



MEETING: Site Review Committee
SUBJECT: Valpo Family Dentistry
ADDRESS: 2010 Calumet Avenue

LOCATION: City Hall
DATE: August 19, 2014

PRELIMINARY SITE REVIEW

IN ATTENDANCE:

Tyler Kent, Planning Director	(219) 462-1161
Tim Burkman, Engineering Director	(219) 462-1161
Ed Pilarski, Water Reclamation Dept.	(219) 464-4973
Vicki Thrasher, Building Commissioner	(219) 462-1161
Mark Geskey, Utilities	(219) 462-6174
Dave Souders, Fire Department	(219) 462-8325
Brent Dickson, Public Works Dept.	(219) 462-4612
Media	

PRESENTERS:

Ryan Kelly, Holladay Properties
 (219) 841-6388 / rkelly@holladayproperties.com
 David Tiemens, Tiemens Land Surveying, Inc.
 (219) 987-2828 / dtiemens@netnitco.net
 Rob Szrom, Lakeshore Landscaping, Inc.
rob@lakeshorelandscaping.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 Valpo Family Dentistry to be located at 2010 Calumet Avenue. Kent 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 project is the development of an approximate 8,000 sq. ft., single story multi-tenant medical building. New Creations owns Lot 3 and will be giving up a portion of this lot. Dr. Behrend is purchasing Lot 4 in exchange for doing site improvements. The property will be under two ownerships. Kelly explained there will be access easements. Lot 2 will be owned by New Creations and Lots 3 and 4 will be owned by Dr. Behrend. Kent asked for clarification concerning ownership of Lot 3. Kelly indicated that Lot 3 is presently owned by New Creations. At this time purchase agreements exist. Kelly said they wanted to get through site review to ensure there are no major issues that would stop the project. Kent asked if the property will be subdivided. Tiemens indicated at this time they are anticipating signing the transfer documents to place Lot 2 under new creations and Lots 3 and 4 under Dr. Behrend. Tiemens indicated there will be cross access easements between the three parcels in addition to some drainage easements. Burkman stated that subdividing the property is recommended. The subdivision will allow the cross access easements to be plotted and will provide the ability to share the drive, parking, storm water detention basin and assign responsibilities to one particular lot owner or a shared POA-type of arrangement. Burkman stated this will also be cleaner for the Assessor's Office. Burkman indicated this will fall under the Minor Plat Committee process. Kent explained the Minor Plat Committee can meet when all parties are available. The plans will be reviewed and letters will be sent out to property owners within 10 days after the meeting. This provides the property owners time to present any questions or appeal the decision to the Plan Commission. Tiemens indicated Drawing C-3 shows an existing storm water line running diagonally through the property that goes through the proposed 8,000 sq. ft. building. Tiemens stated they attended the County Drainage Board Meeting. The County Surveyor's first thought was to vacate this storm water line; however, the Board Members will accommodate the relocation

of the storm lines contingent upon a new easement for the relocated line on both property owners parcels and an easement for the entire detention pond. The Board further requested the outlet pipe in the pond be upgraded from this point to the south side of McDonald Drive. This information is to be presented at the next Drainage Board Meeting. Tiemens mentioned they are trying to obtain a drainage easement from the property directly east of the New Creations building to allow the north half of the building to continue to drain as it does right now rather than trying to reconstruct all the drainage outlets for downspouts on the north side of the building. Tiemens discussed other drainage easements. Tiemens said the right-of-way ownership on McDonald Drive needs to be researched.

STAFF COMMENTS:

THRASHER: Thrasher is aware this will be a multi-tenant building. Kelly indicated there are two tenant improvement packages that will be submitted. At this time there is no tenant for the third space. Thrasher indicated a Construction Design Release will be required for the first two tenants. A separate Construction Design Release will be required for the third tenant. Separate Building Permits will also be required. Thrasher conveyed the minor subdivision process must be completed before Building Permits will be issued. A permit will be required for signage. All contractors working on this project must be registered with the City.

SOUDERS: Souders indicated that once all easements are established it will be necessary to discuss the installation of a hydrant on the east side between the two buildings.

KENT: Kent mentioned the property is zoned Commercial General (CG). The landscape ratio requirement is .15, gross floor area is .280, and net floor area is .329. A 6 ft. tall monument-style sign is permitted. Kent is aware a parking easement will be provided between Lots 2, 3, 4 and the lot to the east. Bicycle parking is required and referring to Article 9, Section 9.206 is necessary. Kent indicated one bicycle parking space is required for every ten parking spaces with a maximum of ten bicycle spaces. The design standards for bicycle parking are available in Section 9.206. Kent conveyed four handicapped parking spaces are required and the plans indicate six are being provided. This is in compliance. The lighting plan must indicate the spill-over of foot candles on to adjacent properties. The maximum allowed is 3/10's of a foot candle. Per Section 10.301, the requirement for on-lot landscaping is 9 large trees per acre, 18 small trees per acre and 50 shrubs per acre. The requirement for open-space landscaping is 10 large trees, 15 small trees and 40 shrubs. The requirement for landscaping within the parking lot is 1 large tree per 8 spaces and 1 shrub, perennial or ornamental tree per 4 spaces. Kent conveyed that since the two lots will be subdivided it will be necessary to provide two sets of calculations for the landscape ratio, gross floor area ratio and net floor area ratio. Tiemens mentioned that the building on Lot 2 is large and will probably exceed the floor area ratios. Tiemens asked if a variance will be required. Kent confirmed a variance will be necessary. The deadline for submitting a BZA Petition is Friday, August 22, 2014. Kent said street trees as indicated on the plans are 1 per 60 ft. on center. Kent stated that on an unimproved lot up to three non-exempt trees may be removed within one calendar year and an additional three may be removed for every acre. Landscaping must be included on the New Creations site. Kent confirmed the landscape islands need to be 324 sq. ft. in size. One landscape island per 16 parking spaces is required. The minimum building setback is 30 ft. The building setback needs to be shown on the plans. Kent indicated the minimum landscape yard along the right-of-way is 30 ft. Landscaping per 100 ft. of frontage along Calumet Avenue is 3 large trees, 2 ornamental trees, 2 shade trees, 1 evergreen tree and 6 shrubs. Under Article 11, Section 11.502 the building architecture requires an offset of 80 ft. with a projection of 6 ft. from the primary face of the building. Kent requested confirmation that the transparency is 60% for the façades of the buildings facing streets. Transparency calculations need to be shown on the building plans. Details on transparency are available in Article 11, Section 11.506. Referring to Article 2, Section 2.406 concerning dumpster enclosures is necessary. Kent

mentioned the enclosure must be closed on three sides with a gate on the front. Materials for the dumpsters must match the primary building and landscaping is required around the three sides of the enclosure. Kelly asked if in addition to the monument sign on Calumet Avenue they would be allowed to have a small sign on McDonald Drive. Kent asked Burkman about the required right-of-way on McDonald Drive. Burkman conveyed that McDonald Drive should have a 40 ft. right-of-way (20 ft. on either side of center). It will be necessary for this site to dedicate 20 ft. from center back which will probably be right to the edge of where the pond is shown. Kent indicated the sign must be set back 5 ft. from any right-of-way easement, sidewalk or utility easement.

ON BEHALF OF MCALPINE: A Site Permit will be required for the project for approvals related to water/sewer utility connections, right-of-way cut, drainage and erosion control. City approval of the project will be conditioned upon final approval by the Porter County Drainage Board due to the reroute of the regulated Smith Ditch Drain. A Rule 5 permit will be required since the project is larger than 1 acre. The pond orifice should be reduced to store additional water in the pond. The maximum height of the water should be no more than 804.50 to provide .5 ft. of freeboard. The overflow into the 24" storm sewer line should be raised to 805.0 and an overland emergency spillway draining toward McDonald Drive should be set at this same height. The spillway should be 15 ft. in width to handle 1.25 times the peak inflow. Tiemens discussed his reasons for showing the pond as he did. Burkman suggested Tiemens contact McAlpine for further discussion on this issue. The project narrative on Sheet 1 needs to be modified to fit this project. Providing storm sewer pipe size calculations is necessary. The proposed pipe types for the parking lot and regulated drain tile need to be shown on the plans. A 3 ft. sump is required in all catch basins.

BURKMAN: Burkman mentioned Engineering has a right-of-way dedication on file for Calumet Avenue. Tiemens has concerns about the right-of-way dedication for McDonald Drive encroaching into the pond area. Burkman suggested realigning the driveway along McDonald Drive with the existing drive on the south side entering the Doctor's offices. This existing drive is not shown on the plans, but it appears from the GIS information that the proposed driveway may need to be shifted east approximately 25 ft to align properly. If this is done, it may give some room to elongate the pond. Burkman feels the right-of-way dedication will be just outside of the pond area. Burkman indicated sidewalks are required to be installed along the frontages of Calumet Avenue and McDonald Drive. The City installed sidewalks on the west side and would like to see this continued on the east side. Burkman stated there is a sidewalk waiver on file. Burkman explained this is simply a commitment that sidewalks would be installed at some future date and is not a waiver of the requirement for sidewalks. Burkman pointed out the sidewalks may impact the sign location on Calumet Avenue and the detention basin along McDonald Drive. Curb and gutter improvements along the Calumet Avenue frontage are required. Burkman stated the maintenance responsibility of the shared detention basin must be established. Ferngren stated the easement documents will impose the obligations for this maintenance to the owners. Burkman asked if the sanitary sewer line shown along the south side of Lot 3 can be utilized to serve the proposed building. Tiemens stated this line actually serves the Rent-A-Center. Tiemens asked if it would be possible to tap into an existing manhole to the north near the driveway. Burkman explained the City prefers individual connections into the main lines. The sewer tap needs to be coordinated with Valparaiso City Utilities. Burkman stated a cleanout is required within 5 ft. of the building as shown on the drawings and at every 100 ft. along the service line. The structure shown as MH1 does not need to be a manhole, a cleanout will suffice. Burkman said a site permit will also be required for the curb/paving work shown on the adjacent property to the east. This also triggers the requirement to dedicate right-of-way and install sidewalks along McDonald Drive.

PILARSKI: Pilarski requested clarification concerning the building tenants. Kelly indicated the tenants will be a medical office, an optometrist and PharmaCard. There will not be a laboratory. Pilarski directed attention to Drawing C-2 showing the discharge point from the existing building. Over the years, this building has been occupied by industrial facilities. There is a manhole near

Calumet Avenue that serves the entire building. This manhole used to be a control manhole or a sampling manhole. This is mismarked and is actually a sanitary manhole not a storm manhole. Pilarski reiterated the need for separate lines for the proposed building and the existing building. Pilarski indicated submittal of an internal plumbing plan for the proposed building will be necessary. The internal plumbing plan needs to be sent directly to Pilarski. Pilarski mentioned there is a Mercury Waste Disposal Survey on file for Valparaiso Dentistry dated in 2013. Pilarski indicated the survey was satisfactory.

DICKSON: Dickson stated Public Works has some concerns about the concrete aprons being cut into the street at McDonald Drive and Calumet Avenue shown on Sheet C-1. The concrete aprons need to match the existing pavement design. Dickson will provide the necessary information concerning these aprons. Dickson stated a representative from Public Works needs to be present when the base is compacted and the asphalt is placed.

GESKEY: Geskey stated Sheet C-2 shows a manhole and suggested placing this manhole in the center of the 235 ft. run in lieu of a cleanout every 100 ft. The manhole will need the flow line in it and the bottom will have to be two-coat epoxy. Geskey said the 2" water service coming off of McDonald Drive is acceptable. Contacting Geskey concerning construction of this 2" line will be necessary. Valparaiso City Utilities will install the service to the curb box and the plumbing contractor will install the service from this point into the building. Geskey commented that if a fire hydrant is installed on the east side between the buildings it will be necessary to do flow testing. Geskey is unsure if the 6" line coming off of Roosevelt on McDonald Drive can provide enough water to support another fire hydrant. This needs to be researched. A water main loop through the project may be required.

ISSUES TO BE RESOLVED:

Subdivision Process

Landscaping Plan (with Tree Survey)

Erosion Control Plan

Rule 5 Permit

Right-of-way

Detailed Site Plan

Site Improvement Permit

State Design Releases

Building Permits

Signage/Fencing Permit

Zoning Clearance

All contractors must registered with the City

Additional Fire Hydrant

Bicycle Parking

Landscape Ratio, Gross Floor Area Ratio, Net Floor Area Ratio Calculations for subdivided lots

Variance for Lot 2 (floor area ratios)

Transparency Calculations

Dumpster Enclosures

Storm Sewer Pipe Size Calculations

3 ft. Sump in all Catch Basins

Sidewalks

Curb & Gutter Improvements (Calumet Avenue frontage)

Site Permit (curb & paving work on adjacent property to the east)

Internal Plumbing Plan (proposed building)

Flow Testing