

**MINUTES OF THE MEETING  
OF THE  
DESIGN REVIEW BOARD  
November 14, 2016**

**CALL TO ORDER**

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

**ROLL CALL & ATTENDANCE**

Design Review Board Members present:

Tyson Kraft, Vice Chair  
David Grosse  
Ann Schneider  
Kevin Vining

Design Review Board Members absent:

Dani Grebe, Chair

City Staff Members present:

Galen Steffens, Planner III  
Erin Borland, Planner I  
Dave Dobbs, City Engineer

Others present:

Maarika Amado-Cattaneo, LPW Architects  
Jana Cooper, TD&H Engineering  
Jessica Crist, Montana Synod ELCA  
Brett Doney, Great Falls Development Authority  
Tom Gossack, Montana Synod ELCA

**MINUTES**

Mr. Grosse moved to approve the minutes of the October 10, 2016, meeting of the Design Review Board. Ms. Schneider seconded, and all being in favor, the minutes were approved.

**NEW BUSINESS**

**DRB2016-19 Ulta: Westwood Plaza Expansion  
Westwood Plaza on NW Bypass**

Erin Borland, Planner I, entered the staff report for the proposed construction of an Ulta store as an expansion of the existing shopping center located at Westwood Plaza on Northwest Bypass. The existing site contains 59,648 square feet of retail space, and the proposed structure size is 10,035 square feet.

The proposed building will consist of several material types including sandblast and sandpebble finish on the exterior insulation and finishing system (EIFS) for the entrance, smooth face and split face concrete masonry units (CMU) for the main walls, metal accents and fabric awnings. The color palette is consistent with existing stores in the area.

The existing site was developed prior the current code and does not comply with current development standards, so the proposed expansion of the site was evaluated by staff with the applicable sections of the Code. The proposed parking meets the requirements and is in compliance with the Code. Due to the expansion of the building, the applicant is proposing the two lane access in between the existing Dollar Tree and Ace Hardware be reduced to a one way south bound access road. The applicant is working with staff to complete all requirements for safe circulation through the site.

Landscape islands that were deferred during the design review for T.J. Maxx are now proposed within the scope of the Ulta project. Two types of islands are proposed: a triangular shaped island that terminates the rows of parking, as well as a linear island located in the center of the row of parking. There are 16 required islands with the proposed plant material similar to that already on site.

Ms. Borland said staff supports this application with the conditions as listed in the staff report.

### **PETITIONER'S PRESENTATION**

Jana Cooper, TD&H Engineering, noted that the owner is considering doing a painted block as opposed to the split face on the CMU as originally submitted.

Ms. Schneider asked why Ulta was not moving into the already empty space within the Westwood Plaza. Ms. Cooper said the dimensions were not compliant with Ulta's requirements.

There was discussion on the conversion of the two lane access to a one way access, and the continuing work being done with staff and the applicant to ensure safe circulation.

### **PUBLIC COMMENT**

Brett Doney, Great Falls Development Authority (GFDA), expressed his excitement and support on behalf of the GFDA for this project.

### **BOARD DISCUSSION AND ACTION**

**MOTION:** That the Design Review Board approve with conditions the Design Review Application for the proposed Ulta located as an addition to the in the existing Westwood Plaza, 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.

Made by: Mr. Grosse  
Second: Ms. Schneider

VOTE: All being in favor, the motion carried.

**DRB2016-20 Montana Synod Evangelical Lutheran Church Office Building  
Northeast Corner of 24<sup>th</sup> Street South and 13<sup>th</sup> Avenue South**

Erin Borland, Planner I, entered the staff report for proposed construction of a new office building with parking, lighting and landscaping for Montana Synod, which is the administrative headquarters for 125 Lutheran churches in Montana. The site consists of seven parcels which are in the process of aggregation. The applicant has also applied for a Conditional Use Permit to allow the use of the construction site for temporary RV parking for Mission Builders.

The proposal is not compliant with the guidelines for mechanical equipment screening. Four AC condensers are proposed, and per the code they must be screened with either an architectural element or landscape screening. An updated plan has since been submitted, and the applicant and staff are working together to bring it into compliance.

The exterior of the proposed building will consist of Hardie panel vertical siding, manufactured stone veneer, and exposed glulam beams and columns with black powder coated metal hardware accents. The color pallet contains cool evening blue with the warm tones of glulam beams and the grey stone, bringing a modern look to the design. The trash enclosure will have a six foot high black vinyl fence.

The site plan includes a new curb cut of 13<sup>th</sup> Avenue South, as well as an alley extension to 24<sup>th</sup> Street South, both needing approval by Public Works prior to the issuance of building permits. The applicant is proposing abandoning an existing curb cut on 24<sup>th</sup> Street South and reinstalling curb, gutter and sidewalk, which Public Works is currently evaluating. Boulevard style sidewalks will be required on 24<sup>th</sup> Street South due to the 80-foot right-of-way. The parking layout meets requirements, but staff is recommending the applicant provide bicycle parking as well. New sidewalks are being proposed, and staff is working with applicant on revisions that have been submitted in order to meet the Code.

The outdoor lighting plan will require modification in order to meet the intent of the Code. The applicant has proposed lighting in the public right-of-way, which is required to be moved. The applicant also shows an average lighting level of 7.91 foot candles, but the Code does not allow them to exceed 3.0 on sidewalks and pedestrian walkways. Staff will also require the maximum light levels be reduced in the parking lot. The deficiencies in the outdoor lighting plan will be required to be revised.

The proposed landscaping requires modification as well to meet Code requirements. The required rate of planting has been met, however, the plan does not meet the required number of boulevard trees, and their placement must be revised as well. The landscape plan shows that the site would be seeded with a dryland seed mix instead of turf grass. Turf grass is required to be installed in the public right-of-way, and staff is recommending the entire site be installed with turf grass in order to be consistent with the surrounding properties, as well as ensure establishment and prevent erosion on site.

Ms. Borland said staff supports this application and recommends approval with the conditions as listed in the staff report.

### **PETITIONER'S PRESENTATION**

Maarika Amado-Cattaneo, LPW Architects, noted that the lighting plan has been amended significantly to comply, and submitted new plans. The enclosures for the AC condensers have also been modified to match the trash enclosure, as well as modifications made to comply with the appropriate size sidewalks.

There was discussion on the boulevard style sidewalks, and why they have been required for all new construction since the Code was adopted in 2005. There was also discussion on the placement of turf grass in the public right-of-way, as well as the recommendation of dryland seed mix being replaced with turf grass, which was disputed by the applicant. Interpretation of the Code regarding landscaping was also discussed, along with possibly doing some Code updates to allow for more flexibility.

Dave Dobbs, City Engineer, discussed curb placement, asked that the handicap ramps be shown on the corner at the intersection and eliminate them from the alleys and driveways, and that the site plan be resubmitted to Public Works with all of the changes that are recommended.

### **PUBLIC COMMENT**

Brett Doney, GFDA, stated that it is the belief of the GFDA that City staff is incorrectly interpreting the Code regarding turf grass. He expressed his support of the applicant's desire to use sustainable landscaping, and again expressed his disagreement with staff recommendation and interpretation.

There was more discussion on the interpretation of the Code regarding turf grass on the boulevard.

### **BOARD DISCUSSION AND ACTION**

There was agreement the site plan would be revised and resubmitted, as well as further internal discussion regarding landscaping before the revision.

Motion: That the Design Review Board approve with conditions the Design Review Application for the proposed Montana Synod, located at the corner of 24th Street South and 13th Avenue 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 shall amend the site plan to show screening for the AC condensers.
- D. The applicant shall revise the photometric plan to show lower foot candle levels in the parking lot.
- E. The applicant shall evaluate sidewalk widths adjacent to parking as well as evaluate wheel stops.
- F. The applicant shall provide bicycle parking to the site plan.
- G. The applicant shall install turf grass rather than dryland grasses.
- H. The applicant shall include an employee parking sign along the alleyway.
- I. The applicant shall make the appropriate changes to the curbs per Public Works.

Made by: Mr. Grosse  
Second: Ms. Schneider

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. Vining. All being in favor, the meeting was adjourned at 4:30 p.m.