

**Brookings Historic Preservation Commission
May 11 2023 Minutes**

A meeting of the Brookings Historic Preservation Commission was held on Thursday, May 11, 2023 in the Brookings City & County Government Center. Members present: Nathaniel Condelli, Janet Gritzner, Janet Merriman, Kyle Nelson, Jon Stauff, Tom Thaden, and Chair Matt Weiss. Also present were Barb Teal and Steve Erpenbach (SDSU Foundation), Anna and Eric Tellekson (902 9th Street) and City Planner Ryan Miller.

Call to Order

Weiss called the meeting to order at 6:02 p.m.

Approval of Agenda

Weiss suggested to add an item to the agenda discussing the 2023 Mayors Awards. A motion was made by Merriman and seconded by Condelli to approve the agenda as amended. All present voted aye.

Approval of Minutes

A motion was made by Stauff and seconded by Gritzner to approve the April 12, 2023 minutes. All present voted aye.

11.1 Review Updates

716 Harvey Dunn – An application to replace first story windows was approved.

902 9th Street – The State Historic Preservation Office (SHPO) responded that the proposal to use PVC paneling for the base of the siding at the home would not meet standards for rehabilitation. The applicant presented the background and plan for the restoration. The applicant has been trying to figure out a solution to the problem for a two years. The issue is wood rot and water infiltration at the bottom of the existing wood siding near the foundation. The final option they are set on is using PVC paneling for only the bottom trim siding and using available wood siding to replace other areas along the corner trim and front porch. Weiss suggested using a thicker PVC board in order to create a drip edge. Weiss asked if the PVC would be embossed or flat. Tellekson mentioned that it would be flat

A motion was made by Merriman and seconded by Nelson that there are no prudent alternatives. All present voted aye. Miller mentioned that staff will prepare a response to SHPO indicating that a permit will be issued.

715 6th Street – Staff sent a response letter to SHPO indicating that a permit would be issued for the window replacements.

723 9th Avenue – An application to replace windows was approved.

906 7th Street – The application for installing a basement egress window was approved upon the applicant's agreement to move the egress window to the side of the home rather than the front.

510 Main Avenue – The applicant has decided to withdraw the application for an apartment expansion at this location.

616 8th Street – An application was received to replace all existing original windows with vinyl windows. The windows would be white. The application is currently under review by SHPO.

State Case Report:

Barb Teal presented an update on the historic review of 816 and 820 9th Avenue. The SDSU Foundation has been working with a realtor to find lots within the University Residential Historic District to move 820 9th Avenue. No options have been identified.

Gritzner asked if property on the South Dakota State University campus would be an option. Teal stated that it would not be an option. Teal mentioned that other lots have been identified as potential moving locations but they are not in the University Residential Historic District. Merriman asked if the Foundation has looked into other locations for new building space for the Foundation rather than expanding in this location. Erpenbach mentioned that it would not serve the needs of the Foundation to move elsewhere.

Weiss asked if other lots outside of the University Residential Historic District could be an option. Teal mentioned that there have been lots outside of the district identified as potential moving locations.

Stauff asked if there were grant opportunities to help cover the cost of moving the home. Miller mentioned that there could be, however, the timelines associate with any grant application will not likely align with the Foundation's timeline for this project. Merriman asked if a potential rezone review of the lots should be attached to the demolition review. Miller stated that those are separate reviews. Merriman asked if there would be a willingness from the Foundation to remove the option of demolition to 820 9th Avenue. Erpenbach suggested there may be.

A motion was made by Condelli and seconded by Thaden to request that the South Dakota State University Foundation review other potential lots in the City of Brookings in a neighborhood that would benefit from the inclusion of the historic home. Merriman abstained. All others present voted aye.

Upcoming Events

- a. Miller mentioned that the Preserve Iowa Summit will be held June 1 – 3 in Sioux City. CLG funding is available through the current grant cycle. A discounted registration rate is available to South Dakota CLGs.

Other Items & Reports.

- a. Communications Plan
Stauff and Merriman presented the final draft of the Communications Plan. Weiss suggested setting up a work session to develop a utilization plan.

A motion was mad by Stauff and seconded by Merriman to adopt the Communications Plan. All present voted aye.

- b. CLG Grant
Miller mentioned that the 2023 – 2024 CLG grant has been approved. Volunteer hour donation sheets are needed for the 2022 – 2023 grant cycle by the June meeting. Miller presented an update of the 2022 – 2023 budget.
- c. Preservation Month

Miller has coordinated ads in the Shopper for Preservation Month.

- d. Special Projects Updates:
 - i. SDSU Tour Guides Brochure
Thaden mentioned that prints should be ready within a week for distribution. The first run will be five hundred color copies. Any subsequent run will be black and white.
 - ii. University Residential Historic District Plaques
Weiss and Nelson have been working to identify a procedure to plaque installation and will present details in June. Nelson has prepared a draft instructional sheet for homeowners. Nelson mentioned liability concerns regarding the installations. Weiss and Nelson will further discuss communicating self-install options with property owners. Those that insist on having someone install it for them will need to sign a release of liability form.
 - iii. Flyers Distribution
No update.
 - iv. Work Plan Review
Weiss mentioned that the BHPC should discuss plans for the 2024 Home Show over the summer of 2023. Merriman mentioned that dates have been posted for the Summer 2023 Downtown at Sundown. The preferred option for hosting trolley tours would be August 3rd. Weiss will begin working on street closure permits and consider an updated route.
- e. Public Education Subcommittee Updates
The Public Education subcommittee will meet in June.
 - i. Facebook Efforts
No update.
- f. City Connections Subcommittee Updates
Thaden mentioned that he received materials from a contact in Vermillion outlining their process for the most recently listed historic district in the City. Miller will scan and send everyone a copy of the materials.
- g. Mayors Awards
The 2023 Mayors Awards will be held on December 6. Weiss described the process for this year's awards. The commission may need to discuss nominations in July.

Next Scheduled Meeting

- The next meeting will be June 8, 2023.

Meeting adjourned at 8:06 p.m.

Matthew Weiss

Matthew Weiss, Chair

Ryan Miller

Ryan Miller, City Planner