



MEETING: Site Review Committee
SUBJECT: Porter County Comm. Foundation
ADDRESS: 1401 Calumet Avenue

LOCATION: City Hall
DATE: April 14, 2015

**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
Matt Evans, Public Works Director	(219) 462-4612

PRESENTERS:

Amanda Wolf, Design Organization
(219) 476-1434/awolf@designorg.com
Barbara Young, PCCF
(219) 465-0294/byoung@portercountyfoundation.org
Brenda Sheetz, PCCF
(219) 465-0294/bsheetz@portercountyfoundation.org
Bill Higbie, PCCF
(219) 465-0294/bhigbie@portercountyfoundation.org

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 renovation of the building site for the Porter County Community Foundation to be located at 1401 Calumet Avenue. 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: Young stated PCCF purchased the building at 1401 Calumet Avenue from Porter Regional Hospital. They plan to close on the property at the end of September and hope to begin renovation shortly after closing. The building is approximately 12,000 sq. ft. Young indicated that half of the building will be used as a non-profit conference center and will be opened to all non-profits in Porter County for board meetings, retreats, etc. The technology for the conference center will be state of the art. The conference center will also provide a gathering area to recognize significant non-profit items that happen in the community. Young said the other half of the building will provide traditional office space for the Community Foundation. The foundation currently has seven employees and may grow a little. This building will allow Empower and the Community Foundation to be in the same location. Young is hoping they can finance the purchase of the building entirely through their capital campaign. Young mentioned they plan to have the building be LEED certified. Wolf stated the footprint will remain the same. The inside of the building will be gutted. The number of parking spaces will remain the same, and they plan to repave. Wolf mentioned the landscaping will be updated. They will be adding a bench seating area and pavers. Young stated a donor has gifted PCCF for the placement of some public art in the front of the building.

STAFF COMMENTS:

EVANS: Evans said it appears that all work is within private property and no work will take place in right-of-way. Evans presented no further comments. Wegrzyn interjected that Kent asked for clarification from Evans concerning the need for warning detection or truncated domes at the

intersection of Calumet Avenue and Fair Street southbound. Evans mentioned that when resurfacing it will be necessary for the sidewalk to go through the approaches. Ramps will be needed at the entrances, however, they do not necessarily have to be truncated domed, but there must be some sort of ramp with the sidewalk going through the approaches. There are three entrances. The ramp must connect to the property to the south. Evans will further discuss the necessary configuration of the ramps after the meeting.

BURKMAN: Burkman is aware that repaving and landscaping are the only changes being made to the site. Burkman mentioned that anytime planting is done on either side of the driveway attention needs to be given to the site lines for leaving the driveway. Burkman said there is a 40 ft. right-of-way dedication required along Calumet Avenue. Burkman stated that their research indicates the right-of-way is a 30 ft. dedication. Therefore, it will be necessary to dedicate an additional 10 ft. as a condition of site permit and building permit issuance.

WEGRZYN ON BEHALF OF KENT: The property is zoned CG, Commercial General and is located within a signature overlay corridor (Calumet Avenue). Referring to Article 11, Section 11.300 for requirements will be necessary. A face change to the existing sign is permitted; however, if the existing sign is removed, a 6 ft. tall sign will be permitted. Wegrzyn mentioned the sign must be 5 ft. from the right-of-way, sidewalk or property line. Submitting a sign permit for either a new sign or face change will be required. Parking will be based on 3 spaces per 1,000 sq. ft. of usable floor space. Storage areas and restrooms should not be included in this calculation. The number of parking spaces required for the office area is 31. PCCF will need to have over site on the conference area. Approximately 58 parking spaces are provided on site. Restriping the parking spaces will be necessary. The parking lot may require resurfacing. The landscape plan meets the standards of the ordinance for the number of plants and the type of plant material. Article 10 of the Unified Development Ordinance includes landscaping requirements and Appendix B indicates acceptable plants as well as plants that are considered invasive. Façade funding is available for the exterior renovation of the building through the Façade Grant Program for Main Corridors. Referring to Article 11, Section 11.500, Non-residential Design Standards for exterior improvements will be necessary.

ON BEHALF OF THRASHER (Building Commissioner): Thrasher was unable to attend this meeting. Thrasher will contact PCCF with any comments she may have.

ON BEHALF OF SOUDERS (Fire Department): Souders was unable to attend this meeting. Souders will contact PCCF with any comments he may have.

MCALPINE: McAlpine mentioned there is an existing dumpster located at the back of the building. This dumpster is shielded by a privacy fence at the back and by the building itself. McAlpine asked if a dumpster enclosure that matches the building will be required for this site. Wegrzyn stated this needs to be discussed with Tyler Kent. McAlpine said he noticed some ponding water on the very south side of the parking lot as well as in the right-of-way of Fair Street. McAlpine stated there are curb cut-outs and it appears the original intention was to have the water sheet off the parking lot over the sidewalk to the road. However, the grass has grown high and the asphalt has settled in these areas. There is a storm sewer drain at the northwest corner of Fair Street and Calumet and it appears there is adequate depth to install a private storm sewer drain at the low point in the parking lot. This would help extend the life of the pavement and reduce icing in the winter. McAlpine said they could also elevate the pavement and notch out the grass to let the water sheet over the sidewalk. McAlpine said at the northeast corner of the building there is a downspout that directs water to the north toward a residence. McAlpine requested this downspout be connected in and directed towards the parking lot. There is a buried PVC pipe at this corner and it appears this may have been requested previously. McAlpine asked if any site work is involved in achieving the LEED accreditation. Wolf explained the point system mostly depends on the mechanical system in the building, but some of the site work may help for points to become accredited. McAlpine said he noticed a lot of standing water within the right-of-way on the north side of Fair Street and he

suggested a vegetated bio-swale with an under drain going to the drain at the northwest corner of Fair Street may help with points for accreditation. Geskey interjected the standing water may be due to a main break that occurred on Saturday rather than the recent rain.

PILARSKI: Pilarski asked for clarification concerning the preparation kitchen and break kitchen. Wolf said this will only be used as a warming kitchen and no cooking will take place. Pilarski stated that since the facility will be discharging only sanitary waste water, he had no further comments.

GESKEY: Geskey asked if changes are being considered to the water service going into the building. Wolf mentioned the water service will be relocated to the back. Geskey asked if this will be relocated through the building or underground. Wolf stated she needs to clarify this issue with the engineer. Contacting Geskey about the change in water service will be necessary. Geskey asked if the sanitary sewer will be changed. Wolf indicated this should be remaining the same. Geskey stated further comments will be reserved until he receives information concerning the water service change.

ISSUES TO BE RESOLVED:

Right-of-way Dedication

Site Permit

Detailed Site Plan

Signage/Fencing Permit

Zoning Clearance

Parking Space Restriping

Parking Lot Resurfacing (if required)

Change in Water Service

Any comments presented by Vicki Thrasher

Any comments presented by Dave Souders

Ramps at entrances