

# Memorandum

**REPORT TO:** City Commission

**FROM:** Sarah Rosenberg, Historic Preservation Officer/Associate Planner  
Rebecca Harbage, Deputy Director of Community Development  
Erin George, Director of Community Development

**SUBJECT:** Approval of the Community Engagement Plan for the Neighborhood Conservation Overlay District (NCOD) Design Guidelines Update

**MEETING DATE:** March 10, 2026

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

**RECOMMENDATION:** **Consider the Motion:** *I move to approve the Community Engagement Plan for the NCOD Design Guidelines Update.*

**STRATEGIC PLAN:** 1.2 Community Engagement: Broaden and deepen engagement of the community in city government, innovating methods for inviting input from the community and stakeholders.

**BACKGROUND:** The City of Bozeman is updating the Bozeman Guidelines for Historic Preservation and the Neighborhood Conservation Overlay District ("NCOD Design Guidelines"). These guidelines were originally adopted in 2006 and had a minor update in 2015. This update will include an overhaul of the guidelines to align with current best practices in historic preservation, respond to community goals and values, and support the ongoing Local Landmark Project. The Community Development Department hired the Lakota Group as the consultant to provide their services to update the design guidelines. The Lakota Group was selected as the best qualified firm to complete this work, following a competitive procurement process. Lakota's project team includes highly qualified historic preservation, architecture and planning professionals and they have completed similar historic design guideline updates for many other municipalities around the country. This contract was approved by City Commission on October 28, 2025.

Gathering input from the public is a large component of the NCOD Design Guidelines update and requires a community engagement plan to be adopted by the City Commission. The City of Bozeman has made a commitment to increase community engagement in decision making processes. From the adoption of the 2018 Strategic Plan to the Engage Bozeman platform in 2021, the City has established guiding principles to help develop tools and techniques for effective engagement efforts. Furthermore, as a community that must adhere to the Montana Land Use Planning Act,

any City led project is required to develop a community engagement plan that identifies and establishes a process and methods for engaging public on process.

City staff presented the NCOD Design Guidelines update community engagement plan to the Historic Preservation Advisory Board (HPAB) at their regularly scheduled meeting on February 18, 2026, which can be viewed through [this link](#). HPAB members present unanimously recommended approval of the Community Engagement Plan to the City Commission with the following amendments which are also highlighted in the attachment:

- Add Inter-Neighborhood Council as an external key partner (pg. 3)
- Move online survey or questionnaire and walking conversation tour(s) to required methods of engagement rather than optional (pg. 5)
- Ensure walking conversation tour(s) occurs early in the engagement timeline, as an action item in Spring 2026 (pg. 6)

City staff will present the community engagement plan to the City Commission for final adoption.

**UNRESOLVED ISSUES:** None

**ALTERNATIVES:** As identified by the City Commission

**FISCAL EFFECTS:** Funds for the NCOD Design Guidelines update project have been budgeted.

Attachments:

[Community Engagement Plan City Commission.pdf](#)

Report compiled on: February 24, 2026