

**MEETING:** Site Review Committee  
**SUBJECT:** Multi-unit Building  
**ADDRESS:** 4602/4702 Murvihill Road  
**PRELIMINARY SITE REVIEW**

**LOCATION:** City Hall  
**DATE:** December 17, 2019

**IN ATTENDANCE:**

Tyler Kent, Planning Director  
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Vicki Thrasher, Building Commissioner  
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Adam McAlpine, Engineering Director  
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Mingyan Zhou, Engineering Dept.  
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Tim Stites, Fire Department  
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Mark Geskey, Water Dept.  
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Paul Scott, Water Reclamation Dept.  
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Nate McGinley, Public Works Director  
(219) 462-4612 / [nmcginley@valpo.us](mailto:nmcginley@valpo.us)

**PRESENTERS:**

Kevin Coros, McMahon Engineers/Architects  
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Jason Gilliana, Owner  
(219) 405-0217 / [jason@gilliana.net](mailto:jason@gilliana.net)

The following is a summary of discussion at this meeting.

**OPENING:** The Site Review Committee met to discuss the proposed multi-unit building to be located at 4206/4207 Murvihill 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:** The project is Lot 6. What was initially one "L" shaped lot was re-subdivided into 3 lots. Gilliana wants to re-subdivide it once more into a total of 2 lots. Previously, there was Lot 6, Lot 6A, Lot 6B and Lot 6C. Now they want to amend this into Lot 6A and 6B. Lot 6B is the northern portion of the "L" shaped lot. The use will be office/warehouse similar to the Lot 5 project. Sheet C2.0 proposes 2 separate buildings that have an adjoining wall. There will be parking and traffic maneuvering throughout the entire loop. Two entrances will be utilized onto Murvihill Road. Currently, there is a 5 ft. no-access across the northern lot, except for two 50 ft. portions. The intent is to get rid of the 5 ft. no access easement when it is re-subdivided. They would like to move the 50 ft. accesses to accommodate the entrances of the site. Sheet C3.0

shows the utility layout. There is existing sanitary sewer and water along Murvihill Road which they anticipate using for the project. Sheets C4.0 and C5.0 show drainage. There is an existing pond which was built to sustain the subdivision. They intend to utilize this pond. There will be two new flared end sections that will discharge into the pond. Drainage calculations have not been provided. They do not anticipate the need for calculations since this is a subdivision pond. The Koselke drain does go through and around the site. There is no intention of encroaching on the easement and legal drain. The pond is encapsulated within an easement. It will be breached only enough to install flared end sections. Preliminary building concepts are included in the plans.

**STAFF COMMENTS:**

**SCOTT:** Submittal of an internal plumbing plan and floor plan is required.

**ZHOU:** Comments will apply to Sheets C6.0 and C7.0.

**Sheet C6.0:**

- a. The silt fence should be placed all around the disturbed area, including along the west and north property lines.
- b. The drawing does not show where the storm inlets are and the protection. It will be necessary to include these on the drawing.
- c. It will be necessary to ensure the concrete washout is not close to the pond and drain.
- d. Item #7 in the “Stormwater Pollution Prevention Notes” states that “Except as prevented by inclement weather conditions or other conditions or circumstances beyond control, appropriate vegetative sedimentation control practices shall be initiated within seven (7) days of the last land disturbing activity at the site.” However, Rule 5 requires that “temporary or permanent surface stabilization is required on any bare or thinly vegetated area that is scheduled or likely to remain inactive for a period of 15 days or more.” Revising the language in Item #7 to meet and follow this requirement is necessary.

**Sheet C7.0:**

- a. Section C in the SWPPP needs to be about the post-construction stormwater management. Items C2 and C5 refer to stormwater management during construction. It will be necessary to revise these items. The language in Item C5 needs to be moved up to Item B14.

Submittal of a Post-Construction BMP Operation and Maintenance Manual is required.

**MCGINLEY:** Public Works is concerned with City right-of-way, trash and recycling services. There is a dumpster enclosure. Public Works will not provide trash and recycling services for this site. McGinley mentioned that Murvihill Road is in Public Work’s street inventory from Industrial Drive to CR325E. McGinley will contact the County about who owns the roadway. McGinley asked if a

sidewalk waiver is necessary. McAlpine does not think a sidewalk is necessary. McGinley said it appears there is a right-of-way dedication along Murvihill Road in front of this property. McGinley asked if there are any restrictions on the driveway apron width. Zhou believes there is a restriction. McGinley said this needs clarification and we need to ensure that standards will be met. A Right-of-way Cut Permit will be required for the drive aprons.

**GESKEY:** Geskey is aware the water and sewer will be coming off Murvihill Road. Geskey said if the water is far enough off the road, the road can be bored. However, if the water main is in the road Geskey will have to go across the road. Geskey said clarification is needed on whether Murvihill is City or County. The separation for water and sewer is 10 ft. When they come across with the water there must be 18" between the water and sewer. This needs to be included in the drawing notes. Cleanouts within 5 ft. of the building are required. Backflow protection is required. Contacting Shaun Shifflett for the backflow is necessary.

**STITES:** The Fire Department follows the 2014 Indiana Building and Fire Codes. Stites will provide the turning radius for the Fire Department's largest truck. (See attached information.) Stites is concerned with access around the building.

Coros said he used vehicle tracking software for a 55 ft. wide vehicle. Stites is especially concerned with the east wing. Stites asked if there will be a fire alarm or sprinkler system. Gilliana said they are planning a fire wall between the two buildings to stay below the 12,000 sq. ft. threshold. There will be a fire alarm. Stites conveyed there is an ordinance that requires the alarm system be registered with the Police Department. Registration can be done on their website and it needs to be done at the first of the year. All initial inspections need to be scheduled through the Building Department. The facility will be subject to annual fire inspections. Stites indicated a Knox Box will be required. It will be necessary for the contractor to contact Stites concerning Knox Box placement. Stites asked about addressing. The buildings have separate addresses and suite numbers will be assigned.

**KENT:** The property is zoned Heavy Industrial and it is within the U.S. 30 Overlay District. The maximum lot coverage is 75% and the landscape ratio is 25%. The front yard setback is 65 ft. The parking lot setback is 15 ft. The side yard setback is 10 ft. The rear yard setback is 15 ft. Kent said that Coros may have pulled the standards for the Heavy Industrial Zoning District instead of the U.S. 30 Overlay District. Section 2.406 includes the standards for the dumpster enclosure. It will be necessary to include the elevations of the dumpster enclosure in the development plan submittal. Kent asked if there will be loading docks. Gilliana said there will not be loading docks. Kent conveyed if there are loading docks, referring to Section 2.406 will be necessary. Submittal of a Landscape Plan is required. The requirement for on-lot landscaping is 4 large

trees, 8 small trees and 25 shrubs per acre. Open space landscaping (dedicated 25%) requires 10 large trees, 15 small trees and 40 shrubs per acre. Parking lot landscaping requires 1 large tree per 4 parking spaces and 1 shrub per 2 parking spaces. A landscape island is required for each 16 parking spaces. The landscape islands are required to be 324 sq. ft. Kent said it will be the half width of the 324 sq. ft. A 6 ft. tall monument sign is allowed for the site, or wall signage can be used. The calculation for signage is 3 sq. ft. of signage per 1 linear foot of building frontage facing the right-of-way. Referring to Article 11, Section 11.500 for the non-residential design standards is necessary. There are some requirements for industrial buildings. The building elevations will need to call out all building materials. Kent advised that it will be necessary to speak to Kyle Kubler, Executive Director of the Airport, to receive all approvals for any FAA permits that are required. Kent cautioned them on the use of cranes, etc. during construction. A Zoning Clearance is required. Submittal of colored elevations is necessary. Kent discussed the possibility of a sidewalk. The City is always looking for eastern connections down U.S. 30. This may be an ideal location to run the connection down Murvihill Road. Kent clarified that he is not asking Gilliana to construct anything but is wondering if there is a way that an easement can be placed along this area for future construction if a grant is ever received. We could use either Murvihill Road or Division Road. Discussion concerning the 5 ft. no access took place. Kent cautioned that we need to be mindful of the clear zone areas. Kent suggested conversation with the County.

**THRASHER:** A Construction Design Release from the State of Indiana is required prior to issuance of local Building Permits. All contractors working on the project must be listed on the permit application and registered with the City. Signage will require a separate permit. Thrasher asked if the submittal to the State will be for a shell building or will the tenant buildouts be included. Gilliana indicated they should have tenant buildouts ready and they want to do one submittal. Thrasher said if any changes occur with the units (more intensive use, more work required or spaces are combined, etc.) another submittal to the State and separate Building Permit will be required. It may also require a separate site review depending on the use.

**MCALPINE:** A Site Permit for the right-of-way cut, erosion control and all utility connections is required. McAlpine asked about the width of the drive at the southern end. Coros said it is 30 ft. A bollard will be placed at the corner of the building. McAlpine asked about the drive aisle from the bollard to the curb. Coros said it will probably be 28 ft. McAlpine prefers that the no access restriction be lifted, if the County is not opposed to this. McAlpine asked if they are comfortable with the accessibility to the dumpster. Coros said he is not comfortable with the location. They thought about putting it at the southwest

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corner which allows a straight-in approach. The dumpster location shown on the plans was the first choice based on the maximum amount of parking. However, there is more than enough parking to meet their needs. Coros said there is no issue with moving the dumpster to provide better access. McAlpine said the easement, south of the parking lot is a 10 ft. drainage easement intended to serve all the southern lots. The grading plan needs to show a grass swale that will direct the runoff to the detention pond. Providing storm sewer pipe sizing calculations is necessary. Additional measures for storm water quality are needed. How will the storm water quality be managed? This could include modifications to the pond. Who is responsible for maintaining the detention pond? Coros does not know. McAlpine asked that they research who is responsible for pond maintenance. Gilliana suggested turning this over to the County because this is the main drain for the airport. Coros clarified that McAlpine was talking about the subdivision pond. McAlpine suggested Gilliana take over the maintenance of the pond. An Operation and Maintenance Plan is needed for the pond. McAlpine asked about the condition of the pond and the outlet pipe. Coros said when he was at the site the pond was pretty dry. The street view shows Koselke Ditch being improved. Coros suggested we speak to Jim Riley. McAlpine said Engineering staff will go out to look at the pond.

**ISSUES TO BE RESOLVED:**

- Landscaping Plan
- Erosion Control Plan
- Provide Storm Sewer Pipe Sizing Calculations
- Submit O&M Manual
- Revise Language in Item #7
- Rule 5 Permit
- Detailed Site Plan
- Provide Internal Plumbing Plan
- Provide Floor Plan
- Cleanouts Within 5 ft. of Building
- Backflow Prevention
- Site Improvement Permit
- State Design Release
- Building Permit
- Contractors Registered with the City
- Knox Box (contractor to contact Stites)
- Signage/Fencing Permit
- Zoning Clearance
- Colored Building Elevations