



Historic Preservation Commission

MEETING December 17, 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 November 19, 2025

4. REGULAR AGENDA

A. Historic Preservation Award

B. ND250 Grant

C. South Capitol Survey Update

5. **OTHER BUSINESS**

6. **ADJOURN**

- A. The next regular meeting date is scheduled for January 21, 2026, 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

November 19, 2025

The Bismarck Historic Preservation Commission met on Wednesday, November 19, 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 Beth Nodland, Amy Sakariassen, John Swanson, Greg Zenker, and Chair Damita Engel. Commissioners Hull and Pursley were absent.

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

MEETING INFORMATION

Historic Preservation Reports

PUBLIC COMMENT

No public comments were made or submitted for the current agenda or prior October 15, 2025, agenda. Chair Engel closed the public comment period.

MINUTES

Chair Engel called for consideration of the minutes of the October 15, 2025, meeting of the Historic Preservation Commission.

MOTION: A motion was made by Commissioner Sakariassen to approve the minutes of the October 15, 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.

UPDATE ON DOWNTOWN STREETLIGHTS

Ms. Linda Oster, Assistant City Engineer – City of Bismarck Engineering Department, updated the Historic Preservation Commission (HPC) on the Downtown Pedestrian Street Light Project. The City of Bismarck is currently working on updating the current streetlights to LED lights in order to provide better lighting and be more cost effective. There are over 200 streetlights to be replaced and another 30+ fixtures and poles will be added along Front Street between 3rd Street and 7th Street in 2026. The replacement parts for the current streetlights are difficult to source and are very costly when they can be found. Commissioner Nodland provided historical photos for reference of fixtures used in the past within the City of Bismarck in the downtown area.

Ms. Linda Oster stated that the City of Bismarck Public Works Department reviewed five samples of streetlight fixtures and chose the two on display for the HPC to comment on. The Renaissance

Zone Authority (RZA) recently had a meeting and also reviewed the choices. Both Public Works and RZA agree on the “Euro Fixture by Sternberg” and hoped the HPC concurs. The current poles will be reused and only the fixtures will be changed. A dark bronze finish will be selected for the fixture and some trim. Both Public Works and RZA are advocating for enclosed glass to minimize wildlife interference. Both a frosted and clear glass are available. If frosted enclosed glass is chosen, the bulb wattage can be increased to provide more light.

Commissioner Sakariassen stated that several residents are not happy with how bright the lights are in the Cathedral District and suggested a frosted glass may be better received to help moderate the need for bright lighting with the harshness it can display. She did acknowledge the needs in a commercial area are different than the needs in a residential area. Chair Engel agreed that a frosted glass may be better received so that citizens are not blinded by the light. The light will be cast downward rather than upward. Members present of the HPC concurred with Public Works and RZA and agreed with the “Euro Fixture by Sternberg” being chosen.

HISTORIC PRESERVATION PLAN IMPLEMENTATION TABLE

Chair Engel reviewed the Historic Preservation Plan Implementation Table with HPC members present. Commissioners discussed objectives, priorities, time frames, strategies, potential partners and funding opportunities. Commissioner Swanson suggested taking inventory of materials the HPC has available for community engagement, including the Bismarck Timeline, walking tour maps, and best practices guides. Commissioner Nodland asked if any merchandise was still available from the sesquicentennial or any bookmarks. Ms. Lauren Oster will inquire with City of Bismarck Administration on available remaining merchandise. Commissioner Sakariassen stated bookmarks can be produced quickly and for a low cost on demand. Ms. Lauren Oster is creating digital versions of walking tour maps and encourages digital versions of all materials be available going forward. Several commissioners suggested using materials already created and available through the National Trust as a resource. Commissioner Zenker suggested a placard with a QR code be available at events to build a database to engage with interested property owners regarding historic preservation of properties 45+ years old.

Commissioner Zenker shared that the City of Bismarck was fortunate enough to buy back a historic piece of fire equipment and once a home for this is found, he suggested the HPC partner with the Fire Department to educate citizens on other historic preservation efforts. Commissioner Sakariassen stated other City departments may have historical photographs or documents that can be shared to help promote the history of Bismarck. It was encouraged to research and utilize the resources available within the various City of Bismarck departments and partner with other departments, or assist them, to create interesting and engaging displays and materials. Commissioner Zenker encouraged the HPC to create a 3-5 minute presentation of all HPC goals and activities to update the Bismarck City Commission once a year, with a goal of January 2026 being the first update. This may be done by the portfolio holder (Zenker), commission chair, or staff. Ms. Lauren Oster stated Planning Director Daniel Nairn will update all boards in 2026.

Ms. Lauren Oster stated that all HPC commissioners will review the Historic Preservation Plan prior to adoption. Once the draft plan is approved by the HPC, it will be presented to the Bismarck City Commission. If the City Commission finds all to be amenable and adopts the plan, it will then be published.

OTHER BUSINESS

Ms. Lauren Oster informed the HPC that both Commissioner Sakariassen and Commissioner Pursley's terms are expiring, and Commissioner Pursley will not be reapplying.

Commissioner Swanson asked for information regarding any insight as to future practices, or funding, available at the national level. Ms. Lauren Oster does not have any information at this time, but she noted that Chair Engel and Mayor Mike Schmitz have signed a letter in support to reauthorize federal funds for historic preservation efforts. At this time, it is unknown if representatives at the federal level have seen the letter and/or responded to it.

ADJOURNMENT

There being no further business, Chair Engel declared the meeting of the Bismarck Historic Preservation Commission adjourned at 4:10 p.m. to meet again on December 17, 2025, at 3:00 p.m. in the Tom Baker Meeting Room.

Respectfully Submitted,

Annie Hojian
Recording Secretary

Damita Engel
Chair

M E M O R A N D U M

TO: Chair Engel and Historic Preservation Commission

FROM: Lauren Oster, Planner

SUBJ: Historic Preservation Award

MEETING: December 17, 2025

The Historic Preservation Commission requested a revision to the Historic Preservation Award criteria at their May 2025 meeting, seeking more objective standards with which to evaluate nominations. As a reminder, only projects completed within the past three years are eligible to apply.

Staff reviewed how the current award criteria is set up and identified how other communities or organizations with similar awards have their criteria. Our current categories for the award include one for a building or site, one for education, and one for public awareness. Several other communities that staff looked at separated out adaptive reuse projects from typical preservation/rehabilitation/restoration projects, and they also combined education and awareness under one category. Staff met with Commissioners Swanson, Sakariassen, and Nodland to review both a revision to the categories (historic buildings/sites, adaptive reuse, and public awareness and education) as well as updated criteria for each. A draft nomination form and evaluation form with criteria for each category (for internal use) are attached for review. A timeline of the process is also included below.

Action	Date
Applications open	January 2, 2026
Applications close	March 30, 2026
Selection group sent nominations for review	March 31 – April 3, 2026
Selection group reviews nominations and/or makes site visits from public ROW	April 6 – April 10, 2026
Selection group comes to consensus on nominees	April 10 – 14, 2026
Nominee selections provided to HPC at its April meeting	April 15, 2026
Nominees notified of award selection	April 16 – April 24, 2026
Award presented by the City Commission at next available meeting in May	May 12 or 26, 2026

In order to avoid public meeting notice requirements for nomination review and selection, staff would suggestion only two Historic Preservation Commissioners be part of the 2026 award selection process prior to the final selections being approved by the full Historic Preservation Commission. Staff from the Planning Department will be part of the selection process as well.

Staff Recommended Action

1. Approve the revised award categories and nomination form.
2. Approve the award criteria for internal use by the selection group.
3. Choose two Historic Preservation Commissioners to be part of the 2026 award selection.

Attachments:

1. Draft Nomination Form
2. Award Criteria

City of Bismarck Historic Preservation Award

This is the application form for the 2026 Historic Preservation Award for the City of Bismarck.

Name of Nominee*

Name of Nominator

Fill this out only if the nominator is different than the nominee.

Nominee Contact Information*

Provide nominee's email.

Nominator Contact Information*

Provide nominator's email if the nominator is different than the nominee.

Which award category are you applying for?*

Buildings must be at least 50 years old. Only exterior elements of buildings are reviewed. In the event of a tie for a category, additional documents or historic resources that are submitted will be taken into account.

☐ Historic Building (Preservation, rehabilitation, restoration)☐ Adaptive Reuse☐ Historic Awareness and Education

What is the address of the project location?*



The project must be located within Bismarck city limits. If multiple properties are being nominated at the same time, only choose one address.



Are you the owner of the building that is being nominated?*

☐ Yes☐ No

Please explain if you conducted the project work yourself with support from the property owner or if you have permission from the property owner to apply for the award for the project.



If you did not complete the project yourself, upload evidence of permission from the property owner, person, or organization who completed the project below.

Provide a description of the project being nominated.*

How does this project meet the Secretary of the Interior's Standards for the Treatment of Historic Properties?



Information for the *SOI Standards for the Treatment of Historic Properties* can be found [here](#).

Identify if any unique or distinctive features of the building that contribute to the type, period, or method of construction for the selected architectural style were preserved as part of the project.



Explain how the project is sensitive to the historic materials, character, and use of the building while still allowing the building to be repurposed for a new use.



This could include information related to neighborhood revitalization, compliance with building codes and other regulations, creation of affordable living spaces, and supporting the unique needs of the community.



Indicate how your project benefits the community.

☐ The project increased public awareness of a site or topic from local history lectures, publications, media, tours, or other similar activity.

☐ The project serves as an example of outstanding commitment to historic preservation and the use of innovative practices or preservation techniques.

☐ The project maintains and protects a site's historical integrity through thoughtful care and programming.

☐ The project benefits the community and/or broadens the ethnic and cultural diversity of historic preservation and heritage activities.

☐ Other

Document Upload

Upload associated project documents that support the nomination. This includes permission from the person who conducted the work if the nominator is not the same as the nominee. Limit 10 MB.

Drop file here or select file (pdf, docx, xlsx)

Photo Upload

Upload project photos that support the nomination. Limit 10 MB.

Drop image here or select image



Acknowledgement*

By signing this, I confirm that I am applying for the City of Bismarck Historic Preservation Award. I acknowledge that I conducted the work, or I am submitting this application on behalf of the person who conducted the work and have obtained and submitted the permission from them.



Please sign above the line

Submit

Nominee: Project Title: Award Year:		For internal use only.	
HISTORIC BUILDING (PRESERVATION, REHABILITATION, RESTORATION) - Buildings must be at least 50 years old. Only for exterior elements.			
Criteria	Yes	No	N/A
Identifies how the identified project meets the Secretary of the Interior's <i>Standards for the Treatment of Historic Properties</i>			
Remodels or additions completed after the original construction are appropriate to the historic style of the building or add historical value.			
The nominator clearly demonstrated that the building was related to significant historical events, community members, legacy businesses, local social and cultural history, and/or notable architects, engineers, or craftsmen.			
The architectural style of the building is identified.			
Presents unique and distinctive features of the building that are maintained and contribute to the type, period, or method of construction for the selected architectural style.			
ADAPTIVE REUSE - Buildings must be 50 years old.			
Criteria	Yes	No	N/A
The repurposed building enhances and revitalizes the neighborhood around it while supporting the community's unique needs such as creating or maintaining affordable living spaces.			
The project retains and protects features, materials, and craftsmanship that give the building its historic character and does not include major alterations that would erase the building's historic character.			
The building's new use is compatible with the building's historic character, and if not, the nominator has clearly indicated why that is unattainable.			
The project meets all building code and regulations, but the design approach is sensitive to the historic materials and character.			
The nominator demonstrates the project's economic and environmental benefits including construction cost savings through reuse, the creation of new employment, and/or energy efficiency improvements.			
HISTORIC AWARENESS AND EDUCATION			
Criteria	Yes	No	N/A
Nominator indicates that they have organized local history lectures, publications, media, tours, or other similar activity that increases public awareness of the site or topic(s).			
The activity or effort serves as an example of outstanding commitment to historic preservation and the use of innovative practices and preservation techniques.			
Highlights the individual or organization's success in maintaining and protecting a site's historical integrity through thoughtful care and programming.			
The nominator identifies how the project benefits the community and/or broadens the ethnic and cultural diversity of historic preservation activities.			
BONUS POINTS (In the event of a tie-breaker)			
Criteria	Yes	No	N/A
Historic documents or resources (e.g., photos, deeds, architecture plans, title of abstract, newspaper articles, etc.) were submitted that provide information on the history of the building or educational topic.			
Identification of historic interior elements that were maintained that contribute to the historic character and style of the building.			

MEMORANDUM

TO: Chair Engel and Historic Preservation Commission

FROM: Lauren Oster, Planner

SUBJ: ND250 Community Initiatives Grant

MEETING: December 17, 2025

City staff, Historic Preservation Commissioners Hull and Pursley, and representatives from other community organizations have met twice so far to discuss the preparation for the 250th anniversary and identify potential celebratory activities or events. At the last meeting of this group, it was determined that the City of Bismarck would apply for the ND250 Community Initiatives Grant to fund public art projects.

As a reminder, the purpose of this grant is to commemorate the 250th anniversary of the United States through inclusive community projects and events that inspire North Dakotans to renew and strengthen our democracy. The grant offers up to \$10,000 for projects which would occur in 2026 and be completed before the end of the year. The deadline to apply is December 31, 2025.

The project identified in the draft application will create a series of art discovery signs. These signs will include QR codes that will link to virtual versions of local literary, visual, or performance arts. Each link will provide a narrative on the art form and will describe how it celebrates the past 250 years of North Dakota's people, places, innovations, and or achievements contributing to the nation's story. Potential locations of the signs could include the planter boxes within downtown as well as other publicly accessible locations within Bismarck like parks or the airport. If grant funding is awarded, further discussions with other city departments like Administration and Public Health and members from Dakota West Arts Council, Bismarck Parks and Recreation District, and the Downtowners, would occur.

This project would support Strategies 1.8 and 2.1B of the recently adopted [Arts and Culture Master Plan](#). It would create an interactive art tour throughout downtown and/or other areas of Bismarck in addition to creating an educational opportunity for residents and visitors to experience the arts, culture, history, and heritage of Bismarck. This would also support objective 3B of the draft Historic Preservation Plan which includes developing "materials, programs, or areas that help bolster Bismarck's heritage tourism."

Planning staff intend to submit an application for \$10,000 which would include funds for the production of the signs and artist design fees for the background of the sign. There is a 20% local match required for this grant, but volunteers from the community during the planning process or any additional work provided by the City could be considered as donated labor.

The request to apply was forwarded to the City Commission for approval at its December 16 meeting. The Historic Preservation Commission is being notified of the City's intent to apply for this grant since it has been assisting with the 250th anniversary efforts for next year.