



Historic Preservation Commission

MEETING AGENDA August 20, 2025

Tom Baker Meeting Room	City-County Office Building	3:00 PM
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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 planning@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.

1. INTRODUCTORY ITEMS

- A. Public Comments
- B. Approval Of Meeting Minutes for June 18, 2025

2. REGULAR AGENDA

- A. 2023 Historic Preservation Fund Grant Update
- B. 2024 Historic Preservation Fund Grant Update
- C. 250th Anniversary of Founding of U.S.

3. OTHER BUSINESS

- A. 2025 Historic Preservation Fund Grant Update

ADJOURN

- A. The next regular meeting date is scheduled for September 17, 2025, at 3:00 p.m. in the Tom Baker Meeting Room.

B. Historic Preservation Reports

BISMARCK HISTORIC PRESERVATION COMMISSION

MEETING MINUTES

June 18, 2025

The Bismarck Historic Preservation Commission met on Wednesday, June 18, 2025, 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. Dakota Media Access was present to record the meeting and archive on freetv.org for public viewing.

Commissioners present were Greg Zenker, John Swanson, Amy Sakariassen, and Chair Damita Engel.

Commissioners Matthew Hull, Beth Nodland and Scooter Pursley were absent.

Staff members present were Annie Hojian – Office Assistant, Lauren Oster – Planner, and Daniel Nairn – Planning Manager.

MEETING INFORMATION

Historic Preservation Reports

MINUTES

Chair Engel called for consideration of the minutes of the May 21, 2025 meeting of the Historic Preservation Commission.

MOTION: A motion was made by Commissioner Zenker to approve the minutes of the May 21, 2025 meeting of the Historic Preservation Commission, with corrections. The motion was seconded by Commissioner Sakariassen and with Commissioners Swanson, Zenker, Sakariassen, and Chair Engel voting in favor of the motion, the motion was approved.

SECTION 106 – 1600 RIVER ROAD

Ms. Oster provided the Historic Preservation Commission (HPC) with an update on the Bismarck Riverfront Park and Festival Grounds Project from the regular meeting held September 2024. A letter was sent to Dr. Barth from the HPC and Dr. Barth has provided a response letter dated April 24, 2025 addressing some of the concerns and suggestions within the HPC letter.

A Class I Literature Review was conducted for this project and the report was submitted to the North Dakota State Historic Preservation Office (SHPO) in April 2025. SHPO provided a letter of concurrence with a determination of *No Historic Properties Affected* for the physical impact of the project and a *No Adverse Effect* for the visual impact of the project.

Ms. Oster noted Dr. Barth did reach out to SHPO to inquire if any additional requirements were necessary and they noted there were not any. Chair Engel has been in communication with SHPO and it was relayed that a permanent person is required to monitor during construction, and such person(s) must meet or exceed the Secretary of Interior Standards and should also be permitted in

the state to perform archeological work.

Commissioner Sakariassen referenced a precipitous letter the HPC provided and asked if the HPC should draft a new letter, for consistency, now that the Section 106 Review has been completed. Chair Engel agreed a new letter should be drafted and Ms. Oster also noted this would be beneficial for the HPC in maintaining records of HPC review of the project, as well as the applicant.

MOTION: A motion was made by Commissioner Swanson calling to accept the additional informance and provide a letter of concurrence. The motion was seconded by Commissioner Sakariassen with Commissioners Zenker, Swanson, Sakariassen and Chair Engel voting in favor of the motion, the motion was approved.

2023 HISTORIC PRESERVATION FUND GRANT UPDATE

Ms. Oster provided the HPC with an overview of the remaining projects for the grant. It should be noted that staff received an additional quote, and information was provided to commissioners on screen during this meeting. An additional quote was obtained for the Cathedral Area banners but staff is still awaiting one additional quote in order to have three quotes available. Staff also reached out for an additional quote for Highland Acres to determine if it is possible to get between 10 and 15 banners. The grant called for printing 3,000 brochures of Highland Acres Historic District as it is a larger district and this would be a newer item. Staff recommends printing 3,000 brochures due to these reasons and brought it to commissioners' attention the cost for design services may increase slightly based on any additional changes that may be needed. The Highland Acres Historic District brochure will require approval from the State as part of the grant review process. Commissioners present will review the brochures and staff will also reach out to absent commissioners for their review.

Commissioner Zenker asked for clarification on the budgeted totals. Ms. Oster did explain the \$33.06 shown on Option 1 is an amount remaining to be paid. Planning Manager Daniel Nairn did explain to commissioners the general Planning Division budget allows for printing costs and would be able to absorb the remaining \$33.06.

MOTION: A motion was made by Commissioner Zenker to approve Option 1, with the Planning Division's offer. The motion was seconded by Commissioner Swanson and with Commissioners Sakariassen, Zenker, Swanson, and Chair Engel voting in favor of the motion, the motion was approved.

2024 HISTORIC PRESERVATION FUND GRANT UPDATE

Ms. Oster updated commissioners on the South Capitol Survey project. Staff met with Emily Sakariassen of South Fork Historical Research on May 28, 2025, to discuss the first steps for the project. Notice was sent to property owners within the boundary area with information on the project and a link to a property questionnaire. South Fork Historical Research has begun compiling data for the South Capitol Survey project. This is being done in a chronological approach rather than a geographical approach. The first 10% of the site forms will be the oldest in the area. Thematic periods utilized will follow those identified in the Bismarck Timeline.

Several notification cards were returned to Ms. Oster; however, the reason why is unknown. South Fork Historical Research has been notified.

OTHER BUSINESS

Ms. Oster notified commissioners that the Historic Preservation Award will be presented to Adolfson & Peterson (AP) Construction for the Prince Hotel at the June 24th, 2025, Bismarck City Commission meeting. Commissioners Zenker and Sakariassen agreed to be present at the meeting to help present the award.

ADJOURNMENT

There being no further business, Chair Engel declared the meeting of the Bismarck Historic Preservation Commission adjourned at 3:21 p.m. to meet again on July 16, 2025, at 3:00 p.m. in the Tom Baker Meeting Room.

Respectfully Submitted,

Annie Hojian
Recording Secretary

Damita Engel
Chair

MEMORANDUM

TO: Chair Engel and Historic Preservation Commission

FROM: Lauren Oster, Planner

SUBJ: 2023 Historic Preservation Fund Grant Update

MEETING: August 20, 2025

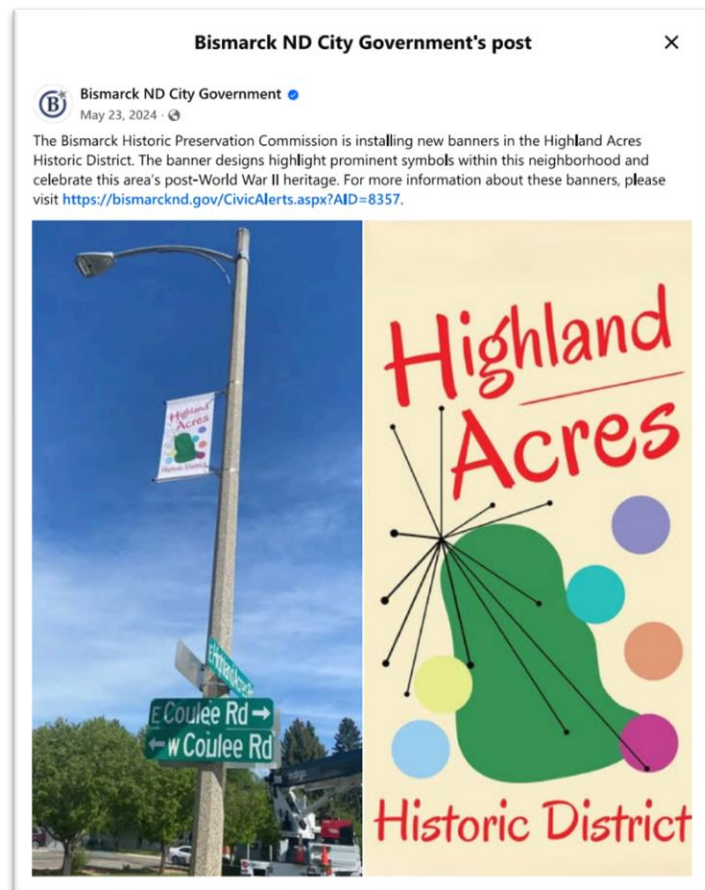
Streetlight Banners

The sign companies for both the additional banners for the Highland Acres Historic District and the Cathedral Area Historic District are currently in the process of producing the banners. City staff from various departments have reviewed the information related to the banner installation including the bracket specifications and traffic control components. Staff will be notified prior to any banners being installed. These are expected to be installed within the next month.

A previous notice was provided via the city website and social media platforms when the initial banners for the Highland Acres Historic District were installed. Staff asks if the Historic Preservation Commission would like this done again.

Staff Recommended Action

Determine if the Historic Preservation Commission would like to provide another notice via the City website and social media platforms related to the installation of the historic district streetlight banners in the two historic districts.



Historic District Brochures

The printing company has finished updating the Highland Acres Historic District brochures with the requested changes. They are currently in the process of printing the brochures which will be available to distribute to the community within the next week or so. They will also be available for individuals to grab from the Community Development Department's offices in the City County Office Building.

Staff Recommended Action

Discuss how the Historic Preservation Commission would like to distribute the brochures.

With the completion of these projects, staff will work to close out this grant by the required deadline.



MEMORANDUM

TO: Chair Engel and Historic Preservation Commission

FROM: Lauren Oster, Planner

SUBJ: 2024 Historic Preservation Fund Grant Update

MEETING: August 20, 2025

South Capitol Survey

Our consultant has completed and submitted the North Dakota Cultural Resource Survey (NDCRS) site forms for the first 20 properties within the survey area. The site forms have been provided to the Historic Preservation Commission for content and quality control. Once the consultant has received comments and/or corrections from this Commission, they will be sent to the State Historic Preservation Office for review.

These initial sites were more thoroughly researched than is typical for a Class II Reconnaissance Survey. However, in order to keep within the agreed upon scope of this project, the remaining properties will only be evaluated as reconnaissance level efforts afford.

Staff Recommended Action

Review and provide feedback on the submitted site forms to the consultant.

Attachments:

1. Letter from consultant

August 1, 2025

Ms. Lauren Oster
Planner, Community Development
City of Bismarck
laoster@bismarcknd.gov

RE: South Capitol Survey – 10% Sample Survey

Dear Ms. Oster,

Under contract to the City of Bismarck (City), I have begun the Reconnaissance Survey of architectural resources within the South Capitol neighborhood. Please accept this preliminary submission of 10% of all properties to be surveyed. This sample survey has resulted in 20 NDCRS Site Forms to be reviewed by your office and the Bismarck Historic Preservation Commission for content and quality control. For your convenience, I have summarized my initial findings in the attached table.

Please note that per my methodology, these sites had the oldest dates of construction in the survey area, according to data provided by the City, and have been more thoroughly researched than subsequent Reconnaissance Level efforts will allow. This approach has helped me gain an understanding of how the neighborhood first came to be developed while establishing a baseline for assessing integrity and identifying potential historic associations of additional sites throughout the study area.

The sites enclosed for your review represent the “Bismarck Early Years (1872-1898)” era of development outlined in the City’s *Timeline of Bismarck History*, into the “Growing Capital City (1898-1930)” phase. While this is still a preliminary study, results indicate strong potential for a National Register eligible historic district in this area, and I look forward to continuing this study to better understand and interpret its significance to the history of Bismarck.

Should you have any questions or comments regarding these forms, please do not hesitate to contact me at emily@southforkhistorical.com or 701-220-4014. I will look forward to your response.

Respectfully,

A handwritten signature in dark ink, appearing to read "Emily Sakariassen".

Emily Sakariassen
Architectural Historian/Owner
South Fork Historical Research LLC

Table 1: Preliminary Results of Sample Survey – South Capitol Survey					
Address	Field Code	SITs#	Date of Construction*	Name	Preliminary Evaluation
623 N 5TH ST	SoCap-001		c. 1882	Weber House	EC
722 N 6TH ST	SoCap-002		1885	Dr. Fraser House	EC
824 N 4TH ST	SoCap-003	32BL578	1884	Dr. Porter House/Winchester House	E; EC
821 N 6TH ST	SoCap-004		1884	F.E. Young Cottage	NC
320 E B AVE	SoCap-184	32BL017	1884	Asa Fisher/Former Gov.s' Mansion	L; EC
714 N 6TH ST	SoCap-005		1883	Whittier House	EC
814 N 4TH ST	SoCap-006	32BL573	1885	Oscar R. Barnes House	NC
819 N 5TH ST	SoCap-007		1903		EC
823 N 5TH ST	SoCap-008		1903		EC
827 N 5TH ST	SoCap-009		1903		EC
831 N 5TH ST	SoCap-010		1903		EC
930 N 4TH ST	SoCap-011	32BL584	1886	Falconer/Ordway House	NC
702 N 4TH ST	SoCap-012	32BL564	1896	Philip Webb House	EC
902 N 6TH ST	SoCap-013		1884	Colonel Moorhouse House	NC
904 N 4TH ST	SoCap-014		1895	R.D. Hoskins House	EC
711 N 6TH ST	SoCap-015		1896		EC
709 N 6TH ST	SoCap-016		1896		EC
710 N 4TH ST	SoCap-017	32BL368	1898	Oscar Will House	EC
705 N 6TH ST	SoCap-018		1897	Healy House	NC
601 N 4TH ST	SoCap-019	32BL318	1949	St. George's Episcopal Memorial Church	L; EC

L=NRHP-listed; E=Individually Eligible; EC=Eligible/Contributing to Potential District; NC=Not Eligible/Non-contributing.

*Some dates of construction provided by the City were found to be incorrect. Where possible, South Fork Historical provided documentation in the NDCRS Forms for a revised date of construction, or else a professional estimate with appropriate justification.



MEMORANDUM

TO: Chair Engel and Historic Preservation Commission

FROM: Lauren Oster, Planner

SUBJ: 250th Anniversary of Founding of U.S.

MEETING: August 20, 2025

The United States will be celebrating the 250th anniversary of its founding in 2026. Several groups around the community are already beginning to plan for this event. Although these efforts and celebrations may not be specific to the Bismarck's history, there is still an opportunity to engage with members of the community "to foster civic pride in the accomplishments of the past."

Staff have reached out to others, including the City Administration Department and the Bismarck Historical Society, to see if there's any opportunity to partner with and/or support current efforts. Some other partnership opportunities may include working with organizations like the Downtowners, Dakota West Arts Council, and Northern Plains Heritage Foundation.

[America 250 Tour](#)

Staff from the City Administration Department mentioned that they've been contacted by staff working with the America 250 Tour, which is a group intending to visit 50 states in 50 weeks during 2026. Although related to the [America 250](#) celebratory efforts of the U.S. Semiquincentennial Commission, the America 250 Tour is a specific initiative working to bring a series of events and activities to different locations. Staff from that entity anticipate bringing that event to Bismarck between Wednesday, September 9, 2026, and Sunday, September 13, 2026. They noted that the tour features:

- *Mobile American History Museum*: A traveling exhibit with artifacts and educational displays showcasing our nation's past.
- *Meet Your Heroes Education Zone*: AI and holographic presentations of well-known historical figures like Thomas Jefferson, mixed with local historical figures to inspire families and students.
- *Liberty Trips*: An RV crew documenting our state's historical landmarks, hometown heroes, and cultural treasures for national vlog-style content.
- *Patriotic Festivals*: Military parades, veteran tributes, local artisan booths, and art contests, highlighting our state's unique contributions to America's story.

They envision our potential collaboration including:

- *Curating local history exhibits or artifacts for the Mobile Museum at the Bismarck stop.*

- *Promoting the event to your members and community networks, reaching thousands of history enthusiasts.*
- *Partnering on educational field trips with local school districts, aligning with our Liberty Trips initiative.*

Grant Opportunities

Staff from the City Administration Department has noted that there are several grants available to support celebratory efforts.

ND250 Community Initiatives Grant

- This grant program is a state-funded initiative of the North Dakota 250th Commission administered by the State Historical Society of North Dakota.
- Grants of up to \$10,000 are available.
- Local governments are eligible to apply.
- Applications opened August 1 and will be reviewed quarterly starting October 1, 2025.
- A 20% match of grant funds in the form of cash or in-kind is required.
- Projects must be completed by December 31, 2026.
- Allowable expenses include:
 - Speakers/Scholar, screenings, discussion series, book club kits.
 - Community events and family programs.
 - Exhibits (permanent or temporary) including interpretation, public art.
 - Digital projects resulting in virtual exhibitions, web content, or virtual tours.
 - Educational materials and curriculum development for K-12 and higher education purposes.
 - Research leading to documentary films, exhibits, books, or other products.
 - Trip to the North Dakota State Heritage Center & State Museum to view ND250 exhibit or trip to a local organization to view ND250 exhibit or program (\$1,000 max).

Celebrate America!

- Grant provided by the National Endowment for the Humanities.
- Applications are reviewed on a rolling basis.
- Local governments are eligible to apply.
- A 1:1 match of third-party nonfederal sources is required.
- The maximum award amount is \$25,000.
- The grant's period of performance is up to one year.
- Activities may include:
 - Speakers, screenings, discussion series
 - Community events and family programs
 - Exhibits (permanent or temporary) including interpretation
 - Meetings, conferences, and symposia
 - Professional development and training
 - Digital projects resulting in virtual exhibitions, web content, or virtual tours
 - Educational materials and curriculum development for K-12 and higher education purposes
 - Research leading to documentary films, exhibits, books, or other products that reach the general public

Staff Recommended Action

1. Determine what level of involvement the Historic Preservation Commission would like to have for these celebratory efforts.
2. If the Historic Preservation Commission would like to be involved in these efforts, identify activities or ways to engage community members in this celebration.
3. If the Historic Preservation Commission would like to be involved in these efforts, determine what grant(s) should be applied for to support the celebratory activities.

2025 Bismarck Historic Preservation Commission - Historic Preservation Reviews

Review Number	Date of HPC Review Completion	Review Group	Review Type	Requestor	Project Location	Project Description	SHPO Review	HPC Review
HPC2024-008	6/25/2025	Full Commission	Other - Section 106	Northern Plains Heritage Foundation	1600 River Road	Renovate Bismarck's Keelboat Park and boat ramp into the Bismarck Riverfront Park and Festival Grounds	No Historic Properties Affected (physical impact); No Adverse Effect (visual impact)	Support
HPC2024-009	1/23/2025; 04/03/2025	Chair and Staff	CDBG - Section 106	Stepping Stones Ministries	112 South 24th Street	Interior renovations for the creation of medical respite care units	No Historic Properties Affected	Decline to comment
HPC2025-001	4/16/2025	Full Commission	Other - Section 106	City of Bismarck	221 North 5th Street	Interior lighting upgrades		No Adverse Effect
HPC2025-002	4/22/2025	Chair and Staff	CDBG - Section 106	Ministry on the Margins	715 East Interstate Avenue	Affordable housing acquisition	No Historic Properties Affected	No Historic Properties Affected
HPC2025-003	5/20/2025	Chair and Staff	CDBG - Section 106	Burleigh County Senior Center	315 North 20th Street	Purchase of refrigeration and kitchen equipment and support expanding needs of various food programs	No Historic Properties Affected	No Historic Properties Affected
HPC2025-004	5/23/2025	Full Commission	Other - Section 106	City of Bismarck	515 North 5th Street	Interior lighting upgrades		No Adverse Effect
HPC2025-005	6/25/2025	Chair and Staff	CAP - Section 106	Individual	4221 Claridge Loop	Walk-in shower installation and safety/structural failure repairs	No Historic Properties Affected	No Historic Properties Affected
HPC2025-006	7/2/2025	Chair and Staff	CAP - Section 106	Individual	725 S 12th Street #229	Walk-in shower installation and safety/structural failure repairs	No Historic Properties Affected	No Historic Properties Affected
HPC2025-007	6/25/2025	Chair and Staff	CAP - Section 106	Individual	109 East Interstate Avenue	Walk-in shower installation and safety/structural failure repairs	No Historic Properties Affected	No Historic Properties Affected