

**BISMARCK HISTORIC PRESERVATION COMMISSION
MEETING MINUTES
January 15, 2020**

The Bismarck Historic Preservation Commission met on January 15, 2020, at 3:30 p.m. in the Tom Baker Meeting Room in the City-County Office Building, 221 North 5th Street. Chair Sakariassen presided.

Commissioners present were Walt Bailey, Blake Dinkins, Steve Bakken, Calvin Grinnell, Tory Jackson, Beth Nodland and Amy Sakariassen.

Staff members present were Ben Ehreth – Community Development Director, Kim Lee – Planning Manager, Bruce Govig – Assistant City Attorney, Will Hutchings – Planner and Hilary Balzum – Community Development Administrative Assistant.

MINUTES

Chair Sakariassen called for consideration of the minutes of the December 18, 2019 meeting.

MOTION: A motion was made by Commissioner Bakken to approve the minutes of the December 18, 2019 meeting of the Historic Preservation Commission as presented. The motion was seconded by Commissioner Jackson and with Commissioners Bailey, Bakken, Dinkins, Grinnell, Jackson, Nodland and Sakariassen voting in favor of the motion, the motion was approved.

REVIEW AND POSSIBLE APPROVAL OF DRAFT HISTORIC PRESERVATION FUND GRANT

Mr. Hutchings explained that the State Historic Preservation Office (SHPO) is seeking applications for the Historic Preservation Fund Grant, but at this time the exact amount to be awarded is unknown. He said last a year a little over \$70,000 total was awarded and a minimum of 10% must be passed through to Certified Local Governments who apply for funding. He said based on the input received since the last meeting there is the potential to likely accomplish some projects without hiring a consultant. He said grant funded potential projects include National Registry nominations, administrative costs and training opportunities.

Mr. Hutchings said staff recommends approval of the attached Historic Preservation Fund application and forwarding to the Board of City Commissioners for final action.

Commissioner Nodland asked if there has been any response from the property owners of the suggested nominations regarding a designation.

Mr. Hutchings said there was some concern of property hinderance or the owner's ability to make changes to the property in the future, but all of the owners agreed to proceed with the designations when the time comes.

MOTION: A motion was made by Commissioner Grinnell to recommend approval of the Historic Preservation Fund application and forwarding to the Board of City Commissioners for final action, as presented and as recommended by staff. The motion was seconded by Commissioner Bakken and with Commissioners Bailey, Bakken, Dinkins, Grinnell, Jackson, Nodland and Sakariassen voting in favor of the motion, the motion was approved.

OTHER BUSINESS

PUBLIC INPUT/COMMENTS

There was no public input provided at this time.

INFORMATION SESSION FROM CITY ATTORNEY

Mr. Hutchings said Ms. Combs became unable to attend the meeting today so this item will be delayed to the February meeting. He said she is giving all of the City boards and commissions a refresher on basic board governance.

ELECTION OF CHAIR AND VICE-CHAIR FOR 2020

Chair Sakariassen indicated that it was time for election of officers for 2020.

Commissioner Nodland asked when her term is up. Mr. Hutchings said hers is one of the terms expiring sooner, coming up in April, but she could still be elected as an officer. At the time of her term expiration, if reappointment is not desired, the Historic Preservation Commission would appoint a new officer.

Commissioner Bakken made a motion to reelect Chair Sakariassen as Chair and Vice Chair Beth Nodland as Vice Chair. Commissioner Jackson seconded the motion and, with all other Commissioners voting in favor, Chair Sakariassen was reelected as Chair and Vice Chair Beth Nodland was reelected as Vice Chair.

OTHER BUSINESS

Chair Sakariassen asked for general updates from Mr. Hutchings at this time.

Mr. Hutchings said the Bismarck Parks and Recreation District had asked for support on a project at Chief Looking's Village and he received notification from the North Dakota Department of Transportation that their requested award was granted.

Mr. Hutchings added that there is a programmatic agreement being worked out regarding the Burlington-Northern Santa Fe rail bridge as far as the stipulations on keeping the existing bridge or demolishing it. He said the Historic Preservation Commission will possibly need to call a special meeting to hold a discussion on HPC recommended amendments in the draft agreement. Mr. Hutchings offered a few potential special meeting dates in order to submit the Historic Preservation Commission's requested amendments to Administration a week prior to the next City Commission meeting.

The consensus of those present was to hold a special meeting at 12:00 PM on Tuesday, January 21, 2020.

Mr. Hutchings said he will notice the meeting and prepare an agenda for that date and time, adding that what should or should not be included in the agreement will be discussed.

Chair Sakariassen said she is pleased to see the Commission's input being requested. She added that if the Commission does not comment at this time then their opinion will not count at all and it would be nice for the City as a whole to have some skin in the agreement and have a feeling of being involved. She then said you cannot get what you do not ask for.

Chair Sakariassen shared that she was going through some of her own research materials lately and found some good resources. She said it occurred to her that if each of the Commissioners bring a bibliography of their useful materials it might be nice to compile them all for future reference.

Commissioner Bakken asked if Mr. Hutchings could compile a file or document of all of the resources provided. Mr. Hutchings said he can absolutely do that and would index and format them, potentially even listing them on the website.

Commissioner Bakken said a public call for information could be issued to add to the catalog and house the list at the library as well.

Commissioner Bailey said this could also yield some family histories or diaries thereby opening a big door for information.

Commissioner Bakken said information could be attached to properties, adding what is known of the beginning of a property's history.

Commissioner Bailey said at this time the relationship between the Historic Preservation Commission and other City government elements seem to be a bit unknown. He said there was a story on the news recently about multi-family dwellings and he presumed that before a building is constructed there is a review process followed by building permits being issued. He wondered how this Commission can access that project information to ensure care is being taken. He said the building is proposed in a location of potential

historical significance and he wonders if that is known by the contractor or the building permits office.

Mr. Hutchings said that particular project is located in the Downtown Fringe zoning district, so it is subject to final approval by the Downtown Design Review Committee and Renaissance Zone Authority. He said demolition permits would be reviewed by the City Building Official and the site plan is reviewed by City staff in multiple departments to include access points, curbs and utilities. Building plans are also reviewed with permit issuance ultimately coming from the City Building Official. Mr. Hutchings added that any demolition request for a building in the downtown Historic District would come to the Historic Preservation Commission for review and one board can always ask for input from another. He said there is not a codified Historic Preservation Commission review process at this time, but they can discuss more involvement if desired. Mr. Hutchings asked which building in this project may have a historical significance.

Commissioner Bailey said the address of 112 Avenue A, which does need some work. He is unsure of the integrity of the building, which is potentially the former home of Bill Langer.

Commissioner Jackson said he can assume that would have been indicated at some point and it has not been confirmed. He said he has an interest in the project and the current owner has stated their willingness to provide any information requested. He then asked if a memo could be distributed to various City departments letting them know the Historic Preservation Commission is willing to provide input as requested. Mr. Hutchings said that can certainly be done.

Commissioner Bailey said he did check with SHPO to check out building information and there was none to be found with any particular descriptions. He said he does run into that problem often.

Commissioner Nodland said the best potential to share information would be at the time the demolition permit is requested and asked what happens prior to the issuance of a demolition permit. Mr. Hutchings replied only those in the downtown zoning districts have demolition permit review by the Downtown Design Review Committee and there is not another board that reviews items beyond those districts. He said there currently is not an ordinance requiring the review of all demolitions.

Commissioner Nodland indicated there could be historic structures beyond the downtown zoning districts.

Mr. Hutchings added all demolitions do require a permit; however, only those in the downtown area have a board review requirement.

Commissioner Nodland said she would like still to reach out to who issues those permits.

Mr. Ehreth said the Community Development Department – Building Inspections Division issues those permits and he would be happy to reach out.

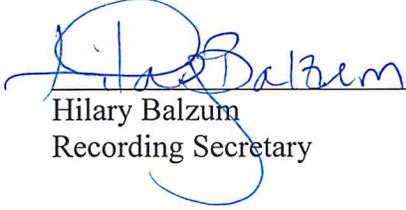
Commissioner Nodland said review would be desired on anything 50 years old or older.

There was no other business to discuss at this time.

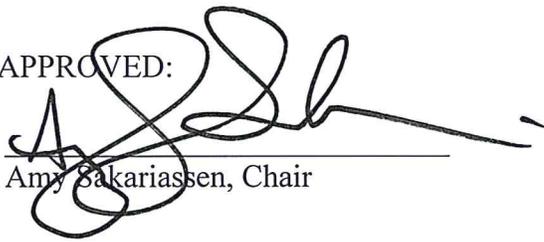
ADJOURNMENT

There being no further business, Chair Sakariassen declared the meeting of the Bismarck Historic Preservation Commission adjourned at 4:12 p.m. to meet again on February 19, 2020.

Respectfully Submitted,



Hilary Balzum
Recording Secretary

APPROVED: 

Amy Sakariassen, Chair