

**TECHNICAL REVIEW COMMITTEE**  
**MEETING MINUTES**  
**JULY 22, 2025**

Tyler Comstock: Alright, let's make it official. Good morning, this is the July 22nd technical review committee meeting for the St. Joseph Catholic Church expansion project and then a separate item is the Hendricks Street vacation that is associated with that. So, I think talking with the group, we're going to do the vacation part first. Just because we do have to have them as two separate items. So, Mike, did you have anything from a planning perspective on the vacation?

Mike Evans: The only thing that the planning department has is a comment that currently all utilities are in the cities right of way and if we vacate that then we need to have a big easement. A utility easement to make sure that they come through. So that's the only thing.

Comstock: I think the same comment applies to engineering as well. I was just on the phone with Miguel from Indiana American Water because they have a water main through there. We will need an easement or easements for that. The comment that he just made is that his engineering staff is going to have to dictate what kind of easement it is. Given the relationship of the existing conditions, it appears that it is too close to some of the other stuff to get it fully exclusive just because it's existing. You can't get the typical spacing that you need for an exclusive easement. So, I have a feeling it's just going to be one big easement in there for rights of all parties, utilities, and drainage. Actually, I don't think we have storm in there, but if you guys... did you guys prepare an alta for this project?

(?): We did not. There was one prepared.

Comstock: There was one prepared? Okay, so what I would ask is once you guys prepare the legal description exhibits, if that's you guys or if you need to go back to the surveyors and have them do that. I can review it as well as our city attorney will do the reviews and then we'll get that submitted to the utilities as well because I think we have sanitary water. I know DUke Energy is in there with those poles.

(?): Sorry I wasn't sure how this went. Due to the complexity of the project and the expansion of the overall site, those poles along the north side of Hendricks are going to be removed. They're going to pull three phase power from the north side of the alley. They're going to set a new pole basically at the corner of the alley and center street and the primary into the site. So those poles will be removed and the existing transformer with a meter kind of just to the west of the current approach kind of at the center of Hendricks and Center Street. That all will be removed. So really I think it would just be gas, water, sewer, and then I'm sure there's comm lines of those Duke poles and I have not heard a peep from them. Which is typical, so I'm not too concerned with it. They can either go aerial elsewhere or they want to bury.

Comstock: Those poles did look pretty busy and that was going to be another comment I had and it sounds like you've had the coordination with Duke and some of those. We're hearing on other projects, which I know they always say that it could be up to a year or 18 months to move some poles. Now, not every pole is the same, but it sounds like you've already started that process.

(?): I think Shelby Pearson, who we've been coordinating with, has already got it in the pipeline. In the process. We'll take it for that.

Comstock: So I think that's kind of the general comment with those easements. We'll want to get those recorded when the vacation happens. That way we have the access there to maintain everything.

Derrick Byers: I don't think that'll affect anything with the overall construction plans, having that easement. It's just there in case somebody has to get in and do work.

(?): I think we were fully aware that it would be required.

Comstock: Formality. Okay, anything else on the vacation part?

Evans: I'm going to bring this up for this part. At one point you showed two-way traffic on that section of Hendricks after this closure with no parking on the north side of Hendricks. So that way, Center Street, since it's two-way funneling all the traffic up. If you send them up and that's still one way to the east, then they're going to have to cut down that alley to get out of that section of Center. So, is that still part of the plan? Our part of the plan? I'm just bringing it up.

Byers: No, they went back to one-way.

(?): So, I think that was brought up at the last meeting. Just an idea. So in order to make two-way traffic on Hendricks, we would have to increase the width of the street by either three or four feet plus move the curb, push it north, add more curb, and the expense of that just wasn't quite in the budget. So we're proposing to go back to keeping Hendricks one-way east. Center Street would then become a one-way south up to the alley. Really, it would be one-way south regardless. So any eastbound traffic could cut through the alley. They could also cut through the parking lot.

Comstock: So, I'm going to kind of introduce this into this because it's kind of being discussed with the vacation. Because of the way that traffic flow will happen, we foresee a lot more traffic going on that alley. The width of the alley is very very narrow. We think it would be smart to be one-way east because if someone is coming up on north onto center, they need to get out to head east. Whereas if it was one-way west, they're kind of boxed in. They do have the other alley, but I think just how narrow that is, it needs to be one-way east. We probably need to put a stop sign right there at the corner of Old Hickory, at Noble. Just because Old Hickory is like right on top of the sidewalk. So, if someone's coming up to it, I'd like to have a stop sign kind of prior

to the stopwatch or the sidewalk. That way they're made aware that there might be some cross traffic, pedestrian traffic there. Then along with that, because it is going to see a lot more traffic on that because of the vacation, talking to the street commissioner. We would like to see the alley milled and resurfaced because it is falling apart. So, you go out there now, it's a lot of alligator cracking, everything coming through. We're not asking for it to be widened. We just need to put a new surface down or it's... To be completely honest, with some of the stuff we're seeing around town depending on how the construction traffic goes. I think that alley is going to be shot by the end of construction. So we'd like to see that get repaved because of all the added traffic there. Anything else on vacation? Mike, are you good?

Evans: I just want to clarify. So you're still allowing parking on both sides of Hendricks? Hendricks would remain a one-way east and then Center Street changes to one-way south just for...

Comstock: A short section just to the alley. Their plans show "do not enter" signs basically at the alley going north. So then that's where people will have to then take the alley and head east.

Evans: I was going to say a general comment. There were people that were parking in the curb cut during the St. Joe fair out on Hendricks. So you couldn't even get into the parking lot on the grass surface or people get out because that is really tight. Anyway that's all.

Comstock: So we'll consider that then closed for the vacation portion of it. Then now we'll open up to the full site development for the expansion project. So Derek, I'll let you start.

Byers: I apologize. I sent over my comments about 20 minutes ago. I did not have anything major for your erosion and sediment control. So you can submit your NOI. Are we still looking at the fall start to this? Hopefully.

(?): We would like to start as soon as possible.

Byers: No, you're fine from the erosion and sediment control. So that's all I have right now.

(?): Did the letter include the approval that I can submit to IDEM?

Byers: Yes.

(?): Excellent. Thank you.

Comstock: Next we'll have Shelly with wastewater.

Michelle Higdon: There were only a few things that we saw. It needs to have a 6 inch cleanout within 5 feet of the building for the sanitary line. We couldn't find what size of grease trap that was being installed. Do you know?

(?): That would be on the NEP plan. I can provide that detail for you.

Higdon: We couldn't find that one. Looks like there's going to be two taps being installed onto the 8 inch line that runs through the middle of Hendrick Street. Those will need to be 8 inch to 6 inch T for the lateral connections.

(?): Obviously one's proposed and the none's for the future for when the gym actually does get constructed. We figure if we're tearing up the roadway and you know that area, we don't want to come back in to cut a T in after the fact.

Higdon: I do know that I said the line runs through the middle of Hendrick.

(?): Right. Why wouldn't it?

Comstock: Okay. So for engineering, some of them are kind of general, but then I get specific on some of them. So I'll just kind of go through my list here and then I'll send them to you afterwards. Just in case we added anything in the discussion here. The first one is INDOT right of way permit will need to be obtained for all the work within Broadway since that is State Road 44. Along with that INDOT details will be needed for that entrance. My second comment is INDOT coordination approval is needed for not only the drive but also the front stairs. I foresee maybe having to close off the sidewalk out along Broadway Street and maybe some of the parking spaces there. We just did the demo over here at Adam's Glass and I ran into a lot of closures and things within the roadway. So I think you might need a little more work space there for all the materials you're throwing away as well as just to be able to work there. I just wanted to include that in there that you might need to get with INDOT on like the sidewalk closure. It's nothing too terrible. Part of the kind of right of way permit. In coordination with INDOT and planning that entrance along Broadway, we'd like to see a right out only. You can have full access in, but we need a right out only. The reason for that is Broadway is considered a principal arterial which per standards I believe it's 300 feet separation from a roadway and we're less than 200 from Pike Street. Pike Street, we see it on a daily basis. There are a lot of close calls on people trying to either cross or get out of Pike Street. So my biggest concerns as well as INDOT's was if anybody exiting north tries to do the full turning movement to the west like a left turn, they're crossing all that traffic there and we just don't want to add to the concerns of Pike Street. So with a right turn or right out we don't have that concern. Now coming in there's a shared turn lane. So that's why we weren't concerned or weren't asking for a right out is that you have the shared access lane that you can kind of stage and wait prior to the eastbound traffic to come through. You look stumped or puzzled.

(?): No, I'm not stumped or puzzled. I'm just kind of confused on, you know, the traffic would only be really crossing three lanes here. Whereas if you continue east you're crossing four or five lanes of traffic and there's plenty of west bound turning movements from the restaurants and commercial businesses on the south side of Broadway. So I'm curious how this one's a little bit... why is this one getting restricted and then...

Comstock: The biggest concern that we had is again being so close to Pike. We see a lot of close calls at Pike and we just didn't want to add to that since we're within less than 200 feet from that.

Byers: There's certain times a day that that area just backs up. We've had a pedestrian hit this week in the area. So we're just trying to limit conflicts.

(?): Okay.

Comstock: So, along with that, and I apologize, I got a little out of order. The parallel parking, striping along Broadway. We'll need to look at whether or not that has to be restriped because of the entrance. INDOT made a note that they'd like to see at least a spot or two cleared on each side. That way you could see for the turn. Not only that, but traffic on Broadway being able to see something coming out. This kind of goes along with the vacation, but applies to the site. The demolition plan showed a lot, many, road signs to be removed. If there's any that can be salvaged, if you can coordinate, or if the contractor can coordinate with our street department, we can reuse those versus just pitching them.

(?): Yeah.

Comstock: Number five. I actually already spoke about this, the removal of the front stairs. Along with the permits and the sidewalk closure within INODT, any of the sidewalk that may be damaged in that. I would just like to get a note on the plans that we need to get that repaired. We actually just had to rip out all the sidewalk over here downtown because it all just got torn up from everything on it. The equipment as well as just the removal. Per the city of Shelbyville standards as well as INDOT, the drive entrances need to be concrete. I think they are currently shown as asphalt.

(?): Yeah, the one on Pike Street is asphalt. So you want even the one on Center and Noble to all be concrete.

Comstock: Yes. So, our city standards, all drive entrances, residential and commercial, are all concrete and it has a different section in there. I think commercial, I believe is like eight on eight or six on six or something, but it's just a little beefier. For the movement of the closed roadway at Hendricks and Center Street, it looked a little narrow. Darin is not here to speak on the fire department, but he wanted to make sure that we have a turning movement with a fire truck showing that we can make that turn.

(?): Yeah.

Comstock: As well as he requested, can we get a turning movement through the parking lot. Just to make sure that they can get through there.

(?): Yeah. What was the name again?

Comstock: Darin Moore. He used to be our fire inspector. Right now, we technically don't have a fire inspector because he moved over to being a building inspector. So he's kind of wearing both hats at the same time at this current time.

(?): Would he be the one I coordinate with to get the apparatus?

Comstock: Yeah. I can reach out to him as well. Get that for you. For the entrance at Noble, I think your plans might actually show the existing stop sign remaining, but I just wanted to make sure that that stop sign was there. Then if we could get some cross walk hatching just because it used to be an intersection, there is going to be some pedestrian traffic there. That crosswalk hatch is a really good way to visually see that people are going to be crossing the road right there. Also on your plans I know you have some details, but I couldn't quite tell from your line work of what kind of ramps they were. It's been awhile since I've had this discussion, but I think INDOT now and the current is they all have to be directional versus the generic wide open. So I couldn't quite tell from the plans if they were directional or not.

(?): They are directional. Well, the one at the corner of Noble, which would be the northwest corner of Noble and our new entrance. So, it's a little tricky because there's an existing curb there. Basically having to remove that curb inlet, put a flat grade in, in order to get a compliance. Now, it's kind of a wonky almost warped intersection. So that one's not as directional as it probably should be, but I think with the crosswalks we can define it better.

Comstock: Yeah, that's fine. Just as long as it's kind of designated and shown, that'd be good. The lot that was purchased by Old Hickory, the current plans show that there is an existing sidewalk there, but if you actually look, I don't think there's any sidewalk there. So, there might be some old sections of sidewalk, but we need to get all that sidewalk added back in there.

(?): Okay.

Comstock: So with storm drainage, our minimum storm sizing is 12 inches. However I saw in your plans that storm structure one and five, those nyloplast that you have, I believe it shows 6 or 8 inches. I think, and you can correct me if I'm wrong, I think those are basically just for future connections to the roof drains of the building.

(?): Yes, that's correct.

Comstock: Okay, that's what I thought. I just wanted to make sure. The pipe that goes from structure four to number six at the southwest corner of the site. When you go to make your vacation for Hendricks Street...

(?): It's in the right of way.

Comstock: It's in the right of way. I just want to protect you guys because anything in the right of way, it's kind of like that wild wild west. I don't want somebody coming in and boring through

your guys' private pipe. So you might want to either add a structure, do something to avoid cutting that corner. Just trying to protect your guys' stuff. When you guys went through the plans, who performed the survey?

(?): You would ask that.

Comstock: Sorry.

(?): Central States.

Comstock: Can you ask them or maybe if you know that unplatted, undimensioned platted alley?

(?): Which one?

Comstock: The one that goes north and south through the site.

( ?) Between the rectory and the church?

Comstock: Yeah. So my concern with that is, if that's a true alley then technically that's right of way. Again, going back to trying to protect all the private infrastructure for the church. I think it would be best if we vacate that as well and then just turn it into a big easement because of the sanitary and the storm coming through there. I don't know, I would have to get with the city attorney, but my concern is we can all act like it's private but if a utility comes in and says " Hey we want to put a utility through your right of way?" Can we legally tell them no if that's a true right of way? So, that's just something to look at. We went through, Adam, he's not here today, but Adam and I went through all the city records of all the vacated alleys. We couldn't see anything for that. So if you happen to know the surveyor, if they did some title search that's be great.

(?): I'm assuming this was a plat at one time.

Comstock: It would be nice if we have somewhere that it is for sure not right of way. Just because again if we can make that private it would be much better. For the crosswalks, nothing against you, we're just seeing a problem that we're having with all these construction sites lately. Can you make a note at all of the crosswalks for the contractor to ensure ADA compliance no more than 2%. I know that sounds silly, but I've had like three crosswalks this summer taht I've had to ask them to rip it out because it's not meeting ADA compliance.

(?): Yeah, I thought we may already have something like that.

Comstock: So usually it's probably in your general notes and even specifications but what I found is sometimes these contractors, they just rip a sheet out andhere's your sheet. You don't have the rest of it and it should be a given anyways, if someone is doing concrete work, it

should be a given. If we can add a note with a leader there just to remind everybody because I hate having to have people rip stuff out. We can't accept it as city right of way on a public sidewalk and not be ADA compliant and it's brand new. So, it's just for everybody's protection.

(?): Understood that.

Comstock: In your ADA parking spaces, can you just add some spot elevations to the back grades again just to ensure ADA compliance. We've had quite a few getting installed a little steep. On your photometric plan, and I know this is always tough to coordinate. The photometric plan has a different background than your current site plans and utility plans. I think there might be some conflicts there. You might have some light poles sitting on storm and such. So if you can just get that one updated just for coordination purposes.

(?): Yep.

Comstock: Nothing like getting right at the end and you go to put your light poles in and right on an inlet. I've been there too many times. Same thing for your landscape plan. I know with the way landscape requirements are nowadays, we need so many trees and everything. Just see if maybe your landscapers or your person doing your photometrics, a lot of times we see on site they're putting light poles right where two trees are and then here in about five years that light pole is basically non-existent because it's covered up by the trees. So, just something to take a look at. We just see it all the time. Your fencing for the site. It looks like the east side of the site, you're utilizing the existing fence at the northeast corner coming down along the existing entrance. It sounds like the existing entrance is going to remain along Noble. Then I think it comes south, let's say 20 feet and then you pick up the new fence and then it looks like it wraps the south side and comes up to where the future corner of the building. If we could get a fence detail on that, of what it will be or if it's just simply matching the existing.

(?): Yeah, I think there was one.

Comstock: Is there one? I may have missed it. I apologize.

(?): I think the landscaper was providing that detail, but I can certainly add it.

Comstock: Just a big item for me here lately is just making sure that the proper footings and everything on those fences. We have some fences in town that they just simply took a 2x2 and just stuck it in the dirt and the fences are falling down. Mike, you're very familiar with that one. You hear a lot about that one all the time. Then also for the fencing on the west side, are you guys keeping the existing fencing around.

(?): My understanding.

Comstock: Is that all to remain?

(?): On like the west side?

Comstock: I figured that was the case. I just wanted to make sure. A note from the street department. There's some sections of curb on Noble that have kind of busted out over the years. I don't know if it's from equipment on it, but if you can just kind of make a note for those sections to be repaired in there along that sidewalk. If you go to street view or go visit the site, you can see that there are some bad sections. Now, you don't have to replace the full sidewalk or anything like that but if you could just do some patching on the curb.

(?): So, I'm assuming it's monolithic.

Comstock: It might be. So it might be tough. We can go over it and talk about it and see if we need to do something else. Honestly the sidewalk's not bad and that 's the one part that made me hesitate even saying this comment because I don't want to get into it if we don't have to. But it's just something when developments come through, usually just clean up all the walks and the curbing in the areas. Then, I think Shelly already mentioned this but for the city details the minimum grease trap is a thousand gallons. So, if you want to refer to that detail in our city detail sheets then that should be on there. I think that's it. Do you have anything for us or any questions? I know we threw a lot at you or I did. Sorry. I forgot Mike still has to do his planning. So.

Evans: I'm not going to go over everything. You did receive our notes, right? They went out like a few days ago.

(?): I don't know if I have.

Evans: Well, I'll make sure you get a copy of this, but on the drive entrance, the big thing was Broadway Street with the state asking for right out only. Tyler already covered that. The dumpster enclosure. It needs to be consistent with the exterior of the primary structures. So that needs to be shown that it's constructed to make and updated to satisfy the UDO requirement. Kind of jumping around here.

(?): Sorry to interrupt you, but what you're indicating is that that structure, the enclosure, needs to be brick that matches the current structure.

Evans: The UDO, it needs to be close to the primary structure which in your case is an over 100 year old church. So you're not going to be able to do that but it needs to be constructed to where it closely matches.

(?): Okay.

Evans: Moving on to landscaping, we needed a table showing your breakdown of plantings. Especially with what's going to be saved, what is not for the preservation credit. We also need the areas that you are including and excluding from the parking lot interior landscaping

calculation. We don't see that listed on the print. What areas are included. Any new ground-mounted mechanical equipment needs to be screened. So we're not sure if there's going to be added. Then jumping on, Tyler kind of touched on it, but the lighting standard. The photometric we have is shown for the complete buildout with the church, offices, and the new gymnasium building. So we need it updated to show what it is reflected without those buildings.

(?): Yep. Makes sense.

Evans: Then the height of the proposed lighting for that too.

(?): The fixtures?

Evans: Yes. So that's all that we had.

Comstock: I think that's it. Good?

(?): You were going to send me these letters though, right?

Comstock: Yes. I apologize.

(?): I think a lot of them make sense.

Comstock: Okay thank you. I think we're done.

Meeting adjourned.