

BOZEMAN^{MT}

THE BOZEMAN HISTORIC PRESERVATION ADVISORY BOARD OF BOZEMAN, MONTANA

HPAB AGENDA

Wednesday, July 15, 2026

General information about the Historic Preservation Advisory Board is available in our [Laserfiche repository](#).

If you are interested in commenting in writing on items on the agenda please send an email to comments@bozeman.net or by visiting the [Public Comment Page](#) prior to 12:00pm on the day of the meeting. At the direction of the City Commission, anonymous public comments are not distributed to the Board or staff.

Public comments will also be accepted in-person and through Video Conference during the appropriate agenda items.

As always, the meeting will be streamed through the [Commission's video page](#) and available in the City on cable channel 190.

For more information please contact Sarah Rosenberg, srosenberg@bozeman.net

A. Call to Order - 6:00 pm

This meeting will be held both in-person and also using an online video conferencing system. You can join this meeting:

Via Video Conference:

Click the Register link, enter the required information, and click submit.

Click Join Now to enter the meeting.

Via Phone: *This is for listening only if you cannot watch the stream, channel 190, or attend in-person*

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+1 669 900 9128

Access code: 973 0055 8356

B. Disclosures

C. Changes to the Agenda

D. Approval of Minutes

D.1 [Approval of Minutes](#)(Ruffalo)

E. Public Comments on Non-agenda Items Falling within the Purview and Jurisdiction of the Board

This is the time to comment on any non-agenda matter falling within the scope of the Historic Preservation Advisory Board. There will also be time in conjunction with each agenda item for public comment relating to that item but you may only speak once per topic. Please note, the Board cannot take action on any item which does not appear on the agenda. All persons addressing the Board shall speak in a civil and courteous manner and members of the audience

shall be respectful of others. Please state your name, and state whether you are a resident of the city or a property owner within the city in an audible tone of voice for the record and limit your comments to three minutes.

General public comments to the Board can be found on their [Laserfiche repository page](#).

F. Action Items

- F.1 [Public Engagement Summary and Preview of Layout for Updated Design Standards for the Neighborhood Conservation Overlay District \(NCOD\)](#)(The Lakota Group)

Receive information and provide direction to the project team.

- F.2 [Work Session to Continue Discussion of Demolition Regulations](#) (Harbage)

G. FYI/Discussions

H. Adjournment

This board generally meets the 3rd Wednesday of the month from 6:00 to 8:00pm

City Board meetings are open to all members of the public. If you have a disability that requires assistance, please contact our ADA Coordinator, David Arnado, at 406.582.3232.

Memorandum

REPORT TO: Bozeman Historic Preservation Advisory Board

FROM: Trenton Ruffalo

SUBJECT: Approval of Minutes

MEETING DATE: July 15, 2026

AGENDA ITEM TYPE: Minutes

RECOMMENDATION: Approve

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

BACKGROUND: None

UNRESOLVED ISSUES: None

ALTERNATIVES: Approve with Corrections

FISCAL EFFECTS: None

Attachments:
[061726 HPAB Minutes.pdf](#)

Report compiled on: June 22, 2026



THE HISTORIC PRESERVATION ADVISORY BOARD MEETING OF BOZEMAN, MONTANA

MINUTES

06.17.26

General information about the Historic Preservation Advisory Board is available in our Laserfiche repository.

A) 00:05:20 Call to Order - 6:00 pm

Present: Danielle Nicholas, Allyson Brekke, James Webster, Mitchell Korus, Ashley Wilson, Michael Wiseman, Chelsea Holling

Absent: None

Excused: None

B) 00:06:10 Disclosures

C) 00:06:15 Changes to the Agenda

00:06:21 Community Development Assistant Director Rebecca Harbage discusses moving up the FYI portion the meeting above action items

D) 00:06:53 Approval of Minutes

D.1 00:06:53 Approval of Minutes
052026 HPAB Minutes.pdf

00:07:03 Motion to approve Approve

Michael Wiseman: Motion

James Webster: 2nd

00:07:19 Vote on the Motion to approve Approve The Motion carried 7 - 0.

Approve:

Danielle Nicholas

Allyson B Brekke
James Webster
Mitchell Korus
Ashley Wilson
Michael Wiseman
Chelsea Holling

Disapprove:
None

G) 00:07:31 FYI/Discussions
00:07:38 Community Development Director Erin George recognizes Chair Chelsea Holling's last meeting

00:08:10 HPAB Planner position opening is being posted soon

00:08:42 NCOD Design guidelines project update. Survey open until end of June

00:09:41 Next meeting with Neighborhood Focus Group scheduled July 9th 12:00pm-1:00pm

E) 00:11:14 Public Comments on Non-agenda Items Falling within the Purview and Jurisdiction of the Board

F) 00:12:20 Action Items
F.1 00:12:23 Work Session to Continue Discussion of Landmark Program Eligibility Criteria and Demolition Regulations
Draft Landmark Purpose & Criteria.pdf
Current Chapter 38 Demolition Regulations.pdf
00:12:51 Consultant Adrienne Burk presents to the Board

00:56:58 Planning Manager Brian Krueger presents to the Board

01:55:04 Daniel Carty provides public comment

01:55:22 Rick Carren provides public comment

01:58:02 Natsuki Nakamura provides public comment

02:00:13 Continued Board discussion

02:17:14 Board Makes a Subcommittee regarding Demolition:
Michael Wiseman
Allyson Brekke
Ashley Wilson

02:20:40 Board Discussion on Landmark Program

02:21:05 Member Webster leaves the meeting

H) 02:56:00 Adjournment

This board generally meets the 3rd Wednesday of the month from 6:00 to 8:00pm

Memorandum

REPORT TO: Bozeman Historic Preservation Advisory Board

FROM: Rebecca Harbage, Deputy Director of Community Development
Erin George, Director of Community Development

SUBJECT: Public Engagement Summary and Preview of Layout for Updated Design Standards for the Neighborhood Conservation Overlay District (NCOD)

MEETING DATE: July 15, 2026

AGENDA ITEM TYPE: Citizen Advisory Board/Commission

RECOMMENDATION: Receive information and provide direction to the project team.

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

BACKGROUND: The [Bozeman Guidelines for Historic Preservation and the Neighborhood Conservation Overlay District \(NCOD\)](#) were originally adopted in 2006 and had a minor update in 2015. Late last year, the City began a comprehensive update of the design guidelines document to reflect current best practices in historic preservation, respond to community goals and values, and support the ongoing Local Landmark Project. Thus far, the first phase of the project has focused on research, data collection, and gathering community input through various engagement opportunities including public comment, an open house, neighborhood walking tours, listening sessions, a neighborhood focus group, and an online survey.

In this work session, the Historic Preservation Advisory Board (HPAB) will receive an update from the project team. The presentation will include a summary of findings from public engagement efforts and how that input is shaping the direction of this project. The Lakota Group is drafting an engagement memorandum that will provide a full compilation of feedback to-date. That document will be shared with HPAB and the public later this month, but survey data and a summary of open-ended responses are available for review now in the Documents on the [Engage Bozeman project page](#).

We will also share and discuss a few preliminary draft documents and seek feedback from HPAB on the layout and general approach before continuing to develop and refine the new design standards. Several documents are included in the packet for this agenda item, including:

1. Bozeman NCOD Design Standards SUMMARY – This document provides an overview of the proposed contents of the updated design standards and a brief description of what each section is intended to include. It also describes potential tiers that would guide how the standards are applied to different areas within the NCOD. We will discuss this approach in more detail at the meeting. We are interested in hearing feedback on the tiered approach.
2. Bozeman NCOD Design Standards OUTLINE – This is the full proposed outline of the design standards document. The intent of sharing this draft is to provide HPAB with an idea of the breadth of information that may be included in each section.
3. Bozeman NCOD Design Standards RESIDENTIAL WINDOWS – This is one small example of how the standards may be laid out in the document. We are providing this example to give HPAB a sense of the level of detail that is currently proposed. The matrix would accompany text and provide an at-a-glance overview of which items are required and which are recommendations in each tier. We are interested in feedback on this approach.

The project team received preliminary feedback on these items from the Neighborhood Focus Group formed for this project at their meeting on July 9, 2026. Alongside all community engagement to date, the HPAB discussion and public comment received in this work session will help refine draft documents and guide next steps.

UNRESOLVED ISSUES: None

ALTERNATIVES: None

FISCAL EFFECTS: Funding for this project was included in the FY27-28 biennial budget.

Attachments:

[Bozeman NCOD Design Standards SUMMARY 2026-07-02.pdf](#)

[Bozeman NCOD Design Standards OUTLINE 2026-06-30.pdf](#)

[Bozeman NCOD Design Standards RESIDENTIAL WINDOWS 2026-06-30.pdf](#)

[July 2026 - HPAB Presentation - Engagement Summary.pdf](#)

Report compiled on: July 9, 2026



Bozeman NCOD Design Standards

Document Summary, July 2, 2026

The **Bozeman NCOD Design Standards** will include 11 sections that cover subjects from building material preservation to new construction. The intent of the Standards is to provide guidance and regulations for property owners looking to make changes to their properties. It will also assist City staff when reviewing Certificates of Appropriateness.

Section 1: Introduction – This section will provide an overview and history of the NCOD, the approach for historic and non-historic buildings, preservation principles, and contemporary design principles of the Standards and how to use the document. It will also provide an overview of the design review process.

Section 2: NCOD Review Tiers – This section is devoted entirely to defining the four different review tiers with the Standards document. It will also explain how the Standards include both advisory and regulatory guidelines.

- **Preservation Tier:** Properties located within a National Register Historic District, individually listed on the National Register, located within a designated Local Landmark District, or individually designated as a Local Landmark.
- **Preservation Eligible Tier:** Properties located within Preservation Eligible Areas that are potentially eligible for listing on the National Register or designation as Local Landmarks or Districts.
- **Character Tier:** Properties located within the defined Character Areas that are not individually listed on the National Register, designated as Local Landmarks or contributors to a Local Landmark District, or located within a Preservation Eligible Area.
- **Context Tier:** All other properties within the NCOD that are not individually listed on the National Register, designated as Local Landmarks, contributors to a Local Landmark District, located within a designated Preservation Eligible Area or within a defined Character Area.

Section 3: Building Materials Standards – This section looks at the traditional materials used in the construction of Bozeman buildings and provides guidelines on how to properly clean, maintain, repair, and preserve them, including wood, stucco, brick, stone, concrete, metal, and glass. Information in this section is relevant throughout the document.

Section 4: Single-Unit Dwelling Architecture Standards – This section focuses on the various architectural features found in single-unit residential houses and provides guidance on their preservation and rehabilitation. These features include foundations, exterior siding, porches, doors, windows, roofs, garages, ADUs, and others.

Section 5: Multi-Unit and Mixed-Use Architecture Standards – This section focuses on the preservation and rehabilitation of existing multi-unit and mixed-use buildings, including entrances, facades, roof forms, parking, lighting, and others.

Section 6: Commercial and Institutional Architecture Standards – This section focuses on the preservation and rehabilitation of existing commercial and institutional buildings, including building facades, storefronts, canopies and awnings, roofs, and signage.

Section 7: Industrial Architecture Standards – This section focuses on Bozeman’s industrial architecture and the preservation and rehabilitation of facades, siding, architectural details, and roofs.

Section 8: Weatherization, Energy Efficiency, And Disaster Preparedness – This section provides information on weatherization and other methods of improving energy efficiency such as insulation, green and cool roofs, solar panels, and others. It also looks at ways to prepare for weather-related disasters.

Section 9: Additions and New Construction – This section will provide guidelines and standards for constructing an addition to an existing building as well as constructing a new building on a vacant lot.

Section 10: Demolition and Relocation – This section references the City Code regarding the demolition or relocation of both historic and non-historic buildings.

Section 11: Site Features and Streetscapes – This section provides guidance on the preservation of landscapes, sidewalks, off-street parking, streetscape features, fences and walls, lighting, and others.

PROJECT EXAMPLE: The owner is looking to rehabilitate a 1.5-story wood frame house. A project looking to repair exterior wood siding would refer to the Wood Standards in *Section 3: Building Material Standards*. Information on replacing the roof, repairing or replacing windows, and rebuilding a missing porch is found by referencing *Section 4: Single-Unit Dwelling Architecture Standards*.

PROJECT EXAMPLE: The owner is looking to rehabilitate their brick commercial building and construct an addition. Information on the preservation and rehabilitation of a wood storefront and brick façade with stone architectural detailing can be found by referencing *Section 3: Building Material Standards*. Guidance on rehabilitating an existing wood storefront is found in *Section 6: Commercial and Institutional Architecture Standards*. Guidance on constructing an addition to a commercial building, including placement, materials, and design is found by referencing *Section 9: Additions and New Construction*.



Bozeman NCOD Design Standards

DRAFT Outline, June 30, 2026

ACKNOWLEDGMENTS

SECTION 1 – INTRODUCTION

- 1) About the NCOD
 - a. NCOD Map
 - b. Overview and History
 - c. Bozeman Landmark Program
 - d. Benefits of Historic Preservation
- 2) NCOD Design Standards Approach and Principles
 - a. Secretary of the Interior's Standards
 - b. Preservation Approaches
 - Maintenance
 - Preservation
 - Rehabilitation
 - Restoration
 - Reconstruction
 - c. Design Review Approach for Non-Designated Properties
 - d. Preservation Principles and Best Practices
 - e. Using the NCOD Design Standards
- 3) Design Review Process
 - a. Application Flow Chart

- b. COA Application Process
 - c. Administrative Review
- 4) Principles for Contemporary Design
- New buildings should be of their time.
 - Contemporary architecture is encouraged.
 - Direct imitation of historic styles is not required.
 - Compatibility does not require replication.
 - High-quality materials and craftsmanship are encouraged.
 - Buildings should respond to the surrounding context through scale, rhythm, and site design.
-

SECTION 2 – NCOD REVIEW TIERS

- 1) Tiers Map
 - 2) Review Tiers Defined
 - a. Preservation Tier / Characteristic Features
 - b. Preservation Eligible Tier / Characteristic Features
 - c. Character Tier / Characteristic Features
 - d. Context Tier / Characteristic Features
 - e. Map of Review Tiers
 - 3) Regulatory vs Advisory (Non-regulatory)
-

SECTION 3 – BUILDING MATERIALS STANDARDS

Existing Conditions Overview

- a. Existing Conditions Photos
- b. Existing Conditions Summary

Character-Defining Features by Tier

- a. Preservation Tier Character-Defining Features
- b. Preservation Eligible Tier Character-Defining Features

- c. Character Tier Character-Defining Features
- d. Context Tier Character-Defining Features

1) Introduction

2) Property Maintenance and Inspection Guidance

3) Substitute Materials, Longevity, and Lifecycle Comparisons

4) Wood

- a. Introduction
- b. Educational Resource: Relevant National Park Service Preservation Briefs
- c. Old Growth vs New Growth Wood
- d. Wood Standards Matrix
- e. Wood Substitute Materials (engineered wood, fiber cement siding, composite siding and trim, cellular PVC trim)

5) Masonry

- a. Introduction
- b. Educational Resource: Relevant National Park Service Preservation Briefs
- c. Brick
- d. Brick Standards Matrix
- e. Limestone
- f. Limestone Standards Matrix
- g. Concrete
- h. Concrete Standards Matrix
- i. Masonry Substitute Materials (salvaged brick, replacement brick, cast stone, thin brick veneer, manufactured stone, CMU, GFRC)

6) Stucco

- a. Introduction
- b. Educational Resource: Relevant National Park Service Preservation Briefs
- c. Stucco Standards Matrix
- d. Stucco Substitute Materials (lime stucco, cement stucco, acrylic stucco,)

7) Metal

- a. Introduction
- b. Educational Resource: Relevant National Park Service Preservation Briefs

- c. Metal Standards Matrix
- d. Metal Substitute Materials (painted steel, galvanized steel, aluminum, terne-coated steel, copper, composite metal panels)

8) Glass

- a. Introduction
- b. Educational Resource: Relevant National Park Service Preservation Briefs
- c. Glass Standards Matrix

9) Paint and Paint Colors

- a. Introduction
- b. Educational Resource: Relevant National Park Service Preservation Briefs
- c. Paint and Paint Colors Standards Matrix
- d. Paint Color Recommendations

SECTION 4 – SINGLE-UNIT DWELLING ARCHITECTURE STANDARDS

Existing Conditions Overview

- a. Existing Conditions Photos
- b. Existing Conditions Summary

Character-Defining Features by Tier

- a. Preservation Tier Character-Defining Features
- b. Preservation Eligible Tier Character-Defining Features
- c. Character Tier Character-Defining Features
- d. Context Tier Character-Defining Features

1) Foundations

- 1. Foundation Standards Matrix

2) Walls, Exterior Siding, Cladding, and Architectural Details

- a. Introduction
- b. Wood Cladding, Trim, and Details
- c. Masonry Walls and Details
- d. Stucco Cladding and Details
- e. Metal Cladding and Details

- f. Walls, Exterior Siding, Cladding, and Details Standards Matrix
 - g. Educational Resource: Relevant National Park Service Preservation Briefs: Cleaning and Repair Methods
- 3) Porches and Steps
 - a. Introduction
 - b. Educational Resource: Relevant National Park Service Preservation Briefs: Cleaning and Repair Methods
 - c. Porches and Steps Standards Matrix
- 4) Doors
 - a. Introduction
 - b. Educational Resource: Relevant National Park Service Preservation Briefs: Cleaning and Repair Methods
 - c. Door Standards Matrix
- 5) Windows
 - a. Introduction
 - b. Educational Resource: Relevant National Park Service Preservation Briefs: Cleaning and Repair Methods
 - c. Window Standards Matrix
- 6) Roofs and Related Features
 - a. Introduction
 - b. Educational Resource: Relevant National Park Service Preservation Briefs: Cleaning and Repair Methods
 - c. Roofing Standards Matrix
 - d. Roofing Substitute Materials
- 7) Garages, ADUs, Coach Houses, and Accessory Structures
 - a. Introduction
 - b. Educational Resource: Relevant National Park Service Preservation Briefs: Cleaning and Repair Methods
 - c. Garage, Coach House, and Accessory Structure Standards Matrix
- 8) Staircases, Fire Escapes, and Accessibility Ramps
 - a. Introduction
 - b. Staircase, Fire Escape, and Accessibility Ramp Standards Matrix

SECTION 5 – MULTI-UNIT AND MIXED-USE ARCHITECTURE STANDARDS

Existing Conditions Overview

- a. Existing Conditions Photos
- b. Existing Conditions Summary

Character-Defining Features by Tier

- a. Preservation Tier Character-Defining Features
- b. Preservation Eligible Tier Character-Defining Features
- c. Character Tier Character-Defining Features
- d. Context Tier Character-Defining Features

- 1. Introduction
- 2. Existing Conditions Overview
- 3. Building Siting and Orientation
- 4. Building Massing and Articulation
- 5. Primary Entrances
- 6. Ground Floor Design
- 7. Facade Composition
- 8. Roof Forms
- 9. Materials
- 10. Balconies and Outdoor Spaces
- 11. Parking and Garages
- 12. Lighting
- 13. Mechanical Equipment
- 14. Standards Matrix

SECTION 6 – COMMERCIAL AND INSTITUTIONAL ARCHITECTURE STANDARDS

Existing Conditions Overview

- a. Existing Conditions Photos
- b. Existing Conditions Summary

Character-Defining Features by Tier

- a. Preservation Tier Character-Defining Features
- b. Preservation Eligible Tier Character-Defining Features
- c. Character Tier Character-Defining Features
- d. Context Tier Character-Defining Features

1) Introduction

2) Educational Resource: Relevant National Park Service Preservation Briefs

3) Commercial and Institutional Facades

- a. Introduction
- b. Commercial and Institutional Facade Standards Matrix

4) Commercial Storefronts

- a. Introduction
- b. Commercial and Institutional Facade Standards Matrix

5) Upper Story Facades

- a. Introduction
- b. Upper Story Facade Standards Matrix

6) Canopies and Awnings

- a. Introduction
- b. Canopy and Awning Standards Matrix

7) Roof and Cornice Features

- a. Introduction
- b. Roof and Cornice Features Standards Matrix

8) Signage

- a. Introduction
- b. Signage Types
 - Historic Signs
 - Ghost Signs
 - Awning Signs
 - Murals
 - Wall-Mounted Signs

- Projecting Signs
- Free-Standing Signs
- Window Signs
- Monument Signs
- c. Sign Standards Matrix

9) Lighting

- a. Introduction
- b. Lighting Standards Matrix

SECTION 7 – INDUSTRIAL ARCHITECTURE STANDARDS

Existing Conditions Overview

- a. Existing Conditions Photos
- b. Existing Conditions Summary

Character-Defining Features by Tier

- a. Preservation Tier Character-Defining Features
- b. Preservation Eligible Tier Character-Defining Features
- c. Character Tier Character-Defining Features
- d. Context Tier Character-Defining Features

1) Introduction

2) Educational Resource: Relevant National Park Service Preservation Briefs

3) Industrial Facades

- a. Introduction
- b. Industrial Facade Standards Matrix

4) Walls, Exterior Siding, Cladding, and Architectural Details

- h. Introduction
- i. Wood Cladding, Trim, and Details
- j. Masonry Walls and Details
- k. Metal Cladding and Details

- I. Walls, Exterior Siding, Cladding, and Details Standards Matrix

- 5) Roof Features

- c. Introduction
 - d. Roof Feature Standards Matrix

SECTION 8 – WEATHERIZATION, ENERGY EFFICIENCY, AND DISASTER PREPAREDNESS

Existing Conditions Overview

- a. Existing Conditions Photos
 - b. Existing Conditions Summary

Character-Defining Features by Tier

- a. Preservation Tier Character-Defining Features
 - b. Preservation Eligible Tier Character-Defining Features
 - c. Character Tier Character-Defining Features
 - d. Context Tier Character-Defining Features

- 2) Introduction

- 3) Weatherization

- 4) Insulation

- a. Introduction
 - b. Insulation Standards Matrix

- 5) Green and Cool Roofs

- a. Introduction
 - b. Green and Cool Roof Standards Matrix

- 6) Solar Panels

- a. Introduction
 - b. Solar Panel Standards Matrix

- 7) Solar Water Heaters
 - a. Introduction
 - b. Solar Water Heater Standards Matrix

- 8) Disaster Preparedness
 - a. Introduction
 - b. Disaster Preparedness Standards Matrix
 - c. Wind Measures
 - d. Wind Measures Standards Matrix

SECTION 9 – ADDITIONS AND NEW CONSTRUCTION STANDARDS

Existing Conditions Overview

- a. Existing Conditions Photos
- b. Existing Conditions Summary

Character-Defining Features by Tier

- a. Preservation Tier Character-Defining Features
- b. Preservation Eligible Tier Character-Defining Features
- c. Character Tier Character-Defining Features
- d. Context Tier Character-Defining Features

- 1) Introduction
- 2) Secretary of the Interior's Standards for Rehabilitation
- 3) Principles for Additions and New Construction
- 4) Addition Standards Matrix
- 5) New Construction Standards Matrix

SECTION 10 – DEMOLITION AND RELOCATION STANDARDS

Existing Conditions Overview

- a. Existing Conditions Photos
- b. Existing Conditions Summary

Character-Defining Features by Tier

- a. Preservation Tier Character-Defining Features
- b. Preservation Eligible Tier Character-Defining Features
- c. Character Tier Character-Defining Features
- d. Context Tier Character-Defining Features

1) Introduction

2) Demolition or Relocation of a Historic Building or Site

3) Demolition or Relocation of a Non-Historic Building or Site

4) Demolition or Relocation Standards Matrix

SECTION 11 – SITE FEATURE AND STREETScape STANDARDS

Existing Conditions Overview

- a. Existing Conditions Photos
- b. Existing Conditions Summary

Character-Defining Features by Tier

- a. Preservation Tier Character-Defining Features
- b. Preservation Eligible Tier Character-Defining Features
- c. Character Tier Character-Defining Features
- d. Context Character-Defining Features

1) Introduction

- 2) Educational Resource: Relevant National Park Service Preservation Briefs
 - 3) Landscape Features
 - a. Introduction
 - b. Landscape Features Standards Matrix
 - 4) Historic Markers
 - a. Introduction
 - b. Historic Marker Standards Matrix
 - 5) Sidewalks and Walkways
 - a. Introduction
 - b. Sidewalk and Walkway Standards Matrix
 - 6) Parking, Driveways, and Curb Cuts
 - a. Introduction
 - b. Parking, Driveway, and Curb Cut Standards Matrix
 - 7) Streetscape Features
 - a. Introduction
 - b. Streetscape Features Standards Matrix
 - 8) Fences and Walls
 - a. Introduction
 - b. Fence and Wall Standards Matrix
 - 9) Lighting
 - a. Introduction
 - b. Lighting Standards Matrix
 - 10) Mechanical Features, Collectors, and Structures
 - 1. Mechanical Features, Collector, and Structure Standards Matrix
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APPENDICES

- A: Bibliography
- B: Glossary of Terms
- C: Secretary of the Interior's Standards for the Treatment of Historic Properties
- D: Bozeman's Heritage Story
- E: Architectural Styles & Vernacular Forms within the NCOD
- F: Bozeman National Register Historic Districts and Individual Properties
- G: Bozeman Preservation Eligible Areas
- H: Bozeman Non-Designated or Eligible NCOD Areas
- I: Historic Preservation Incentives
- J: National Park Service Preservation Briefs
- K: Additional Resources
- L: City of Bozeman Municipal Code, Division 38.340: Overlay District Standards

Bozeman NCOD Residential Window Standards Framework

DRAFT 06-25-30

Design Standards Organization

Throughout the document, the Design Standards are organized into educational or advisory guidelines as well as regulatory standards.

Guidelines: Advisory



Standards: Regulatory



Retention & Preservation

Standard	Preservation Tier	Preservation Eligible Tier	Character Tier	Context Tier
Conduct annual inspections of windows to identify areas of weathering, damage, rot, rust, or peeling paint.				
Maintain historic windows and window features that are in good condition.				
Preserve the position, number, arrangement, and proportions of window openings on primary facades.				
Do not cover or infill original window openings on primary facades.				
Preserve the historic ratio of solid-to-void (wall-to-window relationship) on primary facades.				
Retain historic window components and decorative features, including surrounds, trim, and detailing.				
Preserve significant historic window materials and profiles where they contribute to the character of the building.				

Maintain and preserve historic shutters that are in good condition when they are characteristic of the architectural style or period of the building.	●	●	○	○
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Repair & Rehabilitation

Standard	Preservation Tier	Preservation Eligible Tier	Character Tier	Context Tier
Repair rather than replace historic windows whenever feasible.	●	●	●	●
Reconstruct missing historic window features based on photographic, physical, or documentary evidence when possible.	●	●	○	○
When documentary evidence is not available, reconstruct missing features in keeping with the architectural style or period of the building.	●	●	○	○
Retain and repair all original or historic window components including the sash, frame, glazing, glazing putty, muntins, trim, sills, lintels, window hoods, and weatherstripping.	●	●	○	○
Replace cracked or missing window panes (glazing) with matching or clear glass as needed. Do not use tinted, reflective, or opaque glass unless it is original to the window.	●	●	●	○
Do not replace historic decorative glass, such as lead, colored, stained, or beveled glass.	●	●	●	○
Repair significantly damaged or deteriorated areas of wood windows using the Dutchman method by cutting out the deteriorated wood	●	●	○	○

and inserting new wood matching the original material, size, shape, profile, and texture. For more extensive repairs, consider removing the window sash from its opening to provide easier access.				
Do not paint windows shut. Use a utility knife or window scissors to cut through the paint seal when reopening a window that is painted shut.	●	●	●	○
Do not cover exterior window openings.	●	●	●	●
Use exterior or interior storm windows to improve energy efficiency before considering full replacement of historic windows.	●	○	○	○

Replacement Windows

Standard	Preservation Tier	Preservation Eligible Tier	Character Tier	Context Tier
If window replacement is necessary due to significant deterioration, replace windows in-kind where feasible.	●	○	○	○
For the replacement of historic windows, match the original muntin pattern using true-divided lights or simulated divided lights affixed to the interior and exterior.	●	●	○	○
Use documentary or physical evidence when replacing a missing or non-historic window to match the materials, size, profile, muntin pattern, and appearance of the original or historic window.	●	○	○	○

Where in-kind replacement is not feasible, use substitute materials that closely match the appearance, dimensions, and profile of the original window, such as aluminum-clad wood, composite, and fiberglass.				
Match replacement windows to the original openings, window configuration and overall design and appearance.				
Match, as closely as possible, the profile and dimensions of sash components and window trim to the original.				
Avoid replacement windows with inappropriate proportions, overly thick framing members, or false historic detailing.				
Do not add new window openings on primary facades visible from the street.				

BOZEMAN HISTORIC PRESERVATION ADVISORY BOARD MEETING

July 2026



BOZEMAN • MT

NCOD DESIGN STANDARDS

**THE
LAKOTA
GROUP.**

Douglas E. Gilbert,
Architect, Inc.

TODAY'S MEETING

- Overview of the Process
- Engagement & Engagement Results
- Overview of Design Standards
- Tiers Approach
- Design Standards Document Outline
- Residential Windows (example)

OUR TEAM: Key Staff & Roles

THE LAKOTA GROUP CHICAGO, IL



Siraj Asfahani
**SENIOR VICE
PRESIDENT**

**DESIGN +
ENGAGEMENT LEAD**



Douglas Kaarre, AICP
SENIOR ASSOCIATE

**PRESERVATION
PLANNING**



Lauren King
ASSOCIATE

**GRAPHIC DESIGN +
COMMUNITY ENGAGEMENT**



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**GRAPHIC +
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Douglas Gilbert
PRINCIPAL

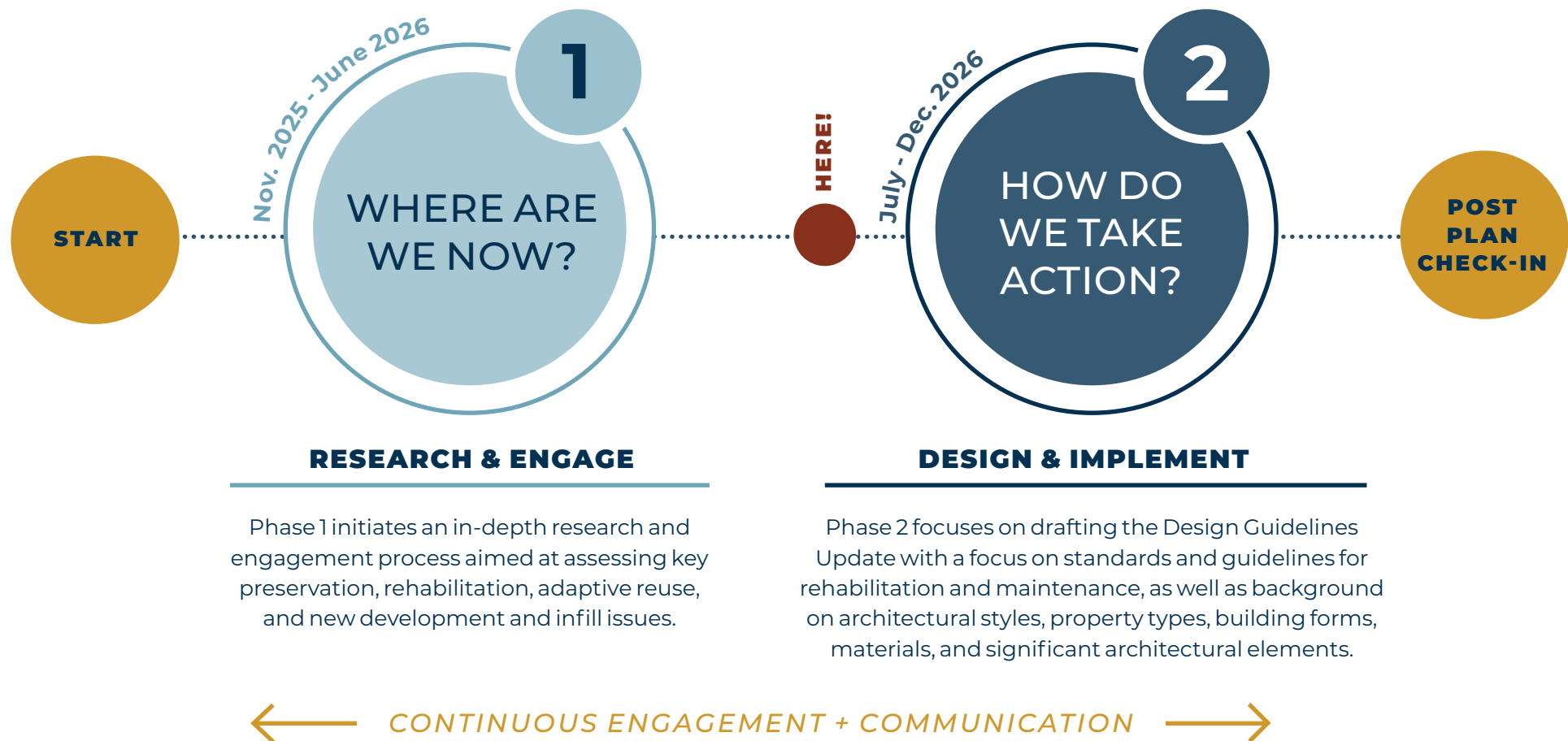
**PRESERVATION
PLANNING + DESIGN**

BOZEMAN PROJECT GOALS

- » Update existing design guidelines to reflect **contemporary** preservation standards and Bozeman's **evolving community character**.
- » Coordinate and align design guidelines update with establishment of Bozeman **Landmark Program and updated UDC**.
- » Incorporate **public feedback** and community input throughout process, including neighborhood organizations.
- » Improve **usability**, organization, and visual clarity of the design guidelines.
- » Balance **compliance with SOIS** while addressing local conditions and priorities.



OUR APPROACH: Two Phase Process



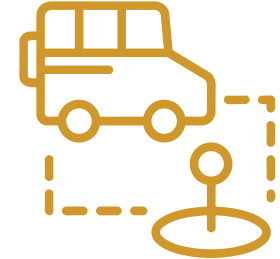
ENGAGEMENT: To Date



STAKEHOLDER
INTERVIEWS



LISTENING
SESSIONS



NEIGHBORHOOD
TOURS



NFG
MEETING



COMMUNITY
OPEN HOUSE



ONLINE
SURVEY

ENGAGEMENT: To Date

30+

Targeted

This includes stakeholder interviews and focus group listening sessions

50+

In-Person

This includes attendance at the community open house

277

Virtually

This includes online survey participants, 56% of whom live in the NCOD

ENGAGEMENT: Results

STAKEHOLDER INTERVIEWS

1. **Context matters** in the NCOD.
2. Scale, massing, and urban form drive **compatibility**.
3. **Contemporary design** can be compatible with historic context.
4. Different areas require **different design approaches**.
5. Clear and **predictable design standards** are needed.

ENGAGEMENT: Results

STAKEHOLDER INTERVIEWS

6. **Regulatory** requirements should be distinguished from **advisory** guidance.
7. Material **quality matters**, sometimes more than the type.
8. **Larger buildings** require greater design attention.
9. Neighborhood **character extends beyond buildings**.
10. The **review process should be efficient, proportional, and predictable**.

Open House & Survey Responses

The open house and the survey explored community perspectives on neighborhood character, historic preservation, design standards, and future growth within the Neighborhood Conservation Overlay District (NCOD).

Survey Included:

- » 30+ survey questions
- » Visual preference exercises
- » Open-ended comments
- » Residents, property owners, businesses, and stakeholders



Six Key Takeaways

1. Clarify what is required versus encouraged
2. Strengthen consistency and enforceability of the standards.
3. Protect neighborhood character through compatible design.
4. Provide stronger guidance on massing, scale, height, and transitions.
5. Make the document easier to navigate.
6. Balance historic preservation with appropriate flexibility for contemporary development.

What defines Neighborhood Character?



NEIGHBORHOOD CHARACTER

Human Scale

Walkability

Building Scale

Setbacks

Historic Character

Streetscape Design

Landscaping

"Mature tree canopy; diversity of housing types; places people enjoy walking."

"The pattern of development and urban planning [is] character-defining"

Support for Stricter Requirements in Historic Districts

Should the requirements for historic districts in the new standards be stricter compared to the rest of the NCOD area?

103 Respondents | 174 Skipped



51%
YES

Support stricter requirements for historic districts compared to the rest of the NCOD area.



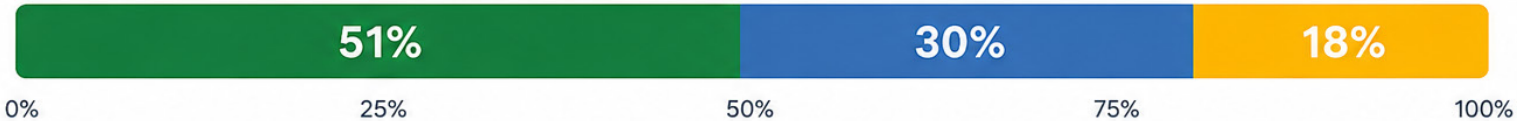
30%
NO

Do not support stricter requirements compared to the rest of the NCOD area.



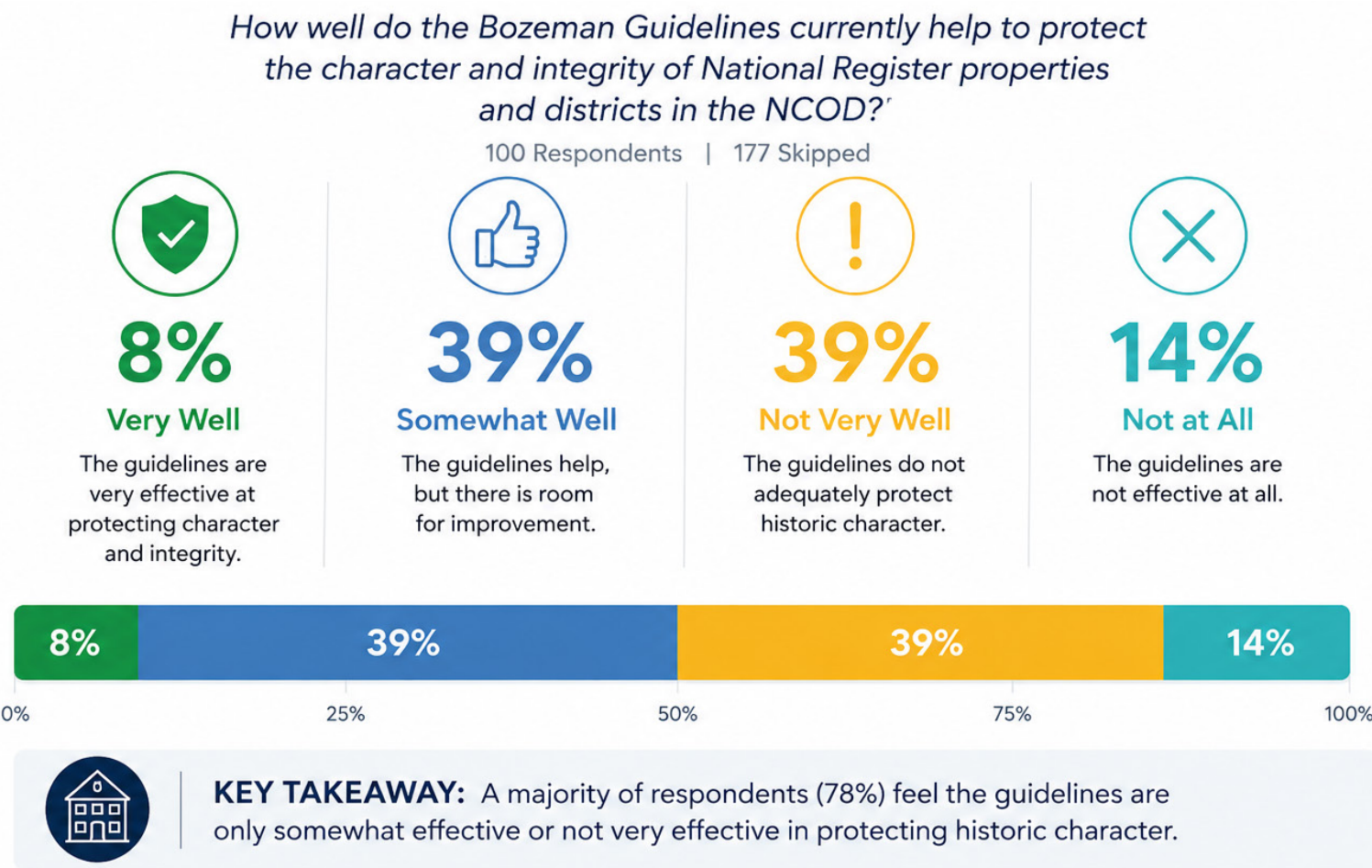
18%
UNSURE

Unsure or do not have enough information to answer.



KEY TAKEAWAY: A majority of respondents (51%) support stricter requirements for historic districts compared to the rest of the NCOD area.

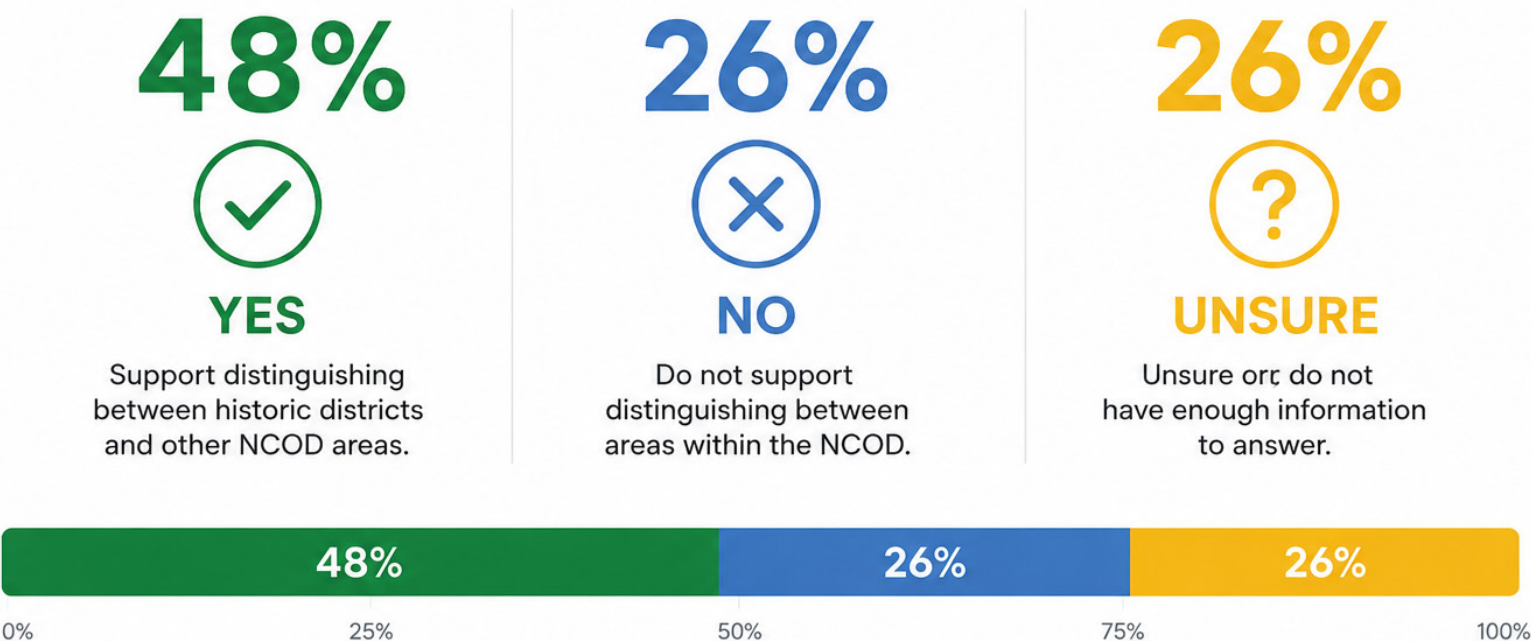
How well do Bozeman Design Guidelines Protect Historic Character?



Do you Support a Tiered Approach?

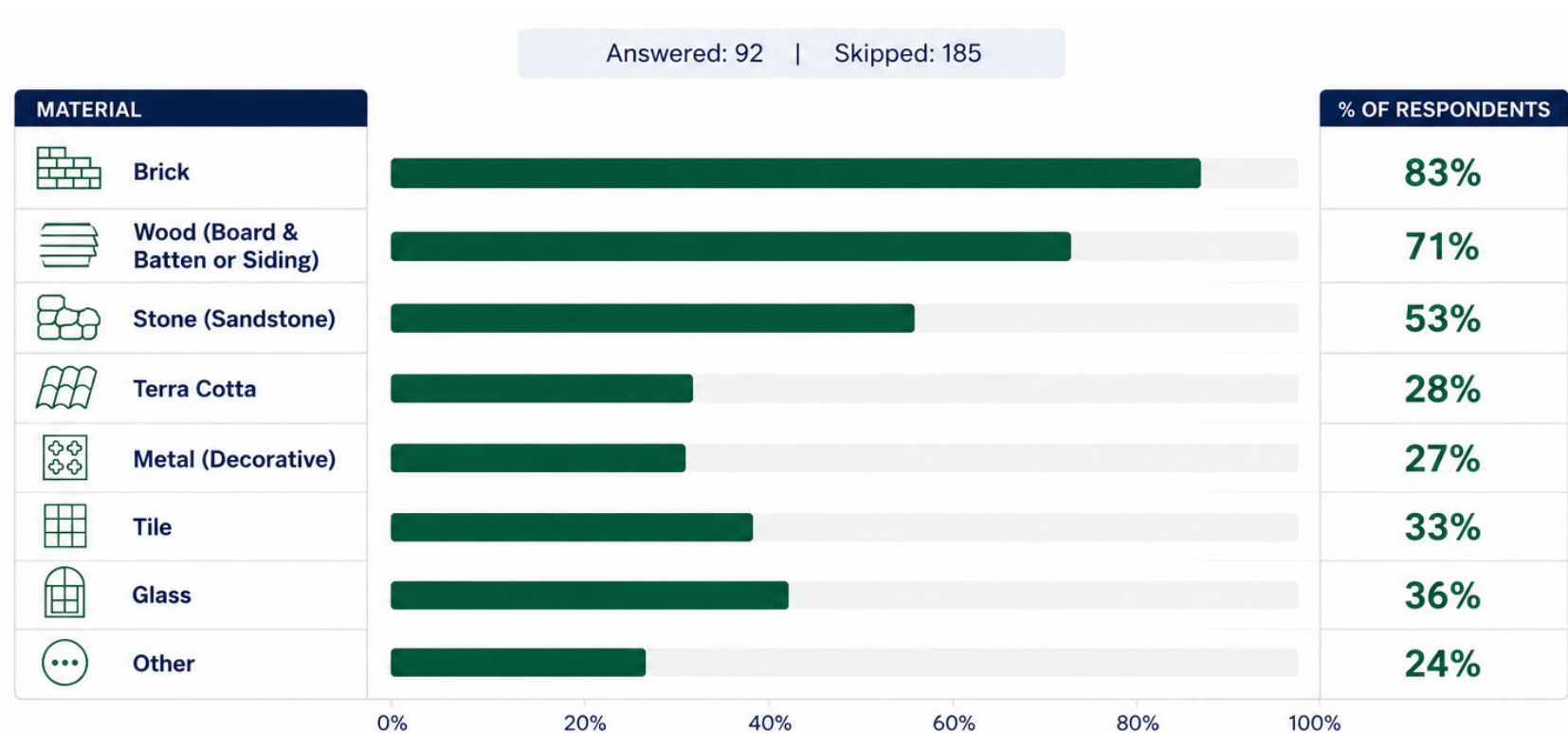
Should the updated standards distinguish between historic districts and other areas within the NCOD?

103 Responses | 174 Skipped



KEY TAKEAWAY: Respondents showed the greatest level of support for distinguishing between historic districts and other NCOD areas, though opinions remain mixed.

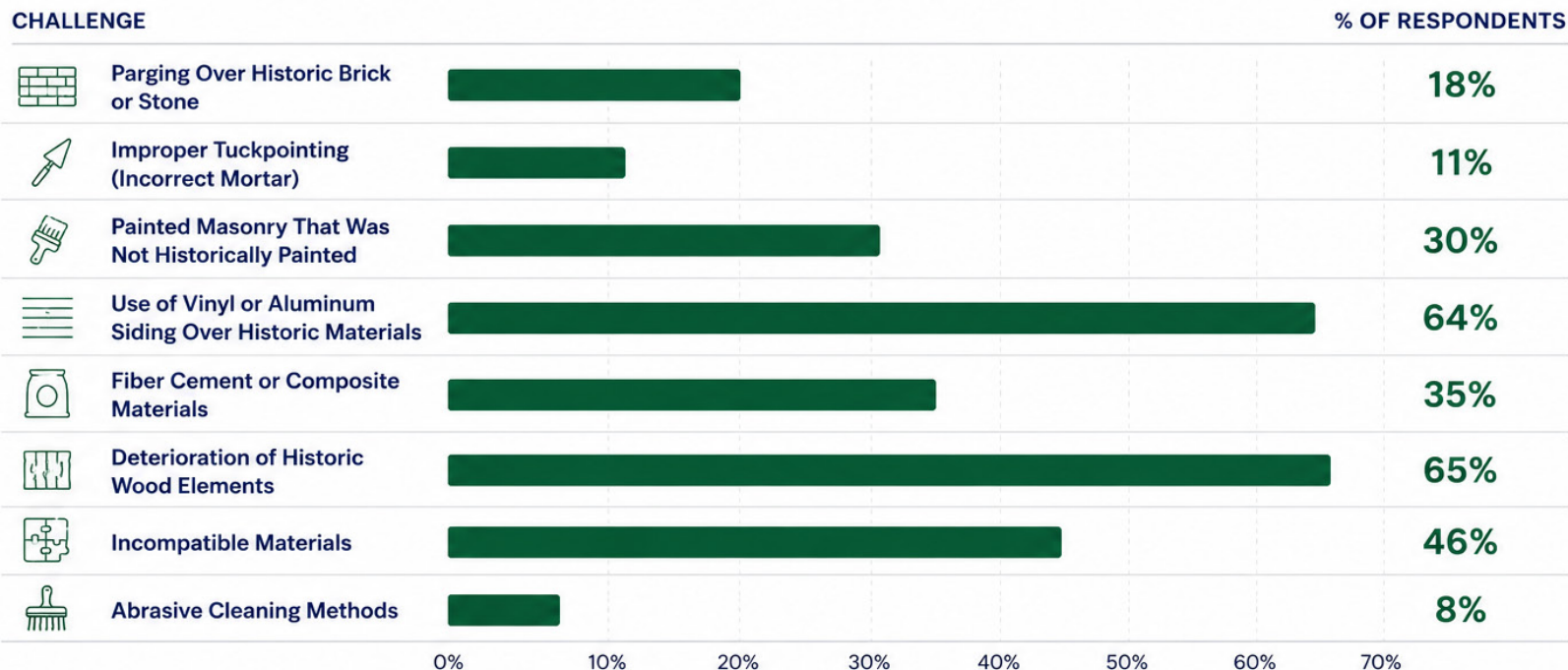
Character Defining Materials in the NCOD



KEY TAKEAWAY: Respondents identified brick, wood siding, and stone as the most character-defining materials in the NCOD, with brick leading by a significant margin.

Material Related Challenges in the NCOD

Answered: 71 | Skipped: 206



KEY TAKEAWAY: Respondents most commonly cited deterioration of historic wood elements and the use of vinyl or aluminum siding over historic materials as the top material-related challenges in the NCOD.



To What Extent Do Current Large Multi-family Buildings Fit in the NCOD?

Answered: 102 | Skipped: 175

1.92★

AVERAGE RATING



RATING (1-5)	1	2	3	4	5	TOTAL	WEIGHTED AVERAGE
	 62.75% 64	 11.76% 12	 6.86% 7	 7.84% 8	 10.78% 11	102	1.92



KEY TAKEAWAY: Respondents rated the example building an average of 1.92 out of 5, indicating it does not fit well in the NCOD.

What if the Same Buildings were Redesigned with Higher Quality Materials?

Can material quality improve the compatibility of larger buildings within historic settings?



Better!

69%

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Can material quality improve the compatibility of larger buildings within historic settings?



Better!

69%

What are Some Initial Thoughts on Contemporary Design?

The community supports contemporary design.

- | | |
|-----------------------------|--|
| ✓ Contemporary architecture | ✗ Oversized buildings |
| ✓ High-quality materials | ✗ Out-of-scale development |
| ✓ Creative design | ✗ Blank facades |
| ✓ Architectural diversity | ✗ Poor transitions between neighborhoods |
| ✓ Innovation | ✗ Context-insensitive development |

“We shouldn’t regulate design... the mix of old and new, contemporary and traditional, is what makes our neighborhoods great.”

What About Clarity?

**Better
Standards**

NOT NECESSARILY

**More
Standards**

CLARITY

PREDICTABILITY

FLEXIBILITY

**“The biggest thing is distinguishing between that which is suggested
and that which is required.”**

“General guidance that allows for objectivity and creativity.”

What Other Thoughts Did We Hear?

- » Community opinions are **divided on the level of review**. Many support stronger preservation standards within the NCOD, while others favor greater flexibility outside historic districts.
- » **Demolition was a recurring concern**, with many questioning whether existing regulations do enough to prevent the loss of historic buildings.
- » **Foundation deterioration and repair** emerged as a common challenge for owners of older buildings.
- » There is general support for **high-quality substitute materials** that closely replicate historic materials, though vinyl is widely opposed.
- » Many respondents expressed interest in **greater flexibility for constructing accessory dwelling units (ADUs)**.



Tiers Approach

Tiers Approach

Preservation	Preservation ELIGIBLE	Character	Context
Preserve historic integrity and authenticity whenever feasible.	Allow greater flexibility in materials and methods than the Preservation Tier.	Allow flexibility for continued evolution and adaptation.	Focus on scale, massing, proportions, and compatibility
» National Register Historic Districts, National Register properties, Local Landmarks, and Local Landmark Districts. » Preserve formally recognized historic resources. » Retain historic materials, architectural features, craftsmanship, and character-defining elements.	» Properties within Preservation Eligible Areas » Preserve historic character, architectural patterns, and neighborhood identity. » Retain character-defining features and historic development patterns.	» Properties within defined Character Areas. » Preserve and reinforce distinctive neighborhood character. » Retain incremental development patterns, eclectic building stock, accessory structures, and landscape character.	» All remaining properties within the NCOD. » Reinforce the overall character of the NCOD. » Allow contemporary design, materials, and construction.

A two-story brick house with a gabled roof, a front porch with white columns, and a wooden fence in the foreground. The house has a chimney on the left side and a small porch with a gabled roof. The yard is enclosed by a wooden fence, and there are trees in the background.

Regulatory vs Advisory

● Regulatory ○ Advisory

EXAMPLE - RESIDENTIAL WINDOWS

Maintain and preserve historic shutters that are in good condition when they are characteristic of the architectural style or period of the building.

Preservation 	Preservation ELIGIBLE 	Character 	Context 
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REGULATORY

REGULATORY

ADVISORY

ADVISORY

The background of the slide features a stylized mountain range. The mountains are represented by dark red silhouettes against a solid mustard yellow sky. The word "Summary" is centered in the lower half of the image, underlined.

Summary

Design Standards Outline

SECTION 1:

Introduction

SECTION 2:

NCOD Review Tiers

SECTION 3:

Building Materials Standards

SECTION 4:

Single-Unit Architecture Standards

SECTION 5:

Multi-Unit and Mixed-Use Architecture Standards

SECTION 6:

Commercial and Institutional Architecture Standards

SECTION 7:

Industrial Architecture Standards

SECTION 8:

Weatherization, Energy Efficiency, and Disaster Preparedness

SECTION 9:

Additions and New Construction

SECTION 10:

Demolition and Relocation

SECTION 11:

Site Features and Streetscapes



THE LAKOTA GROUP.

Douglas E. Gilbert,
Architect, Inc.

Memorandum

REPORT TO: Bozeman Historic Preservation Advisory Board

FROM: Rebecca Harbage, Deputy Director of Community Development
Erin George, Director of Community Development

SUBJECT: Work Session to Continue Discussion of Demolition Regulations

MEETING DATE: July 15, 2026

AGENDA ITEM TYPE: Citizen Advisory Board/Commission

RECOMMENDATION: Discuss demolition topics, receive public comment, and provide direction.

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

BACKGROUND: Demolition regulations, which apply within the Neighborhood Conservation Overlay District, are part of Bozeman's current Historic Preservation Program and are located in [Bozeman Municipal Code Sec. 38.240.020.H through L](#). Such regulations must balance constitutionally-protected property rights with the need to ensure historic buildings are safe and preserved when possible. The Local Landmark Project Phase I Report, which was reviewed and discussed by HPAB before being adopted by City Commission in May 2025, included a recommendation to update the existing demolition regulations. At their June 17 meeting, HPAB received a presentation from the project team covering the purpose and limitations of demolition policy, as well as updated data related to the number and type of demolitions within the NCOD in recent years.

During this work session, HPAB will continue their discussion about what's working and what could be improved in the City's existing regulations. Topics that may be discussed include what documentation should be included with demolition applications, such as updated historic inventory forms and a demonstration of the remaining economic life of the property, ways to incentivize reuse and rehabilitation and disincentivize "demolition by neglect," the City's existing option to impose a two-year stay on demolition of historic structures, deconstruction ordinances, and the role of HPAB, among other considerations. To prepare, HPAB members and attendees are encouraged to read the existing demolition regulations, linked above, and review the recording of the June 17 HPAB discussion prior to the meeting.

Feedback from the work session and public comment will be incorporated into draft text that will be reviewed by HPAB later this summer.

UNRESOLVED ISSUES: None

ALTERNATIVES: As provided by the Board

FISCAL EFFECTS: Funding for this project was included in the FY27-28 biennial budget.

Report compiled on: July 9, 2026