



MEETING: Site Review Committee
SUBJECT: 2 Story Office Building
ADDRESS: Lot 21 Eastport Centre

LOCATION: City Hall
DATE: 1/30/07

PRELIMINARY SITE REVIEW

IN ATTENDANCE:

Craig Phillips, Planning Director	(219) 462-1161
Tyler Kent, Asst. Planner	(219) 462-1161
Vicki Thrasher, Building Commissioner	(219) 462-1161
Matt Kras, Storm water Engineer	(219) 462-1161
Daryl Brown, Water Department	(219) 462-6174
Jack Johnson, Fire Department	(219) 462-8325
Marv McDaniels, Collections Department	(219)-464-2346
Bill Oeding, Public Works Director	(219) 462-4612
Steve Martinson, Parks Department	(219) 462-5144
Dave Pilz, Engineering Director	(219) 462-1161
Ed Pilarski, Water Reclamation Dept.	(219) 464-4973

Media

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

PRESENTERS:

Steve DeBold, Chester Construction
 (219) 465-7555
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 George Uzelac, Uzelac & Associates
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GUzelac@uzelactax.com

The following is a summary of discussion at this meeting:

The Site Review Committee met to discuss a proposed 2 story office building. The first building will be up front to the north, occupied by 2 tenants. There will also be an elevator. The entire second floor will be occupied by the business of George Uzelac. The size is approximately 5,950 square feet. The plan is to possibly link with additional parcels. The idea is to have a campus type feel from Lot 21 to Lot 8.

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.

Johnson is aware that the building height will be approximately 35'. Included in this height is the arched roof at the entry. Because the building will not be sprinkled, there is concern the hydrant demand will be higher. A hydrant form will be provided. Also noted, a hydrant may not be more than 500' from the building. Johnson stated that if choosing to use a fire alarm system, a Knox Box is required. Access for an aerial truck is minimal but access around the building is sufficient. Review of exact building height is necessary. Address numbers on building need to be clearly visible.

Phillips stated that the use is permitted. For future consideration, maximum lot coverage should not exceed 75%. A 6' monument style sign is allowed because it is in the Calumet Overlay District. The parking is sufficient. A set of architectural drawings is needed when submitting for the permit. The dumpster in the back parking lot needs to be enclosed on 3 sides, matching the color of the building. Landscaping around this area is recommended.

It was confirmed to Kent that there will not be sidewalks connecting the buildings.

Thrasher explained that a State Design Release is needed before a building permit can be issued. A sign permit is also needed.

Pilz made it clear that it is necessary to depart from the platted addresses to accommodate. The initial building will be 870 Eastport Centre Drive, in back, 880, and the south side would be 890. A sidewalk waiver is required as well.

Kras stated that on the drainage plan for the Rule 5 Permit, to use the 2 year discharge for peak run off. The 10 year is what Rule 5 requires, however showing both is acceptable. With the site, it is recommended to use what is shown as the future development, rather than just the current building. In the Rule 5, there needs to be contact information of the project owner and the planned preparer for future use. Drainage and erosion control are acceptable.

McDaniels mentioned to mark the sewer line.

Pilarski was informed that the top floor will be used for Uzelac & Associates, which is a property tax business. In addition, there will be Uzelac Tax Group, for property tax consulting. The other buildings will be a proposed medical facility such as Doctor's offices or a lab in the future. Another site review will be necessary for each additional building.

Martinson conveyed that the plan complies with the ordinance and the desire to have diversity with the plant materials.

Brown stated that the site lies entirely within the Wellhead Protection Area. During construction, there needs to be a secondary containment of any fuel stored on site. With regards to water service, one meter per service tap is allowed. Backflow protection is required at the meter, and on any landscape irrigation system. The secondary platt must show the designated Wellhead Protection Area.

ISSUES TO BE RESOLVED:

- Landscaping plan (with Tree Survey)
- Detailed Site Plan
- Sanitary/Sewer
- Backflow Prevention
- Architectural Drawings
- Site Improvement Permit
- State Design Release
- Sign Permit
- Building Permit
- Sidewalk Waiver