

**MINUTES OF THE MEETING  
OF THE  
DESIGN REVIEW BOARD  
August 22, 2016**

**CALL TO ORDER**

The regular meeting of the Great Falls Design Review Board was called to order by Chair Dani Grebe at 3:00 p.m. in the Rainbow Room in the Civic Center.

**ROLL CALL & ATTENDANCE**

Design Review Board Members present:

Dani Grebe, Chair  
Tyson Kraft, Vice Chair  
David Grosse

Design Review Board Members absent:

Ann Schneider  
Kevin Vining

City Staff Members present:

Tom Micuda, Deputy Director P&CD  
Erin Borland, Planner I  
Dave Dobbs, City Engineer

Others present:

Jerry Thomas, Bottrell Family Investments LP

**MINUTES**

Mr. Kraft moved to approve the minutes of the July 25, 2016, meeting of the Design Review Board. Mr. Grosse seconded, and all being in favor, the minutes were approved.

**NEW BUSINESS  
DRB2016-15 2 Northwest Farm Credit Services  
700 River Drive South**

Erin Borland, Planner I, entered the staff report into the record for Northwest Farm Credit Services, for a proposed expansion of the existing building to accommodate additional office space. The site is zoned M-2 Mixed-use transitional, with the parcel area consisting of 44,554 square feet and a current structure size of 9,243 square feet. The proposed addition would add 1,414 square feet and provide for six additional offices for additional staff, which will be constructed on the east side (front) of the building.

The proposed addition will match the existing building with a green parapet roof, tan EIFS, and a brown brick veneer and tan stone facade. The existing trash enclosure located on the west side of the building will still be utilized.

The existing site was developed in 2003 under the code at that time. Seven additional parking spaces were approved and constructed in 2011. Per the code, the required parking for the site is 36 spaces, and the existing site has 39 spaces including 2 ADA accessible spaces, as well as trailer parking spaces and compact spaces. A new landing outside the proposed exit door on the north side of the expansion will be incorporated, and staff is recommending that a sidewalk be installed to connect this exit to the pedestrian sidewalk along River Drive South.

The trees, shrubs, and planting beds that will be replaced by the expansion will be reinstalled in front of the new addition. The applicant is proposing a variety of shrubs, ornamental grasses and perennials that exceeds the number of existing plants that will be demolished. The original landscape plan that was approved by the Design Review Board in 2003 includes six boulevard trees; however, there are only three existing on the site. Three additional boulevard trees must be planted and are shown on the landscape plan.

Ms. Borland said staff supports this application and recommends the Design Review Board approve the submitted design with conditions as listed in the staff report.

### **PETITIONER'S PRESENTATION**

Jerry Thomas, Bottrell Family Investments LP, said the intent is to replace and update a lot of the landscaping around the building currently to make it look clean and fresh, and they have no problem with the recommendations of the staff.

### **PUBLIC COMMENT**

Dave Dobbs, City Engineer, recommended replacing some of the PVC piping for the sewer under the building. Ms. Borland said the current plans are being reviewed by the building department.

### **BOARD DISCUSSION AND ACTION**

Mr. Grosse asked if there would be additional mechanical units on the roof. Mr. Thomas said yes, and there was discussion on the placement, and the fact that it should be hidden fairly well. Mr. Grosse recommended that it be screened to match the existing screening today.

There was discussion on the original landscape plan from 2003, compared to the proposed landscape plan.

Motion: That the Design Review Board approve with conditions the Design Review Application for the expansion of the Northwest Farm Credit Services, located at 700 River Drive South, as shown in the conceptual development plans contained within this report and provided by the Applicant, subject to the following conditions:

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 will provide a sidewalk connecting the proposed north exit door to the pedestrian sidewalk along River Drive South.

D. The applicant will install the three additional boulevard trees as required by the OCCGF.

E. All trees in need of removal or replacement, shall be replaced as shown on the original approved landscape plan in accordance with §17.44.1.030.B, OCCGF.

F. The applicant shall screen the mechanical unit if it is not completely blocked by the new addition.

G. The applicant shall verify the clean out construction for the sewer with the building department.

Made by: Mr. Grosse  
Second: Mr. Kraft

VOTE: All being in favor, the motion carried.

### **BOARD COMMUNICATIONS**

There were no Board communications.

### **PUBLIC COMMENT**

There was no public comment.

### **ADJOURNMENT**

There being no further business, Mr. Grosse moved to adjourn the meeting, seconded by Mr. Kraft. All being in favor, the meeting was adjourned at 3:17 p.m.