



Historic Preservation Commission

MEETING
August 19, 2026

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, DakotaMediaAccess.org, ROKU, Apple TV and Fire TV.

AGENDA

1. Call to Order
2. Historic Preservation Report
3. Approval of Meeting Minutes
4. [Public Comment](#)
5. Section 106 – FEMA, South Bismarck Flood Control Project
6. Baseball History Brochures (2024 HPF Grant)
7. Local History Education Kits (2024 HPF Grant)
8. South Capitol Survey (2024 HPF Grant)
9. Downtown District Survey (2025 HPF Grant)
10. Historic Preservation Plan (2025 HPF Grant)
11. 2026 Historic Preservation Fund Grant

12. Other Business

ADJOURN

The next regular meeting date is scheduled for September 16, 2026, at 3:00 p.m. in the Tom Baker Meeting Room.

2026 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
HPC2026-001	2/13/2026	Chair and Staff	CDBG - Section 106	Individual	2500 Centennial Road #222	Life-safety improvements including mold remediation and replacement of integral fixtures to include plumbing repairs	No Historic Properties Affected	No Historic Properties Affected
HPC2026-002	2/25/2026	Chair and Staff	CDBG - Section 106	Abused Adult Resource Center	520 E Main Avenue	ADA improvements and reconfigurations to a bathroom	No Adverse Effect	No Adverse Effect
HPC2026-003	4/20/2026	Chair and Staff	EPA - Section 106	City	Citywide	Investigating residential water service line material types related to EPA and ND DEQ requirements	No Adverse Effect	No Adverse Effect
HPC2026-004	5/15/2026	Chair and Staff	CDBG - Section 106	Bismarck Parks and Recreation District	602 Airport Rd	Installation of 8 raised garden beds and 8 ADA raised garden beds and supportive elements	No Historic Properties Affected	No Historic Properties Affected
HPC2026-005	5/15/2026	Chair and Staff	CDBG - Section 106	Abused Adult Resource Center	520 E Main Avenue	Replacement of air conditioning units and associated electrical work	No Adverse Effect	No Adverse Effect
HPC2026-006	5/20/2026	Chair and Staff	CDBG - Section 106	Ministry on the Margins	715 E Interstate Avenue	Individual rental unit improvements such as flooring, trim and doors, cabinets, and internal fixtures	No Historic Properties Affected	No Historic Properties Affected
HPC2026-007	5/20/2026	Chair and Staff	CDBG - Section 106	Dakotah Foundation	417 N 11th Street	Roof repairs	No Historic Properties Affected	No Historic Properties Affected
HPC2026-008	5/20/2026	Chair and Staff	CDBG - Section 106	Dakotah Foundation	623 S Anderson Street	Roof repairs	No Historic Properties Affected	No Historic Properties Affected
HPC2026-009	6/2/2026	Chair and Staff	CDBG - Section 106	Youthworks	221 W Rosser Avenue	Siding repairs and replacement of windows	No Historic Properties Affected	No Historic Properties Affected

BISMARCK HISTORIC PRESERVATION COMMISSION

MEETING MINUTES

June 17, 2026

The Bismarck Historic Preservation Commission met on Wednesday, June 17, 2026, 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. Dakota Media Access was present to record the meeting and archive on freetv.org for public viewing. Chair Engel presided.

Commissioners present were Matt Hull, Beth Nodland, Kane Perrin, John Swanson, Greg Zenker, Amy Sakariassen, and Chair Engel.

Staff members present were Darcy Vaughan – Office Assistant, Lauren Oster – Planner, Daniel Nairn – Planning Director.

HISTORIC PRESERVATION REPORT

No comments.

PUBLIC COMMENT

Chair Engel opened the public comment period. No public comments were made or submitted for the current agenda or prior to the June 17, 2026 agenda. Chair Engel closed the public comment period.

MINUTES

Chair Engel called for consideration of the minutes of the May 20, 2026 meeting of the Historic Preservation Commission.

MOTION: A motion was made by Commissioner Sakariassen to approve the minutes of the May 20, 2026 meeting of the Historic Preservation Commission. The motion was seconded by Commissioner Zenker and with Commissioners Hull, Perrin, Swanson, Nodland, Zenker, Sakariassen and Chair Engel voting in favor of the motion, the motion was approved.

2024 HISTORIC PRESERVATION FUND GRANT UPDATE

Ms. Oster stated that Emily Sakariassen with South Fork Historical Research, the project consultant, has submitted the report for the South Capitol Survey project and was in attendance to answer questions regarding information in the packet.

Ms. Oster also stated that the revised scope of work and contract amendment was signed by the city and consultant for the presentation as requested by the Historic Preservation Commission at the April 15, 2026 meeting. The presentation is scheduled for August 12, 2026, 6:30 p.m. at the Bismarck Veterans Memorial Public Library.

Ms. Sakariassen provided a presentation to the Historic Preservation Commission. The proposed period of significance was 1882-1930 for the 182 recorded properties. Of that, 114

properties were considered “contributing” and 64 were considered “non-contributing”. A recommendation included in the report would be to extend the survey to 3rd Street going west and 7th Street east which could change the numbers of contributing and non-contributing. Commissioner Nodland asked how many properties after 1930 would be contributing. She also asked if the cutoff affects other homes in the proposed district regarding tax credits. Ms. Sakariassen responded that homes that are non-contributing in a historic district would not be eligible for grants.

2025 HISTORIC PRESERVATION FUND GRANT UPDATE

Ms. Oster stated that the Historic Preservation Plan subcommittee has submitted the draft document for review by the Historic Preservation Commission. Once adopted by the Historic Preservation Commission and the Bismarck City Commission, it will be made available online. No action was recommended at this time.

LAND DEVELOPMENT CODE (LDC) DISCUSSION

The Bismarck City Commission adopted the new LDC at its meeting on May 26, 2026. The new LDC will be effective October 1, 2026. The LDC includes the addition of a technical advisor for historically significant buildings for the Design Review Committee appointed from the Historic Preservation Commission. Commissioner Sakariassen nominated John Swanson as the Technical Advisor.

MOTION: A motion was made by Commissioner Sakariassen to approve the nomination. The motion was seconded by Commissioner Hull and with Commissioners Perrin, Nodland, Zenker, Sakariassen, Hull and Chair Engel voting in favor of the motion, the motion was approved.

OTHER BUSINESS

No other business.

ADJOURNMENT

There being no further business, Chair Engel declared the meeting of the Historic Preservation Commission adjourned at 3:42 p.m. to meet again on July 15, 2026, at 3:00 p.m. in the Tom Baker Meeting Room.

Respectfully submitted,

Darcy Vaughan
Recording Secretary

Damita Engel
Chair

MEMORANDUM

TO: Chair Engel and Historic Preservation Commission

FROM: Lauren Oster, Planner

SUBJ: Section 106 – South Bismarck Flood Control project

MEETING: August 19, 2026

FEMA notified the Bismarck Historic Preservation Commission of a FEMA-funded flood mitigation project proposed in South Bismarck. In accordance with 36 CFR § 800.3, FEMA invites the Commission to participate as a consulting party in the Section 106 review process.

The City of Bismarck is seeking to address flood risk from the Missouri River by implementing measures that will provide FEMA-accredited flood protection to public and private property. The primary components of this project consist of:

- South Washington Street Closure Structure and Pump Station
- Earthen Levees / Floodwalls
- Flood Seepage Mitigation Measures
- South Bismarck Detention Pond (Expanding existing drainage channel)
- South Bismarck Detention Pond Crossing Improvements
 - South 3rd Street Detention Pond Crossing Improvements
 - East Wachter Detention Pond Crossing Improvements
- Associated Roadway Restorations, Municipal Utilities, and Franchise Utilities Modifications

The City considered several alternatives while defining the scope of work for this undertaking. The first two alternatives involved a larger project footprint, and a Class III survey was conducted based on these scopes. The first alternative was dismissed due to significant wildlife hazard concerns, while the second was dismissed as it would substantially impact private property. The final project design was significantly reduced in scale. FEMA discussed the design change with the North Dakota SHPO's office in November 2025, and after reviewing site forms and aerial imagery, both parties agreed no further field investigations were necessary. However, a Class I file search was completed in December 2025. In June 2026, the City added the Santa Fe Waste Site as a spoil disposal location to the project area, which was located outside of the boundaries of the previous Class I and Class III investigations. To address this addition, Beaver Creek Archaeology conducted a Class III inventory of the area. A StoryMap of this project can be found [here](#).



Based on the results of these investigations, FEMA has determined that no historic properties are present within the final area of potential effects. Therefore, in accordance with Section 106 of the National Historic Preservation Act and its implementing regulations (36 CFR Part § 800), FEMA has determined that the proposed project would result in **No Historic Properties Affected**.

A draft declaration form is also attached. This document will be updated based on the Historic Preservation Commission's determination.

Staff Recommended Action

Review the request for the Section 106 review for the FEMA-funded South Bismarck Flood Control project and provide a determination.

Attachments:

1. Draft declaration

DECLARATION

The City of Bismarck Historic Preservation Commission, on behalf of the City of Bismarck, has been advised of the FEMA-funded South Bismarck Flood Control project consisting of:

- South Washington Street Closure Structure and Pump Station;
- Earthen Levees / Floodwalls;
- Flood Seepage Mitigation Measures;
- South Bismarck Detention Pond (Expanding existing drainage channel);
- South Bismarck Detention Pond Crossing Improvements including improvements for the South 3rd Street Detention Pond Crossing and East Wachter Detention Pond Crossing; and
- Associated Roadway Restorations, Municipal Utilities, and Franchise Utilities Modifications.

Upon deliberation, the Commission hereby RECOMMENDS a determination of No Historic Properties Affected.

Damita Engel, Chair
Bismarck Historic Preservation Commission

Dated: _____

Additional Comments:



MEMORANDUM

TO: Chair Engel and Historic Preservation Commission

FROM: Lauren Oster, Planner

SUBJ: South Capitol Survey

MEETING: August 19, 2026

The Historic Preservation Commission, with support from the Bismarck Historical Society, hosted a presentation on the South Capitol Survey on August 12 at the Bismarck Veterans Memorial Public Library. The consultant for the project, Emily Sakariassen with South Fork Historical Research, presented the findings and provided general information on surveys. Photos and maps from the project were also set up with different information about the homes, people, and events that occurred within the neighborhood. The two flyers that were provided at the event are attached. There were close to 100 people in attendance and Dakota Media Access was also able to record the presentation as well.

The State Historic Preservation Office has accepted the final report. There are no additional items to complete under this project.

Staff Recommended Action

No action is recommended of the Historic Preservation Commission at this time.

Attachments:

1. FAQs SoCap Project
2. NRHP Handout

City of Bismarck Historic Preservation Commission South Capitol Neighborhood Architectural Survey



June 2025 – June 2026

Project Overview

In June 2025, the City of Bismarck Historic Preservation Commission contracted South Fork Historical Research to conduct an architectural survey of properties within the South Capitol neighborhood, between North 4th Street and North 6th Street and East Boulevard Avenue and East Avenue A.

Results of this survey may be used to add properties to the National Register of Historic Places and facilitate access to the federal Historic Rehabilitation Tax Credit and Historic Preservation Fund grants.

Project Goals:

- Conduct archival research and develop a historical narrative
- Document 182 properties in the study area including existing character and conditions
- Determine whether the neighborhood qualifies as a historic district eligible for inclusion in the National Register of Historic Places and, if so, which properties would be considered contributing to its historic significance.



Conclusions:

The South Capitol neighborhood is located in central Bismarck and is among Bismarck's oldest residential areas. The neighborhood reflects key aspects of urban life in early Bismarck and a wide variety of vernacular architectural styles. Those who have lived in this neighborhood represent a cross-section of the community, many of whom worked in the nearby Downtown Historic District or were involved in local or state politics leaving a lasting impact on the development of the City.



The South Capitol neighborhood is eligible for listing in the National Register of Historic Places as a historic district, with significance in the areas of architecture, settlement, politics/government, and social history. A majority of properties surveyed (114) retain historic integrity and would be considered "contributing" to the significance of the proposed District.



Study Area

- 182 properties documented
- 79% of properties date from 1882 - 1930
- Many architectural styles are present, with Bungalows, Eclectic, Gable Front, Craftsman, and American Foursquare in the highest percentiles
- 11 Architects/builders identified.



Frequently Asked Questions

What is the Historic Preservation Commission? It is an advisory board made up of six local historic preservation experts and one Bismarck City Commissioner. Their responsibilities are to:

- advise on matters related to the National Register of Historic Places
- assist in the documentation of historic resources and properties, and
- promote and educate community members about the City's history.

How was this project funded? This project is entirely funded by the Historic Preservation Fund grant, a federal grant provided by the National Park Service and managed by the State Historical Society of North Dakota. Funds were matched with donated time from City staff and members of the Historic Preservation Commission.

What is a historic district? A concentration of historic properties that share historical, architectural, or cultural significance, and has been listed in the National Register of Historic Places. An architectural survey is the first step toward nominating an area for listing. National Register nominations are reviewed at both the State and Federal level.

Does being in a historic district mean I can't make changes to my property? You can always make changes to your property. Historic designation alone does not create additional regulations for property owners within a District. Recipients of certain grants or tax credits may be subject to the Secretary of Interior's Standards and/or formal agreements.

What if I do not want my property to be listed? Under federal law, a historic district cannot be listed in the National Register if a simple majority (more than 50%) of private property owners in the proposed district formally object to nomination.

What should I expect next? The purpose of this survey was to determine whether the South Capitol neighborhood qualifies as a historic district eligible for inclusion in the National Register. The next step in the process would be to apply for additional grant funds in 2027 to conduct further historical research, complete a National Register nomination form, consult with residents, and submit a nomination to the State Historic Preservation Office for review.



Bismarck Historic Preservation Commission

Lauren Oster, Planner/Land Use Planning
City of Bismarck Planning Department
laoster@bismarcknd.gov
701-355-1846

South Fork Historical Research

Emily Sakariassen, Architectural Historian
emily@southforkhistorical.com
701-220-4014

Learn More: <https://www.bismarcknd.gov/2394/Historic-Preservation>
<https://www.history.nd.gov/hp/nationalregister.html>

National Register of Historic Places

Listing a property in the National Register of Historic Places (NRHP) honors the history of a significant site. It does not infringe on the rights of private property owners. Listing a property in the NRHP or being determined eligible for listing does not automatically preserve a building, and it does not keep a building from being modified or destroyed.

WHAT A LISTING DOES:

- Provides recognition of a property's significance in history, architecture, engineering, or archaeology
- Provides a tool for local planning, heritage tourism, and heritage education.
- Provides some protection in the form of consideration and mitigation of adverse effects to historic properties from **federally-funded** or licensed projects
- Provides the owner of an **income-producing** property (commercial, industrial, or rental residential) the opportunity to receive federal investment tax credits of up to 20% of costs for a certified rehabilitation
- Provides the owner the opportunity to apply for matching grant-in-aid funds for restoration, when such funds are available
- Allows the owner to receive technical assistance from State Historical Society staff on following the Secretary of the Interior's Standards for Rehabilitation for maintenance and rehabilitation or restoration of the historic property

WHAT A LISTING DOES NOT DO:

- Does **not** place restrictions on a private property owner regarding use, maintenance, or alterations to the property
- Does **not** require the city to restrict the use of the private property, although **local** ordinances may require architectural review or review of the property by a **local** historic preservation commission
- Does **not** require Federal or State review of proposed alterations **unless** Federal money is being used to fund the project. Owners interested in technical assistance with rehabilitation should contact the State Historical Society
- Does **not** mean the Federal or State government will seek to purchase or place restrictions on private property
- Does **not** affect the use or sale of private property
- Does **not** require an owner to allow public access to private property
- Encourages, but does **not** require, continual maintenance of the private property
- Does **not** require any government entity to maintain private property, nor to provide funds for restoration and preservation
- Does **not** provide an historical marker for the property, although owners are eligible to purchase one through private vendors



Scan the QR code on the left to view current NRHP properties in Bismarck.

Scan the QR code on the right to view more information on the NRHP process.





MEMORANDUM

TO: Chair Engel and Historic Preservation Commission

FROM: Lauren Oster, Planner

SUBJ: Downtown District Survey

MEETING: August 19, 2026

Our consultant for the Downtown District Survey has submitted their first deliverable: ten percent of the site forms. The site forms have been provided to the Historic Preservation Commission for content and quality control. This first deliverable was also sent to the State Historic Preservation Office for their initial review as well.

The consultant has noted that the eligibility evaluations are only preliminary at this point. Once the first draft of the survey report is done, they will have to complete the evaluations of each resource to more clearly reference the themes, contexts, and National Register areas of significance as they are described in the survey report. This will also include redoing the check boxes on page 2 at that time.

Staff recently received updated site data from the State Historic Preservation Office. This will be used to identify previous sites, site leads, and other cultural resources within one mile of the project area. This will be provided to the consultant for the project to support updates to the site forms as well as the survey report.

Staff Recommended Action

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

Attachments:

1. Table of Site Forms

Address	Field Code	SITs#	Date of Construction	Name	Preliminary Evaluation	Notes
106 E Thayer Avenue	GPVPP-106-14		1946	Bread Poets Bakery	NP	New non-recorded site
112 N 5th Street	GPVPP-112-05	32BL58	1906	Soo Hotel; Dakotan Hotel	I; C	
116 N 2nd Street	GPVPP-116-02	32BL182	1929	SBHO Law Office; SKM Law Office	NP	
117 N 4th Street	GPVPP-117-04	32BL194	c. 1900-1902	Homan Building	I; C	
118 S 3rd Street	GPVPP-118-07		1911	Marshall Oil Company Warehouse	C	New non-recorded site
121 E Rosser Avenue	GPVPP-121-15		c. 1904-1908; 1949		NC	New non-recorded site
200 E Main Avenue	GPVPP-200-10	32BL156	1880-1883	Dakota Block	I	
201 E Broadway Avenue	GPVPP-201-12	32BL215	1947	Old Provident Life Building	C	
204 E Main Avenue	GPVPP-204-10	32BL158		Dakota Block		Associated with 32BL156
222 W Main Avenue	GPVPP-222-11	32BL153	1948	Ward Motor Building	C	
323 N 1st Street	GPVPP-323-01		1919		NP	
402 E Main Avenue	GPVPP-402-10	32BL166	c. 1912	City National Bank Building; FW Woolworth's Building		
410 E Thayer Avenue	GPVPP-410-14		1954	NDEA Building; North Dakota United Building	C	New non-recorded site
411 N 4th Street	GPVPP-411-04				NP	New non-recorded site; parking lot
510 E Main Avenue	GPVPP-510-10		2012	Gulch Block	NC	New non-recorded site
515 E Broadway Avenue	GPVPP-515-12		1969	The Parkade	C	New non-recorded site
521 E Main Avenue	GPVPP-521-10	32BL174	1911	Bismarck Grocery Building; Civic Square	I	

I = Individual nomination potential

C = Contributes to a potential district

NP = No nomination potential

NC = Will not contribute to a potential district

T = Thematic nomination potential

*Some dates of construction provided by the City were found to be incorrect. Where possible, the consultant 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: Historic Preservation Plan

MEETING: August 19, 2026

The Historic Preservation Plan is meant to be a guiding document for activities conducted by the Historic Preservation Commission and a resource for the community on all things historic preservation.

The draft of the Historic Preservation Plan has been available on the city's website [here](#) for review and comment since mid-July. The public was provided with staff contact information as well as an online feedback form. Staff have not received any public comments or comments from the State Historic Preservation Office (SHPO) regarding the Historic Preservation Plan as of this report. Any comments received prior to the meeting will be provided to the Historic Preservation Commission at the meeting.

If the Historic Preservation Commission provides corrections and changes with approval, the Historic Preservation Plan would be updated prior to presentation to the City Commission for final approval.

Staff Recommended Action

Staff recommend approval of the Historic Preservation Plan.

Attachments:

1. [Draft Historic Preservation Plan](#)

M E M O R A N D U M

TO: Chair Engel and Historic Preservation Commission

FROM: Lauren Oster, Planner

SUBJ: 2026 Historic Preservation Fund Grant

MEETING: August 19, 2026

The City of Bismarck was awarded a 2026 Certified Local Government award of \$37,800. The award funding was for the following projects.

1. Administration
2. Historic Context Study – Downtown
3. Historic District Plaques
4. Historic Building Maintenance Brochures

Funding was not provided for the National Register of Historic Places coloring book with this grant.

	Grant Funds	Local Match	Total
Administration	\$0	\$15,082	\$15,082
Historic Context Study - Downtown	\$27,500	\$7,689	\$35,189
Historic District Plaques	\$8,800	\$2,694	\$11,494
Historic Building Maintenance Brochures	\$1,500	\$3,080	\$4,580
NRHP Coloring Book	\$0	\$0	\$0
	\$37,800	\$28,545	\$66,345

A minimum match of \$25,200 in donated labor is required for this grant. Several items will require review by Commissioners outside of the regular monthly meetings. Staff suggest that commissioners, if possible, keep track of this review time as this can be used as part of the donated labor match.

Information on the goal of each project and tentative timelines for each project are attached. The next potential steps for each project are provided below.

Historic Context Study - Downtown

City staff anticipate setting up a meeting with the State Historic Preservation Office to discuss their thoughts on the RFP and the project as whole. To stay on track, staff plan to include a draft RFP at the October 21, 2026, Historic Preservation Commission meeting for review.

Historic District Plaques

The State Historic Preservation Office requested additional information on how the plaques would be installed on the buildings as part of the grant award. Staff will work with them to identify the best option. A tentative timeline for this project is identified in the attachment. The next step for this project is to begin designing the plaques and selecting eight buildings for plaques from the 11 properties individually listed on the National Register of Historic Places or the 19 properties that are individually eligible/contributing within the current historic district boundary.

Historic Building Maintenance Brochures

The State Historic Preservation Office identified that information included in the brochures should follow the Secretary of the Interior's Standards. A short brochure was drafted for the Home Show booth and could be used as a starting point for this project. Additional examples from other communities would also provide a great starting reference.

Staff Recommended Action

1. Determine which Commissioner(s) would like to help with drafting the RFP for the Historic Context Study project.
2. Determine which Commissioner(s) would like to help with designing and selecting buildings for the Historic District Plaques projects.
3. Determine which Commissioner(s) would like to help with drafting the Historic Building Maintenance Brochures.

Attachments:

1. 2026 HPF Grant projects

Bismarck CLG
2026
Funded Budget

Administration			
	Federal	Match	Total
Coordinator's Salary		\$9,121	\$9,121
Coordinator's Benefits		\$3,205	\$3,205
HPC Donated Labor		\$2,756	\$2,756
			\$0
Administrative Total	\$0	\$15,082	\$15,082

Historic Context Study - Downtown			
	Federal	Match	Total
Consultant	\$27,500		\$27,500
HPC Review of Context		\$6,279	\$6,279
Coordinator		\$1,410	\$1,410
			\$0
TOTAL	\$27,500	\$7,689	\$35,189

Historic District Plaques			
	Federal	Match	Total
Historic Building Plaques	\$8,800		\$8,800
HPC Review		\$720	\$720
Coordinator		\$1,974	\$1,974
			\$0
TOTAL	\$8,800	\$2,694	\$11,494

Historic Building Maintenance Brochures			
	Federal	Match	Total
Brochure	\$1,500		\$1,500
HPC Donated Labor		\$1,200	\$1,200
Staff		\$1,880	\$1,880
			\$0
Total	\$1,500	\$3,080	\$4,580

NRHP Coloring Book			
	Federal	Match	Total
Coloring Books			\$0
Artist Stipend			\$0
HPC Donated Labor			\$0
Staff			\$0
			\$0
Total	\$0	\$0	\$0

	Federal	Match	Total
Grant Totals	\$37,800	\$28,545	\$66,345

40% Minimum Required Match	\$37,800	\$25,200	\$63,000
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Priority 1: Administrative Budget

NARRATIVE

Administrative support for the Bismarck Historic Preservation Commission is provided by Lauren Oster, Planner for the City of Bismarck's Planning Department. The coordinator's typical Historic Preservation Commission duties include:

- Preparation of Historic Preservation Commission meeting packets.
- Staffing Commission meetings.
- Organizing work tasks and tracking associated donated labor.
- Developing and/or administering Historic Preservation Commission work products.
- Identification of future Historic Preservation Commission initiatives.
- Coordination between citizens, historic preservation professionals/cultural resource firms, the Historic Preservation Commission and other City of Bismarck staff, boards and commissions on matters related to historic preservation.
- Supervision of subcontractors and oversight/review of subcontracted projects.
- Applicable grant administration, record keeping, and reporting in accordance with local, state and federal requirements.
- Maintenance of applicable records pertaining to current activities of the Historic Preservation Commission and potential historically significant local events.

PRODUCTS

TIMELINE (for submittal of products to the State)

Monthly/Quarterly reports
Expense and match reports
Grant Year 1 Report
Grant Year 2 Report
Grant Year 3 Report
HPC meeting minutes
Agendas

Last day of the month
Throughout the grant cycle
Due by November 1, 2026
Due by November 1, 2027
Due by November 1, 2028
Within 30 days after the meeting
5 days before meeting

BUDGET

	MATCH	HPF FUNDS	TOTAL
Coordinator's Salary	\$9,121	\$0	\$9,121
Coordinator's Benefits	\$3,205	\$0	\$3,205
HPC In-Kind Donated Labor	\$2,756	\$0	\$2,756
TOTAL	\$15,082	\$0	\$15,082

Budget Notes:

Coordinator: The coordinator's 2026 annual salary and fringe/benefit calculations and the Historic Preservation Commission's estimated in-kind donated labor are included below.

Coordinator's Salary

The calculations for the coordinator's salary are based on the annual salary and an estimate on past year's time spent working on administrative items for the Bismarck Historic Preservation Commission. The totals are rounded up or down to the nearest dollar.

Lauren Oster, \$35.08 per hr X 5 hrs per wk X 52 wks per yr = **\$9,121**

Coordinator's Benefits

The coordinator is included in the city's benefit plan. Calculation totals are adjusted for the proportion allocated to work conducted on this grant per year. Total hours for sick leave, annual leave, and discretionary leave are only shown below, but they are not included with the total benefits calculations. The benefits include:

FICA/Medicare	\$5,581.79	per year
Health, Life Insurance, & EAP	\$10,150.20	per year
Pension	\$9,777.25	per year
Workers Comp	\$46.68	per year
Disability	\$86.83	per year
Sick Leave	96 hours	per year
Annual Leave	96 hours	per year
Discretionary Leave	40 hours	per year

TOTAL BENEFITS:

\$25,642.75 per yr/2080 hrs = \$12.33 per hr X 5 hrs per wk X 52 wks per yr = **\$3,205**

The coordinator's hourly rate that will be used for donated labor calculations for this grant is \$47.41 per hour. This rate combines both the base salary and the benefits for the coordinator.

HPC In-kind Donated Labor

This budget line is an estimate of the time that will be donated by the Bismarck Historic Preservation Commission including participation in the monthly Historic Preservation Commission meetings and any additional non-project related meetings or activities. Staff typically has a separate half-hour meeting with the chair of the commission prior to each regular Historic Preservation Commission meeting which is accounted for below.

Amy Sakariassen	\$30.14/hr X 1 hr/meeting X 12 meetings = \$362
Beth Nodland	\$40.61/hr X 1 hr/meeting X 12 meetings = \$487
Damita Engel (Chair)	\$40.61/hr X 1.5 hrs/meeting X 12 meetings = \$731
Matthew Hull	\$31.93/hr X 1 hr/meeting X 12 meetings = \$383
John Swanson	\$36.07/hr X 1 hr/meeting X 12 meetings = \$433
Kane Perrin	\$15.00/hr X 1 hr/meeting X 12 meetings = \$180
Greg Zenker	\$15.00/hr X 1 hr/meeting X 12 meetings = \$180

TOTAL IN-KIND

\$2,756

***Administrative Budget Note - Historic Preservation Commission, other staff and volunteers:** The Bismarck Historic Preservation Commission is anticipated to provide reviews of subcontracted work products. Since the amount of donated time each professional member may provide is unknown, estimates for those individuals are not included in this grant application. Other City of Bismarck staff, including the Planning Director and Administrative Assistant donated labor is also tracked. Their base salary with included benefits is the rate used for any of their donated labor.

Priority 2: Downtown Historic District Context Statement

The Bismarck Historic Preservation Commission (HPC) is seeking project funding assistance for a qualified consultant(s) to complete an updated and thorough historic context study of the downtown area. An updated and thorough context-driven study of Bismarck's Downtown Historic District will help broaden our knowledge of Bismarck's heritage and history and achieve multiple Bismarck HPC goals. It is anticipated that the Downtown Historic District will need to be amended as a result of the Class III intensive survey, and this is one step towards that end goal. Funding to conduct this will be identified in the future.

Due to funding support from a Historic Preservation Fund grant, the Bismarck HPC recently began a Class III Intensive Architectural Survey of the existing National Register of Historic Places (NRHP) Historic District and the downtown area immediately surrounding it. In addition to the Class III inventory, with its associated site forms and written report, the project calls for reconsideration of the historic themes of the District and recommendations for keeping, changing, or expanding them. The Class III contractor has been asked to make a preliminary consideration of the significant time periods, themes, and subthemes, and provide a Class III-level narrative context, including recommendations for possible new themes, boundaries, or districts.

This proposed project intends to take those results and recommendations further, into the development of a formal Context Statement for an NRHP district amendment or nomination, creating an NRHP-quality historic context statement that updates the downtown's thematic categories, along with subthemes, events, people, and places behind each. This project's updated Context Statement will take into account both the original (now twenty five years old) time periods and themes and the newly recommended (2027) time periods and themes, or possibly propose new ones, in order to create a usable Context Statement that can be incorporated into an NRHP amendment or nomination. As the Bismarck HPC moves forward toward its goal of considering an amendment to the existing Historic District, or creation of new districts, a logical next step is to develop an appropriate Context Statement that will be needed for the nomination(s) or amendment.

As development pressure increases in Bismarck's Downtown Historic District, resources with significance to the community are not always apparent. The history of Bismarck's downtown is not well known to most of its citizens. Its nationally significant role as a freighting hub in the steam boating era is not well known. From offices headquartered in downtown buildings and its train depot, the city served as the center of operations for a kind of major Amazon-distribution-hub of its day, receiving and forwarding most of the freight that built the upper American West. Downtown Bismarck's significant role as a fruit and vegetable warehousing and distribution center – serving a multi-state region is also unfamiliar to many, while structures related to this role stand along Main Avenue to this day. Additionally, many are unfamiliar with Downtown Bismarck's important role in the spread of automobiles and trucks and agricultural machinery across the entire region in addition to its important role in the development of the improved roadways and the transcontinental highway system. Neighboring Mandan celebrates its spot along the Old Red Trail, Old Highway 10, but Bismarck seems to have forgotten that the same path went directly down its Main Avenue as well. That history is represented in old auto dealership buildings, machinery dealerships, gas stations, and mechanic and parts shops in the Historic District's west end, many of which are threatened by development pressure. All of this

history is represented in Bismarck's Downtown Historic District and its surrounding area. Bismarck needs an updated version of its authentic history to share with its citizens.

This historic context study represents an important step toward ensuring the key resources in Bismarck, that will have been identified in the 2026 Class III Inventory, can be understood and appreciated for their significance to Bismarck's history. The development of this tool will draw from a wide range of resources, including previous inventories, nominations, research of primary and secondary sources, public records, community members and scholars, oral histories, historical and cultural societies, stakeholders, and archives. It will take into account downtown Bismarck's evolving economic, social, cultural, industrial, architectural, religious, medical, political, transportation, military, immigrant, arts, sports, and recreation history.

In the future, the city can apply the framework developed here to ensure that the potential significance of its downtown buildings is adequately considered. The project will also provide an updated history of Bismarck's downtown through 1985 that can be used for many purposes including public education, programming, brochures, and exhibits. The Context Statement gives stakeholders, such as the Bismarck HPC, the State Historical Society of North Dakota, the City of Bismarck, property owners, and historic preservation consultants, a comprehensive method to identify and evaluate resources. Additionally, learning the history and significance of one's property and its surrounding area can be a point of pride for many individuals and could even be a way to entice people to visit this area or Bismarck in general.

The new *Bismarck Downtown Historic District Context Statement* will include:

- Descriptions of the overall purpose, methodology, and regulatory framework guiding the project.
- An overview of the built environment within the District, and summaries of previous studies in the downtown community, and of the previous nomination and amendment.
- Determination of thematic categories to be used going forward in a NRHP District amendment or nomination(s); themes of significance, along with subthemes, events, people, and places behind each, including photographs, maps, images.
- Discussion of the associated property types that reflect the themes of significance.
- Construction chronologies and discussions of the changing character of the District over time, using the thematic categories.
- A project summary and recommendations.
- Graphic depictions of a Timeline and Milestones.
- A bibliography.
- Endnotes.
- Appendices including tables of all known and potentially eligible resources identified during the Class III inventory and their relevance to the Context Statement.
- Professional maps, depicting the overall District(s), resources that apply to each significant theme of the Context Statement, chronological maps, maps of amended or new districts that may arise from the Context Statement study, adjacent areas of interest for historic significant; and
- Other elements developed in consultation with the North Dakota State Historic Preservation Office (ND SHPO).

The consultant will be required to attend at least one face-to-face initial meeting, and one community meeting to gather information and share results about the project.

The Bismarck HPC anticipates that the document will undergo at least two rounds of revisions: first with the Bismarck HPC and then with the ND SHPO, for a total of four possible revisions.

The City of Bismarck recently adopted its Comprehensive Plan in 2022. Goal T6 states: “Preserve buildings and sites of architectural significance to the history of Bismarck.” Creating a historic context statement for this area will ensure that the historic significance and development of the downtown core is preserved. Additionally, the HPC is in the process of developing a Historic Preservation Plan. One of the goals identified in the draft plan is to “prepare and maintain a comprehensive inventory of historically significant and potentially eligible properties within the City.” One objective in support of this goal is to “conduct updates to past NRHP nominations as needed.” This project will be the second step to reevaluating the current district which may require a formal update later. Additionally, this project would support Goals 2 and 3 identified in *Historic Preservation in North Dakota, 2022-2027: A Statewide Comprehensive Plan*. Specifically, the objective to “encourage survey and inventory,” to “increase the dissemination of historical and cultural resource information,” and to “form new partnerships” which would include conversations and collaboration with downtown groups.

PRODUCTS

- Request For Proposal (RFP)
- Chosen Proposal
- Contract
- Draft Context Statement* to HPC
- Draft Context Statement* to SHPO
- Second Round Draft Context Statement* to HPC
- Final Context Statement* to SHPO

*The context statements, drafts and the final, will include all items as mentioned above.

TIMELINE

Scope of Work/RFP	September – December 2026
Choose Proposal	January – February 2027
Contract Development/Approval	February - March 2027
Consultant Notice to Proceed	March 2027
Creation of Draft Context Statement/Public Meetings	April 2027- April 2028
Draft Context Statement to HPC (Round 1).....	May 10, 2028
Draft Context Statement to SHPO (Round 1)	May 24, 2028
Draft Context Statement to HPC (Round 2).....	June 14, 2028
Final Context Statement to SHPO (Round 2)	July 31, 2028
Project Closeout.....	September 1, 2028

The Bismarck HPC anticipates receiving a draft of the Class III report, including a preliminary narrative in April 2027, with a completion time of the report and Class III narrative in June 2027.

BUDGET

	HPF FUNDS	MATCH	TOTAL
Consultant (Context Study)	\$27,500	\$0	\$27,500
HPC Review of Context Study (2 Rounds)	\$0	\$6,279	\$6,279
Coordinator	\$0	\$1,410	\$1,410
TOTAL	\$27,500	\$7,689	\$35,189

The budget items for the historic context survey were based on cost estimates from various sources including the [System for Survey: City of Saint Paul 2021-2030](#). In this, a suggested context study estimate is between \$25,000-\$70,000. This cost would include a summary of what the context encompasses; general historical background of the subject(s); an explanation of the context's parameters (methodology of study); information relevant to the development of the context's theme(s) or area(s) of significance; identification of the property types associated with the context; relevance using each of the National Register Criteria; and a bibliography.

This draft budget includes \$27,500 for a consulting firm. The City and Bismarck HPC intend to match this with volunteer hours from commissioners, staff, and stakeholders for planning and reviewing the project, meetings and research, potentially the printing of the context's results, mailing postcards about the project to various stakeholders, and/or staff time for advertising a public meeting. Since the Class III for this area will include some preliminary context information and the old nomination exists as a framework, it is likely that work to create a formal Context Statement will not require as much work. As such, the Bismarck HPC's estimate is on the lower end of the spectrum for this type of project. However, the end result will be a great foundation for history booklets, exhibits, banners, programming, or other similar types of planning or education materials.

The donated labor for the HPC's review of the context statement was calculated for an estimated time of review of 30 hours: 20 hours for the first round of reviews and 10 hours for the second. This review would be conducted by all members of the HPC, so all are shown below including their rates and hours. Estimates are rounded to the whole number. Additional hours of review conducted by the HPC members may occur as needed.

Amy Sakariassen	\$30.14/hr X 30 hrs = \$904
Beth Nodland	\$40.61/hr X 30 hrs = \$1,218
Damita Engel (Chair)	\$40.61/hr X 30 hrs = \$1,218
Matthew Hull	\$31.93/hr X 30 hrs = \$957
John Swanson	\$36.07/hr X 30 hrs = \$1,082
Kane Perrin	\$15.00/hr X 30 hrs = \$450
Greg Zenker	\$15.00/hr X 30 hrs = \$450

Total = \$6,279

The donated labor for the solicitation of the RFP and proposal selection for consultant services was calculated using the staff coordinator's price per hour (\$47.41) rounded down. The total time spent on this is estimated for a total of 30 hours. This will include the creation and review of the RFP, review of proposals, creation of contract, necessary work (i.e., agenda memos) to get approvals from boards and SHPO, and coordination with the potential consultant during this time. These estimates are based on previous projects that have included similar work that staff has done.

\$47 per hour X 30 hours = \$1,410

Priority 3: Historic District Plaques

The Bismarck Historic Preservation Commission (HPC) is seeking project funding assistance to create historic district plaques for several individually eligible/contributing or individually listed properties in downtown Bismarck.

There are currently 11 properties individually listed on the National Register of Historic Places (NRHP) and 19 properties that are individually eligible/contributing within the current historic district boundary. The downtown area is currently in the process of a Class III intensive survey to reevaluate current district properties as well as properties surrounding this area. Although the properties within the current historic district are being reevaluated, it is unlikely that the historic integrity of all 30 properties will have changed drastically in the past 25 years. Even if several have lost their integrity, this project would still be able to create plaques for those that have retained their integrity.

The buildings in this core area of Bismarck showcase commercial, professional, social, and civic elements of Bismarck's history. This area covers a broad historic time range of both the city and North Dakota's past. This area highlights several significant themes and details of Bismarck's history including transportation related to the railroad and early automobile dealerships, congregations of civic buildings, warehouses, and unique architecture examples. Creating these plaques provides an opportunity to educate visitors of this area about the significance of the buildings and their original owners. Several property owners within this area have expressed an interest in having educational plaques on their significant buildings as a way to educate and promote Bismarck's history to citizens and visitors alike.

The plaques will include a photograph of the historic building, a brief description of its significance and unique features, as well as information related to its inclusion on the NRHP. Staff will also create an interactive GIS map to accompany the plaques, providing location information as well as additional historic information about the site that may not be able to be included on the plaques.

The City of Bismarck recently adopted its Comprehensive Plan in 2022. Goal T6(a) states: "Support preservation activity within existing historic districts on the National Register of Historic Places and evaluate new areas for potential nomination." Creating historic buildings plaques that showcase individually eligible/contributing and individually listed properties in downtown support preservation activity within this area by educating citizens and visitors who navigate this area. Additionally, the HPC is in the process of developing a Historic Preservation Plan. One of the goals identified in the draft plan is to "promote civic pride by highlighting Bismarck's unique character and culture," with a strategy to "encourage plaques for buildings and sites on the National Register of Historic Places." Additionally, this project would support Goals 2 and 3 identified in *Historic Preservation in North Dakota, 2022-2027: A Statewide Comprehensive Plan*. Specifically, the objective to "encourage survey and inventory," to "increase the dissemination of historical and cultural resource information," and to "form new partnerships" which would include conversations and collaboration with downtown groups.

PRODUCTS

- Quotes from Sign Companies
- Historic Building Plaques
- Interactive GIS Map

TIMELINE

Create Plaque Designs	October 2026 – January 2027
Obtain Quotes for Plaques	February 2027
Select Company to Make Plaques	February - March 2027
Receive SHPO/NPS Approval of Designs	February - May 2027
Order Plaques	May 2027
Receive/Install Plaques	June – August 2027
Project Closeout	August 2027

BUDGET

	HPF FUNDS	MATCH	TOTAL
Historic Building Plaques (8)	\$8,800	\$0	\$8,800
HPC Review and Plaque Creation	\$0	\$720	\$720
Coordinator	\$0	\$1,974	\$1,974
TOTAL	\$8,800	\$2,694	\$11,494

The budget items for the creation of 8 bronze/aluminum historic district plaques. The price per plaque was based on several online sign company estimates. Estimates ranged between \$400-\$1,800 per plaque. Based on the detail anticipated for the plaque (i.e., addition of historic photo), anticipated size, and the plaque being made for outdoors, the price per plaque will likely be a bit higher. The Bismarck HPC estimated the price in the middle of this range: \$1,100. Many of these plaques include instructions on self-installation. As such, the Bismarck HPC has included the time to install the plaques in the donated labor time below.

$$8 \text{ plaques} \times \$1,100/\text{plaque} = \$8,800$$

The donated labor for the HPC will include work to create the narrative of the building for each plaque, review the design of each plaque, and locate historic photos. An estimated review time of five hours for each plaque was identified based on previous projects with similar work. Five additional hours were added for each HPC member to help acquire additional information for the GIS map. Two additional hours were added to install the plaques. This was multiplied by the current average hourly rate of all the HPC members (\$29.91 per hour) which was rounded up. This review would be conducted by at least two (2) members of the HPC. Additional hours of review conducted by more HPC members may occur as needed.

$$2 \text{ HPC individuals} \times \$30 \text{ per hour} \times 12 \text{ hours} = \$720$$

The donated labor for the solicitation of the RFP and proposal selection for consultant services was calculated using the staff coordinator's price per hour (\$47.41) rounded down. The total time spent on this is estimated for a total of 40 hours. This will include obtaining quotes from sign companies, selecting a sign company, assisting with the creation and layout of the plaques, necessary work (i.e., agenda memos) to get approvals from boards and SHPO, and creating an interactive GIS map that accompanies the physical plaques. Two additional hours were added to install the plaques.

$$\$47 \text{ per hour} \times 42 \text{ hours} = \$1,974$$

Priority 4: Historic Building Maintenance Brochures

The Bismarck Historic Preservation Commission (HPC) is seeking grant funding assistance for the creation of historic building maintenance brochures. The purpose of this project would be to create brochures which would include Bismarck-specific information as a way to support and educate local historic homeowners. A majority of this project will utilize donated labor from staff and members of the HPC.

Homes currently have the potential to be considered historic if they were built in 1976 or earlier. Homeowners with homes around this age tend to think their homes aren't historic. However, by creating resources that make them aware of this as a way to get them thinking about preserving and maintaining certain historic characteristics, there's the potential that more historic characteristics from homes within these later time periods may be maintained for the future. This brochure could be seen as a way to prevent the deterioration of the integrity of these now historic buildings. This could also apply to the more traditional historic homes or homes within historic districts.

The creation and design phase will create user-friendly graphics, making it easier for members of the public to understand information or find key details on processes. Relevant photos depicting parts of the process or good examples will also be included in the brochures. This resource will consolidate information for other sources in an easy-to-read format, which will make it easier for individuals to utilize who are not sure what information they are looking for. Additionally, where applicable, information included in the brochures will be Bismarck- or North Dakota-specific, providing information on maintaining unique architectural or material characteristics that we see in this area.

This resource could be distributed to local historic preservation professionals, relevant government entities, local contractors, schools, tradespeople, and other additionally interested members of the public. Additionally, it would be extremely helpful to distribute a brochure like this to the public at any public events the Bismarck HPC attends or even city staff. Homeowners do not tend to think about maintaining their historic homes if information is not readily available to them.

The City of Bismarck recently adopted its Comprehensive Plan in 2022. Goal T6(a) states: "Support preservation activity within existing historic districts on the National Register of Historic Places and evaluate new areas for potential nomination." Creating historic building maintenance brochures would support the preservation of several historic buildings both in and adjacent to recognized historic districts. One goal currently identified in Bismarck's Historic Preservation Plan draft plan is to "educate the public about historic preservation and any programs and tools available to achieve this goal," and would be supported through the creation of this resource. This would also tie into a potential objective of this draft plan which includes encouraging "good stewardship of historic places," which calls out several strategies including the creating of handouts. Additionally, the finalization of this Plan will support Goals 2 and 3 identified in *Historic Preservation in North Dakota, 2022-2027: A Statewide Comprehensive Plan*. Specifically, the objectives to "increase the dissemination of historical and cultural resource information," and to "demonstrate the relevance of historic preservation to the individual citizen."

PRODUCTS

Printed Brochures
Digital Version of Brochures

TIMELINE

Begin Design Work for BrochuresOctober 1, 2026
Design Work/Revise DraftOctober 2026 – March 2027
Final Draft CompletedApril 2027
Forward to HPC for ApprovalApril – May 2027
Forward to SHSND for Review/ApprovalJuly 2027
Create Digital VersionAugust 2027
Add to Historic Preservation page City Website August 2027
Project CompletionAugust – September 2027

BUDGET

	HPF FUNDS	MATCH	TOTAL
Brochures (3,000)	\$1,500	\$0	\$1,500
HPC Review/Creation of Content	\$0	\$1,200	\$1,200
Coordinator Review/Creation of Content	\$0	\$1,880	\$1,880
TOTAL	\$1,500	\$3,080	\$4,580

Brochure estimates were based on local printing company prices for previous brochures and design costs of the brochures. The cost for 3000 brochures from a previous project completed in 2025, including some design and layout work, was just under \$1,500. It's anticipated the cost for brochures for this project will be the same. Based on this, staff rounded up to \$1,500 as there may be price increases between 2025 and when the brochures would be ordered in 2027.

All donated labor matches were based on an estimated 20 hours spent by each HPC member on creating content for the brochures and reviewing the draft(s). This hourly estimate is based on the previous average amounts of time spent by HPC on similar educational activities. The HPC members donated labor was calculated based on the current average hourly rate of all the HPC members (\$29.91 per hour) which was rounded up, as it has not been determined at this time which members would be able to attend.

20 hours X \$30 per hour X 2 individuals = \$1,200

The donated labor for the brochures was calculated using the staff coordinator's price per hour (\$47.41) rounded down. The total time spent on this is estimated for a total of 40 hours. This will include the necessary work (i.e., agenda memos) to get approvals from boards and SHPO, the review of the brochures, and the creation of a digital version of the brochure. These estimates are based on previous projects that have included similar work that staff has done.

\$47 per hour X 40 hours = \$1,880