

**Brookings Historic Preservation Commission  
October 14, 2021 Minutes**

A meeting of the Brookings Historic Preservation Commission was held on Thursday, October 14, 2021 in City Hall. Members attending: Janet Merriman, Jon Stauff, Tom Thaden, Janet Gritzner, and Kyle Nelson. Matthew Weiss arrived at 6:09 PM. Also present Mike Struck, Community Development Director.

Merriman called the meeting to order at 6:05 p.m. A motion was made by Stauff and seconded by Gritzner to approve the agenda. All present voted aye.

A motion by Nelson, second by Thaden to approve the September 9, 2021 minutes with a correction to the next meeting date. All present voted aye.

Weiss arrived at 6:09 pm and assumed duties of chair.

**11.1 Review Updates.**

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

- 630 6<sup>th</sup> Avenue – removal of enclosed porch on rear of house
- 524 4<sup>th</sup> Street – interior modification for elevator shaft
- 906 7<sup>th</sup> Street – new construction of detached garage

**Presentation and Discussion on the 11.1 Review Process.**

Heather Mulliner and Katie Wasley from the State Historic Preservation Office (SHPO) in Pierre provided an overview of the 11.1 Review Process and the Brookings local historic districts. Items discussed included the 11.1 Review Flow Chart, Secretary of Interior Standards for Rehabilitation, SD Administrative Standards for New Construction, and the 11.1 Contractor's Guide.

Gritzner asked how much review does SHPO have on non-contributing properties? Mulliner responded SHPO reviews projects based upon impact of project to the historic district.

Discussion on proposed changes to the Contractor's Guide pertaining to windows. Mulliner agrees windows on the rear of the house that cannot be seen from public right-of-way are not as impactful on historic districts and would not need to be reviewed. However, windows on the side of the house do have the ability to negatively impact a historic district and should be subject to the 11.1 Review process.

Gritzner left the meeting at 7:15 pm.

**Review and Discussion of Implementation Matrix.**

Weiss tabled the Implementation Matrix to the November meeting to allow more time for the Commission to review and prepare for the discussion.

**Future Meeting Schedule & Time**

- Due to November 11, 2021 Veteran's Day Holiday, the next meeting is scheduled for November 4, 2021 at 6:00 p.m.

Meeting was adjourned at 7:47 p.m.

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Matthew Weiss 11/30/2021  
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Matthew Weiss, Vice-Chairperson

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Mike Struck 11/30/2021  
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Mike Struck, Community Development Director