



MEETING: Site Review Committee
SUBJECT: New Creations Resale Store
ADDRESS: 2102 Calumet Avenue

LOCATION: City Hall
DATE: April 29, 2014

PRELIMINARY SITE REVIEW
IN ATTENDANCE:

Tyler Kent, Planning Director	(219) 462-1161
Tim Burkman, Engineering Director	(219) 462-1161
Adam McAlpine, Engineering Dept.	(219) 462.1161
Ed Pilarski, Water Reclamation Dept.	(219) 464-4973
Vicki Thrasher, Building Commissioner	(219) 462-1161
Mark Geskey, Utilities	(219) 462-6174
Dave Souders, Fire Department	(219) 462-8325
Brent Dixon, Public Works Dept.	(219) 462-4612
Brian Dishman, Public Works Dept.	(219) 462-4612

PRESENTERS:

James Drader, New Creations Business Advocates
 219-548-3548 / James.Drader@ncbai.org

Email addresses for the above City of Valparaiso Departments can be found at www.valpo.us.

The following is a summary of discussion at this meeting:

OPENING: The Site Review Committee met to discuss the proposed New Creations Resale Store to be located at 2102 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: Drader said the plans submitted are preliminary and have not been submitted to the State. This is the beginning phase of the relocation of the resale shop which is currently located at 260 South Campbell. The total area affected at this point is 12,000 sq. ft. This will be broken down into two sections (retail and storage). Storage will be the area that receives donated items. Items received will be sorted as fixable, scrap material or dumpster material. Once items are sorted they will be brought to the 8,000 sq. ft. retail area. The building is not sprinkled. The cost for sprinklers is prohibitive because a new 6" water main is required. The two options for doing this are across the street on the west side of Calumet or off McDonald Drive. The current owner of the parcel where an easement will be needed is not favorable to the easement. Drader stated they looked for alternatives to sprinkling the building. They are proposing two fire walls on the west and east side of the retail area, new fire rated doors on the north which will be an exit door, a new vestibule on the south side and two fire rated man-doors in the new wall that will be constructed. Drader said a new vestibule will be installed pursuant to State requirements. A canopy will be installed out in front of the entrance to resale shop. A new pad will be poured. At this point Drader is unsure whether the canopy will be peaked for flat. They are working for a complete design for the entire building. Once the building at 653 Axe Avenue is sold, the offices will be relocated to 2102 Calumet. The existing building façade will be refaced. Drader is requesting input today only for the warehouse space and whether or not the fire walls on the east and west will be acceptable. Drader stated that based on their engineer's review of State code this will be acceptable for the use being proposed. Drader indicated a change of use from storage to commercial retail will be necessary for the 8,000 sq. ft.

STAFF COMMENTS:

BURKMAN: The City's thoroughfare plan spells out what the widths of rights-of-way need to be along key corridors in the City. Calumet is a key corridor and requires an 80 ft. right-of-way. Based on our GIS it appears there is only 60 ft. in this location. It will be necessary to dedicate an additional 10 ft. to make the half width of 40 ft. for the right-of-way on New Creations side of the street. This must be dedicated to the City through the Board of Public Works and Safety. Burkman asked about exterior improvements. Drader indicated the canopy will be added and there will be general cleanup on the outside of the building. Drader said they are working with two parties concerning the south lot one is retail and the other is a doctor's office. Drader indicated that whoever purchases the south lot will have to match the design for the New Creations building. Neither party has formalized their plans. Drader said the parties are still working on the parking layout. There will be shared parking. Burkman asked for clarification concerning the parking lot. Drader stated the parking lot is a mix of paved areas and gravel areas. Burkman explained it is a requirement of the Unified Development Ordinance that parking lots be paved and may not be gravel. If there are any areas that are not needed, it would be good from a drainage perspective to remove them and restore them as green space. Burkman reiterated that any gravel areas that are not currently paved must be paved. Drader needs to figure out what is needed for the use variance because at this point he does not know what to pave. He commented that the paved parking for the resale shop could be blocked off, but this will all change with the sale of the building. Drader indicated that the ultimate goal is to move from 260 South Campbell to this site and work with an entire restructure of the parcels. Burkman asked about the time line for this taking place. Drader said the doctor's office is negotiating with the land owner behind Aaron's, but he doesn't know how these negotiations are going. Drader stated they will comply with the UDO. Burkman said if they find out in short order that all of the parking will be needed based on what happens to the south, then plans can be made accordingly for paving the entire area; however, if this is not going to happen soon and permits will be pulled for the New Creations area, it will be necessary to pave the parking to be used for New Creations. Drader said as a temporary measure he can block off what is currently paved and use it for New Creations and the rest would remain as green space. Burkman indicated that if it is done temporarily and permits are issued, the City has no recourse to require the removal of gravel and paving the lot. Burkman explained that at the time of permits the site plan needs to show it being paved or being removed. Burkman pointed out another UDO requirement is the installation of sidewalks along frontages of properties, as well as curb and gutter to meet City standards. Neither of these items exist at this site. It would be the responsibility of New Creations as condition of permit issuance to install the sidewalks and curb and gutter. The alternative to installing these items is a payment in lieu of approach. Basically, this means paying the value for the sidewalks and curb and gutter. Drader indicated there is a Sidewalk Waiver. Burkman explained the Sidewalk Waiver states the property owner is still obligated to install the sidewalks at such time as the City requires it. Burkman indicated he will check the Engineering file to see if the waiver is still in place.

THRASHER: Thrasher stated that for occupancy of the retail space the required number of parking spaces must be paved and striped. A State Construction Design Release is required prior to issuance of a Building Permit. All contractors working on the project must be registered with the City. Signage will also require a permit. The new exit door to the north must take people through a parking lot or public way.

SOUDERS: Souders asked if the gate in the front will remain. Drader stated it will be taken down when the development happens to the south; however, Drader indicated he had no intention of locking this gate. As discussed earlier, Bob Martin will be contacting the Fire Department concerning the fire alarm system. Souders indicated a Knox Box will be required. Souders provided the website information for ordering the Knox Box. Exit lights, emergency lights, extinguishers, etc. must also be installed prior to occupancy. If the dumpster blocks the exit door,

the installation of another door may be required. Drader stated this door would not be blocked. Kent interjected that the dumpster enclosure must have a decorative gate at the front. Souders said if the dumpster enclosure will be gated, adding another exit will be necessary.

KENT: Kent asked what the time line is for the building improvements. Drader explained that if the medical or commercial do not come forward in the near future, New Creations will move forward with their improvements. This will include painting the building, re-facing the outside of the older structure (the cinder block side) and redoing the windows. Drader indicated an engineer is working on the outside building design, but they have not reached any decision. Drader is hoping they will have the improvements done in six months; however, this depends on the sale of the Axe Avenue property which will provide the funding for the improvements. Kent said this building has been vacant for a number of years and the City would like to see some improvements made to the site. Kent mentioned the Façade Program what is currently available; however, there is no guarantee the Façade money would be available next year. The maximum amount the City will provide is \$25,000. Kent requested details about what takes place on site. Drader said the retail portion of the building (8,000 sq. ft.) is used for the resale shop which includes furniture, household items, some kitchen supplies and very limited clothing. Drader indicated the storage area is basically used for the purpose of taking in donated items. The items will be brought in through an overhead door at the far east side of the property and sorted as saleable, fixable or scrap. Drader indicated they do save scrap metal and then once a week it is transported to a recycler. If items are not saleable or fixable they are put into dumpsters. Drader indicated the dumpsters will be in a bay located on the west side of the storage area and are hidden from the road by a concrete barrier. Kent asked for clarification on drop-offs from the public when the facility is not open. Drader said drop-offs are set by the garage door; however, he does not promote drop-offs. Drader explained they do not get a lot of drop-offs. Most of the items they receive are large items and people simply do not just drop them off. Kent is concerned about this happening and requested Drader to look into how this can be handled when they are not opened. Kent indicated that allowable signage will be 3 ft. per linear foot of building frontage and will face Calumet Avenue. Kent conveyed that five parking spaces are required for each 1,000 sq. ft. of usable floor area. The total parking required for this building will be 40 spaces. ADA requirements call for 1space for every 25 spaces so 2 ADA spaces will be required. Referring to Section 10.301 of the Landscape Ordinance is necessary. Kent stated on lot landscaping will require 9 large trees, 18 small trees and 50 shrubs per acre. The open space requirement for landscaping is 10 large trees, 15 small trees and 40 shrubs per acre. The requirement for parking lot landscaping is 1 large tree for each 8 spaces and 1 shrub, perennial or grass for every 4 spaces. Planting islands are required within the parking lots. The islands must be 324 sq. ft. per island and 1 island is required for each 16 parking spaces. Article 2, Section 2.406 regarding dumpster enclosures states that dumpster structures shall be enclosed with materials compatible with the primary structure and surrounded with landscaping on the three sides and shall be located in the rear or side yards. The dumpster will require a decorative gate. Kent pointed out that there might be a way to enclose the existing dumpster storage area. Kent said that improvements to the building must be consistent with Article 11, Section 11.500. Kent asked for confirmation that staff will not be staying overnight or be housed at the facility. Drader confirmed this would never happen. A Zoning Clearance will be necessary and will require improvements being made to the parking lot. Kent stated that Article 9 of UDO requires bicycle parking. One bicycle space is required for each 10 parking spaces with a maximum of 10 bicycle parking spaces. Kent said the wave racks are permitted. Kent noticed that at the South Campbell location it appears the motor was pulled from the U-Haul vehicle. Drader indicated this will be moved today. Kent conveyed this type activity will not be allowed at this site. City Standards will be enforced by Code Enforcement. Kent mentioned that landscaping will be required along Calumet per Article 11, Signature Corridor Standards. Kent stated that when the permit is pulled for the project the improvements for landscaping will be required for the site. Kent

said it is important they work with the developer to the south to incorporate the overall design and the overall site to minimize the damage to parking and landscaping for the overall development. Since this area is zoned CG (Commercial General) Kent suggested when dealing with this site and the site to the south they refer to Article 3 concerning the net floor area ratio and the gross floor area ratio per building and lot coverage for the overall development. It may be a good idea to setup up a meeting with Kent, Drader and Dave Tiemens to review this information, or Kent said he will send comments if this will be easier.

DIXON: Dixon indicated that Public Works' concern was the sidewalk out front; however, this has already been addressed by Engineering. Dixon mentioned that Public Works has an approved list of trees and an arborist on staff. Dixon suggested that Drader might want to consult with the arborist.

PILARSKI: Pilarski asked if any type of liquid material or chemicals is received. Drader stated they do not receive these types of material. He said any paint they receive is taken to a recycler. Drader further mentioned that any televisions received that are not functional are picked up by the City. Pilarski stated that since this is a commercial facility, submitting an internal plumbing plan will be required. Pilarski said they are particularly interested in floor drains in the storage and retail areas.

GESKEY: Geskey asked if there will be any change to the water service coming into the building. Drader stated no changes will be made. Geskey asked for clarification concerning fire protection. Drader said there is no fire protection. Geskey stated that records indicate there are 2 fire devices and a backflow for the domestic water. The fire devices will require inspection in June and an RPZ at the meter is due for inspection in December. Contacting Shaun Shifflett concerning the backflow will be necessary. Contact information was provided.

MCALPINE: McAlpine said detention will be required for this building.

ISSUES TO BE RESOLVED:

- Landscaping Plan (with Tree Survey)
- Landscaping along Calumet
- Right-of-way
- Detailed Site Plan
- Backflow Prevention
- Site Improvement Permit
- State Design Release
- Building Permit
- Signage/Fencing Permit
- Zoning Clearance
- Internal Plumbing Plan
- Parking Lot Paving
- Bicycle Parking
- All Contractors Must Be Registered With The City
- Exit Lights, Emergency Lights, Fire Extinguishers
- Knox Box
- Detention
- Sidewalks and Curb and Gutter