Downtown Brookings) and Ryan Miller, City Planner.

Call to Order

Weiss called the meeting to order at 6:05 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 Gritzner and seconded by Krueger to approve the February 8, 2024 minutes. All present voted aye.

11.1 Review Updates

426 Main Avenue – An application was submitted to replace windows, remove a front door and replace an awning at 426 Main Avenue. Gritzner asked if the front windows would be replaced. Weiss wondered if the mullions on the second story would be matched during the replacement. Weiss asked if the new ramp to the front entryway would extend into the right-of-way. Gritzner asked if the sign panels would be removed. Miller stated that the application is under review by the State Historic Preservation Office.

Other Items & Reports.

- a. Downtown Art Discussion with Downtown Brookings
Gjesdal provided an introduction and update on the Downtown Brookings organization. A downtown master plan project is under development. A design session will be held on March 25 and 27.

Gjesdal discussed potential art projects in the downtown area and how they may or may not interact with historic resources in downtown. Potential art projects include painting exterior steps leading to doorways, sidewalk painting, painting storefronts, facade mural paintings, rabbit search activity and other small art ideas.

Gjesdal discussed a potential hidden spaces tour. Downtown Brookings is working with the Brookings Library on an app-based program for the tour.

- b. Special Projects Updates:
 - i. University Residential Historic District Plaques
No additional plaques have been picked up since last update.
 - ii. BHPC Inventory
Thaden mentioned that the South Dakota State University archivist took a look through the BHPC inventory. They will begin scanning boxes of pictures, sketches, etc. A url has been provided for where they will be hosted. They will help with old floppy disk files.
 - iii. Preservation Month Ideas for May
Merriman suggested hosting an open house with remaining CLG funds. Thaden mentioned maybe including information session on survey during the open house. BHPC

discussed funding food options for the open house. Krueger wondered if other committees could partner with BHPC to provide funding. Condelli suggested highlighting examples of good restoration projects done locally. Condelli will look into the possibility of hosting the open house. Weiss wondered if the old City Hall could be a location.

Weiss asked about a display at the library. Gritzner suggested the archi-treasure hunt.

- c. Public Education Subcommittee Updates:
 - i. Home Show Booth and Breakout Sessions
Weiss mentioned that roughly 1,000 attended the home show. Attendance was lower at the two presentations hosted by BHPC. Weiss is looking forward to participating again next year.
 - ii. Website Updates
No update.
 - iii. Facebook Efforts
No update.
- d. City Connections Subcommittee Updates:
 - i. Survey of Potential Resources
No update.
- e. Other Announcements
 - i. Subcommittee Discussion and Assignments
Weiss will send out a Doodle poll for interest in participating in each of the proposed subcommittees.

Reports and Grant Applications

- a. CLG Grant Application due March 31
Members discussed final budget revisions. Gritzner suggested increasing the travel budget to make an even \$10,000 request. Weiss made a motion to approve the revised budget of \$10,000. Carson seconded the motion. All present voted aye.

Upcoming Events

- a. SD History Conference in Pierre, April 5-6
- b. CLC Meeting in Sioux Falls, May 22-24
- c. NAPC Forum in West Palm Beach, FL, July 31-Aug 4

Next Scheduled Meeting

- The next meeting will be April 11, 2024.

Meeting adjourned at 8:15 p.m.

Matthew Weiss
Matt Weiss, Chair

Ryan Miller
Ryan Miller, City Planner

**Brookings Historic Preservation Commission
April 11, 2024 Minutes**

A meeting of the Brookings Historic Preservation Commission was held on Thursday, April 11, 2024 in the Brookings City & County Government Center. Members present: Matt Weiss, Janet Merriman, Tom Thaden, Sandra Callies, Nathaniel Condelli, and Jon Stauff. Also present were Darilyn Odegaard and Ryan Miller, City Planner.

Call to Order

Weiss called the meeting to order at 6:06 p.m.

Approval of Agenda

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

Approval of Minutes

A motion was made by Stauff and seconded by Condelli to approve the March 14, 2024 minutes. All present voted aye.

11.1 Review Updates

No updates.

State Case Report – 426 Main Avenue

Darilyn Odegaard presented plans for exterior rehabilitation to 426 Main Avenue, also known as the Old Midland Bank Building. The main floor windows will be replaced with bronze aluminum frames. The second-floor windows will be replaced with vinyl inserts. Local welder will build a new awning over the north door. The front door will be renovated to remove the exterior vestibule in order to add an ADA ramp leading to the second set of doors. The second doorway will become the exterior door, which will also be replaced with bronze aluminum framing.

Merriman likes seeing that the windows will be more uniform in appearance. Weiss noted that the switch to vinyl on second story windows is appropriate for operability. Weiss is in general agreement with the findings of the case report but asked Odegaard to consider additional research into the original color if they so choose. Weiss thinks the color may have been a high contrast white.

A motion was made by Merriman and seconded by Staff to agree with the findings of the case report.

Odegaard asked if the work could be done in phases. Miller stated that the work can be done in phases, however, any changes to the proposed work would need to be reviewed again. Weiss asked about permitting. Miller stated that any permits or the work could be granted upon closure of the historic review.

Other Items & Reports.

a. Special Projects Updates:

- i. University Residential Historic District Plaques
No update.

- ii. BHPC Inventory

Thaden stated that the South Dakota State University archivist has begun work digitizing files. Weiss asked if they will soon be publishing. Thaden stated he will be notified when anything has been published. Published items will be located on the State of South Dakota's digital publishing page for Brookings.

- iii. Preservation Month Actions
 - i. Open House

Merriman stated that rooms have been reserved at the Library from 5-7 PM on Thursday, May 30. A short opening presentation would be made followed by an open house with multiple stations.

Stauff has volunteered to make post cards to advertise the event. The event will be published for 6-7 PM.
 - ii. Reminder Letters to University Residential Historic District landlords

No update.
 - iii. Newspaper Press Release for Historic Churches

Thaden has prepared information on the Methodist, Presbyterian, Baptist, Lutheran and Episcopal churches. The churches were built between 1901 and 1917.
 - iv. Treasure Hunt

The hunt originally included 26 architectural features. These pictures could be housed in the library. Members discussed updating treasure hunt materials later in the year for future reuse.
 - v. Library Display

Merriman suggested using the same displays from the home show. Gritzner and Weiss will help set up.
- b. Public Education Subcommittee Updates:
 - i. Website Updates

Two edits were made to the BHPC website.
 - ii. Facebook Efforts

The Facebook page has over 600 followers.
- c. City Connections Subcommittee Updates:
 - i. Potential Survey Area East of Medary

No update.
- d. Other Announcements
 - i. Subcommittee Discussion and Assignments

Weiss will send out a Doodle poll for interest in participating in each of the proposed subcommittees. The Public Education subcommittee will remain as is. A Codes and Design subcommittee has interest from Weiss and Callies. A new subcommittee may be formed to discuss potential incentives. Weiss would like to include Assistant City Manager Samantha Beckman. Weiss will follow up with members regarding interest in subcommittees.

Upcoming Events

- a. CLC Meeting in Sioux Falls, May 22-24
- b. NAPC Forum in West Palm Beach, FL, July 31-Aug 4

Next Scheduled Meeting

- The next meeting will be May 9, 2024.

Meeting adjourned at 7:43 p.m.

Matthew Weiss
Matt Weiss, Chair

Ryan Miller
Ryan Miller, City Planner

**Brookings Historic Preservation Commission
May 9, 2024 Minutes**

A meeting of the Brookings Historic Preservation Commission was held on Thursday, May 9, 2024 in the Brookings City & County Government Center. Members present: Matt Weiss, Janet Merriman, Tom Thaden, Sandra Callies, Nathaniel Condelli, Samuel Kreuger and Janet Gritzner. Also present was Ryan Miller, City Planner.

Call to Order

Weiss called the meeting to order at 6:03 p.m.

Approval of Agenda

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

Approval of Minutes

A motion was made by Merriman and seconded by Condelli to approve the April 11, 2024 minutes. All present voted aye.

11.1 Review Updates

Staff received a letter of no state damage regarding the proposed window, door and awning replacement project at 426 Main Avenue.

Other Items & Reports.

- a. Preservation Month Actions:
 - i. Open House
Chuck Bennis has agreed to host a table to discuss his projects in the historic districts. Two rooms have been booked at the library. Postcard invitations have been drafted. Planned table stations include: Chuck Bennis, Ryan Miller, Janet Merriman (11.1 reviews, Matt Weiss (building materials) and the archi-treasure display currently located on the first floor of the library. Miller will prepare mailing addresses for the postcards.
 - ii. Newspaper Press Releases for Historic Churches
The Brookings Register has run press releases.
 - iii. Library Display
The archi-treasure display was set up on April 30 along with tour guide brochures.
- b. Public Education Subcommittee Updates:
 - i. Facebook Efforts
Merriman asked for pictures of the library display to post to Facebook.
- c. Subcommittee Discussion and Assignments:
Weiss discussed potential subcommittees and asked for interest in each. Potential subcommittees could include:
 - Survey – Janet Gritzner and Tom Thaden
 - Codes/Design – Matt Weiss, Sandra Callies and Sam Kreuger
 - Incentives – Matt Weiss and Nathaniel Condelli
 - Public Education – Janet Merriman, Jon Stauff, Sam Kreuger and Paula Carson

d. Trolley Rides Planning

Weiss reached out to McCrossan and the Chamber of Commerce. Dates for Downtown at Sundown are primarily in August. Each date will have a theme.

Upcoming Events

a. CLC Meeting in Sioux Falls, May 22-24

Weiss, Carson, Gritzner, Kreuger and Miller plan to attend the conference. Remaining grant funds will allow for hotel, food and travel costs.

b. NAPC Forum in West Palm Beach, FL, July 31-Aug 4

Weiss is interested in attending.

Other Announcements

Weiss mentioned that Kyle Nelson has asked for his resignation from BHPC.

Weiss mentioned that during the removal of the exterior façade of the Pioneer Park Bandshell, it was discovered that the original façade was scalloped concrete. Condelli asked if there will be a grand reopening after renovations are complete. Miller will follow up with the Parks Director.

Miller mentioned that SHPO staff asked about additional spending during the 2023-2024 grant cycle. Additional spending may be permissible and a one-month extension may be granted to do so.

A motion was made by Merriman to spend an additional \$1,300 on SDSU tour brochures. The motion was seconded by Thaden. All present voted aye.

Merriman asked about additional spending for promotion of the May open house. Miller indicated this would be fine.

A motion was made by Merriman to spend an additional \$350 on ads for the open house. The motion was seconded by Kreuger. All present voted aye.

Next Scheduled Meeting

- The next meeting will be Thursday, June 13, 2024.

Meeting adjourned at 7:37 p.m.

Matthew Weiss
Matt Weiss, Chair

Ryan Miller
Ryan Miller, City Planner

**Brookings Historic Preservation Commission
June 13, 2024 Minutes**

A meeting of the Brookings Historic Preservation Commission was held on Thursday, June 13, 2024 in the Brookings City & County Government Center. Members present: Nathaniel Condelli, Tom Thaden, Matthew Weiss, Janet Merriman and Sandra Callies. Also present were Samantha Beckman, Assistant to the City Manager, Kirsten Gjesdal, Downtown Brookings Executive Director and Ryan Miller, City Planner.

Call to Order

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

Approval of Agenda

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

Approval of Minutes

A motion was made by Merriman and seconded by Thaden to approve the May 9, 2024 minutes. All present voted aye.

11.1 Review Updates

There is one outstanding 11.1 review for 312 8th Avenue. A Case Report has been requested by the State Historic Preservation Office (SHPO). There may be addition upcoming 11.1 applications for review.

Other Items & Reports.

a. Downtown Master Plan Updates:

Beckman stated that the consultants are in the refining stage of the plan concepts. A final open house is tentatively planned for August 7. A final draft will tentatively be ready around September for review and adoption by the City Council.

The goals of the plan are to stimulate private investment, establish a place to live, create signature gathering space, improve access and circulation, and strengthen downtown as a destination.

Weiss asked if the consultants have identified any issues in the plan. Gjesdal noted issues such as cleanliness, building maintenance, connectivity and walkability, parking, disconnect between property owners and tenants and the historic review process.

Merriman described the BHPC's efforts recently on promotion and education related to the 11.1 review process.

b. Incentives Report

Beckman mentioned a few incentive programs being explored as part of the master plan including a grant and loan program for facades and a downtown revitalization investment program.

Weiss asked if there were peer city reviews during the exploration process. Weiss noted a façade easement program that was highlighted at a recent historic preservation conference. Beckman stated that peer cities and a façade easement program were reviewed during this process.

Weiss noted a lack of residential presence in the downtown area. Beckman noted that the consultants have identified the potential to add as many as 90 additional residential units in

the downtown area. Gjesdal noted the financial resources needed to spur additional residential investment in downtown.

c. Preservation Month Recap:

Thaden stated that the Brookings Register published stories on churches that are in or were historically located in the historic districts. Thaden mentioned that the archi-treasure exhibit in the library went well.

Merriman recapped the open house. Tables were hosted by Paula Carson, Ryan Miller, Chuck Bennis, Sandra Callies, Janet Merriman, Janet Gritzner and Tom Thaden. One table provided an opportunity for attendees to provide feedback. Advertising was done via direct mail postcards, the town and country shopper and Facebook.

d. Subcommittee Updates:

i. Survey

No updates.

ii. Public Education

No updates.

iii. Codes & Design

The first meeting will be held on Wednesday, May 26 at 5:00 PM

iv. Incentives & Partnership

The first meeting will be held on Thursday, May 27 at 5:00 PM

e. Recap of CLG Conference:

Gritzner, Krueger, Weiss and Miller attended the conference. Weiss mentioned that connections were formed with preservation commission from Deadwood and Vermillion. Miller mentioned an observation about special setback allowances in the historic district that was toured.

f. Trolley Rides Planning

Weiss mentioned that a tentative date has been set with McCrossan for August 29. This is the final Downtown at Sundown planned for 2024. The budget includes \$500 for McCrossan and \$250 for advertising.

Merriman discussed potential advertising options including more on-site advertising to direct people to the trolley pick up location. Weiss has been in coordination with Kelsey Doom and there might be some cross advertising opportunities. Weiss requested an advertising strategy be presented at the July BHPC meeting. Weiss will begin work on the press release and street closure permit. Merriman will work on an advertising strategy.

Upcoming Events

- a. NAPC Forum in West Palm Beach, FL, July 31-Aug 4

Other Announcements

Thaden mentioned that the first batch of scans has been received from SDSU. Some of the information includes a past power point describing the CLG's responsibilities and articles from Remembering Our Past.

Callies mentioned discussions that took place at the open house regarding a potential expansion at Mt. Calvary Lutheran church and how the BHPC can navigate potential conflicts between the church's plans and the role of historic preservation. This led to discussion on the BHPC's broader role in redevelopment within the 6th Street Commercial Corridor.

Weiss mentioned that the Disability Awareness Committee has previously sponsored and hosted treats for the Community Band but have declined to do so this year and a new sponsor and host is needed. This would involve a financial commitment of about \$450 as well as a time commitment to serve ice cream on July 21. Weiss mentioned that SHPO confirmed that CLG funds could not be used for the treats. Members discussed the difficulty in finding donations as well as limited time availability and chose to not pursue hosting and sponsoring the event.

Miller mentioned that the Pioneer Park Bandshell rededication event will be held on Sunday, July 7.

Next Scheduled Meeting

- The next meeting will be Thursday, July 11, 2024.

Meeting adjourned at 8:10 p.m.

Matthew Weiss
Matt Weiss, Chair

Ryan Miller
Ryan Miller, City Planner

**Brookings Historic Preservation Commission
July 11, 2024 Minutes**

A meeting of the Brookings Historic Preservation Commission was held on Thursday, July 11, 2024 in the Brookings City & County Government Center. Members present: Janet Gritzner, Janet Merriman, Matthew Weiss, Nathaniel Condelli, Sandra Callies, Tom Thaden, Sam Kreuger and Paula Carson. Also present were Sarah Woodard, Steve Erpenbach, Barb Teal 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 Merriman and seconded by Condelli to approve the June 13, 2024 minutes. All present voted aye.

11.1 Review Updates

820 9th Avenue

Steve Erpenbach from the South Dakota State University Foundation updated the BHPC with their current proposal to move 820 9th Avenue to an adjacent community within Brookings County. The previously approved case report approved by the BHPC required that the home be moved within the city limits of Brookings.

Gritzner asked if the location would be within a city or in the country and if the lot with be similar set within historic homes. Erpenbach mentioned that one option would be located within an adjacent community on a compatible lot. Barb teal mentioned that there is another option that would be located in a county area.

Merriman acknowledged that the applicant has done their due diligence and that losing the home from within the district is already a loss of a resource. Amending the final location from within the city to outside the city does not change the fact that the resource will be lost from the district and it has already been approved to move outside of the district. Merriman asked that the University and Foundation consider future purchases of historic resources before continuing to erode those resources.

A motion was made by Merriman and seconded by Kreuger to approve the updated case report to allow the home to be moved outside of the city limits but within Brookings County.

State Case Reports

312 8th Avenue

Kreuger, representing the contractor on the project, mentioned that the plan is to replace one window on the south and one window on the east from vinyl to a casement window. The front stairs have already been replaced Merriman asked if the mullions would match. Weiss asked if the size would remain the same.

Weiss stated that as long as the replacement windows are of the same size and matching styles, the requirement to upgrade for egress is appropriate.

A motion was made by Merriman and seconded by Condelli to approve the case report with the following conditions:

- The replacements windows match the current size
- Efforts are made to match the appearance with regards to casement and mullions

Other Items & Reports.

a. Subcommittee Updates:

i. Survey

Gritzner has photographed about 80% of the area. Gritzner will now begin organizing the materials and going back to fill in gaps.

ii. Public Education

The subcommittee will be focusing on the Trolley Rides.

iii. Codes and Design

Weiss mentioned that the subcommittee met on June 25. The next steps are to review the implementation matrix and identify priorities.

iv. Incentives and Partnerships

Weiss mentioned that the subcommittee is looking through existing downtown programs that the BHPC could help promote and partner on. Weiss mentioned that the City of Sioux Falls has a number of programs that were highlighted at a recent historic preservation conference.

b. Trolley Rides:

The Trolley Rides are planned for Thursday, August 29. Weiss is working on the required permits. A priority this year will be advertising and partnerships. Merriman met with Kelsey Doom at the Chamber to discuss some ideas. Ideas included advertising at the kids' booth on the event one week prior to August 29, having a sign at the check-in booth and having signs on street corners. Additional budget was granted this year for advertising.

c. Mayors Awards Planning:

Nominations are due to the City Clerk's Office by September 1. Notices to recipients will go out on October 1. The event will be held on Wednesday, December 4. Miller will follow up with Bonnie Foster on the press release timeline. Weiss asked if there was interest in forming a task force for the awards.

d. CLG 2023-2024 Report

Miller stated that the final expenditure report was submitted to the state. The 2024-2025 budget has been approved by SHPO.

Upcoming Events

a. NAPC Forum in West Palm Beach, FL, July 31-Aug 4

Other Announcements

Miller mentioned the 2024 Preserve MN Conference which will be held September 18 – 20 in Red Wing, Minnesota.

Carson mentioned a possible public arts project to collaborate with the Public Arts Commission on.

Thaden asked about maintenance to a retaining wall at the SDSU horse barn.

Next Scheduled Meeting

- The next meeting will be Thursday, August 8, 2024.

Meeting adjourned at 7:10 p.m.

Matthew Weiss
Matt Weiss, Chair

Ryan Miller
Ryan Miller, City Planner

**Brookings Historic Preservation Commission
August 8, 2024 Minutes**

A meeting of the Brookings Historic Preservation Commission was held on Thursday, August 8, 2024 in the Brookings City & County Government Center. Members present: Janet Gritzner, Janet Merriman, Matthew Weiss, Nathaniel Condelli, Tom Thaden and Paula Carson. Also present were Todd Fergen, Darla Vig, Adam Levijoki, Dave Miller, Diane Kosbau and Ryan Miller, City Planner.

Call to Order

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

Approval of Agenda

Chair Weiss added a discussion item to the agenda. A motion was made by Carson and seconded by Condelli to approve the agenda as amended. All present voted aye.

Approval of Minutes

A motion was made by Carson and seconded by Condelli to approve the July 11, 2024 minutes. All present voted aye.

11.1 Review Updates

509 Main Avenue

Dave Miller stated that there are issues with leaking at 509 Main Avenue and the owner would like to install Dryvit EIFS on the front that matches the building to the north. The Dryvit would cover the entirety of the front façade top to bottom. They have been unable to locate and stop the leak and hope that this system will prevent future leaks. Metal flashing will be installed at the top and backside of the parapet.

Weiss asked if there is a vapor barrier on the interior. Miller stated not likely as it is exposed masonry. Merriman noted that tuckpointing could be an option. Miller suggested that tuckpointing is not the best option. Condelli asked if the dryvit would follow the existing contours of the building. Miller stated yes. Weiss asked if the dryvit could be removed in the future. Levijoki stated not likely since it is polymer reinforced.

A motion was made by Merriman and seconded by Condelli to agree with the use of EIFS but to maintain façade reliefs and recognize that EIFS is being used to maintain integrity of the building.

427 Main Avenue

Todd Fergen stated that the stucco façade at 427 Main Avenue is in bad shape. Fergen is trying to figure out a long-term solution to leaking issues while also maintaining the look of the restaurant. Dryvit EIFS is proposed on three sides of the building with the exception of the rear side. Levijoki noted that a pattern can be used to match the look of the stucco. Colors for the EIFS and caps around façade and windows will be similar to existing.

Merriman noted that Dryvit will better resemble stucco. Weiss asked if any plaster needs to be removed or if the EIFS will be installed over. Levijoki prefers to install over the existing plaster, however, some weak points may need to be repaired first. Weiss asked what the thickness of the EIFS will be. Levijoki estimates 1.5 inches. Weiss asked about the bricks in the window frames. Levijoki noted that new trim will be installed around all windows so the design will be more consistent.

A motion was made by Merriman and seconded by Condelli to agree with the findings in that Dryvit EIFS is being used to maintain the integrity of the building and that the applicant is intending to match the existing design.

Other Items & Reports.

- a. Discussion on Churches and Plaques:
Diane Kosbau has discussed with Deb Dominack volunteering to distribute University Residential District plaques. Gritzner asked how many plaques are left. Miller noted that about 25% of the eligible properties have picked up their plaques at City Hall. Gritzner thinks that this is a good opportunity for resident involvement and promotion of historic preservation.
- b. Mayors Awards:
Commission members discussed candidate projects from a list of 11.1 historic reviews over the last year.

A motion was made by Merriman and seconded by Thaden to nominate 315 Main Avenue, 327 Main Avenue, the Campanile and the Pioneer Park Bandshell for Excellence in Restoration and 723 Harvey Dunn Street for Stewardship.

- c. Subcommittee Updates:
 - i. Survey
Thaden has 84 houses photographed and surveyed.
 - ii. Public Education
Merriman and Carson are working on advertising plan for the trolley rides.
 - iii. Codes & Design
Weiss and Callies met. The subcommittee will be looking onto zoning ordinances.
 - iv. Incentives & Partnerships
No Update.
- d. Trolley Rides
Weiss has completed the required street closure application and has sent a press release to the public information officer. The cost for the hose and trolley has increased to \$700.

Upcoming Events

- a. Preserve MN Conference – September 18-20 in Red Wing, MN

Other Announcements

None.

Next Scheduled Meeting

- The next meeting will be Thursday, September 12, 2024.

Meeting adjourned at 8:09 p.m.

Matthew Weiss
Matt Weiss, Chair

Ryan Miller
Ryan Miller, City Planner

Brookings Historic Preservation Commission
September 12, 2024 - No Quorum

Brookings Historic Preservation Commission
October 10, 2024 Minutes

A meeting of the Brookings Historic Preservation Commission was held on Thursday, October 10, 2024 in the Brookings City & County Government Center. Members present: Janet Gritzner, Janet Merriman, Matthew Weiss, Nathaniel Condelli, Tom Thaden, Paula Carson and Sandra Callies. Also present was Ryan Miller, City Planner.

Call to Order

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

Approval of Agenda

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

Approval of Minutes

A motion was made by Merriman and seconded by Condelli to approve the August 8, 2024 minutes. All present voted aye.

11.1 Review Updates

919 4th Street

Miller stated that an application was submitted to demolish the residential dwelling at 919 4th Street. The garage is proposed to remain. If approved for demolition, the applicant would like to work with a nearby property owner at 415 Medary Avenue to move the dwelling from that location to the lot at 919 4th Street.

912 6th Street

Miller stated that the property owner would like to replace a majority of the first-floor windows with the exception of one front facing and two west facing windows. Merriman asked if the awnings would be removed.

501 8th Street

Miller explained that the property owner would like to replace the foundation on a barn located on the property. The failing foundation is causing structural issues that they would like to resolve, beginning with a new foundation. Merriman stated that the work does not appear to harm any historic feature.

629 9th Avenue

Miller stated that the Mt. Calvary Lutheran Church is proposing an expansion of the church that would require the removal of two residential dwellings and two accessory structures. The applicant is seeking approval to demolish the structures. The removal of the structures would allow for a major expansion of the church along with an expansion off street parking. Merriman asked if exterior building materials have been chosen. Gritzner asked if the plan would meet parking and if there would be a change to access drives. Miller stated that the access drive locations would move slightly. Merriman explained the differences between noncontributing and contributing structures and what they both mean. Callies asked if existing trees located on the 6th Street properties would remain and what the future expansion plans are. Weiss suggested that there may be an opportunity to move the residential dwelling at 611 9th Avenue to a location between the 6th Street houses to the south.

Other Items & Reports.

a. Subcommittee Updates:

i. Survey

Thaden mentioned that the survey work is done. Gritzner said that the next step is forward the information to the State Historic Preservation Office for feedback.

ii. Public Education

Merriman stated that she will be attending an upcoming Regional Home Builders Association meeting.

iii. Codes & Design

Callies mentioned that the subcommittee has been discussing parking reform in historic areas.

iv. Incentives & Partnerships

No Update.

b. Mayor's Awards Planning

Weiss mentioned that all of the requesting information for the awards has been submitted with the exception of 315 Main Avenue. Weiss stated he will be working to provide that information.

c. Walking Tour Planning

Weiss stated that a walking tour will be held for a local home school group. The tour will be held on October 25 from 1:00 – 3:00 PM.

Upcoming Events

a. Mayor's Awards – December 4

Other Announcements

Gritzner mentioned that she has given the Central Residential Historic District plaques to Deb Dominiak and Diane Kosbau who have agreed to deliver to properties in the district.

Thaden mentioned that new documents have been archived and added to the State Historic Preservation site. The documents can be found here:

<https://explore.digitalsd.org/digital/collection/HistBrookings/search>

Next Scheduled Meeting

- The next meeting will be Thursday, November 14, 2024.

Meeting adjourned at 7:27 p.m.

Matthew Weiss
Matt Weiss, Chair

Ryan Miller
Ryan Miller, City Planner

Brookings Historic Preservation Commission
November 14, 2024 Minutes

A meeting of the Brookings Historic Preservation Commission was held on Thursday, November 14, 2024 in the Brookings City & County Government Center. Members present: Janet Gritzner, Janet Merriman, Matthew Weiss, Tom Thaden, Sandra Callies and Samuel Krueger via phone. Also present was Mike Struck, Community Development Director. Billie Jo Hinrichs, Diane Kosbau, and Calla Hogue

Call to Order

Weiss called the meeting to order at 6:06 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 Thaden and seconded by Merriman to approve the October 10, 2024 minutes. All present voted aye.

Brookings Downtown Master Plan

Samantha Beckman, Assistant to the City Manager, provided a brief overview of the Downtown Master Plan and incentive programs. The incentive programs are:

- Downtown Brookings Façade Grant – grant program requiring 50% match with a maximum grant of \$25K. Minimum project cost is \$35K. Eligible improvements include exterior renovations (windows, doors, awnings, tuck-pointing, etc.), historic preservation compliance, and accessibility improvements.
- Downtown Revitalization Incentive Program – financing structure with 1/3 grant up to \$25K, 1/3 loan, and 1/3 owner equity. Minimum project cost is \$75K. Eligible improvements include interior renovations, upgrades enhancing functionality, safety, and aesthetics.
- Lights, Camera, Action Grant – grant program offering 50% match up to \$2K. Eligible improvements include lights, cameras, placemaking items such as outdoor landscaping, dining, etc.

The incentive programs will open up the applications in January 2025 with an anticipated closing date of March 1st. A committee will review the applications and make an award announcement in March.

Merriman had a question on the wording of the Façade Grant and Lights, Camera, Action Grant. Concern revolved around ensuring eligibility as BHPC is supportive of projects improving and enhancing downtown.

11.1 Review Updates – Struck provided an update on the following 11.1 Reviews for informational purposes only. It is important for the Commission to not comment on open 11.1 Reviews until an application or case report is forwarded to the Commission for review and comment as it is important to ensure parties are provided a fair hearing.

Billie Jo Hinrichs asked about the process for submitting questions on a particular project. Struck responded the appropriate time would be when the BHPC has an action item on the agenda. Until such time as a formal application comes before the BHPC, it would be inappropriate for the BHPC to comment on a project as it would jeopardize the applicant's due process of a fair hearing. At this point, the 11.1 Review Updates are 11.1 applications that have been submitted to SHPO and received approval, which do

not come before BHPC, or applications that SHPO determine need a case report and the case report has not been submitted.

Calla Hogue reminded the BHPC she and many others were part of the establishment of the University Residential Historic District 25 years ago and wants people to understand and respect the efforts by those who committed the time and effort to preserve and protect historic properties.

625 5th Street: roof replacement – submitted to SHPO, awaiting SHPO comments.

919 4th Street: demolition – case report requested by SHPO, awaiting applicant's response.

629 9th Avenue: church expansion – case report requested by SHPO, awaiting applicant's response.

912 6th Street: window replacements, approved by SHPO.

501 8th Street: foundation replacement, approved by SHPO.

Other Items & Reports.

a. Subcommittee Updates:

i. Survey

Gritzner – the survey is for the area east of Medary Avenue – the slides have been received and planning to add dates to the resources.

ii. Public Education

Merriman stated that the Regional Home Builders Association show is February 7th and 8th. Inquired about BHPC lining up a speaker(s) for the home show to generate interest. Callies inquired about the use of yard signs to help promote and encourage historic preservation. Merriman update the commission on grant eligibility and yard signs and plaques no longer qualify.

Diane Kosbau inquired about plaques for the Central Residential District. Could individual property owners purchase plaques to display on their own?

iii. Codes & Design

No update.

iv. Incentives & Partnerships

No Update.

b. Brochures Distribution Updates – Thaden distributed SDSU brochures throughout the City.

c. Mayor's Awards Planning - Mayor's Awards is Wednesday, December 4, 2024

d. Walking Tour Recap – Callies reported a group of students walked the University, Central, and Downtown districts utilizing brochures as discussion and answers. There was a broad cross-section of ages represented.

Weiss received a request from SDSU interior design student for an interior tour of a couple of historic homes. Possibility of Spring 2025 tour. Callies and Gritzner would be interested in working with homeowners on potential tours. Discussion to restrict to design students to keep the numbers manageable (15 students).

- e. 2025 BRBA Home Show Planning – Merriman looked into becoming a BRBA member. Cost is \$395 annually and includes an invite to the annual Home Show. Members receive a \$50 discount on Home Show booth. Could be an opportunity to create a connection with contractors.
- f. Website and Social Media – Struck provide a summary of the City’s social media policy. Thaden requested a link be added to the City’s website for the South Dakota digital archives.
- g. CLG Progress Report – Struck provided a summary of the CLG progress report with expenditures to date and remaining grant funds. The BHPC will be utilizing majority of the funds for the BRBA Home Show for a booth as well as any paid speakers at the event.
- h. Nominating Committee – Merriman and Carson were nominated to be on the nominating committee and bring forward a slate of officers for 2025 at the next meeting.

Upcoming Events

- a. Mayor’s Awards – December 4th

Next Scheduled Meeting

- The next meeting will be Wednesday, December 11, 2024.

Meeting adjourned at 7:18 p.m.

Matthew Weiss
Matt Weiss, Chair

Mike Struck
Mike Struck, Community Development Director

Brookings Historic Preservation Commission
December 11, 2024 - No Quorum