



## Livingston Urban Renewal Agency Meeting Agenda

A regular meeting of the Livingston Urban Renewal Agency Meeting Committee has been scheduled for Tuesday, June 27, 2023, from 4:30-5:30 PM in Community Room, of the City/County Complex, at 414 E. Callender St. and by Zoom. This meeting will be facilitated by Allison Vicenzi.

Join Zoom Meeting

<https://us02web.zoom.us/j/81989915388?pwd=eG5nWEVrOFVOMkJOVXZKOCtOZ3Jndz09>

Meeting ID: 819 8991 5388

Passcode: 953595

Call In: (669) 900-6833

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1. Roll Call
2. Approval of Minutes
3. New Business
  - A. Approval of Minutes from April 19, 2023, Meeting.
  - B. Consideration of Request for Funding for Downtown Master Plan.
  - C. Discussion on URA Board Meeting Times.
  - D. Update to By-Laws changing meeting date
4. Old Business
  - A. Approval of Residential Rehabilitation Grant Program Guidelines.
5. Public Comments
6. Board Comments
7. Adjournment

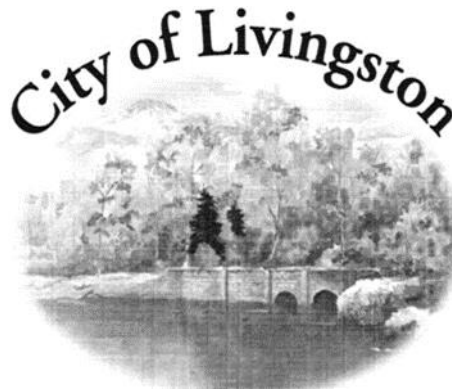
**File Attachments for Item:**

**B. Consideration of Request for Funding for Downtown Master Plan.**

**City Manager**  
Grant Gager

220 E Park Street  
(406) 823-6000 phone

citymanager@livingstonmontana.org  
www.livingstonmontana.org



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**Chairperson**  
Melissa Nootz

**Vice Chair**  
Karrie Kahle

**Commissioners**  
Mel Friedman  
Quentin Schwarz  
Torrey Lyons

June 27, 2023

Chair Allison Vicenzi  
Livingston Urban Renewal Agency  
220 E. Park Street  
Livingston, MT 59047

**Staff Report for Request for Consideration of Funding**

**Recommendation and Summary**

The City of Livingston is requesting additional funding for the Downtown Master Plan project to include a housing and parking study with the master plan document. If the URA Board is in agreement the following motion may be considered:

“I move to authorize a grant of \$29,640 to the City of Livingston for the parking and housing study portion of the Downtown Master Plan.”

The reasons for the recommendation are as follows:

- The City is working to finalize a contract for the Downtown Master Plan.
- A proposal for a housing and parking study was included with the master plan proposal and the subject area of study is relevant to the URA area.

**Introduction and History**

The City of Livingston is currently in the procurement process for a consultant to perform a Downtown Master Plan. The project will cover the City’s urban renewal area. The URA is a project funder having contributed \$30,000 to the \$85,000 project budget.

**Analysis**

The City of Livingston recognizes the importance of understanding current housing and parking needs and opportunities in the downtown area. The study will enable future planning efforts consistent with the URA’s goals.

**Fiscal Impact**

The Urban Renewal Agency is expected to have \$1.25 million available for projects in FY 2024. Funding to support this study would come from that budget, if approved.

**Strategic Alignment**

Supporting a housing and parking study is consistent with the URA's statutory powers enumerated in Montana Code Annotated 7-15-4233 which include (emphasis added):

“[...] (n) to conduct appraisals, title searches, surveys, studies, and other *preliminary plans and work necessary to prepare for the undertaking of urban renewal projects*;

(p) to study the closing, vacating, planning, or *replanning of streets*, roads, sidewalks, ways, or other places and to make recommendations with respect thereto; [...].”

**Attachments**

None

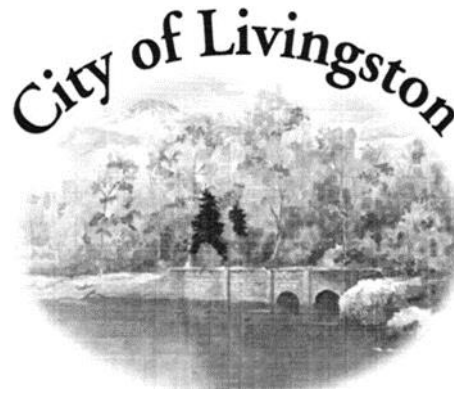
**File Attachments for Item:**

**C. Discussion on URA Board Meeting Times.**

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**Staff Report for Discussion on Board Meeting Times**

**Recommendation and Summary**

The Livingston Urban Renewal Agency Board meetings are currently scheduled for the third Wednesday of each month. If the URA Board would like to modify that date, the following motion may be considered:

“I move to adjust the regularly scheduled meetings of the Livingston Urban Renewal Agency Board to be the fourth Tuesday of each month.”

The reasons for the recommendation are as follows:

- The Livingston Urban Renewal Agency Board meetings are scheduled on the same day as the Planning Board.
- Recent schedule conflicts have curtailed URA Board discussion.

**Introduction and History**

The Livingston Urban Renewal Agency Board meetings are currently scheduled for the third Wednesday of each month which is the same day as the Livingston Planning Board. Recently, several meetings of the URA Board have been truncated due to scheduling issues.

**Analysis**

Changing the scheduled date of URA meetings will enable a more complete discussion of issues. The fourth Tuesday of the month is currently not a scheduled date for other City meetings.

**Fiscal Impact**

There is no fiscal impact arising from this decision.

**Strategic Alignment**

Public Engagement is critical to ensuring that the URA meets the needs of the community.

**Attachments**

None

**File Attachments for Item:**

A. Approval of Residential Rehabilitation Grant Program Guidelines.

**Livingston Urban Renewal Agency**

**Residential Rehabilitation Grant Program  
Guidelines**

**DRAFT**

June 27, 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 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 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.

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.

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.
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 ninety (90) days of award.
  - b. All projects shall be complete within three hundred sixty-five (365) days of award.
  - 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.

**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 rehabilitated, 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>  <i>Projects must be located in Urban Renewal District.</i></p>	
<p><b>Applicant Property Interest</b>  <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 Returned to Market</b>  <i>List Number and Type of Residential Units.  <u>Include Affordability Measures proposed.</u></i></p>	
<p><b>Type of Improvements</b>  <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>  <i>The URA will reimburse the participant up to 50% of the total project costs up to \$250,000.</i></p>	
<p><b>Project Commencement</b>  <i>All projects shall commence within ninety (90) days of award.</i></p>	
<p><b>Project Completion</b>  <i>All projects shall be complete within three hundred sixty-five (365) days of award.</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.