



Livingston Urban Renewal Agency Meeting Agenda

The regular meeting of the Livingston Urban Renewal Agency Meeting Committee was held on October 24, 2023 at 4:30 PM in Community Room, City/County Complex, and Zoom.

1. Roll Call

URA Members in attendance at start of meeting: Rick VanAken, Allison Vicenzi, Lisa Garcia, Julie Evans

Staff in attendance: City Manager Grant Gager, Policy Analyst Greg Anthony

2. Approval of Minutes

A. APPROVAL OF MINUTES FROM JUNE 27, 2023

B. APPROVAL OF MINUTES FROM JULY 25, 2023

C. APPROVAL OF MINUTES FROM SEPTEMBER 26, 2023

Motion to approve June Minutes was made by Rick VanAken and seconded Lisa Garcia

The motion passed unanimously by the four members present.

Motion to approve July Minutes was made by Lisa Garcia and seconded Rick VanAken

The motion passed unanimously by the four members present.

Motion to approve September Minutes was made by Lisa Garcia and seconded Julie Evans

The motion passed unanimously by the four members present.

3. New Business

A. DOWNTOWN MASTER PLAN PRESENTATION FROM ANDY RUTZ (CRESCENDO DESIGN)

Chair Vicenzi introduced Andy Rutz and Matt Prosser from Crescendo Design. Andy introduced himself as the leading consultant for the Downtown Master Plan for the City. Matt introduced himself stating he works with Economic and Planning Systems, and is a principle for the firm. They are a land use economics firm and are supporting Andy by looking at economic development and housing.

Andy stated they are still in the early stages around analysis and envisioning. They will be here from November 14 – 16 for an intensive stretch of outreach events. Events

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include the 14th will be a community workshop at The Depot, 15th will be a local business owners breakfast at the Beanery, 15th evening will be a presentation to the Planning Board, 16th will be a community open house at The Shane Center. Andy requested an additional meeting with URA during that time frame they are here.

Matt presented the role of URA in the downtown being:

- Help identify strategies and investments to improve Downtown
- Guide plan drafting
- Determine role in implementing the plan
- Help implement the plan

Matt showed comparisons of other URA communities and what programs they utilize. Goals for URA with Downtown Mater Plan include:

- Begin outlining how to the URA most effectively can support the Downtown Mater Plan
- Identify each board member's vision for how the URA can help implement
- Discuss peer community approaches that resonate and/or innovate efforts to explore
- Identify a strategic direction for the agency's implementation of the larger community vision

It was discussed what type of meeting to hold when Andy and Matt meet with the URA Board on November 14th.

B. FAÇADE GRANT APPLICATION FROM 103 NORTH MAIN ST.

Chair Vicenzi introduced this item for Susanna McClain.

Lisa Garcia asked the URA Board a question about a request in the application to cover insulation and HVAC systems. She recalled that a previous applicant requested this and they could not provide funding for that, so she was check to see if that changed.

The City Manager share the Eligibility Requirements where it shows the façade projects are defined at the portion of the building that faces the public right-of-way and is fronted by a sidewalk or other pedestrian pathway, or that portion of a building that faces an alley and contains public entryway. So that interior requests in the application do not qualify for the façade grant.

Chair Vicenzi motioned to approve this grant request for the maximum amount that aligns with URA façade improvement policies and double check by the Finance Department with proof of invoices and checks paid. Seconded by Lisa Garcia.

The motion passed unanimously by the four members present.

C. VOTE ON HOW TO PROCEED WITH SECRETARY POSITION

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Chair Vicenzi stated that the Secretary position has been a non-voting board member and a paid position, and in the by-laws the Secretary is a voted position.

Rick VanAken recalled this was something Bob Ebinger had put together. He felt that having a paid Secretary meant that it would free up the board member to focus on their projects and what they were working on.

The City Manager gave a few solutions for the open position, one being to advertise the opening or service, or the City Clerk could fill this role, stating that the City Clerk does the agenda and packets currently.

Lisa motioned to utilize the City Clerk for URA Secretary Position and seconded by Rick VanAken.

The motion passed unanimously by the four members present.

Chair Vincenzi asked if the City Clerk would come to the Strategy Workshop to take notes, and do they need minutes on that workshop?

The City Manager stated the City Clerk will do the minutes out of the recording.

4. Old Business

A. THOMPSON BUILDING EXTENSION FOR FAÇADE GRANT (\$100K PRE-APPROVED)

Chair Vicenzi introduced this item stating this a façade grant that they pre-approved and read aloud the most recent email from the building owner. It was stated the building owner had requested which method they preferred for cleaning up the brick, and Historic Preservation Commission had a specific recommendation for this. The owners are asking for an extension on the timeline. The guidelines stated “All projects awarded funding hereunder shall be completed within 18 months after the date on which the applicant receives a notice to proceed from the URA. After 18 months, additional approval is required.”

Chair Vicenzi expressed thoughts to approve their amount and extension, and Lisa Garcia voice in agreement.

The City Manager gave a few suggestions to different timelines for the URA to think over.

Chair Vicenzi motioned to extend to the end of fiscal year 25 with a request for an update by the end of this fiscal year and seconded by Lisa Garcia.

The motion passed unanimously by the four members present.

B. URA GRANT OPEN HOUSE PLANNING

Chair Vicenzi introduced this item as a continued conversation for proposed Open House for Residential Rehabilitation Program for November.

Rick VanAken clarified the date is November 28th

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Chair Vicenzi stated they received offers from PCHC and HRDC to help spread the word and send out physical letters.

Lisa Garcia recalled Katherine Daly's offer to help with this item and wondered how they reach them and utilize the support they are offering. Lisa offered to make flyers and reach out to the Enterprise.

Rick VanAken wondered what kind of letter this would be and who would it go out to.

Chair Vicenzi clarified that it would be letter talking about the URA and what they and do, and the letter would be sent businesses in the URA district.

It was discussed among the board who will take on what duties for this URA Open House.

5. Public Comments

Public Comment was offered by:

- Susanna McClain talked about some of her projects and expressed gratitude for the URA grant.

6. Board Comments

7. Adjournment

5:38pm Rick VanAken motioned to adjourn the meeting seconded by Julie Evans. Unanimously approved.