

JOURNAL OF COMMISSION WORK SESSION
August 20, 2013

City Commission Work Session
Civic Center, Gibson Room 212

Mayor Winters presiding

CALL TO ORDER: 5:30 p.m.

ROLL CALL: City Commissioners present: Michael J. Winters, Bill Bronson, Fred Burow, and Bob Jones. Commissioner Bob Kelly was excused.

STAFF PRESENT: City Manager; Deputy City Manager; City Attorney; Directors of Fiscal Services, and Planning and Community Development; Police Captain; and the Deputy City Clerk.

1. DESIGN REVIEW BOARD UPDATE

Planning and Community Development Director Craig Raymond provided and discussed a PowerPoint overview of the Design Review Board process.

<p style="text-align: center;">History of Design Review in Great Falls</p> <ul style="list-style-type: none">□ Design Review was created by Ordinance 2722 in 1997 and revised by Ordinance 2923 in September 2005.□ Design Review Board is to review specific types of development proposals to ensure that the design and aesthetics conform to the review criteria contained in OCCGF, Title 17.□ The Design Review Board is a 5 member citizen board appointed by the City Commission. Members are appointed with an effort to achieve a diversity of expertise, background and interest.	<p style="text-align: center;">Purpose of the Design Review Board</p> <ul style="list-style-type: none">□ The Design Review Board was established to promote the public health, safety, and welfare and is intended to accomplish the following purposes:<ul style="list-style-type: none">■ Promote development that is compatible with nearby properties, neighborhood character, and natural features.■ Promote street activity.■ Reinforce public spaces.■ Promote public safety.■ Visually enhance development.
<p style="text-align: center;">Authority of the Board</p> <p>OCCGF 17.12.3.010 States that:</p> <ul style="list-style-type: none">□ To further promote the health, safety and general welfare of the City, the Board has the authority to ensure that the design and aesthetics conform to the review criteria contained in this title. The board may <u>approve or deny, in whole or in part, or may modify and set conditions for approval, or provide advice and counsel.</u>	<p style="text-align: center;">Who Must comply?</p> <ul style="list-style-type: none">■ Commercial buildings in commercial, mixed-use (M-1 and M-2), Public Lands and Institutional (PLI), and all residential zoning districts, including new construction, additions that exceed five hundred (500) square feet, and exterior renovations;■ Casinos, including new or relocated casinos, or an expansion or exterior renovation of an existing casino;■ Multi-family residential buildings containing eight (8) or more dwelling units, including new construction and exterior renovations;■ Any development project forwarded by the City Commission as a condition of approval for zoning, subdivision, or annexation.

Design Review Application

City of Chicago, Department of Planning and Economic Development
 100 North Dearborn Street, 10th Floor
 Chicago, IL 60610

DESIGN REVIEW BOARD APPLICATION

Project Name: _____
 Address: _____
 Applicant Name: _____
 Applicant Address: _____
 Project Location: _____
 Project Description: _____

Design Review Board Application Checklist

Item	Required	Submitted
1. Application Form	Yes	Yes
2. Project Description	Yes	Yes
3. Site Plan	Yes	Yes
4. Floor Plans	Yes	Yes
5. Exterior Elevation	Yes	Yes
6. Material Samples	Yes	Yes
7. Lighting Plan	Yes	Yes
8. Landscaping Plan	Yes	Yes
9. Signage Plan	Yes	Yes
10. Other	Yes	Yes

Design Review Standards Exhibit 28-1

Table 28-1. Standards and guidelines for specific projects

Item	Standard	Guideline	Project
1	Relationship to the neighborhood	The proposed project should be compatible with the character of the neighborhood and the surrounding area.	
2	Building placement	Buildings should be placed in a way that respects the existing building placement and setbacks.	
3	Building height	Building height should be consistent with the surrounding buildings.	
4	Building massing	Building massing should be consistent with the surrounding buildings.	
5	Building materials	Building materials should be consistent with the surrounding buildings.	
6	Building finishes	Building finishes should be consistent with the surrounding buildings.	
7	Building colors	Building colors should be consistent with the surrounding buildings.	
8	Building lighting	Building lighting should be consistent with the surrounding buildings.	
9	Building signage	Building signage should be consistent with the surrounding buildings.	
10	Building landscaping	Building landscaping should be consistent with the surrounding buildings.	
11	Building parking	Building parking should be consistent with the surrounding buildings.	
12	Building other	Building other should be consistent with the surrounding buildings.	

What Does Exhibit 28-1 Mean?

- Exhibit 28-1 defines what is mandated and what is a guideline or desired result. "Standards" or mandates include:
- ❑ Mechanical Equipment Screening. "Mechanical equipment shall be screened with material compatible with that used architecturally in the structure"
 - ❑ Outdoor Lighting per Chapter 40
 - ❑ Landscaping per Chapter 44
 - ❑ Exterior Storage of Materials in M-2 Zoning District

What Does Exhibit 28-1 Mean? (cont.)

- Guidelines are Suggestions or Desired Design Elements Including:
- ❑ Relationship to Site Conditions
 - ❑ Building Placement
 - ❑ Compatibility of Exterior Materials and Finishes with Surrounding Buildings
 - ❑ Visual Interest and Appeal
 - ❑ Glare
 - ❑ Colors
 - ❑ Signage

What The Guidelines Are Not Intended to do:

- 17.28.020 (4)
 This Chapter is not intended to limit or infringe upon reasonable accommodations to afford a handicap person equal opportunity to use and enjoy a building
- 17.28.030
 "...This Chapter is not intended to dictate a certain architectural style, or to restrict creativity, variety, or innovation, but is intended to insure quality of the built environment
- 17.28.040
 "Diagrams and sketches are used in this chapter to illustrate various provisions and are not intended to limit creativity or alternative design approaches

Design Review Great Falls

Although there have been some negative comments about the Design Review process, if administered properly, in a manner which conforms to the original spirit and intent, it remains a valuable tool to enhance the quality of life for area residents and visitors.


<h3 style="text-align: center;">Design Review Great Falls</h3> <p style="text-align: center;">Excerpts from Original Design Guideline Booklet</p> <ul style="list-style-type: none"> □ “These proposed design guidelines are intended to address the broad objective of improving our physical and aesthetic environment, thus ensuring future quality development in the City and it’s jurisdictional area.” □ “These recommendations are offered in an effort to ensure that the general appearance of buildings and site improvements are consistent with the goals of the City.” □ “These guidelines are intended to be advisory and should not be regarded as inflexible requirements.” 	<h3 style="text-align: center;">Design Review Great Falls</h3> <p>Some possible enhancements to the process include:</p> <ul style="list-style-type: none"> □ Design Guidelines should be posted on City website and included with each application package so that each applicant will have an understanding what will be required prior to each formal submittal □ Staff should offer to meet with applicants prior to submittal in order to educate applicants about the design review process, design guidelines and standards □ A written purpose statement should be written that is incorporated into each DRB meeting that emphasizes the purpose and intent of the design review process □ Design Review Board members and staff should meet annually in order to discuss design guidelines and standards, their relevance, and to determine if the process is meeting the goals and intent as established by the City Commission
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Director Raymond provided slides of examples of before, design, and after pictures of recent projects that have been completed – the Holden Faure Law Office; Public Drug; Big Lots; Contract Flooring; and Pacific Steel and Recycling.

Director Raymond noted that applicants can directly appeal a decision of the Design Review Board to the City Commission.

2. 911 CENTRAL RELOCATION PROJECT UPDATE

Police Captain John Schaffer provided a PowerPoint presentation on the progress made to move the 911 Center to the former Flight Services Station building on Gore Hill.

<h3 style="text-align: center;">911 Center Update</h3> 	<h3 style="text-align: center;">DHS Grant Funds</h3> <ul style="list-style-type: none"> • \$870,465 = amount of award • <u>\$870,461.06</u> = amount encumbered <li style="padding-left: 40px;">\$3.94 = amount not used • Awaiting assembly and shipment of equipment before sending payment.
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<h3 style="text-align: center;">On-going</h3> <ul style="list-style-type: none"> • Working with Nelson Architecture to outline scope of work and secure contractors for bids to begin renovation. • Highline Communications will be installing the required concrete pad for the radio tower. • Awaiting approval from FAA on tower height. • CenturyLink is bringing fiber to the building. 	<h3 style="text-align: center;">2 Phase Approach</h3> <ul style="list-style-type: none"> • To accomplish a successful transition to the new facility, maximize new technology and ensure adequate funding, a 2 phase approach will be taken.
<h3 style="text-align: center;">Phase 1</h3> <ul style="list-style-type: none"> • Renovation of the portion of the building needed for the 911 center. • Install all equipment purchased by the DHS grant (radios, 911 software, consoles, phone system). • Relocate the 911 Center to the new building and be operational by October 31. 	<h3 style="text-align: center;">Phase 2</h3> <ul style="list-style-type: none"> • Application for reverted DHS funds to renovate and equip the new Emergency Operations Center (EOC). Request this fall – NON MATCHING! • Existing EOC would remain at the Police Department until renovation and equipment are in place to move it and make it operational. • This will allow us to install state of the art technology and equip the new EOC to handle all future needs.
<h3 style="text-align: center;">2 Phase Approach</h3>	<h3 style="text-align: center;">Community Support</h3>

ADJOURN

There being no further discussion, Mayor Winters adjourned the informal work session of August 20, 2013, at 6:15 p.m.