



## Historical Preservation Commission Agenda

The regular meeting of the Historical Preservation Commission has been scheduled for August 08, 2023 at 3:30 PM in the Community Room of the City/County Building at 414 E. Callender Street. This meeting will be facilitated by Chair Jack Luther.

A virtual option will also be available:

### Join Zoom Meeting

<https://us02web.zoom.us/j/82661529004?pwd=R1hPdZJPcDFTaDBpc3k3SEM2QXpOQT09>

**Meeting ID:** 826 6152 9004

**Passcode:** 725541

**Phone:** 1-669-900-9128

1. **Call to Order**
2. **Roll Call**
3. **Approval of Minutes**
  - a. Approve June 13, 2023 minutes
4. **General Public Comments**
5. **New Business**
  - A. Design Review- Dreamboat Market Outdoor Space (113 W. Park St., Ste. 3), new open air gathering space with deck/ tables/ chairs/ lights/ signage
  - B. Downtown Historic Surveys- draft Scope of Work
6. **Old Business**
  - A. Urban Renewal Agency Housing Rehab Program Guidelines- now available on URA webpage: <https://www.livingstonmontana.org/bc-ura> (questions about the program can be directed to [URA@livingstonmontana.org](mailto:URA@livingstonmontana.org))
7. **Board Comments**
8. **Adjournment**

**File Attachments for Item:**

**A. JUNE 13, 2023 MINUTES**



## Historical Preservation Commission Minutes

The regular meeting of the Historical Preservation Commission was held June 13, 2023 at 3:30 PM in the Community Room of the City/County Building at 414 E. Callender Street. This meeting was facilitated by Chair Jack Luther.

### 1. Call to Order (3:35 pm)

### 2. Roll Call (recording 0:20 mins)

In attendance: HPC Members Jack Luther, Lindie Gibson, Kristin Vanderland, Tom Blurock. Staff: Jennifer Severson, Planning Director

### 3. Approval of June 13, 2023 Minutes (0:50 mins)

- Motion to approve by Gibson, second by Luther
- Motion passed 2-0 (Vanderland and Blurock were absent and abstained)

### 4. General Public Comments - none

### 5. New Business

- Ron Nemetz (joined via zoom)

#### A. Design Review- Fainting Goat Pub (122 N. Main St.), new railing around outside patio (1:46 mins)

- Applicant's contractor William Moore in attendance for questions
- HPC and Staff discussed need for railing around corner area near Park that is sunken; contractor indicated final design would either include railing if necessary per building code or, if not, would install planter box along edge of raised patio around sunken area
- Staff asked for dwg or photo of final design to show HPC; no need to bring back for discussion, only to document final design
- **Motion to approve as proposed in meeting agenda packet by Blurock (with allowance for either railing or planter box as noted above), second by Gibson**
- **Motion passes 4-0 (Nemetz recused)**

### 6. Old Business

#### A. Downtown Historic Surveys (9:46 mins)

- Severson confirmed additional grant funds to use for surveys; total of \$18,000 for work; Severson will bring RFP for consultant to HPC for review prior to issuing public RFP

# Historical Preservation Commission Minutes

## 7. Board Comments (10:55 mins)

- Blurock mentioned status of Downtown Plan consultant selection; Severson confirmed city anticipates announcing awarded firm end June/ early July; likely public outreach for Downtown Plan process won't start until late August/ early September (end of tourist season); anticipated planning process to be finished May 2024
- Luther presented city with bound copy of the Sacajawea/ Miles Park National Historic District application that was finalized and added to the National register
- Gibson asked question about upstairs downtown housing units under discussion for Urban Renewal Agency (URA) rehabilitation program; Severson confirmed additional housing in downtown is consistent with Growth Policy- encouraged anyone interested in URA grant funds for upper floor housing unit rehab as affordable housing can contact Chair of URA and/or attend next URA meeting 6/27 at 4:30 pm
- Severson confirmed June Zoning Commission meeting would review PUD Ordinance and June Planning Board meeting is cancelled
- Blurock and Vanderland discussed affordability of upstairs downtown housing rehab
- Severson showed map of Downtown Master Planning area; answered questions about Downtown Plan RFP

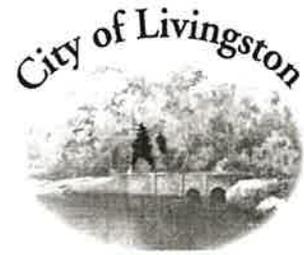
## 8. Adjournment (4:08 pm)

**File Attachments for Item:**

**A. DESIGN REVIEW - DREAMBOAT MARKET OUTDOOR SPACE**

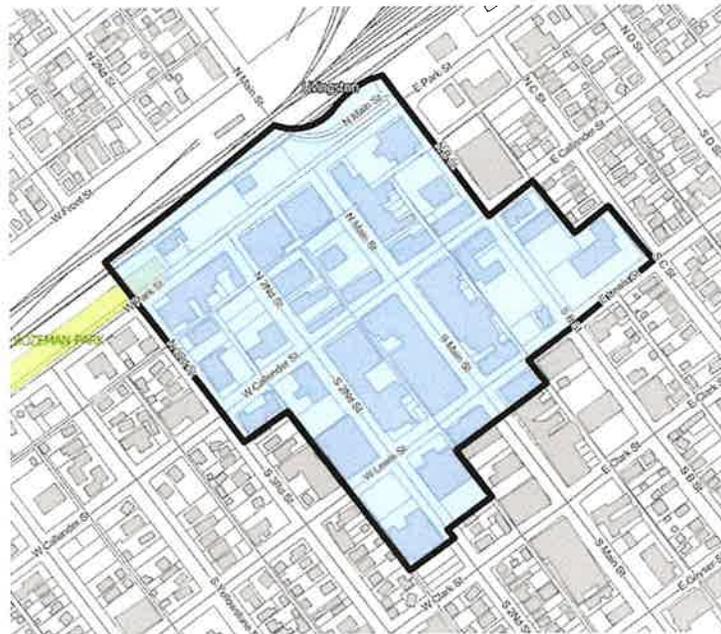
City of Livingston  
 Department of Planning  
 220 E. Park St.  
 Livingston, MT 59047  
 (406)222-4903

[planning@livingstonmontana.org](mailto:planning@livingstonmontana.org)



### City of Livingston Historic Design Review Application Instructions

Historic Design Review is required for all exterior and signage modification of any structure within the Downtown Historic District (map below), including painting and façade changes. All Historic Design Review Permits are reviewed by the Historic Preservation Committee (HPC). The HPC meets at 3:30 p.m. on the second Tuesday of every month. Applications must be submitted 10 days prior to the HPC meeting to be included on the next meeting agenda.



#### Submittal Requirements:

- Completed Application Form
- Building Elevations with dimensions of doors and windows, proposed changes, materials and colors, and architectural features clearly shown.
- Sign plans showing location, size, shape, color, wording and mounting structure (if required). Photographs of the structure and adjoining structures.
- Any other documents needed to show compliance with Chapter 31 of the Livingston Municipal Code- Historic District Overlay Zoning.
- This application must be accompanied by a site plan and/or drawing that identifies the location of the exterior modifications on, or in relation to, the structure. This information may be prepared by the applicant; it does not need to be prepared by a design professional.

All documents shall be submitted on either 8 1/2" x 11" or 11" x 17" paper. Additionally, digital copies of the submittal in PDF file format are required.

City of Livingston Historic Design Review Application Form

1. Applicant's Name: Karen Henderson, Apples + Anglers llc,

2. Location of Property

Street Address: 113 West Park Street, suite 3

Business Name (if applicable): Dreamboat Market

3. Contact Information

*Property Owner*

Home Address: 26 Pine Meadow Road

Livingston, MT

Phone Number: 209-743-4616

Email Address: karen@applesnanglers.com

*Primary Contact/ Applicant*

Name: karen henderson

Address: 26 Pine Meadow Rd

Livingston MT

Phone Number: 209-743-4616

Email Address: karen@applesnanglers.com

*Secondary Contact*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

4. Project Information- please check all proposed exterior changes (attach necessary details to this form)

Signage  Yes  No

Provide the following information for each new sign: a diagram of the sign that shows the size, color(s), material and location of the sign relative to the structure as well as how sign will be mounted/ anchored.

**Lighting**                     Yes     No

Show the location(s) of new light fixtures and attach the manufacturer cut sheet.

**Paint/ Trim**                 Yes     No

Show the location(s) of new paint/ trim work on the building and attach a paint sample (digital sample or photo OK).

**Siding**                       Yes     No

Show the location(s) of new siding and attach the manufacturer cut sheet.

**Windows**                     Yes     No

Show the location(s) of new windows and attach the manufacturer cut sheet.

**Other Façade/ Exterior Improvements**                 Yes     No

Describe and show the location(s) of additional improvements other than those listed above; provide details for the proposed work and attach manufacturer cut sheet(s) if available for design elements.

**NOTE:**

- Manufacturer cut sheets must include material and color details. Photos or detailed drawings may be substituted for manufacturer cut sheets.
- This information may be prepared by the applicant; it does not need to be prepared by a design professional.
- If design elements (paint color, siding material, light fixture, etc.) have not yet been finalized, please include all options being considered so they may be reviewed and approved to prevent unnecessary delays in your construction schedule.

I hereby certify that the information included in this application is true and accurate.

  
 \_\_\_\_\_  
 Applicant's Signature

7/30/23  
 \_\_\_\_\_  
 Date

**To be filled out by the Zoning Administrator**

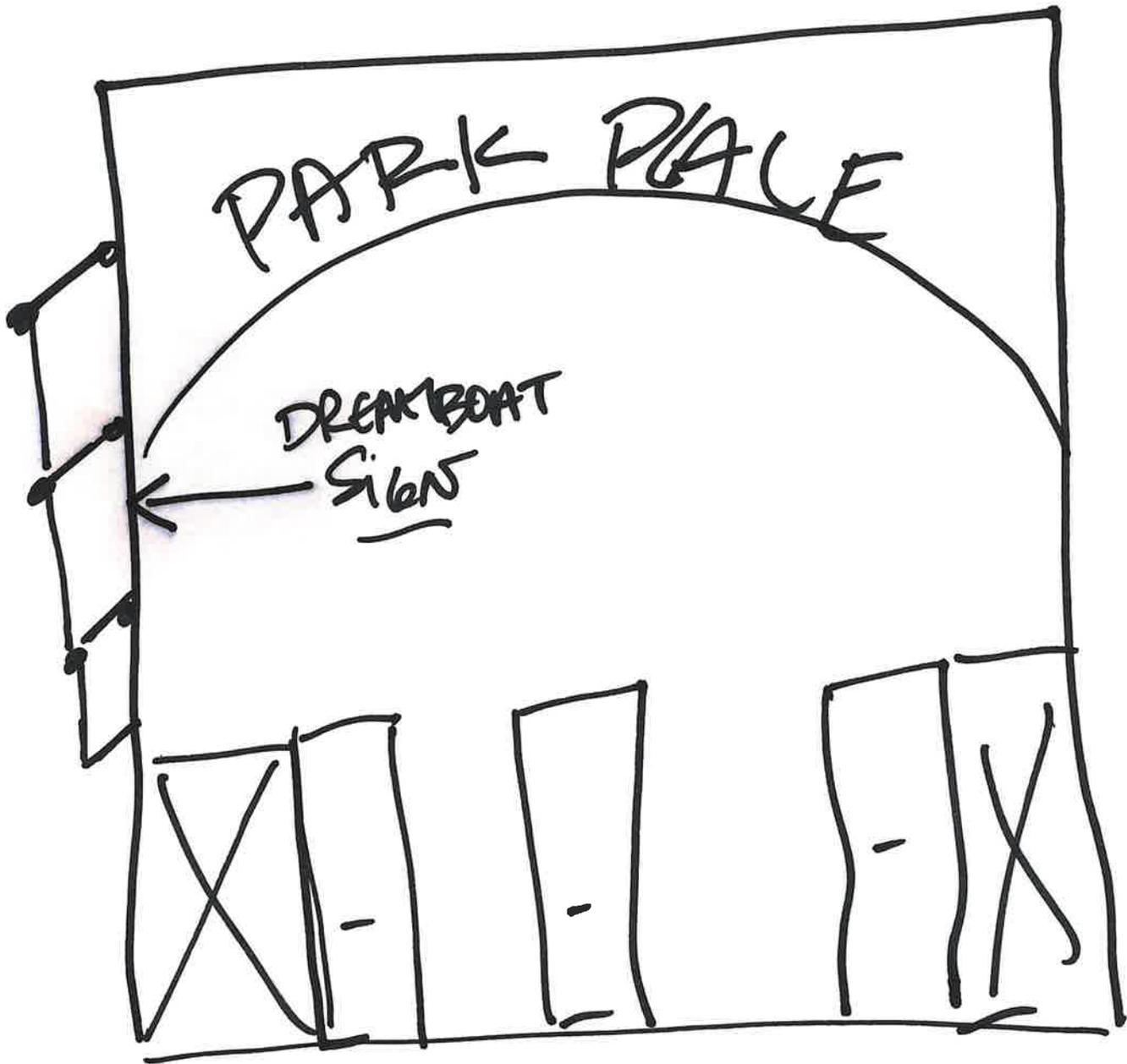
Zoning Review Complete?     Yes     No

Building Permit required?     Yes     No

D R E A M  
M A R K E T . B A T O  
Y . F A T



METAL CUT OUT / WOOD INLAY



PLUS VINYL STICKERS ON INTERIOR DOOR.

\* SANDWICH BOARD WHILE OPEN HOURS ON SIDEWALK



**File Attachments for Item:**

**B. DOWNTOWN HISTORIC SURVEYS - DRAFT SCOPE OF WORK**

## DRAFT SCOPE OF WORK FOR DOWNTOWN HISTORIC SURVEYS

### A. Scope of Work

- Staff will work with consultant and SHPO to draft a map of downtown Historic District to show: buildings for which surveys are completed; buildings for which surveys need to be completed
- Staff will work with SHPO to provide available source/ reference material to consultant to review prior to beginning surveys
- Final project deliverables:
  - completed MT Historic Property Record Forms for buildings surveyed
  - downtown historic district map that shows:
    - buildings with completed surveys/ property record forms filed
    - buildings that still need to have surveys conducted
    - buildings showing updated status of National Register eligibility
      - I.E. Removal of buildings no longer existing/ eligible since historic district established and addition of buildings now eligible that were not originally
    - reconfigured historic district boundaries based on building eligibility/ contribution to district status
- Compilation of all field data and research to be formatted into Montana Historic Property Record Forms
- Copy of all Montana Historic Property Record forms to be submitted to staff for review and approval prior to submittal to SHPO. Unsatisfactory or incomplete forms will be returned to consultant for revision.
- Completion and submittal of a digital copy of a final report summarizing work results, potential National Register nominations, and opportunities for further survey work.
- Public presentation of all survey findings as indicated in the final report, on a date to be determined (HPC and City Commission meetings).

### B. Montana Historic Property Record Form Requirements

The Montana Historic Property Record Form must be approved for each property being surveyed prior to completion of the survey project. Each form shall be formatted so as to include the following information as available:

- Legal Location
- UTM Reference
- Current Property Owners
- Architectural Description
- Site Description
- History of Site including title chain
- Current and Historic Maps
- Modern and historic photographs
- Statement of Significance and Integrity
- Eligibility Status of inclusion of the National register of Historic Places

**File Attachments for Item:**

**A. URBAN RENEWAL AGENCY HOUSING REHAB PROGRAM GUIDELINES**

**Livingston Urban Renewal Agency**

**Residential Rehabilitation Grant Program  
Guidelines**

Approved

July 25, 2023

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# 1. BACKGROUND AND STATEMENT OF PURPOSE

The 2003 Livingston Urban Renewal Plan identified policies and goals of the Urban Renewal District to help alleviate certain conditions within the District. The identified goals were organized into several topic areas including: infrastructure; transportation; community amenities and public facilities; commercial development; residential development; and other lands.

Within the Residential Development area, the Urban Renewal Plan notes that “Where suitable, property owners should be encouraged to consider redevelopment of upper level residential spaces.” Such work is authorized by the Montana Code Annotated which grants the Agency the power to, among other actions, “prepare plans for carrying out a program of voluntary or compulsory repair or rehabilitation of buildings and improvements.”

Recognizing that the availability and affordability of housing are two issues inhibiting economic activity within the Urban Renewal District, a program to encourage the redevelopment of under-utilized residential spaces is appropriate.

# 2. PROGRAM DETAILS

The Residential Rehabilitation Grant Program is intended to provide a resource to encourage the rehabilitation or development of residential spaces within the Livingston Urban Renewal District. The following provides guidance on several aspects of the program:

## A. ELIGIBLE PROJECTS

1. The Program is intended to encourage the development or redevelopment of unutilized residential spaces within the Urban Renewal District. Applicants must evidence a plan to bring residential units to the long-term (greater than 3 months) rental market. Funding preference shall be given to projects that contain affordability measures for residential units aligned with the then-current Department of Housing and Urban Development standards.

For the purposes of this program, a residential unit is defined as being designed and used primarily as a dwelling or living accommodation for one or more individuals. Further, each unit shall have city utility service as well as a place to shower and wash dishes.

2. Awarded grant funds may be used for improvements including, but not limited to: Access; Development Impact Fees; Down payments for loans; Interior Improvements; Heating and Air Conditioning Systems; Life-safety Systems; Structural Improvements; and Utility Connection Costs.
3. Applications may be submitted by building owners or other parties with a real property interest (ownership or leasehold) in a property within the Urban Renewal District. Non-owners shall have contractual care and control of the subject property for a period not less than 10 years from certificate of occupancy associated with the work completed.

4. Projects must have been issued a building permit not more than thirty (30) days prior to the date of application. Projects that have not been issued a building permit are eligible to apply.

**B. PROJECT FUNDING**

In the event a project is approved for funding, the URA will reimburse the participant up to 50% of the total project costs with a maximum grant amount of \$250,000 per unit. The URA reimbursement will be based on actual costs incurred for the project. Reimbursement shall be made after completion of project work and may occur over several years subject to agreement of the parties.

**C. APPLICATION PROCESS**

1. Applications for funding shall include:
  - a. Description of property, including address with location in Urban Renewal District.
  - b. Description of project goals including number of residential units restored and returned to the long-term rental market. Anticipated rent type should be included in the project application (e.g. Market Rate, Level of Affordability).
  - c. Unexpired construction bids or product quotes for all work included in the project.
2. The Urban Renewal Agency Board shall review all applications from eligible projects using the established criteria.
3. All applicants awarded funding pursuant to the program shall enter into an owner participation agreement prior to commencing work and receiving reimbursement.

**D. PROJECT IMPLEMENTATION**

1. Owner-Participation Agreements
  - a. All applicants awarded funding pursuant to the program shall enter into an Owner Participation Agreement prior to commencing work and receiving reimbursement.
  - b. At a minimum, Owner Participation Agreements shall contain: the maximum reimbursement amount; requirements for level and duration of affordability of rental units.
  - c. The URA may require a residential unit management plan for those properties that are not already managing residential units on-site.
2. Project Timelines
  - a. All projects shall commence within one hundred and eighty (180) days of award.
  - b. All projects shall be complete within three hundred sixty-five (365) days of commencement.
  - c. Reimbursement of costs shall occur after project completion and may occur over several years as agreed upon by the URA and Applicant.
3. Access to Site and Records
  - a. The Urban Renewal Agency shall have the right to access the project location, observe the progress of work and review residential units with not more than five (5) days advance notice.
  - b. Access to all project records shall be provided to the Urban Renewal Agency upon request and not more than five (5) days after written request. Project records include those related to the construction cost and timeline and, after construction, both the term and affordability of rental units

### **3. SUPPORTING DOCUMENTS**

The Following forms and documents are to be used in the Residential Rehabilitation Grant Program. Such forms and documents may be updated from time to time and the Urban Renewal Agency should be consulted to ensure that the appropriate forms are being used.

**A. APPLICATION FORM**

Date: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Email and Phone: \_\_\_\_\_

Project Location: \_\_\_\_\_

Anticipated Project Start: \_\_\_\_\_

Anticipated Project Completion: \_\_\_\_\_

Project Description (include work to be performed, # of units brought to market, project cost):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attach

- 1. Construction bids and/or product quotes.
- 2. Proof of Real Property Interest (Ownership or Leasehold Interest).

I affirm that all information contained in the foregoing application to the Livingston Urban Renewal Agency's Residential Rehabilitation Grant Program is true and correct.

\_\_\_\_\_

Printed Name of Applicant

\_\_\_\_\_

Signature of Authorized Agent

**B. PROJECT EVALUATION CRITERIA**

The following criteria shall be used in the evaluation of applications to the Residential Rehabilitation Grant Program.

| Criteria  | Rating or Compliance |
|---|----------------------|
| <p><b>Project Location</b><br/> <i>Projects must be located in Urban Renewal District.</i></p>  |                      |
| <p><b>Applicant Property Interest</b><br/> <i>Applicants must own or have a property interest in the subject property through either ownership or a lease.</i></p>  |                      |
| <p><b>Residential Units Brought to Market</b><br/> <i>List Number and Type of Residential Units.<br/> <u>Include Affordability Measures proposed.</u></i></p>   |                      |
| <p><b>Type of Improvements</b><br/> <i>Eligible Improvements include: Access; Development Impact Fees; Interior Improvements; Heating and Air Conditioning Systems; Life-safety Systems; Structural Improvements; and Utility Connection Costs.</i></p> |                      |
| <p><b>Reimbursement Amount and Percentage</b><br/> <i>The URA will reimburse the participant up to 50% of the total project costs up to \$250,000s per unit.</i></p>  |                      |
| <p><b>Project Commencement</b><br/> <i>All projects shall commence within one-hundred eight (180) days of award.</i></p>  |                      |
| <p><b>Project Completion</b><br/> <i>All projects shall be complete within three hundred sixty-five (365) days of commencement.</i></p>   |                      |

**C. OWNER PARTICIPATION AGREEMENT**

A sample Owner Participation Agreement is attached. Each project awarded funding from the Residential Rehabilitation Grant Program shall be subject to such an agreement.