



HISTORIC PRESERVATION COMMISSION

MEETING AGENDA June 21, 2023

Tom Baker Meeting Room	3:00 p.m.	City-County Office Building
The City of Bismarck encourages citizens to provide their comments via email to planning@bismarcknd.gov. The comments will be sent to the Historic Preservation Commissioners prior to the meeting and included in the minutes of the meeting. To ensure that comments are compiled and forwarded to the Historic Preservation Commission with enough time to review all comments, please submit your comments no later than 12 noon the day of the meeting. Comments should also include which agenda item number or topic your comment references and your name (anonymous	comments will not be forwarded to the Historic Preservations Commissioners or included in the minutes of the meeting). If you would like to appear via video or audio link for a 3-5-minute comment on a public hearing item, please provide your e-mail address and contact information to klee@bismarcknd.gov at least one business day before the meeting. As always, live meeting coverage is available on Government Access Channels 2 & 602HD, FreeTV.org, ROKU, Apple TV and Fire TV.	
Item No.		Page No.

MINUTES

1. Consider approval of the minutes of the February 15, 2023, meeting of the Bismarck Historic Preservation Commission

PUBLIC COMMENT

2. The public comment period is available for residents and other interested parties to address items on the agenda or any general public input for consideration by the Historic Preservation Commission.



REGULAR AGENDA

- 3. Staffing Changes**
- 4. 2023 Historic Preservation Fund Grant**
 - a.** 2023 HPF Grant Update
 - b.** Priority 2 – Historic District Street Light Banners
 - c.** Priority 3 – Historic District Walking/Driving Tour Maps
- 5. Discussion of Historic Timeline Distribution**

OTHER BUSINESS

- 6. Other Business**
 - a.** Other

ADJOURNMENT

- 7. Adjourn:** The next regular meeting date is scheduled for July 19, 2023, at 3:00 p.m. in the Tom Baker Meeting Room.

MEMORANDUM

TO: Chair Sakariassen and Historic Preservation Commission

FROM: Kim L. Lee, Planning Manager and Isak Johnson, Planner

SUBJ: 2023 Historic Preservation Fund Grant

DATE: June 16, 2023

2023 HPF Grant Update

The City of Bismarck has been granted the full amount requested for activities in 2023. The contract has been received from the State Historic Preservation Office (SHPO) and is currently going through the contract review process. The total federal grant funding request for the 2023 grant application is \$24,300. The required 40% match will be 100% provided by reusing light pole banner hanging kits from the Sesquicentennial banners and donated labor calculated for staff and Historic Preservation Commission activities.

The awarded funding would be used for the three proposed items:

- Design, print and hang 80 street light banners promoting the City's Historic Districts
- Design, print and reprint walking/driving tour maps for the City's Historic Districts.
- Provide funds for training for Historic Preservation Commissioners and staff.

Priority 2 – Historic District Street Light Banners

Grant funds will be provided to assist with associated costs to create and hang banners on streetlights in key locations in each of the community's three historic districts to identify the districts, foster civic pride in the past, and promote the City's historic places. The banners would feature historic imagery, content and/or historic district logos and would be made of a high-quality canvas material and would remain in place until they have deteriorated beyond repair. The project narrative from the HPF grant application is attached, as are maps showing potential location of banners and possible designs for the Cathedral Historic District and Highland Acres Historic District banners. A map of potential banner locations and a possible design for the Downtown Historic District does not exist at this time and would need to be discussed in further detail.

Staff recommends discussing this project and creating a subcommittee to finalize content of banners (one design per historic district) and the location of banners within each historic district. Grant funds can be used for design services and any necessary imagery needed for the banners.

Priority 3 – Historic District Walking/Driving Tour Maps

Historic Neighborhood Walking Tour maps were developed and printed for the Downtown and Cathedral Historic Districts as part of the City of Bismarck's Sesquicentennial celebration of the City's founding. These maps have been popular with both residents and visitors, and it is expected that a minor redesign (without the Sesquicentennial logo) and another printing of the maps will be needed in 2023. In addition, with the designation of the Highland Acres Historic District in 2022, a Historic Neighborhood Walking/Driving Tour map is needed for Bismarck's newest historic neighborhood. A goal of the Bismarck Historic Preservation Commission is to develop resources that will support and provide avenues that encourage self-exploration of our history and heritage by adding this new historic walking/driving map to the collection. The project narrative from the HPF grant application is attached.

Staff recommends discussing this project and creating a subcommittee to identify desired content of the walking/driving tour map for the Highland Acres Historic District. Grant funds can be used for hiring a historian to research, develop and write narratives for the Highland Acres Historic District, for updating the design of the Downtown and Cathedral Historic District maps to remove the Sesquicentennial logo, and for printing of all three maps by a commercial printing company.

Bismarck CLG
2023
Funded Budget

Administration			
	Federal	Match	Total
Coordinator's Salary	\$0	\$5,696	\$5,696
HPC Donated Labor			
Administrative Total	\$0	\$5,696	\$5,696

Historic District Street Light Banners			
	Federal	Match	Total
Banners	\$6,000	\$0	\$6,000
Light Pole Banners	\$1,800	\$1,200	\$3,000
Installation	\$0	\$6,000	\$6,000
Design and Media Rights	\$4,000	\$0	\$4,000
TOTAL	\$11,800	\$7,200	\$19,000

Historic District Walking Tour Maps			
	Federal	Match	Total
Design & Printing - Highland Acres	\$2,000		\$2,000
Design & Printing - Cathedral	\$1,000		\$1,000
Design & Printing - Downtown	\$1,000		\$1,000
Content Development - Highland Acres	\$1,000		\$1,000
In Kind	\$0	\$1,000	\$1,000
TOTAL	\$5,000	\$1,000	\$6,000

Conference Attendance			
	Federal	Match	Total
NAPC Membership	\$300	\$0	\$300
Conference Attendance	\$7,500	\$0	\$7,500
In Kind	\$0	\$3,000	\$3,000
Education Total	\$7,800	\$3,000	\$10,800

	Federal	Match	Total
Grant Totals	\$24,600	\$16,896	\$41,496

40% Minimum Required Match	\$24,600	\$16,400	\$41,000
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Priority 2: Historic District Street Light Banners

The City of Bismarck is seeking project funding assistance to create and hang streetlight banners that promote Bismarck history in all three of Bismarck's Historic Districts.

NARRATIVE

Grant funds are sought to assist with associated costs to create and hang banners on streetlights in key locations in each of the community's three historic districts to identify the districts, foster civic pride in the past, and promote the City's historic places. The banners would feature historic imagery, content and/or historic district logos and would be made of a high-quality canvas material and would remain in place until they have deteriorated beyond repair. The estimated life of the banners is over 10 years.

As the North Dakota State Capital, Bismarck and its residents take pride in the city's appearance. Streetlight banners contribute to the community's appearance and placemaking to further reinforce community and civic pride. Utilizing streetlight banners to promote local history will align with existing Bismarck practices and traditions. Festive banners, on a seasonal rotation, have been hung on pedestrian light poles within the core of downtown for decades and provide an attractive and coherent experience for all visitors, residents, and workers in the downtown area. The banners play a vital role in shaping the identity of the city and reinforce the cultural heart of the city. Recently, the City has permitted the University of Mary, Bismarck State College, Bismarck Public Schools and Light of Christ (private) schools to place school specific banners on streetlights to reinforce civic and school pride and promote the long-standing establishment of these organizations. Streetlight banners were also used to promote Bismarck's Sesquicentennial in 2022.

The proposed project would hang a total of 80 banners on streetlight poles, with an estimated 20 banners being placed in the Downtown Historic District in areas that would complement the banners already in place (20" x 40" banners – two banners per pole), an estimated 25 being placed in the Cathedral Historic District (28" x 60" banners – one banner per pole), and an estimated 35 being placed in the Highland Acres Historic District (28" x 60" – one banner per pole). A concerted effort will be made to place the banners in locations and manners that ensure they will be visible to pedestrian and vehicular traffic.

Specialty mounting hardware is necessary to mount banners on streetlight poles. The City of Bismarck utilizes several standardized types of poles depending on the location, purpose (vehicle street vs pedestrian path lighting) and the age of installation. Different mounting hardware for each different pole will need to be procured and installed depending on the identified location. It is anticipated that the mounting hardware purchased for the Sesquicentennial banners can be used, but additional kits may be needed to replace damaged mounting kits. Staff will work with the City of Bismarck Public Works and Engineering Departments to ensure that the banners and hardware are installed in permissible locations and will not interfere with vehicle or pedestrian traffic. Since the banners will be installed on public utility poles within the public right-of-way, the hardware mounting kit and banners must be installed by a licensed professional, such as an electrician, that is approved by the City. Additional permission may be needed from the North Dakota Department of Transportation for banners located on poles along state highway routes.

To keep production costs low, the banners will be printed on a colored, fade resistant and long-lasting canvas material and will utilize different-colored inks. The funds requested for 2023 will supplement the \$15,800 of funds originally allocated for Sesquicentennial banners in 2022, which remain unused because another funding source was found for those banners.

Designs for the banners have not been established at this time. The Bismarck Historic Preservation Commission and City of Bismarck staff will coordinate the procurement of design services and any necessary imagery to be used on the banners.

The City of Bismarck will investigate all options for procurement. Contracting with one company to complete the entire project including banner design, print production, hardware mounting and installation is preferential. Alternatively, if no qualified company is identified, City staff will provide project management and coordinate with any necessary consultants.

PRODUCTS

- 80 Fade-Resistant Canvas or High-Quality Fabric Custom Printed and Designed Banners
- 20 Pole Mounting Hardware Kits (if needed, reuse of existing kits is being pursued)
- 70 Identified locations for Banner Installations
- 80 Banner Installations
- Associated Custom Design
- Historic Image Procurement

TIMELINE

Request for Proposals/Quotes.....April 2023

Contractor and Consultant Selection or Independent Element Contractors Procurement.....May 2023

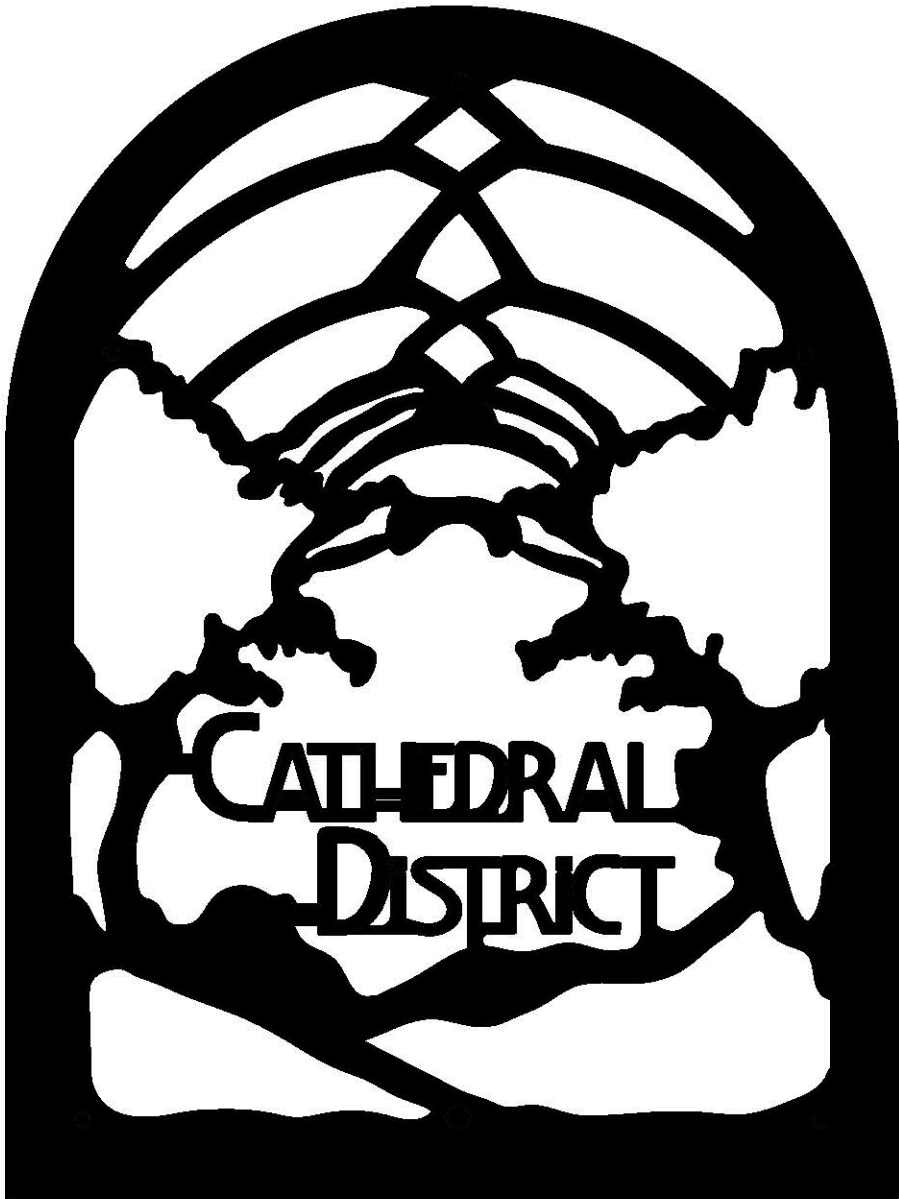
Banner Content Creation and Approval by HPC.....August 2023

Mounting Hardware and Printed Banners Installed.....October 2023

BUDGET

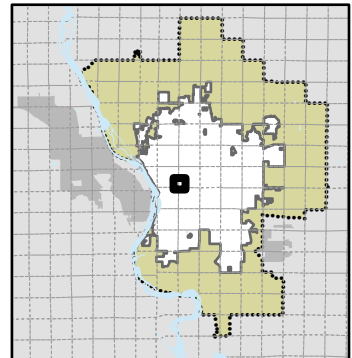
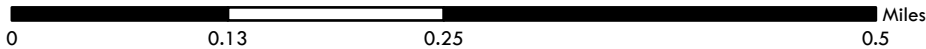
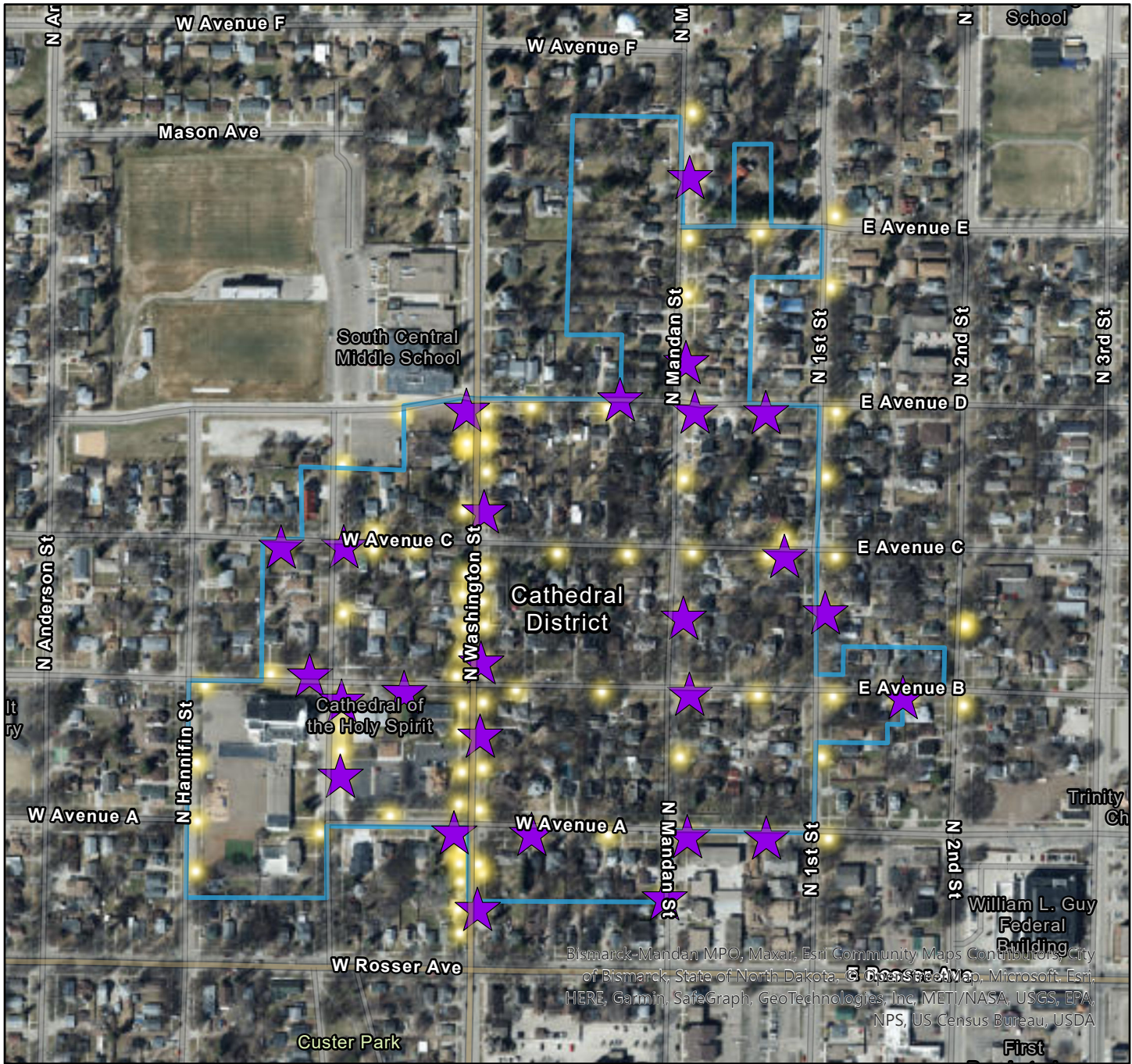
	MATCH	HPF FUNDS	TOTAL
80 Banners with Historic Images or Logos	\$0	\$6,000	\$6,000
Light Pole Banner Hanging Kits (1 banner/pole kit)	\$1,800	\$1,200	\$3,000
Installation	\$6,000	\$0	\$6,000
Design and Media Rights	\$0	\$4,000	\$4,000
TOTAL	\$7,800	\$11,200	\$19,000

Cost estimates were obtained by contacting four banner production companies, mounting hardware supply companies, local installers, and our past design project costs involving obtaining media content with reproduction fee costs. A wide variety of price ranges was noted so an average of all quotes was used to establish the requested grant funding with a 10% contingency added. City staff and the Historic Preservation Commission will provide donated labor as a match.





Cathedral Area Historic District
Proposed Banner Locations



- ★ Banner
- Historic District Boundary
- Street Light Poles

City of Bismarck
Community Development Department
Planning Division
July 14, 2022 (WRH)

*This map is for representational use only and does not represent a survey.
No liability is assumed as to the accuracy of the data delineated hereon.*

This is the plan for the Hawthorne Acres addition to the City of Richmond as first proposed by the Raleigh County Board of Health to the various sanitary committee.

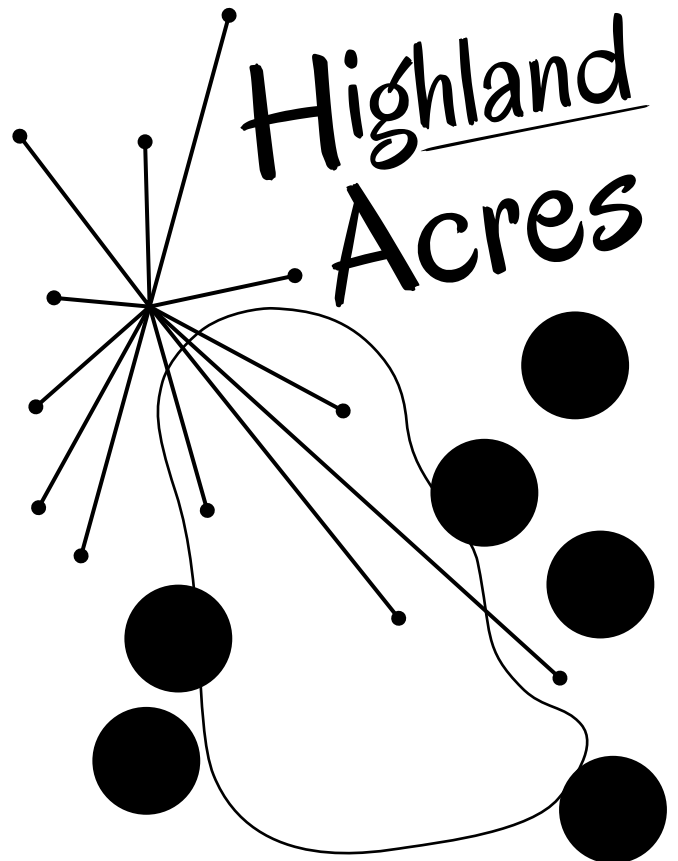
The site's name of add is located in the western part of the city, south of Avenue C and between the Country Club and Prairie streets.

Interesting features of the land design are:

- ONE—streets located on the corner.** These make the land more useful for commercial business purposes and, at the same time, reduce the cost of street improvement.
- TWO—large houses.** These make more room to be used for business purposes, one for every
- THREE—Cuts in size,** of which there are five. These are carefully-constructed streets on which traffic will go and they will be convenient for families with small children or persons who like quiet.
- FOUR—Parade children playgrounds** all located in the centers of the blocks so the main portion will be protected from traffic heavily.
- FIVE—Large lots.** The average size is 10,000, allowing 10,000 square feet per house. There are one third larger than the standard sizes for new colonies in Richmond.
- SIX—sidewalks in the interior of the block** across of kind the street. These are in line with the most advanced practice, and their absence is arbitrary they also reduce costs.
- Pavement has been made for the location in the area of a school building, sewer line district and also for a shopping center.**

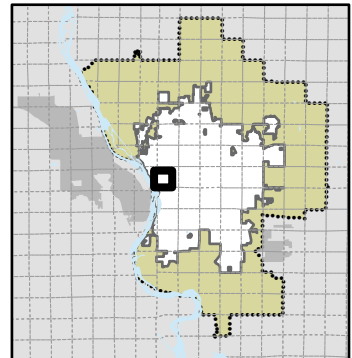
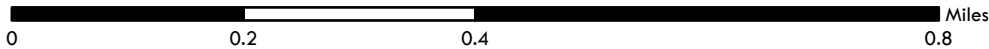
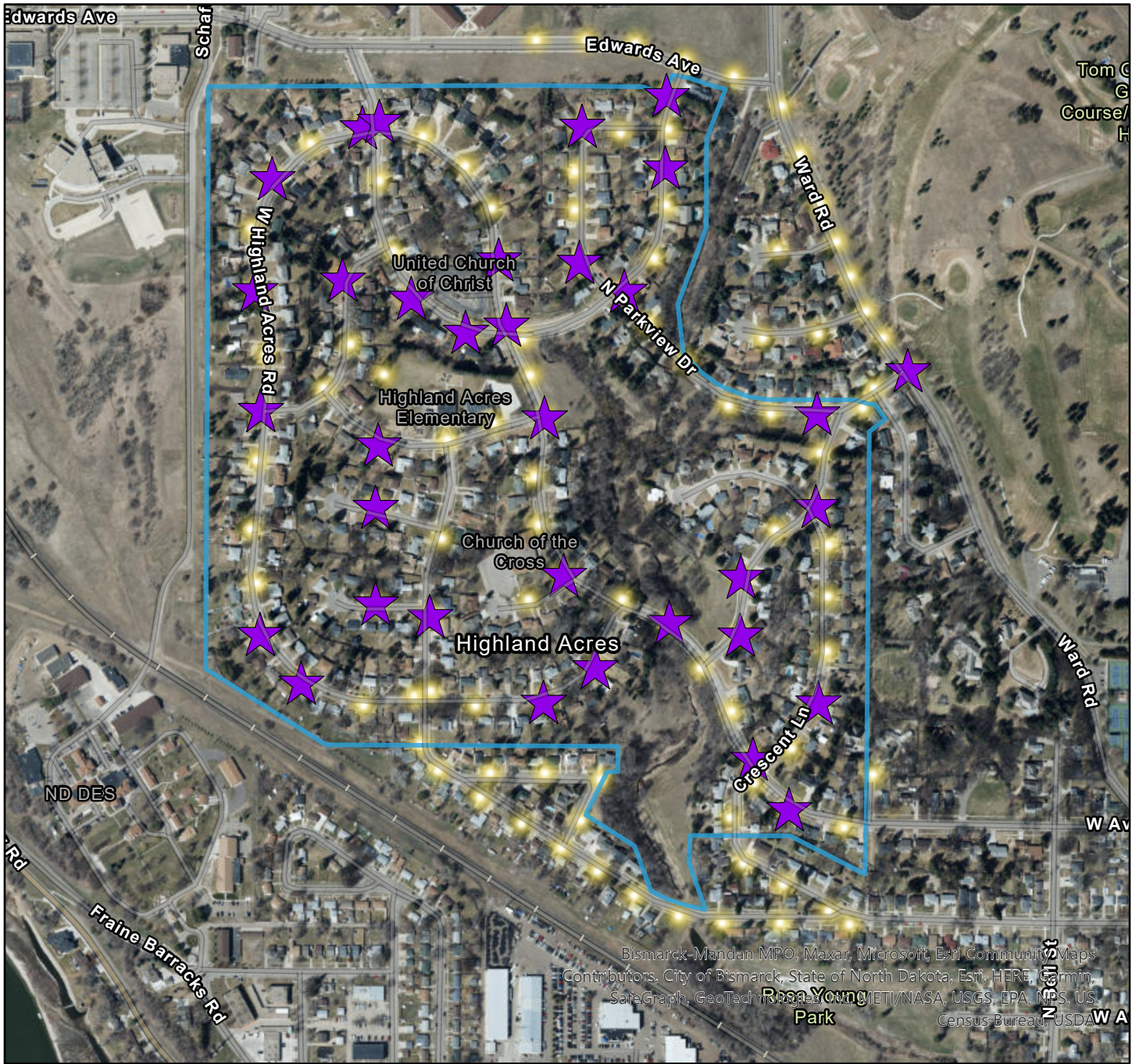
Legend:

- Dashed Line - New Parks And Social Uses
- Dotted Line - Proposed Highway Plans
- Solid Line - Proposed Street Layout
- Thick Solid Line - Proposed Main Roadway
- Thin Solid Line - Proposed Secondary Roadway





Highland Acres Historic District
Proposed Banner Locations



- ★ Banner
- Historic District Boundary
- Street Light Poles

City of Bismarck
Community Development Department
Planning Division
July 14, 2022 (WRH)

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No liability is assumed as to the accuracy of the data delineated hereon.*

Priority 3: Historic District Walking/Driving Tour Maps

The City of Bismarck is seeking project funding assistance to print paper walking/driving tour maps for the City's three Historic Districts.

NARRATIVE

Historic Neighborhood Walking Tour maps were developed and printed for the Downtown and Cathedral Historic Districts as part of the City of Bismarck's Sesquicentennial celebration of the City's founding. These maps have been popular with both residents and visitors, and it is expected that a minor redesign (without the Sesquicentennial logo) and another printing of the maps will be needed in 2023. In addition, with the designation of the Highland Acres Historic District in 2022, a Historic Neighborhood Walking/Driving Tour map is needed for Bismarck's newest historic neighborhood. A goal of the Bismarck Historic Preservation Commission is to develop resources that will support and provide avenues that encourage self-exploration of our history and heritage by adding this new historic walking/driving map to the collection.

The maps would provide self-guided options for residents and guests to experience the history of the City's three historic districts on the National Park Service's National Register of Historic Places.

The content for the Downtown and Cathedral Historic District maps was developed in 2022. The Highland Acres Historic District maps would be developed by hiring a historian to research, develop and write narratives. The maps would be designed and printed by a commercial printing company.

Distribution of the maps would be through the North Dakota State Tourism Office to be placed in rest areas and through the Bismarck-Mandan Convention and Visitors Center. Distribution locations will also include hotel/motels, local businesses, and other historic sites around the area.

Identification, recognition and interpretation of properties and districts of historic significance will further North Dakotan's awareness of our unique history and lead to a greater respect of the places associated with that history. Researching and honoring historic places helps to promote knowledge and understanding of the City's heritage, our historic properties, and the past endeavors of our residents. Completing this project will help promote cultural stability, stimulate tourism, and safeguard the heritage of the city.

The City of Bismarck recently completed a 2019 update of its Strategic Plan. Our Vision states, "Bismarck is a preferred destination for people who enjoy living, learning, working, and playing in a city with an enduring community pride. We embrace our rich heritage, economic opportunity, and lifelong learning to cultivate a healthy and sustainable environment fostering opportunity for all." Identifying spaces in our community that have historic distinction is in-keeping with our Vision that embraces the City's rich heritage. Identification, interpretation, and encouragement of exploration will further promote community pride of our unique and historic places.

The Historic Preservation Commission is in the process of developing a Historic Preservation Plan. One goal identified in the draft plan is to "promote the knowledge and understanding of the City's heritage, its historic properties and the past endeavors of its residents" which includes objective to "create brochures and digital media of historic districts and buildings." The additional printed map for Highland

Acres Historic District and the continued availability of maps for the Cathedral and Downtown Historic Districts will bolster the goals and purpose of the Historic Preservation Commission.

PRODUCTS

1500 Printed Maps for the Cathedral Historic District
1500 Printed Maps for the Downtown Historic District
3000 Printed Maps for the Highland Acres Historic District
Map Researched Content for the Highland Acres Historic District Maps
Map Design for the Highland Acres Historic District Maps

TIMELINE

Request for Proposals/Quotes.....April 2023
Contractor and Consultant Selection.....May 2023
Content Creation and Approved by HPC.....August 2023
Printed Maps Delivered.....September 2023

BUDGET

	MATCH	HPF FUNDS	TOTAL
Design and Printing of Maps	\$ 0	\$4,000	\$4,000
Content Development	\$ 0	\$1,000	\$1,000
HPC Donated Labor	\$1,000	\$ 0	\$1,000
TOTAL	\$1,000	\$5,000	\$6,000

Cost estimates were obtained from contacting three local-based print and design shops. The lower cost quote provided has been used to establish the requested grant funding with a 25% contingency added. Hourly estimates for a historian to produce content were based on research conducted with local historians who have produced live walking tours and the US Bureau of Labor Statistics wage estimates for a historian in North Dakota. The number of hours to research and compile the content is estimated to be 10 hours for the new brochure. These estimates include an additional 25% contingency.

City staff and the Historic Preservation Commission will provide donated labor as a match.

**BISMARCK HISTORIC PRESERVATION COMMISSION
MEETING MINUTES
February 15, 2023**

The Bismarck Historic Preservation Commission met for a special meeting on Wednesday, February 15, 2023 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 (via Zoom), Amy Sakariassen and Mark Splonskowski.

Staff members present were Sandra Bogaczyk (via Zoom) – Office Assistant II, Kim Lee – Planning Manager and Stephanie Pretzer – Assistant City Attorney.

Guest present was Clare Hochhalter (Cathedral District resident).

MINUTES

Chair Sakariassen called for consideration of the minutes of the February 1, 2023 special meeting of the Historic Preservation Commission.

MOTION: A motion was made by Commissioner Dinkins to approve the minutes of the February 1, 2023 special meeting of the Historic Preservation Commission, as presented. The motion was seconded by Commissioner Jackson and with Commissioners Bailey, Dinkins, Grinnell, Jackson, Nodland, Splonskowski and Chair Sakariassen voting in favor of the motion, the motion was approved.

PUBLIC COMMENT

Chair Sakariassen asked if there were any public comments.

There being no public input, Chair Sakariassen resumed the meeting.

2023 HPF GRANT APPLICATION SUBMITTAL

Ms. Lee summarized the application process and stated that City Commission approved the proposed grant application at its February 14, 2023 meeting and stated that the grant application is due Friday, February 17, 2023 and will be submitted by that time.

DISCUSSION OF HISTORIC TIMELINE DISTRIBUTION STRATEGY/ACTIVITIES

Mr. Jackson updated Commissioners on the proposed plans for the Timeline Book Release event including cost and press coverage.

Ms. Nodland noted her findings for booking a space for the event at either the Municipal Country Club or the Belle Mehus.

(Secretary's Note: The event was subsequently scheduled to be held at Juniper Workantile.)

There was discussion about the details of the event and several Commissioners expressed their preferred venue due to the event's historic references.

There was consensus to make the Timeline available at the second floor of the City/County Building at the Community Development Department, the Bismarck Veterans Memorial Public Library and at assisted living facilities around the city. It was noted that since there is a lot of foot traffic at the first floor offices of the City/County Building that County employees would be notified in advance of the event to send enquiring visitors to the second floor for Timeline books.

Mr. Dinkins stated that the web link to the online version should be available at the event.

There was a consensus to hold the event on March 15, 2023 from 5 p.m. to 7 p.m.

There was discussion about the manner in which the books would be distributed to individuals and organizations and the details of the press release announcing the event.

MOTION: A motion was made by Commissioner Splonskowski to approve the location of the Timeline Release Party to be the Municipal Country Club if the Belle Mehus is no longer a consideration. The motion was seconded by Commissioner Jackson and with Commissioners Bailey, Dinkins, Grinnell, Jackson, Nodland, Splonskowski and Chair Sakariassen voting in favor of the motion, the motion was approved.

OTHER BUSINESS ELECTION OF OFFICERS – CHAIR AND VICE-CHAIR

Chair Sakariassen opened nominations for Chair and Vice-Chair of the Historic Preservation Commission to hold office for three-year terms.

MOTION: A motion was made by Commissioner Nodland to nominate Amy Sakariassen as Chair to the Historic Preservation Commission. The motion was seconded by Commissioner Jackson and with Commissioners Bailey, Dinkins, Grinnell, Jackson, Nodland, Splonskowski and Chair Sakariassen voting in favor of the motion, the motion was approved by voice vote.

MOTION: A motion was made by Commissioner Jackson to nominate Beth Nodland as Vice-Chair to the Historic Preservation Commission. The motion was seconded by Commissioner Splonskowski and with Commissioners Bailey, Dinkins, Grinnell, Jackson, Nodland, Splonskowski and Chair Sakariassen voting in favor of the motion, the motion was approved by voice vote.

OTHER BUSINESS

There was discussion about printed items needed for the book release party.

At this time Chair Sakariassen recognized Clare Hochholter, a resident of the Cathedral Historical District, who stated that he was very thankful for the Commission's work. He stated that he was speaking for many others who felt similarly about not wanting a

commercial use on the defunct water tower property at 202 West F Avenue. He asked for consideration and support of only residential uses. He mentioned that there have been many neighborhood meetings among Historic District residents who offered their support of his appearing before the Historic Preservation Commission in support of residential uses.

Mr. Jackson asked staff if they could comment on the status of the property. Ms. Lee stated that both previous cell tower applications were denied and a new RFP was created with a February 28, 2023 deadline for applications.

Chair Sakariassen thanked Mr. Hochholter for his comments and stated that she appreciated his visit and found it appropriate and will forward his comments to those involved.

Mr. Hochholter drew Commissioners' attention to page eight of the Together 2045 document which includes the water tower property in the Cathedral Historic District. Chair Sakariassen agreed in his assessment that it is included in the Historic District.

(Secretary's Note: Upon further review of the map it was determined that the water tower property is located outside of the Cathedral Historic District.)

ADJOURNMENT

There being no further business, Chair Sakariassen declared the meeting of the Bismarck Historic Preservation Commission adjourned at 3:38 p.m. to meet again on March 15, 2023 at 3:00 p.m. in the Tom Baker Meeting Room.

Respectfully Submitted,

Sandra Bogaczyk
Recording Secretary

APPROVED:

Amy Sakariassen, Chair