

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 and Lauren Oster – Planner, 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 on April 24, 2025 addressing some of the concerns and suggestions within the HPC letter.

A Class I Literature Review as 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 it is noted they did not. Chair Engel has been in communication with SHPO and it was relayed a permanent person was needed to monitor during construction, and such person(s) must meet or exceed the Secretary of Interior Guidelines 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 information requested. 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 has 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 has also reached out for an additional quote for the Highland Acres Area to see 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 if possible 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 this is part of the grant review process. Staff does have two recommended action items: review the draft brochure and provide comments on it; determine how many brochures or banners should be produced. Commissioners present will review the brochures and 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 Planning budget allows for printing costs and would be able to absorb the remaining \$33.06.

MOTION: A motion was made by Commissioner Zenker for the HPC to approve Option 1, with Planning Department'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 Capital 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.

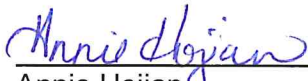
OTHER BUSINESS

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