

**MEETING:** Site Review Committee      **LOCATION:** City Hall  
**SUBJECT:** New Retail/Residential Bldg.      **DATE:** March 12, 2019  
**ADDRESS:** 815 Lincolnway  
**PRELIMINARY SITE REVIEW**

**IN ATTENDANCE:**

Tyler Kent, Planning Director  
(219) 462-1161 / [tkent@valpo.us](mailto:tkent@valpo.us)  
Adam McAlpine, Engineering Director  
(219) 462-1161 / [amcalpine@valpo.us](mailto:amcalpine@valpo.us)  
Jon Daly, Fire Department  
(219) 462-8325 / [tstites@valpo.us](mailto:tstites@valpo.us)  
Paul Scott, Water Reclamation Dept.  
(219) 464-4973 / [pscott@valpo.us](mailto:pscott@valpo.us)  
Mark Geskey, Water Dept.  
(219) 462-6174 / [mgeskey@valpo.us](mailto:mgeskey@valpo.us)

**PRESENTERS:**

Alisa Swietlik, Altra Builders  
(708) 534-1100 / [alisa@altrabuilders.net](mailto:alisa@altrabuilders.net)  
Michael Root, MJR  
(815) 464-0777 / [torchlake0@gmail.com](mailto:torchlake0@gmail.com)  
Jared Gingerich, MG2A  
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Paul Saviski, MJR  
(305) 407-0070 / [pcsski@sbcglobal.net](mailto:pcsski@sbcglobal.net)  
John & Tammy Wendland

The following is a summary of discussion at this meeting.

**OPENING:** The Site Review Committee met to discuss the proposed new retail/residential building to be located at 815 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:** This will be an approximate 6,000 sq. ft. first floor retail building. There will be approximately 6,000 sq. ft. of livable apartment space on the upper floor. Plato's Closet needs a larger retail space. Saviski said they are trying to follow the guideline for the Eastgate Overlay District and create a nice-looking two-story building. The building will be dressed up with some interesting architectural features. They have been working with MG2A to locate the building on the site and maximize parking. Saviski said there will be 8 apartments, 2 of which will be handicapped units. There will be an elevator. The apartments are one-bedroom units and approximately 650-700 sq. ft. There will be separate lobby entry for the apartments. There will be two egress stairs. The retail space will have two bathrooms. Gingerich indicated the existing site is a parking lot. The impervious area will not be increased. Stormwater detention is not required. Gingerich said the site will drain to an existing storm sewer. They are trying to meet the setback and parking requirements.

**STAFF COMMENTS:**

**MCALPINE:** This site is less than one acre, so water does not have to be stored or detained. McAlpine asked if there is a curb line proposed along the northern

edge of the parking lot. Gingerich said there no curb line. McAlpine is aware the pavement will be pitched to the middle; however, McAlpine would like to see a curb line. The curb line will help to create a break, so the water is not shedding towards the homes to the north. McAlpine suggested something be done in the green area to help with run off. Kent interjected that a bufferyard is required. Ms. Wendland asked if this will require the removal of existing trees. Kent asked if these trees are all on this property. Wendland said a substantial number of the trees are on this site. Kent advised the trees on other properties cannot be removed. Kent said it may be possible to count some of the existing trees as part of the required bufferyard. McAlpine conveyed there is a 7 ft. right-of-way dedication required. Currently there is 33 ft.; however, along Lincolnway the requirement is 40 ft. on either side. The required right-of-way dedication is for roadway improvements. Anytime a site permit is pulled, Engineering looks at the existing right-of-way and based on the classification of the roadway will request the right-of-way be brought up to current standards. McAlpine requested additional measures for stormwater quality. Currently, conventional inlets to the storm sewer are being proposed. McAlpine suggested they use the southern island as a possible cleansing location for stormwater runoff. Swietlik said they might want to apply for a variance to not have to put the green area on the side. Kent interjected that it is important to have islands. They help delineate traffic. Kent mentioned there may be a requirement for a bump-out. People try to park as close to the door as possible and if it is not delineated, people will park in the drive aisle. Swietlik said she was talking about the bufferyard not the islands. McAlpine said if any changes are made, it will be necessary to pay attention to the circulation. A 24 ft. drive aisle is acceptable. McAlpine said 18 ft. on the north should be fine and still allow room. It may be tricky for some people to get behind the building. McAlpine said trying to keep the 24 ft. dual drive lanes will help.

**KENT:** The landscape ratio requirement for the site is 1.5 %. The gross floor area ratio is .280 and the net floor area ratio is .329. The minimum lot size is 10,000 sq. ft. All calculations need to be shown on the final development plans. The area is within the Eastgate Overlay District. In 2005-06 the City looked at revitalizing this area to more of the downtown area and bringing the buildings up to the street. The setbacks for new buildings in this area shall not be less than 15 ft. from the curb line at the drive lane, or no more than 27 ft. at the curb line at the drive lane except if the property is more than 27 ft. from the curb line new buildings shall be built to the property line. This project complies. An additional 15 ft. of right-of-way shall be dedicated to the City from property owners on primary streets that front along Lincolnway. Kent reiterated that 7 ft. will be required for right-of-way dedication and needs to be done as part of the

permitting process. Buildings shall have an entrance from Lincolnway. The site does comply with this requirement. Traditional architecture is required within the Eastgate Overlay. Kent mentioned the building appears to be a prairie-style. Kent asked what steered them to this style of building. Saviski said Mr. Wendland presented a couple of ideas and some of the features were incorporated into the design. Wendland said the building is more urban-industrial. Kent indicated that colored building elevations must be submitted with the final plans. Kent asked Saviski to email copies. There is a requirement for a minimum of 50% and maximum of 70% fenestration on the first floor; the requirement for upper floors is between 25% and 60%; and a minimum of 15% and a maximum of 60% for the rear of the building and all floors, except those buildings that are not visible from public streets shall not exceed 30% for glass. Submittal of these calculations is required. Kent indicated they will need to review façade details. Kent advised there is a concern about the EIFS on the building. Saviski said they are under 30% for EIFS. Kent conveyed that there are several buildings in the City with EIFS and it is failing and needs to be removed. Kent indicated we are looking at amending the code to not permit the use of EIFS. Kent suggested they investigate Nichiha Board. Kent advised that awnings are required on all doorways. HVAC units of the roof need to be screened. A dumpster enclosure will be required for this site. Referring to Article 2, Section 2.406 for the standards is necessary. Landscaping around the dumpster enclosure is required. Referring to Sub-section L of the Eastgate Overlay for the side and rear design standards for the building is necessary. On the backside of the building, there is a requirement for additional architectural features. The calculation for parking is 5 spaces per 1,000 sq. ft. of useable floor area for the general commercial retail space and for the mixed use, multi-family commercial parking standards the requirement is 1 space per dwelling unit. Referring to Article 9.205, Mixed Use Shared Parking, will be necessary. Kent suggested they run through the numbers to ensure the proper number of parking spaces is provided. We do not want to over-park a site; however, we do not want to under-park a site either. Wendland asked if the on-street parking counted. Kent conveyed only on-site parking counts. Kent asked if they have reached out to the University to talk about the proposal for the residential units. Wendland said they have visited Uptown East. Kent suggested they visit University Promenade. Kent mentioned the students like the open concept and WIFI and internet are a must. Kent said they may want to run fiber in the building. Bicycle parking is required and is calculated at 1 bicycle parking space per 10 vehicle parking spaces. Using the inverted "U" rack or the wave rack is acceptable. It is necessary to ensure that site distances are clear on both sides when exiting the parking lot. Please refer to Figure 8.215 concerning site distances. Kent

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indicated that 1 ADA parking space is required for each 25 parking spaces. Submittal of a photometric plan is required. Including detail on the light poles is necessary. It is necessary to try to connect the parking lots with adjacent properties under the Eastgate Overlay. Kent is aware the plans show a dumpster enclosure on the southeast corner. Kent said if possible, the dumpster should be pushed to the back of the site to hide the dumpsters as much as possible. Rohn said this dumpster has been removed. Wentland asked if Kent meant connection not access to the parking lot. Kent explained that as this area continues to be redeveloped, a drive aisle will be constructed up to the property line so when other properties are developed in the future there will be connectivity between the developments, so that motorists going from one development to the next development do not have to exit onto Lincolnway. Rohn said if a drive aisle is constructed to provide connectivity to the next development, that development will lose two parking spaces. Kent said this needs further discussion. Submittal of a Landscape Plan is necessary. One (1) large tree is required for 10 parking spaces. One (1) landscape island is required for every 20 parking spaces. Referring to Article 10 for additional landscaping requirements will be necessary. All off-street parking shall be screened by a continuous row of shrubs or masonry wall between 3-4 ft. in height. Shrubs shall achieve an overall opacity of 75% and leaf within 3 years of being planted. Such row of shrubs shall not exceed 200 linear feet without incorporating one of the following: another species of shrubs, piers, 4 ft. tall masonry wall, or a 4 ft. tall decorative tubed fencing similar to Horizon Bank. The property is zoned Commercial General and to the north it is zoned NC-60 which is single family. A Class B landscape bufferyard along the north is required. A Class B bufferyard will need to be 15 ft. wide with an opacity of 25%. This bufferyard will require 2 large trees, 4 small trees and 34 shrubs per 100 linear feet. A Class B is required along this site's property line; however, if there is no existing bufferyard on the other site, then a Class C bufferyard will be required. A Class C bufferyard is 25 ft. wide with 5 large trees per 200 linear feet, 5 small trees per 100 linear feet and 45 shrubs per 100 linear feet and would include either a 6 ft. tall masonry wall or 5 ft. tall berm. Kent is aware a variance may be requested for this bufferyard. Kent said he wants to work with them to determine what standard would apply to take to the BZA. A Zoning Clearance will be required. The calculation for signage is 1 sq. ft. of signage per 1 linear foot of building frontage. The maximum signage allowed for the Eastgate Overlay is 70 sq. ft. A Sign Permit will be required.

**ON BEHALF OF VICKI THRASHER:** A Construction Design Release from the Indiana Department of Homeland Security will be required. A local Building

Permit is required. All contractors working on the project must be registered with the City. Thrasher may be contacted at 219-462-1161 or [vthrasher@valpo.us](mailto:vthrasher@valpo.us).

**DALY:** The Fire Department follows the 2014 Indiana Fire and Building Codes. It appears there is access from all ends. Daly said there is a fire hydrant across the street. Contacting Tim Stites ([tstites@valpo.us](mailto:tstites@valpo.us) or 462-8325) prior to placement of the Fire Department Connection will be necessary. The Fire Department Connection needs to be within 100 ft. of the fire hydrant. The apartments will need to have smoke detectors. The fire alarm for the second floor hallway and the retail space will need notifications (horn strobes), pull stations, and detectors. This system will also need to be alarmed if the water flow alarm goes off for the sprinkler system. The fire alarm needs to be addressable. A Knox Box will be required at the front door for the retail. Daly is aware there will be a separate entrance for the apartments. Daly asked if the entry doors to the apartments will be locked. Rohn said this has not been discussed. Daly said if the doors to the apartments will be locked, placing a key for these doors in the Knox Box will be necessary. Daly requested a horn strobe and Fire Department Connection sign above the Fire Department Connection. Fire extinguishers, emergency lights and exit signs must meet code. The elevator recall must meet code. Daly asked the size of the elevator. Rohn said it is 6' x 8'. The correct address needs to be on or above the main door. Daly would like the address to differentiate between the retail space and the apartment, possibly adding a suffix to the 815 for the apartment entrance. The handicapped apartments may require a visual/sound notification for the fire alarm. The Fire Department may have to inspect the ADA apartments. Daly asked if there are adequate pathways from the building if individuals have to exit for an emergency. Gingerich said there is a sidewalk.

**GESKEY:** Geskey asked if water and sewer is on the plans. Gingerich said they do not have the exact connection points now. Geskey asked if the sewer comes out of back. Gingerich said it currently comes out the front. Geskey said the water is across Lincolnway and the sanitary is in the back. Geskey said the sewer in the back was just lined and it is in good shape. Geskey will be the contact for water. Sewer will go through City Hall. Backflow protection is required.

**SCOTT:** Scott is aware there will be an elevator and asked if it will be electric or hydraulic. Rohn believes it will be electric. Scott said if the elevator is hydraulic a sump pit will need an oil minder alarm.

#### **ISSUES TO BE RESOLVED:**

Landscaping Plan  
Right-of-Way Dedication (7 ft.)

Curb Line  
Site Permit  
Detailed Site Plan  
Backflow Prevention  
State Design Release  
Building Permit  
Contractors Registered with the City  
Signage/Fencing Permit  
Submit Colored Building Elevations  
Dumpster Enclosure  
Photometric Plan with Light Pole Detail  
Zoning Clearance