



**MEETING: Site Review Committee**  
**SUBJECT: Welter National Bank**  
**ADDRESS: Eastport Centre Drive**

**LOCATION: City Hall**  
**DATE: November 3, 2009**

### PRELIMINARY SITE REVIEW

#### IN ATTENDANCE:

|                                       |                |
|---------------------------------------|----------------|
| Craig Phillips, City Planner          | (219) 462-1161 |
| Tyler Kent, Asst. City Planner        | (219) 462-1161 |
| Matt Kras, Storm Water Engineer       | (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 |
| Marv McDaniels, Collections Dept.     | (219) 464-2346 |
| Ron DeTorrice, Public Works Director  | (219) 462-4612 |

Media

#### PRESENTERS:

**Steve Pease**, Architect, 219-464-7957  
 spease@adsnet.com  
**Dave Tiemens**, Tiemens Land Surveying, Inc.  
 219-987-2828 / dtiemens@netnitco.net

Email addresses for the above City of Valparaiso Departments can be found at [www.valpo.us](http://www.valpo.us).

The following is a summary of discussion at this meeting:

The Site Review Committee met to discuss a proposed bank located on outlot A on Eastport Centre Drive. 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.

Pease said the project is located just south of Mariposa Drive. The building footprint is 5,200 square feet and located at the south end of the property in order to be away from the detention area. The building will be wood frame with a stone exterior. Extending the existing sewer and water on Eastport Centre Drive is anticipated. The required 25' landscape buffer in the back will also be provided. There is also a 22' wide, one way drive lane which will go around the building.

Tiemens explained that this project was on the October Plan Commission agenda. The request was for a vacation of easement. Currently outlot A is 2.85 acres which is all drainage easement. Ultimately the goal is to vacate part of the easement on outlot A, and relocate it. The purpose to re-plat is needed since initially outlot A was a non-buildable lot. Tiemens provided current drawings for review at this meeting. The new drawings include revised plans from 2008. The re-plat of outlot A is shown and will be submitted in the application for the Plan Commission. Plans and specifications for the extension of the water and sewer mains are also included. Tiemens clarified that these plans are basically the same as what the City has already accepted. Permits from IDEM had also been issued however, since that time an additional manhole, 160' of pipe, a hydrant, and a few hundred feet of water main have been included in the new set of plans in order to serve outlot A. Tiemens explained the site and drainage plans in detail. Culverts will be installed under the driveways as well as a berm on the north side of the pavement. Drainage calculations have been adjusted to reflect the additional impervious surface, the change in the volume and elevation of the pond,

the spillway, and the pipe at the outlet. An embankment will also be added in order to hold the water back.

Kras stated that he will need to review the drainage calculations. Checking the parking lot to ensure that everything will sheet drain to the basin is important. Making certain that drainage will route to that detention area in the 100 year event is also critical. Tiemens clarified that the berm will be blocking drainage from the property to the east although, everything is directed toward the pond. Kras commented that some of the outside drainage coming from the east slopes toward the pond. Tiemens acknowledged they will check into this. The addition of a culvert may be necessary to make certain that drainage can reach the pond. Kras said that an Erosion Control Plan and a Rule 5 Permit are also needed.

Burkman stated that curb and gutter were added on the construction drawings and the pavement will need to be widened. Tiemens pointed out that the current set of plans indicates the details showing the additional pavement. Burkman clarified that this must reflect the street standard which is 18' from the center to the back of curb. The sewer main needs to be extended with the manhole to the north. In order to eliminate pavement, parking space lengths can be reduced to 18' where cars can overhang the grass area. If driveways are going to be marked to indicate entering and exiting, this may be an opportunity to reduce the widths of those drive cuts. Since there are adjacent residential neighbors, caution is needed with regards to exterior lighting.

Phillips stated to make sure the overall dimensions are shown on the site plan. According to the calculations, parking is sufficient. The overall height to the pathway point between the ridge and the eave must be included in the architectural drawings. Architectural details are also needed. Paying attention to the nonresidential architectural standards in Article 11 of the ordinance is advised. Any combination of stone, brick, or decorative block is more than likely acceptable and a mixture of materials is encouraged. A detailed tree survey is needed showing all trees over 10" in diameter along with a replacement plan. A calculation of trees removed, compared to the trees replaced is suitable. There are specific standards with regard to size and ratio of trees required per replacement based on truck size. Referring to Article 10.4 is essential. Location, size, and species using the Latin and English names need to be shown on the landscape plan. The parking lot area is required to have 4 large trees. Five street trees need to be provided within the right-of-way. The swale area will need to be checked into as well. Care is necessary to ensure that the existing tree buffer is not disturbed. Phillips will assist in how the 25' width and the 5' berm should be planted. Flattening the top of the berm is suggested since it will then be easier to plant the trees. The buffer requires 5 large trees per 200', 5 small trees per 100', and 180 shrubs, perennials, or grasses. Planting the berm with grasses may be an appropriate way to meet that standard. The dumpster enclosure must be screened on 3 sides using materials similar with that used on the building. The gate must be wood or vinyl. Specific landscape standards apply to this as well and checking Article 2 is advised. The plat easement vacation process has begun and is required to go through the Plan Commission, BOW, and City Council. Coming back to re-plat that easement accordingly is intended and Plan Commission approval is required. The variance that was originally requested is no longer necessary therefore, sending a letter or an email to Tyler regarding this would be sufficient. In regards to lighting, referring to the Environmental Standards located in Article 4 is recommended. Signage placed at the entrance into Eastport must be monument style only. There may be deed restrictions or covenants in Eastport that also stipulate monument style signage. In terms of appearance, Phillips prefers that signage on the site is consistent. Building signage is 3 square feet per 1' of linear frontage on the building.

Thrasher is aware the basement will be used mainly for employees and will have 3 exits. Restrooms, a lounge, and an exercise area will be located in the basement. Submitting to the State for construction design release is needed before a building permit can be issued. Any signage and fencing will also require a permit.

DeTorrice said the City can provide recycling containers although using a commercial service is an option. The same dumpster containment area can be used and DeTorrice pointed out that stacking front to back is normally done. Ensuring that 2 containers can fit back to front is important.

Pingatore stated that the location is within the Wellhead Protection Area and outlot A is within the 10 year time of travel to the Airport Wellfield. Copies of the IDEM Wellhead Protection Provisions were distributed. Diesel fuel stored on the site during construction will require secondary containment. Phillips added that Will Rose will assign an address for this site.

McIntire said that a new hydrant permit for the water is necessary. The previous information isn't adequate since the peak days have changed. When originating the form, McIntire said to email it to him and

he will either add the changes or do a notice of intent. Pease clarified the opening date is anticipated for mid June or July of 2010. McIntire said backflow protection will be required on the domestic as well as any irrigation meter. Water service crossing Eastport Centre Drive will have to be directional drilled since an open flat is not allowed. The hydrant spacing appears favorable and further comments are deferred to Jack Johnson. The hydrants cannot be more than 10' from the curb otherwise they will have to be flipped showing the other side of the main. Double upper type fire hydrants are now required. When closer to this portion of the project, contacting McIntire is recommended.

Johnson is aware that the hydrant location is adjacent from the middle of the building. Currently the service is 113' from the building to the main. Tiemens said they will need to slightly flip the hydrant which will then make it closer to 100'. The building will have an alarm system and Johnson pointed out that a Knox Box will be required.

McDaniels provided Bob Fitzgerald's contact information for any questions regarding the sewers.

Pilarski didn't have any comments.

Phillips conveyed that the project is on the November 11<sup>th</sup> Plan Commission agenda, the BOW agenda on November 12<sup>th</sup>, and will then proceed before the Council on November 23<sup>rd</sup>. It's uncommon for the Council to grant a suspension of rules. Applying for and requesting a suspension of rules to the Plan Commission however, is essential.

#### ISSUES TO BE RESOLVED:

- Landscaping Plan (with Tree Survey)
- Erosion Control Plan
- Rule 5 Permit
- Hydrant
- Knox Box
- Right-of-way
- Detailed Site Plan
- Sanitary/Sewer
- Backflow Prevention
- Site Improvement Permit
- State Design Release
- Building Permit
- Signage / Fencing Permit
- Zoning Clearance