



MEETING: Site Review Committee
SUBJECT: Constructing a new office building
ADDRESS: 3107 Comeford Road

LOCATION: City Hall
DATE: September 14, 2010

**PRELIMINARY SITE REVIEW
IN ATTENDANCE:**

Tyler Kent, Asst. City Planner (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
Tony Reid, Public Works (219) 462-4612
Jack Johnson, Fire Department (219) 462-8325
Media

PRESENTERS:

Don Bengel, Bengel Engineering & Surveying
219-462-0690 / bespels@verizon.net

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:

OPENING: The Site Review Committee met to discuss a proposed new office building located on Comeford 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: Currently the property is serviced by well and septic. The existing building employs 7 however, the addition of 3 employees is anticipated with the new facility. Architectural work is taking place out of Louisville KY and Tennessee, and Bengel clarified he's doing the site work for the project. The existing entrance will remain the same. The blacktop and the house are expected to be removed. Completing the project in the winter is the intention. Once the new building is constructed, the existing building can then be demolished. The original house had been converted to the current office. Landscaping and paving will take place in the spring of 2011. Drainage for the site appears to be favorable. At some point the State purchased some of the property towards the west and access on US 30 was then eliminated since a driveway had been constructed. The existing sign will be removed and relocated at the entrance. The proposed one story building is strictly for office use only. The existing septic tank is planned to be removed / filled with sand. Since the elevations may not work out, pumping will be necessary. Signage is intended to be on the Comeford Road side. Rather than a dumpster onsite, small trash containers will be used and placed at the rear of the facility. City utilities to the new building are not anticipated because of cost. The new building is approximately 4,000 SF and the building being demolished is approximately 2,500 SF. The paved area along with the building is 14,000 SF. No fire detection systems are being considered at this time.

STAFF COMMENTS:

BURKMAN: Indicating how the drainage will be handled is imperative. Detailed drawings showing grades are essential in order to ensure that the runoff will make it to the basin. Parking stalls should be 18' rather

than 17'. An extension of the sanitary sewer will be required. A low pressure system to the west or to the east appears to be feasible. Septic systems are not allowed to be installed in the City. The line will need to be upsized in order to accommodate the future connection of the properties to the west. The main line will need to be built to City specifications and accepted by the Utility as a public sewer line. A sidewalk waiver is also required for Comeford Road. An erosion control plan is required as well. A Rule 5 permit is only essential if more than an acre is disturbed. As properties develop the road must be upgraded. Payment in lieu of curb, gutter, and pavement widening of the street is essential along the property frontage of Comeford Road according to the City's Collector Street standard. The nearest manhole is 1,300'. With all the outstanding issues, an additional site review will be required.

THRASHER: Before permits can be issued a State Design Release is needed. All the Engineering approvals and requirements must be met before the foundation release can be issued. A demolition permit is essential for the existing building. Any new or changed signage will also require a permit.

KENT: The area of the parcel has to be indicated on the site plan. The floor area ratio of the building is also needed. Information regarding the base site area for the development is also essential and the minimum is 10,000 SF. A roadway pathway along Comeford Road needs to be indicated on the plans. Pathway details will be provided. The site plan must show the lot lines, dimensions, building lot lines, right-of-way dimensions, and any easements. The 35% minimum open space also should be indicated on the site plan. Since the property is located in the US 30 Corridor district, the setbacks are 65' on US 30, 20' on Comeford Road, with 10' on each side. Setback information will also be provided. A variance may be needed. The right-of-way is as platted. A Landscape Plan is needed as per Section 10.300 in the Unified Development Ordinance. The west side of the property that abuts the residential area will require a buffer. The Landscape Plan will need to show placement, height, and the name of the materials being used, as per Section 10.400 in the Unified Development Ordinance. A 6' monument style sign is required. Parking requirements are 4 spaces per 1,000 SF of useable floor space. Architectural details on all sides of the building are needed, as well as the materials being used. Checking Section 11.500 in the Unified Development Ordinance is advised.

PILARSKI: The Waste Water Reclamation Department is in agreement with the Engineering Department regarding the sanitary sewers and the properties to the west. Contacting Bob Fitzgerald is recommended for further information.

PINGATORE: The property is located within the City's Wellhead Protection Area, and within the 5 year time of travel to the airport well field. A copy of the IDEM summary of the Wellhead Protection Provisions had been provided, as well as Jim's contact information.

JOHNSON: Without fire protection supplied to this location, the project is in violation of Section 79.17 of the City Code Ordinance. The Fire Department will not approve the project until this issue is addressed. Clear standards are in place as to what will be approved in the City limits. Chief Nondorf can review the details concerning this project in order to make a determination. Conversation with Craig Phillips is necessary regarding the possibility of being dis-annexed.

REID: No issues with Public Works.

ISSUES TO BE RESOLVED:

- Landscaping Plan (with Tree Survey)
- Erosion Control Plan
- Sidewalk Waiver
- Rule 5 Permit
- Detailed Site Plan
- Sanitary/Sewer
- Backflow Prevention
- Site Improvement Permit
- State Design Release
- Building Permit
- Demolition Permit
- Signage / Fencing Permit
- Zoning Clearance