

**BISMARCK HISTORIC PRESERVATION COMMISSION
MEETING MINUTES
October 18, 2023**

The Bismarck Historic Preservation Commission met on Wednesday, October 18, 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 Michael Connelly, Blake Dinkins, Tory Jackson, and Amy Sakariassen

Commissioners not present were Damita Engel, Calvin Grinnell and Beth Nodland.

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

MINUTES

Chair Sakariassen called for consideration of the minutes of the September 20, 2023 meeting of the Historic Preservation Commission.

MOTION: A motion was made by Commissioner Dinkins to approve the minutes of the September 20, 2023 meeting of the Historic Preservation Commission. The motion was seconded by Commissioner Jackson and with Commissioners Connelly, Dinkins, Jackson 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 comments, Chair Sakariassen resumed the meeting.

2023 HISTORIC PRESERVATION FUND GRANT

Mr. Dinkins had no new information to update commissioners about the Street Light Banner subcommittee activities.

Chair Sakariassen confirmed with staff that an invoice is in process to print Walking/Driving Tour maps for the Highland Acres Historic District.

Chair Sakariassen stated that she and Commissioner Engel have yet to select the properties to highlight and are meeting with the printers to commit to a layout to share with the Commission for approval.

There was a discussion about the cost and ordering the Highland Acres map when available. Mr. Johnson stated that the Cathedral and Downtown District historical map orders were budgeted for 3,000 copies of each.

MOTION: A motion was made by Commissioner Dinkins to approve using funds to order 3,000 Highland Acres historical maps when available. The motion was seconded by Commissioner Jackson and with Commissioners Connelly, Dinkins, Jackson and Chair Sakariassen voting in favor of the motion, the motion was approved.

SIDEWALKS IN HIGHLAND ACRES HISTORIC DISTRICT

Chair Sakariassen stated that she was concerned about an item presented to the City Commission regarding sidewalk construction in the Highland Acres Historic District without notifying the Historic Preservation Commission. She distributed copies of Ordinance 6358 (Appendix A) for consideration and noted the powers and duties of the Historic Preservation Commission. She and requested improved communication from City offices in consideration of the responsibilities of the Historic Preservation Commission. She noted that the Historic Preservation Commission should have been involved in the item before it went to City Commission.

There was discussion among members and staff as to how the Historic Preservation Commission can be included in City processes.

Mr. Ehreth stated that City departments will occasionally seek permission from the City Commission to initiate action before approaching other relevant entities and that this is a matter of sequence and not an attempt to avoid input. He suggested that Chair Sakariassen reach out to City departments and other entities to let them know the Historic Preservation Commission exists as a resource for them.

There was discussion about other cities' practices and how members could draw attention to the responsibilities of the Historic Preservation Commission to other boards.

Mr. Connelly suggested a subcommittee made of several departments to possibly create an ordinance.

Mr. Ehreth requested that he do some research and discuss with members soon. Chair Sakariassen was satisfied with Mr. Ehreth's suggestion.

OTHER BUSINESS

There was discussion about the request to have members speak about the timeline project to a group. There was a consensus that there was not much to say about the timeline other than repeating the contents of the timeline and that members did not see enough free time in their schedules to speak at a forum.

Mr. Johnson stated that any further comments from members about the Historic Preservation Plan should be emailed directly to him to incorporate into the plan and present to the Historic Preservation Commission for review.

Mr. Johnson presented the possibility to host the Historic Timeline in-house rather than using and paying for an outside source. However, due to its current available features, it will not be moved in the near future, but any updates will be presented to Commission members. Mr. Dinkins suggested that Historic Preservation Commission find a service, in-house or otherwise, where the timeline can be viewed like a newspaper. Mr. Dinkins

mentioned that at some point the subscription will expire and a future cost might have to be found in the budget.

Mr. Johnson announced that Ms. Lauren Oster is a newly hired planner in the Community Development Department.

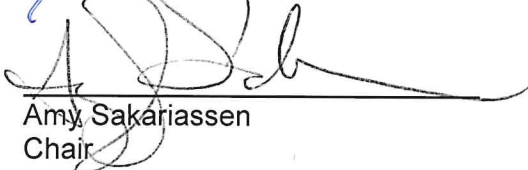
ADJOURNMENT

There being no further business, Chair Sakariassen declared the meeting of the Bismarck Historic Preservation Commission adjourned at 3:55 p.m. to meet again on November 15, 2023 at 3:00 p.m. in the Tom Baker Meeting Room.

Respectfully Submitted,



Sandra Bogaczyk
Recording Secretary



Amy Sakariassen
Chair