



**MEETING:** Site Review Committee  
**SUBJECT:** Sensit Technologies Office Addition  
**ADDRESS:** 851 Transport Drive

**LOCATION:** City Hall  
**DATE:** January 26, 2016

## PRELIMINARY SITE REVIEW

### IN ATTENDANCE:

Tyler Kent, Planning Director (219) 462-1161  
Vicki Thrasher, Building Commissioner (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  
Jon Daly, Fire Department (219) 462-8325  
Matt Evans, Public Works Director (219) 462-4612  
Media

### PRESENTERS:

Steve DeBold, Chester, Inc.  
(219) 465-7555 / [sdebold@chesterinc.com](mailto:sdebold@chesterinc.com)  
Mark Babcock, Chester, Inc.  
(219) 465-7555 / [markb@chesterinc.com](mailto:markb@chesterinc.com)

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

The following is a summary of discussion at this meeting:

**OPENING:** The Site Review Committee met to discuss the proposed two-story, 2,800 sq. ft. office addition for Sensit Technologies located at 851 Transport 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:** DeBold stated that Sensit Technologies is on Lot 39 at the Eastport Centre. They also own Lot 38 to the north. This project is a small office addition at the northwest corner of the existing building. DeBold mentioned there is an existing gravel parking lot on Lot 38. The existing gravel area will be paved and the existing gravel sidewalk will be concrete.

### STAFF COMMENTS:

**THRASHER:** A State Construction Design Release is required prior to issuance of a Building Permit. All contractors must be registered with the City before the Building Permit will be issued. Any additional signage will require a permit.

**BURKMAN:** Burkman mentioned there is a sidewalk waiver on file for the entire development. Burkman suggested that when any new drive is installed it is a good idea to plan for future sidewalk installation and to keep the 2% shelf at the back 5 or 6 feet so that when sidewalks are installed, a large portion of the driveway does not have to be removed. Burkman asked about discharges from the new addition into the sanitary sewer. Babcock stated there will be three bathrooms and a kitchenette in the new addition. DeBold said this addition is basically office space. There are no floor drains in the warehouse area. Burkman questioned whether additional handicapped parking will be required. A Site Permit will be required.

**KENT:** Kent clarified the handicapped parking requirement is 1 space for each 25 parking spaces. Submitting a Landscape Plan will be necessary. The plan needs to include the number of plants and plant names. Referencing Appendix B of the UDO for permitted materials is necessary.

DeBold said the plants are called out on the plans. Kent said this will be sufficient. A Zoning Clearance is required.

**EVANS:** The curb and gutter needs to match the existing. Inspections will be required for the sub-grade preparation and well as the installation. Contacting Public Works 24-hours in advance for inspections is necessary. Evans indicated the street must be kept clean during the construction process. Evans said that the curb and gutter appears to stop short of the property line. DeBold explained the curb and gutter was stopped at the radiuses. Evans mentioned that sometimes the landscapers leave the burlap and twine on the tree root balls. This will choke the tree and the tree will have a limited life. Evans requested the burlap and twine be removed from the trees.

**DALY:** Daly asked if the existing fire alarm system will be extended into the new addition. Babcock and DeBold are unsure of what is being done. Daly asked Thrasher if a State Fire Alarm Release will be required if the fire alarm system is extended into the new addition. Thrasher said referencing the GAR for the requirements will be necessary. DeBold said Sensit will probably follow through and extend the fire alarm system into the new addition. DeBold indicated he will clarify this issue. Daly mentioned exit lights, emergency lights and fire extinguishers will be required. Fire alarm horn strobes will be needed in the bathrooms and common areas.

**MCALPINE:** McAlpine said this is pretty straight forward and he has no comments. McAlpine checked the GIS and this addition will not change the storm water classification. Therefore, fees will not be increased. The grading plan is also pretty straight forward.

**PILARSKI:** Pilarski said that plan A-3.3 shows a mechanical room on the second floor, but it appears there is nothing in this room. Babcock indicated this is the furnace room and it will supply the heat and air conditioning for the upstairs and downstairs areas.

**ISSUES TO BE RESOLVED:**

Detailed Site Plan

Site Improvement Permit

State Design Release

Building Permit

Signage/Fencing Permit

Zoning Clearance

All contractors must be registered with the City

Inspections for curb and gutter (Public Works)