

Memorandum

REPORT TO: Community Development Board

FROM: Sarah Rosenberg, Planner/Historic Preservation Officer
Chris Saunders, Community Development Manager
Erin George, Director of Community Development

SUBJECT: Recommendation of Bozeman Landmark Project Phase 1 Report, application 22388, to City Commission.

MEETING DATE: April 21, 2025

AGENDA ITEM TYPE: Citizen Advisory Board/Commission

RECOMMENDATION: Having considered the Landmark Project Phase 1 Report, application 22388, all public comment, and information received, I move to recommend City Commission approve the Phase 1 Report as submitted.

STRATEGIC PLAN: 1.1 Outreach: Continue to strengthen and innovate in how we deliver information to the community and our partners.

BACKGROUND: The Historic Preservation Program began in the early 1980's when a comprehensive historic architecture survey of the "historic portion" of the city was conducted. Surveying over 3,000 properties provided the foundation to nominate ten National Historic Districts in subsequent years, adopt historic preservation regulations, and create the Neighborhood Conservation Overlay District (NCOD) in 1991. Since then, the current regulations in Section 38.340 of the Bozeman Municipal Code have been applied to new development and alterations within the historic districts or the NCOD via the Certificate of Appropriateness (COA) process. Reports evaluating the NCOD were prepared in both 2015 and 2019 that note the successes of the NCOD and the Historic Preservation program, but also recommend changes.

The City issued an RFP in December 2022 seeking consultant assistance to conduct additional research and community engagement to inform and draft policy and regulation changes, including a local landmark nomination process, in line with the 2015 and 2019 reports and recent national trends. After a competitive procurement process, Community Planning Collaborative (CPC) was selected to assist with the project. The scope of the Bozeman Landmark Project included the following: Evaluate Section 38.340 of the Unified Development Code - where all things historic preservation and standards for the NCOD reside; Assess the review criteria and standards for certificate of appropriateness applications; Reevaluate the NCOD - determine the effectiveness of the district and its boundary and how it

relates to the historic preservation program as a whole since this project is looking at the entire city and not just the NCOD; Create a Landmark Program and nomination process which can identify places of importance that may not be recognized as significant at the National level and can establish its own locally-specific standards and regulations.

The project is divided into two phases. This report is the final part of the first phase which outlines recommendations based on research, community engagement (which occurred in summer and early fall of 2024), and data analysis. The Phase 1 Report provides recommendations for the next steps in phase 2, including but not limited to changes to the code, creating a nomination process and criteria for landmarks, updating the NCOD Guidelines, and more. Recommendations are intentionally written in broad language, and Phase 2 (scheduled for summer/fall 2025) will involve additional public engagement and drafting the actual code amendments. The Historic Preservation Advisory Board discussed the Phase 1 report at their April 16 [meeting \(external link\)](#) and recommended approval with two amendments which staff will present to the Community Development Board on April 21. The City Commission will consider adoption of the Phase 1 Report on May 13.

UNRESOLVED ISSUES: None

ALTERNATIVES: As suggested by the Board

FISCAL EFFECTS: Funds for the project are included in the FY25 budget.

Attachments:

[Appendices](#)

[Phase 1 Report](#)

Report compiled on: April 3, 2025