



MEETING: Site Review Committee
SUBJECT Teachers Credit Union
ADDRESS: 1001 Cumberland Crossing Drive

LOCATION: City Hall
DATE: October 20, 2015

**PRELIMINARY SITE REVIEW
 IN ATTENDANCE:**

Tyler Kent, Planning Director	(219) 462-1161
Adam McAlpine, Engineering Dept.	(219) 462.1161
Ed Pilarski, Water Reclamation Dept.	(219) 464-4973
Mark Geskey, Utilities	(219) 462-6174
Jon Daly, Fire Department	(219) 462-8325
Brent Dickson, Public Works Director	(219) 462-4612

PRESENTERS:

James Hipskind, Palm & Associates, Inc.
 (574) 654-3450 / jhipskind@palmassociatesinc.com
 Gene Novello, TCU
 (574) 284-6446 / gnovello@tcunet.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:

OPENING: The Site Review Committee met to discuss the proposed Teachers Credit Union to be located at 1001 Cumberland Crossing 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: Hipskind said the project being discussed today is a new Teachers Credit Union to be located at 1001 Cumberland Crossing Drive. The parcel for this new TCU facility is approximately 1.2 acres. Hipskind stated the proposed storm drainage will be in the parking lot. The storm water will be directed to the YMCA basin to the east. There is no proposed detention on the site.

STAFF COMMENTS:

ON BEHALF OF BURKMAN: The concrete pathway must be carried through the driveways with a 2% maximum cross slope. Since the parking stalls along the back on the east side overhang green space, they may be reduced to 18 ft. in length. A public utility easement must be provided for the existing 12" storm line shown running through the south side of the property. McAlpine asked if this storm line really serves a purpose. Hipskind believes this is an overflow pipe for the retention basin. McAlpine said since it appears the pipe does serve a purpose a 20 ft. easement will be required. Per the final plat of Ellieu Lakes subdivision, storm water runoff from this lot may be conveyed and detained in the existing pond to the east. Providing a copy of the private utility easement for the storm sewer that drains the parking lot runoff to the portion that crosses onto the adjoining property is necessary. Hipskind said there is a recorded easement. McAlpine suggested clarifying this issue with Burkman. Any questions should be directed to Burkman. A 6" sanitary sewer lateral is required. There is a 4" line shown. The developer will need to contact Valparaiso City Utilities to discuss how the connection is to be made into the main line if an existing tap is not available. A Rule 5 Permit will be required. Comments on the Storm Water Pollution Prevention Plan will be provided by Mingyan Zhou. A Site Permit will be required for erosion control, sanitary sewer connection and right-of-way cut.

MCALPINE: McAlpine indicated the Drainage Report looks good. McAlpine mentioned that Cumberland Crossing in general has available detention for this site; therefore, there is no need for individual detention ponds as lots become developed. The primary concern has to do with storm water quality both during construction and post construction. During construction, the experience in this area has been that the soil is very silty and once it is disturbed it takes a long time to get vegetation re-established. The timing for a project is important. McAlpine asked if the plan is to break ground this fall. Hipskind said they will probably not break ground until spring. Novello asked if there would be a problem if they broke ground before spring. McAlpine stated if they break ground before spring, discussing how soil erosion will be managed will be critical. Keeping soil disturbance to a minimum would be helpful. McAlpine would like to see some type of storm water quality unit installed in place of the ST-1. Hipskind stated there are baskets in all of these. McAlpine suggested something more like a swirl chamber structure that will collect the grit and solids and proposed the ST-1 be changed out for one of these types of units. Hipskind explained his design. After this explanation McAlpine agreed this will be acceptable. Providing a cut sheet for the type of unit being installed will be necessary.

ON BEHALF OF THRASHER: A Construction Design Release from the State will be required prior to issuance of a Building Permit. Signage will require a permit. All contractors working on this project must be registered with the City.

KENT: This property is zoned Commercial General (CG). Providing details for the dumpster design is necessary. Referring to Article 2, Section 2.406 is recommended. The Landscape Ratio requirement is 35%. Gross Floor Area Ratio is .353; Net Floor Area Ratio is .543. The front yard setback is 20 ft.; side yard setback is 10 ft. and must total 20 ft.; rear yard setback is 10 ft. Hipskind stated the current front yard setback is 15 ft. He mentioned the possibility of a variance. Kent conveyed it might be possible to shift the building to the northwest to achieve the setback. The maximum height of the building is 50 ft. Signage is calculated at 3 sq. ft. for each linear foot of building frontage. The parking requirement is 4 spaces per 1,000 sq. ft. of usable floor space. This calculation should not include restrooms or storage areas. Four stack spaces will be required for each window of the drive-thru. The requirement for bicycle parking is 1 space for each 10 parking spaces. The bicycle parking details must be shown on the plans. Referring to Article 9, Section 9.206 is recommended. ADA parking is 1 space for every 25 parking spaces. The four ADA spaces shown on the plans meet this requirement. Submitting a photometric plan is necessary. Referring to Article 9, Section 9.501 is recommended. On-lot landscaping requires 9 large trees, 18 small trees and 50 shrubs per acre. Open space landscaping requires 10 large trees, 15 small trees and 40 shrubs per acre. Parking lot landscaping requirements are 1 large tree per 8 spaces and 1 shrub, perennial or ornamental grass per 4 spaces. Kent stated he met with the landscape architect concerning the overall landscape plan and discussed the street trees. There are some street trees already planted within the right-of-way and they appear to meet the standard. However, trees located where the driveway cuts will be placed they will either have to be moved or planted at a different location within the right-of-way. The standard does not appear to be met around the round-about; however, this involves a sight issue and they will not be required. Referring to Appendix B of the UDO for the permitted and invasive species lists for landscaping is necessary. Kent indicated it will be necessary to contact the City when TCU is ready to start because the art pieces located in this area will have to be moved. Kent stated it will be necessary to reference Article 11, Section 11.502 concerning building dimensions. There is a required offset, either a projection or recession of at least 2 ft. for buildings with a horizontal dimension of less than 80 ft. A 2 ft. bump-out or recession will be required along the façade of either 20% of the façade or every 20 ft., whichever is the least of the two. Referring to Article 11, Section 11.503 concerning the required architectural features is necessary. This section discusses lighting, pilasters, columns, etc. that can be integrated into the building. Kent mentioned a requirement for a public entry at the main side of the building. The plans show the entry off the

back side. Kent said he had discussed with the architect possibly having the entry come out on Cumberland Crossing Drive. The architect indicated he would propose this. Hipskind stated the architect wants to submit a variance concerning this issue. Kent will need to discuss this with the architect. A Zoning Clearance will be required.

DICKSON: Public Works is interested in the ramps and sidewalks shown. Dickson said the ADA curb ramps must meet the Indiana Department Transportation standards and specifications. All ramps must be inspected and approved by the City of Valparaiso. Public Works should be contacted when the ramps are framed and before they are poured. A 24-hour notification is required. Dickson indicated the Armor Tile yellow truncated domes are required for the ramps. The site plan notes the sidewalk widths will be 5 ft. as required with a cross slope of a maximum of ¼" per foot and a running slope of 1" per foot. The concrete at the driveway locations needs to be 6" thick.

PILARSKI: Pilarski said Sheet A-100 shows the word "hotel". Pilarski assumes this is a typo. Hipskind said it certainly must be. The Water Reclamation Department is interested in is what is being discharged into the sanitary sewer; therefore, submitting an internal plumbing plan will be necessary. Pilarski stated this should be sent to the Pretreatment Coordinator, Yacoub Aljobeh. Pilarski provided contact information for Aljobeh.

GESKEY: Geskey said as mentioned earlier Sheet C-102 points out a 4" sanitary sewer; however, later detail indicates a 6". Ensuring it is actually a 6" sanitary sewer is necessary. Geskey indicated this can be saddle tapped. Sheet C-102 also states "all utility separations and requirements both horizontal and vertical shall be in accordance with 327IAC3." However, in scaling this off there does not appear to be 10 ft. between the water and sewer coming into the building. Adjusting this on the plans is necessary. Geskey stated the second note pertaining to the fire hydrant assembly needs to be removed as it pertains to Joliet Road. Geskey conveyed that commercial properties require backflow protection. Geskey indicated that Shaun Shifflett is the contact person concerning backflow protection and provided contact information for Shifflett

DALY: Daly explained that once the building is completed the Fire Department will do a final inspection/walk-through to check for emergency lights, exit lights, and different items pertaining to the fire codes. Annual fire inspections will also be done to ensure that fire extinguishers are up to date. Daly mentioned that all though a Knox Box is not a requirement it is strongly recommended. Daly will provide the information concerning the Knox Box.

ISSUES TO BE RESOLVED:

Landscaping Plan

Erosion Control Plan

Rule 5 Permit

Right-of-Way

Detailed Site Plan

Backflow Prevention

Site Improvement Permit

State Design Release

Building Permit

Signage/Fencing Permit

Zoning Clearance

Public Utility Easement

Private Utility Easement

All Contractors Must Be Registered with the City

Photometric Plan

Knox Box

Internal Plumbing Plan

Dumpster Design Details

Bicycle Parking Details

Relocation of Art Pieces

Public Works Ramp Inspections