



**MEETING: Site Review Committee**  
**SUBJECT: Maintenance Building**  
**ADDRESS: 3100 Ivy Tech Drive**

**LOCATION: City Hall**  
**DATE: December 15, 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
Chuck McIntire, Water Dept.	(219) 462-6174
Ron DeTorrice, Public Works Director	(219) 462-4612
Jack Johnson, Fire Department	(219) 462-8325
Marv McDaniels, Collections Dept.	(219) 462-1161
Mike Steege, Collections Dept.	(219) 462-1161

**PRESENTERS:**

**Kerry Schoeph**, MSKTD & Associates  
260-432-9337 / [kcs@msktd.com](mailto:kcs@msktd.com)  
**Dee Haklin**, Ivy Tech Community College  
219-464-8514 / [drogers@ivytech.edu](mailto:drogers@ivytech.edu)  
**Joseph Plesek**, Ivy Tech Community College  
219-981-4951 / [jplesek@ivytech.edu](mailto:jplesek@ivytech.edu)

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 maintenance building at the Ivy Tech campus. 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.

Schoeph explained that the project is located on the NE side of the building. Currently there is an existing parking lot with approximately 10 to 12 spaces on each side of the small existing building. The existing building is used for maintenance and storage at this time. Utilizing as much of the asphalt as possible is anticipated in order to place the new maintenance building on that area. Minimizing any increase of impervious area is intended by utilizing the parking. Since there is a water line easement, this area will be avoided. The new building will be located about 10' from the existing building. Because they will need to slightly encroach on the existing pond, a small area will be created off to the side in order to make up for any lost volume. Installing a small pump station is anticipated because currently there isn't a gravity sewer in close proximity. The pump will be used to directional bore a 2" force main over to the existing sewer located on the east side of the existing building. Floor drains will be installed in this building to allow for snow and ice to drain from maintenance vehicles. A small grease trap will be installed in the building as well. There is new gas service to the building and they will be tapping off of the main in the easement with a new 1" water service. Concrete aprons will be across the front of the building where there is asphalt currently. Patching in new asphalt is expected. A new storm drain will be installed on the SW side of the building. This will intercept the drain that currently drains the parking lot, then goes to the detention pond, routing it between the 2 buildings, and then into the storm water area. Gas and electrical service will be installed. There is 1 light pole that will be removed and another that will remain. The existing drainage patterns will be maintained in that area. A new inlet that's mainly for directional change on the storm line will be installed. The building will not be sprinkled and there will not be an alarm system at this time.

Johnson said the hydrant location is sufficient and a Knox Box will be required. It was conveyed that bags of salt on skids will be stored within the facility. If high rack storage or tire storage should take place within the facility, complying with the International Fire Code is essential.

Steege said there are no issues regarding the sewer.

McDaniels provided contact information for Ed Pilarski. Ed can handle what's necessary regarding the grease traps and anything internal. Following the minutes is additional information provided by Ed. McDaniels said that a triple separator is needed instead of a grease trap.

McIntire stated that the facility is within the Wellhead Protection Zone therefore, the salt must stay under cover

and inside the building. Extra caution is needed during construction as well. If a fuel station is set up on the site, double containment is required. The facility will need to have backflow protection installed after the meter. McIntire commented he's been getting a large volume of calls regarding the water tap on this building. The Utility Department will make the tap and coordinate with the contractor. Contact Jim Pingatore for any questions regarding the Wellhead Protection Area. Jim's contact information was provided. The amount of \$1,800.00 was provided to the contractor for the work that's necessary. McIntire clarified that this is not a tap fee.

DeTorrice is aware they will be utilizing the existing dumpster at the main building. Haklin added they will also utilize the large recycling bin that is currently located at the main building. Service on the vehicles will be provided at a service station.

In reference to drainage, Schoeph explained to Kras that the existing parking lot is curved until it reaches the back side, then the drainage will sheet flow off. Most of the drainage will drain back into the catch basin located in front of the building. Using the same type of drain is intended. The roof drains tie into the new line that will run through. The intention is to riprap it, and tie it back into the detention area. This area will be filled in slightly. Pulling it back in the area where the new pipe comes out is anticipated in order to balance it out. Schoeph didn't have storage volumes and commented that it is more of a water quality treatment pond rather than a detention pond. Kras said he wanted to see if there were any calculations indicating how much impervious area is added and how that detention or water quality volume will be taken away with this addition. The difference as to what will be made up in another area will need to be specified on the plans. Prior to blanketing along the side slopes, silt fencing around the construction site is needed. Schoeph made a note instructing the contractor that if any areas disturbed for more than 7 days without work taking place, this will then need to be temporarily seeded or stabilized.

Burkman questioned why a gravity system isn't used instead of a forced system. A gravity system would save on the upfront costs of the lift station, as well as the perpetual maintenance costs and energy associated with having a forced system. Schoeph explained there are a number of utilities out there that they would be crossing. An 18" clearance needs to be maintained for the water line. There also would be a 6" gravity line. A number of site items out there are going with the directional boring option. This could then be installed without disturbing any of the areas and allows for the flexibility to stay away from the existing utilities without destroying anything and creating costly repairs. Burkman acknowledged that the upfront costs will be less with the restoration issues and with directionally boring the small diameter pipe. Schoeph pointed out that there will not be a restroom facility within the building, but rather just a trench drain and a sink. Burkman stated that if a restroom is ever intended to be installed, a grinder pump system is necessary. The City standard typically for residential grinder pump systems is the E1 system. This may be an option to consider. If there are no restroom facilities then a grinder system is not needed. Contacting Ed Pilarski is necessary regarding the trench drain in the facility. Ed will also want to know what other materials could be discharged into the sanitary sewer system. Burkman said the Engineering Department has received a few calls regarding the sewer connection. The Utility will require a saddle connection for the 2" force main connection and everything should be stainless steel. The sewer connection fee is based on water meter size. It appears there will be a 1" water meter to this facility. The fee increases each year and in 2010 the 1" water meter size tap on fee for sanitary sewer is \$3,927.00. Burkman has communicated this information to perspective bidders.

Kent said there are no issues from the Planning Department. Working with the Building Department is necessary regarding the needed permits.

The comments submitted by Ed Pilaraski are on the following page.

#### ISSUES TO BE RESOLVED:

- Landscaping Plan (with Tree Survey)
- Erosion Control Plan
- Detailed Site Plan
- Sanitary/Sewer
- Backflow Prevention
- Site Improvement Permit
- State Design Release
- Building Permit
- Signage / Fencing Permit
- Zoning Clearance
- Knox Box
- Contact Ed Pilarski

# Valparaiso Water Reclamation Department

## Ivy Tech Campus Maintenance Building Comments To The Proposed Project December 10, 2009

1. What type of maintenance activities are to be performed within the proposed building?
2. What are the locations and sizing of each of the areas/rooms of the proposed building - such as chemical storage rooms, equipment storage areas, offices, restrooms, etc. The submitted plans do not indicate or show these types of areas within the proposed building.

If applicable, the Valparaiso Water Reclamation Department is requiring the submission of revised sanitary sewer plans for the proposed building which further shows the locations of the above noted areas within the building.

3. In accordance with paragraph 52.025 (B) in Chapter 52 of the City of Valparaiso's *Code of Ordinances*, the oil and grease interceptor as shown within Sheet Number MP-2.1 of the submitted plans is required to be designed has having a minimum 1,000 gallon liquid capacity rather the indicated 500 gallon minimum capacity. Further, the design of the interceptor shall conform to the City of Valparaiso's specifications cited at Part H.17 within the City of Valparaiso's *Specifications and Standards For Acceptance of Municipal Improvements*.

Therefore, the Valparaiso Water Reclamation Department is requiring the submission of a revised Sheet Number MP-2.1 which needs to indicate the proper sizing of the interceptor - including revisions to the applicable verbiage within the *Plumbing Specifications* and to the *Mechanical And Plumbing Schedule*.

4. Does the alarm system within the proposed wastewater pump station as shown in Sheet Number C2.2 include an **automatic** cut off switch rather than strictly a manual electrical disconnect switch so as to immediately prevent the discharge into the City of Valparaiso's Sanitary Sewer System of an accidental liquid or a semi solid material spill?
5. Will secondary containment be provided for chemical storage areas within the proposed building?
6. In accordance with paragraph 52.025 (C) in Chapter 52 of the City of Valparaiso's *Code of Ordinances*, the Valparaiso Water Reclamation Department is requiring the submission of a revised Accidental Spill Prevention Plan (ASPP) for the current campus which needs to include the addition of the proposed maintenance facility.
7. Comments concerning the sanitary sewer connection point into the City of Valparaiso's Sanitary Sewer System from the proposed building are deferred to the Office of the City Engineer and to the Valparaiso Sewer Department.