



MEETING: Site Review Committee
SUBJECT: Teachers Credit Union
ADDRESS: 1001 Cumberland Crossing Drive

LOCATION: City Hall
DATE: July 10, 2012

PRELIMINARY SITE REVIEW

IN ATTENDANCE:

Tyler Kent, Asst. City Planner	(219) 462-1161
Tim Burkman, Engineering Director	(219) 462-1161
Ed Pilarski, Water Reclamation Dept.	(219) 464-4973
Vicki Thrasher, Building Commissioner	(219) 462-1161
Matt Evans, Public Works	(219) 462-4612
Jack Johnson, Fire Department	(219) 462-8325
Adam McAlpine, Engineering Dept.	(219) 462-1161
Media	

PRESENTERS:

Dean Bergeman, MPA Architects
 (574) 288-0629 / dbergeman@mpaarchitects.com
 Matthew Neuerburg, MPA Architects
 (574) 288-0629 / mneuerburg@mpaarchitects.com
 Gene Novello, TCU
 (219) 462-4621 / gnovello@tcunet.com
 Jay Miller, TCU
 (574) 284-6443 / jmiller@tcunet.com
 Bill Baker, Urschel Development Corp.
 (219) 465-1648 / bbaker@urschel.com

Email addresses for the above City of Valparaiso Departments can be found at www.valpo.us.

The following is a summary of discussion at this meeting:

OPENING: The Site Review Committee met to discuss a proposed new Teachers Credit Union to be located at 1001 Cumberland Crossing Drive. Kent stated that site review is not an approval. Rather, it is a preliminary discussion of the requirements and issues to be considered by the developer or owner. It is possible it will need to come back before site review or to seek other approvals.

EXPLANATION OF PROJECT: Bergeman explained they are working with Urschel's to gain a little more property in the northwest corner of the site for the purpose of landscaping and parking. The setbacks are shown on the plan. Bergeman pointed out the survey is accurate with the exception of the northwest corner. Bergeman also has questions concerning signage. This is basically a 4,000 +/- sq. ft. building. There will be four (4) drive-through lanes, one of which will be an ATM. The building will be stone, brick, a synthetic recyclable material, with shake on the sloped portions of the roof structure, and composite aluminum panels on some of the fascias. The soils on this site are almost exclusively clay. MPA does have a preliminary soils report and all the borings have been done. Bergeman stated they are in the process of determining how best to drain the site. Bergeman noted there is a pipe running through the southeast side of the site that requires some clarification as to ownership and purpose. They would like to receive bids on August, begin construction in September, be complete with construction by April 1 with a move-in date of May 1. This will give the owner a month to transition into the building. Bergeman stated there are landscaping issues based on planting seasons that need clarification. Assuming everything goes correctly, asphalt will be installed this year. The final wear coat will be put on in the spring. Bergeman stated they have been in touch with NIPSCO, but have not been told where the utilities will be coming from. Baker has been working with the Water Department concerning extension of the line. Baker has had conversations with the YMCA. The only challenge seems to be moving the existing fence. Baker stated he is also dealing with water lines and fire hydrant

locations. Johnson stated the fire hydrant must be in the hard surface within 250 feet of the building. Bergeman said that during a previous meeting Chuck McIntire requested the water line with a flush system be taken to the center of the round-about and then tied back into the storm drainage or sanitary system. (They were unclear about this.) Discussing this with McIntire is suggested.

STAFF COMMENTS:

PILARSKI: Pilarski stated that Water Reclamation has two (2) concerns with any project. The first is the connection point into the sanitary sewer main from the building and the second is what is being discharged into the sanitary sewer. This project appears to be discharging only sanitary waste water. A sanitary sewer profile showing the connection from the building into the sanitary sewer main will be required. Pilarski deferred further comment to Burkman and the Engineering Department. Bergeman asked about using the existing manhole. Pilarski indicated that contacting Mike Steege, Collection Division, concerning proper connection is essential. Burkman clarified that connection from other laterals into manholes is not typically allowed. The City requests that laterals connect to mains to alleviate confusion.

THRASHER: A State Construction Design Release is required prior to Building Permits being issued. Signage will also require a permit. Signage is reviewed by the Building and Planning Departments. Thrasher confirmed there is a 30 pound light load for snow and 90 for wind. Bergeman questioned who had responsibility for the sculptures. Baker conveyed they would be relocated at the City's expense.

KENT: Kent stated this lot requires a subdivision. Kent conveyed that the overall development, including the YMCA, needs to be sub-divided out. Kent noted that a minor subdivision may be possible. Kent will contact MPA concerning this process. The lot size must be 10,000 sq. ft. Parking will require 4.5 spaces per 1,000 sq. ft. of usable floor space. Storage space is not included in this calculation. Five (5) stacking spaces per window are allowed. Kent pointed out there is an excessive amount of parking on this site. He explained that for each 16 spaces 324 sq. ft. of green space is required within the parking lot. Bergeman said the green space has been pushed towards the ends of the parking lot. Kent clarified that a 324 sq. ft. island is needed for every 16 spaces. The intent is to have runoff go into these islands. Bergeman stated that because of the clay they intended to have a bio-swale around the perimeter. Kent said this needs to be discussed further. Bergeman asked about the need of filing for a variance concerning the excessive number of parking spaces. Kent clarified a variance would not be needed; however, the City likes to see the least amount of paving possible on site. 15% green space is required for the site. Bergeman believes there is 30% green space. This building appears to have two frontages. Signage is calculated at 3 sq. ft. for each linear foot of building frontage, or 132 sq. ft., whichever is less. A monument sign will count towards the overall signage on site and must be deducted from the total square footage. The dumpster enclosure must meet standards outlined in Article 2, Section 2.301 of the Unified Development Ordinance. It must match the materials used for the building. The use of a polyvinyl gate for the dumpster is acceptable. Submission of a lighting plan is needed. Providing foot candle information would be appreciated. Referring to Article 10, Table 10.301 and 10.304 for required landscaping is essential. This will clarify the requirements for on-site landscaping, as well as landscaping within the parking lot. The landscaping plan should be submitted with the overall plans as it is part of the approval process. Bergeman asked if it would be acceptable to provide a preliminary landscape plan for review. Kent said this would be possible and it would be reviewed by Kent, Thrasher and Martinson. Kent suggested that Steve Martinson, Parks Department Horticulturist, be contacted concerning types of trees and plantings that can be used. Miller stated that landscaping would not be done until spring and questioned how this would affect a Certificate of Occupancy. Thrasher explained that a temporary Certificate of Occupancy could be issued for the completed building then once the landscaping is completed a final Certificate could be issued. Kent stated that the ADA parking spaces must be shown on the plans.

Neuerberg requested information concerning the acceptable building height. Kent said he would forward the information.

MCALPINE: McAlpine said the parking seems excessive; however, he has heard this is the format for TCU. Miller explained that both training and operations would be conducted at this site. This means bringing people from other branches to this site. Bergeman stated there are services offered at this site that are not offered at their other sites. Neuerberg clarified that the ten (10) spaces shown on the north are the spaces for staff parking that TCU would like to have. Providing rear lighting is needed. Neuerberg clarified that there will be additional parking lot lighting. A discussion concerning drainage issues took place. McAlpine stated that more details regarding drainage are needed, as well as further discussion. The Engineering Department will work with MPA to come up with solutions for these issues. A barrier curb along the east side may help in directing runoff. McAlpine would also like to see more grades to see what type of slope there will be along the bank by the pond. Paying attention to this during construction is essential. Miller stated the water on their site would be trapped on their site and would not be leaving other than through a drainage device. Bergeman stated that once grades are established they will be able to determine the capacity of the storm swales. McAlpine stated Engineering will provide MPA with drainage standards. Bergeman stated this would help in comparing what can be stored on site versus what will be discharged into the pond. McAlpine said that since this is a private detention pond we are requesting they size the detention pond to see what the required storage would have been and to see what the amount of storage is that will be taken away from the private regional ponds. This would be part of a private agreement that TCU would have to have with Urschel to state the amount of storage that will be taken away. McAlpine clarified that we need to make sure that the detention this site is taking away from the system is allowable for the people who may want to develop on the other portions of the property. McAlpine reiterated the formula for calculating storm water is in the Engineering guidelines. McAlpine requested that TCU be reflected as the owner for the Rule 5 Permit. Bergeman noted that the site will be double silted during construction. McAlpine inquired about the geo-thermal heating system. Bergeman stated it is a vertical well, closed loop system and will not generate any runoff.

BURKMAN: Burkman explained that the parking stalls along the northern portion of the site, where vehicles overhang a grass strip, may be reduced to 18 ft. in length. Burkman stated that an agreement from the owner of the ponds will be necessary if they are to serve as storm water management for this site. Current information available to the City indicates the adjacent basin has more than adequate capacity to serve this site; however, the owner of the basin must be notified that any capacity utilized by this site will reduce the available capacity for future development of the surrounding area. Providing drainage calculations identifying how much storage volume is required for this site is essential. Providing a sidewalk connection from the existing pathway/sidewalk system along the frontage for pedestrian access into the building is encouraged. Burkman pointed out that the drive-through exit drive along the eastern edge of the site appears to be within approximately 10 ft. of the top bank of the adjacent detention basin. Since this basin has steep slopes, providing curbing and fencing/guardrail along the eastern side of the drive to deter vehicles from driving off the edge and down the slope should be considered. A Rule 5 Permit is required. A Site Permit covering the sanitary sewer connection, right-of-way cuts and local erosion control permits is required. More detailed plans showing elevations and utility connections are needed. Burkman conveyed the Engineering Department will reserve the opportunity for further comments once revised plans are received. Burkman will check into the storm line on the southeast corner of the site. If this line needs to remain, there should be some sort of easement. If an easement is not already in place, the City would ask for one. If, however, it does not need to remain, obviously it can be abandoned. Burkman clarified that a profile of the lateral sewer piping is required.

EVANS: Evans explained that there are standards to be followed for cutting into the road. The road must be restored according to these standards. Inspections at various stages of the route are

required. Evans provided contact information for Rick Robinson for any questions they may have concerning inspections. Any damage to the existing sidewalk will require replacement. Evans pointed out that sidewalks should go through the approaches. Ramps on private drives should be ramped down with grooves installed. Evans clarified that truncated domes on private drives are not required.

JOHNSON: Johnson reiterated the fire hydrant should be placed within 250 ft. of the structure following a line of hard pavement. If a fire alarm system is installed, a Knox Box will be required. Miller inquired about the Knox Box. Johnson stated we are registered with the Knox Box Corporation and they can be contacted via website.

TEMPORARY RELOCATION OF ATM AT EXISTING SITE

Neuerburg explained that the ATM at TCU's existing site will have to be relocated to the drive-through on the east side of the building due to the construction of the round-about at five points. Once construction of the new building is completed, the ATM will be moved to 1001 Cumberland Crossing Drive. Thrasher stated that a separate building permit will be required for this project.

ISSUES TO BE RESOLVED:

- Landscaping Plan (with Tree Survey)
- Erosion Control Plan
- Rule 5 Permit
- Right-of-way
- Detailed Site Plan
- Backflow Prevention
- Site Improvement Permit
- State Design Release
- Building Permit
- Signage / Fencing Permit
- Zoning Clearance
- Sanitary Sewer Profile
- Knox Box
- Lot Subdivision
- Lighting Plan
- Agreement Concerning Ponds
- Fire Hydrant
- Separate Building Permit for ATM relocation
- Drainage Issues