

**Brookings Historic Preservation Commission**  
**August 12, 2021 Minutes**

A meeting of the Brookings Historic Preservation Commission was held on Thursday, August 12, 2021 in City Hall. Members attending: Jessica Garcia-Fritz, Janet Merriman, Matthew Weiss, Greg Heiberger, Jon Stauff, Tom Thaden, Janet Gritzner, and Kyle Nelson. Also present Mike Struck, Community Development Director.

Chairperson Garcia-Fritz called the meeting to order at 6:00 p.m. A motion was made by Merriman and seconded by Heiberger to approve the agenda. All present voted aye.

A motion by Merriman, second by Gritzner to approve the July 8, 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).

- 624 8<sup>th</sup> Street – stabilize front porch and door
- 825 6<sup>th</sup> Avenue – replace window on south side of house and 2 basement windows
- 617 8<sup>th</sup> Avenue – property owner hired out of town contractor to replace roof. Work was done without a building permit and 11.1 Review. SHPO unable to comment due to project being complete, Garcia-Fritz asked the commission if they felt the BHPC can appeal a project that has been completed without a 11.1 Review and/or building permit? Opportunity to raise the level of awareness and initiate potential changes and/or fines in city ordinances. Heiberger suggested an exponential fine system for not pulling permits. Merriman informed the BHPC this was being worked on between the commission and city attorney in 2017, but was not finalized.

**Discussion on 11.1 Review Contractor's Guide Pertaining to Window Projects.**

Merriman cleaned up the language and formatting of the contractor's guide pertaining to window definitions. Explained the four window criteria and what is and is not required for a review. Garcia-Fritz thinks the document is clean and ready for presentation to SHPO at the October 14, 2021 meeting when SHPO will be present.

**Discussion on Mayor's Awards.**

Merriman discussed acknowledging property owners with a general stewardship award as over the past two years, a common theme with 11.1 Reviews has been window repairs/replacements. Recommend two categories; Commercial and Residential. For each category, a list of the qualifying properties would be printed on the acknowledgement letter.

Discussion on the Excellence in Rehabilitation award. Discussion on a collective award whereby the entire team working on the project could be acknowledged to include contractor, architect, engineer, design professional, property owner, etc.

Discussion on the Infill Award for a project or projects which exhibit stewardship towards historic preservation during infill development.

Merriman will write up the General Stewardship Award, Gritzner will complete the Excellence in Rehabilitation, and Stauff will handle the Infill Award.

General discussion occurred on the Mayor's Awards. Stauff indicated subcommittees are typically created to discuss awards so as to not discuss potential recipients in a public meeting. Heiberger suggested subcommittees have the ability to strengthen the integrity of BHPC.

#### **Subcommittee Discussion/Project Updates.**

Special Projects – Gritzner updated ownership of properties in the University District plaque project is moving forward. A lot of properties have become non-owner occupied. Thaden and Gritzner plan to go door to door and leave pamphlet and insert if not home. BHPC needs to determine who is going to install the plaques?

Public Relations – Mayor's Awards fall within this subcommittee. Subcommittee will handle the nominations and provide recommendations to BHPC. All members of BHPC would be involved in the write-ups. Heiberger suggested BHPC create a schedule, i.e. have nominations ready on a specific date each year to ensure consistency.

Public Education – Merriman provided an overview of the Facebook posts since July meeting. Increase of 14 followers on Facebook.

#### **Future Meeting Schedule & Time**

- Next meeting is scheduled for September 9, 2021 at 6:00 p.m.

Meeting was adjourned at 7:38 p.m.

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Jessica Garcia-Fritz, Chairperson

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Mike Struck, Community Development Director