

RESOLUTION NO. 10321

**A RESOLUTION ADOPTING RECOMMENDED PROCESS
CHANGES TO THE DESIGN REVIEW BOARD.**

WHEREAS, the Official Code of the City of Great Falls (OCCGF) Title 17, Chapter 12, Article 3, requires certain land development projects to be reviewed by the Great Falls Design Review Board (DRB); and

WHEREAS, in response to the City Planning and Community Development Department's request, the City Commission adopted Resolution 10256 and Resolution 10297 to suspend the DRB meeting process for six month periods starting on November 7, 2018 and ending on December 3, 2019 ; and

WHEREAS, staff from the Planning and Community Development Department as well as the Board members themselves believe that the DRB's meeting process should be started as soon as possible after the December 3, 2019 date; and

WHEREAS, staff proposes changes to the DRB's development review process that should improve both the predictability of the process for designers and developers and ease the staff's administrative burden in support of the Board;

WHEREAS, staff's ideas for process changes have received favorable input from DRB members, most specifically in a meeting held with members on September 30, 2019.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF GREAT FALLS, MONTANA, that:

- 1) Planning and Community Development staff implement a revised Design Review Board application process oriented toward conceptual design submissions for applicable projects;
- 2) Such submissions shall be generally limited to the following key components:
 - a) project narrative, b) conceptual site plan demonstrating compliance with underlying zoning requirements, and c) renderings or elevations of proposed buildings; and

- 3) The staff's responsibilities in supporting the Board's meeting process be modified to eliminate agenda reports and staff presentations of applicant requests to less burdensome support responsibilities for the Board; and
- 4) City staff develop applicable amendments to the OCCGF to codify the adopted process changes contained in Resolution No. 10321.

PASSED AND ADOPTED by the City Commission of the City of Great Falls, Montana, December 3, 2019.

Bob Kelly, Mayor

ATTEST:

(CITY SEAL)

Darcy Dea, Deputy City Clerk

APPROVED FOR LEGAL CONTENT:

Sara Sexe, City Attorney

CITY OF GREAT FALLS
PLANNING & COMMUNITY DEVELOPMENT DEPT.
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DESIGN REVIEW BOARD APPLICATION

Applicant's Responsibility

Please submit a Design Review Board application to the Planning and Community Development Department. The application must be signed by the property owner and a designated representative, if applicable.

The submittal will be reviewed by Staff for completeness, and any deficiencies must be addressed two weeks prior to the target meeting date. The Design Review Board meets on the 2nd and 4th Monday of each month. Planning Staff will schedule a meeting with the Design Review Board only when all deficiencies in the submittal have been addressed. Notice shall be given of the date and time of the meeting.

The applicant or their representative must be present at the meeting.

Name of Project:

Owner Name:

Mailing Address:

Phone:

Email:

Representative Name:

Phone:

Email:

Design Review Board Application Checklist

Table 1: Packet Requirements		Staff	App.
Narrative of Project	Description of proposed project, including location and detail relating to architectural and site features proposed.	<input type="checkbox"/>	<input type="checkbox"/>
Site Plan Package	• Conceptual Site Plan showing basic compliance with zoning district requirements	<input type="checkbox"/>	<input type="checkbox"/>
	• Building Elevations (all sides of the building should be provided)	<input type="checkbox"/>	<input type="checkbox"/>
	• Building Renderings (color renderings from at least two views referencing directions and locations of adjoining streets)	<input type="checkbox"/>	<input type="checkbox"/>

I (We), the undersigned, attest that the above information is true and correct to the best of my (our) knowledge. Further, I (We) owner of said property authorize the above listed representative to act as my agent in this application.

Property Owner's Signature:

Date:

Representative's Signature:

Date: