



Consolidated Land Use Board Minutes

September 11, 2024

5:30 PM

City – County Complex, Community Room

1. Roll Call (0:16 minutes)

In Attendance: Baily Goodwine, John Kalmon, Becky Moores, Caitlin Chiller, Jesse Wilcox.

Frank O'Connor, Forrest Huisman, and Torrey Lyons were absent.

Staff: Planning Director Jennifer Severson, City Manager Grant Gager.

2. Approval of Minutes (0:39 minutes)

A. APPROVAL OF AUGUST 14, 2024 MINUTES

Goodwine made a motion to approve the August 14, 2024 minutes. Moores seconded the motion. Motion passed 5-0.

3. General Public Comment (1:23 minutes)

No General Public Comments.

Individuals are reminded that public comments should be limited to item over which the City Commission has supervision, control jurisdiction, or advisory power (MCA 2-3-202)

4. Planning Items (2:23 minutes)

A. RESERVOIR PARK SURVEY – Aleck Gantick with CV Studio presented information about the online survey and planning process for Reservoir Park. He also identified opportunities for public participation. Information Only- NO BOARD ACTION REQUESTED.

5.5-acre parcel

Severson asked if anyone needs more information about the project or has any questions who should they direct them to?

Gantick stated that his email can be accessed via the project/survey website (<https://www.geodesignhub.com/s/l36c>) . . There is also a link to the project on the City's webpage: <https://www.livingstonmontana.org/citymanager/page/community-planning-reservoir-park>

Goodwine questioned if there was a certain reason that this parcel was targeted as opposed to other parcels of land within the city, such as the Washington School property. Gantick stated that there was a previous planning effort for the Reservoir Park parcel that didn't move forward to implementation, so his team wanted to try and tackle the public outreach in a different way this time.

Goodwine asked in the event that Reservoir Park would become a new City Park, is there already a budget set aside for the changes it would require. City Manager Grant Gager stated that budget for renovating Reservoir Park will be included in the Fiscal Year 2026 City budget. The budget process starts in January / February and is presented publically in April. There are Community Contributions and services that will go towards the project. Gantick added that the outcomes of this Park will be easy for the City to run Financial Analysis to develop the Budget for FY 2026.

Chiller asked how much of the 5.5 acres will be taken up by the utility zone that is mapped on the property. Gantick responded that an exact land estimate has not been mapped for the utilities that

will be needed, it will be highly dependent on what the citizens of Livingston would like to see within the park. He estimates around a quarter of an acre will be utilized and off-limits to the public.

Chiller asked if there is any way to ensure that the Park will be matching the needs of the people that are actually going to utilize it. Gantick stated that he has been receiving feedback from people that live in the communities around Reservoir Park, and making sure all voices are heard in this process.

Kalmon asked if there is the ability to view survey responses from other people on the website. Gantick stated that there is no way to view other survey responses on the website, but they will be shared publically at the workshops.

Moore asked about the 'geodesign' platform description. Gantick explained how this type of platform serves as a digital interface to compile survey results.

Moore asked about how utility area that cannot be developed will be addressed. Gantick explained that they buffered the area to ensure no improvements are proposed by the public in that area since it must be reserved solely for the existing city utility infrastructure. Moore asked if utility area will be confirmed through GIS before design process progresses. Gantick said that is included in his scope of work on the project.

Chair Wilcox asked about highlighting connectivity to Reservoir Park. Gantick stated that the connectivity will be addressed more at the public workshops in the future.

B. CITY PARKS MASTER PLAN – City Staff will present information about the Parks Master Plan process and upcoming opportunities for public participation. Information Only- NO BOARD ACTION REQUESTED.

City Manager Gager presented information about the upcoming Parks Master Plan process. The Parks Master Plan is a guiding document for the community of Livingston. Most recent plan is from 2011 and city officials believe it is time to update the Parks Master Plan to keep up with the growth of Livingston, and receive insight from Stockwell Engineers. Stockwell will be in town next week – they will be at the Farmer's Market, do a site visits to City Parks, and there will also be three focus groups that come together to assess and survey the parks, in hopes of getting the project into local schools as well. The Parks plan is linked on the City website for review <https://www.livingstonmontana.org/citymanager/page/parks-master-plan> - Gager gave brief overview of the planning process as outlined on the webpage.

Goodwine said she's pleased that the parks plan is being updated to bring park facilities in line with current user needs, and asked if the City could post information about Parks Master Plan to social media. Gager responded that he will post it to the City's Facebook page.

Kalmon asked when Stockwell Engineers Inc was hired to consult on this project and where are they from. Gager stated they've been working on the project for the past month and are based out of South Dakota.

Moore asked for confirmation that this is a plan- or a framework- for how to improve parks and that budget will be based on the plan outcome. Gager agreed and also mentioned that several community members have indicated interest in helping to privately fund park improvements. Moore asked how long the plan will be effective for, once adopted. Gager says a typical master plan lifetime is 20 years.

Gager recognizes that there is a lot of planning activity taking place in the City right now- all are recommendations of the Growth Policy. They are not just going to sit on a shelf- the intent is to implement these plans. Moore reiterated that social media is a great way to get the public engaged into upcoming events and planning processes.

Wilcox lamented the fact that KRPK is no longer around to distribute local information and recommended the City consider utilizing local non-profits newsletters and email groups to distribute information about City events and planning processes. Wilcox also suggested the City try to hire consultants who have worked on previous plans for the City in the future since they have familiarity with the City and community. Gager acknowledged that is preferred when the State procurement statutes allow it, and confirmed the City is making efforts to improve documentation to maintain institutional knowledge of long-time staff. Zoning Items

C. ZONING CODE UPDATE – City Staff will provide a general overview of the Code Update process, including timeline and opportunities for public participation. Information Only- NO BOARD ACTION REQUESTED.

Severson presented information about the Zoning Code update for the City which is just beginning. The selected consultant is SCJ Alliance, they are based on the west coast but have a small Montana office. City Staff is working with SCJ to finalize a community engagement and public outreach plan. In lieu of one large Steering Committee, there will be several small focus groups that will look at development industry, housing and transportation, community non-profits, economic development, commercial development, historic preservation, and conservation. The Zoning Code update will come through the Land Use Board for a recommendation before it goes to the City Commission for a first reading. Severson confirmed there will be a lot of advance noticing throughout the update process and during the adoption process and a lot of opportunities for public engagement. The City has made limited revisions to the zoning code in the past couple of years in anticipation of the comprehensive code update now beginning. Severson also confirmed the City will try to ensure adoption process isn't ramping up until after peak tourist season in the summer. Severson showed board how to access our zoning code online – municode link on City website (https://library.municode.com/mt/livingston/codes/code_of_ordinances). The section of code that is going to be updated- the Zoning Code- is in Chapter 30.

Severson walks the board through the key actions in the scope of work for the code update- that is available on the City website at https://www.livingstonmontana.org/sites/default/files/fileattachments/city_planning_board/page/8804/rfp20047_zoning_code_update_final.pdf#page=18

Wilcox requested the LUB get updates throughout the code update process rather than first presenting the updates at the public hearing for adoption at the end of the process. Severson confirmed that the goal is to avoid multiple, lengthy meetings by keeping the LUB and the community informed throughout the code update process.

Chiller said she'd talk to other teachers and students at the school where she works to find out how they'd like to be involved in the update process.

Severson fielded questions about the ADU and duplex updates that are state-mandated that will be coming to the October LUB meeting.

Severson confirmed that Shannon Holmes, the Public Works Director, will start providing project updates to the LUB again- as time permits. However, the updates will be limited to City-sponsored projects and projects that went before LUB review (i.e. within LUB purview).

5. Board Comments

6. Adjournment – 7:08 pm