



**MEETING: Site Review Committee**  
**SUBJECT: Memorial Additions & Renovations**  
**ADDRESS: 1052 Park Avenue**  
**PRELIMINARY SITE REVIEW**

**LOCATION: City Hall**  
**DATE: June 7, 2016**

**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
Mark Geskey, Utilities	(219) 462-6174
Jon Daly, Fire Department	(219) 462-8325
Matt Evans, Public Works Director	(219) 462-4612
Media	

**PRESENTERS:**

E. Ric Frataccia, Superintendent of Schools	(219) 531-3000 / <a href="mailto:ricfrataccia@valpo.k12.in.us">ricfrataccia@valpo.k12.in.us</a>
Terry Allsop, The Skillman Corporation	(574) 971-7922 / <a href="mailto:taallsop@skillman.com">taallsop@skillman.com</a>
Don Torrenga, Torrenga Engineering	(219) 836-8918 / <a href="mailto:don.torrenga@torrenga.com">don.torrenga@torrenga.com</a>
Todd Van Keppel, Valparaiso Community Schools	(219) 465-9199 / <a href="mailto:tvankeppel@valpo.k12.in.us">tvankeppel@valpo.k12.in.us</a>

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 additions and renovations for Memorial Elementary School located at 1052 Park 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:** Bid Package #1 was for the gymnasium. This has been bid out. This site review is for the building itself with various additions. Additions will be done at the southwest corner, southeast corner and north side of the building. The parking lot will be expanded with what will be a hard play area for children. It will also serve as an overflow parking area for events at the gymnasium. A dumpster pad has been added to this area. Along the east side of the building there is a retaining wall which will remain. Some concrete will be added to ramp it down to what will be amphitheater seating for the children. There will be a large patio area. The patio area is considerably lower than Milton Street and this is the reason for the steps. The steps will be redone. These particular steps will have railings. There will be accessible handicap ramps in other places. A detention area will be created on the west side. The additional impervious area has been calculated based on the City of Valparaiso Ordinances for release rate. There are a number of pipes that have to be changed with regards to sanitary and storm. These are delineated on the plans.

**STAFF COMMENTS:**

**PILARSKI:** Sheet AE101 shows a room designated as FROG. What exactly is this? Torrenga said AE101 is an architectural drawing and he has no idea what the room is used for. Allsop believes it is a very small instruction room, probably for a one-on-one situation. Pilarski said Note #14 on Sheet P-104 indicates a solids interceptor below the sink. This is shown in the art room. What exactly is this? Torrenga said this is another architectural drawing and he has no explanation. Pilarski mentioned it seems odd that a solids interceptor would be placed in the art room. Pilarski conveyed that he is still waiting for information from Torrenga's office for a waiver

for the oil and grease interceptor requirement from municipal code. This information is required before occupancy. Providing a copy of Plan P-105 which will show the solids interceptor as referred to on P-104 is requested.

**EVANS:** The drawings do not provide a detail of the ramps that will be installed along Milton Street. It only shows the locations. The ramps appear to be going right into the sidewalk. The ramps will need to follow Federal Highway's sloping requirements. Evans said they need to make sure the running slopes and cross slopes are straight. Public Works will check each of the ramps for compliance. There is an inspection schedule for sidewalks when they are removed to ensure the sub-grade is compacted, 4" of borrow and then pour on top. There are some road cuts along Park Avenue. Torrenga said this is the water main cut. Evans mentioned that Park Avenue is a collector street and needs to be restored to collector street standards. When it is excavated, the sub-grade will need to be compacted and Public Works will need to inspect it. Placement of the aggregate, placement of the binder and surface will also need to be inspected. The binder requirement is 3" thick and the surface is 1-1/2" thick and compacted to 95% density and rolled smooth. This will apply to all the right-of-way cuts into roadways. Striping will need to be restored if any centerlines are impacted. Sidewalk replacement along Park Avenue will need to follow the same procedures previously discussed along Milton Street.

**BURKMAN:** Burkman asked how vehicles will access the hard play area when it is used for overflow parking. Torrenga explained that a driveway will be installed off of the end of the existing parking lot. This driveway will have a gate that will be locked when not being used for parking. Torrenga said the dumpster pad has been rearranged so that a garbage truck will be able to make a three-point turn so the truck will not have to back in. Burkman said the previous site review minutes mentioned the new sewer connection being made into Milton Street; however, the drawings for this site review show the connection being done on the school's property. Torrenga confirmed the sanitary sewer connection will be tied into an existing sanitary sewer. Burkman said at one time the school was planning on getting a permit only for the gymnasium, but it has not been picked up. Thrasher mentioned they are still waiting for contractors to be registered. Burkman asked if it is still the intent to permit the gym separately or will they do this all together. Thrasher said this can't be done from a building standpoint. The Building Department has already released the permit for the gym. If they ask to have this all redone, it will be necessary to resubmit as a single permit. Allsop said there will be two separate permits. Burkman stated the permit prepared by Engineering for the gym did not have the sanitary sewer inspection fee. Subsequently, this has been added. Burkman asked if they intend to add to the retaining wall. Torrenga said there will be no addition to the retaining wall. The cost for this was excessive and they were able to do the grading down to the gymnasium. It is steeper than what is wanted, but not excessive. Torrenga believes there is a handrail on the retaining wall. Burkman said if there is no handrail, it will need to be installed. Less than 1 acre is being disturbed. A clean-out is needed where the new service lateral joins the existing for the sewer service. A Site Permit for the local erosion control and the sanitary sewer inspection fee is required.

**THRASHER:** This is for the additions and interior renovations. Thrasher indicated that it will be necessary to see how it is submitted in order to know how to assess the fees. Typically, new construction is assessed at a different rate than renovations. A State Construction Design Release is required prior to the issuance of any Building Permits. All contractors must be registered with the City before permits can be issued.

**KENT:** Kent asked if improvements are being considered for the exterior lighting. No improvements will be made. The plans need to provide the setbacks from the property line to the new building areas. Detail plans for the dumpster enclosure are required. Referring to Article 2, Section 2.406 will be necessary. Submitting a landscape plan is required. This is zoned Public Space (PS). Torrenga said there is a landscape plan. The landscaping is being done by Stuart Franzen. Kent indicated the landscape plan can be submitted as part of the building permit. The

City's horticulturist will review the plan to ensure it is in compliance. A Zoning Clearance will be required.

**DALY:** The City follows the 2014 Indiana Building and Fire Codes. Daly is aware that a Knox Box already exists at the school. Daly asked if the doors will all be keyed the same. Torrenga said this is the intent. Daly said the key for the gate to the overflow parking also needs to be placed in the Knox Box. The access road is 20 ft. wide. Daly indicated the location for the Fire Department Connection is acceptable. Landscaping should not obstruct the Fire Department Connection. Daly requested a fire horn/strobe be installed above the Fire Department Connection. Daly asked that when the project is completed the doors all be numbered appropriately.

**MCALPINE:** Providing the total hard surface is requested. Torrenga indicated this information and the calculations will be sent to McAlpine. McAlpine needs to know how big the pond is and how it is intended to function with what is draining there. McAlpine understands the storm sewers are being removed and replaced in some of the structures that are already in place. He would like to see based on their size and slope what they are capable of carrying with their flow rate and what goes to each. We need to make sure there are no roof drains that lead into the structures being taken out. Torrenga said between the gymnasium and the building itself there are four. McAlpine said these will have to be relocated. McAlpine is aware they are proposing to put a storm sewer underneath the building. Putting this within a steel casing with a bulk head on each side is suggested. The steel casing should be a bit larger than the carrier pipe so that it is protected. There was a discussion concerning the sheds currently located on the school property.

**GESKEY:** Sheet C4.0 calls for an 8" x 6" tee. Geskey said this needs to be an 8" x 6" hot tap. Is the current 4" water line staying? Torrenga confirmed it is staying. They will be adding a fire service. Geskey said there will be a hot tap in the road at the water main, there will be a valve there then there will be a valve close to where the existing valve is located by the curb-way. Valpo City Utilities will own that part and from there into the school will be owned by the school corporation. When this is being excavated, the Water Department will need to inspect the road. Torrenga clarified that the water is all being done internally. That is the reason the 4" water main is not being changed.

#### **ISSUES TO BE RESOLVED:**

- Landscaping Plan
- Erosion Control Plan
- Detailed Site Plan
- Site Improvement Permit
- State Design Release
- Building Permit
- All Contractors Registered with City
- Zoning Clearance
- Waiver for Oil & Grease Interceptor
- Provide Copy of Plan P-105
- Include Setbacks on the Plans
- Provide Total Hard Surface
- Clean-out
- Dumpster Enclosure Details