

**BISMARCK RENAISSANCE ZONE AUTHORITY
MEETING MINUTES
April 10, 2025**

The Bismarck Renaissance Zone Authority met on April 10, 2025, in the Tom Baker Meeting Room in the City-County Office Building at 221 North 5th Street and remotely via the online platform Zoom. Vice Chair Fink presided. Dakota Media Access was present to record the meeting and archive on freetv.org for public viewing.

Authority members present were Steve Bakken, Amelia Doll, Kirsten Dvorak, Joe Fink, Nancy Guy, Kate Herzog, Jon Lee and Greg Zenker.

Authority member Jim Christianson was not present.

Design Advisors David Witham and Eric Hoffer were present.

Staff members present were Brady Blaskowski (Building Official), Sandra Bogaczyk (Office Assistant II), Isak Johnson (Planner) and Daniel Nairn (Planning Manager).

Guest present was Darrell Mathews (The Firepit).

CALL TO ORDER

Vice Chair Fink called the meeting to order at 4:00 p.m. and welcomed guests present.

MINUTES

The minutes of the March 14, 2025 meeting were distributed prior to the meeting.

MOTION: A motion was made by Mr. Lee and seconded by Ms. Guy to approve the minutes of the March 14, 2025 meeting. The motion passed unanimously by voice vote with members Bakken, Doll, Dvorak, Guy, Herzog, Lee, Zenker and Vice Chair Fink voting in favor.

DOWNTOWN DESIGN REVIEW – 307 NORTH 3RD STREET DARRELL MATHEWS FOR THE FIREPIT – OUTDOOR SEATING FOR A RESTAURANT

Mr. Johnson gave an overview of the staff report and stated that the applicant, Darrell Mathews, is requesting Downtown Design Review approval of outdoor seating on the right-of-way of North 3rd Street directly adjacent to the storefront at 307 North 3rd Street. Mr. Johnson explained that due to signage, pictured in agenda packet, the outdoor seating area will be altered if necessary to maintain the 48 inch sidewalk clearance required.

Mr. Johnson stated that, based on the findings contained in the staff report, staff recommends approval of the proposed design for outdoor seating for the right-of-way of North 3rd Street directly adjacent to the storefront at 307 North 3rd Street as presented in all submitted documents and materials, with the condition that any substantive revisions to the approved design must be reconsidered by the Downtown Design Review Committee prior to implementation. Additional conditions for approval include the following:

1. An encroachment agreement is obtained from the City Engineering Department prior to installation of the outdoor seating.

Ms. Herzog asked and Mr. Johnson answered that the property owner has signed the application and is aware of and supports this request.

Mr. Witham asked the applicant to explain how the size limitations will affect furniture placement. Mr. Mathews stated that smaller tables or alternative furniture will be purchased as he is requesting approval before purchasing said furniture.

There was discussion about Americans with Disabilities Act (ADA) requirements for the public right-of-way and Mr. Johnson summarized compliance requirements to the applicant, prior to this meeting.

Mr. Bakken asked if there will be signage or if it is required and Mr. Johnson stated that he will discuss any requirements with Engineering staff while creating the required encroachment agreement.

MOTION: A motion was made by Mr. Bakken and seconded by Ms. Herzog to approve the proposed design for outdoor seating for 307 North 3rd Street, as presented in all submitted documents and materials, with the following conditions:

1. An encroachment agreement is obtained from the City Engineering Department prior to installation of the outdoor seating.
2. Any substantive revisions to the approved design must be reconsidered by the Downtown Design Review Committee prior to implementation.

The motion passed with members Bakken, Doll, Dvorak, Guy, Herzog, Lee, Zenker and Vice Chair Fink voting in favor.

OTHER BUSINESS

Mr. Johnson mentioned that, as announced, The Downtowners summary was posted in the agenda packet and will follow that format in future.

Mr. Johnson asked for direction from members regarding the Renaissance Zone boundaries and presented the map of the existing Renaissance Zone. He mentioned that businesses have inquired about the application potential of blocks not currently included in the program area.

There was discussion about the existing and potential number of open blocks permitted in a Renaissance Zone and the rules for closing and opening blocks. Mr. Johnson made clear that staff is not recommending blocks to be added and members made clear that they do not want to appear to be determining Renaissance Zone projects by business inquiries. That said, both staff and members were reminded that previously, Authority members decided to expand into what is the existing zone boundaries.

Mr. Johnson stated other criteria can be used by staff to recommend opening certain blocks including building to land ratio and whether or not a block could advance goals of the Renaissance Zone program.

There was discussion about possible expansion within two blocks in any direction. Mr. Johnson, at Mr. Fink's inquiry, stated that specific expansion blocks are not in the Development Plan, but rather the expansion process is listed.

There was discussion about the rules about closing blocks and previous conversations about zone expansion.

There was consensus among board members that they would like staff to recommend potential expansion blocks.

Vice Chair Fink itemized an order he would like staff to incorporate into their recommendation to first look at properties contiguous to current boundaries, areas that are blighted, what the City would like to see developed and where the City would like to expand.

Mr. Johnson stated that explained that any zone expansion would include a public hearing at a Renaissance Zone Authority meeting, and if recommended then go to a public hearing at City Commission, and if recommended then be forwarded to Burleigh County Commission, Bismarck Schools and to Parks and Recreation and then to the State Commerce Department for approval. He noted that the potential applicant has been made aware of this process.

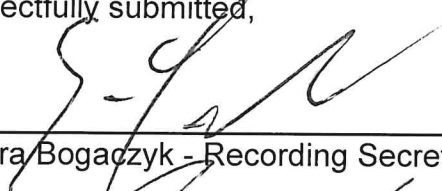
Mr. Zenker stated that he would not support a property which has been closed for thirty years to be received back into the Renaissance Zone as he felt that the owner would

have enough opportunity to take advantage of the program's benefits beforehand.

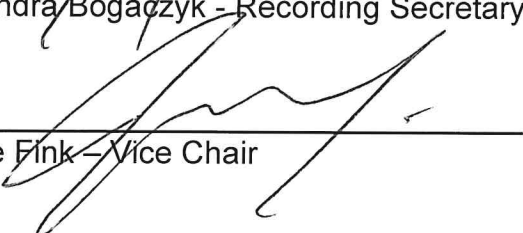
ADJOURNMENT

There being no further business, the meeting of the Bismarck Renaissance Zone Authority adjourned at 4:29 p.m. to meet again on May 8, 2025.

Respectfully submitted,



Sandra Bogaczyk - Recording Secretary



Joe Fink - Vice Chair