

**Brookings Historic Preservation Commission**  
**July 14, 2022 Minutes**

A meeting of the Brookings Historic Preservation Commission was held on Thursday, July 14, 2022 in the Brookings City & County Government Center. Members present: Jon Stauff, Janet Merriman, Janet Gritzner, Paula Carson, Tom Thaden, Nathaniel Condelli and Chair Matt Weiss. Also present was Community Development Director Mike Struck.

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

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

A motion was made by Carson and seconded by Merriman to approve the June 9, 2022 minutes as amended. All present voted aye.

**11.1 Review Updates.**

- Pioneer Park Bandshell – SHPO has approved the repair the foundation, front brick facing, stairs, stage concrete area, handicap access and concrete supports follows the Secretary of the Interior's Standards for Rehabilitation. Discussion ensued on the process for hiring a contractor.
- 902 9<sup>th</sup> Street – Applicants have submitted an application for 11.1 Review and working on responses to SHPO's questions and concerns. Merriman requested a cost analysis be provided by applicants to assist in a determination if feasible alternatives were explored. Condelli questioned how new homeowners are informed of residential historic districts. Weiss and Merriman explained brochures are available and provided to realtors, however, BHPC relies upon realtors to share that information with potential buyers. Stauff inquired about costs and distribution of brochures to residents in the historic district by staff. Weiss asked about the budget for BHPC and Struck responded the BHPC budget is the grant total.

Motion by Stauff, second by Carson to direct staff to distribute homeowner brochure to residential historic districts on an annual basis with support by BHPC intern. All present voted aye.

Struck informed Commission of new employee at SHPO, Duncan Trau. Staff is working on scheduling a meeting/introduction with Trau in the fall to discuss the 11.1 Review process.

Merriman mentioned applicants have the opportunity to attend BHPC meetings to understand the 11.1 Review process and BHPC can assist in answering questions.

**Upcoming Events.**

- The 2022 National Association of Preservation Commissions (NAPC) Forum conference started July 13<sup>th</sup> and end on July 17<sup>th</sup> in Cincinnati. Merriman recommended the travel budget be increased to ensure one person does not use up the entire BHPC travel budget attending the NAPC Forum. The NAPC is held every other year, therefore, 2024 budget would need to take this conference into consideration.
- Mayor's Awards – Staff will confirm date of event. Discussion on advertising for nomination and the lack of response generated from advertising. Gritzner was in favor of advertising in the newspaper via a press release. Merriman stated nominations are due August 31<sup>st</sup> to allow time for awards to be order, BHPC staff to conduct interviews and finalize write-ups by mid-October.

Weiss suggested the subcommittee identify potential candidates and staff prepare list of projects over the past couple of years. September BHPC meeting could review and approve the nominations.

Gritzner recommended the Caldwell house be nominated. Stauff inquired about Lincoln Hall on campus and have SDSU projects been honored previously.

#### **Other Items & Reports.**

- a. Historic District Signs – street signs in the historic districts have weathered. Staff is working with the Street Dept. on the inventory and costs of replacement.
- b. Special Project Updates:
  - I. University Residential Historic Plaques – Ongoing.
  - II. Flyers Distribution  
Carson delivered to approximately 20 locations around Brookings. Participated in the Literature Swap and Spearfish requested 200 more brochures. Carson to follow up on the request. Gritzner provided brochures to the Brookings County Museum.
  - III. University Brochure Revisions  
Thaden has compiled most of the information and pictures. Need a graphic designer to assist with layout of the brochure. Discussion ensued on SDSU participation both financially and with the layout.
  - iv. Bob Pengra Models Display  
Need to move the Bob Pengra Display from the Library to the City/County Government Center Building. Weiss set the date of Thursday, July 21<sup>st</sup> at 3PM at the Library for packing up the model.
  - v. Chuck Cecil Binders Review  
Thaden reviewed the binders and recommends the binders stay intact, however, feels no action is needed by BHPC.
  - vi. Ag Museum  
Weiss explained the outdoor display sign will be moving to a different street frontage due to exterior landscaping.
- c. Public Education Subcommittee Updates
  - i. Facebook Efforts  
Merriman mentioned the BHPC page is up to 513 followers. The Bob Pengra display reached 225 and the Community Band – Pioneer Park Bandshell reached 3,714.
  - ii. Intern Job Posting  
Merriman and Stauff wrote a job description and presented to SDSU internship program. Concern is how to proceed with the hiring process as SHPO preference is the City hires the intern to ensure grant funds are specific to the intern position and a portion is not provided to SDSU. Struck is checking with City's Human Resources Department on the process.

- d. City Connections Subcommittee Updates
  - i. Survey of Potential Resources from SDSU Geography Department – No update. Move to August.
  - ii. Sustainability Committee review of 2004 Downtown Brookings  
Weiss attended the Sustainability Committee meeting and felt it was a good discussion.  
Waiting to hear response on final determination from Sustainability Committee.
- e. Work Plan Taskforce  
Grant funding has been added to Year 1 items.

**Next Scheduled Meeting**

- The next meeting will be August 11, 2022.

Motion by Merriman, second by Gritzner to adjourn at 7:39 p.m.

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Matthew Weiss, Chairperson

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Mike Struck, Community Development Director