

Brookings Historic Preservation Commission
February 9, 2023 Minutes

A meeting of the Brookings Historic Preservation Commission was held on Thursday, February 9, 2023 in the Brookings City & County Government Center. Members present: Janet Merriman, Tom Thaden, Paula Carson, Janet Gritzner, Jon Stauff, Samuel Krueger and Chair Matt Weiss. Also present was City Planner Ryan Miller.

Weiss called the meeting to order at 6:07 p.m.

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

A motion was made by Thaden and seconded by Merriman to approve the January 12, 2023 minutes. All present voted aye.

11.1 Review Updates.

Open:

- 816 & 820 9th Avenue – Move/Demo
Miller mentioned that the South Dakota State University Foundation has submitted a request to demolish 816 9th Avenue and 820 9th Avenue. 816 9th Avenue is a non-contributing single-family structure and is not salvageable for moving. 820 9th Avenue is a contributing structure and could be moved but the Foundation would like to option to demo in case there are no interested buyers to move the home. The Foundation would like to clean both sites for an expansion of their facility at 815 Medary Avenue. Members discussed similar projects in the past presented by the Foundation that included the potential to move buildings but ultimately resulted in total losses of structures in the historic district. The BHPC would like to discuss the proposal further and is uneasy about the potential demo of both structures.
- 408 Main Avenue – Façade Renovation
The Main Street Pub would like to proceed with some façade renovations including the replacement of the façade windows, potential removal of one of the doors, repair on the façade signage and additional maintenance and repairs. Members discussed the historic accuracy of having one versus two doors. The building has historically only had one door.
- 616 8th Avenue – Porch Renovation
The owner of 616 8th Avenue would like to consider renovating an exterior porch which was an add on to the original home. Members discussed the history of the Old Bibby House which included past expansions such as the porch add on.

Closed:

- 616 8th Avenue – Window replacements were approved.

Other Items & Reports.

- a. 2021 – 2022 Quarterly and Annual Reports:
Miller mentioned that the 2022 Annual CLG Report and Quarterly Report were both submitted. The City of Brookings Annual Report is due February 15. Weiss mentioned that he will send in the final draft annual report. Miller mentioned that the Council retreat will be late summer or fall of this year rather than in the spring like past years.

Merriman asked if there are any unspent grant funds. Miller mentioned that there is. Members discussed ideas for potentially seeking reallocation of the unspent funds for projects this year.

A motion was made by Carson and seconded by Stauff to request reallocation of funds not to exceed \$800 for Preservation Month ads. All present voted aye.

A motion was made by Thaden and seconded by Carson to request reallocation of funds not to exceed \$3,941 for design work for the SDSU Walking Tour Brochures. All present voted aye.

Miller will follow up with SHPO regarding the reallocation requests.

b. 2022 – 2023 CLG Grant

See discussion under Work Plan Review.

c. Special Projects Updates:

i. SDSU Tour Guides Brochure

See discussion above.

ii. University Residential Historic District Plaques

No update.

iii. Flyers Distribution

No update.

iv. Work Plan Review

Year two work plan priorities were discussed by the subcommittee, who propose the following funding requests for the CLG grant:

Helping enable volunteers to support survey work - \$200

This could include holding training meetings to train volunteers for doing some basic tasks in support of future survey work, thereby potentially reducing the costs of future surveys.

Welcome packets - \$300

The welcome packets were not accomplished this year but members discussed a preference to keep the request in the grant with the hope of accomplishing this in the next year.

SDSU Walking Tour Brochures - \$4,500

The draft has been prepared and could be ready for printing. \$4,500 could print as many as 500 copies.

Trolley Rides - \$500

Members discussed a desire to continue hosting the trolley rides, however, a suggestion was made to move the event from alignment with the Festival of Lights to an alignment with a Downtown at Sundown event.

Workshop - \$2,000

Members discussed the desire to secure and booth and skilled professional to host a workshop at the 2024 Home Show.

Communications Intern - \$4,500

Members discussed the needs that a communications intern could fill.

Welcome meeting for new homeowners - \$700

Members discussed the idea of hosting a meeting for new homeowners in the historic districts. The meeting could serve as an opportunity to promote historic preservation and make in-roads with homeowners to help guide them through potential projects.

Facilitate meeting with homeowners and SHPO staff - \$500

Members discussed the idea of facilitating a meeting between homeowners and SHPO staff to further educate and promote historic preservation.

Input sessions to discuss potential incentive programs - \$100

Training and travel – members discussed a desire to retain the amount requested for travel and training. There will be a CLG conference in the spring of 2024.

Memberships – the costs for memberships to the State Historic Society, National Trust for Historic Preservation, National Alliance of Preservation Commissions and Main Street America will remain in the budget.

d. Public Education Subcommittee Updates:

i. BHPC Intern

The intern met with the City Planner and Public Information Officer to discuss their perspectives on communications needs related to historic preservation.

ii. Facebook Efforts

No update.

e. City Connections Subcommittee Updates:

i. Survey of Potential Resources from SDSU Geography Department

No update.

f. Sustainability Council Review

Krueger mentioned that the Sustainability Council is open to helping with future reviews. Weiss will follow up with Emily.

Next Scheduled Meeting

- The next meeting will be March 9, 2023.

Meeting adjourned at 7:58 p.m.

Matthew Weiss, Chair

Ryan Miller, City Planner