

Livingston Urban Renewal Agency Agenda



The regular meeting of the Livingston Urban Renewal Agency Committee has been scheduled for May 27, 2025 at 4:30 PM in Community Room, City/County Complex. This meeting will be facilitated by Allison Vicenzi.

<https://us02web.zoom.us/j/86038899052?pwd=Q4PhG6jlrvasT4aLgA5JYSt3ABEJQ7.1>

Meeting ID: 860 3889 9052

Passcode: 679469

1. Roll Call

Allison Vicenzi, Lisa Garcia, Julie Evans, Sarah Knoebl, Brianne Downey & Melissa Nootz

City Staff in attendance: Planning Director Jennifer Severson

2. Approval of Minutes

A. APPROVAL OF MINUTES FROM MARCH 25, 2025, REGULAR MEETING

B. APPROVAL OF MINUTES FROM APRIL 22, 2025, REGULAR MEETING

Allison provided a word correction in the March minutes.

Julie corrected the name of Planning Director Jennifer Severson in the April minutes

Lisa clarified that she will email a summary of the Downtown Enhancement Program in the April Minutes

Allison also provided a word correction in the April Minutes.

Allison motioned to approve March and April minutes with corrections and seconded by Lisa. Unanimously approved.

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3. New Business

A. FACADE GRANT APPLICATION FOR 122 N. MAIN STREET

Suzie Hoffman is the applicant and gave a brief overview of her project. She stated she has taken this project to HPC and has since communicated with Planning Director Severson about the project.

Planning Director Severson stated the project she presented to HPC was a little different as it didn't include a specific paint color, and since that time a law was passed effective immediately stating that HPC can no longer be required to make any design or zoning decisions. She will meet with HPC in June to discuss their role moving forward.

Vice Chair Nootz asked Planning Director Severson about parking permits for this project and noted that the machines taking up public space for periods of time have a negative impact on neighboring buildings.

Planning Director Severson stated that it is a question for the City Manager.

Lisa asked the applicant what the cost difference is between the back and front of the building is cost wise because in the past the back of the buildings do not qualify as façade, so they have needed to see those numbers separated out.

The applicant understands the contractor would need to give a breakdown of cost.

Vice Chair Nootz thanked Lisa for her question about the back of the building and asked that staff advise on what could be included, since that building does have the little parklet in the back, which may allow that portion to be considered part of the façade. She expressed that she really likes this project and thinks it's great.

Allison also expressed liking this project. She did wonder about missing costs, such as the brick shows TBD, and stated that she expects the cost might be greater. She wondered if it would be better to wait until costs are finalized so they could potentially give more to the project.

Vice Chair Nootz motioned to approve the façade grant of half the cost not to exceed \$100,000 for all eligible expenses and to work with the applicant during the reimbursement process, seconded by Sarah. Unanimously approved.

B. DIRECT FUNDING REQUEST FOR DOWNTOWN INTERSECTION PILOT PROJECT

Planning Director Severson stated this is a pilot project being done to support recommendations in the Downtown Master Plan. It exceeds the maximum amount allowed under the enhancement grant. She stated they have decided to go with a direct funding request for this. She stated these are temporary treatments to consider certain intersection improvements with focus on increasing safety and supporting placemaking. They contracted with Western Transportation Institute out of Montana State and they are helping with design. They looked at the Main and Callendar intersection, and looking at this area the goal is not to takeaway any street parking space, and utilize extra space. There has been talk about having these permanently, or just seasonally for maintenance purposes.

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Sarah asked if there are additional bollards and installations being accounted for in the count that they would be paying for?

Planning Director Severson stated they cannot ask for things to buffer these sections.

Sarah asked if other data will be collected other than just comment surveys, and wondered about radar.

Planning Director Severson stated they were going to do that before, but they thought it was an extra expense that may not actually provide that much data.

Sarah stated one piece of information that would be interesting to know is yield rates.

Melissa abstained from the conversation and removed herself from the conversation and room, as he works for Montana State.

Sarah stated she will abstain as well and removed herself from the conversation and room.

There was question about voting ability with 2 members abstained and 1 not present.

Planning Director Severson stated it might be best to bring this back to next meeting.

Lisa wanted to confirm the amount being requested.

Planning Director Severson stated it is \$46,856.96.

Julie asked about something that had been done at the intersection at 5th and Callendar.

Planning Director Severson stated that was done before she was here and they should check with the City Manager about this.

Lisa asked if City had the ability to fund the difference using the calculation they do for reimbursement grants.

Planning Director Severson stated they do not, that is why they are asking the URA for a direct funding.

Allison stated she is a little shocked at the cost for this pilot project.

Planning Director Severson stated it's the materials, they are not cheap, and that is why they were given the itemized statement.

Allison asked if this is an outsource of labor, do they need a 2nd quote.

Planning Director Severson stated that the City Manager didn't think so.

Allison wondered what type of recurring requests they get for projects like this.

Planning Director Severson let the board know it is up to them how they want to handle this, they can move forward with it or ask for it to come back at a later meeting where strategy can be discussed.

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Allison wanted to know why they couldn't just do 1 intersection, collect the data on that, then move to another and gather data again. She stated they might want to gather data from the first one and change it for the 2nd intersection. She doesn't understand why all 3 are being rolled out at once and they are spending that much for materials.

Planning Director Severson stated they would not get an accurate read if they only did 1 intersection at a time for a few weeks at a time.

Allison expressed that for the amount of money being asked for she is struggling to envision what it will look like with lack of design plan.

Lisa asked if WTI would be able to render something more significant for them to look at.

Planning Director Severson explained the example that was provided and review bench sizes and a few scenarios.

Allison expressed concern about continuing to find projects like this in the future and wonders if that is something to URA should continue to fund. She does support funding this if materials are able to be reused in following years.

Planning Director Severson confirmed that yes, it will be used this year and future years.

Lisa supports Allison in have a strategy session to review what their funds can and should be used for.

Julie motioned to approve funding for the project seconded by Lisa. Approved by Allison, Lisa and Julie.

C. APPLICATION FOR DOWNTOWN ENHANCEMENT PROGRAM GRANT – BANNERS

Allison introduced the item.

Lisa expressed that she feels this does not fall within the guidelines of the downtown enhancement program, and the design does not promote arts and culture. She stated it seems like an advertisement for LBID.

Melissa asked for clarity around URA purview. She understands that Planning Director Severson is just a placeholder for this meeting and may not have the answers.

Melissa and Planning Director Severson stated these banners would go by Neptune's around the chain link fence.

Planning Director Severson stated the intent of these banners is to shield the construction site in that area, and the QR codes link to businesses downtown and events happening.

Lisa expressed thoughts that this is not mural, but it does look like an advertisement, and advertisements don't qualify as arts and culture.

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Allison would like to see something that can be reused and something more artistic. She also talked about how to use these banners to lead people to the URA to utilize grant funds.

Sarah stated she understands where Allison is coming from with getting URA information out there, but doesn't think this is the route to do that since these banners are being brought before them today for approval to cover a blighted area.

Allison would like to see these banners be more artistic and feature a local artist.

Sarah expressed that all of these additional ideas are great, but they need to think about how this needs to happen now.

Melissa asked if the URA contributes to the existing banners around town.

Planning Director Severson stated no, the money comes out of the funding that they get to promote Livingston.

Melissa expressed concern with putting the URA logo on the banners.

Julie asked if they would put these banners up even if the URA didn't fund it.

Lisa and Allison stated that they don't think LBID does not have the funding.

Melissa expressed that it is a low cost, and banners like this tend to have a long lifespan. She also thought that the URA should come up with a long-term plan for requests like this.

Lisa motioned to approve the item not to exceed \$200.00, seconded by Sarah. Unanimously approved.

4. Old Business

A. TRANSMITTAL OF INVOICE FOR WARMING SHELTER

Allison introduced the item.

Brian from HRDC expressed thanks to the URA for supporting the warming center. The fund allowed them to keep the doors open until in the end of March. He reviewed the invoice and other funding they were able to use. He would like to work with the URA in future about funding and budget for the warming center, and will be hosting stakeholder meetings.

Melissa expressed that he should reach out to City staff and other who could weigh in on this, and encourage him to reach out to the City Manager.

5. Public Comments

6. Board Comments

Lisa asked that subcommittees be placed on the next agenda. She pointed out the grant program guidelines uploaded to the website still showed track changes. She would like the grant programs to highlight that they have a direct funding option as well.

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Allison expressed interest in having a strategy meeting with Grant, and would like to have an update from Public Works.

Melissa stated the Commission will review the Board and Commission Handbook and Bylaws at a future City Commission meeting. She said there will be clarity that will come after the handbook and bylaws are approved.

7. Adjournment

Melissa motioned to adjourn seconded by Lisa. Unanimously approved.