



MEETING: Site Review Committee
SUBJECT: Professional Office Building
ADDRESS: 2101 Burlington Beach Road

LOCATION: City Hall
DATE: October 13, 2009

PRELIMINARY SITE REVIEW

IN ATTENDANCE:

Craig Phillips, City Planner	(219) 462-1161
Tyler Kent, Asst. City Planner	(219) 462-1161
Tim Burkman, Engineering Director	(219) 462-1161
Jack Johnson, Fire Department	(219) 462-8325
Ed Pilarski, Water Reclamation Dept.	(219) 464-4973
Jim Pingatore, Water Dept.	(219) 462-6174
Chuck McIntire, Water Dept.	(219) 462-6174
Vicki Thrasher, Building Commissioner	(219) 462-1161

PRESENTERS:

David Merkel, Larson-Danielson Construction
219-362-2127 / djm@ldconstruction.com
Scott Civanich, Duneland Group, Inc.
219-926-1007 / scivanich@dunelandgroup.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:

The Site Review Committee met to discuss a proposed optical clinic. Phillips 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.

Merkel explained that the building is approximately 16,000 square feet and will house several doctors of optometry. The construction is mainly wood frame with some steel in various places. Approximately ¼ of the square footage will be for future lease space. The use for this space currently is undetermined although the doctors prefer that it be another medical professional. The building will be fully sprinkled. The interior and exterior of the building will have exclusive finishes and should be a favorable addition to the community. Civanich stated the Burlington Beach Road entrance will be used. The building will be situated approximately 150' from the right-of-way. A dumpster is expected on the northwest corner of the property. Merkel commented that the current plans are preliminary and a ramp down the back is anticipated. Civanich explained how the storm water will be detained. Access is available to lot 4 on the north and south sides.

Pilarski is aware that the discharge line indicated on sheet C-3 will be entering into a VLACD sewer. Lot 4 however, will be entering into the city sewer. Pilarski said there are no comments regarding the connection point to their sanitary sewer however, what's being discharged from the facility is a concern. An agreement exists between the VLACD and the City of Valparaiso which gives the City authority along with the VLACD, to make sure a user is compliant with the Clean Water Act. The submission and approval of a completed medical and mercury waste disposal survey, as well as an internal facility plumbing plan, is required before occupancy.

Burkman stated the parking stalls that allow vehicles to overhang the grass strip can be reduced to 18' in length. Payment in lieu of constructing the improvements along the frontage of Burlington Beach Road is also required if the developer of the subdivision hasn't provided. The project engineer can submit a cost estimate to the City for review. Burkman is aware that the entrance has already been constructed and partially paved. Civanich pointed out sheet C-1 indicates that the NW corner has existing asphalt. This

entrance had been put in as well as the south entrance for the benefit of Walgreens. A Rule 5 erosion control permit will be required. Grades and elevations within the parking lot and surrounding area must also be shown. Ensuring that the 100 year storm will actually get to the detention basin is also necessary. In regards to lighting, caution is needed with the surrounding residential areas.

Thrasher said that a State Design Release is needed before permits can be issued. Merkel commented that it's their intention to file for a foundation release by the end of the week. Thrasher said while waiting for the foundation release from the State, applying for the foundation release with the City is acceptable. Any signage and fencing will also require a permit.

Phillips stated the property is zoned Commercial General District therefore, the use is permitted. The density allowed on the lot is appropriate. An additional floor would be allowed on the site if parking were designed appropriately. The overall square footage of the building itself needs to be indicated on the site plan. Phillips based his review on 16,000 square feet. The number of parking spaces also must be shown. Phillips calculation was approximately 113 spaces which far exceeds the requirement for medical office buildings. The new ordinance requires office space to provide 35% open space on a site. Medical office buildings are more parking intense as compared to a standard professional office. There is a services category however, which possibly can be considered. A calculation of the actual green space on the site is needed in order to determine how the 15% landscape surface ratio requirement can be met. Setbacks appear to be appropriate. A detailed landscape plan is needed prior to the issuance of a zoning clearance for the project. The zoning clearance form can be submitted separately or along with the building permit application. The landscape plan must include the type, size, and placement of the landscape materials used and illustrated to scale as well. In terms of required landscaping, the parking space standard needs to be met. One large tree or one shade tree per 8 spaces of parking is needed, as well as one shrub perennial or ornamental grass clump per 4 spaces in the parking lot. One street tree per 60' of frontage along Burlington Beach Road is also needed. In this case approximately 4 trees across the frontage will be required. This calculation doesn't overlap any parking areas or any place where parking areas are provided with landscaping. The parking areas are basically drawn in a way that extends the lines of the parking lot across in a square or basic polygon. Anything that falls within this is considered parking lot landscaping and anything that falls outside of this area is considered on lot landscaping. In this case the majority of area is dedicated to parking lot landscaping. The standard requires 9 large trees per acre or 18 small trees per acre, and 50 shrubs. Phillips pointed out that because of the way the site is drawn, there probably will not be many, if any trees required. Something may need to be installed on the very peripheral of the parking lot as well as scattered throughout the site in order to meet the standard. The dumpster will need to be screened on 3 sides with a solid gate on the 4th side. The color of the materials used must be complimentary to the color of the building. Signage is limited to 6' monument style only on the frontage along Burlington Beach Road. There is a Pathway requirement for this street and further discussion regarding this is necessary with John Seibert, the Parks Director. Payment in lieu of installation of the Pathway may be possible. The street Pathway will need to be a minimum of 8' wide across the Burlington Beach frontage. In addition, provisions are needed for a pedestrian connection from that area to the front entrance of the building. Striping across the parking lot is preferred in order to delineate a pedestrian crossing. Ensuring that the site connects to other sites as well as the frontage is also necessary.

Pingatore stated that the building will be located within the Wellhead Protection Area and will be within the 5 year time of travel to Valparaiso's Flint Lake Well Field. A copy of the Wellhead Protection provisions had been provided by Pingatore. Reporting is critical in the event that an accidental spill such as mercury should occur at the facility. Merkel will check into whether or not fuel oil will be stored on the site during construction.

McIntire said that 1 meter per 1 service is the policy. The possibility of another tenant will require 2 services and/or the owner pay the water bill for the other tenant. Two separate laterals are needed since the building will have fire service. Backflow protection will be required on the domestic and fire services. A dual check valve that's compliant with the University of Southern California's specification is required on the fire. An irrigation meter can be branched off inside at the domestic meter. Once this is determined, McIntire will be able to provide a cost estimate on the services. A fire hydrant will be required preferably on the east side of the office, along Burlington Beach Road. Fire domestic sizing is needed and any questions can be directed to Chuck McIntire. Merkel hopes to begin almost immediately and the owner anticipates being in by May 1, 2010. Contacting McIntire is necessary before any contractors install the fire service. Staying back at

least 20' is essential in order to ensure the necessary space for any elevation changes for hooking into a 24" main.

Johnson said to contact the Fire Department for placement of the Fire Department connection for the sprinkler system. A Knox Box for the building will be required. The installation of a fire hydrant in front of the property is important.

Phillips added that the dumpster enclosure must be stone or brick. A masonry wall painted the same as the building is also acceptable. Landscaping is required to be around the dumpster area as well. Referring to Section 2.406 of the UDO is recommended for further information. The building architecture is favorable. The only additional review needed is for the zoning clearance. Merkel clarified at this time their intent is to get the storm structures enclosed. Currently the plan is to put binder down this year. Curbs and walks are projected for next year. Moving earth is expected by the end of October and foundations are anticipated in mid November. Phillips said a site permit can be submitted separately for the earth work as long as the drainage and erosion control requirements are met. The foundation release for the building can be applied for as well. In reference to pavement, approval of the landscape plan is critical. Burkman said that the surface runoff must make it into the detention basin. Phillips said there doesn't appear to be a need for any variances. Thrasher clarified that a site permit is necessary for the placement of asphalt. Phillips added that the correct amount of parking is imperative. Since most of the landscaping is associated with the parking lot, the landscape plan will need to be approved. A zoning clearance for the parking lot is also requested by Phillips. The actual building permit will require that the Pathway issue be resolved and Phillips strongly suggested contacting John Seibert. The 8' wide pathway is required to be indicated on the plans prior to the issuance of permits. Phillips commented that the sidewalk will need to be installed or an agreement must be in place by the time occupancy takes place.

ISSUES TO BE RESOLVED:

- Sanitary/Sewer – Survey / Internal Facility Plumbing Plan
- Landscaping Plan (with Tree Survey)
- Pathway – Contact John Seibert
- Hydrant
- Knox Box
- 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 / Parking Lot Zoning Clearance