



## Livingston Urban Renewal Agency Agenda

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Meeting ID: 897 1074 4640

Passcode: 759040

The regular meeting of the Livingston Urban Renewal Agency Committee has been scheduled for February 27, 2024 at 4:30 PM in Community Room, City/County Complex. This meeting will be facilitated by Allison Vicenzi.

1. Roll Call

2. Approval of Minutes

**A. APPROVAL OF MINUTES FROM NOVEMBER 14, 2023**

**B. APPROVAL OF MINUTES FROM NOVEMBER 28, 2023**

3. New Business

**A. LINCOLN SCHOOL FACADE GRANT CONSIDERATION**

**B. EARTHCAM DICUSSION**

4. Old Business

**A. DOWNTOWN MASTER PLAN - ANDY RUTZ**

**B. RESIDENTIAL REHABILITATION GRANT PROGRAM UPDATE**

5. Public Comments

6. Board Comments

7. Adjournment

To ensure that it is passed on to the voting members, written public comment should be submitted before noon the day of any public meeting. This deadline is set to ensure comments reach City Commission, Boards, Committees, and City Staff timely allowing all parties to review comments prior to the start of any public meeting. Comments received after this deadline are not guaranteed to reach the intended persons before the start of the meeting.

**File Attachments for Item:**

**A. APPROVAL OF MINUTES FROM NOVEMBER 14, 2023**



## Livingston Urban Renewal Agency Special Meeting Agenda

The regular meeting of the Livingston Urban Renewal Agency Special Meeting Committee has been scheduled for November 14, 2023 at 1:30 PM in 228 W Callender St.

### 1. Roll Call

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

Staff in attendance: Planning Director Jennifer Severson

### 2. Approval of Minutes

### 4. Old Business

### 3. New Business

#### **A. DOWNTOWN MASTER PLAN - ANDY RUTZ**

Andy introduced himself and his role then moved into the slides he prepared for the presentation.

He first reviewed the study area for the Downtown Master Plan which matches almost identically to the URA boundary. It is recommended in late January or early February that they will come back and talk in specific focus groups. They had a very successful vision survey online with 400 people respond, with lots of open ended inputs that provided a lot of valuable information. Themes from the survey include community, historic, accessibility, and local. Vision Themes include: diversify mix of uses, strengthen connections to wealth and assets, parking for economic vitality, and arts/culture programming.

Matt reviewed Economic/Business Conditions stated 333 business say they are located downtown and that is 2,175 jobs in the downtown area. Visitation trends show and estimated 3,645,000 annual visitors, 39% spend a night in the Yellowstone area, and top sites are Yellowstone National Park, Glacier National Park, Hot Springs, and Little Bighorn Battlefield. A map was shown of Underutilized Parcels/Opportunity Sites. He went over the role of the URA in the downtown stating help identify strategies and investments to improve downtown, guide plan drafting, determine role in implementing the plan, and help implementing the plan. He briefly went over some common URA Programs: large project gap financing/closure, streetscape/public realm improvements, façade improvements, building rehabilitation/ code compliance, site demolition clean up, land acquisition, placemaking improvements/ programs, incentivizing community benefits, property and business loan funding, utility infrastructure improvements and marketing/branding events.

Matt lead the discussion with URA directly about their vision for downtown. Julie started she loves that everyone is local and loves not see the national chains in the downtown here. That is her vision to see in 20 years the uniqueness stays and the non-corporate big box retail. She would like it to continue to be all inclusive and affordable for locals to stay.

## Livingston Urban Renewal Agency Special Meeting Agenda

Rick stated his vision for 20 years is that downtown will be made up of more people living downtown, and feels developing workable parking is important for the area, but don't want a large parking structure. He would like to keep it as natural as possible with flowers and trees.

Lisa stated her vision is a downtown that is easy to access and that is inviting and easy to stick around in. Place making is important so really giving is spaces and things that keep people in the downtown area at all times of day.

Allison stated her vision is to have a place you can belong in as a maker or citizen consumer. She feels we have a lot of underutilized vacant spaces, and some good potential parking areas. There is a lot of potential to for building to have store fronts at ground level and housing above. She would like to see higher paying jobs downtown and more of them. Support for small local business such as space, workforce housing, and also getting the community involved in the downtown area were topics of importance for Allison. She said big picture she would like to see the URA own land or at least develop it in a beneficial way.

Matt asked the URA what would be the one most needed improvement or addition.

Allison stated activating underutilized vacant spaces in a beneficial way to the community.

Matt then asked what is needed and what do they need to fill the spaces with.

Allison stated we have a lot of commerce it would be space to go to, or hang out, or contribute that make downtown friendly.

Lisa agreed with Allison and wants people to recognize downtown is more than just Main St.

Rick feels the most needed improvement is would be parking, and it seems not used well by business owners and customers downtown.

Julie expressed one thing most needed is something that is for everybody such a place to hang out that is not a bar or a restaurant, and don't have to spend a ton of money to be there.

Matt and Andy went over what URA districts do in other places. This moved into an overall open discussion between URA, Downtown Master Plan Consultants, and City Staff

5. Public Comments

6. Board Comments

7. Adjournment

3:02pm Rick motioned to adjourn the meeting seconded by Lisa. Unanimously approved.

# *Livingston* DOWNTOWN MASTER PLAN



URA Strategy Workshop – Nov. 14, 2023

# Study Area






# Scope of the Master Plan

- **Master Plan Framework Recommendations**
  - Land Use, Mobility, Access Improvement, Parks/Public Spaces
- **Streetscape Improvements Plan**
  - Wayfinding Location Plan incorporated
- **Economic Development Strategies & Feasibility**
  - Economic & Demographic Profile
  - Real Estate Market Conditions Analysis
  - Urban Renewal Area Strategy Workshop
- **Housing & Parking Study**
  - Supply & Demand Assessment
  - Housing Development Potential ID
  - Development Feasibility Analysis
- **Implementation Action Plan**

# Project Timeline

Project Schedule Livingston Downtown Master Plan	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	
Task 1: Project Kickoff & Project Management	July 2023 - May 2024											
Task 2: Existing Conditions Analysis & Preliminary Visioning	July 2023 - September 2023											
Task 3: Community Workshop			September 2023 - November 2023									
Task 4: Master Plan Development					November 2023 - January 2024							
Task 5: Final Master Plan and Implementation Action Plan									February 2024 - May 2024			
Task 6: Housing & Parking Study	August 2023 - April 2024											

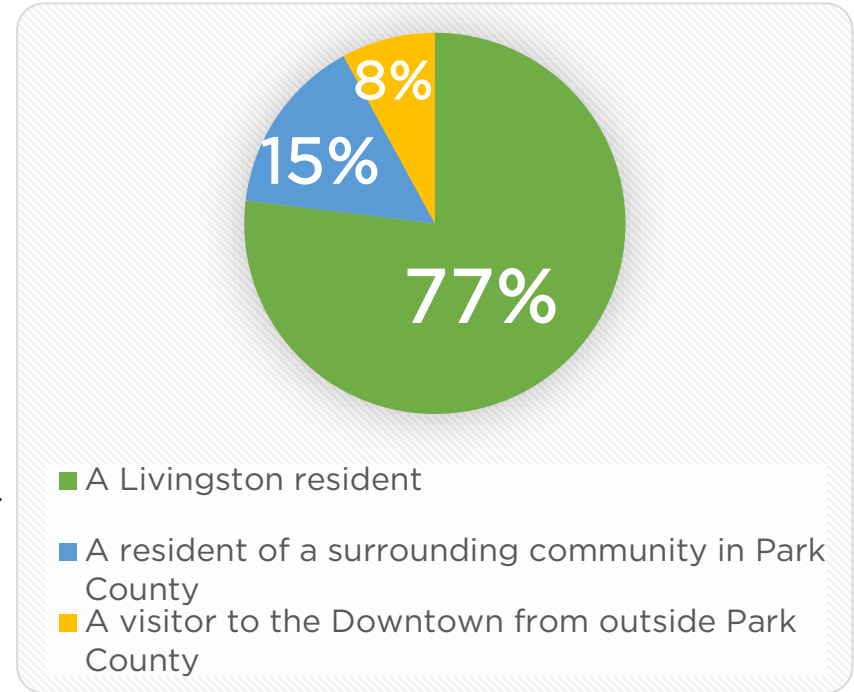
**Key Outreach Windows (in addition to Online Surveys & On-Going Stakeholder & Webpage Input):**

- 
**Aug. 15th – 17th**     Site Documentation; Stakeholder Outreach; Farmers Market Outreach; Intercept Interviews
- 
**Nov. 14th – 16th**     Community Workshop; Business Owner’s Breakfast; URA Strategy Workshop; Public Open House
- 
**Late-January (Targeting)**     Focus Groups to vet Preliminary Recommendations



# Engagement to Date

- Stakeholder Interviews
  - In-Person & Online
- Farmers Market “Intercepts” / Booth
- City Commission & URA Board Presentations
- Preliminary Vision Survey
  - 391 Respondents
  - Wealth of open-ended inputs
- “Share Your Ideas” webpage form
  - [www.downtownlivingston.org/plan](http://www.downtownlivingston.org/plan)



# Emerging Vision Themes – Preliminary Visioning Survey

- **Residents** (of Livingston and/or Park County):
  - In one word, what would be your vision for the future of Downtown Livingston?

Preserved Trees History Vibrancy **Character** Pedestrian Accessibility Fun  
Parking small town **historic** Planned **Preservation** Thriving  
**maintain** Sustainable **Community** inclusive  
**Vibrant** art galleries **shops** Unchanged **Local** affordable  
**business** walkable **Keep** Connecting growth Leave alone **Charm**  
Better parking

# Emerging Vision Themes – Summary

- Gleaned from Stakeholder Interviews, Preliminary Visioning Survey, “Share Your Ideas” webpage engagement
  - 1. Diversify Mix of Uses in the Downtown**
    - Serve local needs supplemented by authentic interests for visitors
  - 2. Strengthen Connections to Wealth of Assets**
    - Engage the rail history, Yellowstone River & strengthen gateway relationship to the National Park
  - 3. Right-Size Parking for Economic Vitality**
    - Ensure parking supply supports local business needs along with any future redevelopment
  - 4. Build Upon Arts/Culture/Programming**
    - Celebrate Livingston’s unique history, character and local culture by making the Downtown the community’s gathering place

# Economic / Business Conditions

- **Most prevalent business types**

- Retail Trade (55)
- Professional Services (32)
- Accommodation/Food Service (25)
- Health Care (25)



333 businesses in Study Area  
53% of citywide businesses

- **Largest industries by employment**

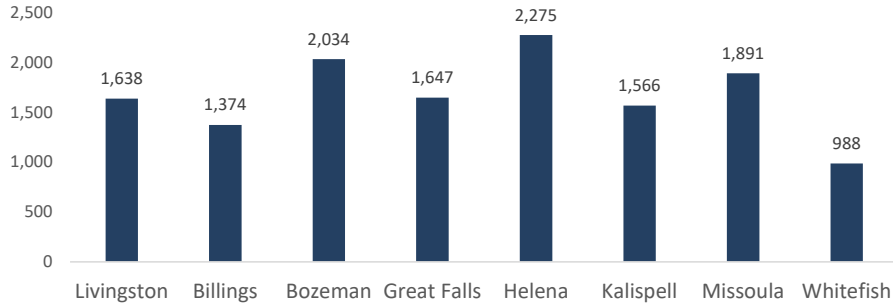
- Public Administration (505)
- Retail Trade (352)
- Education (201)
- Accommodation/Food Service (157)
- Finance/Insurance (144)



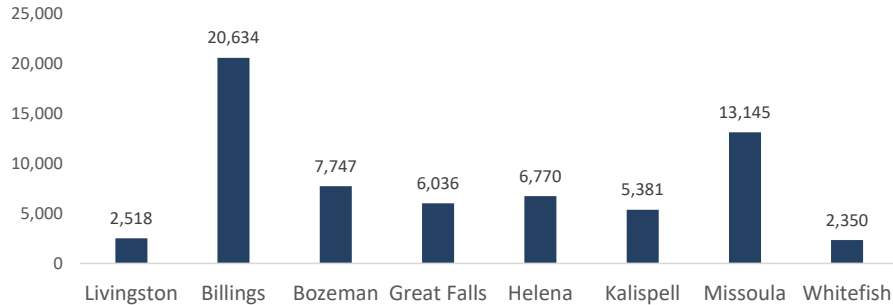
2,175 jobs in Study Area  
50% of citywide jobs

# Comparison To Peers

### Households within Half Mile



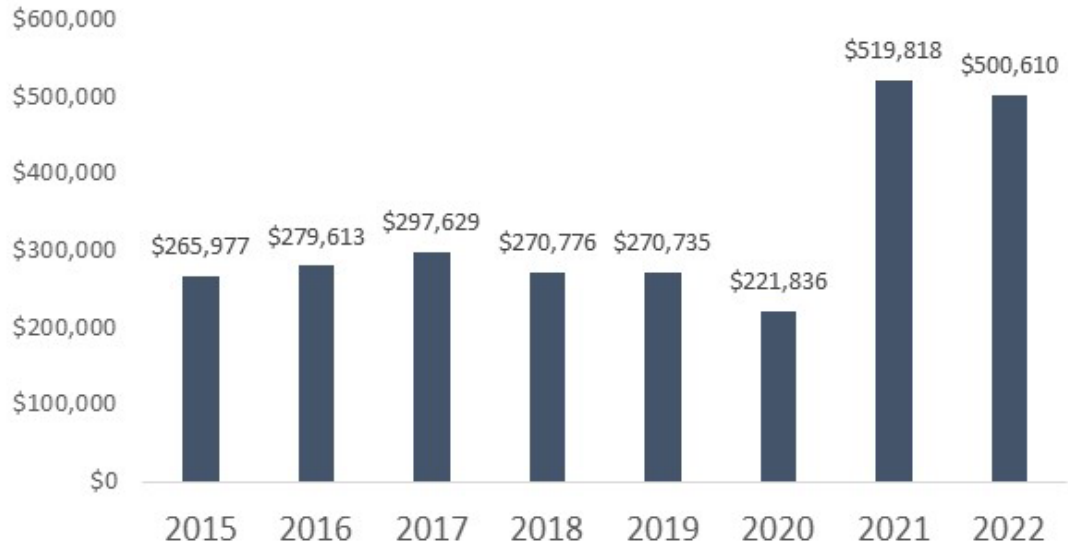
### Jobs within Half Mile



# Visitation Trends

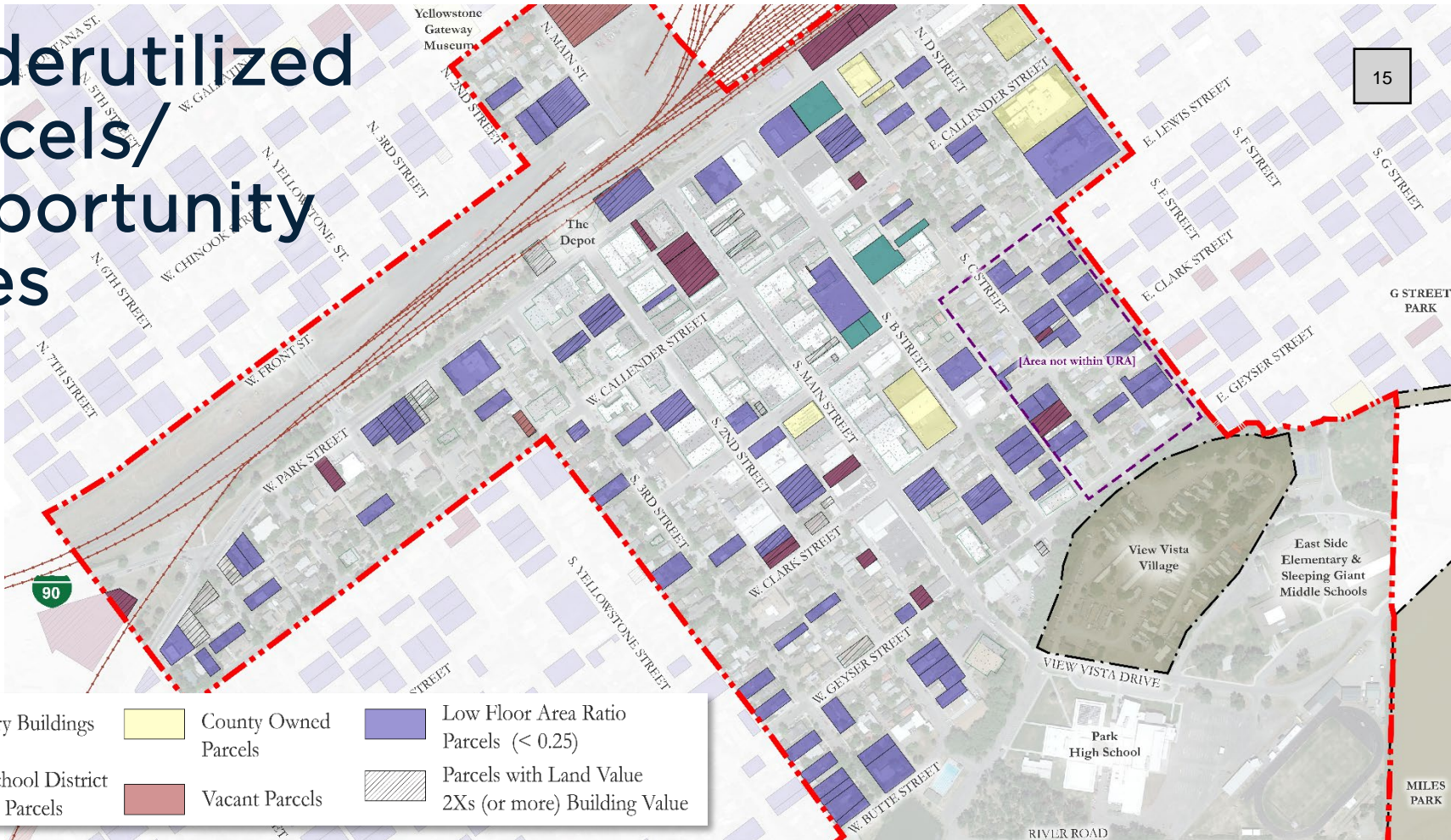
- Estimated 3,645,000 annual visitors
- 39% spend night in Yellowstone area
- Average nights spent for overnight visitors:
  - 5.8 nights
- Top Sites Visited
  - Yellowstone NP
  - Glacier NP
  - Hot Springs
  - Little Bighorn Battlefield



Lodging Tax Collected in Livingston CVB Area



Source: Institute for Tourism and Recreation Research

# Underutilized Parcels/ Opportunity Sites



-  2+ Story Buildings
-  County Owned Parcels
-  Low Floor Area Ratio Parcels (< 0.25)
-  City/School District Owned Parcels
-  Vacant Parcels
-  Parcels with Land Value 2Xs (or more) Building Value

# URBAN RENEWAL CASE STUDIES

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# PURPOSE

## ROLE OF THE URA IN THE DOWNTOWN

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

Optimal time to collectively decide what role the URA wants to play in implementation.



## FLAVORS OF URBAN RENEWAL

- URA powers in Montana provide for a wide range of potential actions a URA can take and use tax increment for.
- The use of URA powers varies from state to state and community to community.
- Goal is to figure out how best to utilize powers to fit Livingston.

## Common URA Programs

- Large project gap financing/closure
- Streetscape/public realm improvements
- Façade improvements
- Building rehabilitation/code compliance
- Site demolition and clean up
- Land acquisition
- Placemaking improvements/programs
- Incentivizing community benefits
  - e.g. affordable housing
- Property and business loan funding
- Utility and infrastructure improvements
- Marketing/branding/events

# OTHER MONTANA URBAN RENEWAL EFFORTS

Program	Billings	Bozeman	Great Falls	Helena	Kalispell	Missoula
Large project gap closure	X			X		
Streetscape/public realm improvements		X		X	X	
Façade and building improvements	X		X	X	X	X
Building rehabilitation/code compliance			X		X	X
Site demolition and clean up					X	X
Land acquisition						
Placemaking improvements/programs	X					
Incentivizing community benefits		X		X		X
Property and business loan funding	X					X
Utility and infrastructure improvements	X		X	X	X	X
Marketing/branding/events				X		

Source: Economic & Planning Systems

# DISCUSSION

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## URA INVOLVEMENT

- What is your vision for Downtown in 20 years?
- What are the most needed improvements and/or additions for Downtown?
- What roles/programs should the URA take on?
  - Short-Term (0 to 3 years)
  - Long-Term (4+ years)

**File Attachments for Item:**

**B. APPROVAL OF MINUTES FROM NOVEMBER 28, 2023**



## Livingston Urban Renewal Agency Meeting Agenda

The regular meeting of the Livingston Urban Renewal Agency Meeting Committee has been scheduled for November 28, 2023 at 4:30 PM in Community Room, City/County Complex, and Zoom. This meeting will be facilitated by Chair Allison Vicenzi.

<https://us02web.zoom.us/j/83259123388?pwd=VGJoak13WIR3RVBQTFJMT3dScGRLUT09>

Meeting ID: 832 5912 3388

Passcode: 188277

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### 1. Roll Call

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

Staff in attendance: Policy Analyst Greg Anthony, Planning Director Jennifer Severson

### 2. Approval of Minutes

#### **A. APPROVAL OF MINUTES FROM OCTOBER 24, 2023**

Motion to approve October Minutes made by Lisa seconded by Julie. Unanimously approved by the four member present.

### 3. New Business

### 4. Old Business

#### **A. RESIDENTIAL REHABILITATION PROGRAM**

Chair Vicenzi introduced this item and presented a few slides and invited folks in the room to ask questions along the way.

The first slide included information about the open house, but also has a QR code to get to the application and more about the grant program.

The purpose of today's meeting is to review residential rehabilitation/redevelopment grant program, hear feedback, and pass out grant applications. The two current URA programs are Façade Repair and Renovation and Residential Rehabilitation. The URA map does include all of downtown, but Chair Vicenzi reminded it does include a bit of residential area in surrounding areas. A residential unit is classified as a dwelling or living accommodation for one or more individuals, and each unit should have City utility services as well as a shower and place to wash dishes. Types of units include long-term, and applicants must show a plan to bring units to long-term rental market, also funding preferences will be given

## Livingston Urban Renewal Agency Meeting Agenda

to projects that contain affordability measures for residential units aligned with the current Department of Housing and Urban Development standards. Building owners or other parties with real property interest are able to apply.

Audience member asked how they determine 3 months or more, do they do this with a deed restriction.

Chair Vicenzi stated part of the application process and agreement states the URA will have access to the information on the rentals, so they would utilize City staff, or hire a third party to make sure those requirements are being met.

Audience member asked if there is an option for five years from now to turn it into a hotel suite.

Lisa Garcia stated yes, there is a certain amount of years it has to remain on the long-term market, then it will be allowed to go to short-term.

Chair Vicenzi showed a few photo examples that could be used in the area such as Townhomes, Mixed- Use with Commercial, and ADUs.

Audience Member asked about the Downtown Master plan presentations and if there is data to share, and maybe how people are thinking if using this funding and how that is in line with the Downtown Masterplan.

Chair Vicenzi stated they did have a workshop with the Downtown Masterplan consultants and they were able to vocalize their own visions for the board and what they would like to see, and hear about what other Urban Renewal Districts have done. She let the audience know the consultants are planning to come back out in January or February 2024 with some more steps and information. She stated 90% of the Downtown Master plan area is within the URA district, so both teams are working toward the same goals.

Audience member expressed concerns about blight and not allowing short-term rentals.

Chair Vicenzi advised the detailed concerns are more geared toward a public comment section of the agenda and not necessarily part of this grant program.

Audience member asked about receiving application that exceed budget and wondered about ranking applications.

Chair Vicenzi state this hasn't happened yet, and there is a scoring rubric and some questions or yes or no, other questions are about units, type of improvements, cost, and time.

Audience member asked how much they have per year.

Chair Vicenzi will check with the City Manager on the number

Audience member asked what average construction cost is for an upstairs unit.



## Livingston Urban Renewal Agency Meeting Agenda

An Audience member commented that construction will vary, but the cost per unit will be less with more units built. Using an example that 16 units will cost less per unit than only building 3 units.

Audience member owns a home in the URA district and would like to add an ADU to help the housing market, but cannot afford to build one, and wondered if she gets an estimate for a build and applies for this grant, if it's really that simple.

Chair Vicenzi clarified yes, it is.

Audience member stated Park County Housing Coalition is interested in helping folks who are looking to renovate an existing structure into an ADU.

Planning Director Severson stated the City is in the process of drafting updates for ADUs based on information coming from State Legislature. She advised ADU questions can be emailed to her at [planning@livingstonmontana.org](mailto:planning@livingstonmontana.org).

Chair Vicenzi came back to the budget question and clarified that the budget is based on both grant programs, façade and residential and reminded it changes every year based on the taxable value of the district.

Audience member asked if there are specific project elements that are excluded for grant funds.

Chair Vicenzi stated access, development impact fees, down payments for loans, interior improvements, hvac, life safety systems, structural improvements, and utility connection costs.

Lisa Garcia expressed that the vagueness of the document seems deterring for some, but it was intentional to leave it that way so they are able to gain feedback from the community to make it better.

Audience member asked how often does the URA end up distributing all of the funds.

Chair Vicenzi stated she doesn't have data from the past 20 years, but in her 4 years on the URA they have not used up their funds.

Audience member asked if there will be clarification on short-term rentals

Lisa Garcia clarified the intent is to keep it on long-term housing meaning leases will be 3 months or longer.

Audience member asked how many apartments were underutilized

Chair Vicenzi stated the Downtown Master Plan did a study on this and she recalled it being in the 200's.

Audience member asked if a building in the URA could be torn down and a new building put up in its place.

## Livingston Urban Renewal Agency Meeting Agenda

Chair Vicenzi clarified the intent is for buildings that already exist that are not tear downs, but have upper level space, and empty lots.

Planning Director Severson clarified all exterior improvements need to go through the Historical Preservation Commission.

Audience member expressed excitement about the ADUs, but also expressed concerns about fees with those ADUs. He felt strongly that this program should be for providing good housing for good community members.

Audience member asked about parking law requirements.

Chair Vicenzi stated a majority of the URA district is in the Central Business District which means there are not as many restrictions on residential construction, and that it is 1 parking per household, so even if it's a multi-unit there is only 1 required parking unit.

Planning Director Severson clarified ADUs are not allowed in the CBD because there are not density restrictions, and reminded there is a good portion of the URA district that doesn't allow ADUs.

Chair Vicenzi reiterated that large part of the Downtown Master Plan is the economic development portion and research. She also included that they have been collecting all of that data already.

Planning Director Severson stated in the Growth Policy section 3.11.1 is to encourage addition density within the downtown area of the City.

Audience member asked how many applications they have right now.

Chair Vicenzi stated none, but a good amount of interest and conversations.

Audience member asked if this program is being done in other areas of the County or Montana.

Chair Vicenzi stated yes.

Audience member asked about just using the guidelines from other areas.

Chair Vicenzi clarified that other areas are much different than ours and they are able to help fit it to what Livingston needs.

5. Public Comments

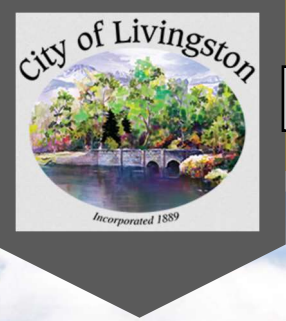
6. Board Comments

7. Adjournment

5:47pm Rick motioned to adjourn the meeting seconded by Julie. Unanimously approved.

## **Livingston Urban Renewal Agency Meeting Agenda**

**ATTN: BUILDING OWNERS/DEVELOPERS**



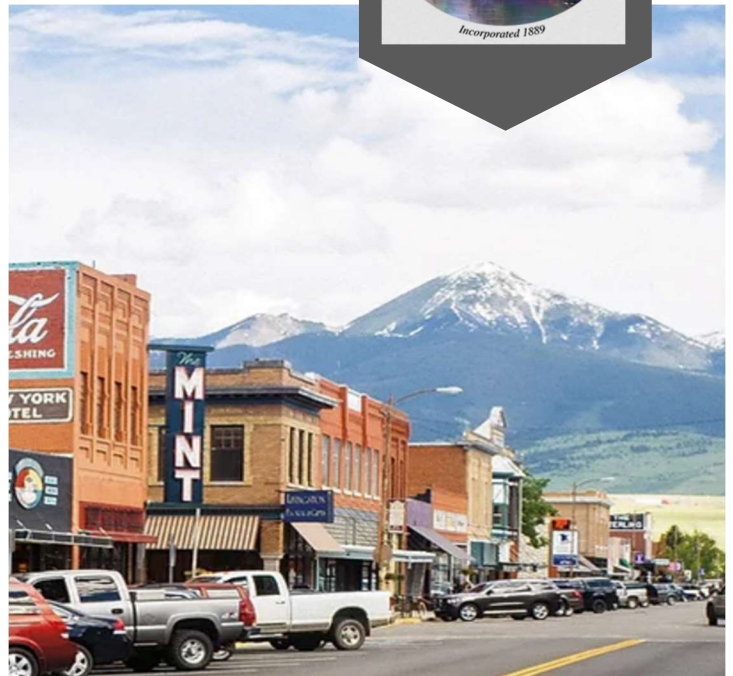
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# URA OPEN HOUSE

## RESIDENTIAL REHABILITATION GRANT PROGRAM

**11. 28. 2023 | 4:30 PM**

City County Complex  
Community Room  
414 E. Callender Street



Join Livingston's Urban Renewal Agency to learn more about the Residential Rehabilitation Grant Program which aims to encourage the development of residential spaces within the Urban Renewal District.



**MORE INFO: [HTTPS://WWW.LIVINGSTONMONTANA.ORG/BC-URA](https://www.livingstonmontana.org/bc-ura)**

**File Attachments for Item:**

**A. LINCOLN SCHOOL FACADE GRANT CONSIDERATION**

Cover Sheet  
Facade Repair & Renovation Grant  
Livingston Urban Renewal Agency

**Applicant Organization:** Lincoln School Foundation

**Organization Tax Status:** 501(c)3 non-profit EIN: 81-043959

**Project Title:** Lincoln School Historic Facade Restoration & Climate Control Project

**Key Contact:** Katherine Daly, Lincoln School Foundation Board Member  
[katherine.a.daly@gmail.com](mailto:katherine.a.daly@gmail.com) 406-589-8250  
520 S. 9th Street, Livingston, MT 59047

**Project Start Date:** May 2025  
**Project End Date:** October 2025

**Amount Requested:** \$100,000

**Breakdown of what the total will be used for:**

Repair upper parapet cap	\$20,000
Install 84 storm sashes on remaining historic windows	\$74,000
Restoration of windows currently covered by glass block	\$6,000

Please see application for full project budget and funding sources.

**Lincoln School Foundation**

Lincoln School Historic Facade Restoration & Climate Control Project

**PROJECT SUMMARY:**

The Lincoln School’s current state of disrepair may reasonably be considered blight that is detracting from the Downtown Historic District and depressing local property values. This project has several complementary aims that will address the deterioration of this prominent structure, thereby offering the neighborhood and the district a boost, while carrying out our mission of offering affordable work space to incubate and sustain our community’s small businesses, non-profit organizations, and artists. Key aspects of the project are:

- to preserve and restore the key architectural components of the Lincoln School’s 1914 facade that contribute to its Renaissance Revival aesthetic, such as its entryways and Tudor-inspired masonry;
- To arrest and remediate deteriorating components of the building’s facade that pose safety hazards, such as the parapets; and
- to enhance the building’s thermal performance, decreasing operating costs and improving comfort for tenants and visitors.

**URA Funding Could Leverage up to \$500,000 from the State of Montana**

The URA board’s pre-approval of this project would provide the required 20% match for a \$500,000 Montana Historic Preservation Grant (MHPG) the LSF Board has prepared. MHPG funds allow for critical improvements that are ineligible for URA funding, such as replacing the School’s boiler, which failed during the winter of 2022 and has been temporarily repaired.

MHPG funds will not be available until the conclusion of the legislative session in May 2025. However, MHPG applications are due at the end of February 2024; our application will be more competitive if we can demonstrate a local match commitment from the URA. This is why the Lincoln School Foundation is approaching the URA board for pre-approval so far in advance of the anticipated project start date.

The Lincoln School Foundation expects and would be happy to return to the URA board closer to the project start date to reconfirm project eligibility and present official bid documents, refined project timelines, and team information for the URA board’s consideration.

**STATEMENT OF CONDITION/NEED:**

This project explicitly focuses on preserving and restoring defining features of the building’s 1914 Renaissance Revival facade and enhancing the thermal performance of the structure. All efforts will be made to adhere to the Secretary of the Interior’s Standards for the Treatment of Historic Properties.

Activities of interest to the URA for the purposes of this grant fall into the following categories:

- Restoration of historic entryways
- Parapet repair and restoration and repainting of white trim
- Removal of glass block and replacement with operable, historically-appropriate windows
- Storm window installation

All of this proposed work was approved by the City of Livingston Historic Preservation Commission at their meeting on January 9, 2024.

# Lincoln School Foundation

## Lincoln School Historic Facade Restoration & Climate Control Project

### Historic Entryway Restoration



The School's three public entryways were marred when the original wood doors were replaced with steel doors, and many of its original windows were replaced with glass blocks. These updates have been in place long enough that they are now in poor repair. The doors do not shut securely, and the glass block is broken in many places.

Each of these entryways will be restored to their appearance and function at the time of the building's construction. This will be accomplished

with replacement in kind of missing doors, sidelights, and transom windows. All glass blocks will be replaced with windows that match the pane configuration, shape, and size of the original windows.

### Parapet Repair and Restoration

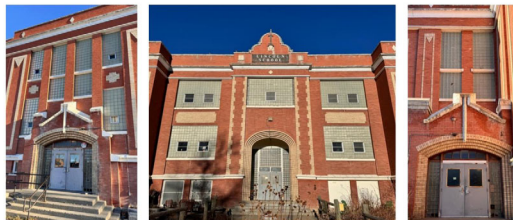


### Trim Painting & Exterior Cleaning



The parapet caps are weakened at the building's crown and potentially pose a safety hazard to building visitors. This important architectural detail will be stabilized and repainted white, along with all of the historically white masonry trim that contributes a unique Tudor flavor to the structure. This trim is currently in very poor repair and is flaking off the surface of the building.

### Glass Block on West, South, and East Facades



### Broken Glass Block Facing B & C Streets



Many of the School's original 1914 windows have been removed and filled in with glass blocks, which diminish the historic resource, are inoperable, and show significant wear. Areas affected by this retrofit include the School's auditorium, whose large, south-facing windows were almost entirely retrofitted with inoperable glass blocks that obscure sweeping views of Livingston Peak and the Sleeping Giant Cirque.



# Lincoln School Foundation

## Lincoln School Historic Facade Restoration & Climate Control Project

### Storm Window Installation

Storm windows were installed over the original, single-pane, ground-floor windows to improve thermal performance.

They did not alter the historic appearance of the windows.

We wish to complete that effort for an additional 80+ original, single-pane windows.

Lacking storm windows



Storm windows installed



In 2016 and 2017, the Lincoln School Foundation received grants from the Foundation for Montana History to install storm windows that match the pane configuration of the building's 1914 single-pane windows. Tenants in spaces whose windows have been fortified with storm windows have commented on their improved thermal comfort and quieter working environment. However, more than 80 original windows still need storm windows to improve the building's climate control.

### Potential Impacts on People and the Local Business Environment

This project will enhance the School's 29 workspaces and two public spaces while preserving affordability for tenants. Better climate control will improve working conditions for 6 non-profit and 21 small business tenants and enhance visitors' experiences. These improvements could increase tenant productivity and make it more likely for patrons of our salon, food truck, mental health providers, art studios, and other businesses to visit the building for the first time and/or enjoy their experience of the building and want to return.

Our six non-profit tenants serve an array of Park County interests, including youth development at the Blitzkreig Athletic Club and Farm to School of Park County, visual and literary arts at the Cottonwood Club, and natural resource stewardship via the Park County Environmental Council (a tenant for 30+ years), Montana Freshwater Partners, and the Invasive Species Action Network. More than half of our 21 small business tenants are artists. The School property also houses an architect and a landscape architect, mental health professionals, a salon, software engineers, a media production studio, and a new local food purveyor. One tenant reports that their ability to offer affordable mental health services is made possible by the Foundation's low rent.

The Lincoln School is open to the public. More than 100 community members—including our 27 tenant organizations, plus their employees, clients, students, and patients—regularly access the building. We frequently see an additional 100 monthly visitors for events, such as artist open studio nights; board meetings of local organizations including the Livingston Ice Skating Association and the Livingston Bike Club; and patrons of Montana Freshwater Partners' annual native plant sale. Our nonprofit tenants reach many more individuals in the community. For example, Farm to School of Park County alone provides 755 students hands-on cooking and gardening lessons, and gets roughly 600 students access to school lunches.

**Lincoln School Foundation**

Lincoln School Historic Facade Restoration & Climate Control Project

**PROJECT WORK PLAN**

**Anticipated 2025 Work Plan**

Activity	May	June	July	August	September	October
Repair parapet cap	x	x				
Install storm windows	x	x	x			
Remove and replace glass block	x	x	x	x	x	
Restore entryways				x	x	x

**Project Team**

- Contractors: Will be selected via “small purchases,” “limited solicitation,” or “formal solicitation” [procurement processes](#) meeting the standards of the Montana Department of Commerce.
- Project management: A paid administrator will also be procured via a process meeting the standards of the Montana Department of Commerce.
- Maverick Realty: Responsible for liaising with tenants.
- The LSF board includes members with relevant expertise in architecture, construction, and project management.
  - LSF board member Lucas Schad, AIA, has been a licensed architect in Montana for more than two decades and operates his firm out of the Lincoln School Building. He is adept at working with historic structures. His work renovating the 1896 offices of the Goughnour Lumber Company in downtown Livingston into condominiums won the 2008 Montana Preservation Alliance award for Adaptive Reuse of a Historic Building.
  - LSF board member Wyeth Windham is the President and CEO of Basecamp Group, the largest construction firm in the community. Basecamp Group provides custom and luxury home construction, sub-contractor services, and finishing material supply to the greater Livingston, MT, area. Wyeth is a Montana native with 18 years of executive team experience scaling business and departments to over \$50 million in annual revenue.
  - LSF board member Katherine Daly works in community development for HRDC of District IX and has more than a decade of experience in grant writing and administration. She worked as a land use planner for Gallatin County and has previously served as a project engineer for a framing company.

**PROJECT BUDGET/FINANCIAL INFORMATION**

**Lincoln School Foundation**

Lincoln School Historic Facade Restoration & Climate Control Project

**Lincoln School Historic Facade Restoration & Climate Control  
Preliminary Project Budget**

<b>Description of Work</b>	<b>Projected Cost</b>	<b>Funding Sources</b>	<b>Funding Status</b>
Repair upper parapet cap	\$20,000.00	Livingston Urban Renewal Agency	Pending
Install 84 storm sashes on remaining historic windows	\$74,000.00	Livingston Urban Renewal Agency	Pending
Restoration of windows currently covered by glass block	\$131,000.00	MHPG + Livingston Urban Renewal Agency	Pending
Restoration of three entryways	\$75,000.00	LSF Capital Reserve + FMTH Grant + PCCF Grant	Committed; Pending
Repaint white exterior masonry trim	\$20,000.00	MHPG	Pending
City of Livingston permitting	\$4,341.00	LSF Capital Reserve	Committed
Grant administration and project management	\$50,000.00	MHPG + LSF Board In Kind	Pending; Committed
<b>Total Project Budget</b>	<b>\$374,341.00</b>		

A preliminary cost estimate for the work eligible for reimbursement by the URA is attached to this application.



B A S E C A M P  
CONSTRUCTION

REQUEST FOR GENERAL CONTRACTING SERVICES

# LINCOLN SCHOOL HISTORIC RESTORATION

215 E LEWIS ST, LIVINGSTON, MT 59047



Submitted via Email

To: Max Hjorstsberg  
mhjorstsberg@gmail.com



B A S E C A M P  
CONSTRUCTION

February 11<sup>th</sup>, 2024

RE: Lincoln School  
Attn: Max Hjorstsberg  
215 E Lewis St  
Livingston MT 59047

Dear Max Hjorstsberg,

Basecamp Construction is pleased to present you with the following response to a request for services budget for the Lincoln School Restoration project. All responses to this request are made to the best of our abilities with the information at hand.

To execute this project, Basecamp Group will utilize our internal labor assets augmented by a curated team of subcontracted partners with long tenured experience in similar projects of this scope. We have a strong passion for the project. We appreciate the opportunity to present this proposal to you and look forward to furthering project discussions.

Sincerely,



Wyeth R. Windham  
Chief Executive Officer  
Basecamp Group, LLC  
801 US HWY 10 W Livingston MT 59047  
Phone: (406) 580-6021  
Email: [Wyeth@basecamp.mt](mailto:Wyeth@basecamp.mt)

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Basecamp Group is excited for the opportunity to participate in this project. We hope to build a positive working relationship that produces an incredible product and a long-term community benefit.

## General-Purpose

To successfully restore the historic nature, and renew the vitality of the Lincoln School building in Livingston MT. Allowing the community to benefit from the structure into the future.

Our response will achieve all of the outcomes communicated both in person and in the accompanying documents.

We understand that the project will be complex and have a fluid set of changing deliverables. The nature of the project coupled with the timeline and budget must be accounted for in all processes. Basecamp is in a unique position to provide this level of flexibility. Our size and familiarity with the process of developing the project creates a unique set of qualifications. In the following pages we will expand in detail on those qualifications.



## 2. THE TEAM

### Basecamp Group

For ten years, Base Camp Construction has been building premium homes and commercial spaces in the greater Livingston area. Our focus is on projects located east of the Bridger Range, developing the community that we live in.

Utilizing our in-house team, the largest construction labor force in Park County, and through leveraging our long established professional relationships, we are able execute complicated projects at an unparalleled level.

Our retail business, Base Camp Supply, brings our clients an opportunity to source premium finishes for their project without leaving Livingston. Custom cabinetry, premium tile, a broad range of flooring options as well as locally produced wood siding and trim packages are available to Construction clients at a competitive price point

### Management Team



**Wyeth Windham**  
President CEO



**Justin Gougeon**  
Founder, VP of Operations



**Ryan McCormack**  
Director of Construction



**Davydd Rees**  
Director of Project Management



**Suzanne O'Leary**  
President Of Supply





## Project Scope and Design Budget:

Health and Safety Issues / Historic Restoration: \$320,000

ITEM	DESCRIPTION	DESIGN BUDGET
Repair upper parapet cap	The current upper parapet cap and façade is in a state of disrepair that creates a true health and safety issue. It is plausible that in the current state we could see debris cascading to the street level.	\$20,000
Historic Window Preservation	Install storm sashes on remaining historic windows to preserve the historic nature and reduce operating cost to improve sustainability	\$74,000
Restoration of building's three entryways	Restore the three main entrances to the building. Replacing current failing doors with historically accurate entrances.	\$75,000
Restoration of windows currently covered by glass block	Replace all exterior glass block with historically accurate windows	\$131,000
Clean and repaint masonry trim	Clean flaking paint from exterior trim and repaint a shade that matches the original color	\$20,000

## REFERENCE DOCUMENTS USED

Information supplied by Client:

Descriptions, scope and sizing provided by LTS Architecture

In person meeting and walk through 1/23/2024