



Consolidated Land Use Board Agenda

August 14, 2024

5:30 PM

City – County Complex, Community Room

Join Zoom Meeting

<https://us02web.zoom.us/j/89165169862?pwd=V1VLAmnIM4xMaYwelxLELT4AsvYOzN.1>

Meeting ID: 891 6516 9862

Passcode: 010616

Phone: 1-669-900-9128

1. Roll Call

2. Approval of Minutes

A. June 24, 2024 Minutes

3. Public Comment

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

A. DISCUSSION OF DRAFT DOWNTOWN MASTER PLAN

5. Zoning Items

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.



Consolidated Land Use Board Meeting Minutes

The regular meeting of the Livingston Consolidated Land Use Board was held on June 24, 2024 at 5:30 PM in the Community Room of the City/County Building at 414 E. Callender Street. The meeting was facilitated by Chair Jessie Wilcox.

1. Call to Order (5:42 PM)

2. Roll Call

In attendance: Jesse Wilcox (Chair), Bailey Goodwine, John Kalmon, Frank O'Connor, Forrest Huisman, Becky Moores. Planning Staff: Jennifer Severson.

4. Approval of Minutes

O'Connor motioned to approve the April 10, 2024 LUB minutes. Goodwine seconded the motion. **Motion to approve the April meeting minutes passes 6-0 (recording 1:17 minutes).**

5. General Public Comments (1:25 minutes)

Andrew Field (Box 500 Emigrant) stated that within code 30.46 (Building Standards) there is a section under K.1.c that he feels does not belong in building design standards because it is more of an Economic analysis rather than concrete design standards.

Patricia Grabow (204 E Callender) explained how she voted against annexation when she was on the city commission. Grabow stated that she wants Livingston to be a thriving town along I-90, and she is excited that the Gateway Zones are being looked at.

Jem Blueher (95 Willow Dr) questioned why he was receiving Certified Mailing about the Zoning Map Amendments. Severson Stated that the City is required to notify properties within 300 feet of properties that will be affected by the Zoning Map Amendment.

Tammy Lewis (84 Fox Run) asked for clarification on what kind of financial impact the Zoning Map Amendment will have on businesses in the Gateway areas. Severson stated that there is no Economic Analysis involved in a map amendment, but Tammy can contact City staff if she has more in-depth questions.

6. New Business

A. Zoning Map Amendment (23:45 minutes)

Severson presented an overview of the Zoning Map Amendment and Gateway overlay zones. The Growth policy recommended the City establish community gateways, make renovations that celebrate the City's character, and review update

Consolidated Land Use Board Meeting Minutes

and enforce the policy and procedures within Livingston's Gateways. Design standards are only applicable to Commercially zoned properties or Commercial developments. The only thing the Overlay district governs is the design, signs, and buildings; it does not affect the uses of the properties. The dark green zones provided in the information packet show potential overlay zones. The board has multiple options: recommend denial of the proposed Gateway overlay zones, recommend the city commission to approve it- as proposed by staff, or the board can recommend it with proposed changes that the board decides to make (what properties are included in the overlay). This will be brought before the City Commission on July 16th.

Moore questioned if there any pending applications that would be affected by the map update? Severson stated there are no pending applications that would be affected.

Is there any urgency in passing this amendment now? Severson answered that there are notices that have to be met in advance and that is why the meeting had to be pushed back.

Kalmon asked if future property is annexed into the City, would those properties look to the growth policy to determine if the property is in the Gateway Overlay area? Severson stated that the City of Livingston will recommend future properties to be zoned and the overlay to be applied as well (if adjacent or within certain zoning/gateway areas).

Forrest asked if the Planning Department has heard from any of the properties that will be involved in this change? Severson stated that she has not heard from any of the property owners other than Andrew Field and various owners that have adjacent properties (within 300 feet).

Goodwine stated that she believes it is a good thing that the properties within the Gateway Overlay Zones might be more consistent or have signage/monuments erected celebrating Livingston.

Wilcox stated her appreciation for the work that Crescendo did, and the community members that participated in the Growth Policy update.

Consolidated Land Use Board Meeting Minutes

Conditional Approval of Zoning Map Amendment: O'Connor motioned to approve the Gateway Overlay Map Amendment- as proposed by the City Staff. The motion was seconded by Huisman. **(54:30 minutes)**

Public Comments (54:45 minutes)

Bruce Whitfield (320 Alpenglow Ln) stated that he would like to oppose the amendment because there would be new design regulations for his property. If he wanted to add a building to his current property it would not look the same as the building(s) that he already has.

Patricia Grabow (204 E Callender St.) reiterated her support for the new map amendment. She stated that the growth policy and the Gateway Overlay Zones will help protect Livingston and the history here.

Andrew Field (Box 500 Emigrant) Stated that this decision feels rushed and hasty, and is likely to get the City in trouble. He advised against it.

Severson also stated that PFL/Fed-ex was annexed into the City when the 2021 Growth Policy was put into place.

Manny Goetz (302 Old Clyde Park Rd) questioned what considerations have been taken for Affordable Housing? He stated that anything that gets approved with additional building standards creates unaffordability.

Richard Smith (486 Lodge View) questioned that the only additional properties that were added were those that were annexed into the city, but PFL was annexed 22 years ago.

Sarah Stands (217 S E St) commented on behalf of the Park County Environmental Council to express strong support of this much needed district. She questioned why Old Clyde Park Rd is not a part of a Gateway Overlay Zone?

Severson responded that Old Clyde Park Rd is not included in the map update because it is not in Livingston and it is all residential development right now.

Tammy Lewis (84 Fox Run) wanted to clarify if a certain property is annexed into the City will the owner be required update their buildings to comply with the new code?

Severson responded that there is a certain grandfather clause that does not require developed buildings to update their appearance to adhere to the new regulations.

Consolidated Land Use Board Meeting Minutes

O'Connor motioned to approve the Gateway Overlay Map Amendment- as proposed by the City Staff. The motion was seconded by Huisman. The motion passes 6-0. (1:22:20 minutes)

Old Business

None.

7. Board Comments (1:22:35 minutes)

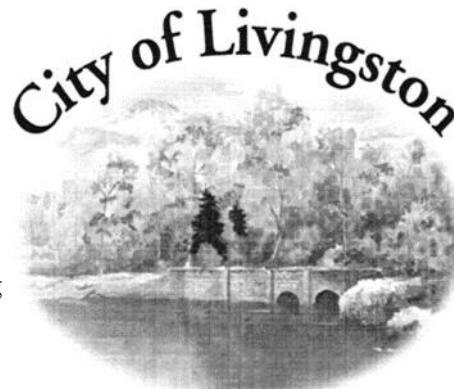
None.

8. Adjournment (7:14 PM)

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August 14, 2024

CONSOLIDATED LAND USE BOARD STAFF REPORT

DOWNTOWN MASTER PLAN ADOPTION AS APPENDIX TO THE GROWTH POLICY

Background

In 2021, the City adopted a Growth Policy that created a common vision for Livingston’s future by providing guidance for responsible growth that preserves the City’s unique sense of place. One of the strategies in the Growth Policy (Strategy 6.1.5.3) calls for creating a Downtown Master Plan focused on the Urban Renewal District.

Much has changed in the region and in Livingston since the City last undertook a planning effort focused on the downtown area more than fifteen years ago. In recent years, several changes and challenges have occurred that necessitate a comprehensive Downtown Master Plan, including: regional growth pressures; increased regional tourism; lack of high quality affordable and workforce housing; underutilized downtown areas with vacant buildings in need of maintenance and restoration; and, an economy that is heavily influenced by seasonal tourist fluctuations.

In late summer 2023, the City embarked on a process to create a Downtown Master Plan that was community-driven and focused on creating a guiding, and cohesive, vision for the future of Downtown Livingston. As a step toward implementing the 2021 Growth Policy, the Downtown Master Plan will provide the community with strategies to promote high-quality development, economic vitality, and enhanced activities in the downtown area, preserving the historic charm Livingston is known for while encouraging responsible growth.

The attached Draft Downtown Master Plan (Attachment A) and supplemental Parking and Housing Studies (Attachment B) are a result of this year-long planning effort by the citizens of Livingston and surrounding Park County.

Analysis

Since the adoption of the 2021 Growth Policy, the citizens of Livingston have increasingly expressed a desire for methods to effectively and proactively address challenges associated with growth and change. Many in the community are also eager to capture more tourists as they travel through the region as an opportunity to increase occupancy of downtown buildings (stores, businesses and housing). Others see opportunities to improve downtown buildings, provide wayfinding signs and make improvements to the City’s historic ghost signs. Community members want to be involved in decisions about how and where Livingston should grow.

Over the past year, the Downtown Master Plan process benefitted from community members with diverse interests, all of whom collaborated on a common goal to create a comprehensive planning document that would be used to guide Downtown development for years to come. The planning effort relied on an open and inclusive

public process that engaged diverse sectors of the community and has resulted in a Downtown Master Plan that encourages responsible growth while allowing Livingston to maintain its unique sense of place.

A consultant team, led by Crescendo Planning + Design, and joined by Economic & Planning Systems and Robert Peccia & Associates, was selected to lead the Downtown Master Plan process, including facilitating community engagement and contributing their expertise in downtown planning to this effort. The study area was comprised of the Urban Renewal Agency, Central Business, and Downtown Historic Districts (see Study Area Map below). The budget for the Downtown Master Plan was \$114,640, which included funding from the City's Urban Renewal Agency, Montana Department of Commerce Main Street Program, and the City's General Fund.

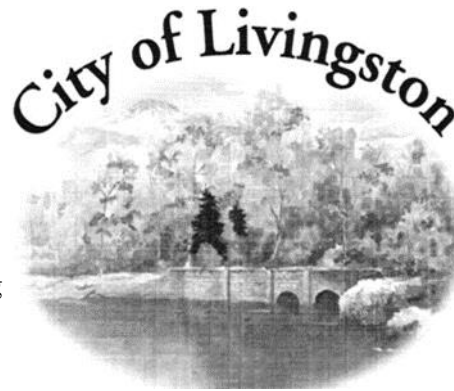


Study Area Map

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A critical component of this planning process was public engagement. To ensure a community-led vision for the Downtown Master Plan, the consultant team provided numerous opportunities for the public to participate in the planning process over the twelve-month planning period. Outreach included a booth at the City’s Farmer’s Market; online and in-person surveys; stakeholder interviews via zoom, phone and email correspondence; walking tours; community workshop/ charette; business owner breakfast; open house; focus group meetings; presentations at URA and City Commission meetings; and a “Share Your Ideas” interface on the plan webpage. This extensive outreach effort garnered feedback from hundreds of interested citizens, including a small focus group discussion with local high school students and a directed effort to engage senior citizens through use of “hard copy” survey forms (vs. online) dropped off and picked up at the Park County Senior Center. Additional Public Outreach / Community Engagement Touchpoints details are shown in Attachment C.

The Downtown Master Plan is organized as follows:

Master Plan Framework

- Recommendations
- Land Use, Building Form & Activation
- Streetscapes & Mobility
- Parks & Open Space
- Arts & Culture
- Economic Development & Housing

Implementation Action Plan

- Regulatory Tools
- Priority Infill/ Redevelopment Sites
- Housing Development
- Streetscape Improvements
- Wayfinding & Gateways
- Parking Management
- Implementation Matrix

Appendix

- Community Engagement Catalog
- Housing Study
- Parking Study

Although the individual ideas and recommendations are too numerous to list here, some of the more significant elements addressed in the Downtown Master Plan are summarized below:

- Prioritized development / redevelopment projects in the planning area that include short-term (1-2 years), medium-term (3-5 years), and long-term (5-10 years) opportunities;

- Increased focus on building design, form and function;
- Formalize outdoor use opportunities through alley activation, parklets, and temporary events space.
- Prioritize creation of a Festival/ Greenway Street along the south portion of Main Street to the Civic Center.
- Create a semi-permanent Food Truck space at Depot Park and along the Festival/Greenway Street.
- Implement a 2nd Street Promenade to provide a safe, non-motorized connection between downtown and the river parks.
- Encourage trees and landscaping as a way to provide shade and visually connect the downtown to the river parks.
- Wayfinding guidance to help visitors navigate downtown more easily.
- Streetscape Improvements that prioritize safe multi-modal connections between the CBD and the river parks.
- Reinforce the unique character of the downtown with additional opportunities for public art, such as a Sculpture Park and expanded Mural Program.
- Promote the development of a variety of housing options that increase diversity and vitality in the downtown.
- Encourage the adaptive reuse of existing buildings into housing units to support the local workforce.
- Implementation Matrix that estimates timeframe, potential champions and key partners, funding sources and costs for key projects.

Strategic Alignment

The Downtown Master Plan represents an important step toward implementation of the 2021 Growth Policy and supports numerous recommendations in the Growth Policy including, but not limited to:

Objective 2.2.1: Support and enhance arts and cultural facilities, neighborhoods, and districts.

Strategy 2.2.1.2: Display public art around the City and at local businesses either temporarily or permanently.

Strategy 2.2.2.3: Incorporate art and cultural facilities throughout Livingston's parks and trails.

Objective 2.2.3: Support traditional neighborhood design and active transportation.

Objective 3.1.1: Encourage higher densities and a wider range of land uses that are compatible with adopted plans and where existing or planned shortrange community facilities and infrastructure can support them.

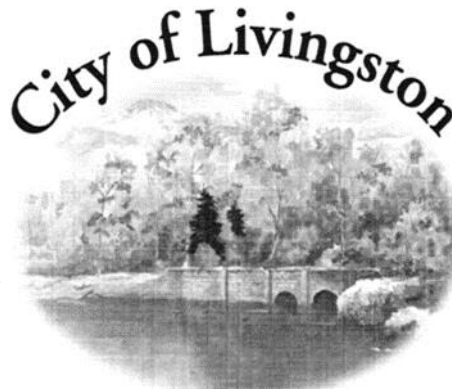
Strategy 3.1.1.1: Encourage additional residential density within the downtown area of the City.

Strategy 3.1.1.3: Work within the Urban Renewal District to encourage redevelopment of underutilized properties.

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Strategy 3.4.3.2: Encourage development near transit routes and active transportation infrastructure to promote development that produces minimal strain on the environment and existing transportation infrastructure.

Strategy 4.1.3.3: Reduce climate disruption through compact growth and increased transportation choices that reduce the need for driving.

Objective 5.1.4: Promote a mix of housing within neighborhoods that supports a variety of household income levels, household age groups, and housing types.

Strategy 5.1.4.1: Conduct a housing needs assessment to determine the housing needs of Livingston and the feasibility of various methods to promote and/or require the construction of housing units that meet the needs of all residents.

Objective 6.1.5: Plan for and attract new investment into the downtown district to support local businesses.

Strategy 6.1.5.1: Develop effective wayfinding signage for locals and tourists to easily find destinations and parking;

Strategy 6.1.5.2: Develop a parking strategy and consider removing parking space minimums from downtown coding.

Strategy 6.1.5.3: Explore creating a downtown master plan focused on the Urban Renewal District;

Strategy 6.1.5.4: Strategy 6.1.5.4: Explore mechanisms to strengthen and enhance the effectiveness of the Urban Renewal Agency to encourage redevelopment of underutilized properties in the downtown area.

Strategy 6.2.1.1: Explore improved access to the Yellowstone River recreation opportunities, such as riverfront parks, boat ramps, and islands while respecting and protecting the natural environment.

Strategy 6.2.3.2: Develop effective wayfinding signage for locals and tourists to easily find destinations and parking.

Strategy 9.2.2.2: Continue to provide public space and venues for community events and festivals.

Staff Recommendation

For the reasons discussed above, Staff finds the Downtown Master Plan, as proposed, complies with City of Livingston policies and State Statutes and it supports the goals, objectives and strategies identified in the City’s adopted Growth Policy. Staff recommends the Consolidated Land Use Board, acting in its capacity as the Planning Board, recommend the City Commission adopt the Downtown Master Plan as proposed.

Attachments

- A. DRAFT Downtown Master Plan [Main Document](#)
- B. DRAFT Downtown Master Plan [Appendices](#)
- C. Public Outreach / Community [Engagement Touchpoints](#)