

**Brookings Historic Preservation Commission**  
**April 13, 2023 Minutes**

A meeting of the Brookings Historic Preservation Commission was held on Thursday, April 13, 2023 in the Brookings City & County Government Center. Members present: Janet Merriman, Kyle Nelson, Janet Gritzner, Paula Carson, Tom Thaden, Nathaniel Condelli and Chair Matt Weiss. Also present were Erin Wagner and Ryan Miller.

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

Weiss suggested to add an item to the agenda discussing Preservation Month. A motion was made by Condelli and seconded by Thaden to approve the agenda as amended. All present voted aye.

Merriman suggested an edit to the minutes from March. A motion was made by Merriman and seconded by Condelli to approve the minutes as amended. All present voted aye.

**11.1 Review Updates.**

**Open:**

906 – 7<sup>th</sup> Street – An application was originally received to add a basement egress window. The application may now be expanding to include additional window replacements. The application has been submitted to SHPO.

723 9<sup>th</sup> Avenue – An application was received to replace windows at 723 9<sup>th</sup> Avenue. The replacement would include all second story windows as well as a first story window on the rear facing side of the home.

715 6<sup>th</sup> Street – SHPO has responded that the proposed window replacements would have a negative impact on the district. Members discussed options for the project. Members would like for the project to include maintaining the size color and shape of the trim, match the number of sashes to sliders and include internal grid patterns to match the original.

**Closed:**

819 7<sup>th</sup> Avenue – An application to replace three windows in a side face bay window was approved.

616 8<sup>th</sup> Avenue – A remodel of a non-original enclosed rear porch was approved.

**Upcoming Events**

- a. Miller mentioned the upcoming South Dakota History Conference to be held April 21 – 22 in Pierre. The Preserve Iowa Summit will be held June 1 – 3 in Sioux City. Staff has been discussing with SHPO the possibility of using grant funds for attendance at the upcoming conference.

**Other Items & Reports.**

- a. Communications Plan  
Wagner presented updates on the Communications Plan. Members discussed how to use the communications plan. Weiss asked if there are recommendations to pay for boosting Facebook posts. Weiss also asked about the appropriateness of making posts focusing on

privately owned properties. Merriman suggested that the BHPC needs to be careful when considering a post highlighting residential properties. Merriman asked if the plan itself needs any specific formatting. Miller mentioned that a simple cover page should be added to the plan to formalize the document. A final plan will be reviewed for adoption in May.

b. 2023 – 2024 CLG Grant

Miller mentioned that additional funding for the 2022 – 23 grant has been offered to the BHPC. Specifically, \$4,500 dollars has been offered to jumpstart printing of the SDSU Tour Brochure and additional funding for travel to conferences this spring. A motion was made by Merriman and seconded by Carson to move forward with printing of the SDSU brochures with a condition that a final review for formatting be completed prior to printing.

Miller will look into which conferences would be considered for funding through the additional grant funds.

Members discussed potential changes to the 2023 – 24 grant based on the increased funds for the current year. Gritzner advocated for additional funds towards preliminary survey work. Merriman asked about the process of surveys from the South Dakota Architectural Survey Manual. Thaden will contact Vermillion about the timeline of their most recent historic district establishment. Weiss suggested that after reviewing the SD Architectural Survey Manual, the BHPC may need to simply focus on public engagement in 2023 – 24.

A motion was made by Merriman and seconded by Condelli to add \$1,500 into the 2023 – 2024 CLG Grant for outreach and engagement for an upcoming survey. All present voted aye.

A motion was made by Thaden to add \$4,500 into the 2023 – 2024 CLG Grant for SDSU Tour Guide Brochure printing. No second was made.

A motion was made by Thaden and seconded by Carson to add \$2,250 into the 2023 – 2024 CLG Grant for SDSU Tour Guide Brochure printing. All present voted aye.

c. Special Projects Updates:

i. SDSU Tour Guides Brochure  
See above.

ii. University Residential Historic District Plaques  
Weiss mentioned that Nelson will need examples of recent installs. There is a concern about the necessary collaboration and transparency needed in order to install the plaques the way residents would like. Nelson wants to ensure plaques are installed where residents would like but also wants to ensure efficient installs with advance notices. Weiss will work with Kyle on the process.

iii. Flyers Distribution  
Carson has continued distributing flyers. Carson will potentially hand out flyers at a Sioux Falls convention.

iv. Work Plan Review  
No updates.

- d. Courthouse Roof Replacement  
Weiss mentioned that an RFP has gone out for a roof replacement of the historic Brookings County Courthouse. The extent of the roof replacement is unclear.
- e. Preservation Month  
Merriman has sent Miller updated language for Preservation Month ads for the Shopper.
- f. Public Education Subcommittee Updates:
  - i. Facebook Efforts  
No update.
- g. City Connections Subcommittee Updates:  
No updates.

**Next Scheduled Meeting**

- The next meeting will be May 11, 2023.

Meeting adjourned at 8:31 p.m.

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Matthew Weiss, Chair

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Ryan Miller, City Planner