



MEETING: Site Review Committee
SUBJECT: Davies Auto Repair
ADDRESS: 801 Lincolnway
PRELIMINARY SITE REVIEW
IN ATTENDANCE:

Tyler Kent, Planning Director	(219) 462-1161
tkent@valpo.us	
Vicki Thrasher, Building Commissioner	(219) 462.1161
vthrasher@valpo.us	
Tim Burkman, Engineering Director	(219) 462-1161
tburkman@valpo.us	
Adam McAlpine, Engineering Dept.	(219) 462.1161
amcalpine@valpo.us	
Yacoub Aljobeh, Water Reclamation	(219) 464-4973
yaljobeh@valpo.us	
Mark Geskey, Utilities	(219) 462-6174
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Tim Stites, Fire Department	(219) 462-8325
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Nate McGinley, Public Works Director	(219) 462-4612
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LOCATION: City Hall
DATE: May 22, 2018

PRESENTERS:

Michael Davies, Davies Auto Repair
 (219) 510-4358 / daviesautorepair@hotmail.com

The following is a summary of discussion at this meeting:

OPENING: The Site Review Committee met to discuss the proposed Davies Auto Repair to be located at 801 Lincolnway. 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: Davies indicated they have cleaned up the outside of the building. Accumulated trash has been removed. The next project will be replacing the roof. Within the next six months, the fuel tanks will be removed by Thompson Environmental. The ground will be cleaned up and new pavement will be installed. There will be three bays for service. The carwash was removed several years ago. There will be two certified mechanics and a manager. Davies mentioned that Super Lube has closed. Davies eventually wants to purchase this building.

STAFF COMMENTS:

MCALPINE: McAlpine asked about the size of the property. Davies said it is approximately 1/3 of an acre, the building is approximately 2,884 sq. ft. He is unsure if this is accurate. There will be no changes to the exterior of the building at this time. McAlpine asked if there are any drainage inlets in the parking lot. Davies said he is not aware of any drainage inlets. There may be some tile on the east side of the property. Davies mentioned the building was built in 1954 and he has not been able to find much documentation for the property. McAlpine said since there are no exterior changes, he has no further comments.

MCGINLEY: McGinley indicated that the curb, drive apron and ramp along Lincolnway were recently updated. The sidewalk was continued to the property north of this site. McGinley asked if there will be any changes to the west side of the property. He also asked if there are any plans to continue the sidewalk from where the City left off to where the dentist site is located. Davies

said he is unsure because this is the side the tanks are on. He believes this is part of the budget and will be included when the new concrete is installed. McGinley recommended the Lincolnway sidewalk be continued to the new sidewalk north of this site. It can be installed the same with the one full driveway, but we need to keep the 5-ft., 2% cross as a designated sidewalk.

THRASHER: The roof replacement will require a permit. Thrasher asked if the canopy will be removed. Davies is unsure of the steps that will be taken. Thrasher conveyed that since this will no longer be a gas station she prefers that the canopy be removed. Thrasher asked if there will be any interior work. Davies said they are only painting. A permit will be required for signage. All contractors working on the site must be registered with the City.

BURKMAN: Burkman presented two documents. The first document concerns right-of-way. He explained that anytime a permit is pulled a right-of-way dedication is required to bring the street frontage in compliance with the Thoroughfare Plan. The requirement for Lincolnway is 80-ft. (40-ft. on either side). Currently, it appears to have a 66-ft. right-of-way (33-ft. on either side). Therefore, a 7-ft. right-of-way dedication along Lincolnway is required. Burkman also provided an example of the right-of-way dedication document. The Engineering Department will be available to assist with the document preparation. Davies asked how this will affect the sign placement. It appears the sign would be in the right-of-way. Kent conveyed it will be necessary to look into this issue. Burkman said the second part talks about frontage improvements. The City intentionally channelized a driveway as far back from the intersection as possible. Burkman said as the tanks and concrete are being removed, a channelized driveway similar to what is on Lincolnway makes sense and carrying the sidewalk through to connect Lincolnway to the newer sidewalk is what is being described in the document. Davies asked about the possibility of putting in a V-Line stop at the corner. Kent said it will be necessary to see how close the nearest stop is and determine if another stop is needed. Burkman conveyed a Site Permit from the Engineering Department will be required for the tank removal.

KENT: Per Article 8, Section 8.215, Figure 8.215A, there is a requirement within the Unified Development Ordinance that at the corners of both Garfield and Lincolnway it will be necessary to measure 25-ft. back on each side. This will form a triangle on the property. Within this triangle nothing can obstruct the line of sight for each street. Kent mentioned that the previous use of this property was a gas station with a service component. The new use is a vehicle service. Kent conveyed that vehicle service is a change of use. The grandfather status for the property was lost with the change of use. There is a six-month clause within the Unified Development Ordinance that states if the property is not used as the same type of use within this time period the new standards and use of the corridor need to be met. The City did a comprehensive study and plan for the properties from Garfield to Sturdy Road. This corridor is called the Eastgate Overlay. There are additional design standards above and beyond other corridors within the City. One of the standards is that new or existing parking lots with a new use must have landscaping or fencing located along both intersections. This requirement applies to both the Lincolnway and Garfield sides of the parking lot area.

Landscaping Requirements: Tree plantings, landscaping and screening are required along street frontages and in the interior of parking lots.

Tree Size and Quality: Species shall be installed and maintained as follows:

1. Deciduous trees shall be a minimum of 2.5 inches in caliper at installation, measured 4-ft. from the top of the soil level;
2. Ornamental trees shall be a minimum of 1.5 inches in caliper at installation, measured 4-ft. from the top of the soil level;
3. Hedges and shrubs may be deciduous or evergreen, but shall be a minimum of 24-inches in height and width at installation, with an expected height of 36-inches within three years

when used as screening.

Location and Extent of Landscaping: Tree canopies within walkways or sight lines shall be installed such that they provide at least 6-ft. of clearance over pedestrian walkways or parking facilities.

Parking Lot Landscaping:

1. Five percent of all parking lot interiors shall be landscaped. Parking lot interior is defined from the face of curb or perimeter of pavement inward.
2. Landscape islands shall be installed within the interior of a parking lot in accordance with the following standards:
 - a. One tree shall be provided for each 10 parking spaces;
 - b. One landscape island is required for every 20 parking spaces. Each island shall include one shade tree;
 - c. If a lot due to its size and configuration cannot meet this standard, two landscape peninsulas may be substituted for one landscape island;
 - d. All landscaped islands shall have a minimum width of 8-ft.;
 - e. Landscaped islands do not have to be uniformly spaced, but shall be contained within and dispersed throughout the interior of a parking lot;
 - f. Landscaped islands that define a main entranceway and separate parking areas can count towards the required five percent.
3. All off-street parking shall be screened by a continuous row of shrubs, or masonry wall, between 3-ft. and 4-ft high. Shrubs shall achieve an overall opacity of 75 percent when in leaf within three years of being planted. Such row of shrubs shall not exceed 200 linear feet without incorporating one or more of the following changes in treatment:
 - a. A different species of shrub;
 - b. A masonry pier with a minimum height of 4-ft.
 - c. An access drive, which is compliant with all applicable standards of the UDO.
 - d. A 4-ft. high solid masonry or stone wall; or
 - e. A 4-ft. high (black in color) decorative metal tube or solid metal bar fence, located at the street right-of-way line (property line), with or without masonry pier supports.
4. Shade trees shall not be planted within 15-ft. of parking lot light fixtures. All parking areas facing a primary street shall consist of:
 - a. A minimum 3-ft. wide landscape area;
 - b. A metal (black in color) 4-ft. tall picket fence and continuous evergreen shrub row consistent with the standards set out in paragraph 3e above.
 - c. One deciduous shade tree per 30-feet of frontage.

Maintenance: All plants and landscaped areas shall be maintained in a neat and healthy condition. All dead plant material shall be replaced and shall be planted no later than the next planting season, and shall meet the size requirements herein.

Kent said these landscaping requirements must be in compliance before occupancy of the property. Davies said he can't really do anything until the tanks are removed. Kent said this is an on-lot requirement. Kent mentioned that he has seen cars jacked up with people working on them. The shrubs and fencing are required to hide vehicles in general. Kent suggested looking at Horizon Bank as an example. Davies asked if it would make a difference if the cars are parked in the back instead of being up front. Then there would be no cars in front. They would be in the rear which is already fenced and landscaped. Kent requested submittal of what is being proposed and ensuring that parking will not be located along the front. If there is any parking or staff parking, it must be hidden. Davies indicated the only place there will be parking for the employees will be on the side where the restrooms are located. Kent said fencing will still be required for this area. The temporary wooden sign needs to be removed. Davies indicated this was a real estate sign. He will contact the realtor to have the sign removed. Kent asked if a face change will be done on the sign. Davies said the sign company told him they can take the lettering off and install a new overlay. Kent asked if they are proposing to replace the cabinet. Davies reiterated they are proposing to remove the lettering and install a new overlay. Kent said no modifications can be made to the sign or sign structure to extend the life of the sign. A Zoning Clearance will be required. An ADA van-accessible parking space is required for each 25 vehicle parking spaces. Kent asked if there are any plans to alter the exterior façade of the building. Davies said exterior alteration are not being considered. Kent conveyed that earth-tone colors are permitted. Neon colors are prohibited. Kent said he noticed a dumpster placed out in front of the property and asked if this is a permanent dumpster. If there is a permanent dumpster on-site, a dumpster enclosure is required. It will need to be a brick enclosure with a decorative fence on the front with a mandoor. Landscaping will be required on three sides. A foundation will also be required. Kent highly recommended it not be placed in front. Davies said when the dumpster was in the back, everyone from the apartment building was using it for their trash. Kent said hopefully the enclosure will stop this from happening and mentioned they might consider locking it. Davies explained that there is existing lighting on the corners of the property. He does not believe the lighting is necessary. Kent conveyed that if the lighting is used it cannot exceed an average intensity of ½ foot candle measured from the property lines.

STITES: The Fire Department follows the 2014 Indiana Building and Fire Codes. The property will be subject to annual fire inspections.

ALJOBEH: Submittal of an internal plumbing plan showing plumbing fixtures and floor drains will be required. Aljobeh asked if the drains for the carwash were sealed. Davies confirmed they were sealed. Aljobeh presented a Used Oil and Chemical Survey and a Mercury Waste Disposal Survey for completion and submittal.

GESKEY: Geskey asked if there will be any changes to the sanitary sewer or water connection. Davies stated the water connection was done when the Water Department came to the site. A backflow preventer was installed. Davies added the backflow will be tested on Thursday. The shutoff inside the building has been replaced. Geskey presented no further comments.

ISSUES TO BE RESOLVED:

- Landscaping Plan
- Right-of-Way
- Detailed Site Plan
- Backflow Prevention
- Site Improvement Permit (Tank Removal)
- State Design Release
- Building Permit for Roof
- Signage/Fencing Permit
- All Contractors Registered with the City

Zoning Clearance
ADA Parking
Dumpster Enclosure
Internal Plumbing Plan
Used Oil and Chemical Survey
Mercury Waste Disposal Survey