



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

1. Roll Call

2. Approval of Minutes

A. APPROVAL OF MINUTES FROM OCTOBER 24, 2023

3. New Business

4. Old Business

A. RESIDENTIAL REHABILITATION PROGRAM

5. Public Comments

6. Board Comments

7. Adjournment

File Attachments for Item:

A. APPROVAL OF MINUTES FROM OCTOBER 24, 2023



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The regular meeting of the Livingston Urban Renewal Agency Meeting Committee was held on October 24, 2023 at 4:30 PM in Community Room, City/County Complex, and Zoom.

1. Roll Call

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

Staff in attendance: City Manager Grant Gager, Policy Analyst Greg Anthony

2. Approval of Minutes

A. APPROVAL OF MINUTES FROM JUNE 27, 2023

B. APPROVAL OF MINUTES FROM JULY 25, 2023

C. APPROVAL OF MINUTES FROM SEPTEMBER 26, 2023

Motion to approve June Minutes was made by Rick VanAken and seconded Lisa Garcia

The motion passed unanimously by the four members present.

Motion to approve July Minutes was made by Lisa Garcia and seconded Rick VanAken

The motion passed unanimously by the four members present.

Motion to approve September Minutes was made by Lisa Garcia and seconded Julie Evans

The motion passed unanimously by the four members present.

3. New Business

A. DOWNTOWN MASTER PLAN PRESENTATION FROM ANDY RUTZ (CRESCENDO DESIGN)

Chair Vicenzi introduced Andy Rutz and Matt Prosser from Crescendo Design. Andy introduced himself as the leading consultant for the Downtown Master Plan for the City. Matt introduced himself stating he works with Economic and Planning Systems, and is a principle for the firm. They are a land use economics firm and are supporting Andy by looking at economic development and housing.

Andy stated they are still in the early stages around analysis and envisioning. They will be here from November 14 – 16 for an intensive stretch of outreach events. Events

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include the 14th will be a community workshop at The Depot, 15th will be a local business owners breakfast at the Beanery, 15th evening will be a presentation to the Planning Board, 16th will be a community open house at The Shane Center. Andy requested an additional meeting with URA during that time frame they are here.

Matt presented the role of URA in the downtown being:

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

Matt showed comparisons of other URA communities and what programs they utilize. Goals for URA with Downtown Mater Plan include:

- Begin outlining how to the URA most effectively can support the Downtown Mater Plan
- Identify each board member's vision for how the URA can help implement
- Discuss peer community approaches that resonate and/or innovate efforts to explore
- Identify a strategic direction for the agency's implementation of the larger community vision

It was discussed what type of meeting to hold when Andy and Matt meet with the URA Board on November 14th.

B. FAÇADE GRANT APPLICATION FROM 103 NORTH MAIN ST.

Chair Vicenzi introduced this item for Susanna McClain.

Lisa Garcia asked the URA Board a question about a request in the application to cover insulation and HVAC systems. She recalled that a previous applicant requested this and they could not provide funding for that, so she was check to see if that changed.

The City Manager share the Eligibility Requirements where it shows the façade projects are defined at the portion of the building that faces the public right-of-way and is fronted by a sidewalk or other pedestrian pathway, or that portion of a building that faces an alley and contains public entryway. So that interior requests in the application do not qualify for the façade grant.

Chair Vicenzi motioned to approve this grant request for the maximum amount that aligns with URA façade improvement policies and double check by the Finance Department with proof of invoices and checks paid. Seconded by Lisa Garcia.

The motion passed unanimously by the four members present.

C. VOTE ON HOW TO PROCEED WITH SECRETARY POSITION

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Chair Vicenzi stated that the Secretary position has been a non-voting board member and a paid position, and in the by-laws the Secretary is a voted position.

Rick VanAken recalled this was something Bob Ebinger had put together. He felt that having a paid Secretary meant that it would free up the board member to focus on their projects and what they were working on.

The City Manager gave a few solutions for the open position, one being to advertise the opening or service, or the City Clerk could fill this role, stating that the City Clerk does the agenda and packets currently.

Lisa motioned to utilize the City Clerk for URA Secretary Position and seconded by Rick VanAken.

The motion passed unanimously by the four members present.

Chair Vincenzi asked if the City Clerk would come to the Strategy Workshop to take notes, and do they need minutes on that workshop?

The City Manager stated the City Clerk will do the minutes out of the recording.

4. Old Business

A. THOMPSON BUILDING EXTENSION FOR FAÇADE GRANT (\$100K PRE-APPROVED)

Chair Vicenzi introduced this item stating this a façade grant that they pre-approved and read aloud the most recent email from the building owner. It was stated the building owner had requested which method they preferred for cleaning up the brick, and Historic Preservation Commission had a specific recommendation for this. The owners are asking for an extension on the timeline. The guidelines stated “All projects awarded funding hereunder shall be completed within 18 months after the date on which the applicant receives a notice to proceed from the URA. After 18 months, additional approval is required.”

Chair Vicenzi expressed thoughts to approve their amount and extension, and Lisa Garcia voice in agreement.

The City Manager gave a few suggestions to different timelines for the URA to think over.

Chair Vicenzi motioned to extend to the end of fiscal year 25 with a request for an update by the end of this fiscal year and seconded by Lisa Garcia.

The motion passed unanimously by the four members present.

B. URA GRANT OPEN HOUSE PLANNING

Chair Vicenzi introduced this item as a continued conversation for proposed Open House for Residential Rehabilitation Program for November.

Rick VanAken clarified the date is November 28th

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Chair Vicenzi stated they received offers from PCHC and HRDC to help spread the word and send out physical letters.

Lisa Garcia recalled Katherine Daly's offer to help with this item and wondered how they reach them and utilize the support they are offering. Lisa offered to make flyers and reach out to the Enterprise.

Rick VanAken wondered what kind of letter this would be and who would it go out to.

Chair Vicenzi clarified that it would be letter talking about the URA and what they and do, and the letter would be sent businesses in the URA district.

It was discussed among the board who will take on what duties for this URA Open House.

5. Public Comments

Public Comment was offered by:

- Susanna McClain talked about some of her projects and expressed gratitude for the URA grant.

6. Board Comments

7. Adjournment

5:38pm Rick VanAken motioned to adjourn the meeting seconded by Julie Evans. Unanimously approved.

File Attachments for Item:

A. RESIDENTIAL REHABILITATION PROGRAM

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>Project Location <i>Projects must be located in Urban Renewal District.</i></p>	
<p>Applicant Property Interest <i>Applicants must own or have a property interest in the subject property through either ownership or a lease.</i></p>	
<p>Residential Units Brought to Market <i>List Number and Type of Residential Units. <u>Include Affordability Measures proposed.</u></i></p>	
<p>Type of Improvements <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>Reimbursement Amount and Percentage <i>The URA will reimburse the participant up to 50% of the total project costs up to \$250,000s per unit.</i></p>	
<p>Project Commencement <i>All projects shall commence within one-hundred eight (180) days of award.</i></p>	
<p>Project Completion <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.