



HISTORIC PRESERVATION COMMISSION

MEETING AGENDA June 19, 2024

Tom Baker Meeting Room	3:00 p.m.	City-County Office Building
<p>Any member of the public may attend this meeting. Comments may be provided on public hearing items either in person, at the appointed time, or emailed by 8:00 am on the meeting day to planning@bismarcknd.gov for distribution to the Commission and inclusion in minutes, unless anonymous.</p> <p>Coverage of this meeting is available on Government Access Channels 2 & 602HD or streaming live and archived online at</p>		<p>FreeTV.org. Minutes will be available at https://www.bismarcknd.gov/agendacenter.</p> <p>The City of Bismarck does not discriminate in admission or access to its programs, activities, or services. To request accommodations for disabilities and/or language assistance, please contact the Title VI/ADA Coordinator at 701-355-1330.</p> <p>Agenda subject to change prior to meeting.</p>
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MINUTES

1. Consider approval of the minutes of the May 15, 2024, meeting of the Bismarck Historic Preservation Commission.

REGULAR AGENDA

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- 5. **Historic Preservation Award**.....10
 - a. Nomination Form Draft and Guidelines

OTHER BUSINESS

- 6. **Other Business**

ADJOURNMENT

- 7. **Adjourn:** The next regular meeting date is scheduled for July 17, 2024, at 3:00 p.m. in the Tom Baker Meeting Room.



MEMORANDUM

TO: Chair Sakariassen and Historic Preservation Commission

FROM: Lauren Oster, Planner

SUBJ: 2022 HPF Grant Update

DATE: June 14, 2024

There is \$2995.75 of the 2022 Historic Preservation Fund grant left to spend before September. At the previous meeting on May 15, it was determined by the Historic Preservation Commission (HPC) that the funds should not be used to purchase additional Timeline books because the cost per book was too expensive. The HPC determined that the remaining funds should be utilized in a more cost-efficient manner. The HPC decided to provide potential ideas at the June HPC meeting on how to utilize the remaining funds.

Staff Recommended Action

Determine how the remaining funds should be utilized.



MEMORANDUM

TO: Chair Sakariassen and Historic Preservation Commission

FROM: Lauren Oster, Planner

SUBJ: 2023 HPF Grant Update

DATE: June 14, 2024

The Cathedral Historic District banner subcommittee met on May 30 to discuss potential design options for the banners in this historic district. The Cathedral Historic District already utilizes a tree motif in its logo which can be seen on several monument signs around the district. A summary of the subcommittee design discussion includes the following:

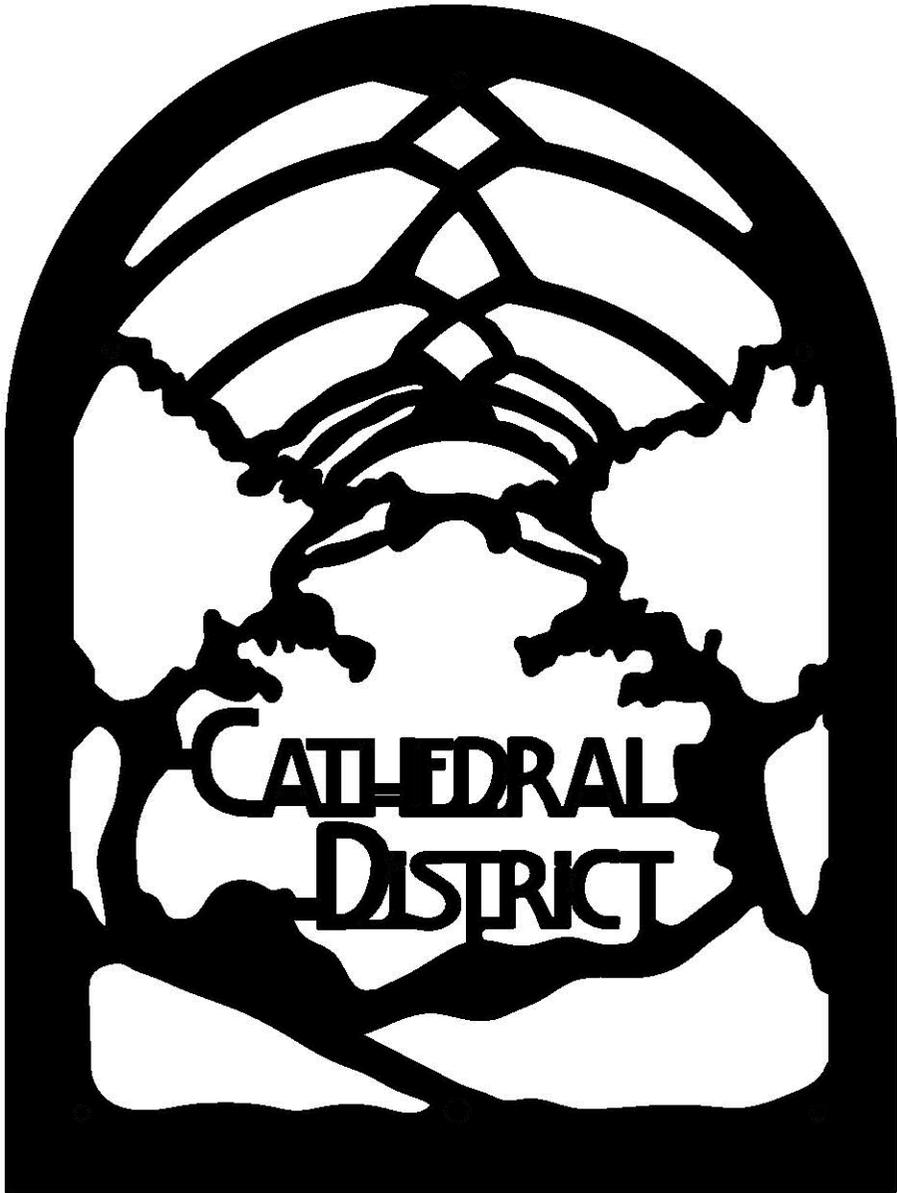
- Utilizing the current logo and motif but in a slightly different manner
- Green accents
- Potentially having "Cathedral Historic District" on the bottom

Staff Recommended Action

Provide additional ideas or comments that might contribute to the final design of these banners.

Attachments:

1. Current Cathedral Historic District Logo





MEMORANDUM

TO: Chair Sakariassen and Historic Preservation Commission

FROM: Lauren Oster, Planner

SUBJ: Historic Preservation Plan Update

DATE: June 14, 2024

Subcommittee Meeting

The Historic Preservation Plan subcommittee met on June 7, 2024. Discussion at this meeting revolved around areas of the current plan that need work, and areas where additional information or different formats is needed. One goal for this subcommittee is to make the document easy to use for all citizens within the community, including historic preservation professionals, educators, and everyday citizens. The subcommittee wants to highlight Bismarck's historic landscape and provide short- and long-term goals and objectives for implementation in the community. An overview of the subcommittee meeting is attached. Updates will be provided, and feedback will be requested of the Historic Preservation Commission as this effort progresses.

Survey

The HPC conducted an historic preservation survey which asked for the Bismarck community's input on current and potential future HPC-related activities or goals. The survey had 104 responses from the public. The report will be discussed at the June HPC meeting.

Staff Recommended Action

No action is needed for these items by the HPC at this time.

Attachments:

1. Subcommittee discussion overview

Historic Preservation Commission

Historic Preservation Plan Subcommittee

June 7, 2024

4:00 p.m.

1. Welcome and Introductions

Participating members introduced themselves, including affiliations and areas of expertise. In attendance were subcommittee members Damita Engel – Chair (HPC), Tory Jackson (HPC), Elliot Carvell, Emily Sakariassen, Stacie Cornett, John Britnell, and Amy Bleier. Staff members present included Lauren Oster.

The meeting was held in the David Blackstead Room (2nd Floor, City-County Office Building, 221 N. 5th Street) as well as online using the Microsoft Teams platform.

2. Overview of Subcommittee Purpose

Lauren Oster provided an overview of the purpose of the Historic Preservation Plan. The subcommittee role is to finalize all sections of the plan, including adding photos, graphics, and a condensed version of the Timeline.

3. Review of Previously Conducted Work

The current draft document was evaluated section by section. Lauren Oster identified areas in each section that still need work; however, she stated that the subcommittee could deem it necessary to update whatever they deemed necessary in the document. Some discussion also included the Timeline book and its inclusion in the plan.

4. Review of Model Preservation Plans

Several plans were discussed by participants, mainly in terms of their sections. Plans that were identified include:

- Plano, Texas
 - <https://content.civicplus.com/api/assets/0e4e4d90-71ec-4e52-916c-38c7b812c917>
- Madison, Wisconsin
 - https://www.cityofmadison.com/dpced/planning/documents/Madison%20HPP%20Final%202020_r.pdf
- State Historical Society of North Dakota
 - <https://www.history.nd.gov/hp/PDFInfo/ND2022StateHPPlan.pdf>

5. Identification and Assignment of Subcommittee Member Roles

The following roles are not rigid and are based on comments provided by participants during the meeting. These are only a general idea and can be changed or adjusted as needed by participants.

Damita Engel	<ul style="list-style-type: none"> • Contributor, Researcher, Writer, Editor
Tory Jackson	<ul style="list-style-type: none"> • Contributor, Researcher, Writer, Editor
Emily Sakariassen	<ul style="list-style-type: none"> • Contributor, Researcher, Writer, Editor
Amy Bleier	<ul style="list-style-type: none"> • Contributor, Researcher, Writer, Editor
Elliot Carvell	<ul style="list-style-type: none"> • Reviewer and Contributor <ul style="list-style-type: none"> ○ Review plan to evaluate for layman’s terminology
Stacie Cornett	<ul style="list-style-type: none"> • Reviewer and Contributor • Graphic design contributor and reviewer
John Britnell	<ul style="list-style-type: none"> • Reviewer and Contributor <ul style="list-style-type: none"> ○ Review plan to evaluate for layman’s terminology
Lauren Oster	<ul style="list-style-type: none"> • Point of contact between all subcommittee member • Contributor, Writer, and Editor

6. Proposed Timeline

Lauren Oster provided a potential draft timeline for working on and finalizing each section of the draft. She noted that these dates can be changed if needed. A meeting will be held each month to discuss the plan’s progress.

7. Discussion on Next Development Steps

Participants provided feedback on all current sections of the draft. It was determined that, since this document will be used by both industry professionals and everyday individuals, the information provided in the document needs to be able to be understood by everyone. Two participants offered to review the document from a laymen’s perspective to see what needs to be clarified. It was determined that all sections should be updated for this purpose. The following is a bulleted list of topics/comments identifying what should be added or changed:

- General
 - Quotes should be added from members of the community.
 - This should be publicly accessible and user-friendly for all individuals.
 - Lay people should read it before it goes to the HPC and City Commission
 - It might be useful to have a short overview of each section at the beginning of each section, almost like a how-to-use.
 - The Historic Preservation Survey will be included in the appendix to this plan.
 - Another section with the Timeline, its themes, and eras, should also be included in the plan, potentially toward the beginning.
- Table of Contents
 - This may be updated based on sections moving around.
- Introduction
 - There should be a definition for certain terms here, including historic preservation.
 - Perhaps buzzwords that may relate back to other portions of the plan.

- There should be a roadmap of sorts located here, showing users (industry professionals and lay people) how to use the plan.
- Everything in this section should be easy and friendly to understand.
- It would be nice to include photos or graphics of preservation work in Bismarck.
- Plan Development Summary
 - Previous early HPC minutes could be consulted for this.
 - Perhaps interviewing Amy Sakariassen (HPC Chair) for this section would also be good.
- Overview of the Historic Preservation Commission
 - Identify what the requirements were for becoming a CLG.
 - Create a flowchart showing how the HPC interacts with other groups.
 - Better explanation for identifying what it means to be a CLG.
- Applicable Historic Preservation Laws
 - This should potentially be moved towards the end of the plan.
 - A how-to-use the various levels of the laws might be useful for this section.
 - An FAQs section which common questions might be useful here.
 - A potential flowchart/graphic for each subsection of laws also might be useful; however, if this is done, it might be difficult to make it simple and easy to use.
- Summary of Federal and State Historic Tax Credits
 - Case studies and additional photos and graphics would be useful here.
 - A potential flowchart on how-to-use the tax credits and eligibility for the tax credits would also be useful.
- Definition of Historic Character
 - New terms are need here.
 - An additional acronym glossary would also be useful.
 - This should be located much earlier in the plan.
 - An introduction for how-to-use the terms could also be helpful.
- Inventory of Historic Resources
 - Identify what are historic resources. This would be in a small explanation area of this section, preferably at the beginning.
 - A flowchart showing how historic resources are evaluated would be useful.
 - Potentially make a next-priority map which would identify areas in Bismarck that should be evaluated further by the HPC, potentially for survey and/or NRHP.
 - A map of NRHP and State Registry historic resources would be useful here too.
 - Identify who can do a survey.
- Goals and Objectives
 - Note that these would be for the HPC.
 - A chart or graphic could be used here identifying each goal and their objectives and identifying short and long-term timelines for implementation.



MEMORANDUM

TO: Chair Sakariassen and Historic Preservation Commission

FROM: Lauren Oster, Planner

SUBJ: Historic Preservation Award

DATE: June 14, 2024

During initial discussions for the 2024 Historic Preservation Month events, an idea was brought up to present historic preservation awards to individuals and organizations in the community who have made contributions to historic preservation in Bismarck. Allowing members of the community to nominate individuals and organizations for this could emphasize all types of historic preservation related projects in the community. This award would provide an avenue for people to celebrate and have their efforts recognized. It could also generate an additional means by which the Historic Preservation Commission (HPC) can increase public awareness for historic preservation and best practices in Bismarck.

Other community Historic Preservation organizations around North Dakota and the US do this as well. Grand Forks, one of our peer cities, also has an historic preservation award. However, they do not present this award every year, instead choosing to be more selective. The Bismarck Human Relations Committee has a humanitarian award for their committee, where they collect nominations throughout the year, and recognize notable individuals and organizations in Bismarck each year that exemplify their overall mission. The draft nomination form is compiled in a way that has elements of each approach.

A draft nomination form and associated nomination guidelines are attached for consideration. Nominators will be able to determine the type of nomination (individual or organization), the project type (rehabilitation of built environment or site, education, leadership, publication), and elaborate further on the project's description and noting why the nominee should be recognized. This form would be available for community members to nominate individuals and organizations throughout the year, with the goal of presenting awards (one individual and one organization) each year during the May meeting for Historic Preservation Month.

Staff Recommended Action

Review and evaluate if this is something the HPC would like to start. If so, provide comments/suggestions to the nomination form or determine an alternative form of selecting contributing projects.

Attachments:

1. Draft Nomination Form and Guidelines



The Bismarck Historic Preservation Commission (HPC) wants to recognize outstanding contributions to preserve, protect, and educate about Bismarck's built environment and cultural history. The Bismarck HPC is seeking nominations for two areas of historic preservation efforts: individual and organization.

Nomination Information

- Nomination Type
 - Individual
 - Organization/Business
- Project Type (This will include a brief description of each type)
 - Preservation/rehabilitation of built environment, object, landscape, or site
 - This is for projects that demonstrate historic or architectural significance. Preservation or rehabilitation efforts should align with the Secretary of the Interior's *Standards for the Treatment of Historic Properties*. Nominees may include projects completed by architects, engineers, landscape architects, planners, developers, preservationists, or property owners.
 - Education
 - This is for projects with the goal of increasing public awareness and knowledge about Bismarck's history and historic preservation, including educational institutions, groups, individuals, educational programs, publications, media projects, walking tours, and exhibits.
 - Leadership
 - This is for individuals or organizations that have and continue to contribute to the preservation of historic resources or the advancement of historic preservation in Bismarck.
 - Publication
 - This is for publications that increase public awareness and knowledge about Bismarck's history and historic preservation efforts including books, journals, articles, brochures, websites, and pamphlets.
- Name of Nominee / Project
- Nominee address, including:
 - City
 - State
 - Zip Code
- Nominee Phone Number
- Nominee Email
- Description of the project / Background of the person or organization
 - For example, compare the site before and after the project, emphasizing what work was done, how much work was done, etc.
- Explanation of how the project, person, or organization supported the City's historic preservation goals.
 - Why should they be recognized?

- For example, discuss how the project or person has increased public awareness/benefitted the community with regard to historic preservation.
 - Attachment Section for Additional Documentation
 - Project photos
 - Other supplemental materials (i.e., copy of publication or educational material)
 - Separate sheet with names of project team for nominated project can be included here as well.
-

Nominator Information

- Name of Individual Making the Nomination
 - Phone Number
 - Email Address
-

DRAFT

Nomination Guidelines

1. Individuals and organizations can make nominations for either award. All structures or projects must be within Bismarck City Limits; however, the nominator or nominee, may reside elsewhere. A nominator can make a nomination in both categories. However, separate applications must be submitted for each nomination. Self-nominations are acceptable.
2. All nominations must be submitted using the Nomination Form. All questions with an asterisk must be filled out completely and correctly.
3. If additional space is needed for the description and explanation section, the nominator can attach this under the attachment section as supplemental materials. No more than one page (11 pt font, single spaced) is allowed for this.
4. Awards will only be made to projects that are completed and where proper preservation techniques that follow the Secretary of the Interior's *Standards for the Treatment of Historic Properties*.
5. Individuals are encouraged to provide photographs of projects or supplemental materials that further highlight the nominee's contribution to historic preservation in Bismarck.
6. Please address any questions to Lauren Oster at 701-355-1840 or laoster@bismarcknd.gov.

**BISMARCK HISTORIC PRESERVATION COMMISSION
MEETING MINUTES
MAY 15, 2024**

The Bismarck Historic Preservation Commission met on Wednesday, May 15, 2024, at 3:00 p.m. in the Tom Baker Meeting Room in the City-County Office Building, 221 North 5th Street. The meeting was held in person and via Zoom. Dakota Media Access was present to record the meeting and archive on freetv.org for public viewing. Vice Chair Nodland presided.

Commissioners present were Michael Connelly, Damita Engel, Tory Jackson, Beth Nodland and Scooter Pursley.

Commissioners Amy Sakariassen and John Swanson were not present.

Staff members present were Sandra Bogaczyk – Office Assistant, Ben Ehreth – Community Development Director, Daniel Nairn – Planning Manager, Lauren Oster – Planner and Stephanie Pretzer – Assistant City Attorney.

Guest present was Jim Christianson – Renaissance Zone Authority Chair and Parking Authority Chair.

MINUTES

Vice Chair Nodland called for consideration of the minutes of the April 17, 2024, meeting of the Historic Preservation Commission.

MOTION: A motion was made by Commissioner Jackson to approve the minutes of the April 17, 2024, meeting of the Historic Preservation Commission. The motion was seconded by Commissioner Engel and with Commissioners Connelly, Engel, Jackson, Pursley and Vice Chair Nodland voting in favor of the motion, the motion was approved.

PUBLIC COMMENT

Vice Chair Nodland asked if there were any public comments.

There being no public comments, Vice Chair Nodland resumed the meeting.

INTRODUCTION TO JIM CHRISTIANSON AND THE RENAISSANCE ZONE AUTHORITY

Vice Chair Nodland welcomed Mr. Christianson who introduced himself and presented to the Commission what the Renaissance Zone Authority is and does and how the Authority might work with the Historic Preservation Commission in the future. He explained to Commissioners the purpose of the Authority and its process. He explained that the Renaissance Zone Authority has worked with \$100,000,000 in investment in downtown Bismarck since its inception in 2001. Mr. Christianson provided several examples of Renaissance Zone projects and stated that what is good for the downtown is good for the whole city.

There was discussion about how and when the Renaissance Zone Authority could communicate with the Commission on future projects and noted that both the Historic Preservation

Commission and the Renaissance Zone Authority work closely with the same Community Development Department staff for both boards which would create opportunities to easily share information.

Vice Chair Nodland encouraged Commissioners to review the Downtown Historic District as many buildings will soon become historically significant and suggested that the west end of downtown is an opportunity for historical work regarding the automotive history of Bismarck.

Commissioners thanked Mr. Christianson for appearing.

2022 HISTORIC PRESERVATION FUND GRANT UPDATE

Ms. Oster stated that Indigo Signs has completed making the street banners for the Highland Acres Historic District and will coordinate with Public Works on the sign installation. Ms. Oster thanked Commissioner Pursley for writing the press release which will be announced on the City website.

Ms. Oster stated that the cost of printing additional Timeline of Bismarck History booklets increased and asked Commissioners if they would like to use remaining funds as approved previously for booklets or, since the dollar amount was much higher than discussed at previous meetings, if members would prefer spending funds elsewhere.

There was discussion about how to spend the remaining funds by the September deadline due to the consensus that the expense for additional timeline booklets was exorbitant. Vice Chair Nodland asked members to come to the next meeting with suggestions of how to use the remaining funds and reminded members of the list of possible projects previously created, to spend the remaining \$2995.75 by September.

There was a consensus to wait and see how the Highland Acres Historical District banners look in situ before possibly buying more banners.

MOTION: A motion was made by Commissioner Pursley to deny funding for purchasing Bismarck Timeline Booklets to decide a better use of funds. The motion was seconded by Commissioner Connelly, and with Commissioners Connelly, Engel, Jackson, Pursley and Vice Chair Nodland voting in favor of the motion, the motion was approved.

2023 HISTORIC PRESERVATION GRANT UPDATE

Ms. Oster updated members about progress on the grant and reminded members that a subcommittee meeting to discuss the Cathedral Historic District Banners is scheduled for May 30, 2024. Ms. Oster stated that Chair Sakariassen is still drafting the descriptive blocks to include in the map brochure for the Highland Acres Historic District Walking Tour Maps.

HISTORIC PRESERVATION PLAN UPDATE

Ms. Oster stated that the Historic Preservation Survey closed May 8, 2024, received over 100 responses from the public and will be provided to members at the next meeting.

Ms. Oster explained the significance of the survey in aiding members to complete Bismarck's first Historic Preservation Plan. She reminded members that they decided to form a subcommittee to this endeavor and stated that a time will be scheduled by end of June to also include interested members of the public to be announced on the City's website.

Ms. Engel expressed her excitement of the phenomenal rate of return and thanked members for enticing the public for responses.

HISTORIC PRESERVATION MONTH

Ms. Oster summarized the rationale for having a Historic Preservation Month and presented a schedule of events related to Historic Preservation Month. She recognized the highly successful Bismarck Historical Society Founder's Day Trivia and fund-raising event and highlighted the History Hotdish radio presentations available to listen to at <https://radioaccess.org/podcasts>. A list of events is included in the agenda packet and on the City website. Mr. Connelly encouraged the public to attend events and activities.

Vice Chair Nodland stated that her work on a presentation of the Bismarck Timeline project will be presented on May 28, 2024 at Touchmark Senior Living Center at 1000 West Century Avenue at 2p.m. She encouraged Commissioners to use that presentation in alternative ways to promote Bismarck history and culture to the public.

Mr. Jackson stated that the History Hotdish program was the most popular Digital Media Access (DMA) download in April and listed the next few events to be broadcast on DMA. Vice Chair Nodland encouraged the public to check it out.

OTHER BUSINESS

There were no other items at this time.

ADJOURNMENT

There being no further business, Vice Chair Nodland declared the meeting of the Bismarck Historic Preservation Commission adjourned at 3:52 p.m. to meet again on June 19, 2024, at 3:00 p.m. in the Tom Baker Meeting Room.

Respectfully Submitted,

Sandra Bogaczyk
Recording Secretary

Beth Nodland
Vice Chair