



**MEETING: Site Review Committee**  
**SUBJECT: Parkview Elementary School**  
**ADDRESS: 1405 Wood Street**  
**PRELIMINARY SITE REVIEW**  
**IN ATTENDANCE:**

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

**LOCATION: City Hall**  
**DATE: January, 10, 2017**

**PRESENTERS:**

Don Torrenga, Torrenga Engineering, Inc.  
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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. Burkman 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:** Torrenga is the design engineer for this project. They are not the architects. Rossillo is with Gibraltar Design and will be able to answer questions concerning architecture. Torrenga shared examples of what was originally proposed for Parkview Elementary. Originally, along the west side of the building there was proposed to be a driveway for drop-offs; however the driveway is not being included. Torrenga said they are proposing a new dumpster pad, some modifications to pavement in the northwest corner of the building and a new 6" water line for fire service. The building is already serviced by a 3" water main and this is satisfactory for the new addition. They are also proposing a new mechanical room in the northwest corner. There is a small 10.67' x 31.33' addition on the north side and this is an extension of the existing kindergarten area. Doors will be modified in this general area. The last major addition to the building is a new gymnasium to the east. There will be a new principal's office and a number of rooms to be used for conferences, etc. This will enclose what is currently an open courtyard in the middle of the building. The courtyard will be modified. There are two possibilities being proposed. The first possibility is the base project, which is everything described above, plus the addition of a new parking area along Wood Street and construction of a detention area along Wood Street to satisfy ultimately the entire project. The second possibility is shown on Sheet 2.2 which is the site plan. This includes everything previously mentioned plus an enlarged parking lot to the east and a new, full-sized soccer field with perforated drain tiles around the perimeter for drainage. It will also include a walkway or bicycle path going in an east direction then in a north-south direction tying back in to Wood Street.

**STAFF COMMENTS:**

**MCALPINE:** McAlpine said he favors the alternate plan. It appears to have a good flow to the

parking lot and stacks the traffic during pickup and drop-off well. It also adds some much needed parking spaces. McAlpine will need more information concerning the sizing of the detention pond and the storm sewer piping. If possible, McAlpine would like to reroute the storm sewer shown underneath the building to the south and around the building rather than under it. Torrenga said the storm sewer comes out of the courtyard and the courtyard is going to be enclosed. McAlpine suggested further discussion on this issue. It seems to be a trend with these building additions to put the storm sewer under the building. It may not be a problem as long as it is rigid piping and it is placed below the foundation. It seems this happened at one other school. McAlpine asked if the intent is to remove the existing concrete sidewalk to the bike path and then replace all of it with one section of 8 ft. wide sidewalk. Torrenga said this is not the intention. The intention is to widen the existing sidewalk. McAlpine stated this is different from how sidewalks are normally poured especially if there are irregularities. This is probably a good time to remove the existing and replace it., otherwise there will be a joint right through the middle. Burkman interjected that he had made a note concerning this as well. The intent of the drawing seems to only widen, but full replacement will be better. This is not a really significant stretch of sidewalk. Burkman said this sidewalk is not in really great shape.

**EVANS:** Evans said the issue that pertains to Public Works is the sidewalk more than anything else. Evans favors removing and replacing the sidewalk. Evans mentioned that in discussions with the Public Works staff they are contemplating improving the sidewalks in the area to the west to make a connection to Roosevelt Road. However, this brought a couple of items to the table. There is an island that is fully within the City's right-of-way. This island does not have ADA ramps at either end. Lauck indicated this island is used for bus drop-off. Evans requested that ADA ramps be added at either end of the island. Individuals with disabilities cannot get on or off this island. Evans mentioned the road floods and is deteriorating due to standing water. Evans suggested that Public Works, Utilities and the Storm Water Engineer work with the school to figure out how to get this to drain. Evans mentioned that the curb and gutter detail on C5, Type B, appears to be only 4" tall. Torrenga said the 10" is only if there is no back. Torrenga confirmed it is 6" tall back. Evans said if they choose the alternate plan it appears that they will just be bringing the curb and gutter and wrapping the radii and not connecting in between. Evans conveyed the preference would be to close the gap.

**THRASHER:** Thrasher asked if this project will be phased. Katsouros confirmed the project will be phased. Thrasher said the interior renovations will be separate from the additions. All contractors working on the project must be registered with the City before permits can be issued. Thrasher mentioned that foundation releases can be issued if needed. A State Construction Design Release is required.

**BURKMAN:** Burkman asked if the alternate is not pursued what is the parent pickup and drop-off procedure. Lauck indicated that drop-off and pickup seems to be all over the place. They would like to get it out front as shown on the alternate. Burkman said the alternate is a great layout. The pathway connection would be an excellent addition to the network that the City has been creating. Burkman asked what material will be used for the pathway. Torrenga said they will use asphalt. Burkman said the City has been doing more concrete just from a long term maintenance prospective. The cost difference is not all that substantial. A portion of the pathway is shown on the Park property. If it is the intent for the City eventually own and maintain the pathway, Burkman said the City would like it to be done in concrete. A Site Permit is required and will cover the right-of-way cut, sanitary sewer and erosion control. Since the project is over an acre, a Rule 5 Permit will be required. Burkman mentioned it will be necessary to coordinate with the Parks Department concerning the feasibility of the alternate.

**ZHOU-MS4 COORDINATOR:** The City requires an Operation and Maintenance Manual for all post-construction storm water quality measures to facilitate their proper long term function. This manual should be a stand-alone document and shall be made available to future parties who will

assume responsibility for the operation and maintenance of the post-construction storm water quality measures. The manual shall include: a) Contact information for the BMP owner (i.e. name, address, business phone number, cell phone number, pager number, e-mail address, etc.); b) A statement that the BMP owner is responsible for all costs associated with maintaining the BMP; c) A right-of-entry statement allowing City personnel to inspect and maintain the BMP; d) Specific actions to be taken regarding routine maintenance, remedial maintenance of structural components, and sediment removal. Sediment removal procedures should be explained in both narrative and graphical forms. A tabular schedule should be provided listing all maintenance activities and dates for performing these required maintenance activities; e) Site drawings showing the location of the BMP and access easement, cross sections of the BMP features (i.e. pond, forebay(s), structural components, etc.), and the point of discharge for storm water treated by the BMP. These drawings need to be submitted both in hard copy and in digital format acceptable to the City engineer.

**ON BEHALF OF KENT:** A Landscape Plan is required. If new exterior lighting is part of this project, a photometric plan will be required. Referring to Article 9, Section 9.500 will be necessary. Architectural Exterior Elevations need to be included in the final building plans. The final site plans need to include the building setbacks, building height and lot coverage. Providing details on the dumpster enclosures is required. Referring to Article 2, Section 2.406 for development standards is necessary. The new school sign shall be setback 5 feet from any paved street, driveway, sidewalk, nearest easement line, or nearest right-of-way. At the proposed location, it's important to ensure that the sign is not located within the sight distance requirement (Article 8, Section 8.215). The sign should be checked to make sure it won't interfere with the line of sight for individuals pulling out onto Wood Street from the school driveway. If new fencing is proposed to be placed around the school, we will need to discuss the type of fencing and the height of the fence. A Zoning Clearance will be required. It is great to see the proposed pathway that loops around the soccer field. Making the connection between two existing pathways is great. High fives to those who made this happen.

**DALY:** The City follows the 2014 Indiana Building and Fire Codes. Daly said the Fire Department will need to be involved in the placement of the Fire Department connection. Daly asked if the doors will be re-numbered. Lauck indicated doors will be re-numbered inside and out. Lauck mentioned they have had discussions with their SRO about having both the Fire Department and Police Department for a walk-through. Daly mentioned if there are any key changes, the Knox Box will need to be updated. Hydrants will not be relocated. Daly said Skillman has been very good about updating the fire plan and evacuation plan. Daly suggested a letter be sent to parents stating that the Fire Department, School Corporation and contractors are working together to ensure this project will be as safe as possible. Lauck stated that she will draft a letter for approval and signatures.

**PILARSKI:** Pilarski mentioned that Water Reclamation is interested in what is being discharged into the sanitary sewer. Pilarski said submittal of the Food Service Plan and Plumbing Plan will be necessary. The plans should be submitted to Yacoub Aljobeh, Pre-treatment Coordinator. Pilarski said Water Reclamation will pay particular attention to the new mechanical room.

**GESKEY:** Geskey asked if the new fire service will come from the alley. Torrenga confirmed the fire service is coming in from the alley. This will require backflow protection inside, but no meter. Geskey provided contact information.

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

Landscaping Plan (with tree survey)

Erosion Control Plan

Rule 5 Permit

Provide Information on Sizing of the Detention Pond and Storm Sewer Piping

Detailed Site Plan  
Backflow Prevention (fire service line)  
Site Improvement Permit  
State Design Release  
Building Permit  
Signage/Fencing Permit  
All Contractors Must be Registered with the City  
Zoning Clearance  
Photometric Plan (only if there is new exterior lighting)  
Architectural Exterior Elevations  
Operation and Maintenance Manual (post-construction storm water quality measures)  
Building Setbacks, Building Height and Lot Coverage on Final Site Plans  
Dumpster Details  
Food Service Plan  
Internal Plumbing Plan  
Contact Fire Department for FDC Placement