

MEETING: Site Review Committee
SUBJECT: Biggby Coffee Shop/ Store
ADDRESS: 2024 LaPorte Avenue
PRELIMINARY SITE REVIEW

LOCATION: Zoom
DATE: July 13, 2021

IN ATTENDANCE:

Carley Lemmon, Asst. Planner
(219) 462-1161 / clemmon@valpo.us
Vicki Thrasher, Building Commissioner
(219) 462-1161 / vthrasher@valpo.us
Bill Laird, Engineering Dept.
(219) 462-1161 / blaird@valpo.us
Tim Stites, Fire Department
(219) 462-8325 / tstites@valpo.us
Matt Zurbriggen, Engineering Dept.,
(219) 462-1161 / mzurbriggen@valapo.us
Nate McGinley, Water Dept.
(219) 462-6174 / nmcginley@valpo.us
Tony Fahel, Water Reclamation Dept.
(219) 464-4973 / tfahel@valpo.us
Mike Jessen, City Administrator
(219) 462-1161 / mjessen@valpo.us

PRESENTERS:

Michael Martinez, Owner
(219) 241-0971 / micamart_sbc@yahoo.com
Justin Neal, Owner
(630) 790-3609 / jupneal@gmail.com
Ben Novosel, Architect
(513) 272-8099 / ben@drawingdept.com

The following is a summary of discussion at this meeting.

OPENING: The Site Review Committee met to discuss the proposed to be located at . Lemmon 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 project will be a Biggby Coffee and it will be constructed on LaPorte Avenue. Novosel said the building will be a prefabricated structure. The building has gone through a State approval for industrial production, but he is unsure if this is the correct classification. The building will be fabricated off-site and trucked to the site in three pieces with a crane and assembled in one day. The footprint of the structure and the building itself will be handled with a separate set of drawings. Their scope will consist of primarily the site layout and the foundation for the prefabricated structure along with general site preparation. The site is along LaPorte Avenue, north of the Country Inn and Suites. To the west of their site is Homestead Lane and it is more of an access road off of the traffic circle. They are proposing a drive off of Homestead Lane. There will be enough stacking for ten (10) cars. In order to

minimize paved area, there will be a work-around lane after the fifth car in stacking . The dumpster enclosure is proposed on the southeast corner of the site. The setbacks are illustrated as 10 ft., generally on the sides and rear, with a 20 ft. setback on the front. Five regular spaces and one handicapped space are being proposed, with 45° angle parking, with dimensions taken from the general standards for parking layout. The menu board is shown with the fourth car position, so that car one would be at the drive-thru window and car four at the menu board for ordering. The drive-thru window is where orders and payments will be taken. A 10 ft. x 10 ft. concrete slab is shown at the back of the property which will more or less be for entry into the structure and there is a 15' 6" diameter concrete patio along the front. Landscaping and lawn are shown. After an order is picked up, customers will drive around the building, double back to a point at Homestead Lane, turnout to Homestead Lane and exit at the end of the traffic circle on LaPorte Avenue. The paving is shown in the lighter gray shaded area. There are two versions of the drawing, the first is just the line work and the second one has the aerial underneath it. There is also potential if they want to utilize the existing curb cut that was the former Homestead Lane at the intersection of LaPorte, roughly across the street from Culvers, they could reconfigure the entrance exiting at that street, but it seems like coming off the side at the collector street at Homestead was more desirable from a traffic standpoint. Neal stated they are excited about the opportunity to be coming into Valparaiso.

COMMENTS:

LAIRD/ZURBRIGGEN: Laird conveyed that Homestead Lane is not a public street. Laird is not sure this street actually exists in this location. It is the parking lot for the Dairy Queen as well as the access to the hotel. Laird is assuming there is cross access agreement with the hotel and some type of cross access agreement will have to be obtained for access to the Biggby Coffee as well. Neal stated they are working through this process with Suman. Laird said according to the Unified Development Ordinance the access on to LaPorte Avenue will not be permitted. Engineering will not support or allow any connection to LaPorte Avenue. Is this facility being designed to be a drive-thru facility only? Martinez said it is being designed to be a drive-thru. Neal interjected that customers can also park, walk-up and sit on the patio. However, there will be no inside seating. Laird mentioned Engineering wants to see a traffic report. Assuming this will generate a high volume of traffic, especially since the use is setup as a drive-thru, with a lot of vehicles entering and leaving. Laird stated Engineering can work with them on the traffic report. He suggested further discussion after the meeting to highlight and pinpoint what Engineering will need to see. Neal stated they do understand the need for a traffic study. Laird conveyed that on-site

detention for storm water is another very important issue. No grading plan or detention was provided. This needs to be considered and provided. There appears to be plenty of green space and detention should not be a big issue. Zurbruggen interjected that Engineering can work with their civil engineer to answer any questions and provide anything they may need to know. Laird conveyed that part of the package submitted to the Building Department will need to include a Site Permit application, Sanitary Sewer Permit application and Erosion Control that will be approved by the Engineering Department.

MCGINLEY: McGinley deals with the water and sanitary sewer services. The water service can be grabbed from the 6" water main that runs through the easement on the property. It is a 30 ft. easement, but a portion of it is only a 15 ft. easement on their property. The water main to the west runs along the west property line and then turns and heads north/northeast and ties into a main on LaPorte. The water service installation will be coordinated through McGinley. The sanitary sewer service could be somewhat complicated. The Dairy Queen, Country Inn and Suites and the nursing home to the south all tie in to a private sewer service. This service heads north/northwest, kind of north of the roundabout. Further conversations on this issue will be needed. Is there any way we can work with Suman to get an agreement to tie in to the private main? The other option is a sewer manhole in LaPorte Avenue, just north of this site. Utilities would be willing to allow them to tie in directly to this manhole with an E-1 Low Pressure style lateral. Novosel asked for clarification on the sewer main on LaPorte. McGinley conveyed that this main is gravity. Utilities will not allow them to open LaPorte Avenue to tie in to the main. What is being proposed is that they would have some sort of low-pressure system (typically Utilities uses an E-1) from the facility and bore from the facility directly into the sanitary sewer manhole. Usually for this type of facility it will be 1-1/4" low-pressure main that would be privately maintained. It would be tied in to that main and anchored to the manhole. Their lateral would tie-in to the manhole and Utilities would point it directly downstream to discharge into the gravity sewer. These are the two options and we need to discuss which one will be the best option. However, if the property is split and acts as its own stand alone, the Water Department would probably shy away from the idea of connecting to the private laterals at the Dairy Queen and hotel and go out to the LaPorte Avenue main for the sanitary sewer. McGinley reiterated that conversations would need to continue off line. McGinley stated it will be necessary to work with Shaun Shifflett, Metering Department, concerning the meter size that will be required for the facility. Shifflett also conveyed that backflow protection will be required. Shifflett can be contacted at (219) 462-6174 or sshifflett@valpo.us.

FAHEL: Water Reclamation is concerned with what is being discharged into the sanitary sewer. Fahel asked if they will be cooking items. Will there be a grill or fryer? Neal explained that they will only be using microwaves and a toaster. There will be no flat top grills, no oil or grease, nothing to cool down, reload or discharge. Fahel said they will have to apply for an oil/grease interceptor waiver. Fahel will send a copy of the waiver for completion. Fahel requested submittal of a floor plan, an equipment listing and an internal plumbing plan.

STITES: The Fire Department is concerned about access. With so many cars, it will impede the Fire Department's access to the facility if there is an emergency. Later on in the project, when they are ready to open, Stites would like to do some training with the employees that way if there was an emergency at the facility the employees could go out and move traffic out of the way so the Fire Department could get to the building. This can be discussed later. All initial inspections required during the construction phase must be scheduled and coordinated with the Building Department. After occupancy, the facility will be subject to annual fire inspections. If there is work that will be done on any type of fire protection or life safety systems, the contractors will need to contact Stites before they begin work.

THRASHER: It was mentioned that the building is a modular style. It will be necessary to submit a copy of the Construction Design Release for the industrialized building. It will be necessary to submit to the State for the foundation. Any mechanical, electrical, or plumbing that is outside of the modular structure will be required with the Building Permit submittal. All contractors working on the project must be registered with the City. It will be necessary to submit to the Porter County Health Department for their approval and to complete their inspection process before opening. Signage will require a separate permit. Thrasher asked if this is a separate parcel from the hotel or is it all one parcel. Carley interjected that they have not gone through the process to split the lot. Novosel believes this will be the process. Neal said they are working towards getting the lot split. Thrasher stated that the lot split will have to be done before they submit for Building Permits.

LEMMON: This property is zoned Commercial General (CG) and it is located within a Signature Corridor. Drive-ins/drive-thru facilities are a limited use in the Commercial General Zoning District. Referring to Article 2, Section 2.529 for the limited use standards will be necessary. Drive-in facilities should be designed and configured such that the service area and outdoor speakers are directed away from abutting properties that are zoned residential or use a Class C bufferyard, including a fence or wall, screening the drive-in facility from the residential use. There is residential to the east zoned Urban Residential. The requirements for dumpster enclosures are listed in Article 2, Section 2.406.

Dumpster enclosures should be located behind the principle building or in a side or rear yard and fully enclosed with either an earthen berm that is a foot taller than the container or an opaque wall. Lemmon said it appears there will be a wall and asked how tall the wall will be. Novosel said the height of the wall will be based on requirements. It will be either 6 ft. or 8 ft. tall. Lemmon said it must be one foot taller than the container and finished with masonry. Table 3.301B shows the district intensity and bulk standards. Because it is currently one lot, Landscape Ratio, Gross Floor Area Ratio and Net Floor Area Ratio calculations would be done for the entire lot. However, if the lot will be split it will be necessary to look at this and make sure both lots meet these requirements, or if any variances might be needed. Planning will have to make sure the standards are being met for both. Overall, for Commercial General, All Other Uses, the Landscape Surface Ratio is 15%, Gross Floor Area Ratio is .431 and Net Floor Area Ratio is .507. Table 3.501 contains nonresidential bulk requirements. The front yard setback is 15 ft.; side yard setback is 10 ft.; rear yard setback is 10 ft. The maximum building height is 35 ft. It appears the setback requirements will easily be met. Signage requirements are in Article 5. The allowance for Commercial General is 3 sq. ft. of signage per one linear foot of building frontage. The parking and loading requirement for restaurants, drive-in/drive-thru facilities is 20 spaces per 1,000 sq. ft. and 5 stacking spaces per window. Vehicle stacking requirements are in Article 9, Section 9.303 and it will list the stacking requirements for each menu board as well as between the first window and the menu boards. It appears the bypass lane is included. This is a requirement. Lemmon asked if there are any plans for exterior lighting on the site. Martinez said lighting will be added. Lemmon conveyed Table 9.501 will provide the maximum illumination for the adjoining use or district. The landscaping requirement for Commercial General, All Other Uses, is 9 large trees, 18 small trees and 50 shrubs per acre. We will have to look at the existing landscaping on the site. Parking lot landscaping requirements for Commercial General are 1 large tree per 8 spaces and 1 shrub, perennial or ornamental grass per 4 spaces. However, it appears the site will only need one large tree and two shrubs or perennials. Because there is Urban Residential to the east the required bufferyard is CA. Planning needs to look at this. It appears to be heavily landscaped to the east. Will any of this landscaping be on the Biggby Coffee parcel? They will need to check this out in more detail. Lemmon advised the bufferyard classifications and their requirements for large trees, small trees, shrubs and any required walls or berms are in Table 10.403. This table will also have the requirements for the adjoining districts. The design standards are in Article 11. The redevelopment landscaping and screening requirements for this site are a minimum building setback of 5 ft. and the minimum landscape yard

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along the right-of-way is 5 ft. The landscape requirement per 100 ft. of frontage is 2 shade trees, 1 evergreen tree, 2 ornamental trees, 3 large shrubs, 6 small shrubs, with all other areas covered in grass, sod, perennials, or some sort of ground cover. All service areas need to be screened with dense plantings of shrubs and evergreen trees. Refer to Table 11.306B. It will be necessary to provide colored building elevations to see what is being proposed and to ensure it meets the requirements for architectural features. It will be necessary to refer to Article 11, Section 11.503. This section covers the primary façade, creating visual interest through lighting and windows, entry areas and requirements for blank walls. Lemmon asked how many windows are being proposed. Neal said a little. There will be two or three at the most. Lemmon indicated the transparency requirements are in Article 11, Section 11.506. The requirement is 60% on the primary façade and 30% along all other street frontages. Permitted building materials and colors are found in Section 11.507. Lemmon asked what the building color will be. Neal said it will be gray and there is an option for some stone. The colored elevations will need to show the proposed colors and proposed building materials. Once they decide on building lighting, submittal of a Photometric Plan will be required. A Zoning Clearance is required. Planning will help with the lot splitting process. Novosel asked for clarification on a couple of the requirements. He indicated that for parking there is a general category that requires 5 spaces. If they are not doing indoor seating, it's a little different than a typical restaurant. Novosel asked if there is any process for how that that would be considered for the use. He believes there is also a reduction in parking for a drive-thru if the minimum stacking requirements of 9.303 are met. Lemmon said the use will be considered restaurant. In looking at what is shown on the plan the facility is under 1,000 sq. ft. What is the square footage of the facility? Novosel said it is 350 sq. ft. Lemmon will do some calculations for the parking and send an email. Novosel said given that this is a prefabricated building the transparency requirement will certainly not meet the minimum requirements. Would a variance be possible in this situation? Lemmon would first like to see what is proposed for the building and then Planning can review the transparency. A variance petition could be submitted. Lemmon conveyed that the due date for submittal for the August BZA meeting is this Friday. If they cannot meet this deadline, it would have to be next month.

ISSUES TO BE RESOLVED:

Landscaping Plan
Erosion Control Plan
Cross Access Agreement
Submit Grading/Detention Plan

Detailed Site Plan
Backflow Prevention
Complete and Submit Oil/Grease Interceptor Waiver
Submit Floor Plan
Submit Equipment List
Submit Internal Plumbing Plan
Site Improvement Permit
Employee Training with Fire Department
Submit Copy of State Design Release for Industrialized Building
Submit to State for Foundation
Building Permit
Contractors Registered with the City
Contact Porter County Health Department
Signage/Fencing Permit
Split Lot Prior to Submitting for Building Permits
Provide Colored Building Elevations
Submit Photometric Plan
Zoning Clearance
Variances (as required)