

MEETING: Site Review Committee
SUBJECT: New Retail/Commercial Bldg.
ADDRESS: 4400 Calumet Avenue
PRELIMINARY SITE REVIEW

LOCATION: City Hall
DATE: June 18, 2019

IN ATTENDANCE:

Tyler Kent, Planning Director
(219) 462-1161 / tkent@valpo.us
Vicki Thrasher, Building Commissioner
(219) 462-1161 / vthrasher@valpo.us
Adam McAlpine, Engineering Director
(219) 462-1161 / amcalpine@valpo.us
Tim Stites, Fire Department
(219) 462-8325 / tstites@valpo.us
Mingyan Zhou, Engineering Dept.
(219) 462-1161 / mzhou@valpo.us
Mark Geskey, Water Dept.
(219) 462-6174 / mgeskey@valpo.us
Nate McGinley, Public Works Director
(219) 462-4612 / nmcginley@valpo.us
Carley Lemmon, Planning Dept.
(219) 462-1161 / clemmon@valpo.us

PRESENTERS:

James Lyons, Burlington Beach LLC
(219) 406-0203 / jrl144@yahoo.com
Jeffrey Katz, Burlington Beach LLC

The following is a summary of discussion at this meeting.

OPENING: The Site Review Committee met to discuss the proposed new 7,400 sq. ft. retail/commercial building to be located at 4400 Calumet Avenue. 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 is an approximate 7,500 sq. ft. office/retail commercial building. The building is located on Lot 2 of the Burlington Beach subdivision and is already platted. This site is 1.4 fully improved acres with all utilities. The drainage is improved off-site. The project started with interest from Retinae Associates. There is a signed lease with Retinae Associates for approximately half of the building. There will be between 9 and 12 employees. The remainder of the building has not been leased, but Lyons would like to hold the space for a medical use. There is another six acres left for expansion. Lyons said they would like to break ground as soon as possible.

STAFF COMMENTS:

MCGINLEY: A private waste hauler will be used for trash and recycling. The access drive is private. No comments were provided.

THRASHER: A State Construction Design Release will be required prior to the issuance of the Building Permit. Each individual tenant unit may also require a Construction Design Release, depending how this is submitted to the State and the amount of work each tenant has. A Building Permit will be required for the overall building and for each tenant space buildout. All contractors must be registered with the City prior to issuance of the Building Permit. Signage will require a permit. Thrasher asked how the tenant spaces will be addressed. Lyons said the suites will be addressed as 100, 200, 300 and 400.

KENT: The property is zoned Commercial General. Referring to Table 2.201B of the Unified Development Ordinance for permitted uses in this zoning district will be necessary. Office space is a permitted use. The property is within the Signature Street Overlay District. Referring to Section 11.306 for the Signature Corridor Development Standards is necessary. The building minimum setback is 30 ft. Within this area there is a requirement for a minimum 30 ft. landscaped right-of-way area which includes 2 large trees, 1 evergreen tree, 2 ornamental trees, 3 large shrubs and 6 small shrubs for each 100 linear feet of the development frontage. Submittal of a Landscape Plan is required. Screening on all parking areas within 5 ft. is required to buffer with shrubs with a 3 ft. maximum height. A dumpster enclosure for solid waste collection is required. Referring to Section 2.406 for the appropriate standards will be necessary. Submittal of construction plans for the dumpster enclosure is required. There is an illustration showing a pedestrian door and front gates. Landscaping is required around the dumpster enclosure. The landscape ratio requirement for the commercial retail establishment is .15. Plans will need to show the gross floor area ratio calculations and net floor area ratio calculations. The gross floor area ratio is .280 and the net floor area ratio is .329. The side yard setback is 8 ft. and must total 16 ft. and the rear yard setback is 10 ft. The maximum height of the building is 35 ft. The calculation for signage is 3 sq. ft. of signage per 1 linear foot of building frontage. A 6 ft. tall monument-style sign is permitted for the site. Parking requirements for commercial retail is 5 spaces per 1,000 sq. ft. General office space requires 3 spaces per 1,000 sq. ft. Medical office requires 5 spaces per 1,000 sq. ft. Banking/finance requires 4 space per 1,000 sq. ft. Using the shared parking table for a mixed-use type development is permitted. Referring to Section 9.205 is recommended. The City prefers that developments are not over-parked and reducing parking is encouraged. Bicycle parking spaces are required on site. The calculation for bicycle parking is 1 bicycle parking space per 10 vehicle parking spaces. Referring to Section 9.206 for the standards is necessary. ADA parking spaces are required. The calculation is 1 ADA parking

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space per 25 regular parking spaces. Submittal of a photometric plan is required per Article 9.500. On-lot landscaping is required and will include 9 large trees, 18 small trees and 50 shrubs per acre. .15 percent is dedicated to pure open space. The calculation for open space landscaping is 10 large trees, 15 small trees and 40 shrubs per acre. There is a requirement for parking lot landscaping. Parking lot landscaping will include 1 large tree per 8 parking spaces and 1 shrub, perennial or ornamental grass per 4 parking spaces. Referring to Section 11.500 for the commercial development standards for the building is necessary. Colored elevations must be submitted with final plans and indicating the building materials will be necessary. Lyons said Nichiha will be the primary material with stone. However, the accent in the middle is metal, and metal is a prohibited material. Kent requested Lyons send information on this material as well as information on the warranty. Kent asked if the building projection is 6 ft. Lyons confirmed the projection is 6 ft. There have been discussions concerning the pathway along Calumet Avenue. Adam McAlpine can discuss this further. A Zoning Clearance will be required. The Zoning Clearance is the Planning Department's review of the project. Site reviews may be required for the tenant spaces. It will be necessary to work with Planning and Building.

ZHOU: More than 1 acre of land will be disturbed; therefore, a Rule 5 Permit from the State will be required. Zhou provided information for the SWPPP. Once the SWPPP is submitted, a Technical Review Form will be completed by Engineering and returned to the developer to enable them to file for the Rule 5 Permit. Zhou mentioned that this area is located within the wellhead protection area and does not know if there are other requirements. Usually in the wellhead protection area, infiltration practices are not permitted. Lyons said there is a pond with a forebay area. However, the pond is not on this lot. It is located on Lot 4 and it was designed to handle all the capacity of the buildings. Zhou said this lot does not have the post construction required storm water management practices but relies on the pond. Zhou indicated the City's Stormwater Ordinance requires 80% of TSS removal after the development is finished. Zhou asked McAlpine if the pond will satisfy the 80% TSS removal. McAlpine said when Casey's and the eye clinic came in, he only looked at the pipe sizes; however, the forebay in the pond satisfies the water quality and the pond quantity and volume. This is not infiltration. It does outlet to the garden terrace. Engineering has not received an Operation and Maintenance Manual for the pond. Submittal of this manual is necessary. The storm sewer plans, and sanitary sewer plans will need to go to VLAC for their review.

MCALPINE: A Site Permit will be required for this project to cover erosion control and right-of-way cut. It will be necessary to coordinate with VLAC for utilities. McAlpine said there is a requirement for an 8 ft. pathway along the

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western property frontage. Submittal of storm sewer pipe calculations for the segments shown on the plans is required. Is there shared access for the drives? Lyons confirmed there is shared access.

STITES: The Fire Department follows the 2014 Indiana Fire and Building Codes. All inspections required during the construction phase must be scheduled through the Building Department. The facility will be subject to annual fire inspections.

GESKEY: Geskey asked if the building will be sprinkled. Lyons advised it is not sprinkled. Geskey asked if there will be one meter for the building. Lyons said there will be four tenants and four meters. Geskey said they will need four lines, and everything stops at the right-of-way. A cleanout within 5 ft. of the building is required. Geskey will be contact for water, and contact information was provided. The sewer goes through VLAC.

ON BEHALF OF PAUL SCOTT, WATER RECLAMATION: What are the proposed uses for this building? Lyons said there will an eye clinic, but no surgery will be performed. Please contact Paul (phone: 219-464-4973; email: pscott@valpo.us).

ISSUES TO BE RESOLVED:

- Landscaping Plan
- Erosion Control Plan
- Rule 5 Permit
- 8 ft. Pathway Along Western Frontage.
- Detailed Site Plan
- Backflow Prevention
- Site Improvement Permit
- State Design Release
- Building Permit
- Contractors Registered with the City
- Signage/Fencing Permit
- Submit Dumpster Construction Plans
- Show Gross Floor and Net Floor Area Ratio Calculations on Final Plans
- Submit Photometric Plan
- Submit Colored Building Elevations
- Submit Operation and Maintenance Manual
- Submit Storm Sewer Pipe Calculations
- Zoning Clearance
- Provide Information on the Metal Building Material and Warranty Information