



MEETING: Site Review Committee
SUBJECT: Professional Offices
ADDRESS: 2005 Valparaiso

LOCATION: City Hall
DATE: October 24, 2006

**PRELIMINARY SITE REVIEW
 IN ATTENDANCE:**

Craig Phillips, Planning Director	(219) 462-1161
Tyler Kent, Asst. Planner	(219) 462-1161
Vicki Thrasher, Building Commissioner	(219) 462-1161
Matt Kras, Storm water Engineer	(219) 462-1161
Daryl Brown, Water Department	(219) 462-6174
Jack Johnson, Fire Department	(219) 462-8325
Steve Martinson, Parks Department	(219) 462-5144
Dave Pilz, Engineering Director	(219) 462-1161
Media	

PRESENTERS:

Kelly Schwedland
 American Business Dynamics
 (219) 548-0332
 KellyS@ABDUS.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 construction of additional office buildings at 2005 Valparaiso Street. 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.

Schwedland informed the committee that this is simply a concept plan. He is asking for comments on the project before proceeding. Schwedland explained that the renovation for the original building on site is almost complete. He proposes to add two buildings to this site for professional offices. The proposed buildings will be 2 stories high and approximately 35'x100' and 45'x100'. During the renovation of the original building, Schwedland discovered the roof runoff was going into the sewer system. That has been reworked and separated out of the sewer. This has caused the runoff to collect in the back and occasionally leak into the basement. Schwedland would like to mitigate that problem. A anticipated detention pond will tie into the proposed storm sewer in Valparaiso Street. Additional parking is planned along the backside. Parking was calculated at 1 space/100 sq.ft. of office space. Rich Hudson suggested putting a swale between 2 rows of parking and use natural plantings to help slow down the water before getting to the detention pond. The current parking on the north side will be used as a driveway to a new parking lot in the rear. There will be 25% green space and water will be detained on the property. There will be sidewalks between the buildings. Schwedland is aware of the 20' setback on all sides due to the nearby residential areas.

Phillips explained that the setback, parking, and green space requirements must be met. Phillips expressed concern about lighting and landscape, and their affects on the adjacent residential property. A lighting plan is needed. Parking appears to be adequate as shown. A landscape buffer is necessary. Schwedland would like to create a berm on the front of the north, west, and south sides, and then add plantings on top of the berm. Schwedland believes the berm will help with the elevation as well as absorb additional runoff. Phillips confirmed that the

architecture of the new buildings will match the existing building. The buildings will be used for office space only. A more detailed plan is needed. A Site Work Permit must be obtained before any clearing or site work.

The address for the additional buildings will be provided as the project progresses. A detailed site plan showing grades, dimensions, elevations, etc. is needed. Pilz noted that the City will be working on the sewer in Valparaiso Street this next year. Pilz questioned how the timing would work since the storm sewer may not be available for a year.

Thrasher noted that a State Design release is needed for both buildings prior to obtaining a building permit. Any signage and/or fencing also require a permit. Schwedland said the current fence is in the Right-of-Way. He intends to move that back. The current sign will be used. Phillips explained signage allowance is 1 sq. ft. of signage per 1 lineal ft. of building frontage. Thrasher noted that a sign permit is required for a face change, too.

Kras explained that an erosion control plan is needed showing how the developer will minimize erosion from the site. A detailed drainage plan is necessary. A possible outlet may be into the storm sewer on Valparaiso Street when the sewer is extended to this area. A Rule 5 Permit for erosion control is required.

Brown noted that since this is a change in ownership, the building must be brought up to code and backflow protection added to the meter. Backflow protection is required on the meter at each additional building, as well as on any irrigation or fire suppression systems. The water department should be contacted for service. Brown provided information on a rain garden.

Martinson explained that a landscape plan is required; it must show any new plantings at the current building, also. A tree survey, noting the existing trees on the property, what is to become of them, and a replacement tree schedule is needed. The trees on the property must be reviewed for there are several invasive species and ash trees on the property. Martinson also noted that the city will be removing trees to clear a path for the road project. Martinson asked that the developer follow the Recommended Plant List and a Do Not Plant List available on line at www.valparaisoparks.org/horticulture. Martinson is available to review the plans and offer suggestions especially relating to the berm and rain garden.

Johnson inquired about offices in the basement and a 3rd story. Schwedland stated that offices will be in the basement as they were previously. There is an emergency exit staircase in the back, and a door may be added for additional access. The building will consist of a basement, main, and 2nd floors only. The building height will not change. Johnson provided a hydrant form that should be completed and returned to determine if the current hydrants are suitable. A Knox Box is required if the building will be monitored for fire protection.

Pilz added that it is the developer's responsibility to make improvements to the road and bring it up to City standards. Since the City will be reconstructing the road at this location, payment may be required in lieu of developer's improvements.

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