

Brookings Historic Preservation Commission
January 9, 2020 Minutes

A meeting of the Brookings Historic Preservation Commission was held on Thursday, January 9, 2019 in City Hall. Members present: Janet Merriman, Jessica Garcia-Fritz, Angie Boersma, Matthew Weiss, Tom Thaden, Carrie Kuhl, Greg Heiberger, and Janet Gritzner. Staci Bungard, City Planner was also present. Andrew Royer was absent.

Chairperson Merriman called the meeting to order at 6:04 p.m. A motion was made by Boersma and seconded by Garcia-Fritz to approve the agenda. All present voted yes, motion carried.

Motion by Garcia-Fritz, seconded by Boersma to approve the minutes from December 12, 2019. All present voted yes, motion carried.

Updates on 11.1 Reviews

Bungard stated there are no 11.1 applications in the review process.

Final 11.1 Review Contractor's Resource Packet

The Contractor's Resource Guide has been completed and staff will place it on the City website and have copies available in the Community Development Department. The executive committee plans to move forward with the creation of additional materials to assist with the 11.1 review process.

BHPC Liaisons

Kuhl stated Downtown Brookings is working on establishing priorities and has created three (3) subcommittees including: Marketing, Walkability, and Education Subcommittees. The Public Arts Commission is seeking artists for an artwork project in the City/County Government Center.

Project Updates

Thaden reported 16 property owners have given permission to install University Residential District Plaques on their homes. Bungard will contact the installer to arrange for installations in the spring.

Subcommittees

The commission has historically had three (3) subcommittees including: Special Projects, Public Relations, and Public Education. Motion by Garcia-Fritz, seconded by Heiberger to maintain the existing subcommittees. The subcommittees are as follows:

Special Projects – Thaden, Gritzner

Public Relations – Boersma, Gritzner, Thaden

Public Education – Garcia-Fritz, Weiss, Heiberger

Upcoming Year End Reports

Bungard stated the NPS/SHPO Grant Report is due at the end of January and the City Annual Report is due at the end of February. Motion by Boersma, seconded by Garcia-Fritz to approve the NPS/SHPO report with adding language under the goals to complete Phase 1 & 2 of the Preservation Plan and list elements of the scope of these phases.

The commission discussed the 2019 City Annual Report and agreed to add resources for training to the list of challenges, add transition to Community Development under the successes, and re-order the

successes column. Bungard will make these changes and have the report available at the February meeting.

Executive Committee/Staff Updates

Bungard provided an update on the Preservation Plan and the draft itinerary from Winter & Company. The commission discussed changing the times of the focus group sessions to attract greater attendance, keeping three separate focus groups for the University, Central, and Downtown Districts, and having access to the focus groups questions in advance of the meetings. The commission then offered suggestions for focus group members that live in or own property in each of the districts. Merriman will provide a post on Facebook soliciting focus group attendees and Bungard will complete the focus groups list and send the invitations. A press release will be sent for the public workshop session.

Bungard provided a summary of the staff report. Janet Gritzner is interested in attending the CLG Meeting on March 25-27, 2020 in Rapid City, SD and Bungard is planning to attend.

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, February 11, 2020 at 6:00 p.m. to have the opportunity to meet with Winter & Company.

Motion by Boersma, seconded by Garcia-Fritz to adjourn the meeting at 7:20 p.m.



Janet Merriman, Chairperson



Staci Bungard, City Planner