

**MINUTES OF THE MEETING
OF THE
DESIGN REVIEW BOARD
October 9, 2017**

CALL TO ORDER

The regular meeting of the Great Falls Design Review Board was called to order by Vice Chair Tyson Kraft at 3:00 p.m. in the Rainbow Room in the Civic Center.

ROLL CALL & ATTENDANCE

Design Review Board Members present:

Tyson Kraft, Vice Chair
David Grosse
Kevin Vining

Design Review Board Members absent:

Dani Grebe, Chair

City Staff Members present:

Brad Eatherly, Planner I
Erin Borland, Planner II

Others present:

Bill Stuff, FUSION/ A+D
John Lind, JK Realty
Kelly Lind, JK Realty
Josh Lind, JK Realty

MINUTES

Mr. Grosse moved to approve the minutes of the September 25, 2017, meeting of the Design Review Board. Mr. Vining seconded, and all being in favor, the minutes were approved.

OLD BUSINESS

Erin Borland stated the motion and vote to approve the Papa Murphy's agenda item at the September 25, 2017, meeting was done incorrectly. A procedural re-vote is required to approve the agenda item.

MOTION: That the Design Review Board approve the Design Review Application for the proposed Shell Building - Papa Murphy's, located at 324 Smelter Ave NE in the conceptual development plans contained within this report and provided by the Applicant, subject to the conditions of approval.

- A. The proposed project shall be developed consistent with the conditions in this staff report, all codes and ordinances of the City of Great Falls, the State of Montana, and all other applicable regulatory agencies.
- B. If after the approval of the conceptual development plans as amended by this Board, the applicant proposes to expand or modify the conceptual development plans, the Director of the Planning and Community Development Department shall determine in writing if such proposed change would alter the concept for one or more review criteria. If such proposed change would alter the plan, the proposal shall be resubmitted for review as a new application.

Made by: Mr. Grosse
Second: Mr. Kraft

VOTE: Mr. Vining recused himself from the vote.

NEW BUSINESS
J&K Property Management Office
203 SMELTER AVE NE

Brad Eatherly, Planner I, entered the staff report into the record for the proposed construction of an office building for J&K Property Management on a one acre parcel of land. The building will be a two-story structure with each story comprising 5,000 square feet. The upper level will house J&K Property Management and the lower level will provide office space for future tenants. The building is proposed with a contemporary design containing cross-gabled roofs with asphalt shingles and overhangs, and metal and stone veneers for exterior materials. The trash enclosures are located within the development and will be incorporated into landscaped areas. Any mechanical equipment onsite will be incorporated into the roofline of the building.

The project has been reviewed for compliance with the relevant requirements of Title 17- Land Development Code of the Official Code of the City of Great Falls (OCCGF). The site plan shows a main entrance off of Smelter Ave NE and interior sidewalks are included to create safe pedestrian circulation. Proposed sidewalk width is five (5) feet. City Staff recommends that a Condition of Approval be added to either increase the sidewalks to seven (7) feet or have wheel stops installed to ensure safe pedestrian passage within the site. Three of the forty-nine (49) total parking spaces will be ADA accessible.

The outdoor lighting plan requires modification to be in compliance with the OCCGF. All luminary specifications are in compliance with the OCCGF however the photometric plan requires updates that are needed to verify compliance. The proposed landscaping meets minimum compliance requirements of the OCCGF. All landscape beds will contain rock mulch. The exterior of the site will include canopy trees, grass, shrubs and perennials. Signage is proposed to be placed on the exterior facades of the building and will be approved by separate permit.

PETITIONER'S PRESENTATION

There was no petitioner's presentation.

PUBLIC COMMENT

There was no public comment.

BOARD DISCUSSION AND ACTION

There was discussion on the sidewalk widths proposed for the project. Mr. Grosse would prefer the sidewalks to be seven feet in width instead of the proposed five feet. Mr. Stuff stated that sidewalk width is not in the OCCGF and extra width for sidewalks is an increased cost to the owners. Ms. Borland discussed Chapter 32 of the OCCGF and its relation to safe circulation of pedestrians through the site. Wider sidewalks would aid in safer circulation throughout the site, even if at an increased cost.

Mr. Lind described how his business has evolved over the years. They have outgrown their past and current office spaces and are looking to expand into the proposed new building. Keeping costs down is one of their main goals as they are taking out a loan to finance this project. By increasing sidewalk size the cost of the project may increase to the point where they may not be able to continue the project.

The group continued to discuss sidewalk widths. Mr. Stuff said he understood that there are recommendations that the City adheres to concerning sidewalks and parking stalls, but feels those recommendations should be less stringent as they are not in the OCCGF. Mr. Grosse feels even though specific requirements regarding sidewalk widths are not in OCCGF, the City and J&K Realty can come to an agreement regarding sidewalk widths.

There was discussion on the exterior design of the building. Any mechanical units will be screened off or hidden behind the building parapets. The building elevation will aid in hiding the mechanical units from sight. Mr. Grosse appreciated seeing the signage detail included in the application.

MOTION: That the Design Review Board approve the Design Review Application for the proposed J&K Property Management Office Building - 203 Smelter Ave NE in the conceptual development plans contained within this report and provided by the Applicant, subject to the conditions of approval.

- A. The proposed project shall be developed consistent with the conditions in this staff report, all codes and ordinances of the City of Great Falls, the State of Montana, and all other applicable regulatory agencies.
- B. If after the approval of the conceptual development plans as amended by this Board, the applicant proposes to expand or modify the conceptual development plans, the Director of the Planning and Community Development Department shall determine in writing if such proposed change would alter the concept for one or more review criteria. If such proposed change would alter the plan, the proposal shall be resubmitted for review as a new application.
- C. All interior sidewalks that are adjacent to parking spaces shall be increased to six (6) feet instead of seven (7) feet.

- D. If mechanical units can be seen from Smelter Ave NE during construction, they are to be screened with appropriate screening material.

Made by: Mr. Grosse
Second: Mr. Kraft

VOTE: Mr. Vining recused himself from the vote.

BOARD COMMUNICATIONS

Ms. Borland updated the Board on Beargrass Village and the Great Falls North Apartments.

Board vacancies were discussed. The open board positions continue to be advertised.

PUBLIC COMMENT

There was no public comment.

ADJOURNMENT

There being no further business, the meeting was adjourned at 3:41 p.m.