

**Brookings Historic Preservation Commission**  
**September 9, 2021 Minutes**

A meeting of the Brookings Historic Preservation Commission was held on Thursday, September 9, 2021 in City Hall. Members attending: Matthew Weiss, Janet Merriman, Jon Stauff, Tom Thaden, Janet Gritzner, and Kyle Nelson. Also present Mike Struck, Community Development Director.

Chairperson Weiss called the meeting to order at 6:00 p.m. A motion was made by Merriman and seconded by Stauff to approve the agenda with an amendment to include 4e. Discussion of Officer elections. All present voted aye.

A motion by Merriman, second by Thaden to approve the August 12, 2021 minutes. All present voted aye.

**11.1 Review Updates.**

Struck provided an updated on recent 11.1 Reviews completed by State Historic Preservation Office (SHPO).

- 921 8<sup>th</sup> Avenue – replace front steps
- 811 9<sup>th</sup> Avenue – enclose front porch

**Discussion on Mayor's Awards.**

Struck explained the Mayor's Awards ceremony has been postponed to December. Write ups for historical awards are due October 22<sup>nd</sup>. Discussion on plaque(s) for recipients, in particular if multiple parties are involved. Determined it would be appropriate for one plaque to be provided to the home and each individual, contractor, design professional, etc. would be provided a certificate.

**Historic Preservation Plan.**

Discussion on the updated preservation plan, in particular, the implementation matrix. Want to keep the plan in front of the commission to help in identifying work plan. Stauff recommended the commission review the implementation matrix in late 2021 or early 2022 and create a work plan for upcoming year and utilize subcommittees to perform work. Include implementation matrix on the October agenda.

**Subcommittee Discussion/Project Updates.**

Special Projects – Gritzner created letters to non-owner occupied owners and City mailed. Going door to door to discuss plaques and placement.

Public Relations – No update.

Public Education – Merriman posted a few items on the Facebook in August. Followers are up 41.

**Discussion of Officer Elections.**

Weiss asked the commission how they would like to proceed with the recent resignation of the chairperson. Weiss is currently vice-chairperson and handling role of the chair person, but is open to the commission appointing a chairperson or moving forward with status quo until new officers are selected for 2022. Consensus to maintain current roles as there is only three months left in year. Nominating committee could be formed to recommend a slate of officers for 2022. Election of officers will occur in December.

**Future Meeting Schedule & Time**

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

Meeting was adjourned at 7:00 p.m.

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Matthew Weiss, Vice-Chairperson

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Mike Struck, Community Development Director