



**MEETING: Site Review Committee**  
**SUBJECT: Cornerstone Appraisal**  
**ADDRESS: 951 Transport Drive, Eastport Centre**

**LOCATION: City Hall**  
**DATE: October 17, 2006**

## 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
Daryl Brown, Water Department	(219) 462-6174
Chuck McIntire, Water Department	(219) 462-6174
Jack Johnson, Fire Department	(219) 462-8325
Marv McDaniels, Collections Department	(219)-464-2346
Bill Oeding, Public Works Director	(219) 462-4612
Steve Martinson, Parks Department	(219) 462-5144
Dave Pilz, Engineering Director	(219) 462-1161

Media

Email addresses for the above City of Valparaiso Departments can be found at [www.valpo.us](http://www.valpo.us).

### PRESENTERS:

Steve DeBold, Chester Construction
(219) 465-7555
<a href="mailto:steved@chesterconstruction.com">steved@chesterconstruction.com</a>
Mark Babcock, Chester Construction
(219) 465-7555
<a href="mailto:markb@chesterconstruction.com">markb@chesterconstruction.com</a>

The following is a summary of discussion at this meeting:

The Site Review Committee met to discuss the proposed new construction of Cornerstone Appraisal. 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 building is a 6,999 sq.ft., one story structure to be used as offices for a single tenant. This project will have sheet drainage. Runoff will be taken to the north line where there is an existing drainage swale. There will be 35 parking spaces.

Phillips requested additional information in order to calculate parking requirements. Additional information on the building is required, such as the height, square footage, dimensions, etc. The setback dimensions must be shown on the plan. Signage is subject to Section 9-10 requirements which are signage requirements for industrial sites.

Kras asked that the developer sheet drain as much as possible to the swale.

McDaniels mentioned that if the sewer is over 100', a cleanout will be needed. Pilz previously checked this calculation. It is okay as is.

Martinson explained that a landscape plan is required. A tree survey, noting the existing trees on the property, what is to become of them and a replacement tree schedule is needed. It should be noted on the plan if there are no trees on the property. Martinson asked that the developer follow the Recommended Plant List and a Do Not Plant List available on line at [www.valparaisoparks.org](http://www.valparaisoparks.org). Martinson also asked that the tree species be mixed more.

Brown explained that this is in a Wellhead Protection Area (expanded in Jan 2006) and all fuel tanks must have secondary containment during construction. The secondary plat must note that this is in a Wellhead Protection Area. Information about rain gardens were provided and

asked if vegetation could be added to the swales. The domestic line, fire suppression, and irrigation systems require backflow protection.

Johnson provided a hydrant form to be completed for this project. The building will not be sprinkled. Should a fire alarm system be installed, a Knox Box or key box system is required for the department to gain entry to the building.

**ISSUES TO BE RESOLVED:**

Landscaping plan (with Tree Survey)

Erosion control plan

Right-of-way

Detailed Site Plan

Sanitary/Sewer

Backflow Prevention

Site Improvement Permit

State Design Release

Building Permit