

**MEETING: Site Review Committee****LOCATION: City Hall****SUBJECT: Gymnasium Addition-Cooks Corners****DATE: February 23, 2016****ADDRESS: 358 Bullseye Lake Road****PRELIMINARY SITE REVIEW****IN ATTENDANCE:**

Tyler Kent, Planning Director	(219) 462-1161
Vicki Thrasher, Building Commissioner	(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
Mark Geskey, Utilities	(219) 462-6174
Jon Daly, Fire Department	(219) 462-8325
Matt Evans, Public Works Director	(219) 462-4612
Media	

PRESENTERS:

Don Torrenga, Torrenga Engineering
 (219) 462-7452 / don.torrenga@torrenga.com
 Terry Allsop, Skillman Corporation
 (219) 942-2787 / taallsop@skillman.com
 Dion Katsouros, Skillman Corporation
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 E. Ric Frataccia, Valparaiso Schools
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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 gymnasium addition to Cooks Corners Elementary School located at 358 Bullseye Lake Road. 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: Torrenga said there will be two separate projects for each school (Cooks Corners and Memorial). Torrenga conveyed that they wanted to get the gymnasiums constructed first. The tie-ins will be provided to the gymnasium; however, the additions to the school will be done at a future time. The plans submitted for site review are referred to as Bid Package #1. The plans include the existing topography and all of the existing sewers. There are some confusing issues with some of the sewer. Outside utility companies have been hired to locate these. Torrenga stated there is an existing water main that runs directly through where the proposed gymnasium is to be constructed. For this reason, this water main needs to be taken out. The water main will be rerouted around the gymnasium. The existing playground will be demolished. A construction fence will be installed to keep children from getting into the construction area. The gymnasium building will be 91.67' x 102.67'. There is also an alternate building proposed for the future. Torrenga believes this is to be a music room. The gymnasium is not attached to the school at this time. Sheet C3.0 shows the water main that needs to be relocated. This sheet also shows the revised water main that loops around and ties back in on Bullseye Lake Road. There is a sanitary stub to the north. This will be tied into an existing sanitary sewer. Torrenga said the existing sanitary sewer for this school goes underneath the existing school. At the time it was installed it was clay tile. The clay tile was removed and the entire length from the tie-in on the north to the south was replaced with steel pipe. Torrenga said they are proposing to leave this in place. There is also a water main stub. Torrenga stated he included a page that shows the future additions, parking lot and the road that goes around the building. The gymnasium will be tied into the building. Torrenga said they are proposing a road

that will go all the way around the school that exits onto Bullseye Lake Road. Torrenga stated this will hopefully reduce some of the traffic that exits onto Campbell Street. This will allow the buses and parents to have another exit to help with traffic flow. There are large spaces on the north side of the building for buses. The plans do not show the storm water detention pond. The pond will be placed immediately to the south of the soccer field.

STAFF COMMENTS:

GESKEY: Geskey asked for clarification concerning the water service. Torrenga pointed out on the plans the existing water main that will be removed and where the new water main will be installed. Geskey reiterated that the water service will come right back into the curb stop. The plans indicate 6" pipe. Geskey asked if this is domestic and fire protection. Torrenga confirmed it is both domestic and fire protection. Geskey conveyed that domestic and fire protection must be separated at the right-of-way. Geskey asked about the existing steel pipe that was installed for the sanitary sewer. Geskey stated this is private; however, the City recently lined all the sewers in this area. Geskey suggested this steel pipe be lined. Burkman interjected that if the slope of the steel pipe was 1% or greater it probably moves the flow along. Burkman noted in his comments that this pipe goes underneath the school. Burkman realizes they will not be touching this area, but questions if this is not the right time to re-route this pipe and bring it around east of the proposed gymnasium. Torrenga said the reason the sewer goes underneath the school is that this is an addition that was added to the school. This addition has numerous connections. If this was rerouted, the existing sanitary steel pipe would still have to remain. Geskey said if the proposed drive is installed on the east there is a sanitary line about half-way through the property that picks up people on Summit. There is an easement for this. Black top should not cover this sewer line.

DALY: Daly asked if the road will be completed for access purposes for the Fire Department vehicles when the gymnasium is completed. Allsop said they are planning to use the road for construction. Bids will probably be received in May or June. It will not be part of this bid package. Allsop stated this is one of things they will focus on for access construction purposes. Allsop reiterated this will be complete when the gymnasium is turned over. Katsouros confirmed the gymnasium will be sprinkled. Daly suggested a meeting to go over placement of the FDC. Daly asked if once the gymnasium is completed and turned over will the other buildings connect or will it be necessary to access the gymnasium through an outside door. Torrenga confirmed the buildings will be connected. Torrenga mentioned there is approximately 14 ft. between the existing building and where the gymnasium will be. Currently the gymnasium will be separate, but in the future they will be connected. Katsouros said Bid Package 2 will start 6-8 weeks after the gymnasium starts. All the buildings will be on the same alarm system. Daly said installation of a Knox Box at the front door will be necessary. Frataccia asked if the Fire Department preferred Knox Boxes on all buildings. Daly said this is a good idea. If an issue arises, they do not have to wait for a key holder. Frataccia asked about supplying a master fob. Daly said he is not sure if extreme heat or extreme cold would affect the batteries in a fob. A master key in the Knox Box is preferred. Daly said numbering the doors is a good idea and very helpful for the Fire Department. Daly explained the City of Valparaiso follows the 2014 Indiana Fire and Building Codes. Daly asked if the sprinkler system will be extended when the renovations are done for the school building. Allsop said he will have to check on this, but is confident this will be the case since they are renovating most of the building. Hydrants will not be added around the access drive. Torrenga stated the connection on the new loop on Bullseye Lake Road is right at a hydrant and there are hydrants along Campbell Street as well. Daly wants to make sure the Fire Department can lay-in and stretch enough 5" hydrant line to wherever the FDC ends. Daly mentioned that if the entrance on Bullseye Lake Road is closed as requested, the hydrant that is on the south side of the building may limit the Fire Department a little.

EVANS: Evans asked if the construction entrance is on the east side of the school off of Bullseye

Lake Road. Allsop confirmed this. Evans said alternate pedestrian paths will be necessary if fencing goes into the parkway and blocks off sidewalks. The City will require any damage caused to the roadway, parkway, curb, gutters or sidewalk be replaced as part of the construction. Evans mentioned that inspections are necessary when replacing damaged items or building new items within the right-of-way. This includes inspections of the sub-grade, placement of the base materials and the final surface. Evans mentioned the plans show a 5 ft. wide sidewalk going through the approach. Evans is assuming the 5 ft. sidewalk matches the existing width of adjacent sidewalks. Torrenga confirmed they do match. Evans conveyed they need to be within the guidelines of the ADA laws pertaining to sidewalk slopes and cross slopes.

MCALPINE: If the total project area exceeds an acre it will be necessary to adhere to the latest drainage standards. This is a retrofit so the water goes in lots of different directions now and is not detained. It will be necessary to figure out what will make its way to the new detention pond. A dry bottom pond is the logical choice. There is a storm sewer that runs along the north side of Bullseye Lake Road, running east/west. How does the water from the school connect to that and what sheets off to Campbell Street? These are the details that need to be sorted out with the drainage report. McAlpine said that water from any of the new work has to make it to the detention pond. Torrenga said there are detailed drawings that show this information. The reason the area was chosen for the pond is it is currently a big, open field. The open field generally drains toward Bullseye Lake Road. Torrenga mentioned the storm sewer on Bullseye Lake Road has three pipes that daylight into the open field. The water comes across the field, enters a pipe and drops down in a dramatic slope into the storm sewer and out. It just made sense to put the dry pond there and get rid of these connections. Torrenga said they are proposing a new storm sewer to go all the way around. McAlpine conveyed he has been called to some of the homes along Meadow Lane Drive that have some issues with standing water in front and rear yards. It might be a good idea to have a conversation with the school to see where there are wet areas in the field that cause problems. A new drive is being built to wrap around the buildings and will likely be higher than the existing terrain. Torrenga said they are trying to put the drive at the grade of the existing terrain along the edge bordering the homes and slope it all towards the school. The sewer will be on the interior. McAlpine would like to see pipes that carry the water to the pond. McAlpine asked if the intent of the new gate is to be used as a primary entrance or a secondary emergency entrance off of Bullseye Lake Road. Torrenga said this will ultimately be a gate that can be opened and closed by the school and it will be a primary entrance/exit for buses and drop-offs. Torrenga stated the playground will still be secure. Providing the total proposed hard surface for the school will be necessary. This total needs to include the existing hard surface. McAlpine said sidewalk does not have to be included. A Rule 5 Permit is required. McAlpine stated he will have more comments once he reviews the grading plan and drainage report.

KENT: This property is zoned Public Space (PS) and allows for parks and schools. The zoning is flexible and working with staff concerning setbacks, lot coverage and landscaping will be necessary. Kent asked if additional bike racks will be added or if there are existing bike racks. Torrenga said Gibraltar needs to answer this question. The ratio for bicycle parking is 1 space for each 10 parking spaces with a maximum of 10 bicycle spaces. If the lighting on site is upgraded, it will be necessary to provide a lighting plan as part of the permitting process to ensure the lighting complies with the Unified Development Ordinance. The calculation for parking is 2 spaces per classroom. Providing a Landscape Plan for the project is necessary. Allsop said that some of these questions will be answered when Bid Package 2 is presented for site review. It will be necessary to work with the Planning Department concerning the landscaping requirements. Referring to Appendix B of the Unified Development Ordinance for permitted and prohibited species is necessary. Kent asked what exterior building material will be used for the gymnasium. Allsop indicated the material will be precast and there is an alternate for brick veneer on the lower half of the building. Allsop indicated colors have not yet been chosen. Kent said the final plans will

need to show the color or colors being used. Kent asked if there is an existing dumpster enclosure on site. Thrasher said there is no dumpster enclosure. Kent conveyed a dumpster enclosure will be required and the materials will need to match the building materials. There must also be a durable gate at the front of the enclosure. Kent asked if the existing chain link fence will be removed. Torrenga said this fence will remain. Kent said the height standard is 4'. If any of the chain link fence is removed, a variance through the Board of Zoning Appeals may be required to allow for 6' tall fence. Torrenga said the chain link fence is only 4' high. Kent conveyed that chain link fence is not permitted in a front yard; therefore, a variance will still be required. Kent said if the fence remains as is no variance will be required. Kent reiterated that if some of the fence is replaced, or they want to exceed the height of 4' or allow for chain link in the front yard which is not permitted a variance will be required. Kent said it will be necessary to look at how vehicle lights will affect the adjacent property owners at the northeast corner and along the entire east side of the drive. Kent suggested contacting Kids Alive to see if they want to take any of old playground equipment that is in good condition. A Zoning Clearance will be required as part of the Building Permit process.

THRASHER: A State Construction Design Release will be required prior to issuance of Building Permits. Building Permits will be required for each phase. Any signage referencing the school will require a permit. Thrasher indicated the access area will need to be in place prior to occupancy of the gymnasium. Stripping must also be in place. Katsouros said it is not uncommon for Skillman to put in stone and then put in the base course and the final surface when they leave the site. He asked if it will be acceptable. Thrasher said if they are operating off the base course for a while it will be necessary to stripe it. All contractors working on the project must be registered with the City.

BURKMAN: Burkman asked how the staging works in the parking lot in the morning and afternoon for parent pickup/drop off. Frataccia said currently it is very difficult. There are buses, moms picking up children and staff leaving the site. Burkman asked when they come in off of Campbell do they make a quick right, come into the parking lot so they are positioned south bound in the parking lot and wrap their way around to the front door so the passenger side is adjacent to the front door. Burkman would like to see the current driveway off of Bullseye Lake Road closed. It is very close to the intersection. Given the circulation pattern, they should probably come in off of Campbell. Closing the Bullseye Lake Road entrance would improve safety at the intersection, but will also improve the intention of the pickup/drop off pattern. The new drive being proposed appears to be 4 or 5 feet off of the property line. It feels close. Neighbors may feel anxious about this. The other element is the radius of the new drive approach extends in front of the adjacent property's parcel. There is a provision in the UDO that states that no portion of a driveway apron should be extended across the frontage of another property. Burkman suggested shifting this to provide a buffer for the adjacent property. It appears there is room to the soccer field. Burkman realizes they are planning detention in this area and hopefully this will not impose too much on the detention. Torrenga said it will impose on the detention some, but it shouldn't create a problem. Burkman suggested extending the sidewalk along the frontage of the proposed 12 parking spaces that point towards the soccer field at the north end of the site to allow people to step from their vehicle onto the sidewalk. Burkman asked if there will be a gate through the existing fence for the new sidewalk extension from the proposed playground surface. Torrenga confirmed there will be a gate. This gate will be left open during non-school hours for community access. A Site Permit from the Engineering Department will be required. The Site Permit will cover right-of-way cut elements, sanitary sewer connection and local erosion control. Burkman indicated there is a provision in the Unified Development Ordinance that states any time a permit is pulled on any property, it becomes necessary to dedicate right-of-way to be in compliance with the Thoroughfare Plan. The corridor for Campbell Street calls for a 40 ft. half-width right-of-way. The corridor for Bullseye Lake Road calls for a 30 ft. half-width. Dedication of the right-of-way is a condition of

permit issuance. Whatever the half-width is today, the difference needs to be dedicated to reach the 40 ft. and 30 ft. widths on the respective corridors. This section of the UDO also talks about upgrading the frontages of the street anytime a permit is pulled. Burkman said there is curb and gutter along portions of each of the streets, but not along the entirety of the frontages. The provision is that anytime someone pulls a permit, they must cause the street to be upgraded to include pavement, pavement widening, curb and gutter and ADA compliant sidewalks. The sidewalks are already in and portions of the curb and gutter are in; however, the balance needs to be installed. Burkman said it will be necessary to work with the Engineering Department on this to see how drainage can be accommodated. Along the north side of Bullseye Lake Road there are storm structures in the parkway so maybe there are turnouts that need to be proposed or some structures set within the curb line. Evans asked if the provision for upgrading also covers repairing trip hazards or broken sidewalks that need to be brought into compliance with ADA standards. Burkman believes this to be true and that is why it stipulates ADA compliant ramps and sidewalks. If trip hazards and impediments exist they need to be removed. Evans interjected that ADA considers anything 1/2" or more as a trip hazard. The new drive apron appears to be concrete which is good. Burkman conveyed the concrete sidewalk with the 2% maximum cross slope needs to be carried through the driveway.

PILARSKI: The Water Reclamation Department is always interested in what is being discharged into the sanitary sewer. Submitting an internal plumbing plan for review and approval will be necessary. This plan should be sent to Yacoub Alijobeh. Pilarski provided necessary contact information.

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
- Knox Box
- Numbering Gymnasium Doors
- Drainage Report
- Grading Plan
- Lighting Plan (if site lighting is upgraded)
- Variance for fence
- Internal Plumbing Plan
- Provide total hard surface (existing and proposed)
- Dumpster Enclosure
- Bicycle Parking