

**MEETING: Site Review Committee****LOCATION: City Hall****SUBJECT: Additional site dev. to include lot & parking****DATE: June 24, 2008****ADDRESS: 157 Franklin Street****PRELIMINARY SITE REVIEW****IN ATTENDANCE:**

Craig Phillips, Planning Director	(219) 462-1161
Tyler Kent, Asst. Planner	(219) 462-1161
Matt Kras, Storm water Engineer	(219) 462-1161
Jack Johnson, Fire Department	(219) 462-8325
Ed Pilarski, Water Reclamation Dept.	(219) 464-4973
Daryl Brown, Water Dept.	(219) 462-6174
Vicki Thrasher, Building Commissioner	(219) 462-1161
Tony McGinley, Collections Dept.	(219) 464-2346
Marv McDaniels, Collections Dept.	(219) 464-2346

PRESENTERS:

Brett Dodd, RQAW Corporation
317-815-7200
bdodd@rqaw.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 an additional site development to include a recently purchased lot and parking. 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.

Dodd explained that work had started on this site however, approval was needed. In order to determine how to assess detention issues, drawings had been sent to the engineers and a prior meeting with Bill Hanna had taken place. Using porous pavement was the advised solution to reduce the amount of discharge. In the event of an overflow, an off-let exists at the lower area of the site. Detailed landscape plans had been distributed. After the original drawings were complete, Lot 8 was purchased and the owner requested the entire parking lot to be reconfigured in order to include that site. The project includes the addition of 54 parking spaces, and lots 5, 6, 7, and 8 on the survey. The site is .85 acres, and the square footage is 37,000. The building is 4 stories with a basement. Some type of office is anticipated for the building however, there are no certain tenants at this time. Purchasing the property provided an increase in the number of parking spaces for the building. The first floor of the building is approximately 9,660 square feet. Landscape islands are included in the 2,800 square feet of green space. The interior of the lot is 7.7% landscaped. Improved asphalt areas and sidewalks are excluded. Materials used for the landscaping are directly from the plant list. In reference to lighting, the acorn lights will be used. A dumpster enclosed with a type of brick, veneer material will be located toward the rear of the property. At this time the exterior of the building is finished and the site contractor is anticipating returning to the site upon approval. A definite completion date isn't set, however, it's assumed within the next 3 to 4 months it more than likely will be finished.

Thrasher said the current permit on file is for the interior demolition and the improvements on the exterior. Interior work will require a permit. State approval is also needed. Dodd added a State Design Release has been received and he will provide a copy to the Building Department along with the permit

application. Thrasher stated permits will also be required for the work on the tenant spaces and a building permit application has been submitted for the parking lot.

Kras commented that the impervious concrete being used is favorable however; drainage calculations are needed indicating what's going to be installed. The Cities requirements must be met in reference to the allowable amount of detention on the site as well as the release rate from the site. Installation of the porous pavement or concrete by a certified professional is critical since there are certain issues with the mixed design. At least one more additional 4" pipe on the south end is recommended. An erosion control plan is needed indicating the construction entrance, where silt fencing is going to be placed etc. Since the site is under an acre, a Rule 5 permit is not necessary. Maintenance of the parking area with the impervious pavement is essential after construction. Regular cleaning will be needed since sediment will cause clogging. Ramps on the sidewalks and drives are fine however, the detectable warning plates in the ADA ramp aren't appropriate for this site.

Phillips said 5% of the interior of the parking lot itself needs to be landscaped in order to meet the landscape requirement. If the lot exceeds 50 spaces, islands and landscaped areas within the property lines are included in this 5% requirement. Using a brick, veneer enclosure for the dumpster is acceptable however; vinyl or cedar gates that are color compatible must be used since the location is highly visible. Signage for directional purposes is acceptable. Any sort of advertisement on the signs for the businesses within the building will require a sign permit. Trees on the site that exceed 10" in caliber will need to be identified on the landscape plan. A replacement plan also needs to be provided. Article 31 of the Zoning Ordinance provides details regarding this. Dodd mentioned that removing any existing trees isn't anticipated. Phillips commented that the landscape plan will be reviewed and approved by Steve Martinson at the Parks Department.

Kent stated from a code enforcement standpoint the site needs to be maintained. Mowing the overgrown weeds is essential in order to avoid a fee from the City.

Pilarski said a facility plumbing plan is needed for the building.

Johnson is aware the asphalt parking for lots 6 and 7 will remain the same. Kras mentioned that as long as the impervious concrete is installed correctly, there should not be any weight limit issues. Johnson pointed out that landscaping should not cover up the area where the Fire Department connection will be placed. Dodd conveyed that additional sprinklers may be placed in the future. Johnson stated to contact the Fire Department before placement of any additional Fire Department connections. A Knox Box system will need to be instituted for the building and placement needs to be determined. Information is available online with the Knox Box Corporation.

Brown stated the building will need to be brought up to code for backflow protection on both the fire and domestic services.

ISSUES TO BE RESOLVED:

- Landscaping plan (with Tree Survey)
- Erosion Control Plan
- Drainage Calculations
- Detailed Site Plan
- Facility Plumbing Plan
- Sanitary/Sewer
- Backflow Prevention
- Site Improvement Permit
- State Design Release
- Building Permit
- Sign Permit (if other than directional)
- Zoning Clearance
- Knox Box