

**MINUTES OF THE MEETING
OF THE
DESIGN REVIEW BOARD
September 25, 2017**

CALL TO ORDER

The regular meeting of the Great Falls Design Review Board was called to order by Chair Dani Grebe at 3:01 p.m. in the Rainbow Room in the Civic Center.

ROLL CALL & ATTENDANCE

Design Review Board Members present:

Dani Grebe, Chair
David Grosse
Kevin Vining

Design Review Board Members absent:

Tyson Kraft, Vice Chair

City Staff Members present:

Charlie Sheets, Development Review Coordinator
Jesse Patton, City Engineer's Office

Others present:

Bill Stuff, FUSION/ A+D

MINUTES

Mr. Grosse moved to approve the minutes of the September 11, 2017, meeting of the Design Review Board. Mr. Vining seconded, and all being in favor, the minutes were approved.

**NEW BUSINESS
Papa Murphy's- Shell Building
324 Smelter Ave NE**

Charlie Sheets, Development Review Coordinator, entered the staff report into the record for the proposed construction of a 2,606 square foot shell building with two suites, one of which will be occupied by Papa Murphy's. The one story structure will have prefinished metal siding with different profiles on the exterior walls, decorative eyebrow band and canopies, and stone veneer wainscot at the bottom of the walls. The earth tone color scheme fits well with the character of the neighborhood. The H.V.A.C mechanical equipment is proposed to be on the center of the roof, and will not be visible to the public.

Mr. Sheets explained the east elevation does not conform to code guidelines recommending orienting the primary entrance to the public street and having 30% of the first floor façade be

composed of windows and doors. However, staff does not recommend modification to the proposed plan to strictly comply with these guidelines as there are window openings on the three other sides, plus adequate variation of materials and colors on that east side.

The applicant complies with the requirements of Title 17, including stormwater, lighting, and landscaping. Mr. Sheets asked Jesse Patton to add additional comments.

Jesse Patton, City Engineer's Office, said the applicant has been working with Engineering on stormwater. He also clarified that though there were two suites, there would only be one owner of the building, thus only needing one water meter.

PETITIONER'S PRESENTATION

Bill Stuff, Fusion/A+D, said Papa Murphy's will occupy the south suite, and the adjacent tenant will have limited or no seating inside, but utilize the drive through proposed. He said there will be one pole sign on the southeast corner of the property. He reviewed the design and landscape elements as attached in the staff report.

PUBLIC COMMENT

There was no public comment.

BOARD DISCUSSION AND ACTION

Ms. Grebe asked about the southeastern tree being where the pole sign is, and there was discussion on considering a smaller variety of tree that doesn't interfere with the sign. Ms. Grebe also commented that the west side of the building lacks landscaping, and recommended that area be landscaped. Mr. Stuff said he will make sure the owners are on board.

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. Vining

VOTE: Mr. Vining recused himself from the vote.

***Staff note regarding voting procedure: Upon reviewing the minutes, staff notes that Mr. Vining should not have participated in the discussion of the petition nor seconded the motion to approve the project. As a result, this petition was improperly approved and must be corrected with a procedural vote at the October 9, 2017, meeting.**

BOARD COMMUNICATIONS

There were no Board communications.

PUBLIC COMMENT

There was no public comment.

ADJOURNMENT

There being no further business, the meeting was adjourned at 3:24 p.m.