



MEETING: Site Review Committee
SUBJECT: Driveway, Parking Lot, & Sidewalk
ADDRESS: 1420 Chicago Street

LOCATION: City Hall
DATE: November 10, 2009

**PRELIMINARY SITE REVIEW
IN ATTENDANCE:**

Tyler Kent, Asst. City Planner	219-462-1161
Matt Kras, Storm Water Engineer	219-462-1161
Tim Burkman, Engineering Director	219-462-1161
Ed Pilarski, Water Reclamation Dept.	219-464-4973
Jim Pingatore, Water Dept.	219-462-6174
Vicki Thrasher, Building Commissioner	219-462-1161
Ron DeTorrice, Public Works Director	219-462-4612

PRESENTERS:

Greg Engstrom, 219-464-7700
gregengstrom@hotmail.com
Jim Nitzschke, 219-964-8200
sblake1603@yahoo.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 parking lot to be constructed at 1420 Chicago Street. 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.

Engstrom explained that the project is in the final phase of being finished. The interior of the building is close to completion. Nitzschke said plumbing and electrical inspections are still needed. Engstrom added that the plan had previously been submitted some time ago. The building use is strictly for offices although; some of the space will be leased. Approximately 1/4 to 1/3 of the building will be occupied immediately since they have a few related companies. The possibility of leasing the entire facility can be considered as well. There will not be a sprinkler system although; more than likely an alarm system will be installed. The size of the lot is .83 acres.

Pilarski stated that based on the nature of the project, he had no comments. Comments regarding connection points into the sanitary sewer main are deferred to Tim Burkman and the Sewer Division.

Thrasher said there is not a building permit on this project. Nitzschke clarified that they have applied for a permit and no work has been going on at the site. Thrasher pointed out that no work should be taking place in the building until a building permit has been issued. The only prior permit was for the foundation and since the foundation didn't match the building there were issues. Thrasher is unclear if the amendment for the foundation was sent to the State for release. A set of plans are needed for Thrasher's review. Engstrom said the original set of plans for the building is nearly identical. If an alarm system is going to be installed, a Knox Box is required. Contacting the Fire Department for the requirements will be necessary. Any signage will also require a permit.

Burkman stated that a copy of the deed is necessary in order to verify that the appropriate right-of-way has already been dedicated. Rather than the placement of steps going from the drive to the building, Nitzschke said there will be a handicapped accessible slope. A curb will be placed between the sidewalk and the drive and the handrail will prevent people from walking out into the driveway. Towards the end it will be ramped into the asphalt. Burkman commented that a substantial curb will be in front of the door. Engstrom believes that the handrail will not go all the way to the street. Nitzschke will contact Gary Radtke

to verify how far the handrail will go. In reference to the driveway, Burkman stated that sloping toward the embankment of the ditch isn't shown. Erosion problems are common when there is pavement that just sheet flows onto a ditch bank. Avoiding disruption of the bank may be possible if the drive slopes back in on itself with an inverted crown. This will also help with erosion coming off the eastern edge of that drive and will keep the run off within the center of the drive. In the event that the embankment of the ditch requires maintenance, a drainage access easement throughout the driveway is necessary. Reducing the sidewalk width to 4' is encouraged. This would then allow for the driveway to be widened or shifted slightly away from the ditch embankment to eliminate the need of any grading in that area. The sanitary sewer service must be 6" PVC SDR35. Details regarding pavement thickness must also be shown. The inlet at the south end should at least have a sump in order to capture any debris before it heads to the ditch. Caution is critical to avoid disruption along the creek bank during any winter construction. Heavy protection and erosion control measures will otherwise need to be in place. Burkman explained that the new layout of the Knode Creek Pathway doesn't impact this site in any way.

Kras stated that a Rule 5 permit isn't needed however, an erosion and sediment control plan is necessary to indicate what will be done to minimize any erosion from going into the creek during construction. Since the location is within the Eastgate Overlay District, there are certain requirements relating to storm water management which focus more on the water quality as opposed to the quantity. Kras had provided a copy of this information from the ordinance. A hood structure on the outlet pipe is required in order to prevent floatables from passing into the creek. Any vegetation, landscaping, and native plantings around the site are favorable. Some sort of sediment trap or something permanent around the outlet structure going into the creek is encouraged. Burkman reiterated the options that may eliminate the need for turf reinforcement. Changing some of the drive elevations was also mentioned. If disruption of the bank should occur, Kras suggested continuing the landscaping that was done further south rather than just seeding. The addition of color with native plantings is a favorable idea. When the parking lot is installed, Kras said assurance is needed that drainage will flow into the parking lot rather than getting trapped between the buildings. The placement of a rock or rip rap was suggested.

Kent stated that a use variance was granted for the property in 2005 allowing for commercial use to be located on the lot. Since that time however, the UDO has passed. The property is also located in the Eastgate Overlay District therefore; the project is now being based on the UDO standards. Lot coverage calculations will need to be shown on the drawings. The landscape surface ratio is 35%. Lot dimensions, parking lot dimensions, and parking spaces also must be indicated on the plans. A detailed landscape plan also needs to be submitted. Plant material size and the types of species, with the Latin name included, must be identified on the plan. In reference to prohibited and invasive species, referring to the list in the horticulture section of the Park Department website is recommended. The parking lot will require 3 large trees as well as 5 shrubs, perennials or ornamental grasses. Two street trees are required in the lawn area between the street and the sidewalk. A row of shrubs, perennials or grasses resulting in 50% coverage must be planted along the north, east, and south sides of the building in a landscape bed at least 6' in width. A total of 9 large trees, 18 small trees, and 50 shrubs per acre are required. This is pro-rated based on the leftover green area, after the parking lot landscaping areas have been subtracted. A calculation is essential to indicate that this standard has been met. Signage is limited to a 6' tall monument style sign with a message area no larger than 24 SF for a single tenant use or 32 SF for a multiple tenant use. Wall signage is based on 1 SF per linear front foot of the building and cannot exceed 46 SF. In reference as to how refuse from the site will be handled, Engstrom said the container located at the adjoining property can be shared. Tenants can walk to the adjoining property, which is Ameripawn, to dispose of their refuse. More than likely a dumpster will not be at this particular location. In the event that a container is placed on the site in the future, Kent said to refer to Section 2.406 of the UDO for information.

DeTorrice encouraged recycling and stated that recycling containers can be provided by the City to businesses that request them. The containers are strictly for items that can be recycled.

On behalf of Chuck McIntire, Pingatore said that the plans had been reviewed. Based on everything at this time there are no Water Department issues. ISSUES TO BE RESOLVED: Landscaping Plan (with tree survey), Erosion Control Plan, Drainage Access Easement, Right-of-Way, Detailed Site Plan, Sanitary/Sewer, Knox Box, Site Improvement Permit, State Design Release, Building Permit, Signage/Fencing Permit, and Zoning Clearance