

**BISMARCK HISTORIC PRESERVATION COMMISSION
MEETING MINUTES
November 17, 2021**

The Bismarck Historic Preservation Commission met on November 17, 2021, at 3:30 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. Acting Chair Jackson presided.

Commissioners present were Walt Bailey, Blake Dinkins, Calvin Grinnell and Tory Jackson.

Commissioners Beth Nodland and Steve Bakken joined remotely later in the meeting as noted.

Commissioner Amy Sakariassen was not present.

Staff members present were Sandra Bogaczyk – Office Assistant II, Kim Lee – Planning Manager, Stephanie Pretzer – Assistant City Attorney and Will Hutchings – Senior Planner.

Guests present were Jim Fuglie – property owner and Tran Doan – Program Manager of Community Action Program.

ADMINISTRATIVE ACTION

Mr. Hutchings opened the meeting to request nominations or a volunteer to act as Acting Chair since both the Chair and Vice Chair were not available when the meeting started. Mr. Jackson volunteered and was approved as Acting Chair with Commissioners Bailey approving the nomination and Commissioner Dinkins seconding the motion.

MINUTES

Acting Chair Jackson called for consideration of the minutes of the October 20, 2021 meeting of the Historic Preservation Commission.

MOTION: A motion was made by Commissioner Dinkins to approve the minutes of the October 20, 2021 meeting of the Historic Preservation Commission, as presented. The motion was seconded by Commissioner Bailey and with Commissioners Bailey, Dinkins, Grinnell and Acting Chair Jackson voting in favor of the motion, the motion was approved.

PUBLIC COMMENT

Acting Chair Jackson asked if there were any public comments.

Mr. Doan expressed concerns with the length of time it takes for the Historic Preservation Commission participation in Section 106 reviews, consisting of simple upgrades such as accessible ramps, could be delayed and asked for the Commission to exempt reviews especially when the situation is not considered historically eligible.

There being no further public input Acting Chair Jackson resumed the meeting.

SECTION 106 REVIEW - COMMUNITY ACTION PROGRAM

Mr. Hutchings stated that the City of Bismarck has received a Section 106 Review request from Community Action Program that has been submitted to the State Historic Preservation Office for a proposed interior home improvement project at 1660 Pennsylvania Avenue. Mr. Hutchings stated that the State Historic Preservation Office indicated that since the structure is less than 50 years of age, they recommend a concurrence of No Historic Properties Affected.

At this time Commissioner Nodland joined the meeting remotely.

MOTION: A motion was made by Commissioner Dinkins to approve the Section 106 declaration for the proposed interior home improvement project at 1660 Pennsylvania Avenue, as written with a finding of No Historic Properties Affected. The motion was seconded by Commissioner Bailey and with Commissioners Bailey, Dinkins, Grinnell, Nodland and Acting Chair Jackson voting in favor of the motion, the motion was approved.

CONSIDERATION OF EXPANSION OF THE PROPOSED HIGHLAND ACRES HISTORIC DISTRICT

Mr. Hutchings stated that the residents in Torrance Addition have requested to be included in the proposed Highland Acres Historic District and listed their reasons for inclusion. He summarized the history of the project, referred to a map which is included in the meeting packet and outlined potential boundary expansion options for Commission members to consider. He noted that some options could increase the cost and scope of the existing contracted project.

Mr. Hutchings explained how the scope of the project was determined using criteria established by the Community Development Department and State Historic Preservation Office, which considers the age of a property, the cost of the project and the number of properties involved.

Commission members discussed the options presented, how some options might delay the original timeline established for historical designation and potential changes to the contract with Metcalf.

Commissioner Bakken joined the meeting at this time.

Mr. Fugle stated that he spoke with neighbors in Torrance Addition and there was a consensus that property owners in that subdivision would like to be included in the project. He stated that he has not spoken with owners in Torrance Hill and stated that only a few of those homes are historic. Mr. Fugle submitted comments attached as Appendix A.

MOTION: A motion was made by Commissioner Nodland to include Torrance Addition in the Highland Acres Historic District project.

There was discussion about funding options and deadlines for funding the project.

Commissioner Nodland withdrew her motion.

MOTION: A motion was made by Commissioner Dinkins to approve the expansion of the Highland Acres Historic District project to include Torrance Addition as a volunteer led effort, if residents are able to meet established deadlines as outlined and not incur added expenditure. The motion was seconded by Commissioner Bakken and with Commissioners Bailey, Dinkins, Grinnell, Nodland and Acting Chair Jackson voting in favor of the motion, the motion was approved.

IDENTIFICATION OF 2022 HISTORIC PRESERVATION FUND GRANT PROJECTS

Mr. Hutchings stated that the State Historic Preservation Office (SHPO) is expected to release details for the 2022 Historic Preservation Fund (HPF) grant application submittal window in the near future. The grant amount has not yet been released but the amount is expected to be similar to 2021. The grant will require a 40% local match.

Mr. Hutchings described the previously proposed projects and estimated costs of each and requested that Commissioners direct staff to which ones take precedence.

There was discussion about each proposal, cost and order of importance.

MOTION: A motion was made by Commissioner Dinkins to approve funding for the following projects:

- 2022 CLG Conference
- 60 Street Banners
- Travelling Local History Exhibit
- Sesquicentennial Re-grant Program
- Sesquicentennial Business door and window clings

The motion was seconded by Commissioner Bailey.

Commissioner Nodland suggested that the motion be amended to also include the Highland Acres Expansion. Additional conversation was held amongst the Commissioners.

MOTION: A motion was made by Commissioner Dinkins to amend his motion to approve funding for the following projects:

- 2022 CLG Conference
- 60 Street Banners
- Travelling Local History Exhibit
- Sesquicentennial Re-grant Program
- Sesquicentennial Business door and window clings
- Highland Acres Expansion

And find separate funding for the Local History School Curriculum

The motion was seconded by Commissioner Nodland.

Mr. Hutchings asked for clarification of an appropriate amount for the Highland Acres expansion based on their experience working with agencies. Commissioner Nodland suggested that an

opportunity to request funding might be strengthened if the motion includes a promotion for the sesquicentennial as a whole project instead of listing separate parts of the celebration to be funded.

Acting Chair Jackson asked Commissioners if they felt it would be a stronger message to request an amount from which to include projects.

Mr. Dinkins withdrew his motion.

MOTION: A motion was made by Commissioner Dinkins to approve funding for the following projects in the following order:

1. 2022 CLG Conference
2. Travelling Local History Exhibit
3. 60 Street Banners totaling \$15,600
4. Sesquicentennial Re-grant Program totaling \$5,000 and a possible grant of \$500 for ten projects
5. Sesquicentennial Business door and window clings
6. Highland Acres Expansion projects.

and that all items but the Highland Acres and CLG Conference be packaged as a sesquicentennial celebration. The motion was seconded by Commissioner Bailey and with Commissioners Bailey, Bakken, Dinkins, Grinnell, Nodland and Acting Chair Jackson voting in favor of the motion, the motion was approved.

SESQUICENTENNIAL DISCUSSION

Mr. Hutchings stated that the Historic Preservation Commission, in anticipation of the sesquicentennial celebration, has suggested several ideas for promotion, listed them and stated that he is continuing discussion with the City's Public Information Officer. He stated that social media would be used to publicize events and encourage businesses and schools to get involved. An update to the City Commission could be made to elicit assistance with the celebration. He asked for review of the proclamation.

Commissioner Nodland stated that she thought next year's meetings could emphasize the history of Bismarck and that businesses and schools could get more involved and lead some events rather than only the City organizing events.

There was discussion about the proclamation.

Commissioner Nodland suggested several edits to the proclamation.

MOTION: A motion was made by Commissioner Dinkins to approve the proclamation as revised. The motion was seconded by Commissioner Grinnell and with Commissioners Bailey, Bakken, Dinkins, Grinnell, Nodland and Acting Chair Jackson voting in favor of the motion, the motion was approved.

Acting Chair Jackson stated that the second part of this agenda item was to consider recommendations for the City Commission to consider for the sesquicentennial and direct a member to present to City Commission.

There was discussion about forming a decision-making committee or alternatively allowing individual businesses and other entities to create their own projects and events.

Commissioner Nodland volunteered to work with Chair Sakariassen and Commissioner Bailey regarding the Historic Preservation Commission's ideas.

REVIEW AND POSSIBLE APPROVAL OF TALKING TRAIL SIGNS

Mr. Hutchings updated Commission members about the Talking Trail signage and stated that staff has discussed the project with the City Public Information Officer and created a branding and draft sign. He presented the signage to Commission members for review.

There was discussion about the design. Acting Chair Jackson stated that it looked good.

MOTION: A motion was made by Commissioner Dinkins to approve the sign design as presented. The motion was seconded by Commissioner Bailey and with Commissioners Bailey, Bakken, Dinkins, Grinnell, Nodland and Acting Chair Jackson voting in favor of the motion, the motion was approved.

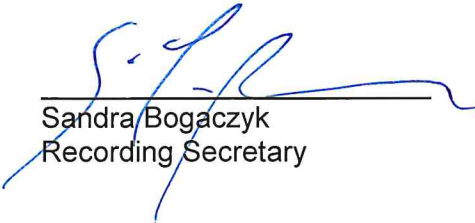
OTHER BUSINESS

Mr. Hutchings summarized the public meeting staff scheduled to answer community members questions about the proposed Highland Acres Historic District project. Acting Chair Jackson stated that he had attended and thought it was a great meeting and went well.

ADJOURNMENT

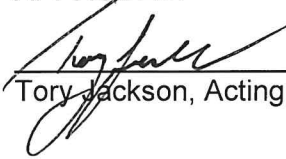
There being no further business, Acting Chair Jackson declared the meeting of the Bismarck Historic Preservation Commission adjourned at 4:40 p.m. to meet again on December 15, 2021 at 3:00 p.m. in the Tom Baker Meeting Room.

Respectfully Submitted,



Sandra Bogaczyk
Recording Secretary

APPROVED:



Tory Jackson, Acting Chair