

**MINUTES OF THE MEETING
OF THE
DESIGN REVIEW BOARD
November 24, 2014**

CALL TO ORDER

The regular meeting of the Great Falls Design Review Board was called to order by Vice Chair David Grosse at 3:03 p.m. in the Planning & Community Development Conference Room in the Civic Center.

ROLL CALL & ATTENDANCE

Design Review Board Members present:

David Grosse, Vice Chair
Todd Humble
Eric Peterson
Tara Tronson

Design Review Board Members absent:

Mary Klette, Chair

City Staff Members present:

Charlie Sheets, Development Review Coordinator
Dave Dobbs, City Engineer

Others present:

None

MINUTES

Mr. Peterson moved to approve the minutes of the November 10, 2014 meeting of the Design Review Board. Ms. Tronson seconded, and all being in favor, the minutes were approved.

NEW BUSINESS

**DRB2014-31 Public Works Administration Building Addition
1005 25th Avenue Northeast**

Charlie Sheets presented the staff report for the application by the City Public Works Department for a 900 square foot addition to the existing administration building within the Public Works complex at 1005 25th Avenue Northeast. Mr. Sheets entered the staff report into the record. Mr. Sheets said the addition will provide more office space. There is no additional parking required, and no additional internal landscaped will be added. Mr. Sheets reviewed details of the proposed project as stated in the staff report, and concluded his presentation.

PETITIONER'S PRESENTATION

City Engineer, Dave Dobbs, said the proposed expansion of the existing building will provide office space for their environmental division. He said the site is almost invisible to the public but will improve the existing look of the building due to new metal roofing.

PUBLIC COMMENT

There was no public comment.

BOARD DISCUSSION AND ACTION

MOTION: That the Design Review Board approve the Design Review Application for the Public Works Administration building addition located at 1005 25th Avenue Northeast, as shown in the conceptual development plans contained within this report and provided by the Project Manager, subject to the follows conditions:

Conditions of Approval:

1. 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.
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.

Made by: Mr. Humble
Second: Ms. Tronson

VOTE: All being in favor, the motion passed.

PUBLIC COMMENT

Mr. Sheets reminded the Board members of the December 10 Commissioner and Board training being held at the Civic Center. He also noted the Board is invited to the Historic Preservation Commission holiday party on December 16.

ADJOURNMENT

There being no further business, Ms. Tronson moved to adjourn the meeting, seconded by Mr. Humble. All being in favor, the meeting was adjourned at 3:10 p.m.