



MEETING: Site Review Committee
SUBJECT: Dr. Buynak's Office
ADDRESS: 55 University Drive, Suite D

LOCATION: City Hall
DATE: October 16, 2012

PRELIMINARY SITE REVIEW

IN ATTENDANCE:

Taylor Wegrzyn, Asst. City Planner	(219) 462-1161
Tim Burkman, Engineering Director	(219) 462-1161
Ed Pilarski, Water Reclamation Dept.	(219) 464-4973
Mark Geskey, Water Dept.	(219) 462-6174
Vicki Thrasher, Building Commissioner	(219) 462-1161
Jack Johnson, Fire Department	(219) 462-8325
Media	

PRESENTERS:

Al Krygier, University Promenade LLC
 (219) 864-4043/bw3ak@valpo.com
 Rick Polak

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 medical office to be located at 55 University Drive, Suite D. Burkman 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: Krygier explained this project is located on the southeast corner of Building 1 on University Drive. This will be the south side medical office for Dr. Buynak. The project has been submitted to the State and the State Design Release has been issued.

STAFF COMMENTS:

THRASHER: Thrasher stated the Zoning Permit Application is on file with the Building Department. Thrasher said the only issue that is outstanding is the requirement for a Signage Permit.

BURKMAN: Burkman stated that since this is interior work only, the Engineering Department has no comments concerning this project.

WEGRZYN: Wegrzyn indicated that one identification sign or one blade sign will be allowed for this project. The maximum sign area allowed is 1 sq. ft. per lineal foot of tenant space width and must be along the wall facing the public right-of-way. The maximum area of the single blade sign is 16 sq. ft. The maximum permitted sign area shall be limited to and aggregate of 70 sq. ft. Parking requirements for medical offices are 5 spaces per 1,000 sq. ft. Any questions concerning parking for this site need to be directed to Tyler Kent, Planning Director. A trash dumpster must be fully enclosed by a wall 1 ft. taller than the container. The enclosure should be masonry and have the same architectural design as the building.

PILARSKI: Pilarski stated that an internal plumbing plan showing fixture connection points into its service line is required. Pilarski explained that one of the parameters limited in the discharge permit to Salt Creek is mercury; therefore, a Medical and Mercury Waste Disposal Survey must be submitted. This survey should be submitted directly to Pilarski.

GESKEY: Geskey confirmed the water service for this site comes off the main building and already had backflow protection. Geskey stated this needs to be check and results sent to Shaun Shifflett.

JOHNSON: Johnson stated that current NFPA72 needs to be followed concerning monitoring and alarm systems. Johnson requested a footprint of the building for review to consider the best location for Knox boxes. Johnson suggested Krygier or Polak visit the Knox Box Corporation website. Johnson said this can be discussed further.

ISSUES TO BE RESOLVED:

- Detailed Site Plan
- Backflow Prevention
- State Design Release
- Building Permit
- Signage / Fencing Permit
- Zoning Clearance
- Internal Plumbing Plan
- Medical and Mercury Waste Disposal Survey