

**BISMARCK HISTORIC PRESERVATION COMMISSION
MEETING MINUTES
November 16, 2022**

The Bismarck Historic Preservation Commission met on Wednesday, November 16, 2022 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. Chair Sakariassen presided.

Commissioners present were Walt Bailey, Blake Dinkins, Calvin Grinnell, Tory Jackson, Beth Nodland and Amy Sakariassen.

Commissioner Mark Splonskowski was not present.

Staff members present were Sandra Bogaczyk – Office Assistant II, Ben Ehreth – Community Development Director, Kim Lee – Planning Manager and Stephanie Pretzer – Assistant City Attorney.

There were no guests present.

MINUTES

Chair Sakariassen called for consideration of the minutes of the October 19, 2022 meeting of the Historic Preservation Commission.

MOTION: A motion was made by Commissioner Nodland to approve the minutes of the October 19, 2022 meeting of the Historic Preservation Commission, as presented. The motion was seconded by Commissioner Grinnell and with Commissioners Bailey, Dinkins, Grinnell, Jackson, Nodland and Chair Sakariassen voting in favor of the motion, the motion was approved.

PUBLIC COMMENT

Chair Sakariassen noted that there were no members of the public in attendance.

There being no public input Chair Sakariassen resumed the meeting.

SHSND HPF SUBGRANT REVIEW – HOSKINS-MEYER BUILDING, ALSO KNOWN AS THE KFVR TV BUILDING.

Ms. Lee stated that the State Historical Society of North Dakota (SHSND) is requesting Bismarck Historic Preservation Commission review and comment on a Historic Preservation Fund (HPF) Subgrant for the Hoskins-Meyer Building at 200 North 4th Street. She summarized the project proposal to restore the property's exterior historic character. She drew attention to the prepared declaration requesting comments from Commissioners and stated that the property is located in the DC – Downtown Core zoning district and the proposed project would also be subject to the City's Downtown Design Review process.

Letters of support were included in the meeting packet.

Mr. Dinkins noted the misuse of a technical term.

Ms. Nodland asked for clarification of how the grants are funded. Chair Sakariassen made a suggestion but deferred to the Grants and Contracts Officer at the State Historical Society of North Dakota and stated that contractors' bids must be sought and submitted.

There was discussion about the building's history and the proposed budget.

Ms. Nodland stated that she supported renovation but wanted to respect the 1940s renovation. Chair Sakariassen agreed and stated that questions needed to be answered by the Grants and Contracts Officer at the State Historical Society of North Dakota.

Mr. Bailey questioned the thoroughness of the research submitted and there was discussion about the lack of State Historic Preservation Office (SHPO) information. Chair Sakariassen stated that it is difficult to consider without SHPO comments.

There was discussion about covenants and Mr. Jackson questioned aspects about the second floor windows.

Ms. Nodland suggested and there was consensus that there should always be a representative at such reviews.

There was discussion about the list of questions that needed to be answered and agreement of the proposed list.

MOTION: A motion was made by Commissioner Grinnell to approve postponing evaluation and discussion for the next Historic Preservation Commission regular meeting in order to have outstanding questions answered. The motion was seconded by Commissioner Bailey and with Commissioners Bailey, Dinkins, Grinnell, Jackson, Nodland and Chair Sakariassen voting in favor of the motion, the motion was approved.

SHSND HPF SUBGRANT REVIEW – 1023 WEST HIGHLAND ACRES ROAD

Ms. Lee summarized the request from The State Historical Society of North Dakota (SHSND) to review and comment on a Historic Preservation Fund (HPF) Subgrant for the single-family residence at 1023 West Highland Acres Road. She stated that the proposed project would replace old roof shingles with new asphalt shingles in order to maintain the integrity of both the interior and exterior of the home and improve aesthetics of the home and neighborhood.

There was discussion about requesting funds from public versus private interests.

Mr. Jackson stated that he needed more information to determine if the request meets SHPO criteria.

MOTION: A motion was made by Commissioner Nodland to approve postponing evaluation and discussion for the next Historic Preservation Commission regular meeting in order to have questions answered. The motion was seconded by Commissioner Jackson and with Commissioners Bailey, Dinkins, Grinnell, Jackson, Nodland and Chair Sakariassen voting in favor of the motion, the motion was approved.

POTENTIAL PROJECTS FOR 2023 HPF GRANT APPLICATION

Ms. Lee prompted Commissioners to discuss their preferences for projects to be included in the Historic Preservation Grant application for 2023.

There was discussion about several projects, mainly listed in the memorandum dated November 9th, 2022 and included in the meeting packet.

There was discussion about incorporating a process for selecting projects into the Historic Preservation Plan.

There was consensus about scheduling more training for members and staff and a prioritization of the following items:

1. Administrative support
2. Development of historic images and banners for the three historic districts
3. Brochures for walking/driving tours of Highland Acres Historic District
4. Conference attendance and training for Commissioners and staff
5. National Register Nominations

There was discussion about funding for the Timeline promotional opportunities. Ms. Lee stated that staff will look into any remaining funds for the event. And the traveling exhibit.

Chair Sakariassen stated that a subcommittee should be formed for the travel banner publications.

UPDATE ON HISTORIC TIMELINE

Ms. Lee updated Commissioners on the progress of the Timeline project.

Mr. Jackson stated that the printers should have a proof soon, before the end of the year.

OTHER BUSINESS

There was no other business to discuss.

ADJOURNMENT

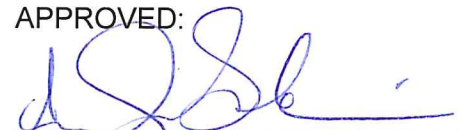
There being no further business, Chair Sakariassen declared the meeting of the Bismarck Historic Preservation Commission adjourned at 4:13 p.m. to meet again on December 21, 2022 at 3:00 p.m. in the Tom Baker Meeting Room.

Respectfully Submitted,



Sandra Bogaczyk
Recording Secretary

APPROVED:



Amy Sakariassen, Chair