



Historic Preservation Commission

MEETING
November 19, 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. MEETING INFORMATION

A. Historic Preservation Reports

2. PUBLIC COMMENT

A. Includes items on the Regular Agenda or the prior Historic Preservation Commission agenda items.

3. APPROVAL OF MEETING MINUTES

A. Approval Of Meeting Minutes for October 15, 2025

4. REGULAR AGENDA

A. Update on Downtown Streetlights

B. Historic Preservation Plan Implementation Table Discussion

5. OTHER BUSINESS

A. Historic Preservation Fund grants

6. **ADJOURN**

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

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



Public Comment Policy

The Historic Preservation Commission welcomes and values public input during its meetings. This policy outlines the procedures for public comment to ensure that all individuals have a fair opportunity to be heard while maintaining an orderly, transparent, and efficient meeting environment.

1. A public comment agenda item will be the first non-procedural agenda item at all regular meetings of the Historic Preservation Commission.
2. To provide public comments, each individual must sign a speaker sheet located at the podium that includes the individual's name and address. A reasonable accommodation will be made for those requiring it pursuant to the City's Title VI policy.
3. Each individual will be allotted up to five minutes to make comments; the time may be extended at the discretion of the chair. The individual will be notified when the time has expired.
4. An individual may not yield his or her allotted time to another individual.
5. The public comment agenda item may be limited to a total of thirty minutes. The initial thirty minutes may be extended at the discretion of the chair, but each speaker will continue to be limited to five minutes.
6. All comments must address an item of the current agenda or an agenda item from the preceding meeting.
7. Comments may not:
 - a. Be defamatory, abusive, harassing, or unlawful.
 - b. Include information that is exempt or confidential under North Dakota open records law.
 - c. Interfere with the orderly conduct of the meeting.
 - d. Must be pertinent to the public entity.

BISMARCK HISTORIC PRESERVATION COMMISSION

MEETING MINUTES

October 15, 2025

The Bismarck Historic Preservation Commission met on Wednesday, October 15, 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 Amy Sakariassen, John Swanson, Greg Zenker, and Chair Damita Engel. Commissioner Nodland was present via Zoom. Commissioners Hull and Pursley were absent.

Staff members present were Annie Hojian – Office Assistant, Daniel Nairn – Planning Director, Lauren Oster – Planner, and Joshua Jyring – Assistant City Attorney.

MEETING INFORMATION

Historic Preservation Reports

PUBLIC COMMENT

No public comments were made or submitted for the current agenda or prior September 17, 2025, agenda. Chair Engel closed the public comment period.

MINUTES

Chair Engel called for consideration of the minutes of the September 17, 2025, meeting of the Historic Preservation Commission.

MOTION: A motion was made by Commissioner Sakariassen to approve the minutes of the September 17, 2025, meeting of the Historic Preservation Commission. The motion was seconded by Commissioner Swanson and with Commissioners Nodland, Sakariassen, Swanson, Zenker and Chair Engel voting in favor of the motion, the motion was approved.

HISTORIC PRESERVATION FAIR

Ms. Oster stated members of the Historic Preservation Plan subcommittee, as well as members of the community, identified a Historic Preservation Fair as a strategy to accomplish some goals and objectives of the Historic Preservation Plan. The goal of the fair would be to provide an opportunity for members of the community, who have preservation questions relating to their properties or those that are interested in the processes, to be able to ask questions of multiple groups at one time in one place. Information was provided regarding what could be included at the fair, potential funding sources and eligible expenses for those sources, and a potential timeline. Ms. Oster did contact staff at the State Historic Preservation Office (SHPO) to discuss what would be considered eligible expenses if any grant funding was utilized and if they would be interested in participating.

Chair Engel stated the Historic Preservation Commission (HPC) could have a table at the fair to highlight the work the commission has been doing including the Historic Preservation Plan and also serve as outreach to the community. She would like this to be an opportunity for not just historical preservation enthusiasts, but also local contractors that deal in historic preservation to have booths set up to discuss expenses, pros and cons, materials and processes, etc. It is anticipated that the fair would be held over the course of one day. Demonstrations, such as window preservation, would be helpful. If the fair could be held in conjunction with another event, or at a location where more people are likely to come, there may be more public interest and traffic.

Commissioner Zenker suggested the HPC approach the Bismarck-Mandan Home Builders Association and inquire about a booth at their spring Home Show that is held at the Bismarck Event Center. He noted that this event is well attended by the community, it would take much of the responsibilities of planning an event and the costs away from the HPC, but still provide an opportunity for the HPC to interact with the community to accomplish their goals. Ideas and demonstrations are always sought after by those hosting and planning the event and the HPC may be a welcome addition in bringing the historic preservation aspect to the modern area of building. Commissioner Swanson also suggested the Career Academy with Bismarck Public Schools be contacted in an effort to help educate their students on construction techniques with historic preservation. Commissioners Swanson and Sakariassen volunteered to help organize an HPC booth at the Home Show.

2025 HISTORIC PRESERVATION FUND GRANT UPDATE

Ms. Oster provided an update of the 2025 Historic Preservation Fund grant. Ms. Oster, Commissioner Pursley, and Commissioner Nodland met with staff from SHPO to discuss the Request For Proposal (RFP) for the Downtown District Survey. A draft RFP was created including comments from commissioners and SHPO. Ms. Oster also confirmed with the City of Bismarck's Procurement Officer that the RFP followed all relevant current and proposed guidelines. The selection committee will include Ms. Oster, Commissioner Zenker as he is also a Bismarck City Commissioner and holds the portfolio of the HPC, and Commissioner Nodland.

MOTION: A motion was made by Commissioner Sakariassen to approve the draft RFP for the Downtown District Survey. The motion was seconded by Commissioner Swanson and with Commissioners Nodland, Sakariassen, Swanson, Zenker and Chair Engel all voting in favor, the motion was approved.

Chair Engel noted the Historic Preservation Plan subcommittee met with Daniel Nairn to discuss design of the plan. A landscape layout, color-coded design to allow information to be easily accessible for landowners, developers or government agencies. Chair Engel mentioned that ideas are welcome for the front cover page. While Ms. Oster understood this meeting would include discussing the goals and objectives within the Historic Preservation Plan, commissioners requested this be accomplished at their next meeting to allow for all commissioners to be present and/or review the material in depth and provide comments.

ADJOURNMENT

There being no further business, Chair Engel declared the meeting of the Bismarck Historic Preservation Commission adjourned at 3:27 p.m. to meet again on November 19, 2025, at 3:00 p.m. in the Tom Baker Meeting Room.

Respectfully Submitted,

Annie Hojian
Recording Secretary

Damita Engel
Chair

DRAFT



MEMORANDUM

TO: Chair Engel and Historic Preservation Commission

FROM: Lauren Oster, Planner

SUBJ: Update on Downtown Streetlights

MEETING: November 19, 2025

The City of Bismarck is looking at potentially upgrading the streetlights in the Downtown area. Engineering staff presented on this potential project at the April 16, 2025, Historic Preservation Commission meeting and asked for input from the Commission. It was noted at that time that several factors beyond the aesthetic design would affect the potential replacement options. This included the cost of the streetlights, availability to obtain replacement streetlights or streetlight parts, and ease of maintaining the streetlights. Commissioner Nodland provided historic photos of previous streetlights in the Downtown area as a source of reference for the Engineering Department.

Samples of potential streetlight replacement options were sent to the Engineering and Public Works Departments for their evaluation. As a courtesy, the Engineering Department is requesting input from the Historic Preservation Commission on the samples of the potential replacement options.

Staff Recommended Action

Receive update on potential Downtown streetlight project and provide input on samples.



MEMORANDUM

TO: Chair Engel and Historic Preservation Commission

FROM: Lauren Oster, Planner

SUBJ: Historic Preservation Plan Implementation Table Discussion

MEETING: November 19, 2025

At its last meeting, the Historic Preservation Commission requested that this item be placed on the November agenda for further discussion of the items included in the draft table. The Commission wanted to make sure the goals, objectives, and strategies identified reflected what the community wanted and what the Commission believed could be accomplished.

The implementation table is attached and has not changed since its inclusion in last month's agenda for this Commission.

Staff Recommended Action

Provide comments, changes, or suggestions on the implementation table for the Historic Preservation Plan.

Attachments:

1. Historic Preservation Plan implementation table

Time Frames
Now (0-3 years)
Soon (3-5 years)
Next (5-10 years)

Priority
1= low priority
5= high priority

Funding is required. Identify a source(s).
Funding may be required. Identify a potential source(s) if it is.
Funding is not required. Identification not required.

Goal 1: Celebrate the heritage of Bismarck					
Objective	Time Frame	Priority	Recommended Strategy	Potential Partners	Funding Opportunities
A. Promote civic pride by highlighting Bismarck's unique character and culture	Now (0-3 years)	1	1) Continue instituting annual preservation awards	City of Bismarck	
	Now (0-3 years)	2	2) Encourage plaques for buildings and sites on the National Register of Historic Places	The Downtowners, local residents in NRHP districts, local businesses, City of Bismarck	
	Now (0-3 years)	2	3) Collaborate with the community partners on oral history programs	Bismarck Historical Society, SHSND, City of Bismarck	
B. Encourage social engagement in heritage events and activities	Now (0-3 years)	1	1) Participate in and promote Bismarck's Founders Day celebrations	City of Bismarck, Bismarck Historical Society	
	Now (0-3 years)	5	2) Celebrate Historic Preservation Month every May	Bismarck Historical Society, SHSND, Bismarck Parks and Recreation District, City of Bismarck	
	Now (0-3 years)	3	3) Participate in and promote the Bismarck Historical Society monthly presentation program	Bismarck Historical Society, City of Bismarck	
	Now (0-3 years)	1	4) Create interactive GIS StoryMaps or other digital resources highlighting events and activities	City of Bismarck	
Goal 2: Preserve places that represent the City's heritage, its historic properties, and the past endeavors of its residents.					
Objective	Time Frame	Priority	Recommended Strategy	Potential Partners	Funding Opportunities
A. Prepare and maintain a comprehensive inventory of historically significant and potentially eligible properties within the City.	Now (0-3 years)	1	1) Maintain and conduct annual updates to a map of all site and districts listed on the National Register of Historic Places	City of Bismarck	
	Now (0-3 years)	1	2) Maintain and conduct annual updates to a map showing all structures over 45 years of age	City of Bismarck	
B. Encourage good stewardship of historic places	Now (0-3 years)	3	1) Create and/or distribute handouts on historically appropriate renovations, alterations, tax credits and maintenance to residents in historic neighborhoods	City of Bismarck, SHSND, realtors	

	Now (0-3 years)	3	2) Monitor for development patterns that may impact historic and cultural resources within and adjacent to the City	City of Bismarck, local developers	
	Now (0-3 years)	3	3) Develop, provide and maintain design guidelines and "best practices" for historic properties	City of Bismarck, SHSND	
C. Facilitate disaster and resilience planning for historic properties	Now (0-3 years)	4	1) Identify historic areas at risk and prioritize proactive mitigation and resilience measures for those most at risk	City of Bismarck, SHSND	
	Soon (3-5 years)	5	2) Engage residents in historic neighborhoods to conduct basic property documentation on their homes prior to disasters	City of Bismarck, SHSND, cultural resource management firms, local residents, local businesses	
	Soon (3-5 years)	2	3) Incorporate preservation goals into community disaster plan(s) like the Multi-hazard Mitigation Plan	City of Bismarck	

Goal 3: Encourage historic preservation as part of the City's economic planning and development

Objective	Time Frame	Priority	Recommended Strategy	Potential Partners	Funding Opportunities
A. Identify and promote funding for historic preservation projects or initiatives.	Now (0-3 years)	3	1) Maintain and update a list of local, state, and federal funding sources on the city's Historic Preservation webpage	City of Bismarck, SHSND	
	Soon (3-5 years)	4	2) Explore additional local funding avenues to help fund programs related to historic preservation	City of Bismarck, financial institutions, SHSND, private organizations	
B. Develop materials, programs, or areas that help bolster Bismarck's heritage tourism.	Now (0-3 years)	2	1) Develop historic walking maps/tours	City of Bismarck, SHSND, local tour guides, Bismarck Historical Society, The Downtowners	
	Now (0-3 years)	4	2) Provide historic district markers, street signs, interpretive signage, and/or wayfinding elements	City of Bismarck, SHSND, local businesses, The Downtowners, Bismarck Parks and Recreation District, Dakota West Arts Council	
	Soon (3-5 years)	1	3) Create brochures and digital media of historic districts, buildings, people, and events	City of Bismarck, SHSND, Bismarck Historical Society, Dakota West Arts Council	
	Next (5-10 years)	3	4) Determine the feasibility of creating a Bismarck-specific exhibit in a publicly accessible location	City of Bismarck, SHSND	
C. Promote the rehabilitation and preservation of historic structures as a benefit of economic growth	Now (0-3 years)	2	1) Encourage adaptive reuse as an option for affordable housing while still protecting life and safety through application of the existing building code	City of Bismarck, local developers, local tradespeople	

	Now (0-3 years)	2	2) Identify and provide information on appropriate adaptive treatments, such as for accessibility or aging in place		
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Goal 4: Advocate for historic preservation to other public entities.

Objective	Time Frame	Priority	Recommended Strategy	Potential Partners	Funding Opportunities
A. Coordinate historic preservation efforts and regulations among city documents and departments	Now (0-3 years)	5	1) Provide yearly updates to City Commission about the Historic Preservation Commission's previous year's activities and new or updated local, state and federal policy and statute changes	City of Bismarck	
	Soon (3-5 years)	4	2) Assess and coordinate with local repositories (e.g., libraries) to increase awareness of historical resources such as books, videos, or websites	City of Bismarck, Bismarck Veterans Memorial Public Library, SHSND, Bismarck Historical Society	
	Now (0-3 years)	2	3) Assist and provide feedback on pertinent City of Bismarck plans, studies, guidelines and ordinance changes	City of Bismarck	
B. Enhance existing or develop additional preservation programs	Next (5-10 years)	5	1) Consider creating a local landmark designation program	City of Bismarck	
	Next (5-10 years)	4	2) Update the Historic Preservation Plan every 10 years	City of Bismarck	
C. Develop and maintain the capacity and excellence of the Historic Preservation Commission	Now (0-3 years)	3	1) Participate in ongoing training opportunities including heritage and preservation conferences	City of Bismarck, Bismarck Historical Society	
	Now (0-3 years)	2	2) Create a quarterly newsletter with information on Commission projects and current historic preservation resources	Bismarck Historic Preservation Commission	

Goal 5: Educate the public about Bismarck's heritage and the benefits of historic preservation.

Objective	Time Frame	Priority	Recommended Strategy	Potential Partners	Funding Opportunities
A. Educate young community members about Bismarck's history	Now (0-3 years)	3	1) Develop and provide educational resources, lectures, online lesson plans, and curricula to area schools	Bismarck Public Schools, Bismarck Historical Society, SHSND, City of Bismarck, United Tribes Technical College, BSC, University of Mary	
	Soon (3-5 years)	3	2) Encourage schools to integrate more Bismarck-specific history into the Social Studies curriculum	Bismarck Public Schools, Bismarck Historical Society, SHSND, City of Bismarck	
B. Identify and provide historic preservation training opportunities for the public	Soon (3-5 years)	4	1) Partner with local contractors and workforce training centers to encourage integration of historic rehabilitation training	ND Chapter AIA, general contractors or trades associations, cultural resource management firms, BSC, Bismarck Public Schools, City of Bismarck	

	Now (0-3 years)	5	2) Create and sponsor a Historic Preservation Fair	City of Bismarck, SHSND, Bismarck Historical Society, cultural resource management firms, local tradespeople, United Tribes Technical College, BSC, University of Mary, ND Chapter AIA	
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Goal 6: Engage community members in historic preservation processes

Objective	Time Frame	Priority	Recommended Strategy	Potential Partners	Funding Opportunities
A. Identify ideas about historic preservation from the public through a variety of methods and techniques	Now (0-3 years)	5	1) Use a quick response (QR) code to direct people to the Historic Preservation Commission website when participating in events or when sponsoring a historic preservation booth or table	City of Bismarck	
	Now (0-3 years)	3	2) Utilize art as an engagement method to foster dialogue and understanding of Bismarck's history and historic preservation	City of Bismarck, SHSND, Dakota West Arts Council	
B. Ensure a robust and inclusive engagement process	Now (0-3 years)	4	1) Develop a public participation framework to utilize for large projects like National Register of Historic Places nominations	City of Bismarck	
	Now (0-3 years)	3	2) Utilize digital and in-person options as a way for individuals to engage with historic preservation events, policies, and projects	City of Bismarck	
	Soon (3-5 years)	4	3) Encourage input from local underrepresented groups about additional information that should be included in resources and projects related to Bismarck's history	City of Bismarck, SHSND, United Tribes Technical College	