

USER'S GUIDE: COLUMBUS CROSSING PLANNED UNIT DEVELOPMENT

PREPARED BY:
City of Columbus -
Bartholomew County
Planning Department



Date Updated: November 2016

INTRODUCTION

The Columbus Crossing Planned Unit Development (PUD) was established in 2003 as a means to ensure quality development at the Interstate 65 and State Road 46 “front door” of the City of Columbus. All site plans proposed for these properties must be approved by the City of Columbus Plan Commission as Final PUD Plans. Although the Preliminary PUD Plan lists guidelines and some specific minimum requirements for site development in this PUD, no design element can be certain until the Plan Commission process is complete and the Final PUD Plan has been approved by the Commission.

SUGGESTIONS:

1. Because the Plan Commission has the authority to require design changes to reflect the desired quality of the PUD development, final engineering design for highly technical elements, such as drainage, may be postponed until after Plan Commission approval.
2. The Plan Commission expects businesses proposing to locate in the PUD to ‘put your best foot forward’ by proposing unique building designs that exceed the design quality of typical corporate architecture.
3. The Final PUD Plan is required to be recorded upon final approval, so it is recommended that applicants verify with the Bartholomew County Recorder’s Office on their format requirements.

CONTACTS:

Below is a list of other City Departments with whom you may wish to coordinate early in the site design process. This list is not intended to be all inclusive.

Columbus City Utilities (sanitary sewer and water services) - (812) 372 - 8861

City Engineers Office (storm water and traffic engineering) - (812) 376 - 2540

Columbus Fire Department (fire code, fire hydrant placement, etc.) - (812) 376 - 2679

The Planning Department can be contacted at:

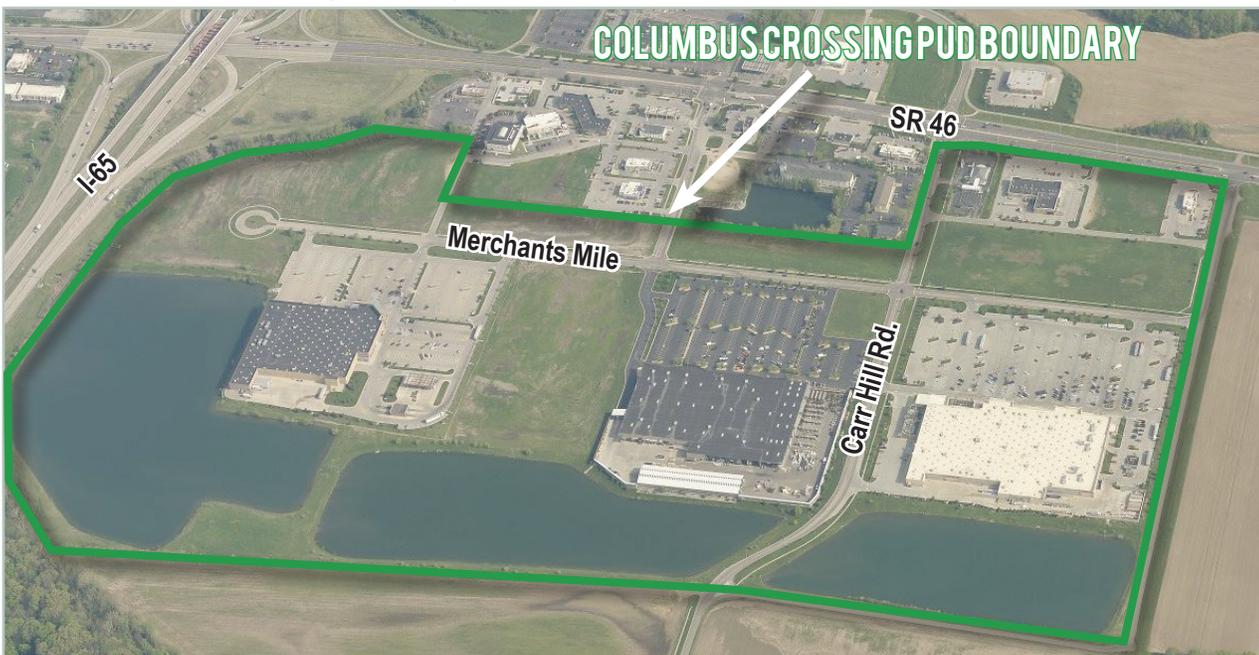
City of Columbus - Bartholomew County Planning Department

123 Washington Street

Columbus, IN 47201

P: (812) 376 - 2550

www.columbus.in.gov/planning



RECOMMENDED FILING & REVIEW PROCESS

1. PRELIMINARY MEETING WITH PLANNING DEPARTMENT STAFF:

Early in the design process, prior to finalizing location/orientation, building material selection, access point identification, landscaping, etc., the applicant should schedule a meeting with the Planning Department Staff to discuss the final PUD process and anticipated requirements. The applicant should contact the Planning Department to schedule the technical review meeting. The Planning Department will include other city departments as appropriate.

At the meeting, the applicant should be prepared to discuss the following:

Columbus Crossing PUD Zoning Requirements:

- Architectural Elevations of all Facades
- Screening of all Roof-top Mechanical Equipment
- Architectural Perspectives
- Landscaping
- Sidewalk Installation
- Lighting Fixture Details and Photometric Plan
- Building Materials
- Screening of Loading Docks
- Signage

Utilities Information:

- Water and Sanitary Sewer Connection

Fire Department Information:

- Hydrant Location
- Fire Truck Access and Circulation

Engineering Information:

- Storm Water Management
- Erosion Control
- Access
- Circulation

2. FINAL PUD PLAN SUBMITTAL TO PLANNING DEPARTMENT:

The proposed Final PUD Plan must be submitted on or before the monthly Plan Commission filing deadline. This submittal should be provided to the Planning Department as **one, complete package, rather than submitting the material in a piecemeal fashion**. The application must identify one primary contact for the project with whom all correspondence should take place. The Final PUD Plan package may take the form of a booklet of ledger (11 inch by 17 inch) or letter (8.5 inch by 11 inch) paper, a set of 24 inch by 36 inch sheets, or a combination of these formats. Initially, submit **5 sets** of the Final PUD Plan Package. Additional copies will be requested after the review of the initial submittal. The Final PUD Plan package should include the following information:

- Cover Page and Index
- Completed Application Form
- Site Plan
- Landscape Plan
- Preliminary Drainage Plan
- Photometric Plan (Including Lighting Plans, Fixture Design Details, Photometric Layout)
- Architectural Elevations (Rendered color architectural elevations of all building facades shall be provided, that identifies the different types of building materials.)
- Architectural Perspective (A color architectural perspective illustration of the proposed building(s), in the context of the Preliminary PUD Plan and all previously built or approved Final PUD Plans for the entire development, as viewed from the I-65 right-of-way, at a point formed by the intersection of the central axis of Merchants Mile with I-65. An alternate architectural perspective that best portrays the proposed development in its context may be substituted at the discretion of the Plan Commission).
- Plans for Screening all Roof-top HVAC, Plumbing, and other Roof-top Mechanical Equipment for each Building
- Signage Plan

Approximately two weeks after the filing deadline for the Plan Commission meeting at which the request is to be heard, the Planning Department will provide a comment memo listing any outstanding items or questions. This memo may include comments from the Planning, Engineering, City Utilities, and/or the Fire Department. The applicant will need to address any comments and provide the Planning Department **20 sets** of a revised Final PUD Plan package by the revised submittal deadline provided in the memo.

The week prior to the Plan Commission meeting the applicant will be sent a copy of the staff report on the proposed Final PUD Plan as well as an agenda for the upcoming Plan Commission meeting. The staff report will be sent to the Plan Commission members along with a Final PUD Plan package for their review prior to the public hearing. The staff report will contain the staff's preliminary recommendation to the Plan Commission.

3. PUBLIC HEARING:

The Planning Department will notify the neighboring property owners of the scheduled public hearing on the Final PUD Plan, provide legal notice in the local newspaper, and post a Public Notice sign on the subject property.

- The applicant or a representative will need to be in attendance at the Plan Commission meeting to answer any questions the Commission or public may have regarding the proposal. The applicant should be prepared to present the request to the Commission, including a description of design features.
- At this meeting the Plan Commission President will open a public hearing at which time the public will have an opportunity to voice any questions, comments, or concerns regarding the proposal.
- Possible actions of the Plan Commission: approval with or without conditions, denial, or continuance.

5. FINAL PUD PLAN SIGNATURES AND RECORDING:

After approval by the Plan Commission, the Final PUD Plan must be revised to meet any conditions of approval. A single all-inclusive copy of the Final PUD Plan shall be provided to the Planning Department for review. The Planning Department staff will obtain the signatures of the Plan Commission President and Secretary and return the Plan to the applicant for recording.

- The approved Final PUD Plan shall be recorded with the Bartholomew County Recorder. A copy of the recorded Final PUD Plan shall then be provided to the Planning Department by the applicant.
- ***The Final PUD Plan package must meet any format requirements of the Bartholomew County Recorder.***

6. REQUIRED CERTIFICATES:

The following certificates will need to be located on the cover page of the Final PUD Plan:

FINAL PUD PLAN APPROVAL CERTIFICATE

This Final Planned Unit Development Plan was approved by the Columbus Plan Commission at a meeting held on _____, 20____.

 President - _____ Secretary - _____

RECORDING CERTIFICATE

Recorded in Condo/PUD Jacket _____, Page _____, this day of _____, 20____; at _____ o'clock __.M.
 Instrument No. _____, Fee Paid _____.

 _____, Bartholomew County Recorder

PRELIMINARY PUD PLAN DESIGN REQUIREMENTS

The Columbus Crossing Preliminary PUD Plan establishes design standards which are to be met by all new developments within the PUD. Since the implementation of this PUD, the Columbus Plan Commission has developed an approval history that adds detail and clarity to the requirements.

As a base, the Plan Commission has typically required all new developments to at least meet the minimum design standards established for the CR (Commercial: Regional) zoning district in the Columbus Zoning Ordinance. Below is a list of the design requirements as stated in the Preliminary PUD, as well as a description of how they have been applied by the Plan Commission.

LANDSCAPING

Requirements of the Preliminary PUD Plan: Final PUD Plans for all buildings on the north side of Merchants Mile shall include landscaping and architectural treatment along both north and south sides of the buildings.

Typically Required & Approved by the Plan Commission: At a minimum adherence to Article 8 'Landscaping Standards' of the current Zoning Ordinance is expected, in addition to the following:

1. The Preliminary Columbus Crossing PUD required Menards to plant street trees along Merchants Mile, Carr Hill Road, Johnson Boulevard, and the east-west access easement. Each Final PUD Plan will need to show the existing landscaping and any relocation of street trees due to driveway access, sidewalks, etc. The existing street trees are typically located in the right-of-way and do not count towards the required landscape for the lot. Any of the existing street trees that are determined to be dead or dying will need to be replaced with the development of each lot.
2. Specific focus should be paid to the landscaping provided around the base of the building.

LANDSCAPING EXAMPLES:



Plantings at Centra Credit Union. Perennials have typically been planted in addition to the required landscaping.



Plantings at Wal-Mart

LANDSCAPING EXAMPLES:



Plantings at Menard's



Planters used at the Columbus Crossing Shopping Center



Plantings at Columbus Crossing Shopping Center



Parking Lot Plantings at Centra Credit Union



Plantings at Menards

SIDEWALKS & BICYCLE PARKING

Requirements of the Preliminary PUD Plan: Sidewalks shall be required to be on at least one side of all public streets within and bordering the project boundaries, as determined through the preliminary subdivision platting process.

Typically Required & Approved by the Plan Commission:

1. Sidewalks shall link the public sidewalk to the entrance of the building and shall be a minimum of 5 feet in width. When a sidewalk link passes through a parking lot, pavement markings shall be used to delineate the sidewalk line through the drive aisles.
2. All lots shall also provide bicycle parking consistent with Section 7.1(Part 2)(C) of the Columbus Zoning Ordinance. Bicycle parking facilities shall be located in a high visibility area that provides convenient and safe access to main entrances or activity areas.

PEDESTRIAN LINKS & BICYCLE PARKING EXAMPLES:



Sidewalk Link at Columbus Crossing Shopping Center



Sidewalk Link at Wal-Mart



Bike Rack at Goodwill

LIGHTING

Requirements of the Preliminary PUD Plan: Lighting plans, including fixture design details and a photometric layout shall be provided as a part of each Final PUD Plan for the project. Lighting shall be of similar architectural design throughout the project. The photometric layout shall demonstrate that the amount of illumination projected onto adjacent property outside the PUD boundaries will not exceed 0.1 foot candle at the property line.

Typically Required & Approved by the Plan Commission: Exterior lighting has been limited to 90 degree cut-off fixtures with fully recessed lens covers and no more than 0.1 foot candles at the PUD property lines. The Plan Commission has also required that lighting of pedestrian areas be of a scale appropriate for pedestrians.

LIGHTING EXAMPLES:



Pedestrian Scale Lighting at Wal-Mart



90 degree Cut-Off Fixture Example

ARCHITECTURAL TREATMENT

Requirements of the Preliminary PUD Plan: The front sides of all retail buildings over 50,000 square feet in gross floor area shall be brick or an equivalent material determined through the Final PUD Plan review process for each building. Other facades of these buildings shall be designed with appearance in mind, recognizing that the buildings will be highly visible from multiple angles. For those buildings on the north side of Merchants Mile the Final PUD Plans shall include landscaping and architectural treatment along both the north and south sides of the buildings.

Typically Required & Approved by the Plan Commission:

1. Buildings of all sizes, even those under 50,000 square feet, have been required to use quality building materials such as brick, Quik Brik, stone, EIFS (stucco), architectural metal, and split face CMU (concrete masonry units) on all sides. All building sides should be designed to a consistent level of quality, (referred to as 360 degree architecture).
2. Buildings on lots with frontage on Merchants Mile should be oriented towards Merchants Mile. Buildings located along the east-west access easement shall be designed to front on one of the public streets and shall in no instance be oriented toward the easement with a building rear facing the street.
3. Other structures, including but not limited to cart corrals and ATM machines, on site have typically been required to be constructed of similar materials and colors as the primary structure on site to be consistent with the Preliminary PUD's 'quality design' intent.

ARCHITECTURAL TREATMENT EXAMPLES:



360-Degree Architecture at Columbus Crossing Shopping Center (North & East Side)



360-Degree Architecture at Columbus Crossing Shopping Center (South Side)



Use of several building materials and architectural elements at Wendy's

ARCHITECTURAL TREATMENT EXAMPLES:



Brick, Stone, and Architectural Metal at Menards



CMU, Architectural Metal, and Brick at Wal-Mart



Goodwill's Building Oriented towards Carr Hill Road as opposed to the access easement on the north side of the property.



Facade Treatment at Menards.

SCREENING OF ROOFTOP EQUIPMENT:

Requirements of the Preliminary PUD Plan: All rooftop HVAC, plumbing, and other rooftop mechanical equipment must be screened.

Typically Required & Approved by the Plan Commission: Building elevations must show that all rooftop equipment units are screened from view.

LOADING DOCK, OUTDOOR STORAGE, & DUMPSTER SCREENING

Requirements of the Preliminary PUD Plan: All loading docks shall be screened with at least a Type A screen, as defined in the Zoning Ordinance.

Typically Required & Approved by the Plan Commission:

1. One hundred percent opaque screening should be provided for all loading docks and outdoor storage and sales areas.
2. All dumpsters should have a 100 percent opaque screen that is constructed of similar building materials used on the structure(s). Dumpsters typically should not be located within the front yard of a property.

SCREENING EXAMPLES:



Screening of Loading Dock at Goodwill



Screening of Outdoor Sales Area at Wal-Mart



Dumpster Enclosure at Wendy's



Screening of Loading Dock at Wal-Mart

SIGNAGE:

Requirements of the Preliminary PUD Plan:

1. Signs shall be generally consistent with the CR (Commercial: Regional Center) Zoning District (or any similarly intended zoning district as may be adopted in the future). The Plan Commission shall not be bound exclusively to the CR zoning district standards and may further limit and/or permit signs.
2. Approval for permanent signs for businesses or other occupants that are not specifically known at the time of Final PUD Plan review (such as shopping centers tenants, etc.) may be approved by the Plan Commission in the form of maximum areas, design stipulations, etc. noted in writing on the Final PUD Plan document.
3. All permanent signs shall be designed with appearance in mind and shall be consistent and compatible with the overall design characteristics of the structure(s) on each lot. Permanent freestanding signs shall make use of supports and other design elements that are consistent with those used on the structure(s) on the same lot on which they are located.
4. All temporary signs shall not require Plan Commission approval unless that approval is specifically required by the Plan Commission at the time of the Final PUD Plan approval for a specific lot or lots. Also, at the time of Final PUD Plan approval the Plan Commission may establish specific limitations and/or provisions for temporary signs.
5. Two multi-tenant-capable pylon signs shall be permitted. One located in the vicinity of the Merchants Mile cul-de-sac (I-65 oriented sign) with a maximum height of 70 feet. The other shall be located at the intersection of State Road 46 and Carr Hill Road and shall have a maximum height of 40 feet. Each sign shall have a maximum area of 400 square feet (including a development identification element of 170 square feet and initially no more than 4 tenant signs totaling 230 square feet).
6. Additional tenant signs may be added to either or both development entry signs upon approval of the Plan Commission, either as a specific Final PUD Plan for changes to the signs themselves, or as part of a Final PUD Plan for a lot or lots for which signage on the development sign(s) is also sought. No lot that is represented on either or both development entry signs shall also have a freestanding sign located on that lot, unless the Plan Commission deems that freestanding sign essential for safe wayfinding and traffic circulation. Where a freestanding sign on a lot in addition to representation on the development entry sign is deemed necessary its size and height shall be minimized to the extent possible.

Typically Required & Approved by the Plan Commission: The signage requirements of the Preliminary PUD were updated in 2015, and the Plan Commission has minimal history administering with these revisions.

SIGNAGE EXAMPLES:



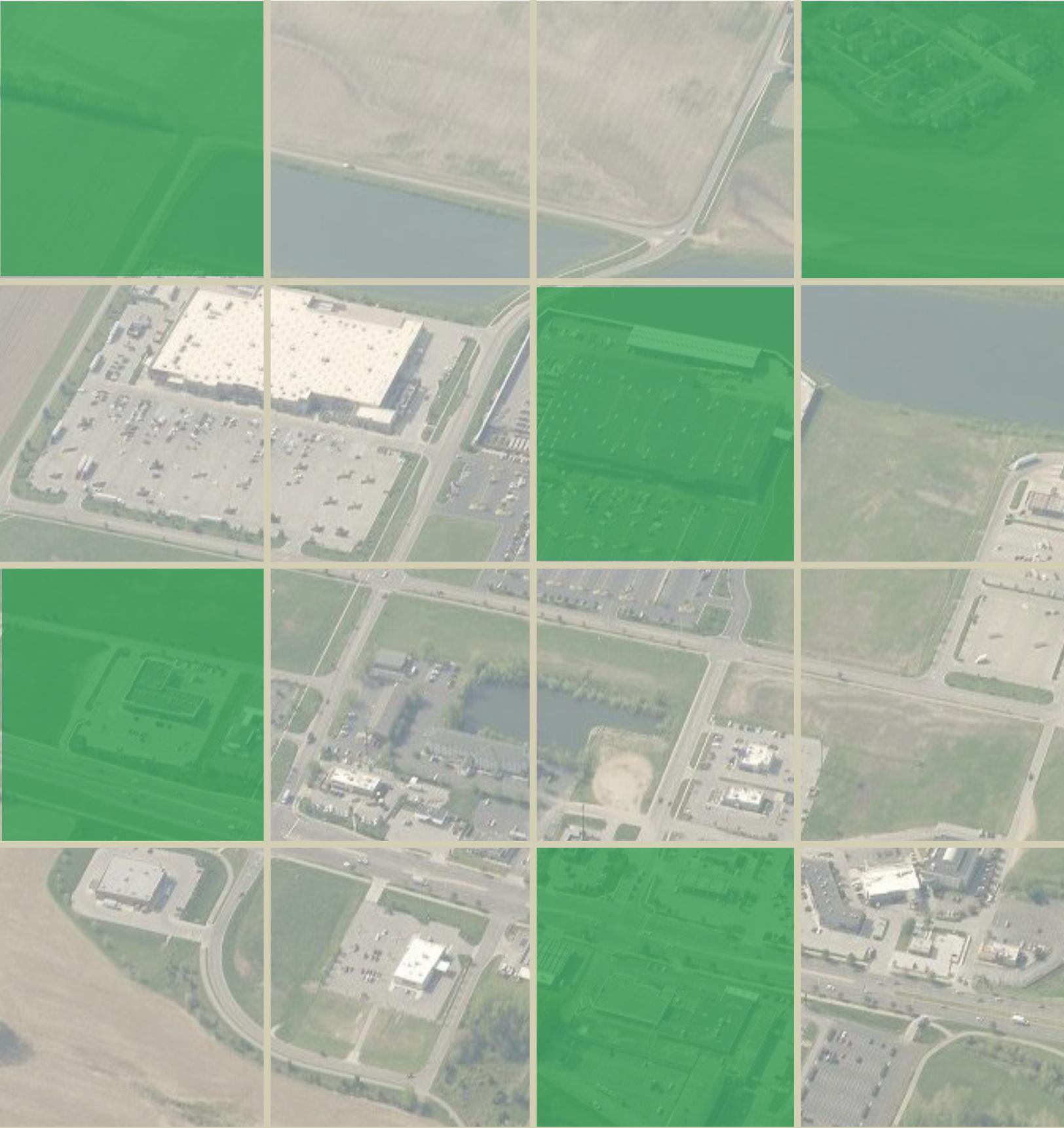
State Road 46 Multi-Tenant Sign



Signage on the back of the building at Wendy's



Signage on the back of building at Columbus Crossing Shopping Center



PREPARED BY:
City of Columbus -
Bartholomew County
Planning Department



Date Updated: November 2016