

**MINUTES OF THE MEETING
OF THE
DESIGN REVIEW BOARD
May 9, 2010**

CALL TO ORDER

The regular meeting of the Great Falls Design Review Board was called to order by Jean Price at 3:03 p.m. in the Rainbow Conference room of the Civic Center.

ROLL CALL & ATTENDANCE

Design Review Board Members present:

Ms. Jean Price
Mr. Jule Stuver
Mr. Bruce Forde
Ms. Mary Klette
Mr. Todd Humble

Design Review Board Members absent:

none

City Staff Members present:

Mr. Charlie Sheets, Development Review Coordinator
Ms. Phyllis Tryon, Administrative Assistant

Others present:

Mr. Norm Pfaff, AIA, Pfaff Architects

MINUTES

Ms. Price asked if there were any comments on the minutes of the meeting held on April 11, 2011. Mr. Stuver moved to approve the minutes as stated. Mr. Humble seconded. All being in favor, the minutes were approved.

Mr. Sheets handed out a communication packet from the City Attorney to assist the Board members as refresher information on communications with the City, responsibilities as board members, information on ex parte communication, etc. He suggested any questions could be directed to the Deputy Director of the department, the City Manager's office, or the City Attorney's office.

OLD BUSINESS

There was no old business.

NEW BUSINESS

Pacific Cataract and Laser Institute 1621 Market Place Drive

Mr. Sheets, Development Review Coordinator for the City, reviewed the City staff report on the new building proposed for Pacific Cataract and Laser Institute at 1621 Market Place Drive.

Mr. Pfaff, Pfaff Architects, presented an overview of Pacific Cataract and Laser Institute of the project site and the building design. Mr. Pfaff went over the site plan and the proposed plantings. Pfaff Architects has designed the building to appear the same both front and back because modern zoning ordinances across the country frequently require that the front entrance face the parking lot. Half the building houses a clinic and the other half houses a surgical center. The clinic does not run on the same days as the surgery center due to parking issues. Medicare must also approve the plans. Although the company plans to use a general contractor that has built for them in the past, they intend to use Great Falls subcontractors as much as possible. The goal is to be under construction by June and be completed by Thanksgiving.

Board members ask specific questions on the site plan parking layout and the landscape plantings, including the tree and shrub species. Out of this discussion, Mr. Pfaff suggested working with Mr. Forde on possible replacement plantings that will be better suited for the local climate and conditions.

More discussion followed about whether the handicap parking was correctly sized and making sure that it meets requirements. The dumpster enclosure was confirmed to be block and brick. Discussion followed about the roof sign. Staff confirmed that roof signage is permitted.

There was some discussion about the vestibule doors, the amount of wind in Great Falls, and the need to offset the doors.

A summary of the changes proposed to the plans are as follows:

1. Eliminate 2 compact car spots facing the building and widen the 3 remaining spots on each side.
2. Add 2 trees, one on the boulevard side and one on the southwest side.
3. Numerous changes in landscaping plants per Mr. Forde's suggestions. He will work with the architect's staff on the plantings.
4. City staff to review the handicap parking size requirements and forward them on to the architect to be made a part of the submitted plans.
5. Offset the doors due to wind issues.

Mr. Stuver moved to approve the Design Review Board application, with the recommended changes in the conditions as stated. Mr. Humble seconded the motion. All being in favor, the motion passed.

PUBLIC COMMENT

There was no public comment.

ADJOURNMENT

Mr. Sheets asked the Board to reconvene on May 23 for a review of two submittals. All agreed. The meeting was adjourned at 3:55 p.m.