

Brookings Historic Preservation Commission
June 10, 2021 Minutes

A meeting of the Brookings Historic Preservation Commission was held on Thursday, June 10, 2021 in City Hall. Members attending virtually: Jessica Garcia-Fritz, Janet Merriman, Matthew Weiss, and Janet Gritzner. Tom Thaden, Jon Stauff, and Greg Heiberger were absent. Also present Mike Struck, Community Development Director, Justin and Victoria Johnson.

Chairperson Garcia-Fritz called the meeting to order at 6:11 p.m. A motion was made by Weiss and seconded by Merriman to approve the agenda with an amendment to add the Mayor's Awards. All present voted aye.

A motion by Merriman, second by Gritzner to approve the June 10, 2021 minutes. All present voted aye.

11.1 Review Case Report – 911 7th Street

Motion by Merriman, second by Gritzner to remove from table.

Midwest Glass provided additional written information in response to the questions from the May 13, 2021 meeting. The two second story windows on the south side (front façade) were replaced with vinyl windows. The proposal calls for single hung windows of the same size as existing to be inserted. The exterior window trim will be wood. The existing window frames are a mixture of vinyl, aluminum, and wood and will be replaced with a vinyl window.

Discussion ensued on the north, west, and east side window replacements and the commission felt their questions have been addressed by the applicant/applicant's contractor. The fixed window on the south side (front façade) is the focus of the discussion.

Motion by Merriman, second by Weiss that the Brookings Historic Preservation Commission agrees with the findings of the case report for the ten replacement windows, fixed stairway window (east side) and the basement egress window with each window maintaining the exterior wood trim, meets the Secretary of the Interior Standards. The Brookings Historic Preservation Commission does not agree with the case report of the fixed front window (south side) as it does not maintain the character defining features of materials, construction, and decorative transom. All present voted aye.

Discussion on 11.1 Review Process Pertaining to Homeowner Projects/Windows.

Commission had a brief discussion on window repairs/replacements. Gritzner and Garcia-Fritz discussed the importance of protecting and preserving the street façade and on corner lots. Merriman suggested the Contractor's Guide could be expanded to create window parameters similar to exterior electrical, mechanical, and HVAC units taking into consideration pattern, type, etc. Weiss felt it was important to include provisions for emergency egress into those parameters.

Subcommittee Discussion/Project Updates.

Special Projects – plaque project is moving forward.

Public Relations – Gritzner informed the committee she will be helping guide a historic porch tour on July 18th.

Public Education – Merriman had 7 posts on Facebook in the month. Review Contractor's Guide at July meeting.

Mayor's Award Discussion.

Discussion on the Mayor's Award and concern from a previous recipient as to the number of times an individual can receive an award. The concern stemmed from an individual who had concerns related to awarding winner based upon their availability of assets to complete projects, restorations, etc. The commission discussed the Collective Award, which focuses on restoration/replacement of windows and acknowledge individuals who are trying to maintain and preserve their properties. Commission is interested in acknowledging contributions and commitment to preservation. Could include members of the team that assist in preservation efforts. May want to consider interviewing contractors to determine who performs work consistent with the intent of historic preservation.

Future Meeting Schedule & Time

- Next meeting is scheduled for July 8, 2021 at 6:00 p.m.

Meeting was adjourned at 7:50 p.m.

Jessica Garcia-Fritz, Chairperson

Mike Struck, Community Development Director