



MEETING: Site Review Committee
SUBJECT: Diamond Mortgage
ADDRESS: 350 Morthland Drive

LOCATION: City Hall
DATE: May 12, 2015

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
Matt Evans, Public Works Director	(219) 462-4612

Media

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

PRESENTERS:

Scott Hazlett, Boyer Construction Group Corp.
 (219) 924-9911 / scott@boyerconstruction.com
 Bruce Boyer, Boyer Construction Group Corp.
 (219) 924-9911 / bruce@boyerconstruction.com
 Kevin Sayers, Turning Point Surveying, Inc.
 (219) 987-8330 / turningpoint@netnitco.net

The following is a summary of discussion at this meeting:

OPENING: The Site Review Committee met to discuss the proposed 4,000 sq. ft. office building for Diamond Mortgage to be located at 350 Morthland 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.

EXPLANATION OF PROJECT: Hazlett stated this is the third and final building going in on Lot 3 of the 356 subdivision located along U.S. 30 between Centier Bank and Walgreens. This will be a 4,000 sq. ft., single story office building for Diamond Mortgage. Diamond Mortgage is currently located across the street in the strip center on the south side of U.S. 30. Drainage is already in place. This lot will be sheet draining towards the north into the drainage area located on that side of the project. Hazlett indicated they are planning for 28 parking spaces. Eight of the spaces will be across the frontage road for use by the public and 20 spaces will be located at the back of the building for use by employees. Sayers mentioned there is an existing water main in the front of the project and sanitary at the southwest corner of the project for the building.

STAFF COMMENTS:

BURKMAN: Burkman stated that compensatory storage was developed for this site. An as-built survey was provided in June 2013 showing that the calculated comp storage was in fact provided. Burkman said it is critical that no fill be placed in the 70 ft. drainage and utility easement because this is where a portion of the comp storage is provided, as well as offsite off of Horseprairie. Sidewalks for the first two lots were handled by having the property owners execute a Sidewalk Waiver. At the time the City was not sure about a sidewalk or pathway in the area; however, at this time one is being developed as part of the U.S. 30 Corridor Plan and it will be necessary to execute a Sidewalk Waiver for this site. The waiver obligates the owner to participate in the construction of a sidewalk in the future. Burkman indicated the parking stalls located in the front and back pointing towards the building and overhanging the sidewalk must be 20 ft. in length; however, if vehicles overhang a grassy area they can be 18 ft. in length. The drive aisle only

needs to be 22 ft. The pavement widths are shown accurately; however, the markings should be extended 2 ft. Burkman expressed concern about the parking along the front with people backing out into what is the frontage road. Burkman suggested they either be relocated or pulled back closer towards the building to provide some buffer and a little more distance to someone backing out especially on the far east side. Burkman said with the drainage being sheeted to the north and Crosby Run also being to the north installation and maintenance of the erosion control measures will be critical and will be closely monitored. Burkman stated a Site Permit will be required and will cover local erosion control and sanitary sewer connection fees.

THRASHER: A Construction Design Release from the State will be required prior to the issuance of a Building Permit. All contractors working on the project must be registered with the City. A permit will be required for signage.

SOUDERS: Souders stated the Fire Department is requesting the installation of a 3200 Series hinged Knox Box. Souders provided information necessary to order the Knox Box as well as the specifications. Souders indicated that if parking is reconfigured the Fire Department needs to review the changes to ensure there will be sufficient drive widths for the Fire Trucks.

KENT: Kent said the property is located within the U.S. 30 Overlay. A comprehensive study of the corridor was done in 2011. Beginning this year and over the next three years, approximately \$22 million dollars will be invested for improvements in the corridor with regard to landscaping, intersection improvements and signage. As part of the overall study, some modifications or recommendations within the overlay have been adopted. One of these is that parking shall not be located in the front of buildings. This became part of the Unified Development Ordinance last year. Along with this, generally the front yard setback is now 15 ft. from the property line. Kent said it will be necessary to work with Boyer concerning the setbacks. The side yard setback is 10 ft. and the rear yard setback is 15 ft. The maximum lot coverage is 75%. The landscape ratio is 25%. The parking calculation is 4 spaces for each 1,000 sq. ft. of usable floor space. This calculation should not include storage or restrooms. Referring to Article 2, Figure 2.406 for the dumpster enclosure standards will be necessary. Landscaping is required on three sides of the dumpster. A mandoor as well as gates will be required. The materials for the dumpster enclosure need to match those of the primary structure. Submitting a landscape plan will be required. Kent indicated the on-lot landscaping requirement is 9 large trees, 18 small trees and 50 shrubs per acre. The requirement for open-space landscaping is 10 large trees, 15 small trees and 40 shrubs per acre. The parking lot landscaping is based on parking spaces and will require 1 large tree for each 8 spaces and one shrub, perennial or ornamental grass for each 4 spaces. Kent mentioned that 1 landscape island within the parking lot is required for each 16 parking spaces. The islands must be 324 sq. ft. in area and shall not be less than 18 ft. in depth or 9 ft. in width. The transparency requirement along the primary façade is 60%. Referring to Article 11, Section 11.506 concerning transparency will be necessary. The plans need to show the transparency percentage. The measurement for transparency is from the finished grade between 3 ft. and 8 ft. Kent mentioned the roof pitch meets the required standard. The final plans need to show the percentages for lot coverage, landscape ratio and parking calculations. Kent indicated the calculation for signage is 3 sq. ft. per 1 linear foot of building frontage. A 6 ft. tall monument-style sign is permitted within this corridor. Three feet of landscaping will be required around the sign.

MCALPINE: McAlpine said the landscaping on the east side should not obstruct the passage of water through the swale. McAlpine asked if there is a planned dump site for the excess soil. Hazlett indicated excess soil will be removed from the site; however, he is not sure where it will be taken. This will be part of the excavation bid package and where they have an available site to dump the soil. Burkman indicated that as part of the local erosion control it will be necessary to provide information regarding where the excess soil will be taken. Depending on the area, it may be necessary for the site receiving the soil to get an erosion control permit from the Engineering Department.

GESKEY: Contacting Geskey when they are ready for the water service will be necessary.

PILARSKI: Pilarski said the concern of Water Reclamation is what is being discharged into the sanitary sewer. Pilarski asked for confirmation that the facility is strictly an office building with no other type of business operation. Hazlett confirmed this. Pilarski asked if the kitchenette shown on Sheet A-2.1 is a residential type kitchen. Hazlett there is a microwave for warming, a sink and a refrigerator. Pilarski stated that since the facility will discharge strictly sanitary waste water, there were no further comments.

EVANS: Evans said the frontage road south of the building is private. Therefore, Public Works does not plow snow or maintain the frontage road. Evans stated there being no impacts to public rights-of-way, Public Works had no further comments.

ISSUES TO BE RESOLVED:

Landscaping Plan (on-lot, open space, parking lot, landscape island)

Erosion Control Plan

Detailed Site Plan

Site Improvement Permit

State Design Release

Building Permit

Signage/Fencing Permit

Zoning Clearance

Knox Box

All Contractors Must Be Registered With The City

Parking

Setbacks

Dump Site For Excess Soil

Sidewalk Waiver