

MEETING: Site Review Committee
SUBJECT: Hinge Outlet Addition
ADDRESS: 3001 Cascade Drive
PRELIMINARY SITE REVIEW

LOCATION: City Hall
DATE: April 30, 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
Paul Scott, Water Reclamation Dept.
(219) 464-4973 / pscott@valpo.us
Mark Geskey, Water Dept.
(219) 462-6174 / mgeskey@valpo.us
Nate McGinley, Public Works Director
(219) 462-4612 / nmcginley@valpo.us

PRESENTERS:

Anton Baumann, Owner
(219) 743-0831
sales@hingeoutlet.com

The following is a summary of discussion at this meeting.

OPENING: The Site Review Committee met to discuss the proposed addition to Hinge Outlet, Inc. to be located at 3301 Cascade Drive. 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 a building expansion to house more inventory. Baumann is trying to match the building materials to the existing building. The existing building is metal with a metal roof. There may be future offices at the front of the building. Baumann wants to proceed in phases, i.e. add insulation, heating, etc. The total square footage of the expansion is approximately 3,000 sq. ft. Kent asked if there are any plans for curb cuts or a parking lot. Baumann said there were no additional plans for a parking lot. There is a parking lot on the side of the building with approximately 11-12 parking spaces and approximately 3 are used during the day. There will be a dock built for semi-trailers; however, it is not shown on the plans submitted.

STAFF COMMENTS:

MCGINLEY: McGinley said the addition of an access drive will require a Right-of-way Cut Permit. An inspection by Public Works will be required when the curb

is removed and replaced to ensure the curb is properly installed. Baumann said there are no curbs on Cascade. McGinley indicated there is a rolled curb. If the curb is not cut or modified in any way, a Right-of-way Permit will not be required. McGinley asked if City services are used for trash or recycling. Baumann said they use a private waste hauler. Baumann asked if services for recycling are offered. McGinley conveyed if a commercial business needs more than four (4) 96-gallon recycling totes to handle their recycling Public Works is not able to provide service. Baumann conveyed that most of what is put into their dumpster is cardboard boxes. McGinley suggested contacting Pratt Industries. Pratt may take the boxes and recycle them.

THRASHER: A Construction Design Release from the State will be required prior to issuance to Building Permits. Thrasher asked if FBI will be handling the plans and submittals. Baumann said FBI will be handling the project. Thrasher said a full set of plans, including civil plans, will be required for the application. All contractors working on the project must be listed on the application and registered with the City prior to permit issuance.

KENT: The property is zoned INL, Light Industrial. The property is located within the Signature Street Overlay of Silhavy Road. Kent asked if there are plans for outdoor storage. Baumann said there will not be any outdoor storage. Kent conveyed that there is language within the Unified Development Ordinance concerning the truck loading access area. Typically loading docks are to be located behind the building and screened from view of the public rights-of-way by building walls or fences. Kent said he will need to look at the dock and a variance may be needed through the Board of Zoning Appeals. Referring to Article 2, Section 2.406 for the dock standards is necessary. Kent asked if the dumpster is located outside the building or if it is kept internally. Baumann indicated the dumpster is outside at the back of the property. Kent advised that there is a requirement for a dumpster enclosure. Referring to Article 2, Section 2.406 for the dumpster enclosure standards is necessary. The dumpster is to be enclosed with an opaque wall and constructed of masonry materials, so it is hidden from public view. The final set of plans will need to show the landscape ratio (green space on the site). The required landscape ratio for this property is .30. The gross floor area ratio for the development is .903 and the net floor area ratio is 1.290. Kent asked if the plans show the front yard setback. Baumann said he does have the original building plans and the front yard setback may be shown on these plans. Kent said civil plans will need to be provided and they will need to show the setbacks. The required front yard is 60 ft. Kent said if this cannot be achieved, it may be necessary to seek a variance through the Board of Zoning Appeals. There is a requirement for 30 ft. of green space between the property line and the front face of the building. If the 30 ft. is not available, it will

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be necessary to seek a variance through the Board of Zoning Appeals. Kent explained a public hearing is required and a notice needs to be sent to all property owners within 300 ft. The Board of Zoning Appeals meets the third Tuesday of the month. The petition application must be submitted a month in advance. It will be necessary to go before the Board of Zoning Appeals before submitting for permits. A final set of development plans, including civil plans will be required. Based on these plans the variances that will be needed can be addressed for the proposed project. Kent said it is not uncommon for infill projects to need variances. Kent said there is a requirement for the front face of the building to have a projection of at least 2 ft. for either 20 ft. of the building frontage or 20%, which ever is the lesser of the two. Kent said it may be possible to have the office space on the front protrude outward another foot or two to meet the requirement. Kent asked if there is a building entry off of Cascade. Baumann said there is an entry door. Kent mentioned that FBI Builders will need to look at Article 11, Section 11.507, Building Materials. There is a requirement for the front face of the building to include brick, limestone or other native stone, or textured colored aggregate concrete masonry units. Baumann asked if a variance for this will be possible. Kent said more discussion will be needed. There may be an opportunity to incorporate some of this material into the building front. Submittal of colored building elevations is required. A Landscape Plan will be required. There is a requirement for on-lot landscaping. This includes 2 large trees, 4 small trees and 35 shrubs per acre. Within the .30 percent for the open space requirement for the site, it is necessary to allocate landscaping to this area specifically, which includes 10 large trees, 15 small trees and 17 shrubs per acre. This will be pro-rated. Baumann mentioned he is trying to use as much of his space as possible to allow a truck to enter and the required landscaping does not seem to make this feasible. Kent said there may be some locations on the east side of the building for landscaping. Depending on calculations, some of the area may have to be grassed in to meet the 30 percent. Kent said because there is a Heavy Industrial Zoning District to the north, there is a requirement for a bufferyard along this area. It will need to be a Class A buffer which is 10 ft. wide and will need 1 large, 2 small trees and 17 per 100 linear ft. Baumann said the area behind his property is all trees. Kent said if there is not landscaping on the property to the north, then a Class B bufferyard is required. A Class B bufferyard is 15 ft. wide and includes 2 large trees, 4 small trees and 34 shrubs per 100 linear ft. Kent said they can identify the number of existing trees along the north. Some of these trees can be used as part of the ratio. Within the Light Industrial Zoning District, the requirement for parking is 1 parking space per 500 sq. ft. of useable floor area. Providing the number of existing parking spaces on site and the calculation for the spaces required per the Unified Development Ordinance

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will be necessary. A Zoning Clearance will be required as part of the Building Permit submittal. Kent asked if additional lighting, other than wall packs, will be added. If pole lights are added, submittal of a Photometric Plan will be necessary. If only wall packs are being used, a Photometric Plan will not be required. Kent suggested both Baumann and FBI refer to his email dated March 18, 2019. Kent said it will be necessary for Baumann to work with FBI to identify the variances that will be needed on the site.

MCALPINE: McAlpine reiterated the need for civil drawings. These drawings will provide information on offsets, setbacks, grading, etc. The plans could also show the calculated green spaces. McAlpine said the civil plans should also show a calculation for total hard surface area (parking, roof top and any carriage walks). The hard surface calculation will indicate if the storm water bill will be altered in any way. A Site Permit will be required for erosion control and right-of-way cut. McAlpine conveyed that the driveway needs to be wide enough to accommodate the semi-trucks. McAlpine said the City standard is a maximum of 24 ft. at the curb.

STITES: The Fire Department follows the 2014 Indiana Fire and Building Codes. All inspections through the construction phase need to be scheduled through the Building Department. The facility will be subject to annual fire inspections. Stites asked how inventory is stored. Baumann said inventory is in cardboard boxes and stored on wooden pallets. Stites requested that Baumann contact him before installation of a rack storage system. Stites can advise what is and is not allowed. Stites said that 12 ft. is the threshold for high-pile storage. Baumann said the racking system will not be installed immediately.

SCOTT: Scott asked if bathrooms will be installed in the addition. Baumann said there are two bathrooms in the existing building and he does not feel they need additional bathrooms. Baumann said do not have floor drains. Scott said if a floor drain, or bathrooms are added, it will be necessary to provide an internal plumbing plan.

GESKEY: Geskey is aware there will not be water or sewer in this addition. Geskey provided no comments on the project.

ISSUES TO BE RESOLVED:

Landscaping Plan
Erosion Control Plan
Right-of-Way
Detailed Site Plan
Site Improvement Permit
State Design Release
Building Permit

Contractors Registered with the City
Provide Final Development Plan and Civil Plans
Variances (as required)
Submit Colored Building Elevations
Bufferyard – North Property Line
Provide the Number of Existing Parking Spaces
Photometric Plan (if light poles are added to the parking lot)
Zoning Clearance
Internal Plumbing Plan (if bathrooms or floor drains are added)