

# Memorandum

**REPORT TO:** Bozeman Historic Preservation Advisory Board

**FROM:** Brian Krueger, Development Review Manager  
Erin George, Director of Community Development

**SUBJECT:** Overview of Bozeman's Certificate of Appropriateness (COA) Review Criteria and Process

**MEETING DATE:** April 15, 2026

**AGENDA ITEM TYPE:** Citizen Advisory Board/Commission

**RECOMMENDATION:** NA

**STRATEGIC PLAN:** 4.2 High Quality Urban Approach: Continue to support high-quality planning, ranging from building design to neighborhood layouts, while pursuing urban approaches to issues such as multimodal transportation, infill, density, connected trails and parks, and walkable neighborhoods.

**BACKGROUND:** City staff will provide an informational overview of the review process for Certificate of Appropriateness (COA) applications. A COA is required for proposed exterior alterations and demolitions in the Neighborhood Conservation Overlay District (NCOD). It is through review of a COA application that planners apply the current design guidelines and associated review criteria. The City's Development Review Manager, Brian Krueger, will present to the Board on the application and review process and share examples of how design review affects the outcome of proposed projects.

The presentation will focus on *current* requirements and processes, as outlined in [Bozeman Municipal Code sec. 38.710.080 Certificates of appropriateness](#). It is important to remember that the COA review criteria were identified for updates as part of the Phase 1 Recommendations of the Local Landmark Project. That project is ongoing and may result in amendments to the Bozeman Municipal Code related to development, renovation, and demolition proposals within the NCOD. More information on the Local Landmark Project, including a report on the Phase 1 Recommendations, can be found on the City's website at: <https://engage.bozeman.net/landmark>

**UNRESOLVED ISSUES:** None

**ALTERNATIVES:** None

**FISCAL EFFECTS:** NA

Report compiled on: April 7, 2026