



MEETING: Site Review Committee
SUBJECT: Office Space for Harkia
ADDRESS: 1251 Eastport Centre Drive

LOCATION: City Hall
DATE: July 1, 2008

**PRELIMINARY SITE REVIEW
IN ATTENDANCE:**

Tyler Kent, Asst. Planner (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
Vicki Thrasher, Building Commissioner (219) 462-1161

PRESENTERS:

Mark Babcock, Chester Inc.
219-465-7555 / markb@chesterinc.com
Pete Peuquet, Chester Inc.
219-465-7555 / petep@chesterinc.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 the proposed office space for Harkia on Eastport Centre 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.

It was explained that the project is on Lot 10 for IPACT, an engineering office. They have been in Valparaiso for about 20 years and are now relocating to Eastport Centre. The building is approximately 16,000 square feet of office space, warehouse, and lab space. The lab space is located on the lower level and is referred to as a panel room which is utilized for checking and testing electrical panels. These computerized panels are for various systems. The office building is 2 stories. Part of the lot itself is included which is slightly over 3 acres and is located on the back side of a major detention pond. All the drainage is directed to that pond. Along with the parking area, erosion control for the building is indicated on the plans. The entrance area is shown off of Eastport Centre Drive. Water and sewer come off of Eastport Centre Drive as well and all of the stubs are there. Drainage calculations have been provided. When the development had started, several trees were planted. The landscape plan will indicate which trees will remain along with what will be added. The all brick building is a favorable addition to Eastport Centre. Currently there are 26 employees in the building however, in the future approximately 40 employees are anticipated. Traveling is an important factor of the employees' agendas. A hydrant is located directly across the street and the building will not be sprinkled.

Pilz stated that the Rule 5 process is required for the storm water, pollution, and prevention plan. The drainage calculations however are incomplete. The existing conditions are shown and the proposed conditions were omitted.

Thrasher said a State Design Release is needed before permits are issued. Any signage will require a permit as well. The requirements from the other departments also must be met before permits can be issued.

Kent conveyed that the final plans need to indicate the materials used on the building. A zoning clearance is needed before a building permit can be issued. Lot coverage and calculations are also necessary. Indicating the exact office space and the different uses throughout the building is imperative.

The dumpster must be enclosed on three sides. Since the site is in the Overlay District a 6' tall X 8' wide monument style sign is required. The landscape plan will need to be reviewed and approved by Steve Martinson of the Parks Department.

Pilarski is aware that both floors are being used strictly for office type activities. The described lab doesn't affect the sanitary sewer.

Brown stated this site is within the Wellhead Protection Area therefore, secondary containment is necessary for any fuels during construction on the site. Backflow protection is required at the water meter and on any landscape irrigation system. One meter per service tap is also required.

Johnson said a Knox Box will be required at this location. If anything changes regarding the suppression system, contacting the Fire Department is necessary for the Fire Department connection. Babcock added that at a previous site review, an additional fire hydrant was requested. Since that time a new hydrant has been installed. The location is at the new incubator building, behind the existing Uzelac building, which is 870 Eastport Centre Drive. The installation of the line and hydrant was installed in the back side, Lot 8.

In response to the question regarding the entrance on the north end, Pilz clarified the project is on "hold" at this time. Until the project can move forward, reluctance to finance was a concern. Pilz agreed there is a tremendous amount of traffic at that intersection.

Comments from Phillips are following the minutes.

ISSUES TO BE RESOLVED:

- Landscaping plan (with Tree Survey)
- Rule 5 Permit
- Complete Drainage Calculations
- Right-of-way
- Detailed Site Plan
- Sanitary/Sewer
- Backflow Prevention
- Knox Box
- Site Improvement Permit
- State Design Release
- Building Permit
- Sign Permit
- Zoning Clearance

Comments from Craig Phillips:

Harkia LLC - 1251 Eastport Centre Drive - This plan looks good. The building looks nice, and will complement the existing buildings in its vicinity. We need information on the materials used, and I am assuming based on the drawings that the materials include brick, block, and shake shingles primarily. I will need the drawings to indicate this for the Zoning Clearance. Need the total building square footage in order to calculate the parking requirements.

Parking is based on one space per 200 square feet for office use. We need a lot coverage calculation. The maximum lot coverage is 70% based on the M-2 district standards. The landscape plan will need to be submitted to the Parks Dept.

Horticulturist Steve Martinson for review prior to issuance of permits.

How will waste collection be handled on the property, and will there be a dumpster on the property? If so, this needs to be surrounded by a solid, gated, opaque enclosure of the same color as the the main building. Signage will be based on the standards for signs in State Road 49 corridor overlay district, therefore a six foot tall by 8 foot wide monument style sign only.

The project will need a zoning clearance, available in the lobby of city hall or on the City website, prior to the issuance of a building permit for the project.