

**Brookings Historic Preservation Commission
December 12, 2019 Minutes**

A meeting of the Brookings Historic Preservation Commission was held on Thursday, December 12, 2019 in City Hall. Members present: Janet Merriman, Jessica Garcia-Fritz, Angie Boersma (departed at 6:40 p.m.), Matthew Weiss and Tom Thaden. Staci Bungard, City Planner and Andrew Royer were also present. Greg Heiberger, Carrie Kuhl, Janet Gritzner, and Dennis Willert were absent.

Chairperson Merriman called the meeting to order at 6:01 p.m. A motion was made by Thaden and seconded by Garcia-Fritz to approve the agenda. All present voted yes, motion carried.

Motion by Boersma, seconded by Weiss to approve the minutes from November 14, 2019 with several amendments. All present voted yes, motion carried.

Updates on 11.1 Reviews

Bungard provided an update on projects that the State Historic Preservation Office (SHPO) has determined will not encroach upon, damage or destroy historic properties. The project discussed are as follow:

- 726 6th Street – Repair and re-install original leaded glass windows and replace exterior crank-out windows in the sanctuary of St. Paul's Episcopal Church
- 804 6th Avenue – Replace windows with fiberglass exteriors and wood interiors
- 911 7th Avenue – Replace three (3) basement egress windows
- 605 9th Street – Construct addition to detached garage

Merriam asked the size of the detached garage addition? Bungard stated the addition was for a one-stall addition and is low-profile in comparison to the house.

Discussion on 11.1 Contractor's Resource Packet

Merriman discussed the updated 11.1 Contractor's Resource Packet. Language regarding adjacent or contiguous properties was added to the document. Motion by Garcia-Fritz, seconded by Boersma to SHPO for review and comment.

BHPC Liaisons

No updates as Commissioner Kuhl was not in attendance.

BHPC Events

The Historic Trolley Tour event has held on Saturday, November 30, 2019 in conjunction with the Chamber of Commerce: Festival of Lights. There were approximately 40-50 people that attended which is less than in past years. The commission felt the lower turnout was primarily due to the inclement weather and new location farther from Main Street. Due to the lower numbers, only one (1) trolley was sent out. It worked well to have two (2) tour guides. Next year the commission would like to explore loading/unloading next to the Arts Council. The Chamber sent a doodle poll for next year's date and the commissioners agreed that weekdays would work better than the weekend. Merriman will complete the poll.

Project Updates

Thaden reported he will hold off on the plaque project until spring due to the weather. He also volunteered to work with the Brookings Register to publish an article for Historic Preservation month.

Election of Officers

The Nominating Committee recommended nominating Merriman for Chair and Garcia-Fritz for Vice Chair. Boersma made a motion, seconded by Thaden to nominate Merriman for Chair and Garcia-Fritz for Vice Chair for 2020. All present voted yes, motion carried.

Boersma departed at 6:40 p.m.

Upcoming Year End Reports

Bungard stated the NPS/SHPO Grant Report is due at the end of January and the City Annual Report is due at the end of February. She plans to complete a draft for the commission to review at the January meeting. The commission will help determine the goals and objectives for the coming year.

Preservation Plan Update

Bungard reported that Winter & Company will be in Brookings from February 10-12, 2020. They will inventory the historic resources and hold a number of public sessions. The commission discussed moving the February meeting to Tuesday, February 11, 2020 to have the opportunity to meet with Winter & Company. The consultants also completed a project overview and timeline that will be posted to the website when the new website is launched in January 2020. Thaden mentioned that a historic photo gallery would be beneficial.

Executive Committee/Staff Updates

Bungard provided a summary of the staff report. Commissioners will let staff know if they are interested in attending the CLG Meeting on March 25-27, 2020 in Rapid City, SD.

Calendar

- March 25-27, 2020 – CLG Meeting in Rapid City
- July 22-26, 2020 – NAPC Forum in Tacoma, WA

Future Meeting Schedule & Time

- Next meeting is scheduled for January 9, 2020 at 6:00 PM

The meeting was declared adjourned at 7:05 p.m.

Janet Merriman, Chairperson

Staci Bungard, City Planner