

**BISMARCK HISTORIC PRESERVATION COMMISSION
MEETING MINUTES
October 16, 2019**

The Bismarck Historic Preservation Commission met on October 16, 2019, 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, Steve Bakken, Calvin Grinnell, Tory Jackson, Beth Nodland and Amy Sakariassen.

Commissioner absent was Blake Dinkins.

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

Amy Munson, State Historical Society Grants and Contracts Officer, participated via telephone.

MINUTES

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

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

DISCUSSION ON HIGHLAND ACRES AREA DISTRICT (CONTINUED FROM THE SEPTEMBER 18, 2019 MEETING)/POTENTIAL FUNDING SOURCE

Commissioner Nodland asked if the answers that were asked last month have been answer. Mr. Hutchings said not specifically, as the question of neighborhood groups or involvement is still outstanding.

Chair Sakariassen said there does not seem to be a rubric for that type of group and other areas have not seen there be a neighborhood group except with the designation of the Cathedral District. She said because there was not a Certified Local Government at that time, so a group got together for legal reasons. She said the tone of the minutes of the last meeting seemed to better define the desired roles of the neighborhood and the Historic Preservation Commission, but she has not seen as much required or desired language as what they are looking for. She added that it might not be as necessary as it may have been

in the past prior to there being a match source for the neighborhood to be so involved in that portion.

Commissioner Bailey asked how many citizen groups have been involved in the past. He added that the State Historical Society did a quick introduction to the process of building registries in Fargo at one time, but he does not know if that designation was ever completed.

Bruce Whittey said there are two historic districts in Fargo and one in Grand Forks in which their Certified Local Governments were active in those designations. He said one of the requirements of the Historic Preservation Commission is to assist with those processes, because it can be overwhelming for a citizen to undertake that process on their own. He promoted a Certified Local Government because of the expertise that comes with it, they can procure funds and volunteers can go to the Historic Preservation Commission for assistance. He said a member of the neighborhood group has drafted the narrative for the designation and there are other members currently who can volunteer and assist, but they do not have the expertise to complete the project on their own, which is why he advocated so heavily for the creation of the HPC. He said he hopes there is a commitment to moving forward on this request by working with staff and creating a budget to see what is needed on the private versus public funding sides. He said the neighborhood group very much wants to see this get completed, even if it is in phases.

Commissioner Bailey said his understanding is that the applicant would have to come up with half the funds and then look to the neighborhood to raise some funding as well in order to make the project work.

Mr. Whittey said he understands that there are costs that will be incurred by administrative time spent and other expenses that can be matched with State funds, in addition to the private money that could be procured. He added a budget would need to be worked out for the request for proposals and feels a reasonable amount can be determined and, if needed, he would go as far as asking the City Commission for some funds as well.

Commissioner Bailey asked if essentially money is mostly just needed in order to complete the required surveys. Mr. Whittey said that would be a substantial portion of the amount needed, but not all of it.

Chair Sakariassen said a good start would be to apply for a grant funding source with the first stage being an inventory of contributing versus non-contributing structures, or they will not have the full number for writing the nomination. She said at the end of the day the nomination can be written relatively simply because much of the research is already done and it would cost far less money. She asked what their timeframe is for applying for such a grant.

Ms. Munson said the application would be due in early September 2020 with the funds needing to be used by September 2021.

Chair Sakariassen said the Cultural Heritage Grant deadline has been extended so there should be enough time to at least prepare the request for proposals and then amend it as needed.

Commissioner Bailey asked if the phasing concept proposed would be compatible with the intended use of that specific grant. Chair Sakariassen said it does not seem to her to be an irregular concept.

Commissioner Bailey said the Historical Society has had that grant offered in the past and they are easy to work with, but they are at the mercy of the Legislative allocation.

Commissioner Nodland asked who would lead the application process, if it would be City staff or a Historic Preservation Commission member. She added that there are still some questions that have not been completely answered.

Chair Sakariassen asked if those present are comfortable with a sub-committee being appointed for the grant application process.

Mr. Hutchings said staff would write the request for proposals to be reviewed and would welcome a sub-committee and the selected firm would provide updates regularly. He said staff could handle the grant administration and use the approved funds to hire someone to do the bulk of the work, as well as using in-kind matches.

Commissioner Nodland asked how much assistance time is expected from the Historic Preservation Commission. Commissioner Bailey said it should just be the time devoted to these meetings.

Commissioner Nodland asked how staff time would be allotted and how that time would be balanced with managing other project time.

Chair Sakariassen said she would not assume this would preclude them from applying for other grant money or pursuing other projects. She said if the request for proposals is written and does not go anywhere then they could continue to find solutions while working on other projects. She said they can do more than one thing at a time.

Commissioner Nodland said they can only apply for one Cultural Heritage Grant per cycle. Mr. Hutchings said that is correct and said there is a total of \$100,000 in funding and that source would not be offered again until 2022.

Chair Sakariassen said if they did go with that funding source for this designation then they could apply for other sources for other projects.

Commissioner Bakken said the Highland Acres designation is what is on the table now and asked if there is a specific area that could be attached to a budget for the entire process.

Mr. Hutchings said there are some breakdowns by cost for other municipalities and they could write their request for proposals based on a comfortable amount and then amend it as needed. He said they can start on the high end or the low end and the nomination would be a smaller fraction using more in-kind expertise.

Commissioner Bakken said they should start with a scope of projects and obtain comparables to gauge the actual project size.

Mr. Hutchings said this would be the largest neighborhood designation in North Dakota with a proposed 353 properties or more if considering the optional areas.

Chair Sakariassen said there is a Denver designation that is comparable and she will continue to try to get information on that particular one.

Commissioner Bailey said a couple of critical steps are reliant on the budget with the solid idea of matching money, all to be defined before mid-November.

Mr. Hutchings said staff needs some direction on how they are to proceed with the grant applications.

Chair Sakariassen said there is a large amount of money available now that would be ample for their proposed projects, but a motion would be needed on how to direct staff on the applications.

Written comments in support of this request are attached as Exhibits A-K.

MOTION: A motion was made by Commissioner Bakken to direct staff to prepare appropriately for a grant application for Highland Acres surveys. The motion was seconded by Commissioner Bailey and with Commissioners Bailey, Bakken, Grinnell, Jackson, Nodland and Sakariassen voting in favor of the motion, the motion was approved.

**UPDATE: SECTION 106 REVIEW PARTICIPATION – 304 EAST BROADWAY
PROPOSED PROJECT TO INSTALL EXTERIOR SECURITY CAMERAS AT
THE BISMARCK FEDERAL OFFICE BUILDING LOCATED AT 304 EAST
BROADWAY AVENUE**

Commissioner Bailey asked if there is an update on the installation of the surveillance cameras on the Bismarck Federal Building. Mr. Hutchings said he has not been provided with an update as of this time.

DISCUSSION AND POSSIBLE SELECTION OF CULTURAL HERITAGE GRANT PROJECTS

Mr. Hutchings said they have the opportunity to apply for a Cultural Heritage Grant, with the application deadline recently being extended to November 29, 2019 and projects needing to be completed by September 2020. He said this grant could be used as a local match fund.

Commissioner Jackson asked if the application is not project specific. Mr. Hutchings said he believes that is correct.

Commissioner Jackson said he would recommend applying for the full \$50,000 and only specify their potential projects on the application.

Mr. Hutchings asked if any specific projects should be indicated on the application or if it should be kept broad.

Commissioner Jackson said he would like to see it be kept broad until all of their priority project categories are known.

Commissioner Bakken said if the Highland Acres area designation does not take all of the funds, they could devise a line item budget and take a priority project approach at that time.

Commissioner Nodland said if the grant proposal is drafted to not be mission specific, they could then figure out how to use it for other expenses. She then provided some examples of proposed graphics for a traveling exhibit on Bismarck history.

Chair Sakariassen said some ideas could be arrived at in partnership with the Bismarck Historical Society and they would apply for grants so that money from both organizations could be used collectively.

Commissioner Nodland said she would take interest in projects with authentic, high-quality materials.

Commissioner Bailey said he likes the ideas proposed and has seen Cultural Heritage Grant funds sometimes not be authorized for the next biennium.

Mr. Hutchings said Marilyn Schneider, Bismarck Historical Society, will join their meeting in November to discuss the Bismarck sesquicentennial.

Commissioner Nodland said they would need letters of support to accompany the grant applications and has asked various vendors if they would be interested in providing a letter. She said they have said they would and asked what could be done with the proposed exhibits for those who support the application.

Chair Sakariassen asked if the examples could be put on a list of priorities. Commissioner Nodland said either way they should ask for the full \$50,000 allowed.

Chair Sakariassen said the Historic Preservation Commission could look at other funding sources, if needed.

Mr. Hutchings said they could make the full request with priorities listed of the Highland Acres designation first, followed by the traveling exhibits and if that is the desired approach he can prepare the application in that order.

Commissioner Bakken asked if the Cultural Heritage Grants are allowed to be carried over. Mr. Hutchings said he would find out.

Commissioner Bakken said if so, then they can go after a broader scope for the City celebration.

Commissioner Nodland said they could then mix and match spending as suggested as well.

Mr. Hutchings asked if there is interest they could have a sub-committee on the grant application as well.

MOTION: A motion was made by Commissioner Nodland to pursue the full amount of the Cultural Heritage Grant for promotional activities. The motion was seconded by Commissioner Jackson and with Commissioners Bailey, Bakken, Grinnell, Jackson, Nodland and Sakariassen voting in favor of the motion, the motion was approved.

UPDATE ON THE HISTORIC PRESERVATION PLAN

Mr. Hutchings said this is coming together nicely and said Commissioner Jackson volunteered for the legal basis items. He added that meetings will be scheduled for those sections assigned to Commissioners Dinkins and Bailey. In addition, the City GIS Division is looking forward to assisting with the mapping elements. He said he also cleaned up the plan objectives.

PUBLIC INPUT/COMMENTS

There was no public input or comments at this time.

Commissioner Grinnell asked if there is any training available for citizens on the completion of designation surveys.

Mr. Hutchings said some neighborhood groups have gotten together in the past to familiarize themselves with the process, but that has generally had a low attendance. He said he can look for more resources on how to survey.

Commissioner Nodland said she would like to see information on requiring architectural historians to verify the forms as well.

OTHER BUSINESS

ATTENDEES' SUMMARY OF THE NATIONAL TRUST FOR HISTORIC PRESERVATION CONFERENCE

Commissioner Jackson said this was his first time attending the conference and he was impressed. He said it is a good group to be involved with and he mostly focused on the sessions offered on historic tax credits because of legislation pending to possibly change the available credits, adding that he is following that closely.

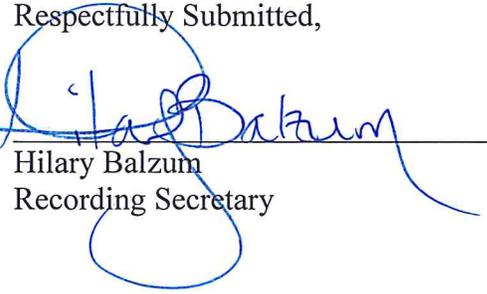
Chair Sakariassen said she attended meetings regarding water damage to historic structures in coastal areas, which was interesting, and the entire conference was definitely worthwhile.

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 4:53 p.m. to meet again on November 20, 2019.

Respectfully Submitted,



Hilary Balzum
Recording Secretary

APPROVED:



Amy Sakariassen, Chair

From: [Hilary Balzum](#)
To: [Hilary Balzum](#)
Subject: Highland Acres Historic District
Date: Tuesday, October 15, 2019 9:07:05 AM

From: Jim Christianson <[REDACTED]>
Sent: Monday, October 14, 2019 10:55:41 PM
To: William Hutchings <whutchings@bismarcknd.gov>
Subject: Highland Acres Historic District

Will,

I'm writing to express my support for the establishment of a Highland Acres Historic District. Please let me know if you have any questions.

Thank you,

Jim Christianson
Broker/CEO
NorthWest Realty Group LLC
(701) 258-4800 Office
[REDACTED] Cell
(701) 258-4840 Fax

<http://nwrealtynow.com>

From: [William Hutchings](#)
To: [Hilary Balzum](#)
Subject: Fwd: Highland Acres Historic District
Date: Tuesday, October 15, 2019 11:11:50 AM

Sent from my Verizon, Samsung Galaxy smartphone
Get [Outlook for Android](#)

From: Buzz Hudgins <[REDACTED]>
Sent: Tuesday, October 15, 2019 10:15:07 AM
To: William Hutchings <whutchings@bismarcknd.gov>
Subject: Highland Acres Historic District

Mr. Hutchings - I write in support of the creation of a Highland Acres Historic District. I reside at, and am the owner of, the house at 1129 N. Parkview Drive.

The Highland Acres neighborhood has a unique place in the history of Bismarck and throughout North Dakota, as well documented in the narrative written by Jim Fuglie. Unfortunately Bismarck has a very sad track record in memorializing it's past through the preservation of historically important areas and buildings. I cite the destruction of the Carnegie Library as but one example.

I certainly hope that with the creation of the Bismarck Historic Preservation Commission and the possible creation of the Highland Acres Historic District this unfortunate trend can be reversed.

Sincerely
Clifton Hudgins

Sent from my iPad

From: [William Hutchings](#)
To: [Hilary Balzum](#)
Subject: Fwd: Highland Acres Historic District Support
Date: Tuesday, October 15, 2019 11:12:12 AM

Sent from my Verizon, Samsung Galaxy smartphone
Get [Outlook for Android](#)

From: Earl/Marlene Larson <[REDACTED]>
Sent: Tuesday, October 15, 2019 10:18:01 AM
To: William Hutchings <whutchings@bismarcknd.gov>
Subject: Highland Acres Historic District Support

We are using this email as the one in Mr. Whittey's letter did not work.

As residents of Highland Acres, we support the creation of the Highland Acres Historic District.

Earl and Marlene Larson, 1239 W Highland Acres Road.

--

This email has been checked for viruses by Avast antivirus software.
<https://www.avast.com/antivirus>

From: [William Hutchings](#)
To: [Hilary Balzum](#)
Subject: Fwd: Highland Acres Historical District
Date: Tuesday, October 15, 2019 11:12:25 AM

Sent from my Verizon, Samsung Galaxy smartphone
Get [Outlook for Android](#)

From: Matt Thompson <[REDACTED]>
Sent: Tuesday, October 15, 2019 10:20:09 AM
To: William Hutchings <whutchings@bismarcknd.gov>
Subject: Highland Acres Historical District

Will Hutchings
Bismarck Community Development

Mr. Hutchings

As a resident of Highland Acres, I write today to express my support for the Highland Acres Historical District. Not only does Highland Acres have a story to tell concerning the development of Bismarck as a City, but our neighborhood forms an important chapter in the story of returning GI's from World War II and the need for new housing and neighborhoods in America. Our small neighborhood is part of the story of America and because of this I encourage you to do all within your office to help us gain recognition as an historical district.

Sincerely,

Rev. Matt Thompson
928 Arthur Drive
Bismarck, ND 58501
[REDACTED]

From: [William Hutchings](#)
To: [Hilary Balzum](#)
Subject: Fwd: Highland Acres Historic District
Date: Tuesday, October 15, 2019 3:20:57 PM

Sent from my Verizon, Samsung Galaxy smartphone
Get [Outlook for Android](#)

From: Bridget Whittey <[REDACTED]>
Sent: Tuesday, October 15, 2019 2:40:29 PM
To: William Hutchings <whutchings@bismarcknd.gov>
Subject: Highland Acres Historic District

Dear Mr. Hutchings:

I own the home at 1139 N. Parkview Drive in Bismarck, and I am writing in support of designation of the Highland Acres area as an historic district. I am hopeful the recently created Bismarck Historic Preservation Commission will jump into their responsibilities and work towards submission of the required application materials to achieve this deserved designation for a significant and unique area of Bismarck.

Fargo and Grand Forks have successfully established historic districts in their cities through their Historic Preservation Commissions, and I encourage the Bismarck Historic Preservation Commission to take on the Highland Acres historic designation as their grand first project.

Very truly yours,

Bridget R. Whittey
1139 N Parkview Drive
Bismarck, ND 58501

From: [William Hutchings](#)
To: [Hilary Balzum](#)
Subject: Fwd: Highland Acres Historic District - Support
Date: Tuesday, October 15, 2019 3:21:10 PM
Attachments: [image002.png](#)

Sent from my Verizon, Samsung Galaxy smartphone
Get [Outlook for Android](#)

From: Drew Flurer <[REDACTED]>
Sent: Tuesday, October 15, 2019 2:52:48 PM
To: William Hutchings <whutchings@bismarcknd.gov>
Subject: Highland Acres Historic District - Support

Mr. Hutchings,

I strongly support the creation of the proposed Highland Acres Historic District.

As a resident of the Highland Acres area for the last 7 years we have valued all qualities that define this neighborhood, its historic homes, tree-lined streets, centrally located-school and friendly neighbors.

Thank you,

Drew Flurer | Vice President

[REDACTED]
www.skeelselectric.com



This email includes confidential and privileged information. If this is not intended for your use, please destroy immediately and contact the sender of the message

From: [William Hutchings](#)
To: [Hilary Balzum](#)
Subject: Fwd: Highland Acres Historic District
Date: Tuesday, October 15, 2019 6:04:19 PM

Sent from my Verizon, Samsung Galaxy smartphone
Get [Outlook for Android](#)

From: Susann Cuperus <[REDACTED]>
Sent: Tuesday, October 15, 2019 5:36:07 PM
To: William Hutchings <whutchings@bismarcknd.gov>
Subject: Highland Acres Historic District

Mr. Hutchings,

Just wanted to share our support for the creation of the Highland Acres Historic District. We have lived on Arthur Drive for 35 years and believe this beautiful area of the city of Bismarck should be preserved.

Thank you for your consideration and support.

Steve and Susann Cuperus

From: [William Hutchings](#)
To: [Hilary Balzum](#)
Subject: Fwd: Highland Acres
Date: Tuesday, October 15, 2019 6:03:58 PM

Sent from my Verizon, Samsung Galaxy smartphone
Get [Outlook for Android](#)

From: Tamara Barber <[REDACTED]>
Sent: Tuesday, October 15, 2019 5:58:27 PM
To: William Hutchings <whutchings@bismarcknd.gov>
Subject: Highland Acres

As a homeowner in the Highland Acres subdivision, I support the creation of the Highland Acres Historic District. Thank you! tb

From: [William Hutchings](#)
To: [Hilary Balzum](#)
Subject: FW: Highland Acres Historic District
Date: Wednesday, October 16, 2019 10:18:33 AM

From: Jim Fuglie <[REDACTED]>
Sent: Wednesday, October 16, 2019 10:14 AM
To: William Hutchings <whutchings@bismarcknd.gov>
Subject: Highland Acres Historic District

Will Hutchings, Planner
Bismarck City Planning Department
221 N. 5th St.
Bismarck, ND 58501

Dear Mr. Hutchings,

In advance of today's meeting, which I plan to attend, I want to let you know that I have visited with a number of my neighbors on Arthur Drive, and there is substantial support here for the creation of the Highland Acres Historic District. While Arthur Drive is technically part of the Torrance Addition, we consider ourselves part of the Highland Acres neighborhood, and we recognize, and are proud of, the significance of our neighborhood in Bismarck's history. Our neighborhood's history is important and unique to Bismarck-Mandan, and we are eager to assist the Bismarck Historic Preservation Commission in telling our story and in the creation of this district.

Thank you for your consideration.

Jim

Jim Fuglie
920 Arthur Drive
Bismarck, ND 58501

[REDACTED]

[REDACTED]

<http://theprairieblog.com>

Follow me on Twitter [REDACTED]

From: [William Hutchings](#)
To: [Hilary Balzum](#)
Subject: FW: Highland Acres Historic District
Date: Wednesday, October 16, 2019 1:42:46 PM

-----Original Message-----

From: Jenna Lannoye <[REDACTED]>
Sent: Wednesday, October 16, 2019 1:40 PM
To: William Hutchings <whutchings@bismarcknd.gov>
Subject: Highland Acres Historic District

Hi Will,

I am emailing to voice my support, as a former resident of Crescent Lane, that Highland Acres be recognized as a historic district. I participated in this process initially, performing a site survey of my property before I had to sell it last year. Highland Acres is a wonderful and charming neighborhood and deserves to be recognized. Thank you.

-Jenna Lannoye
Sent from my iPhone

From: [William Hutchings](#)
To: [Hilary Balzum](#)
Subject: FW: Highland Acres Historical District
Date: Wednesday, October 16, 2019 3:18:11 PM

From: Berger5 <[REDACTED]>
Sent: Wednesday, October 16, 2019 3:17 PM
To: William Hutchings <whutchings@bismarcknd.gov>
Subject: Highland Acres Historical District

Mr. Hutchings,

We are interested in the creation of Highland Acres as a Historical District.

Sincerely,

John and Robynn Berger
714 Crescent Lane
Bismarck, ND 58501



Scanned by [McAfee](#) and confirmed virus-free.