

**MINUTES OF THE MEETING
OF THE
DESIGN REVIEW BOARD
DECEMBER 11, 2019**

CALL TO ORDER

The meeting of the Great Falls Design Review Board was called to order by Brad Eatherly, Planner I, at 2:00 p.m. in the PCD Conference Room at the Civic Center.

ROLL CALL & ATTENDANCE

Design Review Board Members present:

Dani Grebe, Chair
Tyson Kraft, Vice Chair
Kevin Vining
Shannon Wilson

Design Review Board Members absent:

David Grosse

City Staff Members present:

Erin Boland, Planner III
Brad Eatherly, Planner I
Lonnie Hill, Planner I
Alaina Mattimiro, Planner I
Jamie Nygard, Sr. Administrative Assistant

Others present:

1. Orders of Business: No pending business due to hiatus
2. New Business:
 - I. Streamlined application
 - II. City and board members responsibilities
 - III. 1 year re-evaluation of Design Review Board
 - IV. Member terms and status

MINUTES

The December 11, 2019 meeting was an informal meeting to discuss the changes to board processes and the vision for the board going forward. Brad Eatherly, Planner I, began the first Design Review Board meeting after the hiatus by describing the intention to provide a more streamlined process of application. In order to be consulted at an earlier stage in the development process, the Design Review Board will now be accepting a very conceptual plan and basic renderings of projects. The Design Review Board feels consulting with the board earlier in the development process could potentially help to avoid costly changes for the developer. Mr.

Eatherly went over the re-designed DRB application and answered questions as to the breakdown of responsibility between the City and the board members. Kevin Vining requested clarification as to application process ownership. Mr. Eatherly clarified that the City is retaining its role of overseeing and the board will still have final approval of projects due to their expertise in their fields. Tyson Kraft, Vice Chair, questioned what the consequences will be if the end project differs from the plan that was presented to the board. Mr. Eatherly, and Erin Boland, Planner III, explained there are specific issues that will need to be navigated as they occur and as the board evolves. Per City Commission, the board will be re-evaluated in one years' time, Mr. Eatherly, and Ms. Boland, feel the customer feedback survey will help in the evaluation of the development process as well as the board evaluation. Mr. Eatherly explained that the board meetings will be held in the PCD Conference room in the future. Plans can be displayed on the screen and the space will be a more functional meeting area. Tyson Kraft questioned if the board still has authority to deny approval of projects. Mr. Eatherly stated that approval process will remain status quo. Kevin Vining stated that overall it is hard to enforce denial when the DRB is an advisory board. Dani Grebe inquired if second meetings will be allowed, and Mr. Eatherly stated that second meetings are not out of bounds if necessary.

Mr. Eatherly explained that David Grosse would have term out of his membership in March of 2019 and that Dani Grebe and Kevin Vining will term out in March of 2020 unless the City's legal team determines that each member can extend their membership relative to the time the DRB was in hiatus. This would allow David Grosse to stay on the board until March of 2020 and Dani Grebe and Kevin Vining would term out in March of 2021. The knowledge of experienced board members would be beneficial to the streamlined application process. This proposal is to be determined at a later date.

ADJOURNMENT

Dani Grebe motioned that there being no further business, the meeting should be adjourned. Shannon Wilson seconded the motion for adjournment.
The Design Review Board meeting of December 11th, 2019 was adjourned at 2:27 PM.