



# Historic Preservation Commission

**March 18, 2026 — 3:30 PM**

City – County Complex, Community Room

**Join Zoom Meeting:**

<https://us02web.zoom.us/j/88566949637?pwd=fyZs2LuaUqmyJ5GRaba3ld1ikZ66K3.1>

**Meeting ID: 885 6694 9637**

**Passcode: 585567**

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

A regular meeting of the Historic Preservation Commission is scheduled for March 18, 2026 at 3:30 PM in Community Room of the City/County Complex at 414 E. Callender St. The meeting was rescheduled from March 10, 2026. The meeting will be facilitated by Chair Jack Luther.

**1. ROLL CALL**

**2. APPROVAL OF MINUTES** – February 10, 2026 meeting minutes

**3. GENERAL PUBLIC COMMENT**

**4. General Action Item**

A. Election of Board Chair and Vice-Chair for 2026 (postponed from Feb. 10, 2026 meeting)

**5. .A. Voluntary Design Review – NONE**

**B. 2026 HPC Work Plan Discussion (continued from February 10 meeting); No Action Requested.**

Kate Hampton, Community Preservation Planner with Montana SHPO, will participate in discussion among the HPC board about hiring the MSU Community Design Center to draft Historic Preservation Design Guidelines for Livingston’s Downtown Historic District as a potential project for Certified Local Government pass-thru funds.

**6. OLD BUSINESS**

**7. BOARD COMMENTS**

**8. ADJOURN**

**File Attachments for Item:**

**A. February 10, 2026 meeting minutes**



# Historic Preservation Commission Minutes

**February 10, 2026 — 3:30 PM**

City – County Complex, Community Room

Planning Director Jennifer Severson called the meeting to order at 3:37 pm.

## 1. ROLL CALL

**Present: Jack Luther (via zoom), Kristin Vanderland, Elijah Isaly. Chair Blurock absent.**

**Staff: Jennifer Severson, Planning Director**

## 2. APPROVAL OF MINUTES

A. February 11, 2025 Minutes – motion by Vanderland to approve; second by Isaly. Motion passes 3-0.

B. June 10, 2025 Minutes - motion by Vanderland to approve; second by Isaly. Motion passes 3-0.

## 3. GENERAL PUBLIC COMMENT - none

## 4. General Action Item

A. Election of Board Chair and Vice-Chair for 2026 – motion by Vanderland to postpone officer election until the next HPC meeting; second by Isaly. Motion passes 3-0.

## 5. .A. Voluntary Design Review – NONE

### **B. 2026 HPC Work Plan Discussion – No Action Requested.**

Planning Director Jennifer Severson summarized recent state legislation that removes the ability for the HPC to make decisions related to design review. Historic Design review is now performed by administratively by City Staff. Future design reviews can only be conducted by the HPC if an applicant requests it, and the decision is non-binding as the final determination will be made by Staff.

Severson discussed alternate ideas for projects and activities with the board. The City will again receive \$6,000 in federal pass-thru funds for historic preservation activities. One option would be to hire the MSU Community Design Center (CDC) to draft Historic Preservation Design Guidelines that are created specifically for Livingston's Downtown Commercial Historic District. These would be more detailed than the Department of the Interior's preservation guidelines and tailored to Livingston's historic downtown. These guidelines would be available for use by the public but would be especially useful for Staff use during administrative historic design reviews to guide decision-making.

Severson discussed scope of work to be performed by MSU CDC students in fall 2026 as a capstone project (scope attached to meeting minutes); this would include a visit to Livingston by the students that would include meeting with HPC members to discuss goals for historic design in the Downtown, possibly even holding a public open house to get community input as well.

Severson also mentioned the need for a Downtown Historic District Plan/ Preservation Plan. Currently, Livingston does not have one. However, this type of project would be expensive and would exceed the funding available through the pass-thru grant program. Severson recommended this project be pushed out a bit until adequate funds are available.

HPC members questioned the need for creating design guidelines for the downtown historic district and why MSU would be charging money for student services. Vanderland also cautioned against a capstone project that would not be exciting for students to undertake, such as drafting guidelines vs. design; expressed concern that this type of work would also require more than one site visit. Luther wondered if creating design guidelines would be “reinventing the wheel”. Board members indicated they would be interested in seeing historic design guidelines from other Montana cities and towns. Board members also mentioned adding to the scope of work to have the MSU students use the draft guidelines to design a space in downtown historic district. Isaly reiterated concerns about why MSU CDC is charging for their services and where that money goes.

Severson stated she would inquire about what the cost to hire MSU students would go towards and bring that information to the board at the next HPC meeting.

Severson mentioned the possibility of an additional \$10,000 competitive MT SHPO grant that could be used to hire a historic preservation specialist to draft a nomination for the Livingston Depot Center as a National Historic Landmark. The Depot Museum Director Laura Cota has expressed support for this idea. HPC members expressed support for this idea.

Also discussed possibility of providing historic design feedback and guidance to historic renovations outside of the downtown historic district. HPC had concerns about the scope of this and whether anyone may actually utilize this type of review. Vanderland noted her desire to increase awareness of historic preservation activities in town. Severson asked if members would be interested in creating a once-monthly local newspaper column in The Enterprise/ Park County Community Journal/ City Manager Newsletter, etc. that highlights historic efforts, activities, buildings, stories, etc. Board members all indicated they support this idea.

## **6. OLD BUSINESS**

## **7. BOARD COMMENTS**

## **8. ADJOURN – 4:40 pm**

**AGREEMENT FOR SERVICES - DRAFT**

Between the **CITY OF LIVINGSTON** and **THE COMMUNITY DESIGN CENTER,  
MONTANA STATE UNIVERSITY, SCHOOL OF ARCHITECTURE**

**SCOPE OF WORK**

- A. CDC will provide a team of fourth year architectural students to provide conceptual design proposals.
  
- B. Local Site Visit, Analysis, and Meetings
  - CDC students will visit Livingston, Montana to create photo documentation, gather site and contextual data of the town. This visit is tentatively scheduled for September and will be the only site visit.
  
  - Meet either in person or via WebEx with Client to:
    1. Brainstorm and discuss ideas, outcomes, desires, and goals and discuss aspirations.
    2. Process information from stakeholders and their needs/desires
    3. Receive community input as deemed necessary by client
    4. Present context analysis for review and discussion
    5. Present initial ideas for review
  
- C. **Precedent Research and Conceptual Design**
  - Research similar design guidelines from elsewhere
  - Research History of the town and architectural development
  - Develop multiple concepts and process/approach
  - Based on Client’s comments these will be revised and submitted for further comment.
  - Present draft to Client for review and comment
  
- D. **Final Design Documents**
  - Based on Client’s comments and a preliminary review by Client, CDC will prepare documents

- E. The final design product will consist of diagrams, plans, and other drawings showing proposed concepts, a written report outlining the design process employed by CDC, and other data, analysis, and logic used to develop the projects, including other appropriate graphical or subject information necessary to support the design work. The media will include color and monochrome drawings and text in the form of a bound reduced copy. **Client understands and acknowledges that work on this project is done by students, not licensed architects. The Design Product is limited to presenting concepts and options. Documents produced will not be sufficient for permitting or construction drawings.**

**FINAL DOCUMENTS:**

The data obtained to meet the requirements of item E above shall be provided to Client in digital format via a link or email, as well as one hard copy. The work product will be as described in item E above.

The following copies of Final Documents shall be provided:

- A. *1* bound hard copy of the Final Documents in booklet form.
- B. *1* copy of the Final Documents (PDF) distributed electronically.

**SCHEDULE**

- A. CDC shall hold periodic reviews/presentations of work in progress on the project with Client at a time and place to be mutually agreed to by the parties.
- B. Project Schedule: The project will commence on August 26<sup>th</sup>, 2026 and the final review will be scheduled during the first half of December (details to be confirmed in the semester). Meetings, milestones, and deadlines will be scheduled as necessary and agreed on by the client and the CDC. The Schedule will be sent to for review, comment, and approval.
- C. A final presentation will be made by CDC at a time and place agreeable to Client and CDC (Virtual presentation has been discussed and agreed upon).

**DEADLINE**

- A. The project shall be completed by CDC and delivered to **CLIENT** not later than ***December 21<sup>st</sup>, 2026***