



MEETING: Site Review Committee
SUBJECT: Commercial Building
ADDRESS: 202 Lincolnway

LOCATION: City Hall
DATE: October 14, 2014

AMENDED MINUTES

PRELIMINARY SITE REVIEW

IN ATTENDANCE:

Taylor Wegrzyn, Planning Dept.	(219) 462-1161
Tim Burkman, Engineering Director	(219) 462-1161
Adam McAlpine, Engineering Dept.	(219) 462.1161
Ed Pilarski, Water Reclamation Dept.	(219) 464-4973
Mark Geskey, Utilities	(219) 462-6174
Dave Souders, Fire Department	(219) 462-8325
Brent Dickson, Public Works Dept.	(219) 462-4612
Media	

PRESENTERS:

Brent Wagner, Wagner Architecture
 (219) 531-2468 / Brent@WagnerArchitecture.net
 Eric Carlson, The Hamstra Group, Inc.
 (219) 956-3111 / ecarlson@hamstragroup.com
 Robert Thormahlen, Owner
 (219) 464-3880 / rthorcpa@yahoo.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:

OPENING: The Site Review Committee met to discuss the proposed commercial building to be located at 202 Lincolnway. Wegrzyn 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: The proposed building will be a mixed use commercial building. The first floor will be retail and professional offices. The second and third floors will be residential apartments. Parking will be provided on the lower level and will be accessed from the alley behind the building. Wagner indicated currently there are no tenants for the commercial spaces or for the residential apartments.

STAFF COMMENTS:

BURKMAN: Burkman indicated restoring the damaged sidewalks and roadway adjacent to the building that were damaged during the fire will be necessary. Burkman stated the most southern parking space in the lower level appears that it might be difficult to enter and exit given its location against the wall and also contending with the stairwell. Burkman suggested splitting the hatched area between the end of space #10 and the end of space #1 to provide a little more room. Wagner indicated they have some concerns about access to the lower level parking. Wagner discussed several different options. Burkman indicated this issue can be discussed further once plans are further along. Wagner also asked about the possibility of providing 12-minute loading zone along Michigan Street for the residential units. Burkman indicated this request will need to be submitted to the Traffic and Safety Committee which meets the first Thursday of the month at 10:00 a.m. Burkman mentioned that most of the 12-minute parking spaces throughout the City have been removed. These types of spaces are almost impossible to enforce. Burkman stated a site permit will be required and will cover the right-of-way cut for roadway and sidewalk repairs, the local erosion control permit and the sanitary sewer connection for the new building.

SOUDERS: Souders indicated the project must be submitted for a State Design Release for sprinklers, fire alarm system, standpipes, etc. Souders conveyed the Fire Department needs to be contacted concerning the type of fire alarm panel and annunciator placement prior to installation. The Fire Department needs to be contacted concerning the placement of the fire department connection and the type of fittings. A Knox Box will be required and the Fire Department should be contacted concerning placement of the Knox Box. Souders asked if there might be a restaurant on the first floor. Wagner indicated they will be targeting professional offices and retail. Souders said if a restaurant is considered and utilizes a Type 1 hood system, the hood system must be integrated with the fire alarm system.

ON BEHALF OF THRASHER: A State Construction Design Release will be required prior to issuance of a Building Permit. All contractors working on the project must be registered with the City. Signage will require a permit.

ON BEHALF OF KENT: Wegrzyn indicated that Kent will contact individuals directly concerning his comments and requirements for this project.

WEGRZYN: Wegrzyn mentioned allowable signage for the Central Business District is 3 sq. ft. of signage for each linear foot of building frontage.

The following items were presented by Kent to be added to the minutes:

*Please find my comment below regarding 202 Lincolnway. I've also attached the UDO sections for reference. Property is zoned CBD, Central Business District. Density Calculations conform to table 3.301B. Signage 3 square feet of signage per one linear foot of building frontage. Reference Article 5, Section 5.303B for maximum signage per business or venture. Reference Article 5 for CBD signage limitations, projection signs, sign placement, sign design, permitted sign materials, etc. Article 11, Section 11.601 Building Articulation and Architectural Features
The standards of section 11.601 shall be met. Seasonal planters/landscaping shall be provided. Please show those details on the construction plans. Corner Frontage shall be required per Section 11.601, subsection C (1) (2). On the building entries, is there an architectural detail that clearly defines the building entrance? I couldn't tell from the building plans. Reference Section 11.603, Building entries. Section 11.609 Building Identification, the construction plans will need to include the standard of Section 11.609. Identification elements for the year the building was constructed shall be provided either by one of the following ways; (1) a permanent cast metal plaque attached to the building; (2) individual cast numbers with concealed anchorage into the façade; or (3) on stone masonry, set integral with other masonry on the façade. The year of construction is to be noted by numbers not less than six inches high but not more than 12 inches.*

MCALPINE: McAlpine is aware a trench drain is being proposed for the lower level. McAlpine is interested in knowing the style of drain and where it will be connected. Will a pump be needed to manage the water in the lower level? McAlpine requested he be contacted to discuss drainage in the lower level.

PILARSKI: Pilarski asked if site reviews will be required for tenants. Wegrzyn stated site reviews will probably be required and most especially if there is a restaurant. Pilarski requested submittal of an internal plumbing plan. Pilarski is particularly interested in the elevator, lower level parking and the commercial spaces. Wagner asked for clarification concerning the elevator. Pilarski stated he needs to know if there will be sump pit at the bottom of the elevator and if the sump pit pump will be connected into the sanitary sewer. Pilarski stated it depends on the style of the elevator and if hydraulics are involved. Pilarski stated an oil minder will be needed if the sump pit pump is connected to the sanitary sewer. Pilarski indicated these are items that need to be looked at once plans are submitted.

GESKEY: Geskey indicated there is a 1" service coming off of Lincolnway. Geskey is assuming this will not be big enough for this building. Geskey stated both fire and domestic services will

need to come off Lincolnway. Geskey said sanitary sewer should tie-in at the alley. Geskey believes that Utilities will be replacing the sewer main down the alley in 2015. Geskey needs to be contacted once they start designing water and sewer. Contact information was provided. Geskey indicated it will be necessary to contact Shaun Shifflett concerning backflow protection. Geskey mentioned that the fire service and domestic must be separated at the right-of-way. In this particular case the water main is just on the other side of the curb. Geskey feels there is not enough room to make one tap and then tee off. It may be necessary to make two separate taps. If the water main was out further it could be tapped once and then tee domestic and fire; however, Geskey reiterated there is not enough room to do this.

DICKSON: Dickson indicated providing more detail for the sidewalk and road restoration will be necessary. There are guidelines that must be followed. Dickson will provide the guidelines.

ISSUES TO BE RESOLVED:

Restoration of damaged road and sidewalks

Erosion Control Plan

Right-of-way

Detailed Site Plan

Backflow Prevention

Site Improvement Permit

State Design Release

Building Permit

Signage/Fencing Permit

Zoning Clearance

Internal Plumbing Plan

Details for road/sidewalk restoration

All contractors must be registered with the City

Lower Level Drainage

Knox Box

Any issues that may arise from Tyler Kent's review and comments