

# User's Guide: Columbus Crossing Planned Unit Development



## 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 Columbus community. All properties located in the Columbus Crossing PUD are regulated by the design requirements of the Columbus Crossing Preliminary PUD. All site development plans proposed for these properties must be approved by the City of Columbus Plan Commission as Final PUD Plans. Although the Preliminary PUD lists guidelines and some specific requirements for site development in this PUD, no design element can be certain until the Plan Commission process is complete and the site development plan package has been approved.

### 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 should not be completed prior to obtaining the 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.

### Contacts:

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

Columbus City Utilities – Jenny Long – (812) 372-8861

City Engineers Office – Steve Rucker – (812) 376-2540

Columbus Fire Department – Matt Noblitt – (812) 376-2670

Technical Code Enforcement – Mark DeBusk – (812) 379-1535

City of Columbus -  
Bartholomew County  
Planning Department

123 Washington Street  
Columbus, Indiana 47201

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## Recommended Filing and Review Process:

1. Preliminary Meeting with Planning Department Staff – Early in the design process, prior to finalizing building 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.
2. Technical Review Meeting – Prior to submitting the application for a Final PUD, a meeting with the Planning Staff and other City Departments that may be involved in the site design review should take place. The applicant should contact the Planning Department to schedule the technical review meeting. The Planning Department will coordinate the schedules of the other entities involved.

At the Technical Review 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 Perspective
- Landscaping
- Sidewalk Installation
- Lighting Fixture Details and Photometric Plan
- Building Materials
- Screening of Loading Docks
- Signage
- Design Standards

### Utilities Information:

- Water and Sewer Connection
- Meter Purchase

### Fire Department Information:

- Sprinkler System
- Hydrant Location

### Engineering Information:

- Drainage
- Storm Water Management
- Erosion Control
- Access
- Circulation

### Building Permit Information:

- Building Code Compliance
- State Plan Release



### Recommended Filing and Review Process (Continued):

3. Final PUD Plan Submittal to Planning Department – The Final PUD submittal 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 should identify one primary contact for the project with whom all correspondence should take place. The Final PUD package may take the form of a booklet of legal or letter size paper, a set of 24 inch by 36 inch sheets, or a combination of these formats. Submit 5 sets of the Final PUD Plan Package, which should include the following:
  - a. cover page and index
  - b. completed application form
  - c. site plan
  - d. landscape plan
  - e. drainage plan (preliminary)
  - f. photometric plan—lighting plans, including fixture design details and a photometric layout, shall be provided.
  - g. erosion control plan
  - h. architectural elevations—rendered architectural elevations of all building facades, identifying the different types of building materials.
  - i. architectural perspective—an 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 the Merchants Mile right-of-way with the I-65 eastern right-of-way. An alternate architectural perspective may be substituted based on the location of the lot. The Plan Commission encourages the applicant to provide the perspective that best portrays their proposed development in its context.
  - j. plans for screening of all rooftop HVAC, plumbing, and other rooftop mechanical equipment for each building
  - k. signage plan

Approximately two weeks after the completed submittal to the Planning Department a comment memo listing any outstanding items will be provided. This memo may include comments from Planning, Engineering, City Utilities, and/or the Fire Department. The applicant will need to provide the Planning Department 20 sets of the Final PUD Plan Package along with 20 copies of the application 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 and Agenda for the upcoming 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 recommendation to the Plan Commission.



**Recommended Filing and Review Process (Continued):**

4. Public Hearing – The Planning Department will notify the neighboring property owners of the scheduled public hearing of 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 your 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 – When approved, the Final PUD Plan must be signed by the Plan Commission President and Secretary. The staff will obtain these signatures after any final revisions have been made to the Final PUD Plan package.
  - The approved Final PUD Plan, including all development standards serving as the zoning requirements on the subject property, shall be recorded with the Bartholomew County Recorder. A copy of the recorded Final PUD Plan shall then be filed with 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 all sheets that will be recorded:

FINAL P.U.D. 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 Plat Book “\_\_\_\_\_”, Page \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_; at \_\_\_\_\_ o’clock \_\_\_\_M.

Instrument No. \_\_\_\_\_. Fee Paid \_\_\_\_\_.

\_\_\_\_\_  
\_\_\_\_\_, Bartholomew County Recorder

AUDITOR CERTIFICATE

The real property has been duly entered for taxation and transferred on the records of the Auditor of Bartholomew County.

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
\_\_\_\_\_, Bartholomew County Auditor



## Design Requirements:

The Columbus Crossing Preliminary PUD lists a number of design standards which are to be met by all new developments within the PUD. Since the implementation of this Preliminary PUD, the Columbus Plan Commission has developed on approval history that adds detail and clarity to the requirements. The Plan Commission has also been prepared to make modifications to the design requirements if the Preliminary PUD did not address particular types of developments. Below is a list of 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 Preliminary PUD:* 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 buildings.

*Typically Required and 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.
2. Specific focus should be paid to the landscaping provided around the base of the building.
3. In addition to providing landscaping and architectural treatment on the north and south sides of buildings placed along Merchants Mile, each building's entrance should be oriented towards Merchants Mile.



Plantings at Centra Credit Union. Perennials may be planted in addition to required landscaping.



Plantings at Wal-Mart



**Design Requirements (Continued):**



Plantings at Menard's



Plantings at Columbus Crossing Shopping Center

Below are more photos that exemplify the quality landscape that is required within the Columbus Crossing PUD:



Plantings at Centra Credit Union



Plantings at Menards



## Design Requirements (Continued):

### Sidewalks and Bike Racks

*Requirement of Preliminary PUD:* Sidewalks shall be required 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 and Approved by the Plan Commission:* 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 link. All lots shall also provide bicycle parking. Bicycle parking facilities shall be located in a high visibility area that provides convenient and safe pedestrian access to main entrances or activity areas.



Sidewalk Link at Columbus Crossing Shopping Center



Sidewalk Link at Wal-Mart



Bike Rack at Columbus Crossing Shopping Center

### Screening of Rooftop Equipment

*Requirement of Preliminary PUD:* All rooftop HVAC, plumbing, and other rooftop mechanical equipment must be screened.

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



## Design Requirements (Continued):

### Lighting Plans

*Requirement of Preliminary PUD:* Lighting shall be of similar architectural design throughout the project. The photometric layout shall specify 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 and Approved by the Plan Commission:* Exterior lighting has been limited to 90° 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.



Pedestrian Scale Lighting at Wal-Mart



90° Cut-Off Fixtures

### Building Material

*Requirement of Preliminary PUD:* 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 north and south sides of buildings.

*Typically Required and Approved by the Plan Commission:* 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; 360° architecture. Additionally, buildings on lots with frontage on Merchants Mile should be oriented towards Merchants Mile.



**Design Requirements (Continued):**



360° Architecture at Columbus Crossing Shopping Center (North Side)



360° Architecture at Columbus Crossing Shopping Center (South Side)



360° Architecture at Columbus Crossing Shopping Center (West Side)



360° Architecture at Columbus Crossing Shopping Center (East Side)



Brick, Stone, and Architectural Metal at Mendards



CMU, Architectural Metal, and Brick at Wal-Mart



## Design Requirements (Continued):

### Loading Docks and other Outdoor Storage

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

*Typically Required and Approved by the Plan Commission:* One hundred percent opaque screening should be provided for all loading docks and outdoor storage areas.



Screening of Outdoor Storage Area at Wal-Mart



Screening of Outdoor Storage Area at Wal-Mart



Screening of Outdoor Storage Area at Menard's



Screening of Loading Dock at Wal-Mart



## Design Requirements (Continued):

### Signage—Freestanding Pylon Signs

*Requirement of Preliminary PUD:* A maximum of two freestanding pylon signs for the entire development shall be permitted, One multi-tenant-capable pylon sign in the vicinity of the Merchants Mile cul-de-sac oriented to and visible from the I-65 corridor and one multi-tenant-capable pylon sign on the southeast corner of State Road 46 and Carr Hill Road as described below. Other than the two pylon signs, all permanent commercial sign types shall be restricted to monument signs, wall, signs, and/or directional signs

1. I-65 oriented sign: A maximum height of 70 feet and a maximum size of 400 square feet, including the identification sign of 170 square feet and no more than 4 tenant signs totaling 230 square feet.
2. State Road 46 oriented sign: A maximum height of 40 feet and a maximum size of 400 square feet, including the identification sign of 170 square feet and no more than 4 tenant signs totaling 230 square feet.
3. The developer shall retain control of tenant signs, including determining square footage for each such sign.

*Typically Required and Approved by the Plan Commission:* No additional or alternate requirements.

### Signage—Monument Signs:

*Requirement of Preliminary PUD:* Monument signs shall not in any case exceed six feet in height or 150 square feet in area. No more than one monument sign per lot shall be permitted. At least 200 feet of frontage shall be required for a monument sign. No freestanding signs of any type shall be allowed for frontages along State Road 46, except for the multi-tenant pylon sign referred to above. Any signs in the visibility triangle of a street or driveway may not exceed 30 inches in height.

*Typically Required and Approved by the Plan Commission:* In addition, the Plan Commission has required that monument signs be bordered by brick, stone, or other quality building materials and integrated into the overall design of the building and site.



## Design Requirements (Continued):

### Signage—Wall Signs:

*Requirement of Preliminary PUD:* Wall signs shall be restricted to a maximum of two signs per building façade, up to a total of five signs per establishment, with total square footage limited to 5 percent of the building façade. The total square footage for signs for any single establishment shall not exceed 20 square feet for establishments under 20,000 square feet; 265 square feet for establishments between 20,000 and 90,000 square feet, and 330 square feet for establishments over 90,000 square feet. An establishment that is entitled to a monument sign under these provisions may elect to take a bonus of 50 percent additional square feet of wall signage instead of a monument sign. The total sign square footage for any establishment does not include construction signage, but includes all other type of signage.

For establishments that have a tenant sign on one or both of the multi-tenant pylon signs, the square footage for tenant sign(s) shall count toward the total square footage allowed for that establishment.

*Typically Required and Approved by the Plan Commission:* The Plan Commission has recognized the unique signage needs of multi-tenant centers (ie. Strip Malls). For example: Signage has been calculated on a tenant-by-tenant basis with the direct relationship of sign size to size of exterior tenant wall. Multi-tenant centers have been permitted to install one wall sign not exceeding 15% of the tenant's exterior wall; with a maximum number of one sign per wall. No signs were permitted on the rear wall.

### Signage—Construction Signs:

*Requirement of Preliminary PUD:* Construction signage shall be limited to a maximum size of 32 square feet per face and a maximum of one 90 degree angled sign structure per street frontage.

*Typically Required and Approved by the Plan Commission:* No additional or alternate requirements.

### Signage—Directional Signs:

*Requirement of Preliminary PUD:* Appropriate directional signage shall be allowed for the main lot and each outlot, with limits as specified in Chapter 17.46 (Signs) of the Columbus Zoning Ordinance.

*Typically Required and Approved by the Plan Commission:* No additional or alternate requirements.