



MEETING: Site Review Committee
SUBJECT: Family Express Valpo Vikings Store
ADDRESS: 2605 Calumet Avenue

LOCATION: City Hall
DATE: April 12, 2016

PRELIMINARY SITE REVIEW

IN ATTENDANCE:

Tyler Kent, Planning Director	(219) 462-1161
Vicki Thrasher, Building Commissioner	(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
Mark Geskey, Utilities	(219) 462-6174
Jon Daly, Fire Department	(219) 462-8325
Matt Evans, Public Works Director	(219) 462-4612
Media	

PRESENTERS:

Todd Etzler, Family Express Corporation
 (219) 462-0144 / tetzler@familyexpress.com
 Doug Homeier, McMahon Engineers/Architects
 (219) 689-6927 / dhomeier@mcmgrp-in.com
 Kevin Coros, McMahon Engineers/Architects
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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 Family Express Valpo Vikings Store to be located at 2605 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 site is the former Urschel parcel. Family Express will be building on a 2-1/2 acre site. There are people interested in the balance of the property. Etzler expects the remainder of the property will be either a retail or commercial facility. The balance is approximately 12 acres. There will be a 3,000 sq. ft. store built on the Family Express site. The store will be their prototype colonial that has been built throughout Northern Indiana. There are existing stores in Aberdeen and Chesterton. Etzler said they had discussed drainage for the entire site; however, they have decided against doing this. A very shallow detention area will be put in the front of their parcel. The current landscaping on Calumet will be continued around in this area. Lakeshore Landscaping will be putting together the landscaping plan. On the back acreage there are some ponds in the southwest corner that will be used for the balance of the site. The use will be a convenience store with fueling facilities. There will be six mpd's in the front with a canopy.

STAFF COMMENTS:

BURKMAN: Burkman conveyed the address for this site is 2605 Calumet Avenue. Burkman indicated the required right-of-way along the Calumet and Vale Park frontages is 40 ft. Homeier confirmed the current right-of-way is at least 40 ft. and in some areas is more than 40 ft. Burkman and Homeier discussed the sanitary sewer laterals. Burkman asked Geskey for input on this item. Geskey said he is okay with where the sanitary sewer is going; however, installation of a cleanout within 5 ft. of the building and another cleanout midway in the run is requested. One of the details on Sheet C8.0 shows a pavement restoration. Burkman asked where this will be used. Homeier said after speaking with the architect the intention is to make everything at the concrete pavement.

Homeier said they intend to use 8" concrete. Burkman indicated this seems good. The City does not get into specifications for the private side, but do want to know what is being done. There will be no cuts made. Burkman said the very wide old truck apron near the northwest corner of the property needs to be removed. Etzler said he will check with Family Express concerning this item. Burkman conveyed that he would like to see the driveway on Calumet restricted to right-in/right-out only. This is in a critical area on Calumet where drivers approaching Vale Park need to choose the appropriate lane to navigate the round-about. Those wanting to travel through continuing on Calumet or turn left onto Vale Park, will need to get into the left lane as indicated by the pavement markings, just south of this driveway. A vehicle waiting to turn left into the gas station will result in abrupt lane changes for those that go around them. Based on the internal drive aisle shown stubbed to the south in the plans, it appears that a cross connection will be made to the existing full access to the south, once the balance of the property is developed. At this southern driveway, there is a dedicated center two-way left turn lane to allow left turning vehicles to wait for the appropriate gap. As a result, this southern driveway is a more appropriate location for a full-access driveway. Etzler said there will be an access agreement between the two properties. The purpose is not to make this the main access, but for traffic flow between the properties. Etzler pointed out that there are other access points in this area. Burkman agreed that there are other accesses; however, the volumes in and out of these drives will be significantly less and these properties have another access on to Roosevelt Road. Etzler said they will look at this issue. Burkman suggested further discussion. Referring to Table 9.404 of the Unified Development Ordinance for driveway dimensions is recommended. Calumet Avenue and Vale Park Road are both classified as arterials. Burkman conveyed a Site Permit will be required.

ZHOU (MS4 COORDINATOR): Submitting and Operation and Maintenance Manual for all post-construction storm water quality measures to facilitate their proper long-term function is required. The manual needs to be a stand-alone document and should be made available to future parties who will assume responsibility for the operation and maintenance of the post-construction storm water quality measures. The manual needs to include: a) Contact information for the BMP owner (name, address, business phone number, cell phone number, pager number, email address, etc.); b) A statement that the BMP owner is responsible for all costs associated with maintaining the BMP; c) A right-of-entry statement allowing City personnel to inspect and maintain the BMP; d) Specific actions to be taken regarding routine maintenance, remedial maintenance of structural components, and sediment removal. Sediment removal procedures should be explained in both narrative and graphical forms. A tabular schedule should be provided listing all maintenance activities and dates for performing these required maintenance activities; e) Site drawings showing the location of the BMP and access easement, cross sections of BMP features (i.e. pond, forebay(s), structural components, etc.) and the point of discharge for storm water treated by the BMP. These drawings need to be submitted both in hard copy and digital format acceptable to the City Engineer. **A23**, please provide proposed final topography. **B13**, the phone number for IDEM on-scene coordinator is 219-464-0233 or 219-464-0278. **B14**, revise the statement to require all erosion control measures to be inspected weekly and after each measurable rain event 0.5" or greater.

EVANS: Evans said the patches for new approaches will need to match the existing pavement (thicknesses and material). The patches on Calumet will be asphalt and the patches on Vale Park will be concrete. Any concrete items within the public rights-of-way that are damaged during construction must be replaced. The City's specification is 4" of concrete on 4" of 53's or 4" of sand. The notes indicate that sidewalks can be placed on undisturbed clay; however, the City does not do this, it must be 4" of 53's. On ADA ramps that intersect from approaches and connect into public sidewalks, the City usually beefs these ramps up to 6". One of the ADA ramps on private property is shown as a minimum of 3 ft. wide. This is narrow and ADA has approved a minimum of 4 ft. wide. Inspections of sub-grades and materials will be required before and after placement for

curbs, sidewalks and ramps in the roadway. Contacting Public Works for necessary inspections is required.

THRASHER: A State Construction Design Release is required prior to issuance of Building Permits. All contractors working on the project must be registered with the City. Signage will require a permit.

KENT: This property is zoned INH (Heavy Industrial). The landscape ratio is .30. The gross floor area ratio is .431 and the net floor area ratio is .615. The parking requirement is one space per two pumps. Kent asked if the intent is to go through the minor subdivision process. Etzler confirmed this and want to do the minor subdivision as soon as possible. Kent conveyed he does have two other minor subdivisions and will try to schedule them all at one time; however, if this is not possible this minor subdivision will be setup as soon as possible. Kent believes the existing Urschel sign was to be removed. Etzler stated new signage is being proposed and the existing sign will be removed. Kent conveyed that a 6 ft. tall monument sign is permitted within this corridor. The signage calculations are based on the store frontage facing a right-of-way. The calculation is 3 sq. ft. of signage per one linear foot of building frontage. Etzler said they face two roads so they took two sides of the building on the total signage. Submitting a lighting plan is required. Referring to Section 9.500 for lighting standards is necessary. The maximum height of free-standing fixtures is 25 ft. Lighting shall not throw on to adjacent properties by more than 3/10's of a foot candle. Bicycle parking is required. Referring to Section 9.206 is necessary. One bicycle parking space is required for each 10 vehicle parking spaces. Either the inverted U or wave rack can be used for the bicycle parking. Kent suggested they look at customizing a bicycle rack. The requirement for on-lot landscaping is 9 large trees, 18 small trees and 15 shrubs per acre. Open space landscaping requires 10 large trees, 15 small trees and 40 shrubs per acre. Parking lot landscaping requires 1 large tree per 8 spaces and 1 shrub, perennial or ornamental grass per 4 parking spaces. Referring to Section 10.304 for parking lot landscaping is necessary. Referring to Section 10.406 for parking lot buffer requirements is recommended. The buffer should be 25 ft. in width and include 2 large trees and 2 small trees per 100 linear feet across the parking lot spacing area. The buffer should also include either a 3 ft. tall opaque wall or fence; a 3 ft. tall landscaped area (bushes or shrubs); or a 3 ft. tall berm. ADA parking is calculated at one ADA parking space per 25 parking spaces. One ADA parking space must be van accessible. Providing the building elevations is required. The elevations may be sent to Kent prior to the Building Permitting process. Referring to Section 11.500 for non-residential design standards (specifically building dimensions, architectural features, transparency, building materials, roof materials and color) is necessary. Kent mentioned the plans show a dumpster enclosure on site with a reference page; however, it was not included in the overall plans. Providing this detail is necessary. Section 2.406 will provide the standards required for the dumpster enclosure. The enclosure will require a pedestrian access and a wood gate. Landscaping is required around the dumpster enclosure. The canopy shall use a similar architectural style, materials and roofing as the principle building. The trim of the canopy cannot be internally or externally illuminated. Canopies cannot be counted towards the total allowable signage for the site. Standards for the canopy are included in Section 2.552. Kent asked about the time frame for this project. Etzler said they want to have the project completed by the end of fall.

DALY: Daly conveyed the 2014 Fire and Building Codes are followed. Daly asked if this will be a 24/7 operation. Etzler said this is not likely. Hours of operation are based on what the community requests. None of the Family Express stores inside of the City are opened 24 hours. Hours for this store will be similar to other Family Express stores. Daly said installing a Knox Box is recommended. The Fire Department conducts annual inspections.

MCALPINE: McAlpine asked about the already existing Family Express on Calumet. Etzler said the tanks and canopy will be removed and the building will become a commercial building. McAlpine said the existing storm line within the detention basin needs to be removed and capped

at the eastern limits. McAlpine asked for an explanation concerning the water meter shown on the west side of the pond. Homeier said it is an existing meter and does not know what it serves. Geskey interjected that he believes this meter was for irrigation. The water meter needs to be returned to the Water Department. McAlpine suggested the storm sewer behind the building be extended to the grassy area to ensure all of the storm water runoff is collected on site. McAlpine said that typically with a gas station installing some type of Aqua Swirl or an approved equal to capture the grit and hydrocarbons is necessary. An emergency spillway for the pond needs to be installed at the high water level. McAlpine and Homeier had a discussion concerning this issue. McAlpine suggested further discussion concerning this issue. McAlpine suggested landscaping around the pond with trees that are water tolerant (River Birch, Bald Cypress). Providing a detail for the outlet structure with the end cap is needed. A Rule 5 Permit is required.

GESKEY: Geskey is aware that Family Express is purchasing the entire parcel. There are four privately owned hydrants on this parcel. These hydrants are not live due to the water mains that service them are cut and capped. Geskey feels they can come up with an easy solution and put the 2" domestic water service and a fire hydrant right on a main that is cut and capped approximately where the line is drawn. Towards the Vale Park side there will be two water services that will remain abandoned. The farthest west service will possibly be a good service to feed another part of the property later and not tie into a water main. Geskey provided a diagram showing what is currently on this property. Geskey suggested setting up a meeting to go over what will work best for Family Express. Geskey said a fire hydrant needs to be located by the gas station. All domestic and irrigation will require backflow protection.

PILARSKI: The Water Reclamation Department is interested in what is being discharged into the sanitary sewer. The discharges from the convenience store will be required to meet those specified in Chapter 52 of the City's Municipal Code. A copy of Chapter 52 was provided. There is not enough information in the plans to provide full comments. Therefore, it will be necessary to submit an internal plumbing plan. The plan needs to be submitted to Yacoub Aljobeh, Pretreatment Administrator. Pilarski asked if there are plans to put in an automatic car wash. Etzler said it may be considered in the future. Pilarski said if an automatic car wash is installed, a thousand gallon oil and grease interceptor will be required. Homeier asked if a 2" manhole will be needed to sample what is coming out of any building, or will the cleanout mentioned earlier suffice for getting samples. Pilarski confirmed the cleanout will be sufficient.

ISSUES TO BE RESOLVED:

Landscaping Plan (On-lot, Open Space, Parking Lot)

Erosion Control Plans

Rule 5 Permit

Right-of-Way

Detailed Site Plan

Backflow Prevention

Site Improvement Permit

State Design Release

Building Permit

All Contractors Must Be Registered with the City

Signage/Fencing Permit

Zoning Clearance

Cleanouts

Dumpster Enclosure

Knox Box

Public Works Inspections (curbs, sidewalks, ramps)

Bicycle Parking

ADA Parking

Lighting Plan

Operation & Maintenance Manual

Detail of Outlet Structure

Building Elevations

Return Water Meter (Water Dept.)

Install Aqua Swirl

Internal Plumbing Plan