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HOTEL GALLATIN



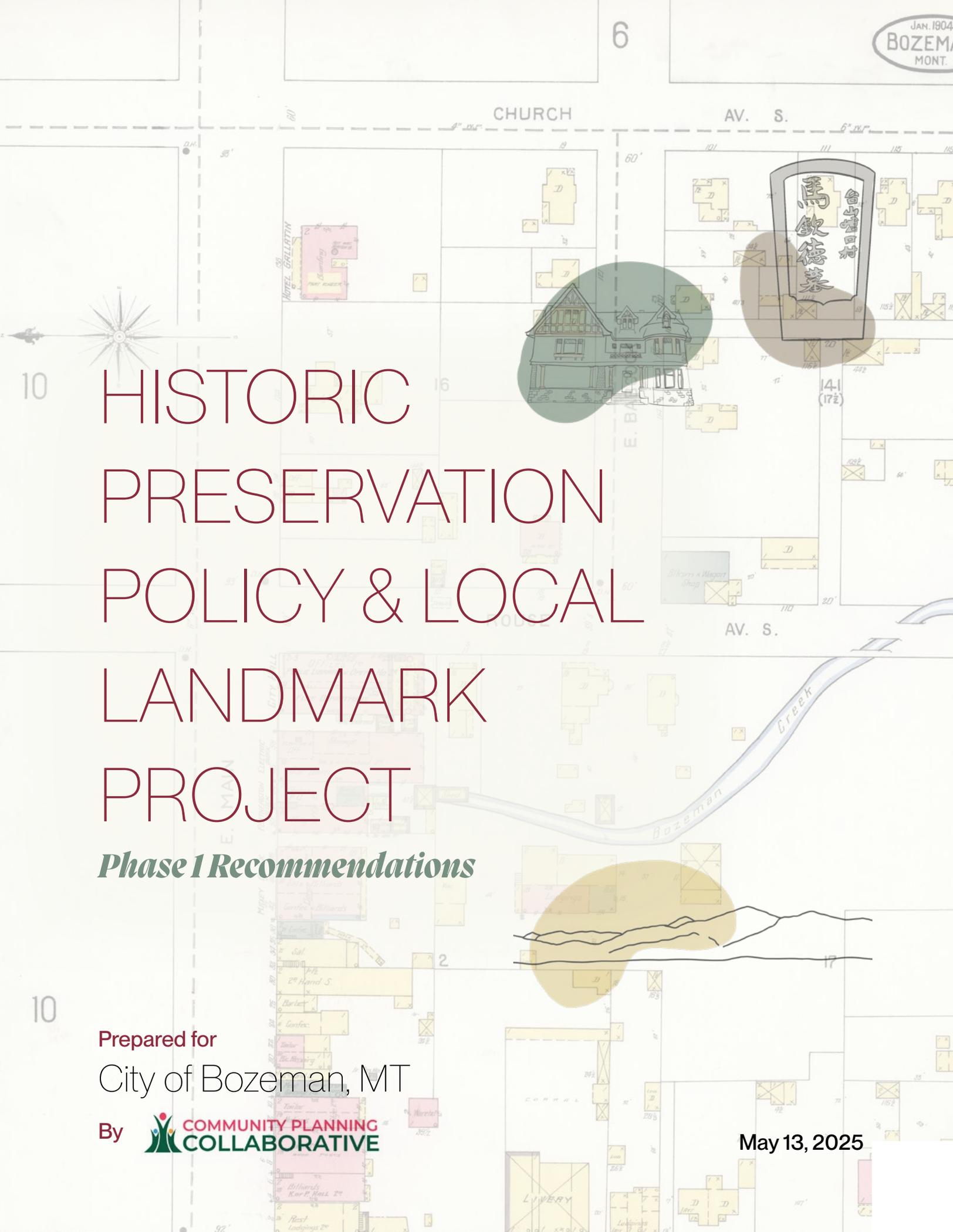
HISTORIC PRESERVATION POLICY & LOCAL LANDMARK PROJECT

Phase 1 Recommendations

Prepared for
City of Bozeman, MT

By  **COMMUNITY PLANNING
COLLABORATIVE**

May 13, 2025



ACKNOWLEDGEMENTS

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To the residents of Bozeman - thank you for your valuable input and thoughtful guidance in shaping the Landmark Project plan. Your passion and commitment to preserving the community's historic and cultural resources have been inspiring. We deeply appreciate your dedication to protecting Bozeman's rich heritage for generations to come.

Image Credits

Historic Images: Museum of the Rockies Photo Archive Online, Pioneer Museum, Montana Historic Society, Gallatin History Museum, Bozeman Times, Montana State University Archives
Miscellaneous Maps: City of Bozeman, CPC Project Team
Sanborn Fire Insurance Company Maps: Library of Congress
Miscellaneous Images: CPC Project Team or as otherwise noted in captions
Illustrations: Sarah Marsom

Project Team

Community Planning Collaborative is an urban planning and historic preservation consulting practice whose purpose is to elevate the voices and culture of those traditionally excluded from urban planning, land use and zoning. CPC facilitates community-led, history-based planning solutions so that equitable outcomes are possible. | planningcollab.com



Mulberry History Advisors is a woman-owned history and historic preservation consulting firm based in Richmond, VA. We help people shape the future by understanding the past. | mulberryhistory.com



Sarah Marsom is a heritage resource consultant who specializes in identifying organizational deficiencies and coming up with creative solutions through strategic planning and community programming development that recognizes each community's history is unique and each structure is distinct. | sarahmarsom.com

Front Cover Artwork

1904 Bozeman Sanborn Fire Insurance Map. Credit: Library of Congress
 Hotel Baxter, Mountains, Sunset Hills Chinese Headstone, Story Mansion. Credit Sarah Marsom

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HISTORIC PRESERVATION POLICY & LOCAL LANDMARK PROJECT

Phase 1 Recommendations



Executive Summary

The City of Bozeman Historic Preservation Program began in the early 1980s when a comprehensive historic architecture survey of the “historic portion” of the city was conducted. This foundation led to the creation of ten National Historic Districts, historic preservation regulations, and the Neighborhood Conservation Overlay District (NCOD). Since then, the current preservation regulations in Section 38.340 of the Bozeman Municipal Code have been applied to new development, alterations, and demolition within the historic districts and the NCOD via the Certificate of Appropriateness (COA) process.

The Bozeman Historic Preservation Policy & Local Landmark Program project (“Landmark Project”) centers on evaluating and revising the existing preservation policy.

This project will:

- Revise Section 38.340 of the Bozeman Municipal Code (BMC);
- Fine-tune the review criteria and standards for COA applications;
- Update the boundaries of the Neighborhood Conservation Overlay District where conflicts exist;
- Create a local landmark nomination process, criteria and application form;
- Update Historic Preservation Advisory Board responsibilities in BMC Section 2.05.860 and 2.05.930; and
- Update the existing *Bozeman Guidelines for Historic Preservation & the Neighborhood Conservation Overlay District*.

Photo Credits: (Clockwise from left)

Little Wolf (c.1820—1904) was a Northern Só'taeo'o Chief and Sweet Medicine Chief of the Northern Cheyenne who fought the war for the Bozeman Trail between 1866 and 1868. Credit: Montana Historical Society. The intersection of East Main Street and Bozeman Street circa 1970s. Properties built in the 1970s may be eligible as historic. Credit: Gallatin History Museum. Streetcars in downtown Bozeman, c.1895. Credit: Montana Historical Society.

Preservation and Planning Connections

The scope of this project includes a holistic approach to historic preservation. Preservation should not be treated as a stand-alone initiative. Rather, it should be a consideration in larger planning issues. Where applicable, the following icons will appear throughout the report to indicate where those planning issues and preservation intersect.



HOUSING



PEOPLE



RESILIENCE



ECONOMICS

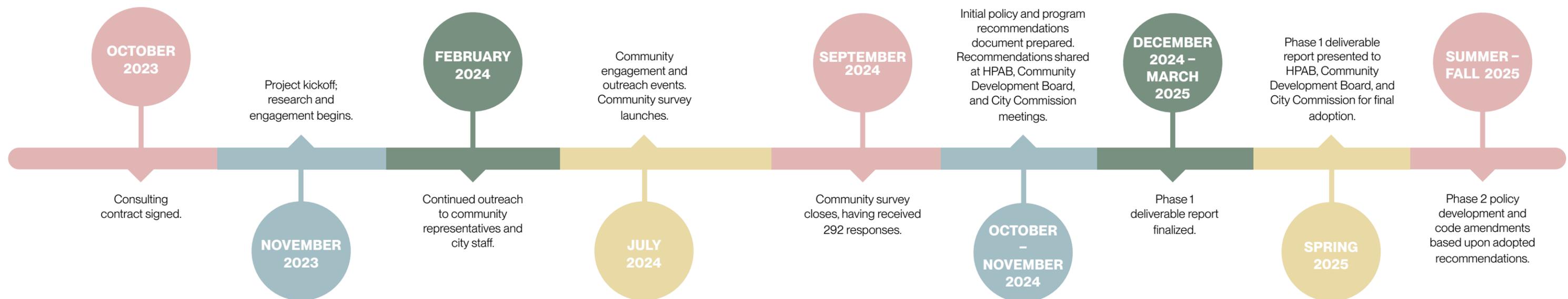
The City of Bozeman engaged **Community Planning Collaborative (CPC)** in Fall 2023 to assist with the Landmark Project. The Landmark Project is split into two phases. The **first phase** has focused on research, data collection, and community engagement, which have been incorporated into the recommendations in this report. The **second phase** will implement some of the recommendations with code amendments as needed. This phase is intended to happen in spring and summer 2025 and wrap up during fall 2025.

COMMUNITY ENGAGEMENT FOR THE LANDMARK PROJECT

Bozeman combined a variety of active and passive community engagement strategies. Early efforts included consultations with city staff and community organizations, as well as an exploration of the area's Indigenous history led by Dr. Shane Doyle. Engagement extended to Montana State University students, who researched and designed historic markers for sites of significance. These projects informed temporary marker installations and contributed to public events, such as Preservation Month activities and youth-focused initiatives at the Gallatin History Museum. Through open houses, roundtables, and tabling events at locations like farmers markets and parks, residents of all ages and backgrounds shared their stories, identified culturally significant locations, and expressed priorities for preservation.

In parallel, a digital survey, supported by temporary signage, social media outreach, and translated materials, captured input from nearly 300 participants. These efforts ensured inclusivity and highlighted diverse aspects of Bozeman's history, from Indigenous traditions to industrial development. The community's robust feedback, gathered through events and surveys, shaped the program's Initial Conversations document, which outlined potential policy recommendations and was reviewed by the Historic Preservation Advisory Board (HPAB), Community Development Board (CDB) and the City Commission. By fostering a sense of shared heritage through education, outreach, and active participation, this project has laid a foundation for preserving Bozeman's cultural identity while aligning with community values.

TIMELINE



This project builds on the successes of the City of Bozeman's existing preservation efforts.

The City of Bozeman actively secures funding to support preservation efforts, including a 2009 Saving America's Treasures Grant to restore the Story Mansion, digitizing property inventory forms from the 1984-1986 survey, and updating or creating new surveys for properties. The City's GIS mapping system offers valuable technological tools like the Historic Architecture Inventory Map and digitized Sanborn maps. Recent inventory updates for historic structures and research on homes associated with the African American community add to the base of information about Bozeman's history. Each May, Bozeman celebrates National Preservation Month with a themed lineup of events, such as scavenger hunts, tours, and speaker events, culminating in the Historic Preservation Awards, which honors projects, people, and places that highlight the city's historic and cultural heritage.

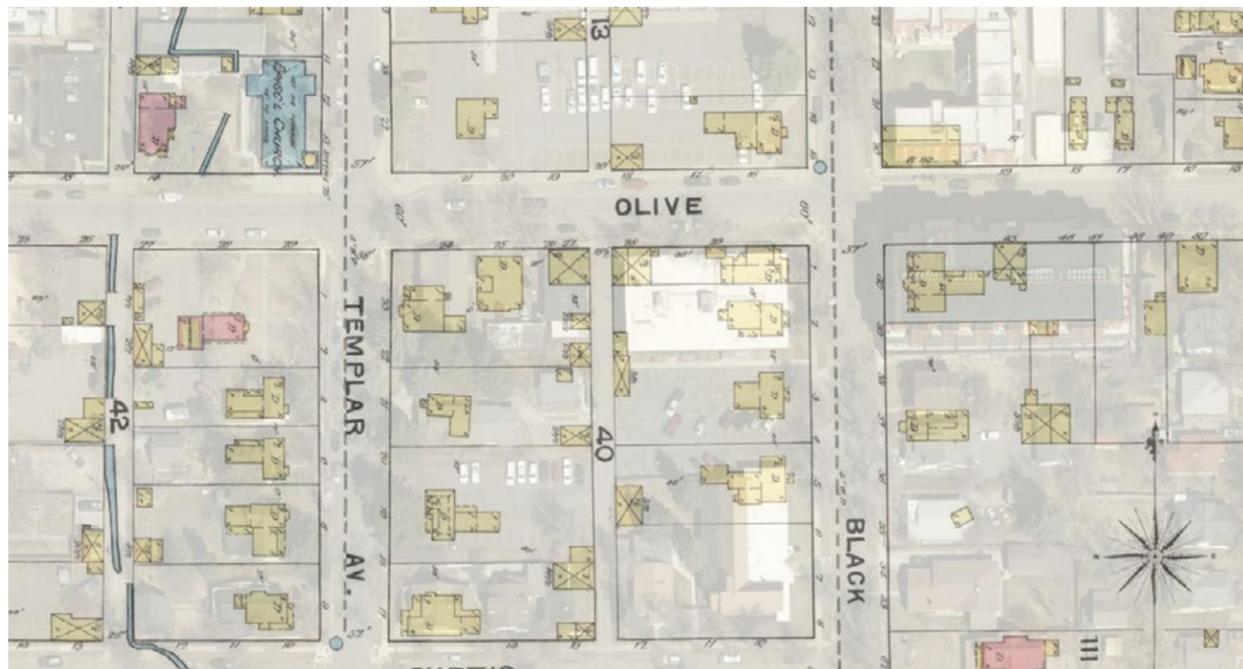


Above, from the top:

308 South Bozeman Avenue was built by Samuel Lewis in 1881 and listed on the National Register of Historic Places in 1999. Born in Haiti in 1855, Lewis settled in Bozeman in 1868 and was a Main Street barbershop owner and commercial real estate developer. Credit: Montana Historical Society

Below: The City's GIS Division has uploaded historic Sanborn Fire Insurance Company maps that can be layered on contemporary aerials. This is an incredibly helpful and publicly accessible feature that helps show the evolution of buildings and development in Bozeman. Credit: City of Bozeman GIS Division

The City's Preservation Awards, given out during Preservation Month in May, are an excellent strategy to celebrate preservation in Bozeman and honor the efforts of historic preservation stewards. Credit: Sarah Rosenberg



RECOMMENDATIONS WITHIN PROJECT SCOPE (PHASE 2)

Related to Chapter 38.340: Overlay District Standards

- Certificate of Appropriateness (COA) Process and Application
 - Certificate of Appropriateness - address standards, exemptions, application requirements, review procedures and criteria. Consider alternative name for Certificate of Appropriateness.
 - Deviations - update section related to deviations from the underlying zoning requirements to include definitions for "historically appropriate," clarify criteria, and make consistent with recent state law.
 - Demolition section - update criteria, review process, documentation, two-year stay, "economic life remaining."
- Documentation requirements - update process for submitting state inventory. Create local historic/cultural resource inventory form.

Neighborhood Conservation Overlay District Design Guidelines

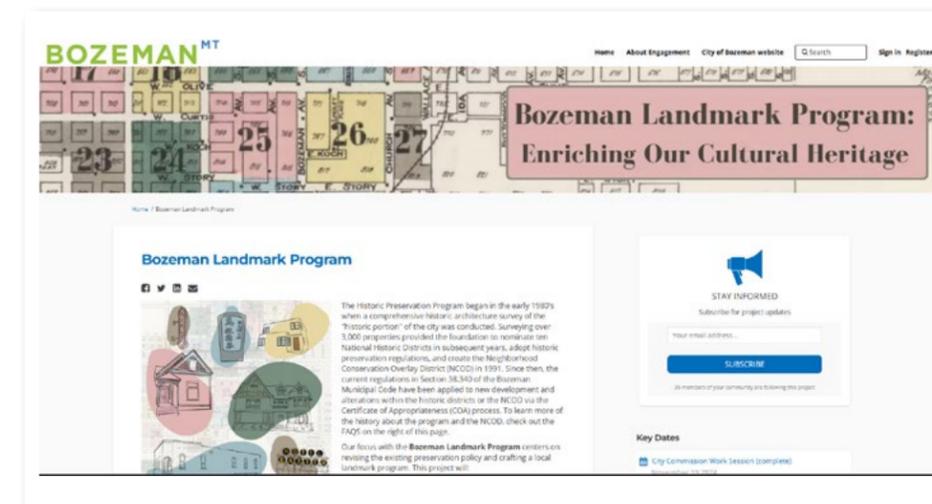
- Update the existing *Bozeman Guidelines for Historic Preservation & the Neighborhood Conservation Overlay District*.

Local Landmark Program

- Create local landmark nomination process.

Historic Preservation Advisory Board

- Update Historic Preservation Advisory Board Roles and Responsibilities.



Screenshot image of the Engage Bozeman website for the Landmark project. Credit: City of Bozeman

FUTURE RECOMMENDATIONS

Outside of Phase 2 Scope

- Evaluate Neighborhood Conservation Overlay District Boundaries.
- Consider how historic preservation interfaces with the Unified Development Code update.
- Consider Heritage Trees as part of the Urban Forestry Management Plan update.
- Strategize historic and cultural resource survey efforts.
- Consider a citywide historic preservation plan or equivalent chapter in a future Growth Policy update.
- Explore options for preservation project funding and incentives.
- Provide ongoing support for the historic preservation program.
- Develop context studies.
- Consider using Urban Renewal grants to incentive survey and documentation and adaptive reuse and rehabilitation for projects that align with URD goals.
- Collaborate with the Parks and Recreation Department on a Sunset Hills Cemetery master plan update.
- Consider adopting a deconstruction policy and program.
- Consider creating a legacy business program.
- Consider integrating archaeology into the historic preservation program.
- Implement a more comprehensive education, outreach, and interpretation program.



Project teams visits included visits across the City to understand the various types of historic and cultural resources in the community. Credit: Adrienne Burke



(From left to right)

Project team members engage children at the Parks and Recreation Department's summer camp in July 2024. Credit: Adrienne Burke

Microballots available during community outreach gave participants a chance to show support for Bozeman's heritage. Credit: Sarah Marsom

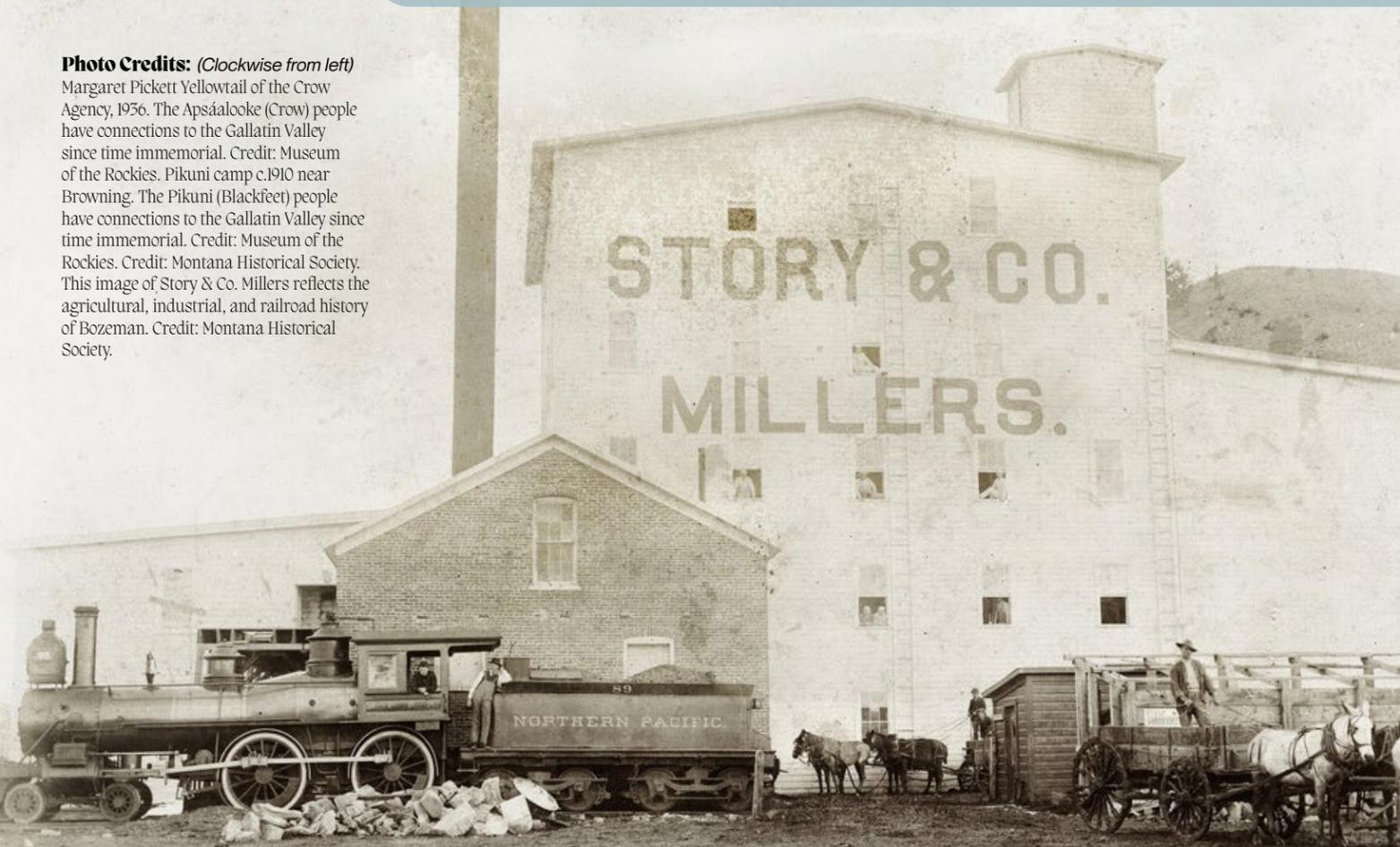


Project team members Jacqueline Drayer, Adrienne Burke, and Sarah Marsom with Sarah Rosenberg, Bozeman Historic Preservation Officer, showing their heritage marker artwork created during community outreach in July 2024. Credit: Stephen Newport



Overview of Historic Preservation in Bozeman

Photo Credits: (Clockwise from left) Margaret Pickett Yellowtail of the Crow Agency, 1936. The Apsáalooke (Crow) people have connections to the Gallatin Valley since time immemorial. Credit: Museum of the Rockies. Pikuni camp c.1910 near Browning. The Pikuni (Blackfeet) people have connections to the Gallatin Valley since time immemorial. Credit: Museum of the Rockies. Credit: Montana Historical Society. This image of Story & Co. Millers reflects the agricultural, industrial, and railroad history of Bozeman. Credit: Montana Historical Society.



See Appendix A for a more detailed history.

BOZEMAN HISTORY OVERVIEW

The land now known as Bozeman, Montana, tells a multifaceted story shaped by millennia of human and natural activity. Indigenous nations, including the e Séliš (Bitterroot Salish), Qlispé (Pend d’Orreille), Ktunaxa (Kootenai), Pikuni (Blackfeet), Tsistsis’tas (Northern Cheyenne), Apsáalooke (Crow), Anishinaabe (Chippewa), Nehiyawak (Cree), Metis, Nakoda (Assiniboine), A’aninin (Gros Ventre), Dakota, Lakota, and others, used the area as a seasonal hunting and gathering ground, forging deep connections with the land. These tribes traded, allied, and evolved over centuries, leaving a profound legacy that predates Bozeman’s establishment.

European contact began in the early 1800s with explorers like Lewis and Clark, followed by settlers who disrupted Indigenous ways of life. John Bozeman and others developed the Bozeman Trail in the 1860s, exploiting Indigenous routes to fuel gold rush migration and commerce. This incursion led to violent conflicts, the establishment of military forts, and ultimately the forced relocation of Indigenous peoples to reservations.

Bozeman, founded in 1864 and incorporated in 1883, grew as an agricultural hub supported by irrigation, fertile land, and access to markets via wagon trails and later railroads. By the late 19th century, the city thrived on grain production, cattle ranching, and trade, becoming a stable community amidst the boom-and-bust cycles of other Montana towns. Many diverse groups contributed to its development, though racial and economic inequalities persisted.

The 20th century brought modern growth and cultural shifts. Railroads, automobiles, and the arrival of Interstate 90 in 1966 transformed Bozeman into a regional center. Institutions like Montana State University, the Museum of the Rockies, Yellowstone National Park, and Big Sky Resort underscored its role in education, history, and tourism. However, this growth also reflected national challenges, including racial tensions and economic disparities.

Bozeman’s population surged in recent decades, driven by tourism, outdoor recreation, and an evolving economy. Despite dramatic changes, the city remains tied to its history—a story of resourcefulness, resilience, and rapid transformation over centuries.

spotlight

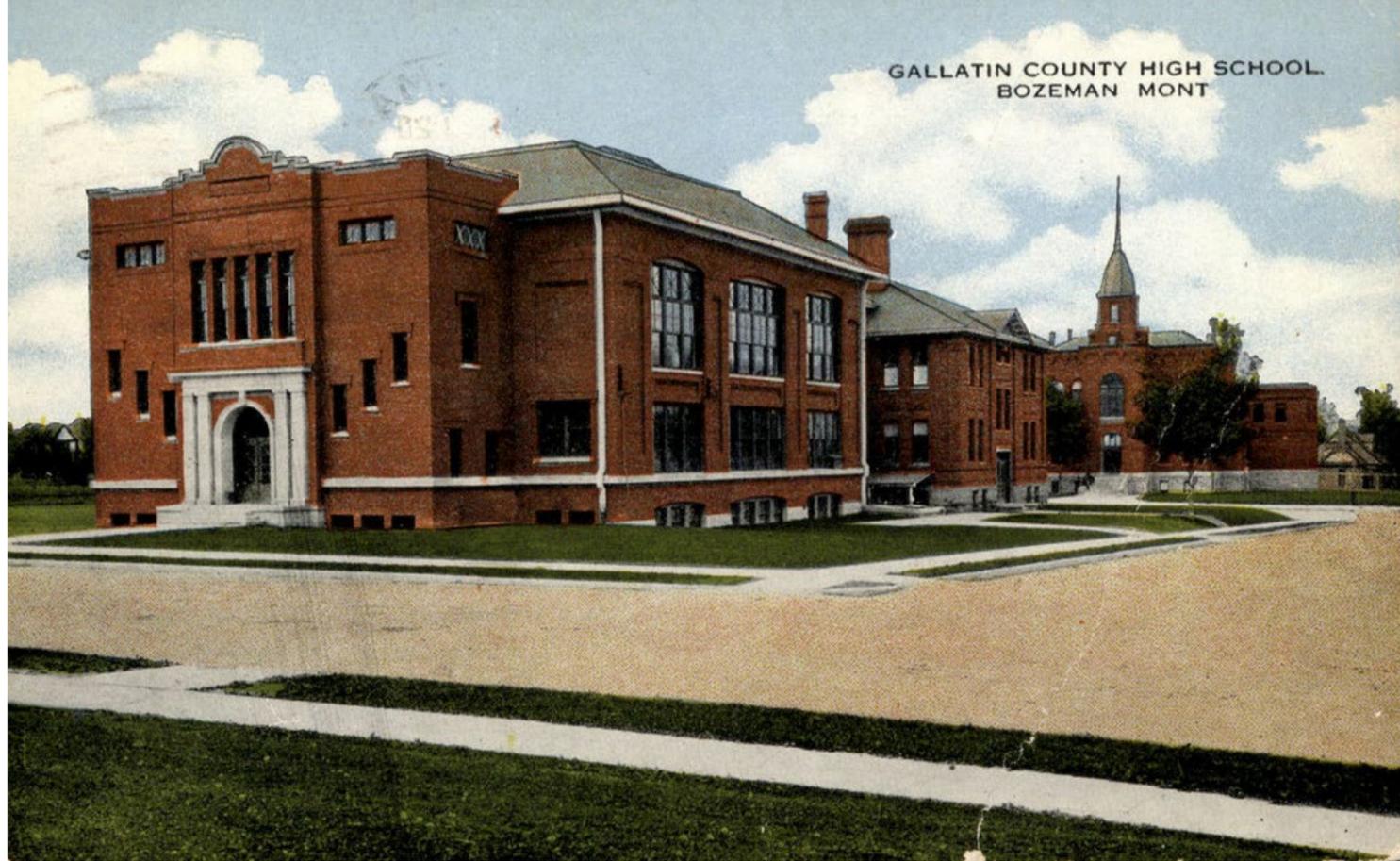
MONTANA’S CONSTITUTIONAL OBLIGATION REGARDING AMERICAN INDIAN CULTURAL HERITAGE

Beginning this project with an introduction to the Indigenous culture of the Gallatin Valley was the appropriate foundation from which to start.

Article X, Section 1(2) of the Montana Constitution states “The state recognizes the distinct and unique cultural heritage of the American Indians and is committed in its educational goals to the preservation of their cultural integrity.”

The Montana Code §20-1-501(2)(a) states “every Montanan, whether Indian or non-Indian, be encouraged to learn about the distinct and unique heritage of American Indians in a culturally responsive manner.”

While the Constitution and MCA provisions are related to the responsibility of educational institutions, the intent behind the language is valuable in considering updates to the City’s historic preservation program. Local governments can also play a role in helping elevate and educate regarding Native American cultural heritage.



GALLATIN COUNTY HIGH SCHOOL.
BOZEMAN MONT



Photo Credits: (from top)

The Bozeman Colored Women's Club in 1924 illustrates the diverse heritage of Bozeman. Credit: Montana Historical Society. Millers Jewelry 1951, downtown Bozeman: Credit: Museum of the Rockies. Leora Hapner Home, c.1910. Credit: Museum of the Rockies. West Main Street in 2023. Credit: Ennis Davis, AICP



Photo Credits: (from top)

Historic Gallatin County High School. Credit: Montana Historical Society. Ladies Imperial Band, here in 1905, are a women's history story in Bozeman. Credit: Museum of the Rockies. Ellen Theater 1955, downtown Bozeman. Credit: Museum of the Rockies. The Roundup Parade through downtown Bozeman. Credit: Museum of the Rockies.



See Appendix B for more detailed information.

ZONING AND LAND USE HISTORY

Bozeman's history of urban development through institutional planning and land use began with its incorporation in 1883. Unlike today, Bozeman in the late 1800s was divided into four wards represented by two aldermen. The first city officials, including Mayor John V. Bogert and eight aldermen, initiated early efforts to regulate the city's physical and civic development. A street commissioner managed streets, alleys, and sidewalks, while a city engineer, appointed in 1885, handled surveying, platting, and public works projects.

Early planning primarily focused on public works like roads, parks, and water infrastructure, with limited regulation for broader urban development. Public health and cleanliness were pressing concerns, leading to ordinances addressing nuisances such as maintaining clean barns and traversable sidewalks. Fire safety prompted building codes requiring fireproof materials for downtown construction. These regulations, though fragmented, laid the groundwork for modern land use governance.

In 1922, Bozeman adopted its current charter from of government; it utilizes a city commission-city manager structure. The city engineer's role remained integral, but was restructured to align with the

evolving governance model. A significant milestone came in 1935 with the adoption of a zoning code, now substantially evolved and known as the Unified Development Code, which centralized regulations and introduced modern planning practices.

The establishment of a joint City-County Planning Board in 1957 further professionalized planning efforts, leading to the city's first community plan in 1958. Subsequent plans have guided Bozeman's growth. In 1999, the joint city-county planning program was replaced by the Bozeman City Planning Office, with Gallatin County forming its own planning office. Today, the Planning Division and Historic Preservation functions operate within the Community Development Department.

Bozeman is currently overhauling its Unified Development Code to address contemporary challenges, including zoning district consolidation. Historic preservation is guided by Chapter 2, Article 5 of the municipal code, which establishes the Historic Preservation Advisory Board, and Chapter 38, Article 3, Division 340, outlining standards for the Neighborhood Conservation Overlay District. These efforts reflect Bozeman's commitment to balancing growth with heritage conservation.



THE SWEET PEA FESTIVAL

Community events make a place special by uniting people and celebrating traditions, stories, and cultural expressions. They highlight intangible heritage by preserving and sharing customs, ensuring they remain meaningful for future generations. Bozeman's Sweet Pea Festival is a community tradition connected to the city's agricultural past. Today's modern version of yesteryear's Sweet Pea events maintains a cultural thread across time.



(from top)

One of the highlights of the historic Sweet Pea event was a parade with vehicles decorated with flowers. Credit: Montana State University Archives

Sweet Pea parades took place at least until 1950. Credit: Museum of the Rockies

See Appendix D for more detailed information.

EVOLUTION OF HISTORIC PRESERVATION IN BOZEMAN

The local community's formal efforts to honor its history began nearly 50 years ago with the founding of the Gallatin Historical Society in 1977, followed by the opening of the Pioneer Museum (now Gallatin History Museum) in 1982. In 1978, architect John DeHaas, Jr. initiated the city's first historic preservation effort by preparing a National Register nomination for the South Willson Historic District, laying the groundwork for future preservation initiatives.

In 1983-1984, a comprehensive survey of nearly 4,000 properties, led by preservation architect James R. McDonald, established a foundational inventory of Bozeman's historic resources, focusing on buildings then over 50 years old. This survey largely defined the boundaries of the Neighborhood Conservation Overlay District (NCOD) established in 1991, encompassing 3,100 properties, 8 historic districts, and more than 40 National Register-listed sites. Presently there are 10 historic districts and 48 National Register-listed sites.

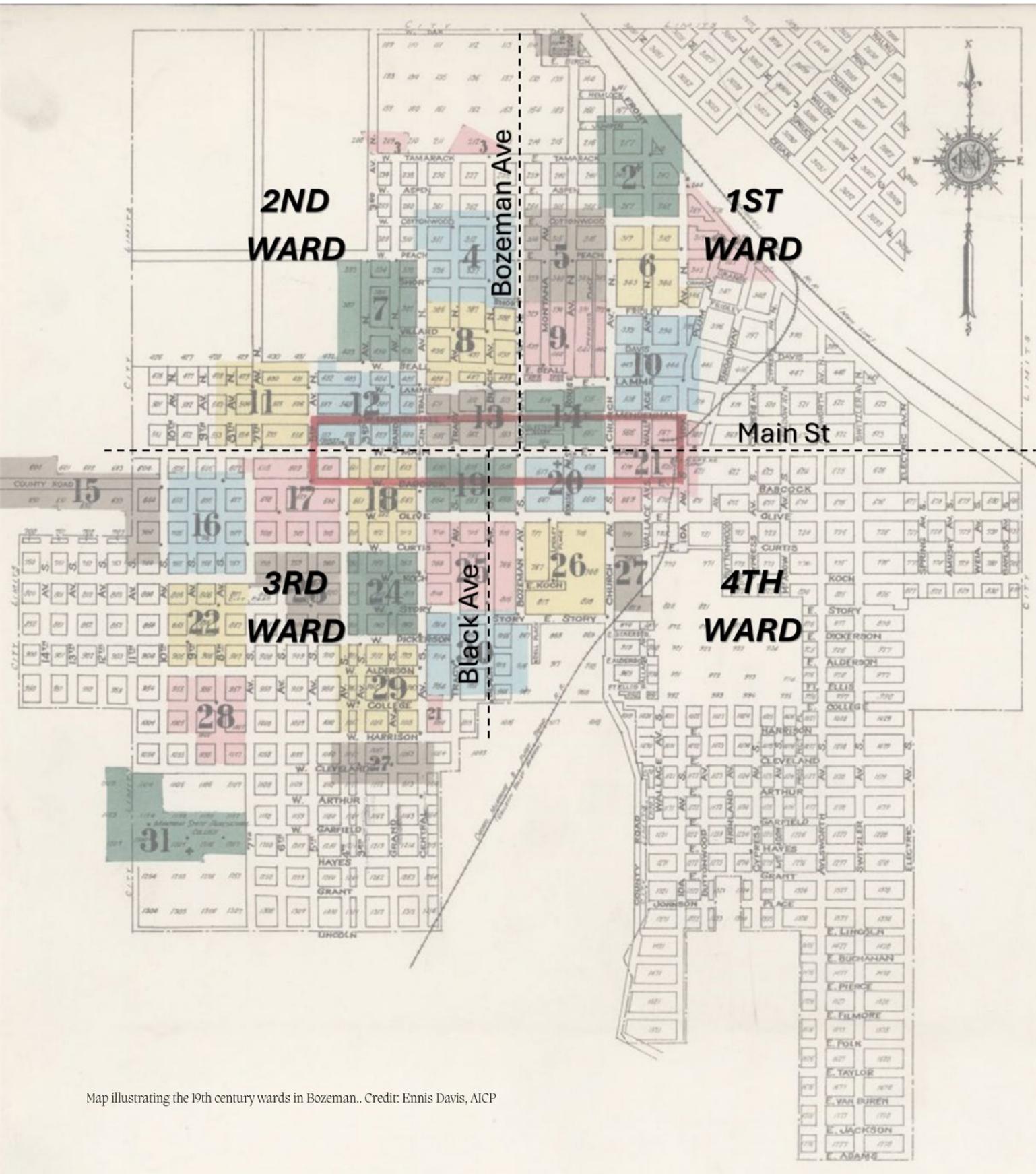
The creation of the Historic Preservation Advisory Board (HPAB) in 1985 formalized the City of Bozeman's preservation efforts. The program originally relied exclusively on standards established by the Secretary of the Interior. Those were found to be difficult to use, therefore, the Bozeman Guidelines for Historic Preservation and the Neighborhood Conservation Overlay District were adopted in 2006. Besides subchapter 4-B, which was added in 2015 that addresses infill development in the B-3 zone district and Main Street Historic District, the guidelines have not been updated to reflect evolving standards and trends in planning and

historic preservation best practices. Preservation efforts have concentrated on architectural integrity, while cultural and historical significance remain underexplored.

The City of Bozeman also became a Certified Local Government (CLG) in 1986. This is a program with the State Historic Preservation Office that aims to bring attention to local preservation issues and support communities with a historic preservation program. Bozeman receives an annual CLG grant to support efforts to help reach its preservation goals.

Subsequent surveys have re-evaluated some historic resources within the NCOD. Between 2015 and 2021, surveys of the B-3 Downtown District, B-2M Midtown District, and adjacent areas identified hundreds of properties eligible for the National Register, many from the mid-20th century that were previously overlooked or did not meet the 50 year age mark that is often used to classify historic structures. Between 2015 and 2021, surveys of the B-3 Downtown District, B-2M Midtown District, and adjacent areas identified hundreds of properties eligible for the National Register. Many were from the mid-20th century that were previously overlooked or did not meet the 50 year age mark often used to classify historic structures. Along with the overlooked histories and stories that are not reflected in existing inventories, Bozeman continues to develop new history every day which illustrates the need for program and data updating on an ongoing basis.

Today, Bozeman's preservation efforts are managed by the Community Development Department. As historic resources age and technology advances,



Map illustrating the 19th century wards in Bozeman.. Credit: Ennis Davis, AICP

HISTORIC PRESERVATION IN BOZEMAN

- 1977** Gallatin Historical Society Founded
- 1978** First National Register nomination prepared in Bozeman for the South Willson Historic District (now part of Bon Ton Historic District)
- 1984–1986** Comprehensive survey conducted of Bozeman buildings
- 1985** Historic Preservation Advisory Board and Historic Preservation Officer staff position created
- 1986** City of Bozeman becomes a Certified Local Government
- 1991** Neighborhood Conservation Overlay District established
- 2006** Bozeman creates city-specific design guidelines for historic properties
- 2008** Consultant recommends re-evaluation of Bozeman's historic resources
- 2015–2022** City conducts three surveys of specific areas within the NCOD
- 2023** Bozeman begins the process of reimagining its historic preservation ordinance and creation of a local landmark program

What does historic preservation mean to you?

ANSWERS FROM LANDMARK PROJECT COMMUNITY SURVEY
(July - September 2024)



"Culture"

"Respecting that our past matters and is significant"

"A living window into Bozeman's heritage"

"It gives the community a sense of place and identity."

"Maintaining a connection to our history"

"Acknowledging the past while recognizing the future"

"Appreciation for the character of my community"



"Truth"

"Celebrating the acknowledgement of the past and learning from the past to understand the present and develop a positive future."

"Keeps the character of the city"

"Proud past, promising future with our shared values and roots"

"The continuation of a culture's important objects for future generations to venerate."

FURTHER PLAN CONTEXT

Historic preservation is always connected to larger issues in federal, state and city planning and services. In order to put together this report, other reports and initiatives were reviewed. These include:

CITY OF BOZEMAN

PLAN OR POLICY	CONNECTION TO HISTORIC PRESERVATION
2024-2026 City Commission Priorities	A Well-Planned City: Rework and restore a new historic preservation policy – including trees and landmarks
2025: City Affordable Housing Ordinance	Potential to complement adaptive reuse efforts with existing buildings.
2024: Bozeman Local Food Systems Plan and Mapping Project	Encourages future agricultural preservation planning and building relationships with members of the Indigenous people's community to strengthen connections to the region's diverse agricultural heritage.
2023: City Parks, Recreation and Active Transportation Plan	Promotes stewardship, protection and enhancement of natural resource areas, trees and sensitive lands and the design of parks that reflect their unique neighborhoods.
2021: UDC Affordable Housing Assessment	Includes recommendations to support and work with partner organizations to increase long-term affordable housing supply and housing preservation initiatives.
2020: Bozeman Community Plan	Promotes stewardship, protection and enhancement of natural resource areas, trees and sensitive lands and the design of parks that reflect their unique neighborhoods.
2020: Bozeman Climate Plan	Includes policies that support vibrant and resilient neighborhoods, encouraging compact development, context-sensitive infill development in historic areas, mitigation for existing properties to facilitate climate and hazard resilience, and support of construction waste diversion and reuse of building materials.



(From top)

Cover of Bozeman's Community Plan, 2020. Cover of Bozeman's Climate Plan, 2020. Cover of Montana Post-World War II Architectural Survey and Inventory, 2020. Credit: City of Bozeman

PLAN OR POLICY	CONNECTION TO HISTORIC PRESERVATION
2017: Sunset Hills Cemetery Twenty-Year Plan	Plan provides recommendations and guidance for short-term and long-term planning for perpetual care of the future historic cemetery.
2016: Bozeman Urban Forestry Management Plan	Recommends using Montana's Big Tree Program as a way to increase awareness of heritage trees and creating a heritage tree program to increase awareness for legacy trees.
2024: Envision Gallatin (County Growth Policy)	Provides historic overview of Gallatin County, identifies "heritage" as one of the plan's three overarching themes recognizing the County's cultural and historic significance especially Indigenous culture and contributions and agricultural heritage as well as natural heritage.

GALLATIN COUNTY

PLAN OR POLICY	CONNECTION TO HISTORIC PRESERVATION
2023: Gallatin Valley Sensitive Lands Protection Plan	Acknowledges Gallatin Valley's Indigenous heritage and living legacy, agricultural heritage, and Tribal partnerships.
2020: Gallatin County Hazard Mitigation & Community Wildfire Protection Plan	References historic values of a community that includes historic sites and buildings, historic structures as related to the economy, and historic structures at Montana State University.

STATE OF MONTANA

PLAN OR POLICY	CONNECTION TO HISTORIC PRESERVATION
2023-2027: Montana Historic Preservation Plan Gallatin County Hazard Mitigation & Community Wildfire Protection Plan (2020)	SHPO priorities through 2027 include seeking and securing preservation funding and incentives, historic preservation promotion and education, increasing diversity in the field, documenting and evaluating Montana's cultural resources.
2010: Montana Post World War II Architectural Survey and Inventory	This project identified, documented, and evaluated select properties from Montana's post-war period. It helps provide guidance in understanding mid-century architecture in the state. Bozeman sites surveyed include the Billion Dealership and several buildings on the campus of Montana State University.

Updating the City's historic preservation policy must also take into account other initiatives and regulations, including Urban Renewal Districts, zoning districts, design standards, and additional adopted plans. Historic preservation does not have to be seen as in opposition to these other efforts; rather, it can complement them and help provide additional context.

MONTANA STATE LEGISLATION AND INFLUENCE

spotlight

Preservation is addressed in Montana state law in the Montana State Antiquities Act (§§ 22-3-421 to 22-3-442, MCA). Local governments have a fair amount of flexibility with regards to local historic preservation programs.

However, recent changes to Montana's laws in the 2023 legislative session as well as the 2025 legislative session are affecting how local governments handle land use planning and historic preservation. For example, the Montana Land Use & Planning Act, passed in 2023 and effective as of the date of these phase 1 recommendations, changes how local governments handle land use decisions by requiring all permit and design reviews to be conducted administratively by city staff. Decisions must be factually supported and consistent with state and locally adopted standards and criteria.

Montana's State Historic Preservation Office (SHPO) maintains a relationship with local governments through the Certified Local Government (CLG) program. Bozeman is a CLG and receives a small amount of grant funding from SHPO via a contractual agreement. Additionally, SHPO creates the Montana Historic Preservation Plan, which provides helpful guidance for preservation activities across the state.

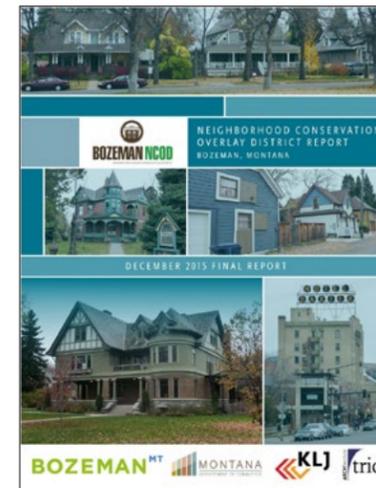
"It is vital for Indigenous people living here today to guide the inclusion of their cultures, foods, and Indigenous food sovereignty into City initiatives and educational programming. As the City explores how to authentically recognize the heritage of the Indigenous peoples for whom this valley is ancestral territory, it needs to take an intentional approach to building relationships, listening, and partnerships. As one project participant cautioned, 'Do not reach out if you are not serious about putting in the time, offering space, giving those voices a seat at the table.'"

– City of Bozeman Local Food Systems Preliminary Mapping Project (2024)

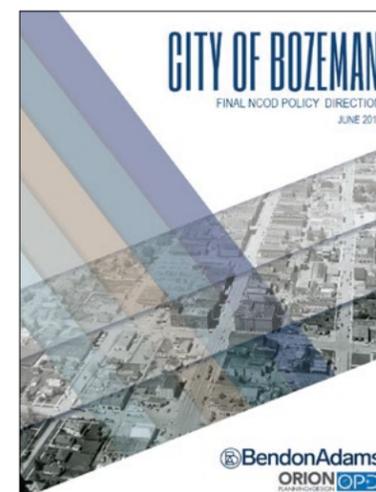
See Appendix C for summaries of the 2015 and 2019 reports.

PRIOR NEIGHBORHOOD CONSERVATION OVERLAY DISTRICT REPORTS (2015 AND 2019)

The Historic Preservation Policy and Local Landmark Project is a continuation of these prior reports, building on community support demonstrated for historic preservation. This project will implement the recommended local historic preservation program and provide a roadmap for further defining NCOD policy as suggested in the 2019 report in particular. Support for surveying and other programmatic preservation efforts is outlined in more detail in this report.



Cover of Neighborhood Conservation Overlay District Report from December 2015. Credit: City of Bozeman



Cover of Final NCOD Policy Direction Report from July 2019. Credit: City of Bozeman

- The **2015 NCOD report** concluded that the existing NCOD boundary should be phased out and replaced with a combination of historic districts and design overlay districts. The report identified several key issues with the current policy, including a lack of up-to-date information on historic properties, rising housing costs, and a restrictive zoning code that made infill development challenging. It recommended prioritizing updates to historic property inventories, conducting a parking study, and revising the design guidelines to be more context-sensitive and flexible, particularly by expanding the use of ground-floor ADUs and simplifying the process for obtaining deviations from existing standards.
- The **2019 NCOD Policy Direction report** focused on gathering community input to refine the existing NCOD and strengthen the city's historic preservation program. Key findings from the extensive community engagement process revealed widespread support for the NCOD's goals, but also a desire for more flexibility and clarity in its implementation. The report recommended creating two distinct programs within the NCOD, one for historic preservation and one for neighborhood character, and developing three sets of design standards and guidelines tailored to different areas of the city. It also emphasized the need to phase in a local historic preservation program, expand incentives for historic property owners, and streamline the NCOD review process to make it more understandable and transparent for all stakeholders.

See Appendix D for more detailed information on community engagement efforts.

Landmark Project Community Engagement Efforts

Learning what makes Bozeman unique is at the core of the Bozeman Landmark Project. Since the Bozeman Landmark Project kicked off in November 2023, the project team has worked alongside City of Bozeman staff to implement passive and active engagement strategies to understand what the community's priorities are for a local landmark program.



Project team members table at the Downtown Crazy Days event in July 2024. Credit: Adrienne Burke



Even canine residents were interested in the Landmark Project. Credit: Adrienne Burke

Engagement by the numbers

292

Full Community Surveys Completed

30

Social Media Posts Across Accounts

20+

Temporary Heritage Markers Installed

224

Micro-surveys Completed

16

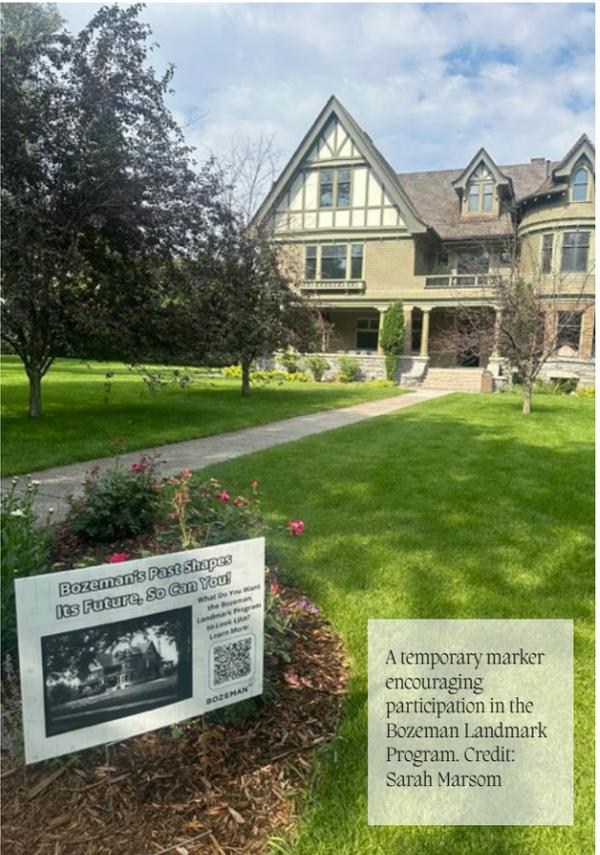
Community Events Held or Attended

13

City Advisory Board Meetings to Date

16

Engage Bozeman Project Page news updates



A temporary marker encouraging participation in the Bozeman Landmark Program. Credit: Sarah Marsom



Landmark Project open house event at Fire Station 5 in July 2024. Credit: Adrienne Burke



Dr. Shane Doyle gives the Landmark project team an overview of the Indigenous history and living culture of the Gallatin Valley, November 2023. Credit: Sarah Marsom



Sarah Rosenberg promotes the Bozeman Landmark Project at Catapalooza at MSU in August 2024. Credit: City of Bozeman

NOVEMBER 2023: PROJECT KICKOFF

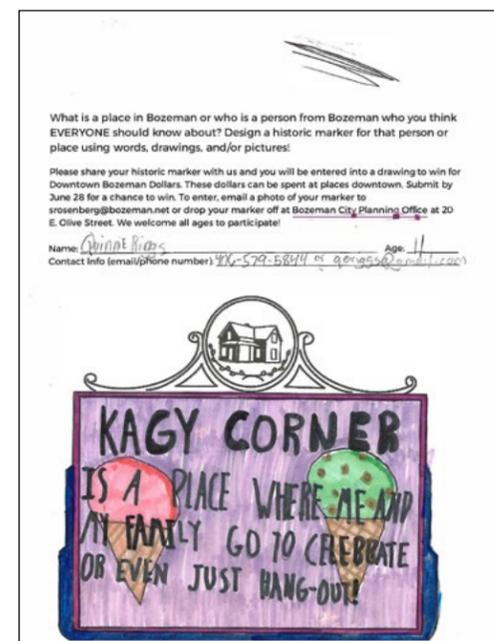
The consulting team visited Bozeman to meet with city staff and community organizations. Conversations focused on understanding Bozeman's current preservation efforts, city programs, and community priorities. The kickoff included a historical overview from Dr. Shane Doyle, who provided insight into the Indigenous history and living culture of the Gallatin Valley.

SPRING 2024: STUDENT ENGAGEMENT AT MONTANA STATE UNIVERSITY

Professor Sarah Church engaged her students in a project to research and design historic markers for significant sites in Bozeman. Sarah Rosenberg provided a guest lecture to guide students in connecting historical research with community narratives. The students' projects contributed to community engagement and the development of temporary historic markers.

MAY 2024: YOUTH ACTIVITIES

Youth activity sheets were launched at the Gallatin History Museum and during Preservation Month events. The activities encouraged intergenerational conversations about local history.



A make your own marker worksheet. Credit: Sarah Marsom

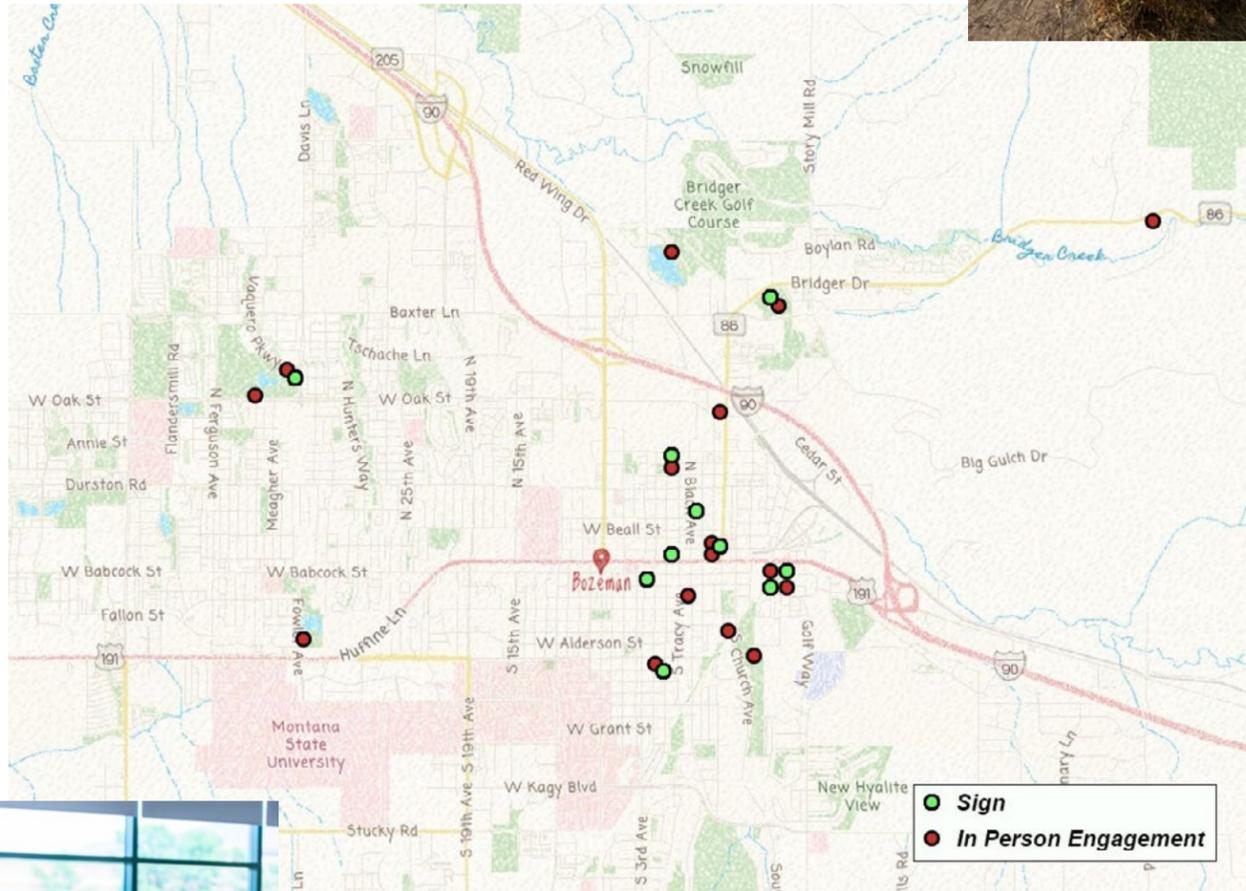
JULY 2024: COMMUNITY ENGAGEMENT EVENTS

The project team held various touchpoint events to engage the community and gather feedback:

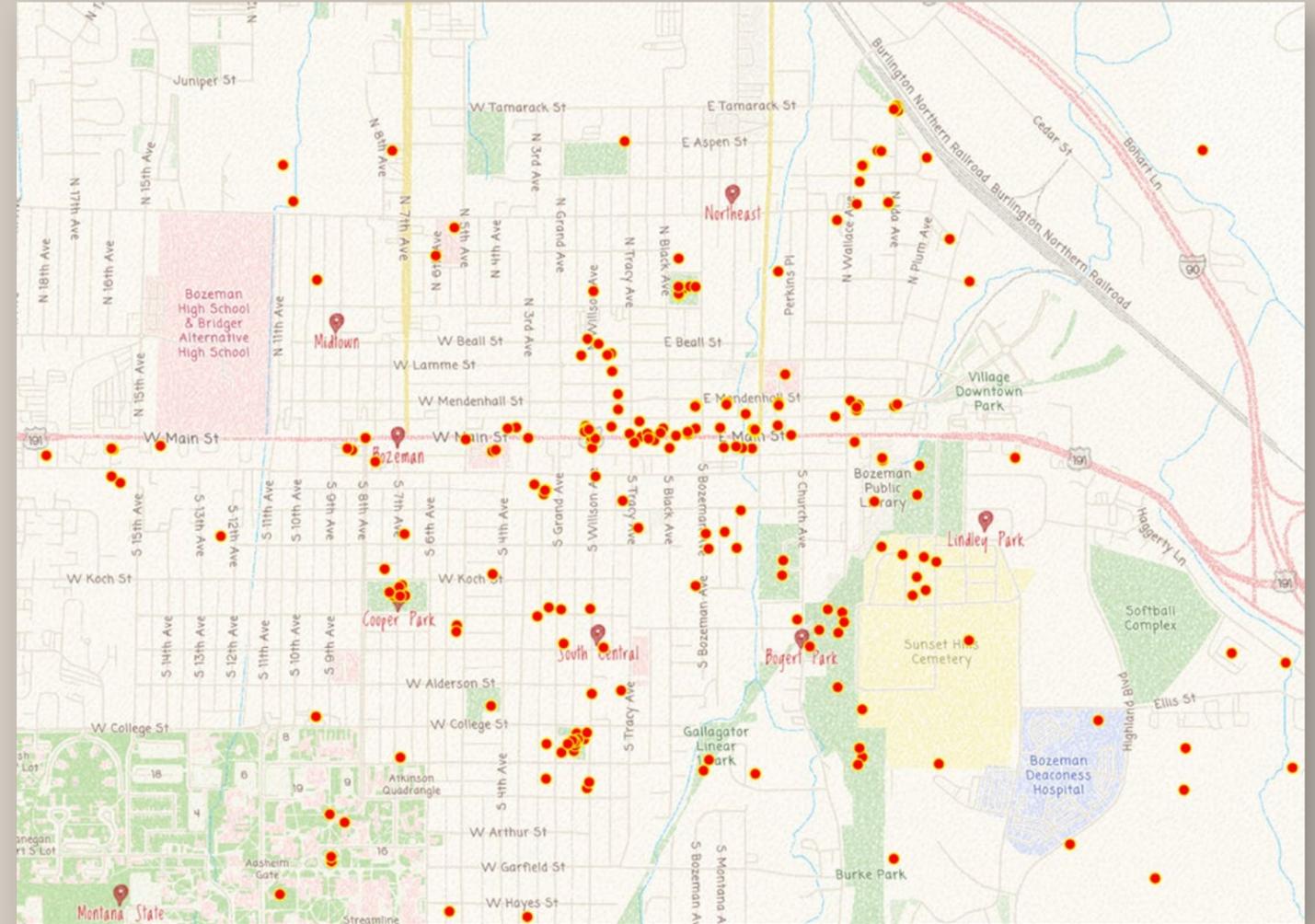
- Temporary historic markers, featuring selected MSU student projects, were installed throughout the city to share Bozeman's history and promote the online survey.
- Open Houses/Pop-Ups at locations like the Bozeman Fire Station and Beall Park allowed informal conversations with residents.
- Focus Group Conversations with seniors, youth, and cultural community representatives provided structured dialogue to explore preservation priorities.
- Tabling Events at the Farmers Market and Crazy Days festival reached a broader audience, with over 200 residents voting to prioritize preservation efforts.
- The team hosted a Storytelling Signage Event at the Bozeman Library, where community members used art activities to share personal stories about Bozeman's history.



July 2024 Storytelling Signage Event at the Bozeman Library. Credit: Stephen Newport



Map illustrating the location of Landmark Project community engagement sites in 2024. Various photos from July 2024 engagement activities. Credit: CPC Project Team



The Cooper Park survey included the option for people to map locations they think should be preserved and/or celebrated. Sites include areas around the City and even outside City limits. This is a sample map showing sites closer to downtown.

Credit: City of Bozeman/CPC Project Team

Recommendations within Project Scope (Phase II)

RELATED TO CHAPTER 38.340

PURPOSE OF CHAPTER 38.340

Stimulate the restoration and rehabilitation of structures, and all other elements contributing to the character and fabric of residential neighborhoods and commercial or industrial areas. New construction is invited and encouraged, as long as preservation is emphasized and new construction enhances and contributes to the aesthetic character and function of the property and the surrounding neighborhood or area. Contemporary design is encouraged as an acknowledged fact of the continuing developmental pattern of a dynamic, changing community.

CERTIFICATE OF APPROPRIATENESS (COA) PROCESS AND APPLICATION RECOMMENDATIONS

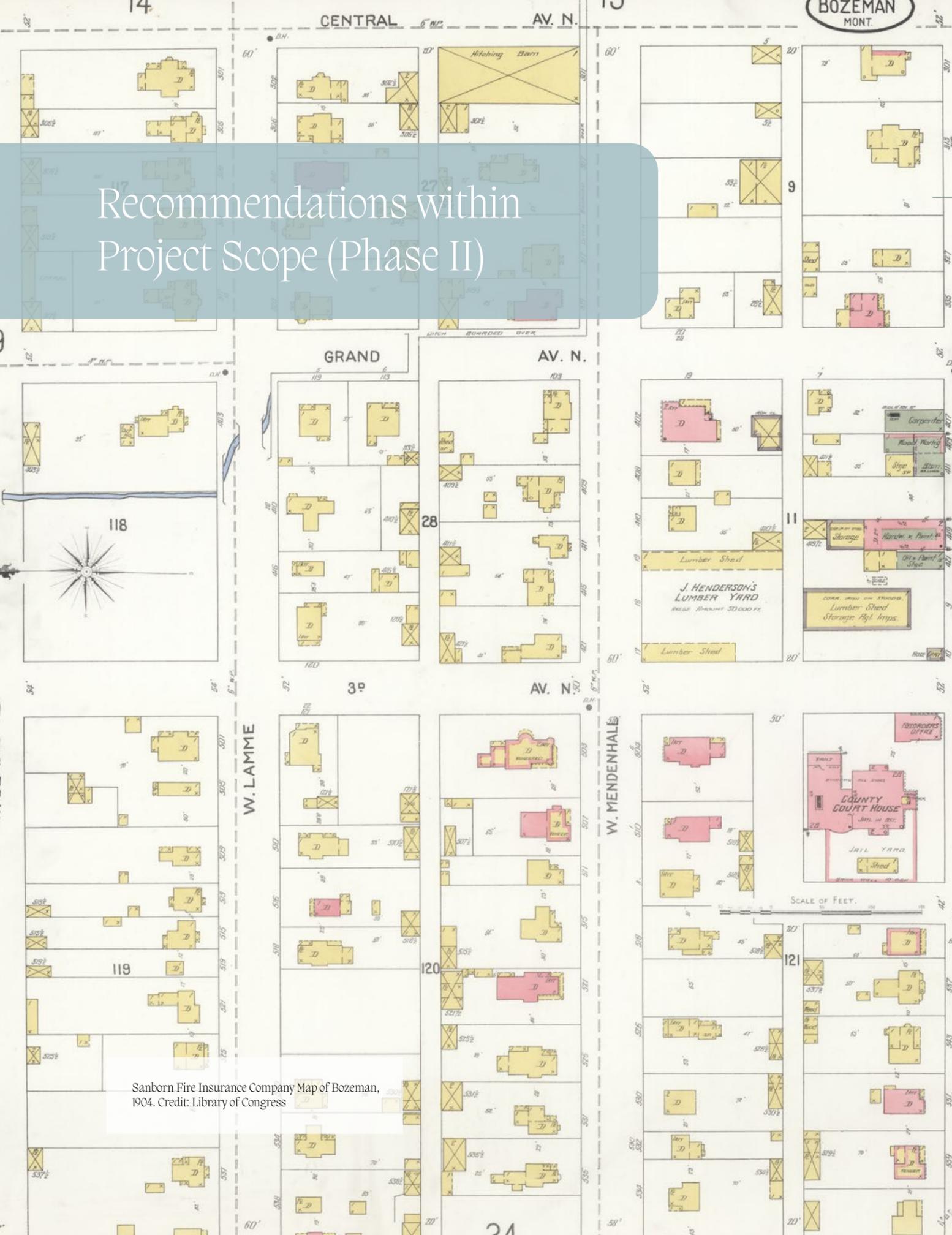
Certificate of Appropriateness application is required for exterior alterations, demolitions, and new construction of properties within the NCOD. New construction is invited and encouraged, as long as preservation is emphasized and new construction enhances and contributes to the aesthetic character and function of the property and the surrounding neighborhood or area. Recommendations for the COA process and application:

- Consider a different name for Certificate of Appropriateness. Some municipalities call them Certificate of Approval, while others use more general names such as Historic Preservation Permit.
- Require COA applications for properties outside of NCOD if they are in a historic district or are individually listed on the National Register or as a Local Landmark.
- Further define architectural appearance design guidelines to consider. Clarify elements that can be codified versus those best suited for design guidelines and when other code framework should be applied (i.e. Unified Development Code, Article 5).
- Expand COA exceptions outlined in 38.340.040.A.1 especially for properties that are not within historic districts.
- Differentiate minor vs. major projects and what process applies.
- Clarify definition of historic structure in 38.700.090.

DEVIATIONS FROM UNDERLYING ZONING REQUIREMENTS (38.340.070)

Much of historic Bozeman was developed before modern zoning, subdivision, and construction regulations. As a result, some buildings and properties within the NCOD do not conform to current zoning standards. To support restoration, rehabilitation, and compatible new construction that enhances the district's historic character, certain deviations from zoning requirements may be permitted. Recommended changes to the deviation section include:

- Add a definition of "historically appropriate."
- Establish clearer criteria, requirements, and public notice (if required) for deviations.
- Make review of deviations administrative, to comply with recent state law (Montana Land Use & Planning Act).



Sanborn Fire Insurance Company Map of Bozeman, 1904. Credit: Library of Congress

Certificate of Appropriateness Applications: 2019-2025

CATEGORY	NOTES	NUMBER OF APPLICATIONS
Commercial Development	Major Projects – New Construction, Large Exterior Alterations	25
	Minor Projects – Storefront Remodels, Window and Door Replacement, Minor Improvements	54
Residential Development	Add new dwelling – new unit, accessory dwelling or single family home	91
	All other residential COA	345
Demolition*	50 buildings total	39
Deviation**	7 of 12 reviewed by City Commission	12
TOTAL APPLICATIONS		566

* Not all demolition applications have resulted in a demolition of a structure (i.e. COA expired, denied, still in review). See demolition section below for more details.

**Deviations greater than 20% or more than one deviation request require City Commission review.



spotlight

NATIONAL PARK SERVICE SUBSTITUTE MATERIALS BRIEF

Preservation Brief 16: The Use of Substitute Materials on Historic Building Exteriors was updated by the National Park Service in October 2023. This document provides guidance on the use and applicability of non-historic materials when reviewing projects under the Secretary of the Interior's Standards for Rehabilitation. This document can provide insight into requests for alternate materials during the COA process.

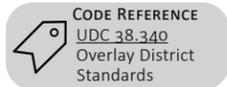


BOZEMAN^{MT} CERTIFICATE OF APPROPRIATENESS

Community Development

A Certificate of Appropriateness (COA) is a certification that the design of a project is appropriate within the neighborhood or area in which it is located. COA approval is required for any alteration, demolition or new construction in the Neighborhood Conservation Overlay District (NCOD). COA approval may be required in conjunction with site plan review, planned unit development and/or conditional use/special use permit review. COA approval is required before the issuance of building permits. There are three types of COA applications:

1. Neighborhood Certificate of Appropriateness (NCOA)- residential properties within the NCOD
2. Commercial Certificate of Appropriateness (CCOA)- commercial properties within the NCOD
3. Demolition Certificate of Appropriateness (DEM)- demolition of a structure within the NCOD



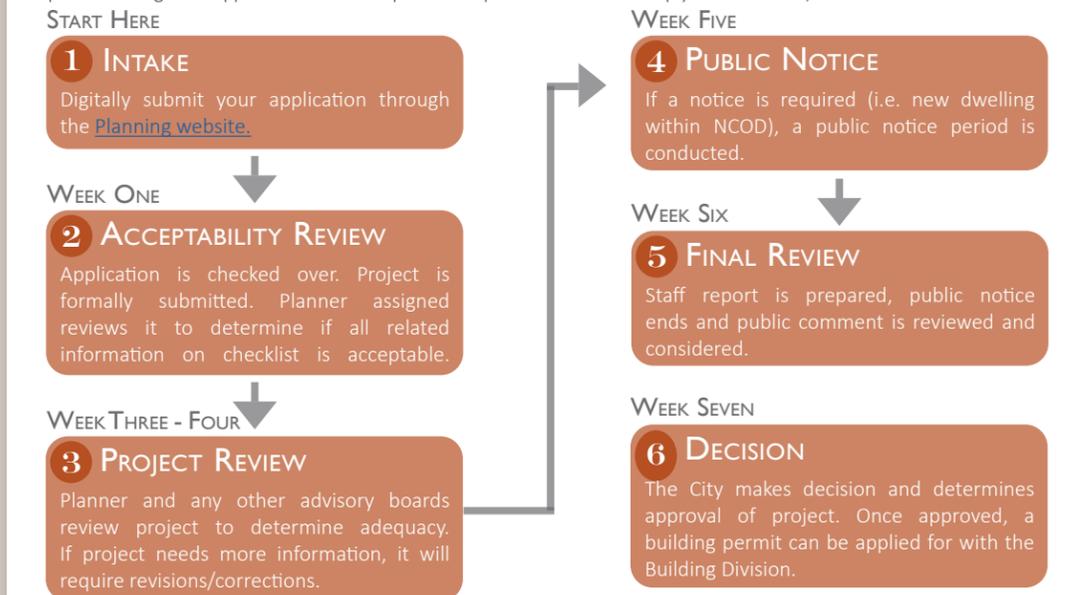
DEVIATIONS FROM UNDERLYING ZONING REQUIREMENTS

Many structures within the NCOD do not conform to contemporary zoning standards. In order to encourage restoration and rehabilitation activity that would contribute to the overall historic character of the community, deviations from underlying zoning requirements. A deviation can be granted administratively or by the City Commission if there is more than a 20% change in the standard or more than two deviations is request. Per BMC 38.340.070, the criteria for granting deviations from the underlying zoning requirements:

1. Modifications must be more historically appropriate for the building and site in question and the adjacent properties.
2. Modifications will have minimal adverse effects on abutting properties or the permitted uses.
3. Modifications must assure the protection of the public health, safety and general welfare.

PROCESS OVERVIEW

This flow chart visually describes the COA process for all development proposals in the NCOD. The application is reviewed for adequacy against the Unified Development Code (UDC), Design Objectives Plan and the COA standards. Dependent on the scope of the project, your application will be routed and reviewed by the Development Review Committee (DRC) or other advisory boards if deemed necessary. If your COA is part of a subsequent application (i.e. site plan), please see the Development Review Process handout for process overview. Below is the process for an independent COA application that does not require a deviation or public hearing. If an application is not complete or requires revisions to comply with the code, this timeline will be extended.



The City's current COA approval process. This information is available online and is a good way to communicate process with the community. Fact sheets like this one are very helpful in making preservation requirements more accessible. Credit: City of Bozeman

DEMOLITION (38.340.080-110)



A multipronged demolition policy is vital to ensuring that historic buildings are preserved when they are structurally sound, and that there is suitable motivation to maintain them in the first place. A demolition policy must balance the need to ensure buildings and structures are safe, preserved when possible, and not excessively cumbersome to use and maintain. Defining each of these elements is frequently the cause of substantial disagreement among professionals. Preservation of older, if not necessarily historic, buildings is often environmentally favorable due to the embodied energy of existing buildings versus the carbon required to demolish and redevelop sites. However, if such buildings are dilapidated or in poor repair, they can contribute to blight in the area.

Demolition policies vary widely by municipality. The most successful include: a clear way to determine threats to human health and safety, balance economic and historic considerations, incentives for reuse of materials, meaningful disincentives for illegal demolition, and mitigation.

LIMITATIONS OF DEMOLITION POLICIES

Local government historic preservation policies play a crucial role in regulating demolition within designated historic districts and for landmarked structures. However, these policies are limited by property rights considerations and broader legal frameworks. While cities can impose review processes, delay periods, and incentives to encourage preservation, they generally cannot permanently prevent demolition. The fundamental principle of property rights in the United States, reinforced by state and federal laws, ensures that property owners retain the ability to make decisions about their properties, including the right to demolish structures under certain conditions. As a result, one of the main functions of a demolition policy is to require a level of review prior to demolition. This allows for a process to occur that adds criteria and procedure for evaluating demolition requests. In addition, local governments often rely on policy tools such as demolition delays, economic hardship reviews, and negotiated alternatives rather than outright bans. This balancing act between preservation and property rights illustrates the challenges cities face in enforcing long-term historic protection while respecting property rights.

DEMOLITION BY NEGLECT

Demolition by neglect ordinances are legal measures aimed at preventing the gradual deterioration of historic properties due to prolonged neglect by property owners.

While these policies are common across the country, the state of Montana has not adopted the International Property Maintenance Code and precludes municipalities in the state from doing so. If that changes at some point in the future, Bozeman should consider how property maintenance regulations or demolition by neglect provisions could help preservation efforts. This presents challenges for documenting properties for demolition as well as larger survey efforts. As part of Phase 2, a less complex, local inventory form will be created that helps capture basic locational and architectural information, general history, and photographs. This option will allow documentation of properties in a more economically feasible manner.



The demolition of Deaconess Hospital in 2022 is a source of sadness for many in Bozeman. In earlier days of the Deaconess, photos show a party for babies born c. 1920s and the hospital in 1936. This Deaconess Hospital was demolished in the 1960s. Credit: Museum of the Rockies

BOZEMAN DEMOLITION DATA: 2018-2024

The number of demolitions since 2018 generally reflects an increase over time, corresponding to increased development pressure in Bozeman. The majority of approved demolitions are for non-contributing structures. Non-contributing means that the structure does not fall within the historic period of significance or has been substantially altered. A contributing or eligible structure is a historic structure that is either listed on the National Register of Historic Places, eligible to be listed on the National Register of Historic Places individually, or as a contributing building to an existing or potential historic district. Some demolitions fell under the unsafe provision of the code that is outlined in 38.340.110.

As noted later in the report, routine surveying and/or ways to get updated inventory forms is very important in helping identify eligible contributing historic resources.

YEAR	NUMBER OF DEMOLITIONS	CONTRIBUTING /ELIGIBLE	NON-CONTRIBUTING	UNSAFE PROVISION*
2018	1	1 - Residence, contributing to potential historic district		1
2019	5		5	4 considered unsafe
2020	5	2 - Residential, contributing to potential historic district	3 - 2 commercial, 1 residential	
2021	4		4 - 2 commercial, 2 residential	
2022	7	2 - 1 residential structure contributing to Cooper Park Historic District; Hospital individually eligible	5 - Residential	2 - 1 eligible, 1 noncontributing
2023	10	3 - 1 residential contributing to Cooper Park Historic District, 2 eligible commercial buildings	7 - 5 residential, 2 commercial	
2024	5		3 - Residential	2 - Noncontributing
TOTAL BUILDINGS DEMOLISHED	37	8	27	9
PENDING		2 - 1 residential contributing to North Tracy Historic District; 1 group living contributing to potential historic district	10 - 7 residential; 1 commercial; 2 industrial	1 - Noncontributing, residential

*Per 38.340.110, "The demolition of unsafe properties/structures may be subject to the public nuisance abatement provisions of chapter 16, article 2 of this code. Upon the chief building official's determination that the property is unsafe and declaration of a public nuisance if the property owner does not resolve the unsafe condition, the review authority must give final approval on a COA, which may be initiated by the city, and the demolition permit will be issued so the city may abate a nuisance."

Bozeman's current demolition policy was adopted in 2015. The following recommendations to section 38.340.080-110 will further strengthen and clarify requirements around Bozeman's existing demolition policy. The full extent of the code language in the demolition section will be part of Phase 2. Below is a list of overarching suggestions on what is recommended to be revised and altered:

Demolition or movement of a historic structure or site

- Apply demolition policy to sites in the NCOD as well as other landmarks and historic districts outside of the NCOD that would be considered historic structures.
- Clarify review criteria, including the following:
 - Alter economic viability provision (38.340.080.C.2) with clearer standards and process on how to determine economic viability and hardship subject to State Statute.
 - Revise code exception language.
 - Clarify the two-year stay demolition provision and guidance on the proceedings required at the end of the two years.
 - Create additional criteria for the early termination clause for the applicant.

Demolition or movement of all structures – historic or non-historic

- Add documentation provisions for demolition proposals that require updated inventory forms if the form is more than 10 years old with initial submittal.
- If housing will be demolished, evaluate whether the city can have the same number or more of housing units constructed in the replacement project consistent with design guidelines and site plan standards.
- Create standards for movement of all structures.

Demolition of unsafe structures

- Require demolition of unsafe structure standards to only apply for historic structures.
- Add standard requirements for information needed to determine that the property is unsafe.

DOCUMENTATION AND ADMINISTRATIVE PROCEDURES – INVENTORY FORMS (38.340.120)

There are over 3,000 properties that have historic inventory forms in the City of Bozeman. Most of these are located within the NCOD and were completed in the 1980s. These valuable forms act as a comprehensive record of a property's historical significance and document a place's cultural heritage. While there have been some efforts to update these inventory forms, most of them are out of date. While the City will continue to update these forms over time, this will take a lot of time and financial resources to accomplish. There are also hundreds of properties that have never had an inventory form completed.

Presently, only demolition permits for properties within the NCOD require an updated or recent inventory form be submitted (38.340.120). It is recommended that the City expand documentation requirements through the following:

- Require an updated inventory form if none is on file or an existing form is more than 10 years old for the following projects:
 - Demolition of structures over 50 years old citywide
 - Major modifications to structures that are in the NCOD, in historic districts, or individually listed on National Register or as a Local Landmark

Requiring documentation of properties being demolished outside of the NCOD will take a more proactive approach on places that have not been inventoried or those that have inventory forms last completed in the 1980s. A building that was inventoried in 1986 might not have been considered historically significant, but decades later could be. This is common practice across many cities nationwide and allows for a much greater degree of building inventory than preservation survey and designation-focused efforts alone.

MONTANA A/ER INVENTORY FORMS



Montana is unique in that the level of information required for a state A/ER inventory form is extensive. These forms must have “thorough architectural descriptions, histories of the properties, including title searches, significance statements, photography, and mapping/shape files” with an expectation that “properties will be inventoried in person and local research conducted at historical societies, city/county records, museums, and other organizations.” (Kate Hampton, Montana State Historic Preservation Office, February 2024) As a result, the cost per form can run from \$1000-3500 per form depending on the complexity of the property.

This presents a challenge for documenting properties for demolition as well as larger survey efforts. Bozeman could create a less complex local inventory form that could seek to capture basic locational and architectural information, general history, and photographs. This is a good option for documenting properties in a more economically feasible manner.

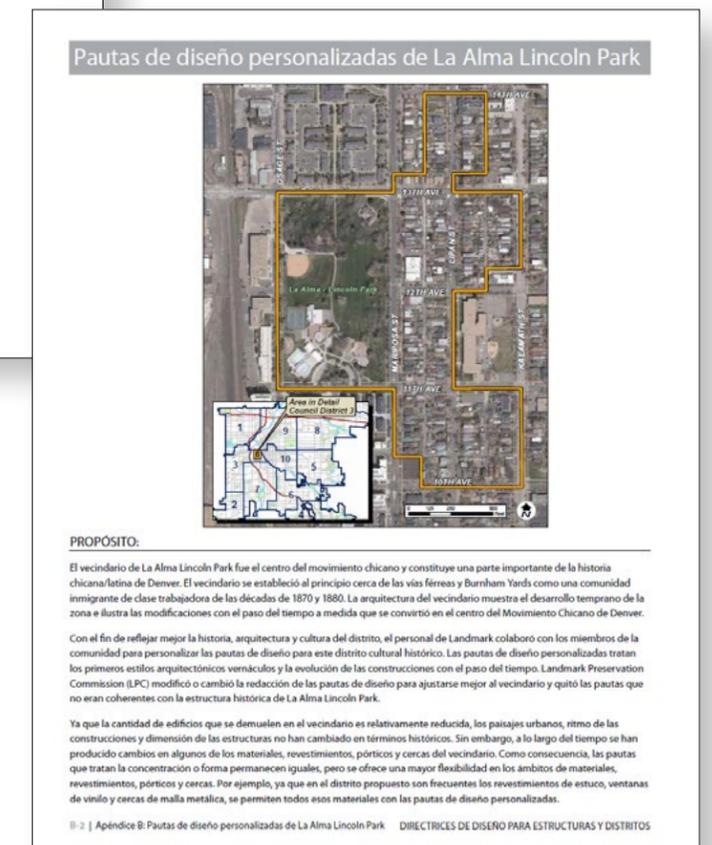
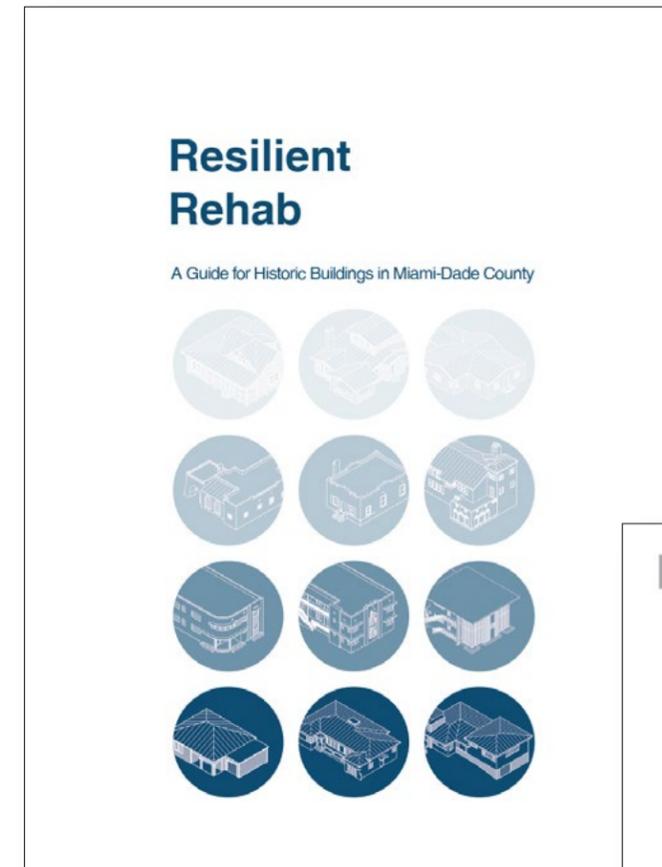
NEIGHBORHOOD CONSERVATION OVERLAY DISTRICT (NCOD) DESIGN GUIDELINES

DESIGN GUIDELINES

The *Bozeman Guidelines for Historic Preservation & the Neighborhood Conservation Overlay District* (“HP Guidelines”) were adopted in January 2006 and amended in July 2015 to add Subchapter 4B. Design guidelines are tools that help provide guidance on alterations, new construction, demolition, and maintenance and serve as a suggestive guide and are not mandatory. In 2018, the city amended its zoning standards to include design requirements in all areas of the community that overlap with some elements of the HP Guidelines. While the HP Guidelines are still largely consistent with best practices in historic preservation, they should be updated to correct out-of-date references and improve usability.

The City should prioritize completing an update to the design guidelines as soon as possible. Existing design guidelines should remain in place until a full overhaul is completed. At that time, the old guidelines can be repealed, and the new guidelines can take effect. Recommendations for full design guidelines overhaul include but are not limited to:

- Simplify how design guidelines apply to specific properties, how chapters apply, and the definition of each type of building evaluated.
- Update any area that references old versions of the Secretary of the Interior Standards.
- Update subchapter 4B for the B-3 Commercial Character Area to align with Article 5 of the UDC and any other related UDC changes.
- Clarify residential, commercial, and mixed-use character areas with a map inserted into the guidelines.
- Address zone edge transitions between residential and commercial zoning as reflected in the upcoming UDC update.
- The HP Guidelines should be referenced by title in the update to Chapter 38.340 and noted “as amended.”
- Expand period of significance to at least 1980 or 45 years from whenever the guidelines are updated.
- Take into account any updates to The Secretary of the Interior Standards.
- Create district-specific guidelines based on the different areas of the NCOD and local landmarks and districts, other historic areas. Emphasize resilience and sustainability through incorporating appropriate building materials.
- Design guidelines should have a planned maintenance schedule and be updated at a minimum every 10 years, ideally concurrent with updated survey efforts.



From top to bottom:

Miami-Dade County, FL updated their historic preservation design guidelines in 2022. The guidelines are oriented in particular towards resiliency in the face of climate change effects in Miami. Credit: Miami-Dade County

Design Guidelines for the La Alma Lincoln Park Historic Cultural District in Denver are available in English and Spanish. These guidelines were updated in 2022 after extensive community engagement and allow flexibility for characteristics important to the neighborhood. Credit: City of Denver

CREATION OF LOCAL LANDMARK PROGRAM

In recent years it has become increasingly common for municipalities to adopt local landmark programs that focus on cultural heritage when evaluating historic significance. Instead of just relying on the National Register of Historic Places standards, which has rigid requirements, these local programs can choose how to recognize what the community considers important to its heritage and culture. Broadening designation and review criteria can also help recognize people and places that have been historically excluded.



in the 2019 NCOD report, will allow individual landmarks to be designated both within and outside the NCOD. A local landmark program will enable individual significant sites and districts across the city to be recognized, broadening the array of historic stories told in Bozeman. Landmark program policies must also include a process for appeals of COA decisions as well as a de-designation process. Appeals must follow state mandated land use appeals processes.

There is an important difference at the local level, the landmark process can be made more accessible to members of the public wishing to nominate their properties. Buildings, structures, cultural landscapes, human-made landscape features, natural features, and more may all be designated under a local landmark program. Creating this program will require adding provisions to the code to implement it. There is a difference between historic landmarks/districts, overlay districts, and zoning districts.

The City of Bozeman does not currently have a citywide local landmark program. The code standards and design guidelines only apply to properties within the NCOD. In order to establish a Historic District or be individually listed as a Historic Landmark, the property must qualify for listing on the National Register of Historic Places. Establishing a local landmark program, as was also recommended

Peets Hill could be considered a local landmark as a cultural landscape. Credit: Adrienne Burke



Types of Districts

FEATURE	NATIONAL REGISTER OF HISTORIC PLACES – DISTRICT OR INDIVIDUAL	LOCAL LANDMARK DESIGNATION	CONSERVATION OVERLAY DISTRICT	ZONING DISTRICT
PURPOSE	Recognizes historic places and cultural heritage	Recognizes historic places and cultural heritage; may add extra rules to base zoning with special requirements	Adds extra rules to base zoning with special requirements	Regulates land uses and development
CRITERIA	Established by Federal Government	Established by City	Established by City, created by a Zone Map Amendment following state law criteria	Established by City, created by a Zone Map Amendment following state law criteria
ENFORCEMENT	Voluntary, no regulation by itself, approved by the National Park Service via State Historic Preservation Office	Regulatory, but level may vary depending on type of designation	Regulatory, enforced by code and sets additional criteria	Regulatory, enforced by code
EXAMPLES	Bon Ton Historic District, Main Street Historic District, Baxter Hotel, Willson School	Buildings, structures, cultural landscapes, natural features that might not qualify under National Register standards but are significant at the local level	Neighborhood Conservation Overlay District, Certificate of Appropriateness	Zone Districts – B-3 (Commercial) R-2 (Residential), REMU (Mixed Use)

*Section 38.340.030 allows for properties to be added to the NCOD by the City Commission upon recommendation of the HPAB subject to the Section 38.260 Text and Map Amendment process. This provision also allows for removal from the NCOD.

Establishing a local landmark program requires categories, criteria, and a designation process. The recommended categories for a local landmark program in Bozeman are:

1. **History/Historic Association:** The landmark is associated with a historical person, event, period, social movement, group, or association that contributed significantly to the heritage, culture, or development of Bozeman.
2. **Architecture:** The landmark is associated with distinguishing characteristics of an architectural style, building type, or method of construction that is significant to Bozeman. It can also be the work of a major architect, builder, or craftsman whose works have influenced the evolution of their fields or are significant to the development of Bozeman.
3. **Artistry:** A landmark that displays artistic or aesthetic values that contribute significantly to the heritage and appearance of the neighborhood in Bozeman or promotes understanding and appreciation of the built or natural environment by means of distinctive physical characteristics or rarity.
4. **Culture:** The landmark is associated with an era of culture or heritage that allows an understanding of a community's historically rooted beliefs, customs, and practices, how the site was used by past generations, or is a source of pride or cultural understanding.
5. **Townscape or Landscapes:** A landmark that represents an established and familiar feature of a geographic area due to its prominent location or physical characteristics. It represents a resource whether natural or human-made, which has historically or culturally contributed to the character of an area and to Bozeman. Examples could include trees, green or open space, waterways, settlement patterns, areas of industry, and methods of urban planning.
6. **Archaeology:** A landmark that yielded or may be likely to yield information significant to an understanding of historic or prehistoric events; cultures; and standards of living, building, and design.

Criteria for potential landmark categories will be included in the Bozeman Municipal Code in Phase 2 of the project. Two criteria that are commonly found in landmark criteria include:

- **Integrity:** Landmarks should possess sufficient integrity to convey or represent the qualities for the category. A property designated for architectural significance would have a different lens on integrity than cultural significance.
- **Age of landmark:** The federal standard for classifying something historic is 50 years old. Municipalities can elect their own age standards; this may involve an evaluation that enough time has passed to provide perspective and evaluation of significance.



Bacchus Pub, Hotel Baxter, c.1929. The interiors of properties are typically not regulated in local landmark programs.
Credit: Museum of the Rockies

DESIGNATION PROCESS

As part of the creation of a local landmark program, a local landmark application will be developed along with an administrative manual that lays out the designation process. The following designation process is recommended:

1. **Initiation of Nomination:** Property owner, government agency, or community organization submits an application to nominate a landmark. Property owner consent is required.
2. **City Review:** The Historic Preservation Officer does initial review of application and works with applicant to ensure that all appropriate information is provided.
3. **Notification of Nomination:** Once application is deemed adequate, public notice is provided.
4. **Historic Preservation Advisory Board Review:** HPAB reviews the landmark nomination at a public meeting and makes a recommendation to the City Commission.
5. **City Commission Adoption:** City Commission would be the final decision authority to designate the landmark.

POTENTIAL BENEFITS OF LOCAL LANDMARK PROGRAMS AND DESIGNATIONS:

- **Protection from Demolition or Unsympathetic Alterations** – Local landmark status can ensure a review process before significant changes or demolitions can occur. The COA process helps provide additional review and regulatory benefits to the landowner that can help preserve these historic sites.
- **Zoning & Code Flexibility** – Historic structures may qualify for adaptive reuse allowances or relaxed zoning regulations to encourage preservation. Section 38.340 already provides zoning relief and code flexibility through deviations for structures designated as historic or located within the NCOD. With the establishment of a Local Landmark Program and the further designation of historic properties, potential additional deviations will be explored.
- **Increased Property Values** – Studies show that historic designation often stabilizes or increases property values over time.
- **Tourism & Economic Development** – Landmark properties contribute to heritage tourism, attracting visitors and boosting local businesses.
- **Neighborhood Stability** – Preservation efforts can enhance community identity and deter incompatible development.
- **Official Recognition** – Landmark designation highlights a property's historic significance and can enhance its cultural prestige. Additionally, landmarks could be recognized through a plaque program (funding allowing) and on the City's website and mapping system.
- **Educational & Advocacy Opportunities** – Owners can collaborate with historical organizations, host tours, and receive public recognition.
- **Promotion of Sustainable Development** – Rehabilitating existing structures reduces landfill waste and conserves embodied energy.
- **Funding & Incentives** – By being designated a local landmark, historic resources may be eligible for incentives, grants, or other benefits. See the Funding and Incentives section in "Future Recommendations" for additional information.

MIAMI-DADE COUNTY'S LOCAL LANDMARK DESIGNATION PROGRAM



Miami-Dade County, Florida's historic preservation ordinance dates to 1981, which enables the County to designate local landmark properties and sites. Only one criterion has to be met to designate, and a site may be landmarked as associated with elements of the cultural, social, political, economic, scientific, religious, prehistoric, paleontological, or architectural history that have contributed to the history of the community. This is intentionally broad and has allowed for designation of sites associated with cultural heritage (vs. architectural heritage). The County currently oversees 141 individually designated historic sites, 46 archaeological sites and zones, and 8 historic districts. The nature of designation is included in the designation reports accompanying landmark applications. This determines what and how the property will be regulated for purposes of Certificate of Appropriateness review.



spotlight

The Liberty City Elks Lodge was designated for cultural significance. Because the property was not landmarked for architecture, limited character-defining features were noted for COA review in the designation report. Demolition also requires COA review. No other work requires a COA.

PURPOSE OF HISTORIC PRESERVATION ADVISORY BOARD IN BOZEMAN

The purpose of the Historic Preservation Advisory Board is to provide for an appointed citizen board for the city charged with establishing a local historic preservation program; integrating historic preservation into local, state and federal planning and decision-making processes; identifying, evaluating and protecting historic resources within Bozeman; and educating the general public about historic preservation.

HISTORIC PRESERVATION ADVISORY BOARD ROLES AND RESPONSIBILITIES (2.05.860, 2.05.930)

The Historic Preservation Advisory Board is an appointed citizen advisory board made up of seven volunteers. Meeting on a monthly basis, HPAB focuses on promoting the historic preservation program through education, outreach, and policy direction. HPAB does not have any sort of review authority for development applications but upon request of the review authority (City Commission or Director of Community Development, depending on application type as identified in BMC 38.200.010 and as allowed by state law), may make recommendations regarding development applications.

Members of the HPAB took a survey and discussed results at their January 15, 2025, meeting. This survey sought input from board members on their roles, responsibilities, and how they could shift in the future with the creation of a Local Landmark Program. While advisory boards have some limitations on their roles under Montana State Law, board members expressed interest in being more active and involved in larger policy projects that occur in the City. Based on the HPAB survey results and the Landmark Project team input, some recommendations for modifying their roles and responsibilities as outlined in 2.05.860 and 2.05.930 include:

- Evaluate landmark nominations to make recommendations to City Commission
- Participate in City policy and project discussions where appropriate and related to HPAB purpose
- Encourage preservation of and education about cultural heritage

HISTORIC PRESERVATION ADVISORY BOARD WORK PLANS

The HPAB and City staff utilize a work plan to outline the board's priorities for the upcoming two years. The 2022-2024 Work Plan focuses on three key areas: education and outreach, historic resource survey and inventory, and preservation program development. The 2025-2027 Historic Preservation Advisory Board work plan is under development as of the writing of this report.



spotlight

Members of the Bozeman Historic Preservation Advisory Board attend CAMP Training on May 11, 2024. Credit: Sarah Rosenberg

CAMP TRAINING MAY 2024

Another preservation success is providing training for HPAB members. During Preservation Month in 2024, the National Alliance of Preservation Commissions visited Bozeman for Commission Assistance and Mentoring Program training. CAMP Trainers presented on "Why Preserve?" identifying and designating historic resources; preservation planning; resources of the recent past; conservation overlay districts; and diversity, equity, and inclusion in historic preservation.



Above: An Extreme History tour at Sunset Hills Cemetery. Credit: Sarah Rosenberg
Below: Attendees at a Gallagator Tour held in partnership with Extreme History during Preservation Month. Credit: Sarah Rosenberg



During Preservation Month 2024, the City partnered with Friends of Story Mansion for a cookie painting party where participants painted house cookies. Credit: Sarah Rosenberg

Future Recommendations

The following policy and program recommendations have been identified that are beyond the scope of this current Landmark Project. They are noted to ensure that historic preservation is considered in future updates and program advancements and aim to enhance preservation planning, community engagement, and the protection of historic and cultural resources. Through these strategies, Bozeman can further strengthen its connection to its heritage and history.

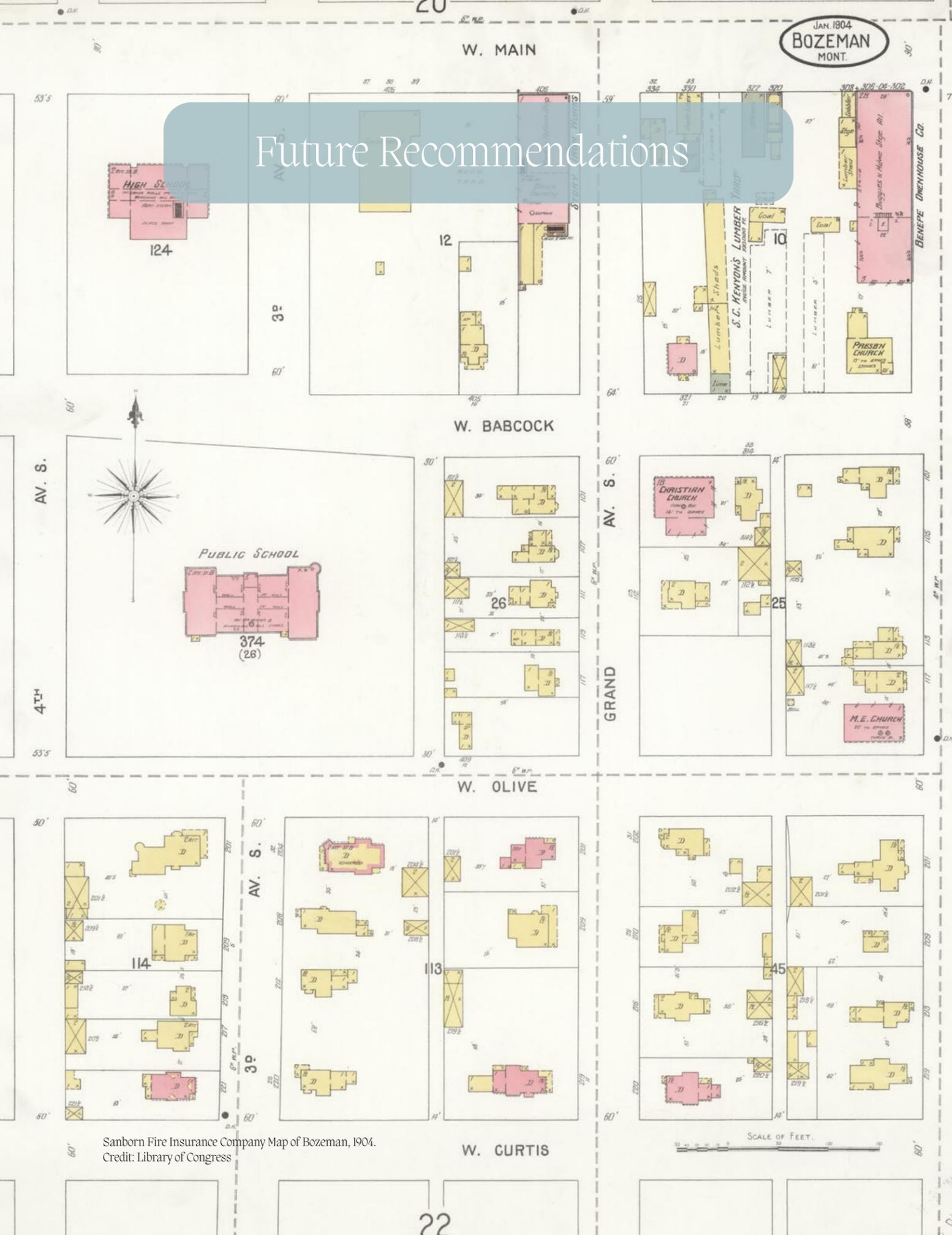
The recommendations below are generally tied to the priority order outlined in the Implementation Chart as the end of this report. Many projects require funding, which should be a key consideration as the historic preservation program evolves. If the goal of the community and City Commission is to develop a more robust historic preservation program, it will require durable dedicated resources including staffing, funding, and maintenance.

EVALUATE NEIGHBORHOOD CONSERVATION OVERLAY DISTRICT BOUNDARIES

The current historic preservation program and related policies only apply to properties within the NCOD. While it has had many successes bringing awareness to neighborhood context and character and historic preservation, there have also been challenges such as how to differentiate between historic preservation and neighborhood character.



There is no intention to eliminate the NCOD. However, using some guidance from the 2015 and 2019 NCOD Reports, updated survey data, further map analysis, and City Commission direction 43 from the Initial Guidance Report, it is recommended to make some small adjustments to the boundary edge where conflicts exist.



Sanborn Fire Insurance Company Map of Bozeman, 1904.
Credit: Library of Congress

EXISTING NCOD BOUNDARIES

Legend

Proposed NCOD Boundary

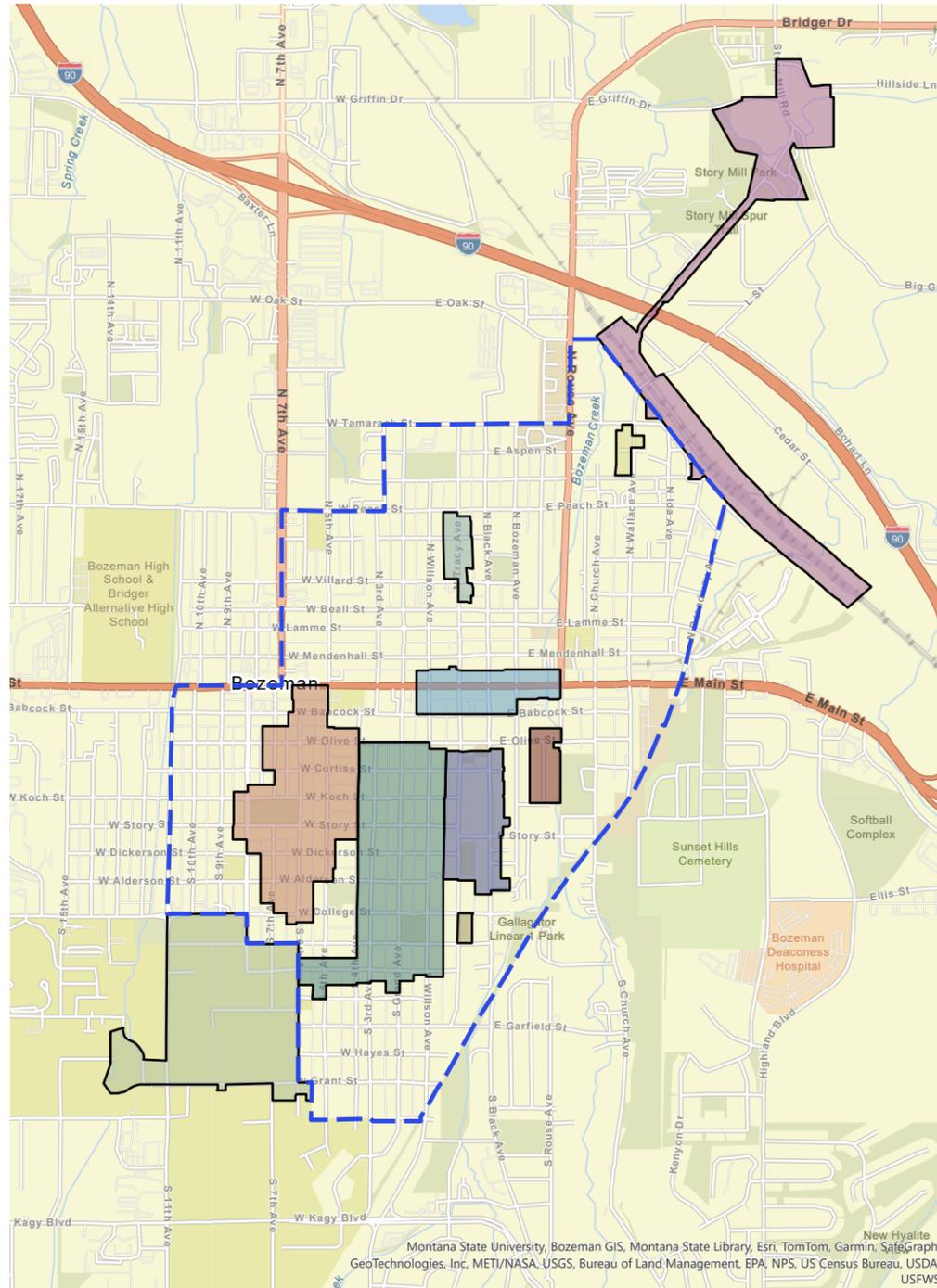


Existing NCOD Boundary



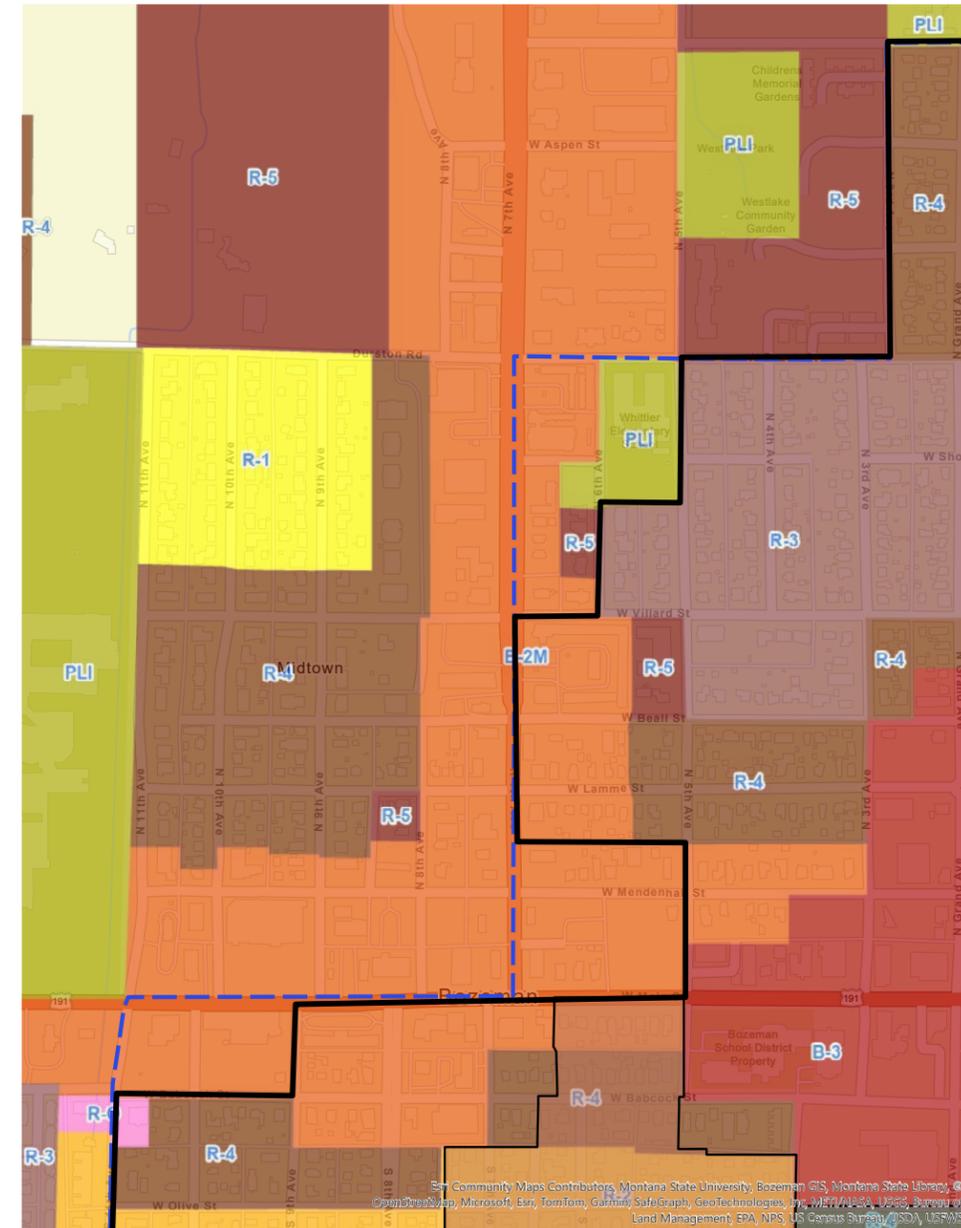
Historic Districts

-  Bon Ton
-  Bozeman Brewery
-  Cooper Park
-  Lindley Place
-  MSU
-  Main Street
-  North Tracy Avenue
-  South Tracy Avenue
-  South Tracy/ South Black
-  Story Mill



Current boundaries of the Neighborhood Conservation Overlay District and Historic Districts. Credit: City of Bozeman

NORTH 7TH AVENUE RECOMMENDED BOUNDARY CHANGES

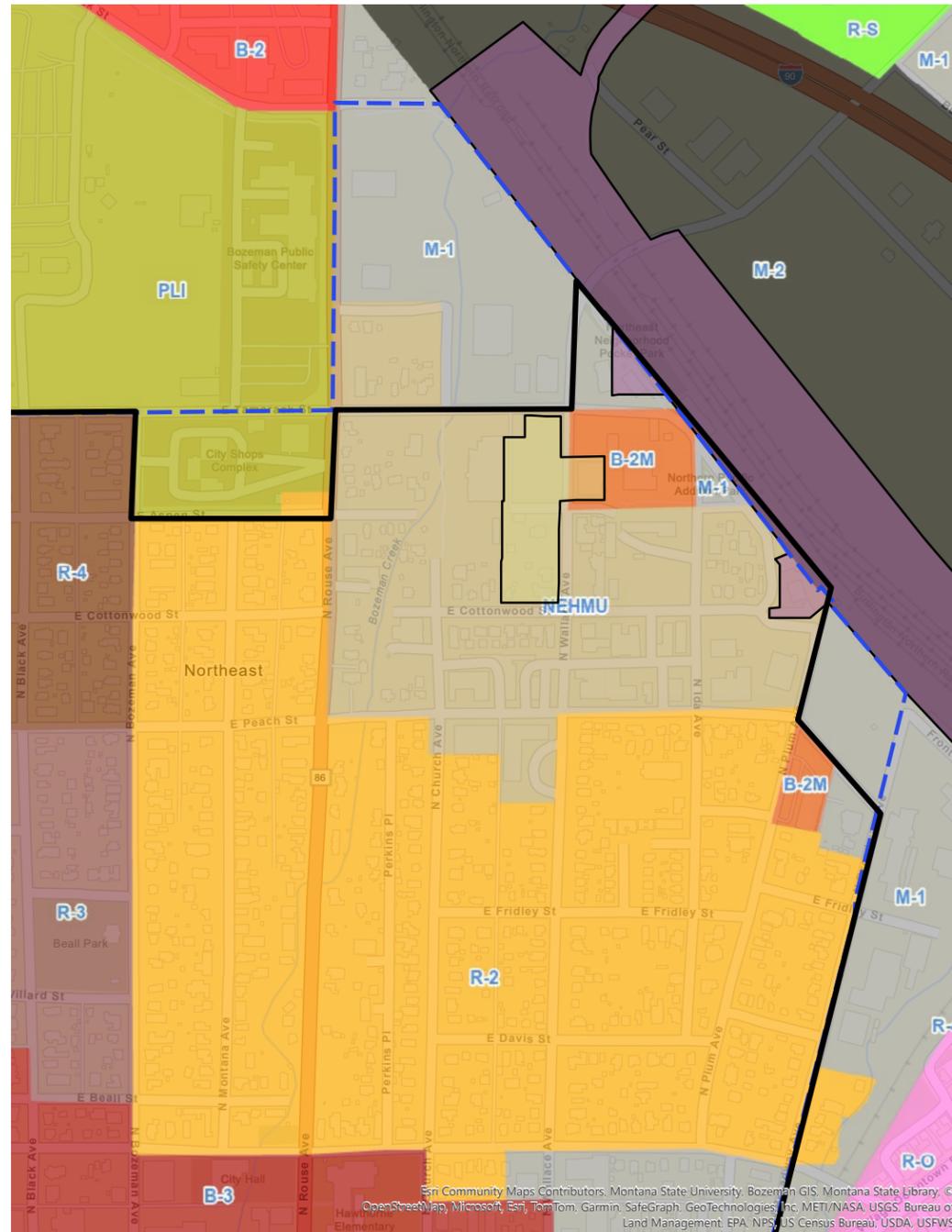


Possible changes to North 7th Avenue NCOD boundary. Credit: City of Bozeman

The City Commission provided direction to remove North 7th Avenue from the NCOD on multiple occasions – during the adoption of the 2019 NCOD Policy Report and when providing input on the Initial Guidance Report for this project in November of 2024. Based on this feedback, the review of updated survey data, analysis of the underlying zone districts and the Midtown Urban Renewal District, and conversations with some property owners, it is recommended that not all of North 7th be removed, but small portions of it as follows:

- Bozeman School District requests Whittier Elementary School to be removed.
- Adjust boundary along Mendenhall back to North 5th due to lack of contributing structures.
- Remove properties on corner of North 11th and Main Street due to lack of contributing structures.
- 502 W. Mendenhall (American Indian Institute/Harris House) would still fall under Section 38.340 and COA review since it is on the National Register of Historic Places.

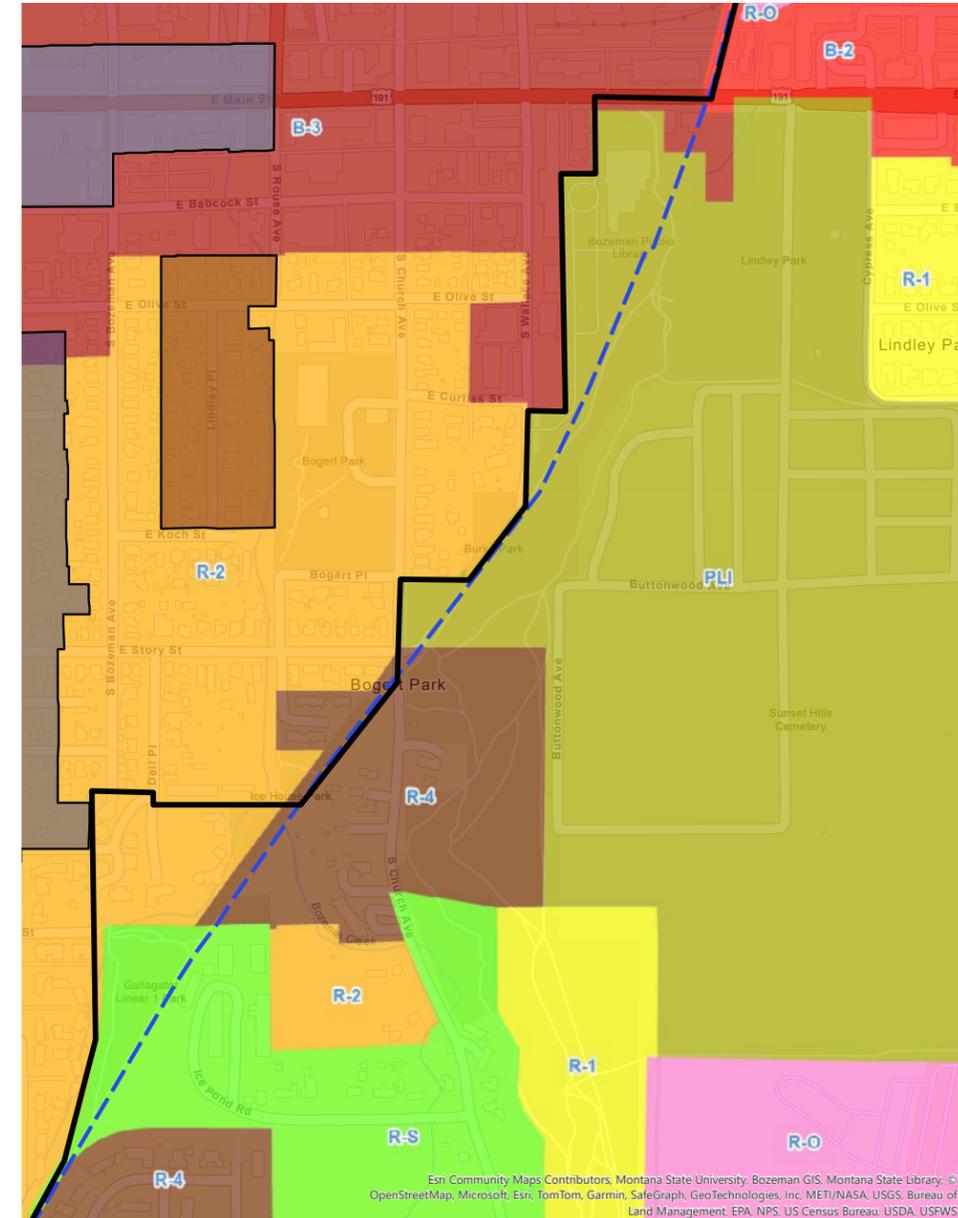
NORTHEAST RECOMMENDED BOUNDARY CHANGES



Possible changes to northeast corner NCOD boundary. Credit: City of Bozeman

- Remove City Shops Complex as it lacks historic significance.
- Adjust boundary from Birch Street down to Tamarack due to buildings with lack of historic significance.
- Simkins Hallin lumberyard property along Plum and Avocado to be removed because the majority of the property is outside of the NCOD.
- It is likely that buildings in the M-1 zone district won't be repurposed for new use due to condition.

SOUTHEAST RECOMMENDED BOUNDARY CHANGES



Possible changes to southeast corner NCOD boundary. Credit: City of Bozeman

- Remove Library and properties east from NCOD and align boundary to match up with property lines.
- Residences to the south of South Bozeman and Dell Place lack historic significance related to the overall NCOD and were constructed between the 1990s and 2000s. Boundary line matches up with property lines.
- Adjust boundary to remove any PLI property and parks from the NCOD if they are on the edges

All structures removed from the NCOD will be thoroughly documented. To adjust the NCOD boundary requires going through a Zone Map Amendment in which all property owners who are impacted by the change will be notified.

In the future, if additional historic districts or other kinds of overlays are created with separate guidelines or standards, the NCOD may no longer be needed. This will be dependent on the implementation of the Local Landmark Program, future survey efforts, and updates to the Design Guidelines.

HISTORIC PRESERVATION INTERFACE WITH UNIFIED DEVELOPMENT CODE

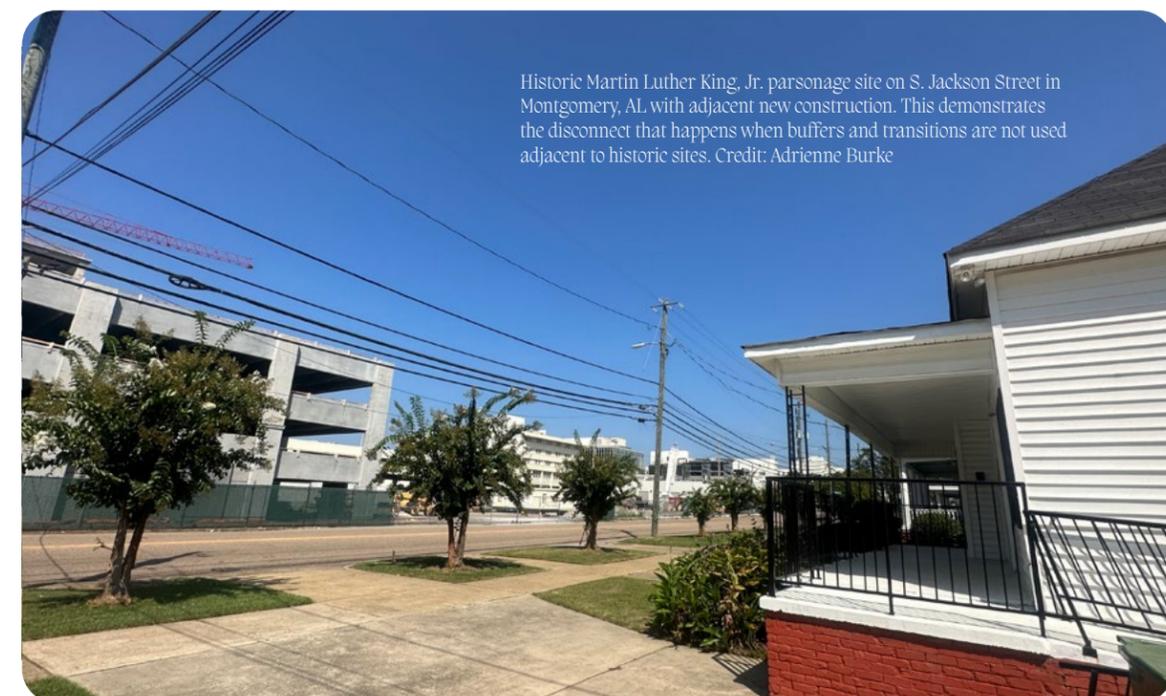
Community members expressed concern around the height, scale, and mass of new development adjacent to smaller-scale historic homes in particular. There is an inescapable tension between a desire to maintain an existing status quo and the need for communities to reflect the history they are experiencing today. Differences in construction practices, lending practices, and individual preferences cause new construction to differ from past construction styles. The disconnect between traditional zoning practice and local existing context has prompted frustration, confusion, and conflict in reaction to new development and historic properties and districts.



New development continues to occur in Bozeman around areas like the downtown core, where commercial services and employment are located in walkable proximity to residential areas. Nevertheless, there are standards that could be put in place that would be more sensitive to historic structures and districts and still accommodate new development.

The following should be evaluated in the current or a future UDC update:

- **Zone Edge transitions** (38.320.060)
 - Consider if adjustments to zone edge transition standards are warranted.
- **Historic Districts and Zone District Boundaries**
 - Consider how the existing built environment and historic districts relate to zoning district boundaries and planned future land uses.
 - Evaluate the number of zone districts within one cohesive historic district
 - These transitions could be cross-referenced in Section 38.340 and/or the design guidelines for coordination purposes. Supplemental guidance could be addressed in the updated design guidelines.



Historic Martin Luther King, Jr. parsonage site on S. Jackson Street in Montgomery, AL with adjacent new construction. This demonstrates the disconnect that happens when buffers and transitions are not used adjacent to historic sites. Credit: Adrienne Burke

HERITAGE OR LANDMARK TREES

Throughout community engagement for the Landmark Project, numerous citizens voiced support for a heritage tree program that would help protect important trees in Bozeman. A heritage tree program was discussed at the Historic Preservation, Urban Parks and Forestry, and Sustainability board meetings. The City's current Urban Forestry Management Plan (2016) includes language regarding heritage trees:



- Use Montana's Big Tree Program as a way to increase awareness of heritage trees
- Create a heritage tree program to increase awareness for legacy trees

The Forestry Division, housed in the City's Parks & Recreation Department, is planning to kick off an update to its Urban Forestry Management Plan in summer 2025. The City Commission priorities for 2024 and 2025 (Resolution 5626) also references interest in exploring options for landmark trees:

- Analyze City's authority in declaring trees on private property as Landmark Trees
- Include options in Urban Forestry Management Plan

In most cases, local heritage tree programs are NOT run through historic preservation boards. Programs are typically managed by departments focused on parks, recreation, public works, or urban forestry. This is because these programs require arboricultural expertise for tree identification, maintenance, and enforcement. Tree protection and heritage tree policies are typically found in City codes related to site design, landscaping, or the environment. They are not usually found in historic preservation ordinances.

There are sometimes collaborations between urban forestry divisions and historic preservation commissions. Historic preservation boards could play a role in heritage tree programs when trees are: located in a historic district, associated with historic properties or landmarks, or recognized as part of a cultural landscape (i.e., trees in cemeteries). In these cases, the preservation board might review tree removal or designation requests or work with urban forestry divisions to designate trees of historic significance. Designation would require consent of the property owner and there must be a process for withdrawing a designation.

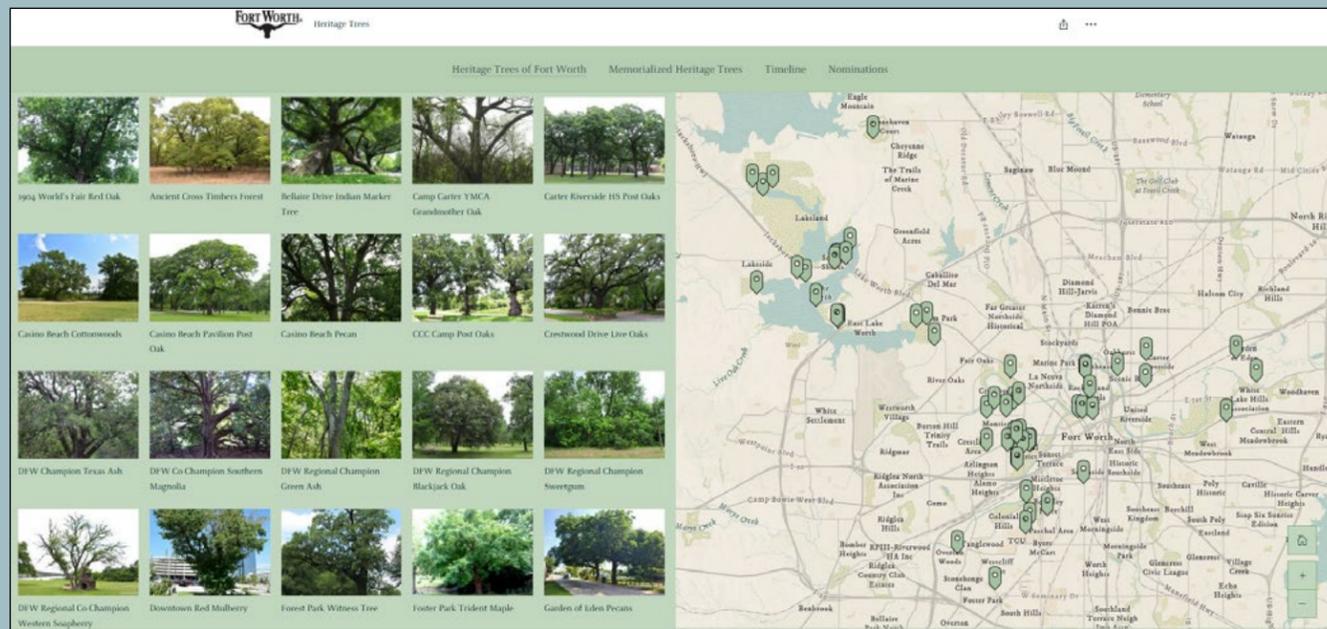
FORT WORTH'S HERITAGE TREE PROGRAM

Fort Worth, TX has a legacy of honoring trees, hiring their first arborist in the 1920s and boasting Tree City USA designation, the longest running in Texas. Heritage trees can be nominated based on several criteria and nominations are reviewed annually. The City has created an ArcGIS Story Map to share existing heritage tree and process information. The Forestry Division of the City manages the program.

Jerry Cashman with Cashman Nursery speaks during a Preservation Month tour in 2023. Credit: Sarah Rosenberg



spotlight



Fort Worth, TX has a heritage tree program that utilizes an ArcGIS Story Map to help share information about designated heritage trees in the city. Credit: City of Fort Worth, TX

See Appendix E for full survey recommendations.

HISTORIC AND CULTURAL RESOURCE SURVEY EFFORTS

The initial 1984-1986 survey in Bozeman covered nearly 4,000 properties, primarily within the NCOD. Most of those surveys are now over 40 years old and don't reflect current conditions or changes due to renovations and development. Resurveys in 2015, 2020, and 2021 documented about 300 additional sites, but resulted in no new designations. Additional survey work could assist in seeing additional sites added to the National Register of Historic Places or designated local landmarks.

Past surveys primarily assessed pre-1930s buildings, neglecting landscapes and non-building features. Future efforts should modernize NCOD surveys, expand beyond the NCOD, and prioritize mid-20th century and culturally associated resources. Bozeman must clarify survey goals to ensure effective preservation, balancing designations with educational and celebratory uses. Survey efforts should extend to non-building resources such as signs, streetscapes, parks, cultural landscapes, and cemeteries.

There is no requirement or maintenance standard to update survey forms and outdated inventory creates long-term challenges. In order to alleviate future situations where 2000+ inventory forms are out of date, the City must consistently dedicate funds for survey updates. A structured, transparent approach will ensure that Bozeman's heritage is preserved for future generations.

Prior NCOD report guidance suggests resurveying the NCOD, because inventory forms for the NCOD are out of date for certain areas, or areas have yet to be surveyed at all. The challenge is that prioritizing resurvey of the NCOD means areas outside the NCOD that also need survey would be further left behind unless a plan for concurrent surveying is developed. This is where a Citywide historic preservation plan could help establish priorities and strategy.

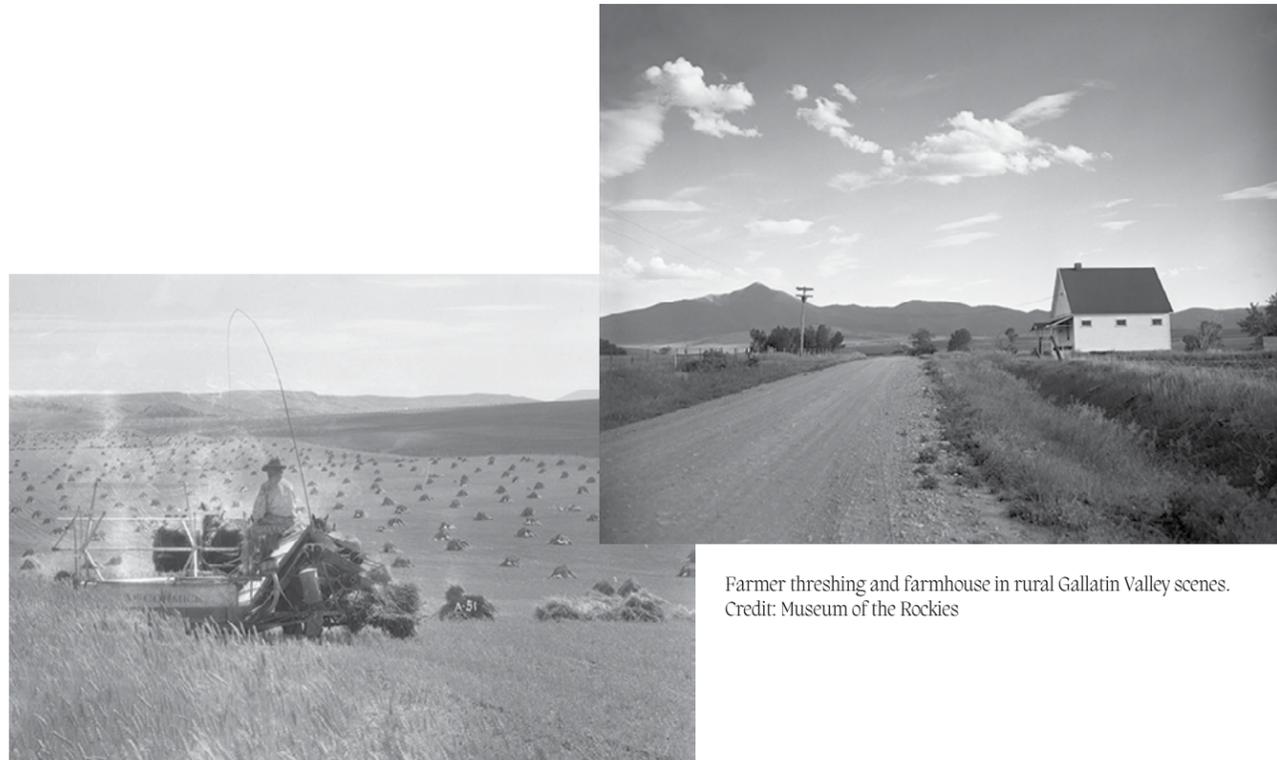
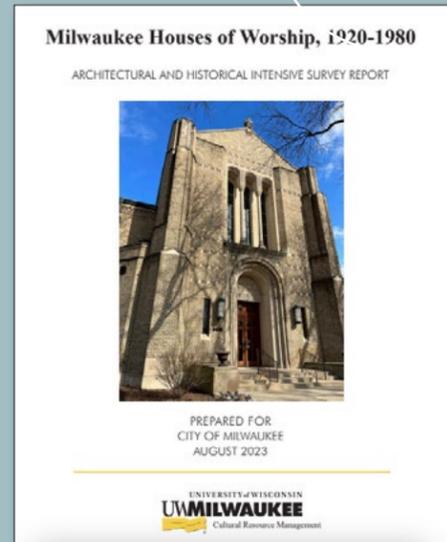
MIDWEST SURVEY EFFORTS

spotlight

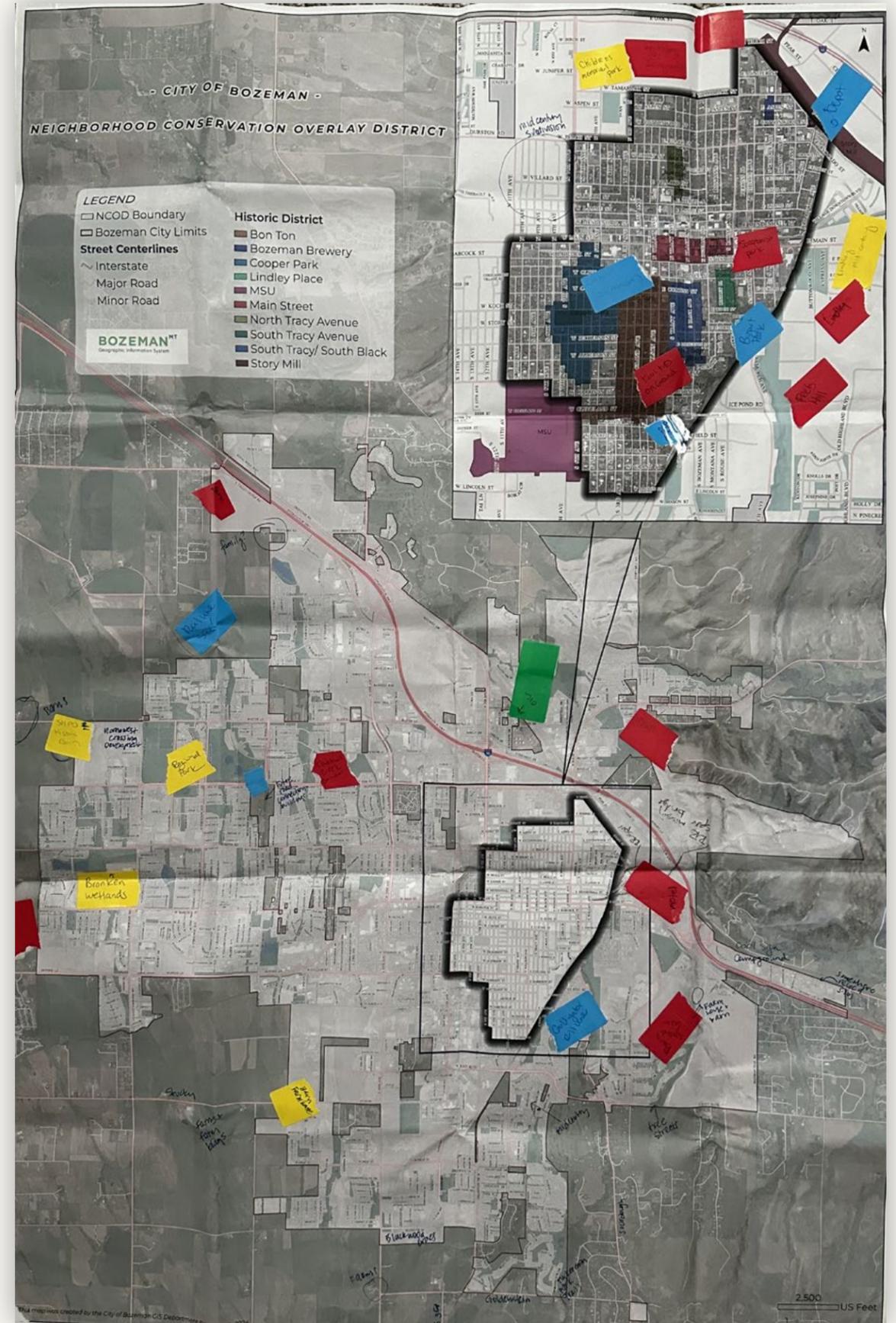
In 2022, the City of Milwaukee's Historic Preservation Commission kicked off an intensive level survey of the city's houses of worship erected between 1920 and 1980. The survey specifically looked at this era to document sites that represented waves of immigration and cultural contributions beyond the city's initial settlement.

In 2020, Madison, WI released an Underrepresented Communities Historic Resource Survey Report. This survey evaluated resources related to the following communities and groups of people: First Nations, African American, Hmong, Latino/a, LGBTQ+, and women.

The City of Milwaukee's survey of 20th century religious architecture documented a wide range of styles and religious traditions of city residents. Credit: City of Milwaukee



Farmer threshing and farmhouse in rural Gallatin Valley scenes. Credit: Museum of the Rockies



The accompanying map shows sites both in Bozeman outside of the NCOD and in Gallatin County that are associated with agriculture, green spaces, infrastructure, and oil that city staff wish to see surveyed. Credit: City of Bozeman GIS Department

HISTORIC PRESERVATION PLANNING

A preservation plan is a long-range plan that can communicate, organize, and strengthen preservation efforts and coordinate with other community priorities. It can be a standalone document or part of another plan, and can be as broad as an entire city or as specific as a subarea. It creates an agenda for future preservation planning that can help prioritize protection of historic resources in a community and measure preservation's progress. Preservation planning is a process that can:



- Organize and strengthen preservation activities.
- Define vision, goals, and priorities.
- Proactively manage historic and cultural resources while preserving community character.
- Guide the development and enhancement of a preservation program.
- Balance historic preservation with competing land-use goals.
- Integrate preservation with broader planning issues – housing, resilience, land conservation, cultural heritage, and economic development.
- Foster community engagement and representation.

POTENTIAL CONSIDERATIONS FOR A BOZEMAN PRESERVATION PLAN

In addition to the typical elements found in a preservation plan, the City of Bozeman could consider the following items in a Preservation Plan:

- Use this report's recommendations as a foundation for preservation planning.
- Develop a preservation priority list based on community-identified areas to highlight significant places.
- Consider integrating historic preservation into broader planning efforts such as the Bozeman Community Plan (Growth Policy), as is done with other community planning efforts.
- Create a resilience and disaster planning preservation strategy for historic and cultural resources.
- Explore ways to restore and optimize usage of existing historic City facilities such as Story Mansion, Beall Park, and the Lindley Center.

DES MOINES, IA

The 2023 Des Moines, IA, Preservation Plan listened to the community and developed a plan based on three identified goals for the City's historic preservation program - 1) Equitable and Inclusive 2) Community-Centered 3) Strategically Integrated. The goals, objectives, and actions detailed in the plan will guide the City for the next 10-20 years. This plan received the Commission of the Year award from the National Alliance of Preservation Commissions in 2024.



Cover of Reflect DSM: Des Moines Citywide Historic Preservation Plan, 2023. Credit: City of Des Moines



A July 2024 community engagement activity at the Farmer's Market at Story Mansion.

FUNDING AND INCENTIVES

Historic preservation offers a range of incentives and resources to support the rehabilitation, adaptive reuse, and preservation of historic structures. However, most of these programs are designed for income-producing properties, nonprofits, and government-owned sites, leaving owner-occupied homes or other small residential properties with limited options. That is important for local governments and citizens to recognize, as locally established incentive programs could be created to close that gap.



The Funding and Incentives appendix outlines a list of resources that currently exist to help private property owners preserve and restore a historic structure. The City of Bozeman has a few options to assist in preservation efforts. However, they could be further promoted.

TAX ABATEMENT PROGRAM

The City of Bozeman's Tax Abatement Certificate of Appropriateness program rewards significant preservation efforts on properties listed on the National Register or located in historic districts. Promoting this program as an option is recommended. It has not been utilized much in the recent past, and the City should evaluate any barriers to use.

PLANNED DEVELOPMENT ZONE

Located in the Unified Development Code, Division 38.430, Planned Development Zone Districts allow for flexibility and encourage retention of historic buildings. This is a new program and to date, this option has not been utilized.

PRESERVATION INCENTIVES

A list of preservation and adaptive reuse incentive opportunities that the city could look into in the future:

- **Increase number of properties listed on the National Register of Historic Places**
 - Generally, Bozeman does not have many properties or neighborhoods on the National Register. Being on the National Register of Historic Places could allow contributing properties in these new historic districts or individually listed properties to tap into historic preservation tax credit and grant programs.
- **Overlap Incentives Programs:**
 - Overlap other federal, state and local economic incentives programs with preservation focused programs such as the National Register of Historic Places. This creates the opportunity to financially capital-stack adaptive reuse projects.
- **Permit process:**
 - Reducing bureaucratic hurdles and shortening approval times can make adaptive reuse projects more attractive.

- **Adaptive reuse:**
 - Adaptive reuse incentives, like tax credits, encourage repurposing existing buildings instead of demolition and new construction, promoting sustainability and economic revitalization.
- **Economic Development functions:**
 - Tax Increment Financing (TIF) grant programs provide funding for public or private projects by borrowing against the future increases in property-tax revenues to encourage preservation and adaptive reuse development projects.
 - The City already uses a TIF program. However, applicability for adaptive reuse and restoration of existing structures could be revised.
- **Housing Tax Credits**
 - These offer financial benefits, like a percentage deduction from taxes, for projects involving the rehabilitation of historic structures or the repurposing of commercial buildings for residential use.

spotlight

ADAPTIVE REUSE AND HISTORIC TAX CREDITS

The YWCA Helena building was rehabilitated in 2016 to meet a critical social need with transitional housing and supportive services for homeless women and their children. \$118,000 in Montana Historic Tax Credits and \$470,000 in Federal Historic Tax Credits helped fund the \$3 million rehabilitation project.



YWCA Helena / The YWCA Helena building in Helena, MT.



The Astor, originally The Washington Building, was built in downtown Tacoma, WA in 1925. The property was recently rehabilitated into boutique-style apartments, bringing residents and vitality back to Tacoma's urban core. Credit: Unico Properties

HISTORIC PRESERVATION PROGRAM SUPPORT

Sustaining a historic preservation program requires ongoing funding and staffing to ensure that historic resources are continuously documented and integrated into local planning efforts. Preservation is not a one-time effort, but an ongoing process that involves regular surveying of historic properties, updates to preservation plans and codes, and revisions to design guidelines to reflect evolving best practices. Without adequate funding, these essential activities fall by the wayside, leaving communities vulnerable to losing their historic character and cultural assets.

Since 2018, the City processed on average 80 Neighborhood Certificate of Appropriateness applications annually. Neighborhood COAs are applications reviewed for residential properties. The annual number of Commercial Certificate of Appropriateness applications is approximately 12 on average, and many of these applications are affiliated with site plan applications. With creation of a Local Landmark Program, COA applications and reviews will likely increase with the addition of local landmarks over time. This will impact the current staff workload and could generate the need for additional staff as the program grows.

Currently, the City of Bozeman has a Historic Preservation Officer (HPO) that is housed in the Community Development Department. The HPO acts as a staff liaison to HPAB, coordinates the historic preservation program, and helps in the development of local surveys, projects, and historic preservation planning documents. Along with ensuring the program acts accordingly with Certified Local Government status, the HPO also typically reviews planning development applications for properties within the NCOD.

Many of the recommendations in this report that are beyond this project scope will necessitate ongoing funding to accomplish. For example, updating inventory forms averages \$1000 per property and requires either staff or HPAB coordination. Investing in such initiatives with ongoing funding support will help the City honor its history while continuing to recognize historic preservation as a priority for the City and its residents.

Additional Considerations

- Incentivizing maintenance is key; building partnerships with nonprofit organizations that offer home repair programs can support aging homes to remain safe and habitable. These partnerships can help fund essential repairs, such as roofing, plumbing, and energy efficiency upgrades, which might otherwise be unaffordable for homeowners.
- Explore historic property redevelopment programs with nonprofit partners.
- Implementing policies that promote alternatives to demolition, such as deconstruction or rehabilitation grants, can preserve existing housing stock while minimizing waste.

The path to securing funding and incentives is not without challenges. Understanding the “capital stack”—the mix of funding sources and their impact on a project’s financial structure—is crucial. Eligibility requirements for tax credits and grants can also be restrictive, often requiring properties to be income-producing or publicly owned. Despite these hurdles, successful projects demonstrate the potential of these programs.

For commercial and income-producing properties, tax credit programs provide significant benefits. The Federal Historic Rehabilitation Tax Credit allows a 20% income tax credit for rehabilitating properties listed on the National Register of Historic Places or listed as contributing to a locally designated district certified by the Secretary of the Interior, while Montana adds a state tax credit equal to 25% of the federal credit.

BOZEMAN^{MT}
Community Development

**Preserving Our Heritage:
Listing Your Property on the
National Register of Historic Places**

WHAT IS THE NATIONAL REGISTER?
The National Register of Historic Places is the Nation's official list of cultural resources worthy of preservation and is part of a national program to coordinate and support public and private recognition of our historic places. Over 90,000 properties nationally, including hundreds of historic districts, have been listed in the National Register Collection since its inception in 1966.

This important collection holds information on over one million individual resources—buildings, sites, districts, structures, and objects that are related to a wide variety of United States historical themes, from social movements to industrial technology to political and military history. Each individual resource provides a link to the country's heritage at the national, state, and/or local level.

The National Register is more than simply an honor roll of important prehistoric and historic properties, but rather seeks to foster a greater understanding of our history through the preservation of significant places, and by supporting and fostering public and private efforts to identify, evaluate and protect our cultural resources nationwide.

In Bozeman, over 1,200 properties are listed on the National Register, some within the City's ten distinct historic districts and some located outside the historic districts. Your home, if eligible for registration, might contribute to the fabric of our shared past.

WHAT IS REQUIRED FOR NATIONAL REGISTER DESIGNATION?
Properties must be nominated for National Register Designation and must be distinguished by having been evaluated according to uniform standards and historic criteria, which are applicable for historical importance at the local, state, or federal level. Basic significant criteria for an historic property or site include:

- An association with events that have made a significant contribution to the broad patterns of our history.
- An association with the lives of persons significant in our past.
- An embodiment of a significant architectural style.
- An ability to yield important data in prehistory or history.

The most common criteria applied to National Register structures is whether the structure is an expression of significant architectural style, although the other criteria have

been applicable in Bozeman. Usually, only cultural resources that have reached their level of significance of at least fifty years ago are eligible for listing on the National Register.

Most importantly, for nomination, three key elements must be demonstrated regarding the significance of a property:

- Historic significance – the overall importance of a property to the community, state and/or nation and is usually defined by the application of one or more of the four significant criteria listed previously.
- Historic integrity – demonstrated by the authenticity of a property through historic physical characteristics.
- Historic context – provides a framework for understanding the property by placing it in the proper theme, place and time.

WHAT IS A NATIONAL REGISTER NOMINATION?
Anyone can write a National Register nomination. The nomination form is completed on the National Register of Historic Places Registration Form (available at www.nps.gov/registration/forms.htm). The form allows you to share the physical description of the property, information about its historical significance, dates of historic use, historic context, and a bibliography of references used in researching the property. Along with the form please include documentation consisting of photographs and maps.

The City of Bozeman has been designated as a Certified Local Government by the Montana State Historic Preservation Office (SHPO), which means that the City will assist in the National Register nomination process through the Bozeman Historic Preservation Office. The SHPO will also assist by providing guidance to the applicant, providing National Register forms and instructional guides, by reviewing the nomination, and by advocating nomination of the property to the National Register. Please contact the City or the SHPO before completing a National Register Nomination form.

WHY LIST MY PROPERTY ON THE NATIONAL REGISTER?
Listing in the National Register contributes to preserving historic properties in a number of ways:

- Recognition that a property is of significance to the nation, the state, or the community.
- Consideration in the planning for Federal or federally assisted projects.
- Eligibility for Federal tax benefits.

City of Bozeman Department of Community Development
20 East One, Bozeman, MT 59717 | www.bozeman.gov/planning | 406-982-2350

Preserving Our Heritage: Listing Your Property on the National Register of Historic Places | 1
Issued 1/18

The City already shares a fact sheet about the National Register program. Adding more information about tax credits specifically or creating a separate fact sheet about incentives would be a helpful outreach tool. Credit: City of Bozeman

See Appendix E for full context study recommendations.

CONTEXT STUDIES

Historic context studies can be understood as a narrative survey of a thematic historic preservation topic. In fact, these documents are often foundational in making choices about what resources to survey, evaluate, and treat as historic resources. Historic contexts are frequently the primary basis from which new landmark and district designations are proposed. They are particularly valuable in meeting Bozeman's preservation needs because they can cover geographically disparate resources.

Context Studies are also important because they provide the basis for evaluating potential historic resources' integrity and identifying places that could be surveyed. It is increasingly understood that resources associated with underrepresented histories and time periods may not retain the high degree of integrity or architectural significance that other resources do. However, the point of the context study is to provide an opportunity to identify these important places and to further understand

the history behind different groups of people or themed resources. These deeply researched documentation projects should be carried out by qualified historic preservation professionals.

There are four context studies in particular that should be prioritized in Bozeman:



- Native American history and communities,

- Underrecognized communities,

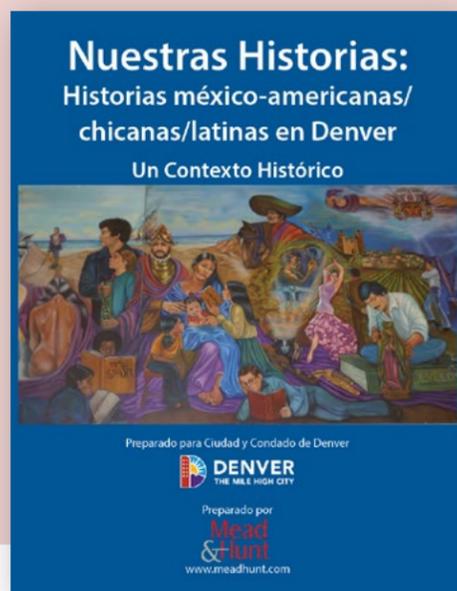


- Post World War II and mid-century modern resources, and

- Agricultural history.

In recognition of the city's consideration of new land annexation, these may use as their focus part of or the entire Gallatin Valley, not only the city of Bozeman. See the appendix for more detail on the context studies.

Left: A Crow Village in the Yellowstone River Valley circa 1874-1881. Credit: Montana Historical Society



Denver's Latino/Chicano Historic Context Study was also published in Spanish. Credit: City of Denver

DENVER INDIGENOUS PEOPLES' CONTEXT STUDY

spotlight



To recognize and honor those who have been part of Denver's (CO) history, the City's Landmark Preservation department launched an American Indian/Indigenous Peoples Historic Context Study in 2023. Supported by the National Park Service's Underrepresented Community Grant, the project is the second in a series of historic contexts to explore the diverse ethnic and cultural history of Denver. The first was a Latino/Chicano Historic Context Study.



African American Citywide Historic Context Statement



Adopted February 21, 2024

Prepared for:
City and County of San Francisco
San Francisco Planning Department

Left: The City of San Francisco adopted the African American Citywide Historic Context Statement in early 2024 after extensive community engagement. Credit: City of San Francisco

Below: Educational brochures from Fort Collins created after completion of context studies. Denver has created an outreach brochure during their in-progress Indigenous Peoples' study. Boulder highlights historic neighborhoods. Credit: Cities of Boulder, Denver, and Fort Collins



See Appendix G for additional information on cemetery preservation.

SUNSET HILLS CEMETERY MASTER PLAN

In Bozeman, Sunset Hills is one of the most recognizable cemeteries. Owned by the City and managed by the Parks and Recreation Department, the cemetery has a 20-year plan in place that was adopted in 2017. This four-page plan helps guide portions of the cemetery's care. It is recommended that the City develop a robust master plan to help address challenges like landscape management, conservation of monuments, space planning, community engagement, and making the cemetery accessible to everyone. In a growing city like Bozeman, planning ensures cemeteries are preserved while staying an important part of the community.

Sunset Hills Cemetery, November 2023. Credit: Adrienne Burke



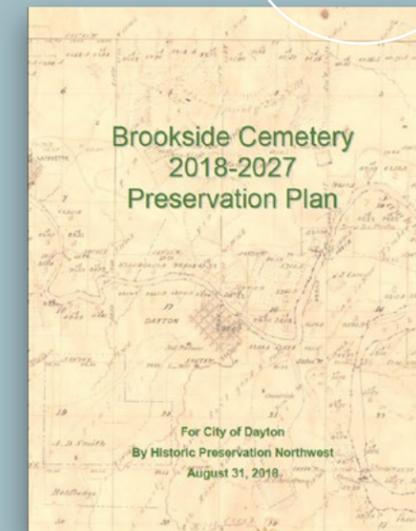
Graphic representation of one of the historic Chinese community member's headstones at Sunset Hills. Credit: Sarah Marsom.

“Cemeteries provide access points to social history and opportunities to learn and reflect. Cemeteries offer rich interpretive opportunities, exhibiting the tangible and intangible heritage of a community. The act of interpretation...can provide a critical avenue for the preservation and survival of cemeteries.”

- Mary Breffle and Mary Margaret Fernandez, Historic Oakland Cemetery (Atlanta) from “Unearthing Buried Histories” in Storytelling in Museums (ed. Adina Langer), American Alliance of Museums, 2022.



spotlight



CEMETERY MASTER PLANS

Many cities across the U.S. have successfully implemented master plans for their historic cemeteries, ensuring their preservation and ongoing relevance. These master plans provide helpful best practice examples for similar efforts that Bozeman may wish to explore. Examples vary from small to larger cities and include: Austin, TX; Salt Lake City, UT; Pleasanton, CA; Cambridge, MA; Dayton, OR; Shaker Heights, OH; Salem, MA; Kennesaw, GA; Fernandina Beach, FL and others.

Above: Cover of Brookside Cemetery Preservation Plan in Dayton, OR. Credit: City of Dayton, OR



Join The Monthly Dog Walking Group

WHEN: Last Saturday of every month at 9am
WHERE: Fairmount Family Pet Loss Care Building
 430 S. Quebec St., Denver, CO 80247

Join us for a monthly walk. Socialize, meet sweet dog companions, and spend an hour outside.

Parking on site. Coffee will be available. It is not required to bring or have a dog to join us. Dogs must be leashed. Rain pushes walk to Sunday - we will post an alert if this happens.

Join the Dog Walkers group on Facebook. Scan the QR code.



Sponsored by Chewy's Bonetique in Lowry Town Center

CEMETERY ETIQUETTE FOR DOG WALKERS

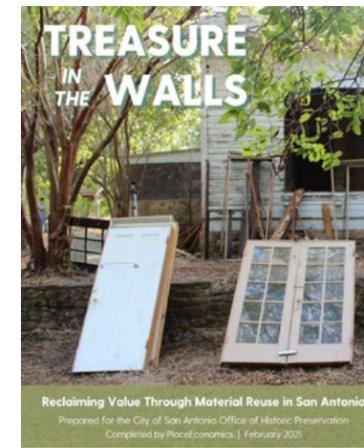
- Keep pet on leash
- Visit with an attitude of respect
- Give the wildlife space
- Try to walk in between graves
- Pick up pet waste and dispose of it properly
- Heel pet, remove hat and remain still until funeral processions pass
- Be respectful and steer away from graveside services

Always be vigilant, lock your car, hide valuables, and watch your surroundings.

Fairmount Cemetery in Denver encourages public use of the cemetery with a dog walking group, while also ensuring dog walker etiquette. Credit: Fairmount Cemetery

DECONSTRUCTION POLICY AND PROGRAM

Bozeman's 2020 Climate Plan includes language encouraging movement towards a circular economy and being a zero-waste community. Two policies support this: supporting construction waste diversion and encouraging the development of material markets. During the engagement process for this project, the project team met with the City's Sustainability staff to discuss this topic. Deconstruction ordinances require that buildings slated for demolition be carefully dismantled to preserve salvageable materials. These policies align with historic preservation goals by promoting the reuse of historic architectural elements, such as old-growth wood, bricks, windows, and decorative features, that would otherwise be lost to the landfill.



Report on Value of Material Reuse completed for the City of San Antonio Office of Historic Preservation, 2021. Credit: City of San Antonio

Creating a deconstruction program is not as simple as adopting an ordinance. Rather, it involves at a minimum addressing workforce training, a market for salvaged materials, and potential incentives for selective deconstruction. While Bozeman and the surrounding area does have some deconstruction services, there is lack of sufficient vendors and service locations to support a city-wide deconstruction ordinance. It is recommended that if the City is interested in pursuing a deconstruction program that they research best practices, engage with interested parties to inform recommendations, and create a program and associated policies.

DECONSTRUCTION IN MONTANA



- The Butte Citizens for Preservation and Revitalization organization salvages historic architectural features from demolition projects and sells the materials from April to October.
- The Missoula Redevelopment Agency has a demolition alternatives policy that encourages deconstruction for demolition projects that are requesting tax increment assistance. They offer a brief deconstruction resource guide and deconstruction and demolition recycling resources.

Benefits of Deconstruction Ordinances

PRESERVES HISTORIC MATERIALS

Communities can maintain connections to their architectural history, reduce waste, and provide opportunities for adaptive reuse in future construction projects.

SUPPORTS ECONOMIC DEVELOPMENT GOALS

Policies can be paired with workforce training programs, creating job opportunities in deconstruction and salvage industries.

ENCOURAGES CONTEXT-SENSITIVE INFILL DEVELOPMENT

Use of historic materials can ensure that new construction better reflects historic development of the community.

PREVENTS RAPID LOSS OF HISTORIC BUILDINGS

Deconstruction is a method to be proactive about preservation and reuse of materials, ensuring demolition is done in a methodical way.



Building in the process of selective deconstruction. Credit: San Antonio Reuse, City of San Antonio

There are a variety of communities across the country that have deconstruction ordinances that contain a heritage component specifying deconstruction methods for structures that were either of a certain age or possessed historic significance. A list of some of these programs is below:

PROGRAM	BUILDING TYPE	HERITAGE COMPONENT	MANAGEMENT OF PROGRAM
Boulder, CO	Residential and commercial	None, includes all full structure removal and major remodeling projects	City does not dictate where the reused materials go, requiring only that 75% of the materials from deconstruction are diverted from the landfill.
Portland, OR	Residential	Anything on the historic register as well as structures older than 1940 that are not necessarily historic	Requires certified deconstruction contractor, reuse of materials left up to contractors and private market. City doesn't store materials. City offers grant program to help with deconstruction projects.
San Antonio, TX	Residential - single-family homes and multi-family up to eight units	Built before 1960 and is designated historic or within a conservation district	Material Innovation Center - Partnership between Office of Historic Preservation and Port San Antonio, offers hands-on training courses for deconstruction and rebuilding, material warehouse, and community tool library.

DECONSTRUCTION IN SAN ANTONIO

A Deconstruction and Salvage Initiative was adopted by the City of San Antonio, TX, in 2022. The ordinance requires all demolition permits for structures constructed prior to 1920 (regardless of zoning overlay) or prior to 1945 (designated or within a neighborhood conservation district) to be issued with proof of work to be performed by a Certified Deconstruction Contractor. Deconstruction must be documented and the property owner may re-use, sell, or donate salvage materials from a deconstruction site.



LEGACY BUSINESS PROGRAM



Legacy business programs are local ordinances created to recognize, protect, and support longstanding businesses that contribute to a city's cultural heritage and social fabric. These programs aim to preserve small, independently owned businesses that are at risk of displacement due to rising rents, redevelopment, or gentrification. Businesses can hold as much historical and cultural value as buildings and landmarks, and they play a vital role in maintaining a city's unique identity and sense of place. During community engagement, Bozeman citizens identified important local businesses, including Owenhouse Ace Hardware, Daniels Meat and Sausages, Cashman Nursery, and Pickle Barrel, as examples.

Communities that have legacy business programs include: San Francisco, Santa Monica, and Pasadena, CA; Austin, TX; Atlanta, GA; Chicago, IL; Washington, D.C.; Missoula, MT; Phoenix, AZ; and Laurel, MD. Most legacy business ordinances include similar components:

- REGISTRY OF BUSINESSES** Cities create a registry of businesses that meet certain criteria such as age of business or cultural significance.
- FINANCIAL INCENTIVES** Programs may offer grants, tax rebates, or rent subsidies to business or property owners.
- TECHNICAL SUPPORT** Programs may offer business assistance, such as help with marketing, succession planning, or permitting.
- COMMUNITY INVOLVEMENT** Members of the public may be involved through nomination of businesses to the registry or program.
- RECOGNITION** Legacy businesses may receive recognition in the form of a physical marker, inclusion in marketing or branding efforts, or proclamation.

MISSOULA'S LEGACY BUSINESS PROGRAM



- Spearheaded by Missoula's Historic Preservation Commission
- Recognizes businesses serving the community for 50+ years
- Tool for providing educational and promotional assistance to legacy businesses
- Serves as promotion of Missoula's diverse heritage that includes business
- Outcomes envisioned: branding recognition, legacy business tours, walking maps



Above: In 2025, DC Preservation League (DCPL) launched a promotional and educational legacy business program designed to raise awareness of longstanding businesses in the District, such as Ben's Chili Bowl which was established in 1958. Credit: Ben Schumin at Wikipedia

Right: The Stockyard Cafe, although no longer in operation, is an example of a community business that held special significance to members of the community. Credit: Mark Shaiken



Above: The Mountain Time Arts installation outside City Hall adjacent to Bozeman Creek speaks to Indigenous experiences and recognizes the legacy of Tribal communities. Credit: Sarah Rosenberg.

Right: Example of an archaeological predictive model map in Minnesota. Credit: Minnesota Department of Transportation



ARCHAEOLOGY

Montana archaeology helps uncover the state's rich history and the stories of the people who have lived on this land over thousands of years. Archaeologists study artifacts, structures, and other remains to learn about how people adapted to Montana's landscapes, hunted, traded, and built their communities.



Indigenous peoples thrived in the region long before European contact. Many groups frequented the area at different times, including the Séliš (Bitterroot Salish), Qlispé (Pend d'Oreille), Ktunaxa (Kootenai), Pikuni (Blackfeet), Tsistsis'tas (Northern Cheyenne), Apsáalooke (Crow), Anishinaabe (Chippewa), Nehiyawak (Cree), Métis, Nakoda (Assiniboine), A'aninin (Gros Ventre), Dakota, Lakota, and other Indigenous people. Archaeologists have found campsites, tools, and rock art that reveal how these groups lived and interacted with the land.

The arrival of Europeans in the 19th century brought major changes. Archaeological research on trading posts, forts, and settlements highlights the relationships and conflicts between Indigenous peoples and newcomers. Montana's history also

includes diverse groups like Chinese immigrants and African Americans who migrated to Bozeman in the latter part of the 19th century. Excavations of their homes and artifacts could offer a glimpse into their daily lives and contributions.

By preserving and studying these sites, Montana archaeology connects us to the past, deepening our understanding of the state's diverse heritage and inspiring appreciation for its cultural legacy. Partnership with the Tribal Historic Preservation Offices would be essential in development of any archaeological program in Bozeman.

Potential archaeology action items:

- Obtain archaeological predictive model maps to better understand probability of archaeological resources in the City, being mindful of protecting archaeological information for security and preservation reasons.
- Explore options for creating an archaeological resource protection ordinance.
- Honor and celebrate the archaeological heritage of the City through education and learning opportunities.

See Appendix H for full education, outreach, and interpretation recommendations.

EDUCATION, OUTREACH, AND INTERPRETATION

Education and outreach are essential to historic preservation, fostering an engaged community that values both tangible and intangible heritage. Beyond protecting buildings and landmarks, preservation connects people to the stories, traditions, and cultural practices that shape their identity. The proposed Bozeman Landmark Program aims to enhance historic preservation by demystifying the designation process. Additional educational activities could also be incorporated to broaden public participation and understanding.



Active strategies could include:

- Hosting educational events during Preservation Month, typically held in May when it is recognized nationally, such as public meetings and workshops on historic designations.
- Hands-on education opportunities, like cleaning historic headstones or trail maintenance, can engage the community in preserving public spaces.
- Preservation pop-ups at local events can further promote the program, distributing resources and encouraging participation.
- Homeowner education on preserving historic homes, social history, foodways, agricultural practices, and urban planning history.

Passive strategies could include:

- Developing educational resources, such as short guides that provide context on historic sites, preservation processes, and handouts on owning a historic structure. It is recommended that at least two new resources be released annually, ideally during Preservation Month.
- Self-guided tours, both digital and physical, could highlight significant sites and storytelling themes, such as the Fred Willson property group.
- Regular social media posts promoting events, meetings, and preservation tips.
- Physical fliers at public locations.
- Explore creating a local landmark signage program to enhance cultural storytelling.
- Send out regular newsletters.

By combining active and passive strategies, the Historic Preservation Program could create a more inclusive, informed, and engaged community, ultimately strengthening the city's preservation efforts and celebrating its cultural heritage.



The Medicine Wheel installation on Peets Hill is officially unveiled. Credit: Kurt Wehde via Gallatin Valley Land Trust

spotlight

SELF-GUIDED TOURS AND INTERPRETIVE HERITAGE TRAILS

Manistee, MI, has created eight self-guided tours, which cover 150+ sites, and cover 150+ miles of road/trails. These guides are available digitally and physically; additional storytelling connected to the guides is found across the community on permanent interpretive signage. These materials were created through collaboration between Manistee County Visitors Bureau, Manistee County Historical Museum, the Little River Band of Ottawa Indians, and the City of Manistee. Developing storytelling materials through partnerships has ensured diversified distribution of materials and dynamic storytelling, which respects and honors a range of cultural histories. Bozeman has previously had self-guided heritage tour brochures. Dusting these off for updates and adding a digital component would be an easy way to support heritage tourism and educational opportunities for the community.



Bozeman Women's Heritage Trail (1994) Booklet. Credit: Staudohar, Banks, Peavym, Smith, and Strahn (Photo by Adrienne Burke)



African American Heritage Trail marker in St. Petersburg, FL. This marker is part of a larger trail in the Deuces neighborhood. Credit: Adrienne Burke



Previous Bozeman tour brochures could be updated; accompanying digital versions or ArcGIS Storymaps could expand the educational experience. Credit: Historic Preservation Board of Gallatin County (n.d.); Bozeman Convention and Visitors Bureau (2005/2007)

spotlight

GHOST RIVERS

 The "Ghost Rivers" installation in Baltimore, MD, provides artistic interpretation of landscape features that have been lost due to city development; the artist Bruce Willen creates "ghost rivers" to showcase the streams that are hidden below structures, but still impact local's lives through flooded basements. Artistic endeavors to educate the public and interpret the past can present unique opportunities to help people see what once was or to be inspired by what still exists. ghostdrivers.com

The Ghost Rivers project incorporates physical markers and digital components to highlight non-visible waters on the landscape. Credit: Public Mechanics via Colossal



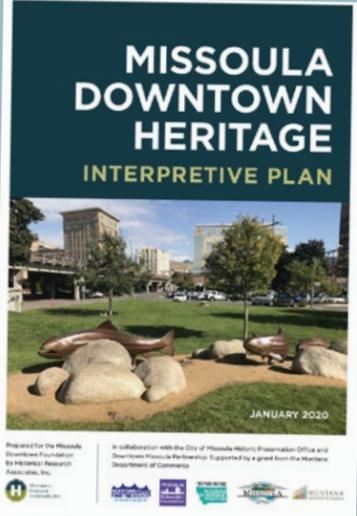
Bozeman is already engaging in heritage education in a unique way by including historic facts on trash cans downtown. Credit: Adrienne Burke



spotlight

MISSOULA DOWNTOWN HERITAGE INTERPRETIVE PLAN

In January 2020, Missoula approved the Downtown Heritage Interpretive Plan. This is not a historic preservation plan. Rather, it focuses on using heritage interpretation in Downtown Missoula to preserve sense of place, communicate about Missoula's heritage, build awareness of the city's heritage, provide a resource for partners, support the Downtown Master Plan and the City's Growth Policy.



Cover of the 2020 Missoula Downtown Heritage Interpretive Plan. Credit: City of Missoula



Above: Brochures highlighting neighborhood and architectural history in New Orleans; Portland, ME; and Macon, GA. Credits: Preservation Resource Center of New Orleans, Greater Portland Landmarks, and Visit Macon (photos by Adrienne Burke)

Left: A heritage storytelling signs event at the Bozeman Library held in July 2024 is a form of education, outreach, and community engagement. Credit: Stephen Newport

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Implementation

Recommendations within Project Scope (Phase 2)	Action Steps	Responsible Party	Partners	Timeline	Resources Needed	Progress Metrics
Revise Chapter 38.340 (Overlay District Standards)	Draft ordinance, map analysis and creation	Planning Division	Consultant, GIS Department, City Attorney's Office, HPAB, CD Board, City Commission	Fall 2025	Staff time, GIS assistance, public engagement	Adoption of updated code language
Create local historic/cultural resource inventory form	Identify best practices, create and implement local historic/cultural resource form	Planning Division	Consultant, HPAB	Fall 2025	Staff time	Implementation of local inventory form and use for documentation
Update boundaries of Neighborhood Conservation Overlay District (NCOD)	Identify any boundary updates and justification, Zone Map Amendment	Planning Division	Consultant, City Attorney's Office, HPAB, CD Board, City Commission	Fall 2025	Staff time, public engagement	Adoption of updated NCOD boundaries
Make amendments to the existing <i>Bozeman Guidelines for Historic Preservation & the Neighborhood Conservation Overlay District</i> to address immediate concerns	Draft guideline language update, coordinate with current UDC updates as needed	Planning Division	City Attorney's Office, HPAB, CD Board, City Commission	Fall 2025	Staff time, public engagement	Adoption of updated guidelines language
Create local landmark program in Chapter 38.340	Develop criteria for local landmark program, establish application and review process, create administrative manual and application	Planning Division	Consultant, City Attorney's Office, HPAB, CD Board, City Commission	Fall 2025	Staff time, public engagement	Adoption of updated code language, number of local designations; number of properties in a local district taking advantage of federal historic preservation tax credits
Modify Historic Preservation Advisory Board responsibilities in Chapter 2.05.860 and 2.05.930	Draft code language proposal	Planning Division	Consultant, City Attorney's Office, HPAB, City Commission	Fall 2025	Staff time, public engagement	Adoption of updated code language

Future Recommendations	Action Steps	Responsible Party	Partners	Timeline*	Resources Needed	Progress Metrics
Initiate complete update to the <i>Bozeman Guidelines for Historic Preservation & the Neighborhood Conservation Overlay District</i>	Identify needed changes, develop RFP for design guidelines update, proceed with RFP process and select consultant, develop and implement community engagement strategy	Planning Division	Future Consultant, HPAB, City Commission	Short-Term	Staff time, public engagement, funding	Adoption and implementation of updated guidelines
Historic Preservation Interface with Unified Development Code	Discuss districts and zone edge transitions with UDC project team, advisory boards and City Commission	Planning Division	UDC Consultant, City Attorney's Office, HPAB, CD Board, City Commission	Short-Term	Staff time, public engagement	Separate project (UDC) adoption

Consider Heritage Trees as part of Urban Forestry Management Plan update	Research best practices and allowable options under Montana state law, create criteria for heritage tree designation, draft plan language, determine whether future code amendment needed	Forestry Division	Planning Division, City Attorney's Office, Urban Parks and Forestry Board, Sustainability Board, HPAB, GIS Department, City Commission	Short-Term	Staff time, public engagement, potential funding	Implementation of heritage tree program, number of designated heritage trees
Strategize historic and cultural resource survey efforts	Identify survey priorities, determine survey process, develop RFP for consultant assistance if needed, complete surveys	Planning Division	Future Consultant, HPAB, City Commission	Ongoing	Staff time, funding	Updated historic and cultural resource surveys, surveys completed for areas that have never been surveyed before, survey priorities completed
Consider a citywide historic preservation plan or equivalent chapter in a future Growth Policy update	Develop RFP, proceed with RFP process and select consultant, develop and implement community engagement strategy	Planning Division	Future Consultant, HPAB, CD Board, City Commission	Mid to Long-Term	Staff time, public engagement, funding	Creation and adoption of a historic preservation plan or chapter
Explore options for preservation project funding and incentives	Identify existing barriers, research best practices, identify local incentives, implement incentives, develop any needed applications	Planning Division	City Attorney's Office, HPAB, City Commission, Development Community, partners in historic preservation (i.e. nonprofits, state agencies, historic societies, etc.)	Ongoing	Staff time, public engagement, potential funding	Number of projects completed utilizing funding or incentives
Ongoing support for the historic preservation program	Continue to include funding for historic preservation staff and initiatives in future City budgets, demonstrate need and impact	CD Director, City Manager, City Commission	HPAB	Ongoing	Staff time, funding	Budget dollars in each biennial budget, historic preservation initiatives funded
Develop context studies	Develop RFP for consultant assistance or determine opportunities for partnerships to complete, develop community engagement strategy, complete studies	Planning Division	Future Consultant, HPAB, City Commission, partners in historic preservation (i.e. nonprofits, state agencies, historic societies, etc.)	Mid-Term	Staff time, public engagement, funding	Completed context studies, number of local designations based on context studies
Consider using URD grants to incentivize survey and documentation and adaptive reuse and rehabilitation for projects that align with URD goals	Research best practices, develop criteria incentivizing reuse of historic or existing buildings, coordinate with URD programs, promote opportunities, implement program	Planning Division	Economic Development, CD Board, Urban Renewal Boards, HPAB, City Commission, Development Community	Mid-Term	Staff time, funding	Increased number of historic or existing buildings preserved or reused within the Urban Renewal Districts
Collaborate with the Parks and Recreation Department on a Sunset Hills Cemetery master plan update	Convene working group, research best practices, develop RFP for creation of master plan (if consultant desired), select consultant, identify community engagement strategy, develop plan	Parks and Recreation Department	Future Consultant, Planning Division, HPAB, partners in historic preservation (i.e. nonprofits, state	Mid-Term	Staff time, public engagement, funding	Approval and implementation of Sunset Hills Cemetery Master Plan

			agencies, historic societies, etc.)			
Consider adopting a deconstruction policy and program	Research best practices, engage with industry partners to inform recommendations, and create a program and associated policies	Sustainability	Planning Division, City Attorney's Office, HPAB, Sustainability Board, City Commission, Contractors, Development Community, industry partners	Mid to Long-Term	Staff time, public engagement, potential funding, training, salvage market	Implementation of deconstruction program and policy, number of construction materials diverted from landfills and reused, number of contractors trained to do deconstruction, number of places for salvage
Consider creating a legacy business program	Research best practices, create program, promote through public outreach	Economic Development Department	Planning Division, HPAB, City Commission, Bozeman Chamber of Commerce	Mid to Long-Term	Staff time, public engagement, potential funding	Number of businesses designated as legacy businesses, number of legacy businesses that stay in operation for a determined period of time after being designated
Consider integrating archaeology into the historic preservation program	Research best practices, research allowable options under Montana law, partner with experts or find consultant to develop an archaeology ordinance or program	Planning Division	HPAB, MSU, SHPO	Long-Term	Staff time, public engagement, funding	Implementation of archaeology ordinance and/or program
Implement a more comprehensive education, outreach and interpretation program	Research best practices, develop materials, host events, utilize social media and traditional media, establish partnerships for co-outreach opportunities, continue existing programs like Preservation Month and Awards	Planning Division	HPAB, Communications, partners in historic preservation (i.e. nonprofits, state agencies, historic societies, etc.)	Mid-Term/Ongoing	Staff time, public engagement, funding	Number of educational/outreach programs developed, number of people engaging with content and programs
Continue existing partnerships with internal departments and external organizations	Continue regular coordination, share updates and resources regarding historic and cultural resources	Planning Division	Other City Departments, HPAB, partners in historic preservation (i.e. nonprofits, state agencies, historic societies, etc.)	Ongoing	Staff time	Number of routine meetings established, number of coordinated projects that include historic and cultural resources

***Timeline:**

- o **Short-Term** – This action is already underway or scheduled, and resources (funding, staffing) are available or likely to be obtained soon.
- o **Mid-Term** – This action may be dependent on other actions to begin first; may not be as time sensitive and/or resources (funding, staffing, partners) need to be identified or secured.
- o **Long-Term** – The action is a longer-term priority, it may need to begin after other mid-term actions and requires additional resources (funding, staffing, partners) for implementation.
- o **Ongoing** – No set timeline, but this action involves feasible periodic tasks to keep momentum for achieving historic preservation goals.

Next Steps

Phase II of this project includes working on suggested amendments to Chapter 38.340 and supporting creation of the local landmark program. This effort is expected to happen after City Commission approval of this report and continue through Fall 2025. Community engagement will continue, and in-person formal presentations to HPAB, the Community Development Board, and the City Commission will occur. The following tasks are part of Phase II:

Code Amendments and Design Guidelines

- Draft amendments to Section 38.340, Overlay District Standards, and Section 38.220.090, Certificate of Appropriateness; additional application requirements, review procedures, and review criteria.
- Draft amendments to Chapter 2, Article 5, Division 6 – Historic Preservation Advisory Board, which outlines the roles and duties of the Historic Preservation Advisory Board.
- Draft amendments to the *Bozeman Guidelines for Historic Preservation and Neighborhood Conservation Overlay District* as outlined in this report.

Draft Local Landmark Program Administrative Manual and Associated Materials

- In coordination with staff, Phase I feedback, and any additional community outreach and engagement, draft an administrative manual including application process, selection criteria, and review standards.
- Create process and procedures to implement the program including a local landmark application form, local historic/cultural resource inventory form, and community outreach materials to introduce the program.

