

**Brookings Historic Preservation Commission
November 4, 2021 Minutes**

A meeting of the Brookings Historic Preservation Commission was held on Thursday, November 4, 2021 in City Hall. Members attending: Matthew Weiss, Janet Merriman, Jon Stauff, Janet Gritzner, and Kyle Nelson. Greg Heiberger and Tom Thaden were absent. Also present Mike Struck, Community Development Director and City Planner Ryan Miller.

Weiss called the meeting to order at 6:02 p.m. A motion was made by Merriman and seconded by Gritzner to approve the agenda. All present voted aye.

A motion by Stauff, second by Nelson to approve the October 14, 2021 minutes. All present voted aye.

11.1 Review Updates.

Struck provided an updated on recent 11.1 Reviews completed by State Historic Preservation Office (SHPO).

- 405 Main Avenue – window replacement
- 625 5th Street – basement window infill
- 708 6th Avenue – detached garage
- 812 6th Avenue – replace storm windows
- 906 7th Street – detached garage

Action on 11.1 Application for 411 4th Street.

Kevin Grunewaldt, applicant, explained that the project involves adding a new door on the west end of the building providing access to the second story apartments. The existing window would be reduced in size to allow for the exterior door. Merriman requested further explanation on why the alley access was not considered. Grunewaldt explained the main floor space is planned for future commercial spaces along the alley. Apartments on the second story with stair access to the alley would cut through the first floor commercial space.

Merriman motioned, Gritzner second that there are not any prudent and feasible alternatives. All present voted aye. Motion carried.

Mayor's Award / Volunteer Recognition Event

The Mayor's Awards will be held on December 2 from 5:00 – 7:30 at Swiftel Center. Those that plan to attend need to RSVP. The cutoff for applications was Tuesday, November 2. The names and addresses for the Stewardship award were submitted by the deadline. Nominations for the other awards did not make the deadline.

Trolley service for this year's Festival of Lights will not be available. Weiss and Merriman discussed if any other options are available. Gilmore out of Pipestone was discussed as an option. A deadline of midweek 11/7 – 11/13 was set to reach out to the Gilmores.

Review and Discussion of Implementation Matrix

Weiss suggested a goal of identifying year one events and priorities to focus on. Merriman suggested a few priorities such as welcome packets for new property owners, an open house for property owners during the summer, engage more robustly on publishing before and after photos and recognizing smaller

projects. Stauff suggested developing a work plan for year one priorities. Merriman asked if year one would be calendar year or grant year. Struck mentioned that the grant cycle is June through May and that the next grant application is due in March. Merriman suggested that some projects could be combined and added into year one priorities. Struck suggested and Stauff and Merriman establish a task force to develop a work plan and bring something to the December meeting.

Nominating Committee

Nelson and Merriman volunteered to be on the nominating committee.

Subcommittee Discussion / Project Updates

Special Projects: No update.

Public Relations: There are still roughly 120 plaques for the Central Historic District. The contractor hired to install them did not follow through. Struck mentioned that flyers were distributed last week.

Public Education: No update.

Future Meeting Schedule & Time

- The next meeting will be December 9. The meeting location may change due to a potential conflict with another meeting in the Chambers.

Meeting was adjourned at 7:14 p.m.

Matthew Weiss, Vice-Chairperson

Mike Struck, Community Development Director