

**MINUTES OF THE MEETING
OF THE
DESIGN REVIEW BOARD
May 14, 2012**

CALL TO ORDER

The regular meeting of the Great Falls Design Review Board was called to order by Ms. Jean Price at 3:00 p.m. in the Rainbow Conference room of the Civic Center.

ROLL CALL & ATTENDANCE

Design Review Board Members present:

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

Design Review Board Members absent:

None

City Staff Members present:

Mr. Michael Haynes, Director, Planning & Community Development
Mr. Charlie Sheets, Development Review Coordinator
Mr. Dave Dobbs, City Engineer
Ms. Patty Cadwell, Neighborhood Councils Coordinator
Ms. Phyllis Tryon, Administrative Assistant

Others present:

Mr. Del Trost, Hessler Architects
Ms. Michelle Marmon, Bullfrog Spas and Stoves
Mr. Bob Emerson, Bullfrog Spas and Stoves
Mr. Timothy Peterson, L'Heureux Page Werner Architects
Ms. Christian Cornelius, Central West Animal Clinic
Ms. Claudia Cornelius, Central West Animal Clinic

MINUTES

Ms. Price asked if there were any comments on the minutes of the April 23, 2012 meeting. Mr. Stuver moved to approve the minutes as stated. Ms. Klette noted a correction to the minutes. Mr. Stuver amended his motion to include the correction. Ms. Klette seconded, and all being in favor, the minutes were approved as corrected.

PUBLIC COMMENT

There was no public comment.

OLD BUSINESS

There was no old business.

NEW BUSINESS

Westside Family Dental Clinic 900 10th Avenue Northwest

Mr. Sheets, Development Review Coordinator for the City, reviewed the City staff report on the proposed expansion of the Westside Family Dental Clinic at 900 10th Avenue Northwest. He stated he was entering the staff report into the record. The applicant is proposing to construct a single story 896 S.F. addition onto the existing dental clinic. The style of the addition will be the same as the existing facility. Mr. Sheets reviewed the design elements of the proposed addition, noting that casement windows will be placed on the north and south elevations and that no openings are proposed on the west elevation, which faces existing residential property.

Mr. Sheets explained that a gravel driveway on a neighboring residential property encroaches on the applicant's west boundary line, but the owner of the clinic has chosen not to address that issue at this time. The architect of the proposed addition has designed a 15' landscape buffer between the addition and the gravel driveway on the south boundary line, and the dumpster enclosure will be located within that buffer. Air conditioning condensers are planned along the west elevation of the building. Existing driveways onto the property will remain as they are now. Existing landscaping consists of sod, a single tree along 9th Street Northwest, and hedges along the building foundation. The applicant proposes to add six Austrian pine evergreens within the landscape buffer.

Mr. Sheets stated that the existing parking lot, including accessible parking stalls, will be reconfigured for the site and provide a total of 12 parking spaces. The three existing driveways will remain. There has never been a pedestrian sidewalk along 10th Avenue Northwest, nor boulevard trees along 9th Street Northwest or 10th Avenue Northwest. Staff recommends installation of a City standard sidewalk along 10th Avenue Northwest, and boulevard trees consistent with the Land Development Code at a rate of one per 35' of street frontage along 9th Street Northwest and 10th Avenue Northwest. Staff also recommends planting shrubs to screen the air conditioning condenser and an irrigation system to include the 15' landscape buffer west of the parking lot. Mr. Sheets concluded his review of the staff report and offered to answer any questions from the Board.

Mr. Trost of Hessler Architects explained the present site has five parking spaces, which will be brought up to 12 spaces. The parking lot will be striped, a van-sized handicap accessible space will be placed at the front entrance of the building, and the sidewalk at the front of the building will be replaced and will be handicap accessible. He stated that proposed landscaping is more than is required for the site, and they are adding the landscape buffer

on the west side of the building in addition. They are in discussion with Waste Management to make sure the proposed dumpster location is appropriate.

Mr. Trost said that the owners have agreed to provide the sidewalk and 10 boulevard trees, as well as shrubs to screen the air conditioning unit. A shed on the property will be removed along with the existing A/C unit.

The Board suggested the pie-shaped corner by the air condenser unit be graveled, since the Austrian Pine trees along that area will have a gravel bed. Mr. Stuver pointed out that the entry door should swing into the building to meet ADA handicap accessible standards. Mr. Trost said he would make sure that was the case. Mr. Stuver inquired about parking lot illumination. Mr. Trost said he was not sure if there was parking lot lighting other than the exterior lights on the building. It was noted that there are street lights on 10th Avenue Northwest. Ms. Price suggested to Mr. Trost that he check the lighting plan, since in the winter there will be customers leaving in the dark.

MOTION: That the Design Review Board approve the Design Review Application of Westside Family Dental Clinic, addressed as 900 10th Avenue Northwest, as shown in the conceptual development plans contained within the staff report and provided by the Owner's Agent, subject to the following conditions:

1. The proposed project shall be developed consistent with the conditions in the staff report, all codes and ordinances of the City of Great Falls, the State of Montana, and all other applicable regulatory agencies.
2. If, after the approval of the concept development plan as amended by this board, the owner 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.
3. Installation of an automatic irrigation system within the 15' landscape buffer west of the parking lot.
4. Installation of City standard sidewalk along 10th Avenue Northwest.
5. Revision of the landscape plan to provide for boulevard trees along 9th Street Northwest and 10th Avenue Northwest at a rate of one per 35' of street frontage.
6. Installation of shrubs to screen the air conditioning condenser and a gravel bed in the remaining area in the pie-shaped area south of the unit.
7. Verify ADA handicap accessibility at the entryway.
8. Check the lighting plan to ensure adequate lighting in the parking lot.

Made by: Mr. Stuver
Second: Mr. Forde

There was no further Board discussion and no public comment.

VOTE: All being in favor, the motion passed.

Bullfrog Spas and Stoves 326 Central Avenue West

Mr. Sheets reviewed the City staff report on the proposed exterior renovation of 326 Central Avenue West, Bullfrog Spas and Stoves, and the redevelopment of the parking lot simultaneously with the State's soil contamination mitigation project. Mr. Sheets stated he was entering the staff report into the record.

The subject property was previously NAPA Auto Parts and Fred's Service Station (1979). The applicant is proposing to eliminate the NAPA franchise colors and install earth-tone cultured stone, E.I.F.S. and painted metal siding. The existing windows and store front will remain. The renovation includes a 10' x 20' outdoor display area with a decorative planter along the driving lane of the parking lot. The concrete parking lot is being removed due to soil contamination from gasoline spills and underground storage tanks. The renovation includes a new parking plan, landscaping, and better vehicle circulation for the narrow site. The orientation of the main entrance and access sidewalk will not change. The parking lot will provide 9 spaces. Portions of the public sidewalk will be replaced as directed by City staff.

Mr. Sheets said he had been contacted by a neighboring business concerned about the location of the pole sign near the east property line between the veterinary clinic and this property. The sign is reviewed under a separate permit process.

Mr. Sheets concluded his presentation of the staff report. Mr. Peterson of L'Heureux Page Werner Architects said the cultured stone proposed for portions of the outside renovation is sold in the store. There is a proposed outdoor display area and a clear glass garage door which can be opened in good weather. It's possible that the underground cleanup of the parking lot area will take place this summer. He noted that landscaping was not required by City code, but the owners want to make the site more appealing and help prevent the problem of vehicles using the parking lot for U-turns off Central Avenue West.

The planting area width is a minimum of four feet. Mr. Peterson stated that it is difficult to accommodate parking on the site due to the fact that Central Avenue West had been expanded. Parking stalls are 10' wide by 19' long. The ADA handicap parking space has an additional 10' wide aisle due to the entryway door placement. The dumpster does not have screening, and Mr. Dobbs, City Engineer, noted that for clear vision purposes, an enclosure would not be needed at this time.

MOTION: That the Design Review Board approve the Design Review Application of Bullfrog Spas and Stoves, addressed as 326 Central Avenue West, as shown in the conceptual development plans contained within the staff report and provided by the Owner's Agent, subject to the following conditions:

1. The proposed project shall be developed consistent with the conditions in the staff agenda report, all codes and ordinances of the City of Great Falls, the State of Montana, and all other applicable regulatory agencies.

2. If after the approval of the concept development plan as amended by the board, the owner 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.
3. Deteriorated sections of public sidewalk shall be replaced as called out by the City Engineer's Office.

Made by: Mr. Humble
Second: Mr. Stuver

Mr. Stuver inquired about sidewalks needing replacement. The City will call out any portions needing replacement. Mr. Forde asked for clarification on the outdoor plantings and suggested annuals due to winter kill of perennials in a raised bed. He suggested some taller plantings for screening the condenser unit. He also noted the Blue Chip Junipers will spread widely and suggested something more narrow. He suggested evergreens at the top of the bed where the Linden tree and Aspens are indicated, if the applicant desires to plant evergreens. He also suggested some tree other than Aspens, which are short-lived. Mr. Forde asked if there is a concrete bed for the proposed sign, which there is. The applicant is using cultured stone.

PUBLIC COMMENT

Ms. Christian Cornelius spoke on behalf of the Central West Animal Clinic. She noted that the clinic and Bullfrog Spas buildings are only 20 inches apart, and that the proposed pole sign is 14 feet from the entrance of the vet clinic. No one had communicated with the vet clinic about the new pole sign placement. The clinic has already received numerous complaints from clients regarding the sign placement. Ms. Cornelius stated she had called Mr. Sheets with their concerns about the sign, but he did not return her call. Instead he called Bullfrog Spas and someone from that store came over to the clinic. She said she was disappointed in that response from Mr. Sheets.

Ms. Cornelius said she understood from the previous owners of the NAPA building that the secondary access approach was allotted to the clinic because it was their understanding that each business on Central Avenue West should have at least one access approach. She noted that the owners of Bullfrog Spas and Stoves were kind enough to agree to allow clinic customers to park in the Bullfrog Spas lot; however, clinic staff is concerned that the proposed sign and landscaping poses a hardship for the vet clinic clients, who have to walk around these items to get to the entrance of the clinic. She also said the proposed landscaping trees would grow and obscure the canopy sign for the clinic. Ms. Cornelius concluded and thanked the Board for their time.

Mr. Sheets apologized for not personally returning the call to Central West Animal Clinic. He explained that each business is permitted to have a sign, and that Bullfrog Spas and Stoves had submitted a complete application for the pole sign, and it was not under the jurisdiction of this Board to review that application. Mr. Sheets explained that years ago, the vet clinic

had vehicle parking on the boulevard which no longer exists. The clinic has never acquired additional parking. He noted that striped parking spaces in Bullfrog Spa's parking lot would help traffic circulation. Mr. Peterson said that a concrete walkway could be created through the planter area for the clinic customers to use. He also said the height of the tree could be adjusted so as not to obscure the vet clinic canopy.

It was clarified that the only parking space in front of the vet clinic is parallel to the sidewalk. Mr. Emerson noted that on any given day, 5 or 6 vet clinic clients at a time are using the parking lot at Bullfrog Spas and Stoves, and the store owners have not complained, even when vet clients have blocked their store entrance.

Ms. Claudia Cornelius explained that when the NAPA store was being built, the owners of NAPA agreed that the vet clinic could use a parking space in front of their store in exchange for the NAPA store having used water and electricity from the clinic without charge. Mr. Sheets stated that ideally, the businesses can work the parking situation out between themselves and that it is not within the realm of this Board to address that issue. Ms. Claudia Cornelius said the landscaping on site at Bullfrog Spas could be addressed with this Board. Ms. Price pointed out that Mr. Peterson was immediately making notes on the plans to accommodate the concerns of the vet clinic.

There was no further discussion.

Having a motion and a second before the Board, Ms. Price called for a vote.

VOTE: All being in favor, the motion passed.

BOARD COMMENTS

There was a brief discussion about the order of discussion following a motion and receiving public comments. Mr. Sheets will research Robert's Rules of Order to clarify the matter.

ADJOURNMENT

Mr. Sheets stated there will be two applications for the next meeting. The next regularly scheduled meeting falls on May 28, the Memorial Day holiday. The Board agreed to meet instead at 3:00 p.m. on Friday, May 25. All members of the Board stated they would be able to attend. The meeting was adjourned at 3:54 p.m.