



**MEETING: Site Review Committee**  
**SUBJECT: Blaney Business Plaza**  
**ADDRESS: 1556 Lincolnway**

**LOCATION: City Hall**  
**DATE: September 30, 2014**

## PRELIMINARY SITE REVIEW

### IN ATTENDANCE:

Tyler Kent, Planning Director	(219) 462-1161
Tim Burkman, Engineering Director	(219) 462-1161
Adam McAlpine, Engineering Dept.	(219) 462.1161
Ed Pilarski, Water Reclamation Dept.	(219) 464-4973
Vicki Thrasher, Building Commissioner	(219) 462-1161
Mark Geskey, Utilities	(219) 462-6174
Dave Souders, Fire Department	(219) 462-8325
Media	

### PRESENTERS:

Rick Brown, R. L. Brown Construction  
 (219) 608-8243 / [carb5651@yahoo.com](mailto:carb5651@yahoo.com)  
 Ken Blaney, [KenBlaney@aol.com](mailto:KenBlaney@aol.com)

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 the proposed Blaney Business Plaza to be located at 1556 Lincolnway. 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.

**EXPLANATION OF PROJECT:** Brown presented a survey for this property. He stated there were some concerns with this site as part of the property is within city limits and part of the property is in the county. Brown indicated they will be requesting annexation. Brown stated there is an existing storm water easement as well as a force main easement. Discussions with Mark Geskey indicate there is a 12" water main on the south. There is a storm water main on the south side of 130. They plan on tapping into the 12" main on the north side of 130 for water and utilities. Blaney believes he owns the force main easement. Brown stated they have two options for design. Option 1 will be to use a 100 gpm grinder pump with a 10 ft. dynamic head to get to the manhole on Emmetsburg. Option 2 would be to go under the road. They prefer to use Option 1. Will Rose asked if the building at 1550 Lincolnway will be annexed. Blaney indicated that he does not know if they wish to be annexed. Rose mentioned that he found an ingress/egress/utility easement on a site plan. This easement is located on approximately 15 ft. of both sides. Blaney said this runs in about the middle of the driveway. Rose said he interpreted the easement as between the two properties only. Blaney does not believe there is any utility buried in this area. Rose asked if the 15 ft. storm water easement was recorded. Brown stated they could find nothing concerning this easement. Geskey indicated the sanitary sewer will remain private. Brown indicated the storm water will be handled by a cupped area with a berm. The water will discharge to the north of 130. The rate will be slowed to a 2-year discharge. Brown stated there will be 25 parking spaces. The ADA parking will be located on the north side. Brown indicated only the parking areas will be paved. Water will be brought in using a 2" copper line with a backflow preventer after the meter and then going through a manifold and into each unit. Sanitary will be on the north side coming through the building, through the pump and pit and then to the manhole on Emmetsburg. Silt fencing will be used on the west and south sides, as well as at the buffered area. The suites will

be used by contracting type businesses. There will be no retail. Each suite is separated by a 2-hour fire wall all the way to the roof deck. The building is a post-frame construction. The front elevation will be cultured stone. Each suite will have a small storage space above the bathroom mechanical areas. Brown indicated the grinder pump will be located in the bathroom mechanical areas. All bathrooms meet ADA requirements. All suites are 30 ft. with the exception of the last suite which will be 20 ft. The heating system will be infrared.

**STAFF COMMENTS:**

**BURKMAN:** The address for the new building will be 1556 Lincolnway. Burkman asked if there is an existing shared access easement with the church property to get to Emmetsburg. The property line for this site and the church property line come together. Blaney stated the church actually encroaches on his property. Blaney has allowed the church to do this over the years. Blaney stated the only entrance to his site will be off 130. Burkman strongly encourages a cross access easement agreement with the church. Burkman said it appears the public right-of-way dead-ends. This is never a good idea without some type of turnaround. Burkman would like the right-of-way dedicated to at least accommodate either a tee turnaround or an actual circle. This needs further discussion. Burkman indicated that any gravel driveway and parking areas will need to be paved. This is a City standard requirement. A payment in lieu of frontage improvements (curb and gutter, pavement widening) on 130 will be required. A sidewalk waiver will be required for the 130 frontage. Burkman stated a Site Permit will be required and will cover the sanitary sewer connection, local erosion control permit and any right-of-way cuts. Burkman suggested the sanitary pump pit be shifted outside. This will be easier for maintenance. A clean-out on the outside of the building will allow access to the interior lines ahead of where it discharges into the grinder pump station. Burkman pointed out that local standards do not allow for straw bales. Silt fence is preferred for erosion control. McAlpine mentioned he has seen straw bales used as check dams. The bales provide easier clean-up after the project is completed.

**GESKEY:** Geskey indicated there will be a 2" tap on a 12" main coming into the building. There will be a meter and then a backflow. Water will then be distributed from this point. Geskey should be contacted once they are ready to proceed. Contact information was provided. The force main sewer will be private. When it enters the existing manhole, the flow must flow downstream in the manhole.

**PILARSKI:** Pilarski asked if site reviews will be required for tenants. Kent indicated that site reviews will not be required for the tenants. Pilarski stated the main concern is what is being discharged into the sanitary sewer. Pilarski pointed out that Sheet 6 indicates the suites all show floor drains. Without details concerning the business tenants, Pilarski does not like the idea of floor drains. Blaney stated he will install an oil/water separator. Pilarski said the seven floor drains should be tied into the interceptor and the interceptor will be tied into the sanitary sewer. Pilarski will provide necessary specifications.

**MCALPINE:** The stockpiled soil needs to be seeded. Some of the silt fence has been knocked down and needs to be replaced. The 15 ft. storm drain needs to be recorded as a private easement. McAlpine stated the outfall needs to be repaired. McAlpine indicated a dry bottom pond is preferable. McAlpine asked if consideration has been given to sliding the building further to the east. Blaney indicated he is not opposed to doing this. McAlpine said he would like to see the downspouts tiled to the pond. Providing calculations for the pond will be necessary. McAlpine suggested installing a culvert beneath the west neighbor's driveway. A Rule 5 Permit is required.

**KENT:** Kent provided standards from the Unified Development Ordinance for reference purposes. The annexation and rezoning process will take approximately 120 days and does not include the time prior to application. The Plan Commission and City Council is a 90-day process with a 30-day period after approval from City Council for remonstrance. The northern property currently in the City is zoned INL, Light Industrial. Kent is assuming they will want to rezone the southern portion INL as well. There is a standard within the UDO that not more than 20% of the total floor area of

this district can be used towards office space. Calculations for office space must be submitted. The Light Industrial District allows for building development and general contracting to be permitted within this district and Kent is assuming these will be the type of tenants. The total landscape ratio area is .30 and is shown under "All Other Uses" in Table 3.301B. The building plans need to show this. This table indicates the gross floor area ratio is .402 and the net floor area ratio is .575. The lot width requirement is 100 ft. The front yard setback is 25 ft.; side yard setback is 10 ft. with a total of 20 ft.; rear yard setback is 10 ft. The property is located within a Signature Corridor and with an industrial use, the minimum setback is 60 ft. rather than the 25 ft. previously stated. The minimum landscape yard along the right-of-way is 30 ft. The landscape requirement within this 30 ft. is 4 shade trees, 3 evergreen trees, 4 ornamental trees, 6 large shrubs and 10 small shrubs per 100 linear feet of frontage along Lincolnway. A 6 ft. tall monument sign is permitted. The calculation for signage is 3 sq. ft. of signage per 1 linear foot of building frontage. All signs must be setback at least 5 ft. from any driveway, sidewalk, right-of-way, etc. Referring to Table 11.306A is necessary. The parking requirement is 1 space per 500 ft. plus 1 space per company vehicle. Brown asked about company vehicles parking inside the tenant spaces. This needs to be discussed. Kent indicated that parking calculations will be required for the existing building as well. The existing parking needs to be paved and striped. Kent said the shared parking calculation may be able to be used. The minimum parking and loading requirements are reflected in Article 9, Section 9.201. On-lot landscaping requires 2 large trees, 4 small trees and 35 shrubs per acre. Open space landscaping requires 10 large trees, 15 small trees and 17 shrubs per acre. Parking lot landscaping requires 1 large tree per 8 spaces and 1 shrub, perennial or ornamental grass per 4 spaces. There is a requirement for landscape islands within the parking lot. A 324 sq. ft. island is required for every 16 spaces. The plans indicate two islands will be necessary. Referring to Article 10, Sections 10.301, 10.303 and 10.304 for landscaping is necessary. Kent mentioned the landscaping being required is over and above the buffer requirement. Street trees are covered under the 130 Overlay. Kent indicated the property to the east is zoned General Residential. Kent asked if there is landscaping along the residential area at the back. Blaney stated it is all fenced and the residential yards are butted up against the fence. Kent said the requirement for the bufferyard is a Class D which is 40 ft. with landscaping included. If there is no buffer along the residential property currently then it must be bumped up to a Class E bufferyard. Kent said the fence may be able to be included as the bufferyard; however, the fencing would have to be along the entire residential property. Brown asked about slats. Kent indicated slats are typically not permitted. Kent stated he and Thrasher will look at this area. Blaney stated there are shrubs all through this area. Kent said if there is landscaping it may justify doing the Class D buffer. Kent suggested they refer to Section 10.400, A2 concerning the bufferyard requirements. Section 11.500, Nonresidential Design Standards requires an offset on the façade facing 130. The offset needs to be recessed 2 ft. for buildings under 80 ft. It must be either 20% of the building façade or 20 ft. whichever of the two is less. Kent stated that per Section 11.507, Building Materials, Sub-section D pre-fabricated metal siding can be used on industrial buildings on walls that do not face rights-of-way; however, metal siding is a prohibited material on the side facing 130. This must be a material that is permitted within the standard. Referring to Section 11.507 will be necessary. Kent asked about the roof pitch of the building. Brown indicated the roof pitch is 4:12. Kent pointed out that under Section 11.508 the average roof pitch must be between a 6:12 and a 12:12. Kent asked about the building color. Blaney said it will be light gray. Kent indicated the materials for a dumpster enclosure must match those of the primary building façade. The dumpster will have to be some type of brick enclosure with a gate. Landscaping is required around three sides of the dumpster. Referring to Article 2, Section 2.406 concerning the enclosure will be necessary. Bicycle parking is required; however, since this is an industrial site this may be able to be waived. Kent said that Section 9, Article 9.301 will provide the required ADA parking spaces needed for the site. The parking lot lighting will be on the building. Providing a lighting plan per Article 9, Section

9.501 is required to ensure lighting is not spilling on to other properties. Kent requested the other parcel owners be contacted to see if they would be willing to be included in the annexation. Leaving these properties as an island may cause concern for the Plan Commission and City Council. Kent asked if the building could be moved to the south so that it is not on the property line. Blaney indicated this is not possible because of the work they need to do. Kent asked if it could be made one parcel. Blaney said he will check with the county. Thrasher said when the project is submitted to the State they will have to show the property line running through the building. There may be some provisions in the State Code that requires additional fire separation.

**THRASHER:** Thrasher indicated that permits cannot be issued until the annexation process has been completed. A State Construction Design Release will be required. Thrasher stated if the building is being submitted to the State as a shell, it will be necessary for each tenant to submit for a State Construction Design Release. The meter pack at the back will have to be labeled with the proper unit and a directory needs to be provided. It appears each unit has two exits. Thrasher conveyed that when there are two or more exits it is necessary to have emergency lighting outside at both the front and back. Referring to Chapter 10 of the Building Code concerning this issue is suggested. Thrasher mentioned an access sidewalk should be provided at the rear exits that will allow people to get back to the front of the building. The Building Permit will be issued after receipt of the Construction Design Release. Thrasher said it will be necessary for each tenant to pull a Building Permit for their build-out if they plan on doing more than what is provided in the unit. A permit will be required for each sign.

**SOUDERS:** Souders indicated a Knox Box will be required. Souders mentioned there is hydrant on the south side of 130 and although this meets hydrant requirements the issue would be stretching hose across 130 and blocking off an artery coming into the City. Souders would like to investigate the possibilities of having an additional hydrant installed on the north side of the road. Blaney asked about the use of the hydrant located on Emmetsburg. Souders is not sure how the Fire Department would access this hydrant and it may not meet the distance requirement. Souders suggested meeting at the site to look into this issue.

#### **ISSUES TO BE RESOLVED:**

Annexation and Rezoning	Lighting Plan
Landscaping Plan (with Tree Survey)	Building Offsets
Erosion Control Plan	Label Meter Pack/Provide Directory
Rule 5 Permit	Hydrant
Right-of-way	Roof Pitch
Detailed Site Plan	Knox Box
Backflow Prevention	Provision of a Turnaround
Site Improvement Permit	Parking Calculations for Existing Building
State Design Release	Parking Lot Paved and Striped
Building Permit	Sidewalk Waiver
Signage/Fencing Permit	Payment -in-lieu of frontage improvements
Zoning Clearance	Backflow
All contractors must be registered with the City	Oil/Water Interceptor
Seed stockpiled soil	
Pond Calculations	
Replace damaged silt fence	
Downspouts tiled to pond	
Office Space Calculations	
Emergency Lights (front & back)	
Rear Exit Access Sidewalk	