



**MEETING: Site Review Committee**  
**SUBJECT: UGN Warehouse Addition**  
**ADDRESS: 2252 Industrial Drive**

**LOCATION: City Hall**  
**DATE: November 11, 2014**

## PRELIMINARY SITE REVIEW

### IN ATTENDANCE:

Tyler Kent, Planning Director	(219) 462-1161
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
Vicki Thrasher, Building Commissioner	(219) 462-1161
Mark Geskey, Utilities	(219) 462-6174
Dave Souders, Fire Department	(219) 462-8325

Media

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

### PRESENTERS:

Michael DiPilato, UGN, Inc.  
 (773) 902-6536 / [mike.dipilato@ugnauto.com](mailto:mike.dipilato@ugnauto.com)  
 Barry Bowhall, UGN, Inc.  
 (773) 437-2477 / [barry.bowhall@ugnauto.com](mailto:barry.bowhall@ugnauto.com)  
 Duane Rushing, UGN, Inc.  
[duane.rushing@ugnauto.com](mailto:duane.rushing@ugnauto.com)

The following is a summary of discussion at this meeting:

**OPENING:** The Site Review Committee met to discuss the proposed warehouse addition at UGN located at 2252 Industrial Drive. 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:** DiPilato indicated this will be an expansion to the current warehouse building. This expansion will enclose and square off the southwest corner of the building. A small canopy will be added to the southern end of the expansion. This addition will be used for storage. The expansion will be 17,748 sq. ft. Approximately 10,000 sq. ft. of hard surface will be added. DiPilato stated that Duneland Group indicated this was the maximum amount of hard surface that could be added without having to do retention pond work.

### STAFF COMMENTS:

**MCALPINE:** McAlpine indicated that he was involved in the 2011 addition. At that time there was an agreement that there would be additional storage created with the pond. McAlpine wants to visit the site to ensure that what was proposed in 2011 was carried out. Rushing mentioned that he was also involved in the 2011 project and he indicated the new retention area was built according to the agreement. McAlpine would like a drawing of the new retention pond and information concerning storage volume. He will compare this to the 2011 drainage report to ensure there is proper storage within the pond. McAlpine stated he will be available this afternoon. DiPilato said he will contact Duneland Group to see if anyone is available to meet with McAlpine; however, if Duneland is not available DiPilato will meet with McAlpine at the site. McAlpine indicated there had also been some correspondence in 2011 about cleaning out the low scrub brush within the pond to help the pond drain better. Rushing indicated this has also been done. DiPilato stated he will contact Mike Alonzo for any updated plans and will provide information on the overall work that was done.

**GESKEY:** Geskey is aware there will be no changes to the water service and the building will be used for cold storage. Geskey presented no comments on the project.

**PILARSKI:** Pilarski asked if internal plumbing will be extended into the expansion. DiPilato indicated there are no plans for restrooms. Pilarski requested clarification concerning the items that will be stored. DiPilato stated they will store empty road pack containers and metal containers. No chemicals will be stored. Pilarski requested a site visit.

**WEGRZYN:** Wegrzyn presented no comments.

**KENT:** Providing a landscape plan will be necessary. Kent mentioned he would like to see some additional landscaping placed on the property. Kent suggested landscaping along the front of the building or in front of the new parking area and will work with DiPilato on the landscaping as part of the submittal. Kent asked if there will be employees added. DiPilato stated six employees will be added. Kent asked if there is need for additional parking at this time. DiPilato said the parking is tight, but sufficient. DiPilato mentioned he has been working with the Manufacturing Manager on site and they may be adding a small extension to the front parking lot towards Industrial Drive. Kent said a plan needs to be submitted for this additional parking. DiPilato asked how this should be handled as far as permitting. Thrasher indicated that if the work is going to be done now it should be included in their permit; however, if it is going to be done sometime in the future it would be a separate submittal. Kent stated this project is located within the U.S. 30 Overlay. Lot coverage is 75% hard surface and 25% green space. This information needs to be shown on the plans. The overall lot coverage calculations should include the building and all hard surfaces. A Zoning Clearance will be required as part of the permitting process. Kent asked if this is a 2014 project. DiPilato said they are definitely pushing to get it started as soon as possible.

**SOUDERS:** Souders confirmed the addition will be sprinkled and will have its own riser. The Fire Department needs to be involved with the fire department connection placement. Souders asked if another hydrant is being considered for the west area of the building. DiPilato stated this is not being considered at this time. DiPilato indicated the sprinkler systems are being designed by Ryan Fire Systems and they are in the process of putting together the drawings for State review. DiPilato will forward the drawings to Souders and they can go through modifications. Souders would like to discuss the possibility of placing a hydrant to the west. Hydrants exist to the north, south and east; however there is nothing for the west. Souders suggested possibly installing some Knox Boxes throughout the building so that in the event there is an issue the Fire Department would be able to access the building without having to wait for someone to let them into the facility. Souders stated this is not something that is an absolute requirement, but is being suggested because UGN is a 24/7 operation and a very large facility.

**THRASHER:** A State Construction Design Release will be required. DiPilato indicated the project has already been submitted and provided a copy for Thrasher. A Building Permit will be required. All contractors working on the project must be registered with the City. Thrasher stated that once issues are resolved for the Site Permit the Foundation Permit can be issued. Thrasher said she would need their list of contractors to make sure they are all registered with the City.

**BURKMAN:** Burkman stated a Site Permit will be required for the site improvements. This permit will cover the local Erosion Control Permit for the expanded pavement area. Rushing asked what UGN can do to get going this week. Burkman said one of the big things is ensuring the pond volume and calculations are appropriate. Burkman suggested meeting with McAlpine as soon as possible. The other issue is showing the proposed grading activity on a plan. The grading plans should also show the erosion control plan. Burkman indicated with the limited contour information they have it almost seems like the southwest corner could slip off to the southwest and not make its way to the retention area. Burkman wants to ensure water is routed to the retention pond. DiPilato indicated UGN also has some concerns about this area. They have discussed possibly using some existing fill to start filling some of the low areas in and grading it out to build it up. Burkman wants to see their intent for grading and pointed out that if they get beyond an acre of disturbed area a Rule 5 Permit through IDEM for the State's erosion control will be required. Burkman asked DiPilato to provide information confirming that UGN's Rule 6 which is the Industrial

Storm Water Permit through IDEM is current.

**ISSUES TO BE RESOLVED:**

Landscaping Plan

Erosion Control Plan

Rule 5 Permit (only if an acre or more is disturbed)

Detailed Site Plan

Site Improvement Permit

State Design Release

Building Permit

Zoning Clearance

Pond Volume and Calculations

Grading Plan

Information that IDEM Rule 6 Permit is current

Additional Hydrant

Knox Boxes (not required, but suggested)

Lot Coverage Calculations