



MEETING: Site Review Committee
SUBJECT: Retail Outlet – Annexing into City
ADDRESS: 3806 & 3906 Murvihill Road

LOCATION: City Hall
DATE: January 19, 2010

PRELIMINARY SITE REVIEW

IN ATTENDANCE:

Craig Phillips, 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
Chuck McIntire, Water Dept.	(219) 462-6174
Vicki Thrasher, Building Commissioner	(219) 462-1161
Ron DeTorrice, Public Works Director	(219) 462-4612
Shaun Shifflett, Water Dept.	(219) 462-6174
Jim Pingatore, Water Dept.	(219) 462-6174
Marv McDaniels, Collections Dept.	(219) 464-2346
Mike Steege, Collections Dept.	(219) 464-2346
Media	

PRESENTERS:

Curtis Joiner, Caribbean Pools, 219-718-8429
 nebjoiner@yahoo.com
John Bartolomeo, Caribbean Pools, 219-794-4699
 JB@CaribbeanPools.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 new location for Caribbean Pools near the intersection of Murvihill Road and US 30. 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.

This project was originally site reviewed on March 25, 2008. Joiner explained that their company constructs in ground swimming pools and they anticipate expanding into a new facility. A retail center and sales office are anticipated in the first building. Internet sales and services are expected to be included in the second retail building, and a warehouse is expected in the third building. The site will also be used for storing and facilitating the service vehicles. Utilizing this as an equipment site however, is not a long term intention. Alterations may take place between the 2 buildings in the future and Joiner is aware that additional approvals would be necessary at that time. Presenting this property as a favorable gateway entrance into Valparaiso is intended. Unloading of excess dirt at the site may take place although this is strictly temporary.

Steege will provide comments as to how the sanitary sewer will run after reviewing the plans. Burkman said the City main exists on the north side of Murvihill Road. Joiner commented that the drawing illustrates 3 taps, 1 for each building. Phillips added that there is a potential for this to be 3 different businesses in the future. The idea of using building 2 for a similar type of business may be a future possibility. Joiner pointed out that an outlet type manhole may be an option in the future if necessary.

Pilarski is aware that currently this property is not within the City limits of Valparaiso. Phillips stated that they have submitted an application for annexation. John Hardwick from the Utility Department is involved in the review process regarding capacity. Pilarski said that a facility plumbing plan for the building is necessary for review and approval. Identifying the exact access points into the facility is necessary since the discharge will eventually be going into the City's sanitary sewer system. Thrasher commented that the architect should be able to develop the plan. Phillips said that this will be required prior to obtaining permits for the individual buildings. Since site review is only valid for 1 year, an additional review may be necessary before constructing buildings 2 and 3.

Thrasher stated that each building will require individual permits and each building will have to be submitted to

the State for plan review prior to issuing any building permits. In reference to the warehouse, Thrasher suggested that an additional site review may be necessary. The Fire Department will need to know exactly what will be stored as well as how it's being stored. If the buildings should change substantially from what's being proposed at this time, another site review will then be required. Contacting Jack Johnson at the Fire Department is advised. Phillips added that this site review is based on the factors that are provided. Thrasher said that a permit is also needed for any signage and fencing.

Burkman explained that the plans indicate a 60' total right-of-way on Murvihill Road. This would be a 30' half width from the center line of Murvihill Road, south to the northern property line. Assurance is needed that this right-of-way is actually dedicated in order to make sure that the entire 30' half width is provided. Burkman will also need to review the sewer plans. The city sewer exists on the north side of Murvihill Road and Burkman believes its 8" in diameter. A proposed 10' sanitary easement is shown coming into the property on the north side of building 2. Burkman inquired as to what the intention is behind that easement and will consult with the project engineer. Phillips added that since conversation had initially taken place with the County, some of the notes on the plan may have pertained to their review. Burkman said an easement wouldn't be required for the service lines if the taps come in from the City's sewer on the north side. Phillips pointed out the site could be split north to south easily in the future. Burkman said that a sidewalk waiver will be required along Murvihill Road. Projects that develop along the City streets are required to upgrade the frontage. A payment in lieu of curb, gutter, and pavement widening is acceptable in order to bring Murvihill Road up to the City standard. The City will work with the project engineer regarding this.

Kras said that the drainage calculations have been received however, a drainage plan is needed indicating how water on the site is routed to the detention pond as well as how water from the 100 year storm will get into the pond. The calculations will need to include the volume of the detention pond and the peak outflow from the pond itself. Kras assumes the pond is a detention pond that will have an outlet. Since everything on site drains to the southeast, it appears that the pond outlet will be into or near the right-of-way on US 30. Informing Marge Robinson at INDOT is important. Joiner pointed out that Marge is already aware. Kras added that an erosion control plan is needed as well as a Rule 5 permit. Any development over 1 acre requires a storm water pollution prevention plan. Any stockpiles that remain on the site for longer than 15 days must be seeded or removed. Kras added that this too will need to be incorporated in the storm water pollution prevention plan. Joiner pointed out that this type of storage is strictly temporary and any storage wouldn't happen often enough for this to be addressed. Kras suggested that the engineer for the project incorporate how this will be managed into the Rule 5 storm water pollution prevention plan. Designating a specific area that's protected by silt fencing or a type of buffer that prevents soil from leaving the site is advised.

Phillips stated that Joiner has submitted an application for annexation to the City. Phillips pointed out that no permits in terms of site clearing or site improvement can be granted by the City until the property is actually annexed. This process takes approximately 5 months therefore; the expected time will be in June. Further discussion is necessary in order to determine exactly what the proposal is for zoning. Reviewing the specific uses is important. Zoning the property as light industrial rather than general commercial may be considered since this perhaps would be a better fit for the property.

DeTorrice noticed that arrangements for solid waste removal were only indicated for building 2. Incorporating the placement of a pad or enclosure is important. Depending on how much refuse is generated will determine whether each building will require its own separate area. Phillips advised referring to Section 2.406 of the Unified Development Ordinance regarding dumpster enclosure requirements. Since this is a commercial type of facility, reviewing the landscape requirements is also necessary. A dumpster enclosure must be indicated on the submitted final plans for building 1 since this review pertains to that building. Joiner inquired as to whether a temporary site could be constructed. Phillips said the enclosure just has to be based on the requirements. The location can be anywhere other than the front yard. The area indicated on the plans is appropriate however; the location must be specific for that initial building. Joiner said that utilizing something temporary would be easier since constructing something permanent could possibly jeopardize the site layout. DeTorrice pointed out that provisions can be made for using yard containers on wheels if the facility has an overhead door. This enables the containers to be rolled outside for the refuse to be collected and then brought back inside, leaving no need for anything to be outdoors. Phillips made it clear that if outdoor storage will be provided for refuse, complying with Section 2.406 of the UDO is required.

Pingatore explained that the entire location of this site is within the 5 year time of travel to the Airport Well Field. The State's Wellhead Provisions had been provided to Joiner. Pingatore stated that secondary containment is necessary if any chemicals are being stored at the facility that exceeds 275 gallons. Joiner pointed out that he will not be filling any spas or pools. The facility will only include the storage of bottles and cases of equipment rather than standing containment. Pingatore reiterated that secondary containment is needed if any chemicals are being stored that exceed 275 gallons. Joiner said he isn't going to nor does he intend to have any standing containment holding anything. There will be no fuel storage on the site. Joiner commented that he is well aware of what is prohibited. Currently there is an existing house on the site which will be demolished. Joiner said there is an existing well and septic system which may have never been activated. He intends to have it professionally plugged and sealed. In reference to having this filled in and removed, Phillips said that there are administrative rules in the State of Indiana that are referred to. Checking Division 4.6 in the City Ordinance is advised regarding this. There is also reference to

the administrative code section that is deferred to for any construction activities that occur. Checking with the architect or contractor is needed to insure that there are no issues associated with those codes. Thrasher stated that all the associated items regarding the demolition are dealt with at that point in time therefore; going through the County process is required. Phillips clarified that information will need to be provided if there is a need to store fuel on the site for the purpose of the construction. In reference to chemicals exceeding 275 gallons being stored on site, referring to 327IAC8-4.1 is advised, as this is the Indiana Administrative Code. A clear understanding of these requirements is important. Pingatore had provided the necessary information regarding these issues. Joiner added that everything stored at his establishment is a powder rather than liquid.

McIntire also needs the necessary plans and contacting him is essential when ready for the taps etc.

Shifflett said an approved backflow device must be installed and tested. The results are then needed within 30 days after occupancy.

Phillips explained that detailed discussion is needed regarding use of the establishment. Classifications are based on a combination of conventional knowledge as well as the North American Industrial Classification System codes. Clarifying the use of the property is essential. Calculation of the floor area ratio must be indicated on the site plans. Phillips pointed out that this cannot exceed 42.1%. The plans also must indicate that the property is located in the Wellhead Protection Area and within the 5 year time of travel. The parking is based on an assumption of uses. The 1st building requires 12 spaces therefore, for the first phase of construction, 12 spaces will need to be provided. The 2nd building is based on being an office, retail, showroom type of environment therefore; an additional 17 spaces will be needed. Based on a contractor or warehouse type of building, the 3rd building is based on a standard of 1 space per 500 SF of building area, plus 1 space per company vehicle. The site is required to have 15% open space as well as a 30' greenbelt across the frontage. Based on what had been submitted, Phillips didn't see the need for any variances with this project. All the setbacks appear to be acceptable. Building 1 can be used as the basis however, indicating the actual setback from the right-of-way for the building itself is needed. The requirement states that it must be 65' from the frontage of US 30. A tree survey is also required. Any tree that's not considered exempt on the site needs to be indicated on the site plan. Referring to www.valparaisoparks.org/horticulture is suggested in order to determine which trees are considered exempt. Prior to the issuance of permits, any tree that exceeds 10" in diameter that isn't included on that list will need to be indicated on the drawing with the species names. A detailed landscape plan is needed for the facility before permits are issued. There is parking lot, open space, and on lot remainder landscape standards that apply. Phillips said that further detailed discussion regarding this is necessary. The 30' buffer along US 30 needs to be reasonably landscaped. There are specifics regarding the number of trees per 100' that will need to be provided. The building cannot exceed 35' since this location is adjacent to the airport. The petition for annexation has already been submitted. Detailed architectural drawings are needed for the buildings. Before permits are issued or trees are removed, a tree survey and 2 sets of landscape plans are needed for review and approval.

Kras advised that the detention pond should be constructed first.

ISSUES TO BE RESOLVED:

- Landscaping plan (with Tree Survey)
- Erosion Control Plan
- Rule 5 Permit
- Storm Water Pollution Prevention Plan
- Right-of-Way Dedication
- Detailed Site Plan
- Detailed Architectural Drawings
- Sanitary/Sewer
- Drainage Calculations
- Sidewalk Waiver
- Facility Plumbing Plan
- Backflow Prevention
- Site Improvement Permit
- State Design Release
- Building Permit
- Signage / Fencing Permit
- Zoning Clearance
- Contact Fire Department