

**MINUTES OF THE MEETING
OF THE
DESIGN REVIEW BOARD
March 9, 2015**

CALL TO ORDER

The regular meeting of the Great Falls Design Review Board was called to order by Chair Mary Klette at 3:02 p.m. in the Rainbow Room in the Civic Center.

ROLL CALL & ATTENDANCE

Design Review Board Members present:

Mary Klette, Chair
Todd Humble, Vice Chair
Eric Peterson
David Grosse

Design Review Board Members absent:

Tara Tronson

City Staff Members present:

Charlie Sheets, Development Review Coordinator
Craig Raymond, Director P&CD
Garrett Norman, Planner I
Dave Dobbs, City Engineer
Phyllis Tryon, Sr. Administrative Assistant

Others present:

Paul Slotemaker, Verizon Wireless
Jenn Rowell, Great Falls Tribune
Max Grebe, Architect, for the Great Falls Rescue Mission
Carrie Sunwall, Development Director, Great Falls Rescue Mission

MINUTES

Mr. Humble noted a correction to the January 12, 2015 minutes. Mr. Grosse moved to approve the minutes of the January 12, 2015 meeting of the Design Review Board as corrected. Mr. Peterson seconded, and all being in favor, the minutes were approved as corrected.

Election of Chair and Vice Chair 2015

Chair Klette introduced the agenda item for election of Chair and Vice Chair for 2015. Mr. Humble nominated Mr. Grosse for Chair for 2015, and Mr. Peterson seconded. All being in favor, the motion passed. Mr. Grosse nominated Mr. Peterson for Vice Chair for 2015, and Mr. Humble seconded. All being in favor, the motion passed. Mr. Grosse assumed the duties of Chair for the remainder of the meeting.

**DRB2015-05 Livesay – Verizon Wireless Telecommunication Tower
2802 Upper River Road**

Charlie Sheets presented the staff report for the application by Livesay and Verizon Wireless for an unconcealed telecommunication tower and accompanying accessory structure located in the northwest corner of an existing contractor yard for Montana Lines, Inc. at 2802 Upper River Road. The proposed tower is an 80-foot high mono-pole design with antennas at the top with a project area of 42 feet by 60 feet. The base of the proposed tower and ground equipment will be surrounded with a 6-foot chain link fence with earth tone sight-obscuring slats. The ground equipment building and back-up generator will not be visible from the public right-of-way.

Mr. Sheets concluded his review of the staff report.

PETITIONER'S PRESENTATION

Paul Slotemaker, representing Verizon Wireless, said there is currently a 10-foot tall fence alongside the north side of the subject property. He offered to answer any questions from the Board.

PUBLIC COMMENT

There was no public comment.

BOARD DISCUSSION AND ACTION

MOTION: That the Design Review Board approve the project as submitted.

Made by: Mr. Humble

Second: Ms. Klette

VOTE: All being in favor, the motion carried.

Mr. Sheets requested that a motion include Items A and B of the Conditions as listed in the staff report. Chair Grosse stated the motion and the Conditions.

MOTION: That the Design Review Board approve the Design Review Application for the unconcealed telecommunication facility located at 2802 Upper River Road, as shown in the conceptual development plans contained within the staff report and provided by the applicant, subject to the following conditions:

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 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.

Mr. Humble amended his motion to include the stated motion and the Conditions as listed in the staff report. Mr. Peterson seconded.

VOTE: All being in favor, the motion passed.

**DRB 2015-06 Pickwick's Office Works – Verizon Wireless
601 9th Street South**

Mr. Sheets presented the staff report for the application by Pickwick's Office Works and Verizon Wireless for a 45-foot concealed telecommunication tower and accompanying accessory structure at 601 9th Street South. The subject property is currently zoned C-1 Neighborhood commercial. The proposed tower would be located along the alley, and the support building would be located on the north side of the existing building, along 6th Avenue South. The proposed concealed pole is a mono-pole design with no visible antennas. Mr. Sheet said the height of utility poles in the City range between 32 and 35 feet high.

The generator and support building for this project will be surrounded by a 6-foot high chain link fence with tan-colored slates and surrounded by a 4-foot wide landscape buffer with 6-foot high column junipers. Verizon is also proposing to replace two boulevard trees, one on 6th Avenue South and one on 9th Street South.

Mr. Sheets concluded his review of details in the staff report.

PETITIONER'S PRESENTATION

Mr. Slotemaker, representing Verizon Wireless, reiterated that this project is for a concealed telecommunication tower rather than an unconcealed tower. He offered to answer any questions from the Board.

Chair Grosse asked whether a specific area of asphalt could be sodded, but Mr. Slotemaker explained that is the access for vehicles. Mr. Humble asked whether there was adequate parking in place, and Mr. Sheets said there is more than required on site already.

BOARD DISCUSSION AND ACTION

MOTION: That the Design Review Board approve the Design Review Application for the concealed telecommunication facility located at 601 9th Street South, as shown in the conceptual development plans contained within this report and provided by the project representatives, subject to the following conditions:

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 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.

- C. The applicant shall have an amended plat prepared which shall incorporate corrections of any errors or omissions noted by staff and filed with the Cascade County Clerk and Recorder's Office, to eliminate the property line running through the project area (Lots 1-3, Block 470, Great Falls Original Townsite).
- D. The applicant shall consult with landscape design professionals to develop and install irrigation, trees and shrubs within the project area surrounding the telecommunication facility.
- E. The applicant shall submit a planting plan and install boulevard trees as per plan in the boulevard along 6th Avenue South and 9th Street South.

Made by: Mr. Humble
Second: Ms. Klette

Vote: All being in favor, the motion passed.

**DRB 2015-07 Eklund's Appliance & TV – Verizon Wireless
305 6th Street Northwest**

Mr. Sheets presented the staff report for the application by Eklund's Appliance & TV and Verizon Wireless. He entered the staff report into the record, as well as the previous two staff reports.

Mr. Sheets said this proposed project consists of a 45-foot concealed mono-pole telecommunication tower which will be surrounded by a 6-foot high chain link fence and landscape buffer with columnar junipers. The existing facility is a warehouse zoned C-2 General commercial. The support building and generator for this tower will be located in the south corner of the subject property. Utility poles in this area range from 32 – 35 feet in height.

Mr. Sheets concluded his review of the staff report.

PETITIONER'S PRESENTATION

Mr. Slotemaker said that with this proposed project, they are proposing to fence around the base of the tower but not around the equipment shelter. Landscaping will be added both around the base of the tower and the equipment shelter building. This project will be within a secured fenced yard, but fencing around the base of the tower will prevent any attempts at climbing and secure all the cables.

BOARD DISCUSSION AND ACTION

MOTION: That the Design Review Board approve the Design Review Application for the concealed telecommunication facility located at 305 6th Street Northwest, as shown in the

conceptual development plans contained within this report and provided by the applicant, subject to the following conditions:

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 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.
- C. The applicant shall consult with landscape design professionals to develop and install irrigation, trees and shrubs within the project area surrounding the telecommunication facility.

Made by: Ms. Klette
Second: Mr. Humble

Vote: All being in favor, the motion passed.

**DRB2015-04 Great Falls Rescue Mission Family Center
408 2nd Avenue South**

Garrett Norman, Planner I, presented the staff report for the application by the Great Falls Rescue Mission for construction of a new Family Center on a vacant lot located on 2nd Avenue South between 4th and 5th Street South. The Rescue Mission has two other facilities on 2nd Avenue South. The proposed project will house homeless families, and will consist of three floors with 114 total beds in the Center, as well as medical exam rooms, family rooms, child care space, laundry facilities, office space, etc., and an outdoor courtyard with a play area and basketball court. The proposed project utilizes a variety of landscaping materials surrounding the building and includes 6 street trees on the 2nd Avenue South frontage.

This project requires City Commission approval of a Conditional Use Permit, as it is defined as an emergency shelter in the Land Development Code. Mr. Norman concluded his review of the staff report.

PETITIONER'S PRESENTATION

Max Grebe, architect and representative for the applicant, gave a brief history of the development of this project. He said this is a family center for intact families. Currently the Rescue Mission cannot house intact families, but have to separately house men from women and children. He said the majority of this center is designed as a rehabilitation facility to help families get back on their feet, including job training.

Carrie Sunwall, Development Director for the Rescue Mission, said there was a great community need for this project. She said the Rescue Mission had consistently turned away an average of 26 families per month over a period of one year.

Mr. Grebe discussed details of the design of the proposed project. He said the north elevation is the primary façade and faces 2nd Avenue South, across from the City-County Health Department. The building will be built up against the south, north and west lot lines. The proposed project will be built on the west side to within 5 feet of the more historical Bates Building, and the design of this project intentionally takes into consideration features from the Bates structure to promote a downtown feeling. The south and west elevations will not be very visible and will consist of metal panels. The courtyard will be on the south side of the building.

Landscaping on the north side will be minimal due to space issues. The courtyard area will have more landscaping, as well as some playground equipment. The gated trash enclosure will be off the alley and fenced.

Dave Dobbs, City Engineer, said that it seems visibility is lacking in the alley around the trash enclosure. Mr. Grebe said they could reduce the height of the fence around the dumpster. Mr. Dobbs suggested lowering the height of the transformer. He also said that the City has surveyed the alley for possible paving.

Ms. Klette said she liked the proposed project.

MOTION: I move that the Design Review Board (approve/approve with conditions) the Design Review Board Application for the Great Falls Rescue Mission Family Center, as shown in the conceptual development plans contained within this report and provided by the property owner's representative, subject to the following 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 concept development plan as approved 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.
- C. The applicant shall submit plans and specifications to Planning and Community Development Department in conformance with the relevant requirements of Title 15 - Building and Construction, of the Official Code of the City of Great Falls.
- D. The applicant shall coordinate with the Public Works Sanitation Division to ensure the trash enclosure is located in an accessible location.

Made by: Mr. Peterson
Second: Ms. Klette

VOTE: All being in favor, the motion passed.

BOARD COMMUNICATIONS

Chair Grosse opened the floor to consider a recommendation to City Commission regarding the three applications for the current vacancy on the Design Review Board. After a ballot tally of 3 to 1, the Board recommended Tyson Kraft to City Commission.

Mr. Sheets said there are no applications for a meeting of the DRB on March 23.

Mr. Humble will be termed off the Board at the end of March. Mr. Raymond thanked him for his service on this Board, and thanked all the Board members for their continuing service.

ADJOURNMENT

There being no further business, Ms. Klette moved to adjourn the meeting, seconded by Mr. Peterson. All being in favor, the meeting was adjourned at 3:59 p.m.