



Steering Committee Meeting Agenda

Wednesday, January 31, 2024 | 4:00 pm - 5:30 pm
HRDC, District IX Livingston Office, 121 S 2nd Second Street

- 4:00 - 4:15 p.m. **Housekeeping & review of December meeting**
- 4:15 - 4:30 p.m. **Review of priorities for ADU, EAHP, and zoning reform implementation**
- 4:30 - 5:15 p.m. **Review draft 2024 work plan**
- 5:15 - 5:30 p.m. **Closing and next steps**

Ground Rules

Respect Each Other

Listening is important
One person speaks at a time (no interrupting)

Respect the Group

Make your points succinctly
Everyone has a right to talk

It's OK to Disagree – Agreeably

Challenge ideas, not people
No “zingers” or cheap shots
Disagreement is an opportunity to learn

Keep the Conversation Constructive

Speak from your experience
Explain your reasoning
Keep an open mind

	Jan. - March	April - June	July - Sept.	Oct. - Dec.
Outreach	General: Work Plan	Targeted: ADU Financing	Targeted: ADU Workshop	Targeted: EAHP & CIF Outreach
ADUs	ADU Financing Class Prep.	ADU Financing Classes ADU Workshop Prep.	Advertise & Begin ADU Workshops	ADU Workshops End
Zoning / Land Use	Develop informational materials	Livingston Zoning Update Begins Park County Growth Policy Referendum	Livingston Zoning Update Cont.	Livingston Zoning Update Cont.
Fundraising	ADU Fundraising; Individual Donors	Give-a-Hoot Prep	Give-a-Hoot	Community Investment Fund
EAHPS				
Option 1	Housing Survey Development	Housing Survey Launch & Analysis	Analysis & Research EAHP Programs	EAHP Follow Up
	Meetings with SVS & LSD	LSD Completes Strategic Plan		
Option 2	Housing Survey Development	Test & Refine Housing Survey	Analysis & Research EAHP Programs	
	Recruit EAHP Pilot Participants	Convene EAHP Participants	Convene EAHP Participants	Design EAHP Program/s
	Meetings with SVS & LSD	LSD Completes Strategic Plan		

Wednesday, January 31, 2024 Agenda

Park County Housing Coalition Steering Committee

4:00 pm - 5:30 pm | HRDC, District IX Livingston Office, 121 S 2nd Second Street

Present: Hannah W, Jamie I, Tawnya R, Geoff A, Kris S, Carrie H, Grant G.

Regrets: Becky M, Sara R.

Staff: Katherine D, Lila F, Barb O

1. Welcome Back

○ Review of December meeting

- We reviewed ideas generated by participants in the November 14 event pertaining to employer-assisted housing partnership and zoning reform, and prioritized some of them for implementation, which we'll discuss a little later.

○ Purpose of today's meeting

- Review draft work plan.
 - Is this the right approach?
 - Does the timing make sense?
 - Is this too much work?
 - Are we missing something vital?
 - How can/would you like to contribute?

○ This session's consensus-building tip

- Distribute power/authority among/across a group to develop the group's capacity for self regulation / de-emphasize the role of the individual facilitator and put the focus on group norms.
- To that end: Who wants to keep time today? Becky did it in December, so I'd like someone else to volunteer. Kris Smith volunteered.

2. Updates from SC members re: conversations happening in the community re: housing?

- Barb: overheard someone say "I'm wanting to build an ADU and I don't even know where to start?" to which I was able to say "we'll be having a workshop on that!"
- Jamie: some of the legislation passed last year is being challenged in court
- Kris: MT Healthcare Foundation may have some new funding available statewide, and also they may be looking to hire
- Katherine: there is an article in our Reading Room re: the impacts of housing on health issues - including the "4 Cs": cost, context, condition, and continuity
- Hannah: recently watched a 30 min+ video on the impacts of housing on health disparities - Katherine will send the link

3. Review of Priorities Set by Steering Committee for EAHPs, Zoning Reform, and ADUs (15 min)

○ Zoning Reform

- Focus on information and education
- Develop materials that:

- are suitable for City of Livingston and Park County
- clarify who decides what (e.g., guide to Livingston’s new consolidated Planning/Zoning Board
- differentiate zoning regulations versus subdivision regulations versus HOA regulations, etc.
- Provide examples of how planning decisions play out (e.g., What are the positive, tangible outcomes of zoning on Livingston’s built environment?)
- Help folks understand what affordability is/means
- Barb wondered about potential zoning changes in the areas adjacent to the proposed site of The Wellness Center? To be discussed further.
 - Katherine explained that a nearby manufactured home community is the Sleeping Giant Resident-Owned Community. NeighborWorks MT hired Livingston resident Rebecca Heemstra in the fall of 2023 to support these projects here in Park County.
 - Grant explained that one of the zoning changes might be to remove the zoning that makes certain sections for manufactured homes, as these are considered exclusionary; current zoning in Livingston allows manufactured homes anywhere that single-family homes are allowed.
- **ADUs**
 - Develop educational/information materials that will help homeowners understand and navigate regulations and permitting. Materials will be suitable for those in the City of Livingston, those in Gardiner, and those in other parts of Park County.
 - Undertake targeted education and engagement around FHA loan financing options with: local lenders, appraisers, realtors, and contractors and builders.
 - Develop a package to incentivize homeowners to deed restrict their ADUs, including funding, example deed restrictions, rental facilitation, and other ideas/priorities generated by those considering this option. This should be based on successes in other places where similar programs/packages have been developed.
 - Host an interactive ADU tour & workshop for those interested in contributing to the long-term rental market. Event should include beverages and showcase examples of ADUs and their costs.
 - Katherine references back to the lawsuit which has enjoined the state legislation re: ADUs. Unknown as to the long-term impact and when this will be resolved.
 - Grant: the city is currently taking a “wait-and-see-approach” on any significant changes to their ADU rules while they wait to see what the court decides.
 - Kris asks what exactly is being challenged? “The state legislature isn’t allowed to regulate housing this closely.” Also another one re: allowing duplexes anywhere that single family homes are allowed.
- **Employer-Assisted Housing Partnerships**
 - Values:
 - Have a clear idea of employee needs

- Ensure partnerships benefit all local employees, not just middle-income workers
- Resources that are gathered here in Park County should stay in Park County
- Activities:
 - Survey our local workers and employers to understand their needs and opportunities
 - Continue to engage with local school districts
 - Cultivate relationships and develop a shared knowledge basis with local employers

4. Review Draft 2024 Work Plan (45 min) - 4:30

- Let's review our key activities this year on the meeting handout:
 - General outreach about our work plan (February and March)
 - Let's put a pin in this.
 - ADUs:
 - Financing ed sessions (April and May)
 - a. How does this timing seem?
 - i. To include builders, earlier would be better. ie: before the summer building season gets launched.
 - b. MSU-E said they would be interested in helping to host this. Who would like to help develop the content for these sessions?
 - ADU workshops for homeowners who want to contribute to the supply of community housing (September - November).
 - a. Timeline would be such that folks can have their ducks in a row for the 2025 construction season.
 - b. Senate Bill 528 further enabling ADUs was enjoined, so it's not in effect.
 - c. Program funding
 - i. I submitted a LOI to the Steele-Reese Foundation to fund the program. Will hear results in late June/early July, if invited to apply. May submit an AARP grant application, as well.
 - ii. A Livingston Community Trust trustee expressed interest in providing grants to folks who want to build ADUs. I will follow up with them in February.
 - 1. Lila asks for suggestions of other sources of funding.
 - 2. Carrie indicates that if we had a written document requesting funds then she could run it up the chain at Xanterra for possible donations.

3. Katherine clarifies that she has some materials that were created for the recent grant application.
4. Still TBD: What would allow us to have the most impact if we did indeed have these funds available?
5. Lila clarifies that the grants would likely be linked to agreements from recipients to commit to specific rental agreements (i.e.,: NOT short term rentals). Also note that these would be “revolving loan funds” rather than “grants.” Perhaps the Gardiner project would be a “flagship project” for this fund? But there are lot of moving parts with that development, including various loans etc.

d. Outreach will involve screening process

- i. Folks who want to contribute to community housing (including aging in place)
- ii. Land must be suitable for development. Developers can help with pre-screening
- iii. Do we want to make this program need-based?
- iv. Katherine asked for initial response to this proposal; lots of nods around the table.

■ Zoning:

- Participate in City of Livingston’s zoning update (June)
- Park County Growth Policy referenda (June)

■ EAHP:

- Engage with local school districts
- Survey to better understand employee & employer needs

a. Three options:

- i. Survey everyone for 1 - 1.5 months
 1. Potential to collect a lot of data/fill in ACS gaps
 - a. Not likely to have a good response rate
 2. Less expensive in terms of staff time
 3. Less opportunity for relationship building
 4. Does not necessarily cultivate buy-in
 5. Does not necessarily result in action
 6. What

7. BENEFITS: anyone who wants to engage has the opportunity; could capture some data that is vague in the American Community Survey.
 8. DRAWBACKS: it's hard to reach everyone, people are reluctant to respond to surveys, potential for taking a lot of staff time. Less community buy-in for actually implementing any of the activities that might emerge from the survey.
- ii. Survey everyone to for 3 months
 1. Potential to collect a lot of data/fill in ACS gaps
 - a. Likely better response rate than shorter effort
 2. More “expensive” in terms of staff time
 3. Potential to collect a lot of data
 4. Potential benefit for general relationship building
 5. Does not necessarily cultivate buy-in
 6. Does not necessarily result in action
 - iii. Work with a cohort of employers with varying resources and representing different economic sectors / employees with different needs and survey them.
 1. Grant suggests that we could get a lot of information from talking with the employers, without even having to survey the employees.
 2. Likely best response rate
 3. More “expensive” in terms of staff time
 4. Benefit for direct relationship building and education, with PCHC and among local employers
 - a. Cultivates buy-in
 - b. More likely to result in action
 5. Can intentionally include employers like school districts, whom we want to engage anyways

OVERALL COMMENTS RE: SURVEYS:

- Hannah: Can we somehow include solutions? Explains an experience they had at the hospital surveying re: childcare needs, and it really stirred people to just ask questions without having any solutions to share.
- Kris: do we actually NEED more information? Don't we have a lot already? What would we do differently if we had this additional info? Could we do this as a focus group rather than a survey? And then start it with “what we already know” about housing in our community?

- Katherine; maybe invite employers if they want to participate in the partnership, and ask them to share info about their employees?
- Lila: would this be an opportunity to share what employees are already doing? Eg: housing stipend, matching savings accounts, businesses that have already built housing.
- Goals:
 - What are employers considering, and what supports would they need?
 - Get the people at the table who are ready to roll, and then be able to have “proof of concept” to proceed - rather than the employers who aren’t quite ready to get engaged
- Lila: what if Katherine was to continually engage with employers one-on-one? This would also take into account the extent to which businesses might have confidentiality concerns about sharing their details.
- Tawnya: mentions someone who is new to their staff, who could potentially be helpful in this process.
 - a. I’m sure you’re aware of my preferences at this point. Thoughts on these approaches?
 - i. Which employers should we invite to participate?
 - ii. Questions from the group about how we would identify members of this cohort.
 1. Base it on the # of employees?
 2. Recruit throughout diverse sectors?
 3. What would we offer to the businesses as a benefit to them for participating?
 4. We have so many mom & pop businesses, do they have capacity to participate?
 5. Put it out there to ANY business that wants to participate? AND make some targeted invitations:
 - a. School districts
 - b. Hospital = Hannah mentions this is in their Community Improvement Plan, so this should be an easy lift
 - c. Sun Mountain Lumber
 - d. Stillwater Mine
 - e. PFL
 6. Brief discussion about Sun Mountain Lumber: their employees are lower paid, but this employment is ongoing, and also they have created housing in some of the other communities they work with.
 - Back to February and March outreach: AKA “dog & pony show”
 - What’s the extent of the outreach we want around this?
 - a. Press release in the paper, FB posts, etc?

- Ideas of who I should present to during the round of outreach for the work plan?
 - a. Reach out to Katherine if you want to participate in a particular presentation OR if you have a thought on which orgs to present to? Eg: Planning Board, Rotary?
 - b. Lila mentions that these are time intensive for Katherine, so let's be thoughtful about possibly combining groups into single events?
 - c. Request from Kris that Katherine keep us updated on when she is presenting, so we can be there to support here.
 - d. Hannah mentions that if Katherine were to record any of these presentations then she could share through the LiveWell49 network.
 - e. Who wants to participate in these events?
 - f. Carrie is going to participate in the Gardiner Chamber meeting on February 15!
 - g. Anyone on the SC is invited to join Katherine at any of these upcoming community events!
- Lila asks for confirmation that the SC supports Katherine in making the decision moving forward to fine-tune her action plan. YES.

5. Closing & Next Steps (15 min) - 5:15

- Next meeting is Wednesday, February 28
 - Community feedback thus far from presentations
 - Discussion of the Employee Assisted Housing Program

6. In “the garage” for future conversation:

- Development of a housing authority?
 - Katherine took a poll of the table, general agreement that we have interest in discussing this further at an upcoming meeting.
 - Grant explains that Livingston has considered this as a “unit management” tool.
- **Request for Katherine to share the recent HRDC market study. Kris offers to assist with creating some graphics to share when distributing to local newspapers.**

5:29 Adjourn