



MEETING: Site Review Committee
SUBJECT: Family Express Retail Center
ADDRESS: 1703 N. Calumet
PRELIMINARY SITE REVIEW
IN ATTENDANCE:

| | |
|--|----------------|
| Tyler Kent, Planning Director | (219) 462-1161 |
| tkent@valpo.us | |
| Carley Lemmon, Asst. Planner | (219) 462-1161 |
| clemmon@valpo.us | |
| Vicki Thrasher, Building Commissioner | (219) 462.1161 |
| vthrasher@valpo.us | |
| Adam McAlpine, Engineering Dept. | (219) 462.1161 |
| amcalpine@valpo.us | |
| Yacoub Aljobeh, Water Reclamation | (219) 464-4973 |
| yaljobeh@valpo.us | |
| Mike Steege, Utilities | (219) 462-6174 |
| mgeskey@valpo.us | |

LOCATION: City Hall
DATE: January 23, 2018

PRESENTERS:
 Jim Minard, LSC Construction Services
 (219) 477-5083 / jimminard@hotmail.com

The following is a summary of discussion at this meeting:

OPENING: The Site Review Committee met to discuss the proposed Family Express Retail Center to be located at 1703 N. Calumet. Kent stated that site review is not an approval. Rather, it is a preliminary discussion of the requirements and issues to be considered by the developer or owner. It is possible it will need to come back before site review or to seek other approvals.

EXPLANATION OF PROJECT: This site is owned by the Family Express Corporation. At one point there was an intent to build a gas station/convenience store on the site; however, the project never went forward. Family Express want to improve the property and bring it to its highest and best use. They want to construct a small retail building. The building will be similar in construction and use to those constructed on Morthland Drive for Mark Forszt.

STAFF COMMENTS:

MCALPINE: McAlpine mentioned that Tim Burkman was not able to attend the site review and suggested Minard contact Burkman next week for comments. McAlpine conveyed that he is concerned with drainage and utilities. McAlpine said there are two options for drainage. One option is to send the water to the west. Abonmarche and Don Bengal are researching this option. McAlpine mentioned that he provided the CVS drainage and site plans to Abonmarche. McAlpine said where the drainage is being proposed will require easements from the private property owners (CVS and the laundromat). There is a large detention pond northwest of the laundromat, but McAlpine believes it ties into an old agricultural drainage tile. The complications with sending the water to the west involve securing easements, which is what CVS did when they went west. The alternative to this option would be to send the water straight to the manhole on the west side of Calumet. However, to be able to do this the storm sewer will need to be extended along the west side of Calumet. There are also other issues related to this. McAlpine suggested further discussion on this issue. Submittal of a drainage report and grading plan will be necessary. Kent asked if it will be necessary to go in front of the County Board for approvals if they choose to drain the water to the west. McAlpine said he believes that since they are not connecting directly into a regulated drain, it would not be necessary to contact the County for approvals.

THRASHER: Thrasher mentioned a right-of-way dedication along Calumet Avenue may be required and suggested Minard contact Tim Burkman. A State Construction Design Release will be required prior to issuance of permits. A Building Permit will be required. Signage will require a permit. All contractors working on the project must be registered with the City. Thrasher asked if this will be built as a shell or will plans be submitted with all tenant spaces finished. Minard said they will offer it as a plain white envelope. The interior spaces will be finished and occupiable. There are no tenants targeted. Thrasher said if it is submitted as a shell building with the State, every tenant space regardless of use or work being done would have to submit to the State. Thrasher mentioned the tenants will need to be made aware that at a minimum they will have to pull their own Building Permit and they may have to submit to the State.

ON BEHALF OF DALY: The City follows the Indiana 2014 Building and Fire Codes. If there is only one address for the entire building, it will be necessary to provide appropriate numbers or letters on or above the doors for the tenant spaces. Kent suggested they contact Will Rose in the Engineering Department concerning addressing. Appropriate addressing needs to face Calumet Avenue. Emergency lights, exit signs and fire extinguishers must meet code. If the electrical and gas services have a single-entry point, labeling them will be necessary. Thumb latches are not permitted on designated exit doors. If a fire sprinkler system is installed, it will be necessary to contact the Fire Department concerning the location of the Fire Department Connection. Minard indicated the building will not have a fire sprinkler system. If a fire alarm system is being considered, please utilize a smart panel with addressable devices. If a fire alarm system is not installed, installation of a single unit smoke detector is recommended. Although not required, installation of a Knox Box is recommended. Contact Jon Daly with any questions (jdaly@valpo.us). Thrasher mentioned that alarm systems are required to be registered with the City and contacting the Police Department will be necessary.

KENT: This property is zoned Commercial General (CG). The final plans need to show the Landscape Ratio, Gross Floor Area Ratio and the Net Floor Area Ratio. For commercial retail the Landscape Ratio is .15; Gross Floor Area Ratio is .280; and the Net Floor Area Ratio is .329. The required square footage per site is at least 10,000 sq. ft. The dumpster enclosure will need to match the primary structure in material and color. The dumpster must include a man door for easy access and a decorative front gate. Chain link fence is not permitted. Landscaping is required on three sides. Referring to Section 2.406 for the dumpster details is necessary. The plans will need to show the design and landscaping for the dumpster enclosure. The property is located within a signature corridor and there are additional requirements per the corridor. This is an infill site so the building can be setback 5 ft. from the property line. Additional landscaping is required for each 100 linear feet of street frontage. The requirement for the additional landscaping is 2 shade trees, 1 evergreen tree, 2 ornamental trees, 3 large shrubs and 6 small shrubs. All other areas must be covered with sod, perennials or ground cover. A 6-ft. tall monument style sign is permitted within the corridor. The parking requirement for commercial retail is 5 spaces per 1,000 sq. ft. of useable floor area. This calculation should not include storage areas or restrooms. If there are office uses within the building, depending on the type of office use either 3 spaces per 1,000 sq. ft. or 4 spaces per 1,000 sq. ft. will be required. Bicycle parking is required. The calculation for bicycle parking is 1 bicycle parking space per 10 vehicle parking spaces. Referring to Section 9.206 for bicycle parking will be necessary. A designated parking area is required for the bicycle parking spaces. Either the inverted U-shaped racks, or if there are a number of racks, the wave rack can be used. The requirement for ADA parking is 1 ADA space for each 25 regular parking spaces. A van-accessible space will be required. Referring to Section 9.301 for the standards will be necessary. Kent asked how many spaces are available on the site. Minard said there are 44 spaces. Kent indicated 2 ADA spaces will be required and one of those spaces must be van-accessible. Submittal of a photometric plan is required. Kent asked they will have any cut-off lighting or fixtured lighting detached from the structure. Minard said there will be pole lighting.

Kent indicated it will be necessary to refer to Section 9.501 for the non-residential lighting standards. The plans will need to show a specification sheet for the lighting pole that will be installed on site. Submittal of a Landscape Plan is necessary. The Landscape Plan should include the Latin name, common name, the size and caliper and the number of plants for all plantings. Trees should not be wrapped with any protective material. This stunts the growth of the tree. The requirement for on-lot landscaping is 9 large trees, 18 small trees and 50 shrubs per acre (total site). Per Table 10.301, the requirement for open space landscaping (15%) is 10 large trees, 15 small trees and 40 shrubs per acre. Referring to Article 10, Table 10.303 concerning open space landscaping is necessary. The landscaping within the parking lot is 1 large tree per 8 spaces and 1 shrub per 4 spaces. Within the parking lot there is a requirement for a landscape island for every 16 parking spaces. The island should be 9 ft. x 18 ft. and contain at least 1 shade tree. Refer to Article 10, Table 10.304. Referring to Article 11, Section 11.501 for design standards will be necessary. Per Section 11.502, there is a requirement for offsets within the building elevations. Buildings that are less than 15,000 sq. ft. require a 2-ft. projection or recess of not less than 20% of the building façade facing Calumet Avenue. The final plans will need to show the measurements for the recessions. Refer to Section 11.503 for standards for all other architectural features that need to be included. Refer to Section 11.504 for building entryway standards. The requirement for transparency on the front face of the building is 60%, measured between 3 ft. and 8 ft. facing Calumet Avenue and 30% for all other faces (parking area and Pilz Place). The final plans will need to indicate the building material being used. Brick, limestone and other native stone are permitted. The use EIFS is limited and cannot be used from grade to 12-ft. EIFS cannot be used on pedestrian ways and cannot exceed 30% of the façade. Referring to Article 11.507 for these standards is necessary. Submittal of the building elevation for the rear of the building is required. A parapet is required on the backside of the building to hide the mechanical equipment. Earth-tone colors are permitted for the building. Pursuant to Article 5, the allowable signage is 3-sq. ft. of signage per one linear foot of building frontage that faces a dedicated right-of-way. Kent said this may get tricky for some of the tenants. It appears the front façade is 60-ft. This equates to 180 sq. ft. for signage for the site. This will require further discussion. Kent asked if the plans include the patio. Minard said this has been ruled out. Meeting the green space and parking requirements does not allow enough room for the patio. Kent mentioned either a sidewalk or pathway will be required along Calumet Avenue. Tim Burkman will have the details concerning this issue. Kent conveyed the sidewalk needs to connect to the concrete walkway at the front of the building. A sign permit will be required for each tenant space. A Zoning Clearance will be required and is included in the Building Permit application.

STEEGE: Steege indicated that Utilities has no comments at this point. Comments will be held until plans for water and sewer are available for review.

ALJOBEH: The Water Reclamation Department is interested in what is being discharged. Submittal of an internal plumbing plan is required. In the event any food service establishment is considered, it will be necessary to contact Aljobeh for grease trap sizing.

ISSUES TO BE RESOLVED:

- Landscaping Plan
- Easements (drainage)
- Drainage Report
- Grading Plan
- Addressing (contact Will Rose)
- Right-of-Way Dedication (contact Tim Burkman)
- Sidewalk/Pathway (contact Tim Burkman)
- Detailed Site Plan
- Site Improvement Permit

State Design Release

Building Permit

Signage/Fencing Permit

All Contractors Must Be Registered with the City

Knox Box (recommended not required)

Smoke Detector (recommended not required)

Photometric Plan

Lighting Pole Specifications

Include Landscape Ratio, Gross Floor Area Ratio and Net Floor Area Ratio on Final Plans

Include Dumpster Design and Landscaping on Final Plans

Bicycle Parking

ADA Parking

Zoning Clearance

Internal Plumbing Plan