

**Brookings Historic Preservation Commission
March 9, 2023 Minutes**

A meeting of the Brookings Historic Preservation Commission was held on Thursday, March 9, 2023 in the Brookings City & County Government Center. Members present: Janet Merriman, Janet Gritzner, Paula Carson, Tom Thaden, Nathaniel Condelli and Chair Matt Weiss. Also present were Erin Wagner, Barb Teal, Steve Erpenbach and Ryan Miller.

Weiss called the meeting to order at 6:04 p.m.

Weiss suggested to add an update on the Communications Plan to the agenda.

A motion was made by Carson and seconded by Condelli to approve the agenda as amended. All present voted aye.

A motion was made by Carson and seconded by Thaden to approve the February 9, 2023 minutes. All present voted aye.

11.1 Review Updates.

Open:

819 7th Avenue – An application has been received to replace three windows in a side facing bay window.

State Case Report:

- 816 & 820 9th Avenue. Steve Erpenbach from the SDSU Foundation introduced the project, which involves the demolition of 816 9th Avenue and the removal or potential demolition of 820 9th Avenue. The lots would then eventually be home to future office space for the Foundation. Gritzner asked if an immediate reuse has been determined. Erpenbach suggested that initially the site would be landscaped until future plans could be finalized for something compatible with the neighborhood. Gritzner asked about two bungalows that were removed nearby on 8th Street. The two homes were moved out of town.

Merriman asked about the potential to rezone the lots after demolition. Miller explained the process for seeking a rezone. Merriman asked if the use could be a conditional use rather than need a rezone. Miller mentioned that the use would not meet the requirements for a conditional use.

Merriman asked if there are any thoughts yet on design. Erpenbach mentioned that there are no design concepts yet. Merriman would like to see a plan for 820 and hopes that it could stay in the University Residential Historic District. Teal mentioned the difficulty in moving due to potential lead contamination.

Gritzner asked if they have spoken with neighbors. A few neighbors have been engaged. Gritzner asked if they are aware of the timeline. Erpenbach mentioned that they are aware. Teal mentioned that the Foundation has also purchased another home on 9th Street.

Condelli made a motion to table the item until it can be determined whether or not 820 9th Avenue can be moved within the University Residential Historic District. Carson seconded the motion. All present voted aye.

Upcoming Events

- a. Miller mentioned the upcoming South Dakota History Conference to be held April 21 – 22 in Pierre. Miller will forward registration information.

Other Items & Reports.

- a. Communications Plan
Wagner discussed target audiences on Facebook. Suggested materials include highlighting Mayors Awards recipient properties. Wagner has drafted a spreadsheet of past recipients and has designed some sample posts and template scripts. Wagner mentioned the use of Canva, a free design program which also has a pro version that is free for nonprofits. Wagner suggested using design guidelines for 'Did you know' posts. Merriman mentioned also using the 11.1 contractor guide. The BHPC discussed analytics and best practices. Merriman suggested future subcommittee work sessions could help brainstorm posts. Miller asked that the full list of Mayor's Awards recipients be included in the final report and asked if samples posts could also be pulled from information found in the historic surveys.

- b. 2023 – 2024 CLG Grant
Miller presented the draft grant application. Merriman asked how the BHPC could advertise their events like the transportation open house did. Miller will follow up with the City's Public Information Officer. Merriman asked what the survey results show about how attendees found out about the event.

Merriman made a motion to approve the grant application with an additional \$200 added to the homeowner meetings and input session. Thaden seconded the motion. All present voted aye.

- c. Special Projects Updates:
 - i. SDSU Tour Guides Brochure
Thaden mentioned that Clean Slate has finished their work. An invoice was sent to the City for payment.
 - ii. University Residential Historic District Plaques
Gritzner mentioned that 56 homeowners have requested plaque installs. Of the 56, 16 were non homeowners. Gritzner had the most success from face-to-face visits.
 - iii. Flyers Distribution
No update.
 - iv. Work Plan Review
Weiss has made a few updates.
- d. Public Education Subcommittee Updates:
 - i. Facebook Efforts
No update.
- e. City Connections Subcommittee Updates:
 - i. Survey of Potential Resources from SDSU Geography Department
Gritzner has heard back from the faculty member that she has been coordinating with. Gritzner has also spoken with Katie Wasley from the State Historic Preservation Office about the potential project.

Next Scheduled Meeting

- The next meeting will be April 13, 2023.

Meeting adjourned at 8:06 p.m.

Matthew Weiss

Matthew Weiss, Chair

Ryan Miller

Ryan Miller, City Planner