

**CITY OF LEBANON  
PLANNING AND ZONING DEPARTMENT**

**CITY OF LEBANON PLAN COMMISSION  
STAFF REPORT  
AUGUST 21, 2023 PUBLIC HEARING**

<b>A. Case Number:</b>	Docket # 23-48
<b>B. Applicant:</b>	Roger Azar (DES Engineering) for Woodruff Enterprises LLC
<b>C. Location:</b>	The subject property is located at 200 Sam Ralston Road, Lebanon, Indiana 46052.
<b>D. Acreage and Zoning:</b>	The subject property is zoned Planned Business Commercial (PBC) and is comprised of 1.44 acres.
<b>E. Adjacent Land Uses:</b>	North – PSG Holdings and undeveloped lot South – White Castle West – Quality Inn & Suites hotel East – Aspire
<b>F. Property History:</b>	<p>The subject property is currently an undeveloped lot on Sam Ralston Road just north of Main Street. The lot has an existing drive cut on Sam Ralston, but no other noted improvements.</p> <p><i>This application was continued from the July Plan Commission meeting to allow the applicant additional time to address the offsite stormwater solution on the neighboring property and design architectural renderings for the elevations of the proposed building. The applicant has an offsite storm sewer pipe design, rather than using the open ditch, that properly accommodates the water/sanitary utilities in the existing easement across the neighboring property. This design has been sent to the neighboring property owner representative for review and will need to be reviewed and approved by the city's stormwater review consultant before release of any building permits. Additionally, the applicant has provided elevations renderings for review in this staff report.</i></p>
<b>G. Ordinance Process:</b>	<p><b>Procedural Ordinance Process:</b></p> <p>Unified Development Ordinance Process for Development Plans Development plan approval shall be required for those projects as listed below and in Chapter 4: Zoning Districts and Table 4:1: Use Matrix. Improvement Location Permits and Building Permits shall not be issued until the conditions and requirements of this ordinance have been met. Development Plans shall be provided for:</p> <ol style="list-style-type: none"><li>1. All uses within the MF, MH, CB, NB, PBC, PBO, PBI, ID, and IN Districts</li></ol>

2. All uses within the Interstate Overlay District

**Lebanon Staff Determination:** The project is located within the Planned Business Commercial (PBC) zoning district requiring Development Plan approval.

**H. Action Requested:**

**Development Plan Approval**

The applicant, Woodruff Enterprise LLC, presented the intent to construct a 6000 square foot speculative multi-tenant commercial building on the subject property. Site improvements will include employee/customer parking (28 spaces), provisions for drive-thru and pick up windows for two of the tenant spaces, stormwater retention facilities, and parking lot interior and perimeter landscaping.

**I. TAC Review:**

**TECHNICAL ADVISORY COMMITTEE (TAC) REVIEW**

Development Plan Compliance with City of Lebanon Technical Advisory Committee (TAC)

**City of Lebanon Utilities**

**Sewer and Water Division-**

- Indicate the size and material for the water service line.
- The proposed water meter(s) shall be placed on the new water service line. Specifically reference the City Standards for water meters details.
- Provide separate symbols on the plan set to indicate the water meter location versus water valves.
- Specifically reference the City Standards where applicable.

**Electrical Division-**

- Indicate the location of the proposed transformer.
- Per Lebanon Standards Sheet 2, electric lines for street lighting that cross under roadways, parking lots, or similar surfaces, shall be encased in Rigid Conduit.
- Coordinate electrical needs and proposed connections with the Lebanon Utilities Electric Department.

**City of Lebanon Stormwater-**

- Satisfactorily address all storm water runoff, detention, storm sewer, and storm water quality comments provided by Kerry Daily of Christopher Burke Engineering pursuant to the City of Lebanon Stormwater Control Ordinance.

**City of Lebanon Fire Department-**

- The applicant will be required to supply a Knox Box for emergency access to the site. Address numbers need to be placed on the street façade of the building and be 10-12” in size.

**City of Lebanon Engineer-**

1. Satisfactorily address all comments provided by Lebanon Utilities, Police, Fire, Street, Stormwater, and Planning departments, in addition to requirements of other authorities having juris diction, such as: the Boone County Surveyor, the

- Indiana Department of Environmental Management, the Indiana Department of Natural Resources, etc.
2. Submit required calculations and satisfactorily address all storm water runoff, detention, storm sewer, and storm water quality comments provided by Kerry Daily of Christopher Burke Engineering Limited (CBBEL) pursuant to the City of Lebanon Stormwater Control Ordinance.
  3. All Sheets:
    - a. Add a note to all appropriate sheets which states the following: All work within the right-of-way shall meet current City of Lebanon Construction Standards.
    - b. Add a note to all appropriate sheets which states the following: The contractor/developer shall protect existing right-of-way infrastructure and be responsible for restoration as necessary.
    - c. Provide Reference to City of Lebanon Standard details where appropriate. Please note that Lebanon Standards will control where conflict exists.
    - d. Ensure compliance with the requirements of the City of Lebanon Stormwater Control Ordinance and Design Standards as outlined by CBBEL.
    - e. Ensure compliance with requirements set forth by Lebanon Utilities and their reviewing consultants.
    - f. Ensure compliance with the requirements of the City of Lebanon MS4 Department.
  4. All plan and profiles
    - a. Indicate Structural backfill within 5' of all rights-of-way.
    - b. Notes shall be placed that indicate all structural material to be compacted in 6" lifts.
    - c. Indicate conduit and utility crossing locations, size, depth, material, and elevation.
    - d. Provide structural backfill between all conduit, storm sewer, water main, and sanitary sewer crossings.
  5. Sheet G0.01 - Title Sheet and Index:
    - a. Add the following contact Information:


City of Lebanon  
401 S. Meridian Street  
Lebanon, IN 46052  
(765) 482-8845  
Kevin Krulik PE PS AICP - City Engineer  
Scott Calvert – MS4 Coordinator/Public Works
    - b. Indicate Lebanon Standards in sheet index.
  6. Sheet G1.01-1.03 – Site Notes (1-2):
    - a. No comment at this time.
  7. Sheet G1.03 – Reduced Plat:
    - a. No comment at this time.
  8. Sheet E1.01 – Existing Conditions:
    - a. No comment at this time.
  9. Sheet C3.01 – SITE PLAN:
    - a. Additional dimensioning needed:
      - i. Parking space (typ.)
      - ii. Drive aisles

- iii. Setbacks
  - iv. Building dimension
  - v. Parking Island geometry
  - vi. Radii
  - vii. Walks
  - viii. Etc.
  - b. Adjacent Main Street pavement to be milled (2" depth) and resurfaced.
  - c. Provide for pedestrian and bicycle connections to the adjacent pedestrian infrastructure.
    - i. Depict and label existing walks along Sam Ralston Road.
    - ii. Pedestrian way across proposed parking surfaces can be delineated with thermoplastic striping.
  - d. Depict pavement designs.
    - i. Consider heavy duty pavement in drive aisles.
    - ii. Depict right-of-way pavement per city standards in rights-of-way.
  - e. Construction details should be referenced in the plan view.
10. Sheet C3.02 – Traffic Plan:
- a. No comment at this time.
11. Sheet C3.03 – Landscape Plan:
- a. No planting schedules related to species are provided.
  - b. Ensure compliance with requirements set forth by the Lebanon Planning Department
12. Sheet C3.04 – Landscape – Approved Species:
- a. Planting schedule appears to be generic, site specific schedules shall be provided.
  - b. Ensure compliance with requirements set forth by the Lebanon Planning Department
13. Sheet C4.01 – Utilities Site Plan:
- a. Label all pipe materials, size, slope, invert, etc.
  - b. Verify fire protection and domestic water system, including public fire hydrant location, Fire Department Connection, valves, fittings, etc.
  - c. Only one sanitary sewer lateral should be provided to each storefront space.
  - d. Confirm compliance with Lebanon Utilities and Lebanon Fire Department Standards.
14. Sheet C4.02-4.04 – Sanitary Sewer Plan and Profile(s) (1-3):
- a. Label all public and private utility and conduit crossings, including size, depth, material, and elevations. Provide concrete cradles where a vertical separation of 18" between outside of pipes is not attainable (6" min. clearance required).
  - b. Indicate appropriate structural backfill at all utility crossings.
  - c. Notes shall be placed that indicate all structural backfill material within 5 feet of the public right-of-way to be compacted in 6" lifts.
15. Sheet C4.05-4.07 – Storm Sewer Plan and Profile(s) (1-3):
- a. Label all public and private utility and conduit crossings, including size, depth, material, and elevations. Provide concrete cradles where a vertical separation of 18" between outside of pipes is not attainable (6" min. clearance required).
  - b. Indicate appropriate structural backfill at all utility crossings.

- c. Notes shall be placed that indicate all structural backfill material within 5 feet of the public right-of-way to be compacted in 6” lifts.
- d. Indicate offsite storm sewer and or drainage improvements, as required.
- e. The following revised standard may apply:

**City of Lebanon Polypropylene Storm Sewer Specifications**

1. Polypropylene (PP) Storm sewer pipe (HP storm pipe by ADS or approved equal) will be permitted outside of right-of-way pavement areas. PP pipe material shall have an extended double gasketed bell and spigot connection.
2. All storm sewer structures shall be precast reinforced concrete per Lebanon standards. All storm sewer structure connections shall meet Lebanon standards for interior and exterior concrete collars and grouting. All storm sewer structures shall meet Lebanon standards for concrete flow lines.
3. All End Sections shall be precast reinforced concrete per Lebanon standards.
4. All PP storm sewers shall be subject to and meet 7.5% mandrel testing. All storm sewers shall be jet cleaned inspected with video inspection equipment and video files provided to the City prior to acceptance per Lebanon standards.
5. All storm sewers under right-of-way pavement shall be reinforced concrete pipe per Lebanon standards.
6. All changes in storm sewer pipe material must be made at a precast reinforced concrete storm sewer structure.
7. Bedding for PP pipe material shall be 4-inches for 12- to 24-inch pipe, and 6-inches for 30- to 60-inch pipe. Bedding and initial backfill shall be crushed #8 limestone placed to a minimum of 12-inches above top of pipe.
8. All other City of Lebanon Standards shall apply to storm sewer Construction.

  
Kevin Krulik PE PS AICP, City Engineer  
City of Lebanon, Indiana



16. Sheet C5.01 – Final Grading Site Plan:
  - a. No comment at this time.
17. Sheet C5.02 – Pond #1 Final Grading (1):
  - a. No comment at this time.
18. Sheet C5.03 – Pond #2 Final Grading (2):
  - a. No comment at this time.
19. Sheet C5.04 – Volume Calculations:
  - a. No comment at this time.
20. Sheet C6.01 – Erosion Control Plan (1):
  - a. No comment at this time.
21. Sheet C6.02 – Erosion Control Details (1):
  - a. No comment at this time.
22. Sheet C7.01-7.02– Construction Details (1-2):
  - a. No comment at this time.
23. Provide EMERGENCY FLOOD ROUTING PLAN
24. Provide SITE LIGHTING AND PHOTOMETRIC PLAN
  - a. Ensure compliance with the requirements of the City of Lebanon Planning Department.
25. Provide MAINTENANCE OF TRAFFIC PLAN
  - a. Ensure compliance with MUTCD for the construction of the proposed right-of-way and entrance improvements.
26. Lebanon Standards Details:

- a. inapplicable details and or sheets may be “X”d out.
27. Provide copy of Indiana Department of Natural Resources (IDNR) CSGP (formerly Rule 5) Notice of Intent (NOI) to Scott Calvert, MS4 Coordinator. Weekly City inspections of Stormwater BMPs are required throughout construction. Inspection fees will be \$50 per month from permit issuance till a Notice of Termination (NOT) is filed. Fees shall be paid at the time of Improvement Location Permit (ILP) issuance based on the proposed anticipated construction schedule.
28. Submit the attached Road Impact fee application.

**City of Lebanon Planning Staff Review-**

**1. Plan of Operation:**

The applicant, Woodruff Enterprise LLC, presented the intent to construct a 6000 square foot speculative multi-tenant commercial building on the subject property. Site improvements will include employee/customer parking (28 spaces), provisions for drive-thru and pick up windows for two of the tenant spaces, stormwater retention facilities, and parking lot interior and perimeter landscaping.

**2. Development Standards-**

The submitted civil drawings have demonstrated compliance with the following standards required for the Planned Business Commercial (PBC) district.

UDO Development Standards-Planned Business Commercial District	
Required	Provided
Minimum Lot Size = No minimum	Subject Lot = 1.44 acres
Minimum Lot Frontage= 100 Feet	265 Feet
Minimum Lot Width= 100 Feet	265 Feet
Front Setback = 50 Feet	120 Feet
Side Setback= 15 Feet	North – 54 Feet South – 94 Feet
Rear Setback = 10 Feet	35 Feet
Maximum Building Height=50 Feet	TBD

**3. Parking Approval:**

UDO Parking Requirement	Provided On-Site
Dependent on tenant type	TOTAL = 28 spaces (26 regular, 2 ADA compliant)

**4. Lighting Plan:**

The applicant has not currently completed a photometric plan for the subject site. An ordinance compliant lighting and photometric plan will need to be submitted to Planning Staff for approval before receiving any permits for site improvements or building construction.

**5. Landscaping/ Bufferyard Approval:**

In review of the submitted landscaping plan, the applicant has provided a plan that meets all applicable requirements within the Planned Business Commercial District.

**6. Signage Plan:**

A signage plan has not been provided at the current time. A signage plan meeting all applicable UDO requirements will need to be submitted and approved by planning staff before submission of sign permits and sign installation.

**7. Architectural Review:**

The applicant has provided elevation renderings that meet all applicable standards of the UDO. The primary building materials are stone veneer, wood siding, and fiber cement panels. Because this is a multi-tenant building, each tenant space has a distinct entrance on the front façade of the building. Additionally, the tenant spaces on the north and south sides of the building have been designed to accommodate drive-up and/or drive-thru windows to market the space to potential food service tenants.

**Staff Recommendation:**

In review of the submitted Development Plan as presented, Lebanon Planning Staff finds compliance with the Unified Development Ordinance Requirements for the subject site. Staff recommends approval of the subject Development Plan contingent on the following conditions:

- **TAC Comments:**

The applicant adequately addresses any remaining City of Lebanon Technical Advisory Committee comments prior to application for any building permits or site improvements.

- **Lighting Plan:**

The applicant submits a lighting and photometric plan that meets all applicable UDO standards for approval prior to submission of permits for site improvements or building construction.

- **Sign Plan:**

The applicant submits a signage package that meets all applicable UDO standards for approval prior to submission of permits for signage.

**J: Staff  
Recommendation:**