



MEETING: Site Review Committee
SUBJECT: University Mail Center
ADDRESS: 2006 Warbler Drive

LOCATION: City Hall
DATE: June 17, 2008

**PRELIMINARY SITE REVIEW
IN ATTENDANCE:**

Craig Phillips, Planning Director (219) 462-1161
Dave Pilz, Engineering Director (219) 462-1161
Jack Johnson, Fire Department (219) 462-8325
Ed Pilarski, Water Reclamation Dept. (219) 464-4973
Daryl Brown, Water Dept. (219) 462-6174

PRESENTERS:

Rich Hudson, Bonar Group, 219-462-1158
rhudson@bonargroup.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:

The Site Review Committee met to discuss a proposed mail center at Valparaiso University. Phillips 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.

Hudson explained that several years prior the University purchased the Lansing Glass building on the corner of Warbler Drive and Sturdy Road. The existing building faces north and across most of the entire front of the building is an asphalt area. Driveways will be centralized. The in and out driveway will line up with Finch Court. A one way direction will be to the west and then outlet in the same location as far west as the existing pavement. Added to the east end is a 24' X 60' addition. The portion of the existing building on the east end is 2 stories. The University Mail Center will replace the existing mail room that's currently located in Heritage Hall and is expected to be operational in May of 2009. Construction is anticipated in August or September of 2008. The project will reach substantial completion around March 1, 2009 and the moving process will begin in April of 2009. The typical staff for the site is 6 employees with an increase of 2 to 4 employees added for large mailings. The entire area that is currently fenced on the east side of the building will be removed. The half that isn't developed as a building will be a grass area. The parking lots are somewhat expanded however, the frontage of paved area will be reduced. A portion of green space is expected between Warbler Drive and the parking area. This presents an opportunity for a bio swale. The east end is a nicely wooded area that has different types of trees which are very well maintained. The entire Eastgate area has evolved over time and Hudson said the ultimate plan is for this to continue. Signage will be near the street, approximately 3' wide x 4' high, and consistent with the current signs. The signs will not be lighted however; having some lighting on the exterior of the building is expected. A pole will more than likely be placed at the east end of the site, which is where the parking extends beyond the building. Landscaping in front of the building will coordinate with the campus. An e-phone will be placed at the exterior front of the building for security purposes. The 2 overhead doors will be utilized since trucks will bring in mail and materials used for mailings. All mailings are University related. Visitors will enter in the front door and security cameras will provide the needed image to the interior work area. The workers can then decide whether to electronically allow someone in. Just as it is throughout the campus, it will be card access. Hudson stated a fire alarm system isn't required and since the building is being constructed

internally, the need to conserve is intended. The building will not be sprinkled however; some sort of fire alarm system possibly may be installed. Toxic chemicals will not be used inside the building and there will not be any outside storage. Since a dumpster location isn't indicated on the site plan, Hudson stated the dumpsters are more than likely located within the facility which is then maintained by a service. The front of the building as well as the eastern addition will match the remainder of the building. The hard surface on this site has been decreased approximately 1,600 square feet. Isolating the entrances to two positions is the most noticeable change to the site.

Pilz stated additional management measures for runoff will not be required because of the reduction of impervious area on the site. If there are any future additions this can then be checked into at that time. The potential for a public service road along the east side would be a City project. There is no right-of-way dedication required for this project. Since the truck bays are being utilized, Pilz inquired if there are internal drains. Hudson said there appears to be some existing drains in those 2 areas. Pilz stated that a plumbing schematic will need to be sent to Ed Pilarski in the Water Reclamation Department. A grease and oil interceptor may also be required.

Thrasher said a State Design Release is needed before building permits can be issued. Any signage will require a permit as well.

Phillips stated that the use is permitted and the zoning is C-2. The land was acquired by the University when Lansing Glass closed therefore, it's not part of the campus zoning. Since there is no parking standard in place for a mail room, writing their own standard, as long as it's feasible, is acceptable. Hudson clarified that during operation there will be 6 employees present each day from 8:00 a.m. to 5:00 p.m. The current campus mail delivery vehicles will be in and out throughout the day. Publication print house deliveries will occur a day or two a week to unload materials used for the out going mailings. From time to time there will be deliveries from a tractor trailer. The campus mailboxes will be relocated to this location. These mailboxes are strictly for retired professors and campus police. Students will not be picking up mail from this facility. Phillips said the proposal is acceptable in regards to the parking scenario. Steve Martinson from the Parks Department will need to review and approve the landscape plan before permits can be issued. Signage is limited to a 6' monument style sign or consistent with the other buildings on campus. Upgrading the architecture will not be required since the expansion isn't more than 50%. It's important that the architecture is consistent with what's existing. The architectural standards of the corridor district must be met if another building is built on the site in the future. Lot coverage etc. also will come into play.

Brown expressed concern regarding the hydraulic lifts over the top of the floor drains. Hudson was unsure as to the need of these lifts. On behalf of Pilarski, Brown pointed out that an exterior oil and grease interceptor may be necessary. Hudson said the building will be brought up to code for backflow protection. There are no plans at this time for a landscape irrigation system.

Johnson reiterated that a State Design Release is needed for the entire project as this will address any storage area concerns. If an alarm system is installed, a Knox Box will be required. Pilz said the installation of a Knox Box is a good idea regardless. Johnson recommended clearing a middle area of the central corridor to allow for easier access. If any shredding of documents or dust creating processes take place on the site, additional suppression systems may be required.

ISSUES TO BE RESOLVED:

- Landscaping plan (with Tree Survey)
- Erosion Control Plan
- Detailed Site Plan
- Plumbing Schematic
- Sanitary/Sewer
- Backflow Prevention
- Site Improvement Permit
- State Design Release
- Building Permit
- Sign Permit
- Zoning Clearance
- Knox Box