

Livingston Urban Renewal Agency Agenda



The regular meeting of the Livingston Urban Renewal Agency Committee has been scheduled for March 25, 2025 at 4:30 PM in Community Room, City/County Complex. This meeting will be facilitated by Allison Vicenzi.

Join Zoom Meeting

<https://us02web.zoom.us/j/81906208193?pwd=6MN7nitR6GVIVhnTUKpJ1uuoebbar.1>

Meeting ID: 819 0620 8193

Passcode: 537023

1. Roll Call

2. Approval of Minutes

A. APPROVAL OF MINUTES FROM FEBRUARY 25, 2025, REGULAR MEETING

3. New Business

A. DISCUSSION AND CREATION OF BOARD SUBCOMMITTEES

B. DISCUSSION OF APRIL 8, 2025, DOWNTOWN PARTNERS MEETING

4. Old Business

A. CONSIDERATION AND APPROVAL OF DOWNTOWN ENHANCEMENT PROGRAM GUIDELINES

5. Public Comments

6. Board Comments

7. Adjournment

File Attachments for Item:

A. APPROVAL OF MINUTES FROM FEBRUARY 25, 2025, REGULAR MEETING

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<https://us02web.zoom.us/j/87895524901?pwd=VIVg1mioAswU1axnv9VvMhg3P2zH0y.1>

Meeting ID: 878 9552 4901
Passcode: 158035

1. Roll Call

- Allison Vicenzi
- Lisa Garcia
- Julie Evans
- Chris Raley

2. Approval of Minutes

A. APPROVAL OF MINUTES FROM JANUARY 28, 2025, REGULAR MEETING

Chris motioned to approve minutes with corrections seconded by Lisa. Unanimously approved.

3. New Business

A. APPROVAL OF CONTRACT WITH BRIANNE DOWNEY

Lisa ask the City Manager about ownership of material.

The City Manager clarified that in section 8 that the ownership of all materials created under this contract are property of the URA.

Lisa also asked about payment and computing times.

The City Manager stated his thought process for the contract was to have certain task orders that would be for discreet pieces of work with Brianne, and one idea is that there could just be a general

Livingston Urban Renewal Agency Agenda

support task order. Another route could be a marketing specific operation to market the grant programs and that would be a different task order. Each grant would have a specific scope of service, different durations, and cost estimates with each task order.

Lisa asked for an example of a task order.

The City Manager stated that he would help the board come up with a scope and present it to Brianne, then she would identify cost and time, then they would write up a 1 page task order.

Lisa asked if billing would be done on a project basis.

The City Manager stated yes.

Allison stated she envisioned having small group meetings with Brianne and wondered if that fell under this agreement and task orders.

The City Manager stated it could be its own task order, or just rolled into her general task order.

Chris asked if there is an end date to this contract.

The City Manager clarified that this is an open ended contract up to \$25,000.

Allison asked if they could add clarifying language about task orders be submitted via email.

The City Manager stated he will add that.

Lisa motioned to approve this contract seconded by Julie. Unanimously approved.

4. Old Business

A. DISCUSSION OF WARMING CENTER FUNDING

Brian from HRDC reminded that they run a season shelter here in Livingston and are typically open November to March if funding is available to support that time frame. He stated it is a 20 bed shelter and it costs about \$45,000 a month to run. He stated they are about to stay open until March 7th this year due to some funding shifts and things came in lower than expected in February.

Chris asked what normal operating hours are.

Brian stated they are open 7 pm to 7 am. He stated the biggest line item for them is salary and it starts at \$27.50/hr.

Chris asked about other operating costs.

Brian stated they are pretty minimal but include rent, space, supplies, and utilities.

Lisa asked if they are looking for funding for March 8th – March 31st.

Brian stated yes, and \$35,000 would get them to the end of March.

Lisa asked if they were seeking funds from other sources.

Livingston Urban Renewal Agency Agenda

Brian stated yes, but they do have a diversified funding source. He stating they raised around \$50,000 from the community which they matched with operational funds, they have \$25,000 from the City of Livingston, Park County Community Foundation and a few other funding sources. He reminded there are no state or federal funding dollars for operational costs.

Lisa commented that she would like to help as a onetime thing and not something she thinks the URA should do every year. She would like to see an option where in the future they are more proactive rather than a last minute push to help them stay open.

Chris asked if the money is considered a grant, or is it a donation.

The City Manager stated it would be a grant to the warming center operations.

Lisa asked about funding being approved for the \$35,000 and what if the warming center is not open until the end of March.

The City Manager stated it would be wise to structure this as reimbursement up to the \$35,000.

Brian offered being able to give a year end summary as receivers of grant funding.

Julie asked about warmer weather and keeping the shelter open.

Brian stated if they were committed to be open, had funds and the need for it to be open to the end of March the temperature outside would not necessarily matter.

Allison read comments on behalf of Melissa Nootz who expressed plans forward should be proactive for things like this, and feels this request should go through the City Commission and not the URA reminding URA funds infrastructure and facades.

Allison recalled that URA has a line item for Community Amenities and sees how funding the warming center could fall in that category. She said she would be in favor for supporting this, but feels they should stay within the amount that the City has already given, which is \$25,000.

Chris shared that he agrees that this doesn't really fit into to their grant programs, but as a citizen he does want to help.

Lisa expressed that even though they do have specific grant programs that many board members have expressed want to do more for the community.

The City Manager reminded that there are restrictions on state code to how URA funds can be used.

Allison wondered if there is an option for them to help with funding in a way that would give support long-term.

Clarifying comments were made between URA members.

Allison asked for clarification on how the funding would work.

The City Manager reminded that the money would be a grant up to a certain amount that would be reimbursable and could request stipulations.

Livingston Urban Renewal Agency Agenda

Lisa motioned to fund warming center operations through March 31st up to \$35,000 with the stipulation that the URA funds are used last and do not roll over to the following fiscal year. Seconded by Julie. Unanimously approved.

B. CONSIDERATION OF DOWNTOWN ENHANCEMENT PROGRAM GUIDELINES

Lisa read comments on behalf of Sarah who shared being excited about the changes made to the Downtown Enhancement Program Guidelines.

Lisa expressed liking the examples and likes the idea of a subcommittee. Can they engage Brianna in these guidelines? She asked if \$2000 is too low.

The City Manager stated he is welcome to input on the \$2000.

Chris asked about funding upfront.

The City Manager stated that he did look into other URA's and almost all are reimbursement based.

Members discussed the 3 year time frame and enforcement.

The City Manager reassured changes can be made as they see fit.

Allison expressed that she liked seeing the language of third spaces, but as a standalone doesn't explain really what it is for folks that don't know. She would like to see it explained better, or added in a section that would help explain what it is.

The City Manager stated he will bring this back at the next meeting with changes.

5. Public Comments

6. Board Comments

Lisa asked if she can create a subcommittee

The City Manager stated it would help to have a formal vote. Lisa motioned to add this to the next agenda seconded by Allison. Unanimously approved.

Lisa also introduced the concept of a downtown meeting with other groups. A discussion was held about an early April meeting.

Chris inquired about the feasibility of having the downtown master plan consultants return for a meeting. The City Manager noted that he'd attempt to have the team join the meeting.

7. Adjournment

6:03 pm Chris motioned to adjourn seconded by Lisa. Unanimously approved.

File Attachments for Item:

A. CONSIDERATION AND APPROVAL OF DOWNTOWN ENHANCEMENT PROGRAM GUIDELINES



DATE: March 25, 2025
TO: URA Board Members
FROM: Grant Gager, City Manager
REGARDING: Downtown Enhancement Program Guidelines

Recommendation and Summary

Staff is recommending the Board review the draft Downtown Enhancement Program Guidelines. If suitable, the Board may approve the guidelines using the following motion:

"I move to approve the Downtown Enhancement Program Guidelines [as presented or with changes]."

The reasons for the recommendation are as follows:

- During the October 2024 meeting, Board Members discussed the creation of a grant program to support implementation of the Downtown Master Plan.
- Staff has updated the draft guidelines in response to comments at the February 2025 meeting.

Introduction and History

The URA has adopted guidelines for two grant programs: the Façade Repair and Renovation Grant Program and the Residential Rehabilitation Grant Program. During its meeting in October 2024, the URA Board briefly discussed creating a small grant program to support implementation of the City's Downtown Master Plan. At the Board meetings in January and February 2025, the Board provided guidance on draft guidelines.

Analysis

The attached draft guidelines are presented in response to those comments and show changes requested from the February guidelines.

Fiscal Impact

The grant program guidelines include two payment levels for a project.

Strategic Alignment

The program is intended to support the Downtown Master Plan implementation.

Attachments

- A: Revised Draft Guidelines

Livingston Urban Renewal Agency

Downtown Enhancement Grant Program

Guidelines

DRAFT
March 2025

TABLE OF CONTENTS

- 1. **Background and Statement of Purpose**2
- 2. **Program Details**2
 - A. **Eligible Projects**.....2
 - B. **Project Funding**.....2
 - C. **Application Process**3
 - D. **Project Implementation**.....3
- 3. **Supporting Documents**.....3
 - A. **Application Form**.....4
 - B. **Project Evaluation Criteria**5
 - C. **Owner Participation Agreement**.....6

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.

In 2024, the City of Livingston adopted a Downtown Master Plan which covers the Urban Renewal District. The [Downtown Master Plan](#) identifies improvements within the District which are categorized as:

- A. Land Use, Building Form and Activation
- B. Parks and Open Space
- C. Streetscape and Mobility
- D. Arts and Culture
- E. Economic Development and Housing
- F. Third-spaces ([non-residential or work spaces for gathering](#))

2. PROGRAM DETAILS

The Downtown Enhancements Grant Program is intended to provide a resource to encourage the implementation of the Downtown Master Plan elements in each of the categories identified above. The following provides guidance on several aspects of the program:

A. ELIGIBLE PROJECTS

1. The Program is intended to encourage the implementation of the City's Downtown Master Plan within the Urban Renewal District. Applicants must provide a direct linkage between their project and a recommendation from the Downtown Master Plan. Funding preference shall be given to projects that can be initiated within 90 days of approval.
2. Applications must be submitted by parties with a real property interest (ownership or leasehold) in the affected property within the Urban Renewal District. Non-owners shall provide approval from owners of the subject property ~~that indicating how long~~ the improvements shall be maintained in-place ~~for a period of not less than three (3) years from project completion.~~
3. Projects must include all necessary permitting and regulatory requirements in their application.

B. PROJECT FUNDING

There are two program payment options:

1. Reimbursement: The URA will reimburse the participant up to 75% of total project costs with a maximum grant amount of \$25,000 per project. The URA reimbursement will be based on actual costs incurred for the project. Reimbursement shall be made after completion of project work.

- 2. Direct Payment: In the event a project is approved for funding, the URA will **reimburse fund** participants for 100% of the project costs; provided, however, the total **reimbursed** project costs do not exceed two thousand and no/100 dollars (\$2,000.00).

C. APPLICATION PROCESS

- 1. Applications for funding shall include:
 - a. Description of location, including address within Urban Renewal District. Please include real property interest description (ownership or lease arrangement).
 - b. Description of project including plans, sketches and duration of project life.
 - c. Description of linkage to Downtown Master Plan recommendation.
 - d. 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.

D. PROJECT IMPLEMENTATION

- 1. Project Timelines
 - a. All projects shall be initiated within ninety (90) days of award.
 - b. Reimbursement of costs shall occur after project completion and may occur over several years as agreed upon by the URA and Applicant.
- 2. Access to Site and Records
 - a. The Urban Renewal Agency staff and consultants shall have the right to access the project location and observe the progress of work with 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.

3. SUPPORTING DOCUMENTS

The Following forms and documents are to be used in the Downtown Enhancement 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: _____

Direct Payment or Reimbursement: _____

Anticipated Project Start: _____

Anticipated Project Completion: _____

Project Description (include work to be performed, duration of project life, project cost, linkage to ~~downtown~~ Downtown ~~master~~ Master plan Plan):

Attach

1. Construction bids and/or product quotes.
2. Plans or sketches showing project details.
3. 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 Downtown Enhancement 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 Downtown Enhancement Grant Program.

Criteria	Rating or Compliance (1 [low] to 10-5 [high])
Project Location <i>Projects must be located in Urban Renewal District.</i>	
Applicant Property Interest <i>Applicants must own or have an arrangement to utilize property.</i>	
Link to Downtown Master Plan Recommendation <i>Eligible Projects must tie to a recommendation in the Plan.</i>	
Reimbursement Amount and Percentage <i>The URA will reimburse the participant up to 75% of the total project costs up to \$25,000.</i>	
Project Commencement <i>All projects shall be initiated within ninety (90) days of award.</i>	
<u>Duration of Project Improvements</u> <i><u>Projects with a longer duration will be scored higher.</u></i>	

C. OWNER PARTICIPATION AGREEMENT

A sample Owner Participation Agreement is attached. Each project awarded funding from the Downtown Enhancement Grant Program shall be subject to such an agreement.

D. EXAMPLES OF DOWNTOWN ENHANCEMENTS



Outdoor Parklets



Café and outdoor seating



Temporary Events



Outdoor Murals



Use of underutilized lots as pocket parks.



Public Amenities