

# Memorandum

**REPORT TO:** City Commission

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

**SUBJECT:** Authorize the City Manager to Sign a Professional Services Agreement with the Lakota Group for the Neighborhood Conservation Overlay District Design Guidelines Update

**MEETING DATE:** October 28, 2025

**AGENDA ITEM TYPE:** Agreement - Vendor/Contract

**RECOMMENDATION:** Authorize the City Manager to Sign a Professional Services Agreement with the Lakota Group for the Neighborhood Conservation Overlay District 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 Community Development Department is moving forward with an update to the *Bozeman Guidelines for Historic Preservation and the Neighborhood Conservation Overlay District*. 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 evolving community goals and values, and support the ongoing Local Landmark Project which is a broader initiative to revise the historic preservation program, update associated code and policies, and establish a local landmark program.

The Community Development Department conducted three interviews and after scoring the proposals and the interviews, staff selected the Lakota Group as the consultant to provide their services to update the design guidelines. The kickoff of the project will commence in November and include background and data gathering followed by community outreach, in-person visits from the consultant team, and the drafting of the update. Attached is the Professional Services Agreement that includes the scope, proposed schedule, and budget.

**UNRESOLVED ISSUES:** None

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

**FISCAL EFFECTS:**

This project was funded in FY2026

Attachments:

[PSA\\_LakotaGroup\\_Bozeman\\_DesignGuidelines\\_FINAL\\_SF Signed.pdf](#)

Report compiled on: October 16, 2025