



**MEETING: Site Review Committee**  
**SUBJECT: In Touch Pharmaceuticals**  
**ADDRESS: 1150 Eastport Centre Drive**

**LOCATION: City Hall**  
**DATE: October 11, 2011**

**PRELIMINARY SITE REVIEW**

**IN ATTENDANCE:**

Tim Burkman, Engineering Director (219) 462-1161  
Ed Pilarski, Water Reclamation Dept. (219) 464-4973  
Chuck McIntire, Water Dept. (219) 462-6174  
Matt Evans, Public Works (219) 462-4612  
Media

**PRESENTERS:**

Brian Schacki  
(219) 743-4119 / bschacki@hotmail.com  
Douglas Homeier, S & H Engineers and Surveyors  
(219) 791-9813 / shengr@sbcglobal.net

Email addresses for the above City of Valparaiso Departments can be found at [www.valpo.us](http://www.valpo.us).  
The following is a summary of discussion at this meeting:

**OPENING:** The Site Review Committee met to discuss a proposed addition to In Touch Pharmaceuticals located at 1150 Eastport Centre Drive. 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:** This is an existing property located at Lot 6, 1150 Eastport Centre Drive. The current property is approximately 17,500 sq. ft. two-story and was built in 1994. In Touch Pharmaceuticals currently occupies the entire downstairs of the property which is approximately 8,750 sq. ft. The goal is for an addition to be added to the southwest side of the building. This addition will be approximately 8,000 sq. ft. Lot 5B located to the southwest is being acquired for the purpose of parking. Additional parking is also being added on the northeastern part of the property. The proposed building will be a one-story building and will mirror the existing building up to one-story. The addition will have the same detail to follow across on the property in the front and back to create a harmonious feel to the entire building. In Touch has another location at 3000 Murvihill Road. This proposed addition will allow the company to be under one roof.

**STAFF COMMENTS:**

**MCINTIRE:** The plans did not indicate any water detail as to current location of service, fire service, etc. Shacki said there is existing sewer and water coming into the building along the back. Shacki indicated this would be included on the plan. He further stated the new addition will tap into the existing services. McIntire asked if the existing services would be adequate. Shacki stated they would be adequate. Homeier stated there would be no new taps to sewer or water. McIntire asked if there is existing fire service. Shacki stated there is not. McIntire asked if there are any plans for a fire service. Shacki said not at this time. McIntire asked if the fire hydrants are close.

Shacki said there are two fire hydrants. Shacki further stated that there is existing gas and electric available. McIntire reminded Shacki and Homeier that the project is in a Wellhead Protection Zone. Use of proper containment is required. If there is any onsite fuel storage, there must be double containment.

**EVANS:** This project appears to be on private property. There are no additions of sidewalks in the right-of-way or changes to pavement in the public right-of-ways. The general contractor will be expected not to damage city roads. If damage does occur, the general contractor will be responsible for any repair work.

**BURKMAN:** Burkman provided written comments from Adam McAlpine and Mingyan Zhou to Shacki and Homeier. The comments from McAlpine center mainly on parking and increased impervious surface area. The plan indicates 132 parking spaces, but only 100 are required. Burkman questioned the increased number of spaces. Shacki said due to the nature of the pharmaceutical business, the more parking provided the better for In Touch. Burkman said from the standpoint of Engineering less paved area means less storm water run-off. Burkman suggested that reduction of paved areas be considered. McAlpine commented that areas of green or landscaping, bio-swales or rain garden type features should be considered. Burkman stated there are a couple of awkward areas as far as circulation. The far north area is a long, dead end and if all the spaces in this area are full, it would mean trying to back up. No opportunity to turn around is available. Shacki asked about making another drive cut. Burkman stated another drive cut would be too close to the intersection. Discussion took place regarding improving circulation in the parking lot. Burkman suggested the parking be reworked and submitted to Engineering for review. Burkman said that where vehicles are allowed to overhang grass along the perimeter, the spaces can be reduced to 18 ft. The drive aisle is shown as 24 ft. The standard is 22 ft. Homeier feels the 24 ft. aisle makes it easier for larger vehicles to get in and out; however, if 22 ft. is preferred he has no problem with that. Burkman clarified that no sanitary sewer work would be done. Burkman asked if there would be a loading dock. Shacki stated there is no dock; it is more of a receiving area. There is a Sidewalk Waiver on file for the development. Since this expansion is over an acre, a Rule 5 Permit will be required. The comments provided by Mingyan Zhou concerning the Rule 5 Permit need to be incorporated into the Plans. A Site Permit is required. An Erosion Control Plan and Right-of-Way Cut Permit are required. Burkman stated Engineering would like to reserve further comment until the site is developed more.

**ON BEHALF OF PHILLIPS:** Schacki clarified that there is no warehouse space. A detailed landscape plan is required pursuant to Article 10 of the UDO. The FAR (Floor Area Ratio) of .2257 is far below the maximum of .597. The Open Space/Landscape Surface Ratio is adequate at 34% as compared to the required 30%. The site plan needs to show the setbacks on all sides of the property. The Eastport Centre Drive and Leonard Drive frontages are all considered front yards for purposes of setbacks. The remaining setback between this and the property to the north is the rear setback. Signage is permitted pursuant to Article 5.303 (Commercial Uses) of the UDO. The trash enclosure in the western portion of the property needs to be screened in accordance with Section 2.406 of the UDO. Contacting Phillips regarding building architecture, especially along the northwest and southwest facades of the building is necessary.

**ON BEHALF OF THRASHER:** A Building Permit is necessary before starting any construction. A State Design Release is required. The foundation release has already been obtained. A permit will be required for any new or changed signage.

**ON BEHALF OF JOHNSON:** The building addition is under the sprinkler requirement; however, the overall square footage creates a substantial fire load. If the addition is sprinkled, Fire Department concerns are negated. If it is not sprinkled, an additional fire hydrant will be required due to the existing hydrant shown on the plan being over 270 feet from the entrance to the lot and approximately 450 feet from the building. The standard is no more than 250 feet from a commercial structure. The Fire Department will require detailed plans regarding any storage or

anticipated future storage in the facility. High rack storage will need to be in accordance with Chapter 23 of the IFC and must be submitted to the State for review. If the building or addition is sprinkled, the additional hydrants will not be required and some concerns over storage will be alleviated. Placement of the FDC must be approved by the Fire Department. A Knox Box will be required before occupancy. Building access is sufficient.

**PILARSKI:** Waste water discharges from the facility will be required to meet those in Chapter 52 of the City of Valparaiso Code of Ordinances. A copy was provided. An internal plumbing plan is required. Sewer line connections need to be shown on the plans.

**ISSUES TO BE RESOLVED:**

- Landscaping plan (with Tree Survey)
- Erosion control plan
- Rule 5 Permit
- Right-of-way
- Detailed Site Plan
- Site Improvement Permit
- State Design Release
- Building Permit
- Signage / Fencing Permit
- Zoning Clearance
- Contact Phillips about building architecture
- Knox Box
- Hydrants
- Screening of Trash Enclosure
- Setbacks on Plans
- Internal Plumbing Plan / Sewer Line Connections