

**TECHNICAL REVIEW COMMITTEE  
MEETING MINUTES  
February 27, 2018**

Bryant Niehoff: We're gonna go ahead and call to order the February 27, 2018 meeting of the Technical Review Committee and we have one petitioner this morning and that is the Shelton Animal Hospital so is there a representative that would please step forward and be there to answer any questions?

(?): Good morning.

Niehoff: Good morning. Please state your name for the record.

Paul Maurer: Paul Maurer, Maurer Surveying. Offices at 4800 Smith Valley Road in Greenwood.

Niehoff: Awesome; thank you very much. The process we generally follow here, Paul is we will just go down the line and each of the members will address their comments and then we'll just have an open discussion between the two parties.

Maurer: Okay.

Niehoff: So we'll go ahead and start on the left here; Mr. Byers?

Derrick Byers: Good morning. Derrick Byers, City of Shelbyville Storm water Utility. I had sent you some comments last week. Before the meeting, Paul and I discussed the Rule 5 permit with the changing of ownership. I'm gonna do some research on that, make sure that doesn't hold anything up. We had also discussed and O & M Manual. Even though the water quality's handled by the Twin Lakes planned unit development, the nature of the business, we're gonna work on something that just kinda discusses dog doo-doo and keeping it out of the storm drains and that's all I have right now.

Niehoff: Alright, thank you. Any questions, Mr. Maurer?

Maurer: No, nope.

Niehoff: Mr. House?

Matt House: Matt House, city engineer. I just sent you these comments so you may not have answers for any of these. I'll just go through the list. Couple of 'em are just typos. Had ngbd88(?) in one place which I it's probably nabd.

Maurer: Oh right, nabd88, yeah.

House: Yeah. So one or the other probably, right?

Maurer: Yeah it's actually ngbd29, but yeah.

House: Okay. These are minor; there's one spot where you have your structural backfill shown in the grass strip instead of the parking lot. And then we have, we don't call it structural backfill in our standards. We call it....I'm assuming they would use granular. So if you would put something, 'cause it says even though it's gonna be Runnebohm doing the work, it says typical structural backfill. It'd just be either granular fill or flowable.

Maurer: Okay.

House: (?) gonna use flowable. If you would, please provide the swale depth and back slope for the swales running along the north and east side. Please show, this will be in the drainage report, the drainage area of structure 409 in that storm sewer line 'cause that'll be taking a lot of water in the short term which is that's the one that runs along the rear of the property, 409.

Maurer: Right that's what we just discussed? Yeah.

House: Yeah. 409's the one that runs, it's in the back northeast corner. Just wondering what the drainage area is sized for it. We already just talked about the existing storm sewer running under Amos Road. This is another just probably typo. Pavement legend says heavy duty. The pavement is more of the light duty. And then we already talked about this too, providing an inlet from structure 401 to the drainage ditch. And then the drainage report; I've kind of looked at it, but I'm gonna look at it again after I look at these maps you provided. So I might have some more comments. That's all I have.

Niehoff: Great; thank you. Any response right now, Mr. Maurer?

Maurer: No. We've discussed all that and no problems.

Niehoff: Great; thank you very much. Mr. Fix?

Brad Fix: Bradley Fix, City of Shelbyville Water Resource Recovery Facility. I've got some comments there. Paul, I just now provided those to you. Just one really or two. Structure number 12 on page 8 shows the sanitary manhole too far from pavement. We cannot clean that if you planned on that being a city-owned sanitary sewer back there to those three lots.

Maurer: Okay.

Fix: So we need to be within 12 to 20, or 15 to 20'. So if we move that on the other side of the storm sewer, we could reach it from Twin Lakes Boulevard. I know there's a manhole behind the building, but we could clean structure 12 and draw structure 13 to us. We would not have to have that....

Maurer: Okay. We'll look at that.

Fix: ....because your parking lot doesn't go back far enough either in the back of that. But if we can get to 12, we can clean 325' toward us and clean all the way out.

Maurer: Okay.

Fix: We just make sure we lift the lid. We go back there and I see it's in a drainage utility easement, but the section that's on the north side of Twin Lakes Boulevard is not in a utility easement and I'm concerned if the developer doesn't go forward with that section and heaven forbid somebody else buys it or gets it and it's not in a utility easement. I don't know if that's shown. We talked earlier and maybe on your plat it's already on there and it's just not on this page.

Maurer: Right. Yeah we were coming up the Boulevard we're actually doing a plat for the apartments.

Fix: Okay.

Maurer: Which hasn't been executed and recorded yet, but we're adding a D&UE for that sanitary sewer all the way up because we thought that would be owned by the city.

Fix: Okay.

Maurer: And the one going along the back commercial area.....

Fix: Yes?

Maurer: .....some....

Fix: I think it needs to be owned by the city because of three different owners of that through there. It's not like the developer's gonna own those buildings.

Maurer: Right.

Fix: That main line does need to be the city's, but I'm gonna have to have access that boulevard, so if we could get a different angle on that and put that just to the south of that storm line that you're putting in there.

Maurer: Sure.

Fix: I know that puts it close to that storm structure. Maybe have to move it a little bit or something, but I have to have access to that and my boom will only reach maximum is 20'. So if I could have within 18, I'd appreciate it.

Maurer: Mind if I come over and look at that?

Niehoff: Sure.

Fix: Structure 12 is the manhole that's right just north of that. See how you have that sitting out there and that's over ....(inaudible)....

Inaudible conversation between Paul and Brad.

Fix: The only way is if you put it here and then take your angle back across there, but I can't there's no way I can clean that. I can't get back there with equipment.

Maurer: Inaudible comment.

Fix: As long as that brings it over closer to the boulevard here.

Maurer: Yeah placing...(inaudible)...as long as we have 10' of separation.

Fix: Long as you have 10' of separation from this and not more than 18'.

Maurer: Inaudible comment.

Fix: 'Cause I, you know we don't we won't have access to this one back here and you've got, I show you've got cleanouts here, but these are really from this part to the main line is the homeowners or building owners that's responsible. But to be able to clean this, I need to be able to have access from the road. Here you can't, this is parking lot and it's way too far back there. But this is only 325'. I can clean that as long as I can get to it.

Maurer: Well this, you do wanna take this over though?

Fix: Oh yeah. Still wanna take that over. Yeah and you go ahead and I still want a manhole at this end, but I wanna be able to clean it, vacuum that. We can put a hose in it and run it under there, but I'm saying that when you draw it out....

Maurer: Inaudible comment.

Fix: Long as you extend your laterals from the main line over to the property so they can .... (inaudible)...I don't have a problem with switching those. I don't think Derrick did either, but just as long as I can clean to this manhole. I'm not asking for it here and we're close enough here on this road where that's gonna be that we can clean that manhole and I can clean this way. But if I'm vacuuming that out when I'm cleaning, I've gotta be able to draw up the .... (inaudible)...you don't drive a truck off the road, especially with (?) storm sewer right there.

Maurer: Okay, yeah we'll switch it out.

Fix: Good, okay. Like I said, I think you're doing the right thing by making it a city sanitary sewer there because you've got three owners of those buildings.

Maurer: Right.

Fix: If you're gonna do the apartments in this section like you did this over here, then that'll be all the developer's responsibility to maintain those.

Maurer: Okay.

Fix: And that's all the comment I have other than when they build the building the tap fee is paid at the time the building's connected to the main line, not when the main line is put in.

Maurer: Yeah. Okay.

Fix: I think....(inaudible)...

House: Hey I just wanted to add something. Did you guys talk about the easement for the shared drive? I know you've got something shown on one page. I don't know if you've talked about that at all?

Niehoff: I was gonna bring that up.

House: Okay.

Niehoff: Yeah, yeah and we can discuss that more when we get around to mine. Is that okay?

House: Yep.

Niehoff: Alright? Thank you. Mr. Stonebraker?

Robbie Stonebraker: Robbie Stonebraker, Shelbyville Fire. I have two items. One, a reminder that a Knox box will need to be installed and then with the size of the parking lot, I'm asking for some no parking signs along the south side of that parking lot to keep cars from pulling (?)

versus using the parking spaces. That gives us an avenue to be able to get our apparatus in. So if we can do that, I'm good with the site.

Maurer: Okay. The Knox boxes on the building? What? I'm not sure what that is.

Stonebraker: They'll understand.

Maurer: We'll let Runnebohm.....

Stonebraker: It's a key box system for us.

Maurer: Okay. Okay assume that won't be a problem.

Stonebraker: That's all I've got.

Niehoff: Alright, great. And Bryant Niehoff with the Shelbyville Planning & Building Department. We have a few comments here. I don't know if you received those from Adam, Paul?

Maurer: No.

Niehoff: You have not? Okay, okay. Well you have a copy with you now. Just a few things. Number one, please provide elevations of the proposed building to show compliance with UDO 5.07 residential and business neighborhood architectural standards. Second comment; we'll need a weather protection feature and yes, that is a requirement of UDO 5.09D3E. So something such as an awning or (?) on the building to provide ....(inaudible)....I believe it's 10' on either direction from the main entrance....(inaudible)...

Maurer: Okay.

Niehoff: We'll need a painted crosswalk where the trail crosses the driveway. We could paint you know stripe a crosswalk there. Sheet C9 shows a shrub planted in the parking lot area, so ....

Maurer: Hmm.

Niehoff: ....(inaudible)....just an error that needs to be removed. We would like one additional shrub in the landscape area between the parking area and the road and that's in full compliance at that point with our parking with our landscaping standards for the parking area.

Maurer: We got a stray shrub out in the parking lot.

Niehoff: There you go. Yeah you should move that right over; you're good. You're good. And

then provide at least 7 ornamental or deciduous trees in the buffer yard along the east property line. And that's in compliance with our buffer yard standards UDO 5.36H.

Maurer: Okay.

Niehoff: Please annotate the proper screening and measuring on the proper screening is being used on the dumpster enclosure in accordance with UDO 5.37(?). We just require an enclosure basically the same material as the building.

Maurer: Similar.

Niehoff: Yeah and a gate to close there. If you could, provide a photometric light plan. We would appreciate that to insure compliance with UDO 5.38. And 16 parking spaces plus 2 accessible spaces are required per the UDO. And I believe you're showing 23 regular parking spaces and 2 accessible spaces.

Maurer: Uh huh.

Niehoff: So that's 144% of the prescribed spaces. If you're going over 125% of the required number of spaces, the required minimum number of spaces, then we require you to increase your parking lot perimeter landscaping by (?). So you have two options there. You can increase the parking lot perimeter landscaping in accordance with UDO 5.52A2(?) or you can decrease the spaces to that number....(inaudible).... So...

Maurer: Okay so we have to get rid of 7 spaces?

Niehoff: Yes. Yes, if you don't wanna add that additional landscaping. If you need those spaces, then....

Maurer: I'll get with the owner on that. Okay.

Niehoff: Great. Yep. And just a few other comments. Those were the few that were reflected in the sheet. In reviewing this after .....(inaudible)....originally and then I've come through and made a few additional comments. We'll be sending you a revised sheet from the Planning Department. Just a couple of things. Indicate the plant types on the landscaping plan. I think that says to be figured out later essentially with the building permit application. We need that .... (inaudible)...plants.

Maurer: Well yeah usually we have a table on there. We didn't have a plant table?

Niehoff: No, I didn't see a table. It just said that that information would be supplied later.... (inaudible)...

Maurer: No, we'll get a table on there.

Niehoff: Awesome; thank you. And then on sheet C3 which is the site plan, if you could, annotate the exact dissimilar material for the pedestrian access to the building to the driveway, sidewalk or the driveway there. Typically what we see is they'll just use concrete as a connection from the sidewalk to the building....

Maurer: Uh huh.

Niehoff: .....to the sidewalk (?) way there. And that's when you're crossing the parking area.... (inaudible)....

Maurer: Right.

Niehoff: ....(inaudible)....create issues there. So yeah if you could just annotate that, that would be fantastic. And then the cross access easement; that was mentioned earlier by Matt. You are showing cross access for future developments to the south in the site plan. That will, you'll have to have a cross access easement executed there when that property changes hands. You can't grant an easement to yourself obviously. You know right now, those two properties or I guess it's all one property right now.

Maurer: Well yeah we thought we were just gonna put it on the plat.

Niehoff: And you can, you can.

Maurer: Yeah.

Niehoff: Yeah when you get to the platting process, you can just include it there and then you're good to go, but just wanted to make sure that was noted here you know so....

Maurer: Okay.

Niehoff: ...when you get to that point, alright?

Maurer: Well we were kind of talking about the ownership being transferred and the timing on all that. They can't do that until well, I guess they could before the plat was recorded with a meets and bounds description and then we'd just have to include both owners on the plat.

Niehoff: Yeah I mean I honestly don't have any issues with showing that. I mean I think it's cleanest to show that on the plat when you guys get that.

Maurer: Yeah. Oh yeah.



Niehoff: That way, it's recorded that way and when that does change hands obviously that easement will be enacted at that point. It will be enforced....(inaudible)....

Maurer: Yeah.

Niehoff: So I think that's the best way to do it.

Maurer: Building permit-wise though, does the plat have to be recorded before the building permit?

Niehoff: It does.

Maurer: Okay.

Niehoff: I mean it can be....well we have some leeway there. We can work with you, but we like to have the lot all squared away prior to us issuing that.

Maurer: Yeah.

Niehoff: If there's a need to begin construction you know immediately and we're lagging behind on the plat, we can work with you. But in a perfect world, we like for the plat to be recorded, executed and fully taken care of before (?).

Maurer: Okay. Well that's the intention to get it done right after we get through the Plan Commission.

Niehoff: Okay, cool. And I think you guys are planning to take the plat and the site development plan through plan commission at the same time, right?

Maurer: Yeah.

Niehoff: Awesome. Okay.

Maurer: Yeah the next filing next week.

Niehoff: Yep. Great. Good deal, good deal. And then one other comment; just if you could include the city construction standards as (?) to your site development plan. Technically with our construction standards, we do require that that be included in every site development plan just for reference....(inaudible)...So your pavements in the parking area will have to comply with our pavement standards....(inaudible)....all of that. So.....

Maurer: Okay and we have all the sheets in the set of plans.

Niehoff: Do you? Do you have all of the construction standards ther?

Maurer: Yeah.

Niehoff: Oh then I must have overlooked that then. Oh well, there you go. Thank you. Well we can disregard that. So that's all I have. Thank you.

Maurer: Okay.

Fix: I have one other thing. It's a minor thing, Paul, but on the signature block, that title is WRRF now.

Maurer: Which one?

Several people talking at once; no one is clearly audible.

Fix: I know it's.....two years ago we changed the name of the facility. Instead of Waste Water Treatment Plant it's Water Resource Recovery, so it's WRRF.

Maurer: Okay.

Byers: Inaudible comment.

Maurer: Say that again. Waste Water.....

Fix: Water Resource Recovery Facility. I have a business card. Like I said, over two years ago.

Maurer: Water Resource Recovery Facility?

Fix: Yes, sir. Yep. I know, I still call it the Waste Water Treatment Plant a lot of times, but it after 36 years, it's .....

Niehoff: ....(inaudible)....relatively fresh.

Maurer: Okay.

Niehoff: Alright any other questions for us, Paul?

Maurer: No.

Niehoff: Alright. Anyone from the audience, questions?

No reply.

Niehoff: Alright. Any comments here?

No reply.

Niehoff: No? Well I entertain a motion to adjourn.

Byers: So moved.

Niehoff: There we go.

(?): Second.

Meeting adjourned.