

**Brookings Historic Preservation Commission
February 11, 2020 Minutes**

A meeting of the Brookings Historic Preservation Commission was held on Tuesday, February 11, in City Hall. Members present: Janet Merriman, Jessica Garcia-Fritz, Angie Boersma, Matthew Weiss, Tom Thaden, Carrie Kuhl, Greg Heiberger, Andrew Royer, and Janet Gritzner. Nore Winter and Marcia Boyle from Winter & Company and Staci Bungard, City Planner were also present.

Chairperson Merriman called the meeting to order at 6:02 p.m. A motion was made by Garcia-Fritz and seconded by Thaden to approve the agenda. All present voted yes, motion carried.

Motion by Garcia-Fritz, seconded by Gritzner to approve the minutes from January 9, 2020. All present voted yes, motion carried.

Focus Group Session for Preservation Plan Update- Winter & Company

Nore Winter and Marcia Boyle, consultant from Winter & Company, provided a presentation on the components and phases of the Preservation Plan. A discussion also ensued about historic resources and the preservation program in Brookings.

Weiss recused himself from the commission.

Discussion and Official Comment on an 11.1 Review for improvements at 327 Main Avenue

Merriman introduced the item and stated the State Historic Preservation Office (SHPO) is requesting comments from the Brookings Historic Preservation Commission (BHPC) on the case report. Matthew Weiss, Architect/Applicant, provided an overview of the proposed improvements at 327 Main Avenue. The improvements include the removal of non-historic window boarding and replacement of the windows, removal of the non-historic exterior paint, cleaning of all case stone trim, partial replacement of non-historic exterior vestibule, and construction of a ramp on the northwest side of the building for accessibility purposes. Weiss stated the green boarding on the windows will be removed and replaced with an aluminum storefront system with a matching pattern and the mullion locations will be maintained. The mullion width will increase using the storefront system. The some of the wood windows have deteriorated and consistency is very important so aluminum windows are proposed throughout the structure.

Merriman read the Secretary of the Interior's Standards for Rehabilitation and the commission discussed the criteria. Heiberger ask if the owner had considered replacing the windows with a wood store front system. Weiss stated they had but chose the aluminum storefront windows due to their longevity and durability.

Several commissioners requested additional information and a comparison chart on the window alternatives. The commission also stated that a special meeting was a possibility as the project is on a constricted timeline.

Boersma made a motion to table to case until additional information and a window comparison chart is available. The motion was seconded by Heiberger. All voted aye, except Gritzner voted nay.

Heiberger departed from the meeting at 8:10 p.m.

Weiss joined the commission at 8:10 p.m.

Updates on 11.1 Reviews

Bungard provided an overview of several projects that were recently approved by the State Historic Preservation Office including:

324 Main Avenue – Window replacements
715 3rd Street – Front door replacement
420-422 Main Avenue – Change in street side window design
311 8th Avenue – New home adjacent to district

BHPC Liaisons

Kuhl stated Downtown Brookings is working to re-instate the façade loan program for downtown properties. The Public Arts Commission selected an artist for work in the City-County Government Center and the call for artists for the Bob Sheldon has been issued.

2019 City Annual Report

A motion was made by Boersma, seconded by Garcia-Fritz to approve the 2019 Annual Report.

Subcommittee Discussion

The commission will discuss subcommittees at the next meeting.

Executive Committee/Staff Updates

Bungard provided an update on the staff report.

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 was rescheduled to Tuesday, March 17, 2020 at 6:00 p.m.

Motion by Garcia-Fritz, seconded by Boersma to adjourn the meeting at 8:18 p.m.

Janet Merriman, Chairperson

Staci Bungard, City Planner