



**MEETING: Site Review Committee**  
**SUBJECT: St. Paul Square**  
**ADDRESS: 352 Chicago Street**  
**PRELIMINARY SITE REVIEW**

**LOCATION: City Hall**  
**DATE: August 29, 2017**

**IN ATTENDANCE:**

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Media	

**PRESENTERS:**

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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 St. Paul Square to be located at 352 Chicago Street. 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:** This property was acquired by Mark Forszt late last winter or early spring. In March, they had a meeting with neighbors to discuss the types of developments that might take place on the property. They decided on an urban condominium project. They are proposing four 12-unit buildings on the site. There will be three-story building in the middle with a two-story townhome on each end. There will be 11 parking spaces on the first-floor level on the backside for each building. They are proposing to reconstruct Academy Street from the north property corner south. The reconstruction will include widening Academy to make it a two-lane street. On-street parking will be added along Academy Street and the entire length of the property along Campbell Street. Coolman mentioned the retaining walls along Chicago Street and halfway up Campbell Street are in very poor condition. They do not anticipate changing grade on the site significantly. The first thing that will happen as far as development of the property will be replacing the retaining walls to maintain the grades. The total parking spaces available is 144. The most significant element of the site plan is developing a storm water management system. Currently

storm water runs off the site into Chicago Street. At the second neighborhood meeting, Coolman learned there are a couple of drains coming off the property onto Chicago Street. The information provided for site review show the ways they plan to handle storm water with the use of a conservation garden design for front yard landscaping. The conservation garden at the southwest corner of the property will be sunken and will pick up storm water. The commons area in the middle of the project is also depressed and will pick up storm water. A modest amount of storm water storage will be picked up at the south entrance drive and in the area leading to the commons area. Coolman believes they will meet City standards as far as storm water discharge using innovative practices and the conservation garden process. Coolman mentioned the requirement for a buffer yard. The two lots at the northeast corner of the property facing Chestnut Street are not a part of this project. There are buffer yards up against these lots on the south side and on the west side. The landscaping plan represents the landscaping on the entire project. Preliminary architectural plans are included for the buildings. A lighting plan for the site is included. Using more scaled down residential lighting will provide more than adequate lighting, but also will keep it from being intrusive. While there are two entrances into the project, one off Academy Street and one off Chestnut Street, traffic will not enter the site directly off of busy streets. The traffic will turn into the site almost as soon it gets off the busy streets. To deal with the issue of headlights in widows, they are proposing the entrance coming in off Chestnut Street will be a one-way entry only with no exit; however, the entrance off Academy will be two-way. Colors and materials for the project were included for review. Coolman indicated that only signage being proposed will be at the corner of Chicago and Campbell Streets. The sign will be integrated into the new retaining walls. The erosion control plan has been submitted. The retaining walls are a major element in the erosion control process. The retaining walls will allow them to hold preliminary grade below the top of the retaining walls and gives the opportunity to manage the site drainage and erosion control during project phasing. The building that faces Chicago Street, all the conservation gardens along Chicago Street, including the conservation garden at the southwest corner, the garages serving the building and the community center building facing Academy Street will all be part of the initial development. They are hoping to get in the ground with the first building this fall.

**STAFF COMMENTS:**

**ROSE:** The addressing for these buildings is a bit of a challenge. Rose mentioned that at the Lakes of Valparaiso there are situations where there are multi-access to buildings be it a private or somewhat of a public entrance. The buildings were umbrellaed under one number. Rose indicated this is what needs to be done at this site. It is easier to deal with one number and use unit numbers accordingly. Rose mentioned the Post Office is not excited about using Campbell Street. Rose said since the boxes are not on Campbell it takes the carrier out of his route. Coolman said this is a neighborhood served primarily on foot. Coolman said they will look at a single postal station for each of the buildings. Rose will submit another addressing schematic.

**EVANS:** Evans asked if additional plans will be submitted showing the detail of the road construction, sidewalk details and demolition plan. Coolman said plans will be submitted to Public Works for approval before work begins. Evans asked if the plans include improving all the existing sidewalks. Coolman said he is assuming they will be replacing all the sidewalks on their frontages. Evans asked about the curbs. The curb on Chicago Street will not be replaced. Academy Street will be a complete reconstruction. Campbell Street will get curb, sidewalk and parkway. Evans indicated the City of Valparaiso will be reconstructing the eastern half of Academy Street (from the center line going east). This will be done in conjunction with this project. Evans mentioned he wants to do significant work on Chicago Street. There are portions of sidewalk, curb and gutter that are not in good condition in properties adjacent to this site. At this time, Evans is uncertain whether he will blanket remove and replace everything to make it uniform, or if he will pick and choose segments. Chicago Street will get an overhaul in this area. Evans cautioned proper slopes for the ADA ramps at corners are important. Wherever the grades cause a steep incline,

they need to be adjusted to meet the Federal Highways ADA Guidelines. Evans said the ramp at Chicago and Academy going southbound across Chicago Street is not a slope issue as much as it is a question of whether we want a ramp there going south without this being a protected intersection on a busier road. This needs to be discussed. City standards require the sidewalk to go across the driveway entrances. This maintains the slopes for people in wheelchairs or with a physical challenge. Evans advised he needs to research the requirement for access to the sidewalk from the on-street ADA parking stalls. Does the sidewalk need to receive the person with the disability, or should they be expected to unload into the roadway and get to the nearest ramp? Is this a safe maneuver? Evans asked about their haul route for demolition and construction. Coolman is unsure about the route for demolition; however, the construction route will come out onto Chestnut Street and then on to Campbell. Evans indicated that Chestnut is a local road and is not built as a haul route and will suffer damage. Evans conveyed that Coolman as the developer will be responsible for any damage to the pavement on Chestnut and Campbell Streets.

**BURKMAN:** The parking lot drive aisle widths as shown (17.4') are very tight and will make pulling into a space between parked cars, or into garages 12/13 very difficult. How deep are the spaces shown in front of the garages? The UDO stipulates a drive aisle width of 22-ft. for 90 degree spaces. On-street parking spaces shown on the side of Academy, south of the driveway entrance need to be eliminated, with greater driveway radii. The street width between Chicago and the entrance off Academy should be increased to 30-ft. back-of-curb to back-of-curb. The widths of Academy north of the entrance (starting from the western R/W edge) shall be a 6-ft. sidewalk, adjacent to an 8-ft. parking aisle, adjacent to a 23-ft. wide back-of-curb to back-of-curb roadway, with a 4-ft. parkway and existing 4-ft. sidewalk on the east side. Burkman asked if the 6-ft. sidewalk shown on the west side Academy is outside the 45-ft. right-of-way or within. Coolman said it is within. The drive entrance shown off Academy will be tight if someone is entering while someone is leaving. If all the exit traffic is being pushed to this drive, that will likely be a common occurrence. Burkman advised expanding this drive entrance. The drive entrance off Chestnut is narrow for two-way traffic. If intended for one-way (entrance) only, how will this be made clear to residents/visitors? Burkman suggested signage or pavement markings. Do the internal handicapped parking spaces shown at the corner have sufficient loading areas? This needs to be considered. Is it the intent to replace/reroute the existing sanitary through the site? Coolman said they will bring the sewer through the middle of the site between the two buildings that face Campbell. Geskey agreed with this plan. Easements will need to be provided for the portion of the sanitary sewer main that is to be publicly owned. The details of the storm water management plan need to be established and contained in the PUD ordinance. The lighting along the sidewalks on the perimeter of the development must be outside the public right-of-way, and privately owned and maintained. Providing further details on the retaining wall that will be installed on the southwest corner of the site will be necessary. How will the pedestrian walkways to the units, as well as the sidewalk along Campbell Street be protected from the depressed conservation garden's below? What will be the drop in elevation from the walk to the bottom of the garden? Burkman asked about the location of the steps. Coolman indicated this has not been decided. Burkman conveyed that a detailed Stormwater Pollution Prevention Plan (SWPPP) will be required because the distributed area is more than one acre. In addition to the drawings, the SWPPP should provide narrative description for all items (A1-A23, B1-B15 and C1-C5) required by Indiana Rule 5. The details about the permit and plan can be found on IDEM Rule 5 webpage at <http://www.in.gov/idem/stormwater/2331.htm>. It will be necessary to submit an Operation and Maintenance Manual for 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 the following: a) contact information for the BMP owner (i.e. name, address, business phone number, cell phone 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 BMP features (i.e. pond, fore bay(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. Burkman conveyed that additional comments may be provided once the required documents are submitted.

**MCALPINE:** McAlpine requested a copy of the drainage report.

**THRASHER:** A permit will be required for demolition. A Site Permit is required. All contractors must be registered with the City. Thrasher conveyed a Building Permit will be required for each building, including the community center. A State Construction Design Release will be required. Thrasher is aware the buildings will be sprinkled. Coolman interjected the buildings will also have elevators. Thrasher mentioned the elevators will require an inspection from the State of Indiana.

**KENT:** Kent indicated many of his comments are based on the e-mail sent to Coolman two weeks ago regarding the PUD. Kent asked Ferngren if the comments were reviewed and the PUD amended. Ferngren confirmed the PUD has been revised. Kent asked when the revision was submitted. Kaminski believes it was submitted on either Friday, August 26 or Monday, August 28. Kent asked if the covenants and restrictions were included in the submittal. Kaminski confirmed the submittal included the covenants and restrictions. A Table of Contents for the PUD is required for the PUD. Submittal of a bound, final copy of the PUD with labeled attachments, including restrictive covenants is required. Kent indicated the building elevations need to call out the building material. These details also need to be included within the PUD. Kent asked if the metal siding being proposed for the buildings is an architectural metal siding. Coolman said fasteners are not exposed and the finish on the siding is guaranteed for 50 years. Kent conveyed the PUD needs to include a statement identifying and the intended means of assuring permanency, continuance and maintenance of all open/recreation space. The PUD does not mention open space; however, the site plan indicates otherwise. Has this been addressed in the amendments? Ferngren said he did not have the percentages. Coolman indicated the percentages are on the primary plat. Ferngren explained that everything outside the condominium unit is common area, but it is not proven open public space. Ferngren conveyed that everything considered open or common space will be maintained by the POA. Kent asked if this includes the retaining wall and steps. Coolman stated this includes the wall and steps. Ferngren said the POA does not specifically list the retaining wall, but it basically mentions everything. Kent asked Evans if this needs to be called out in the covenants. Coolman stated the property ends at the sidewalk edge and the retaining wall is actually on St. Paul Square property. Kent requested the POA clarify that the maintenance of the wall and stairs is the responsibility of the POA. A copy of the restrictive covenants need to be part of the PUD. The PUD needs to include the legal description of the entire parcel. The approved Site Plan and Site Review Minutes should be included in the final version of the PUD. The lighting plan does not include much for the sunken garden. Has consideration been given to putting in low level lighting in this area. Coolman they are considering lighting. Plans have not been finalized. Kent indicated that the approved storm drainage plan must be an attachment to all development plans. Kent mentioned that within the PUD he reviewed earlier there are two Exhibit F's, one for erosion control and one for the landscape plan. This needs to be amended. The most recent landscape plan shows the planting material common name and Latin name; however, the total plant counts need to be included on the plan. There is the mention of the need of some type of handrail along the sidewalk. Coolman said there are

some places they may want to install a curb and guardrail. Kent suggested they work with Matt Evans regarding this issue. Kent said this needs to be included on the construction drawings for the buildings. There seem to be large gaps in the formatting in the definition section in the PUD. This needs to be cleaned up. The plans submitted as part of the PUD need to include details for the dumpster enclosures. Referring to Article 2, Section 2.406 will be necessary. Kent recommended moving the dumpster enclosure behind the existing residences on Chestnut Street. Coolman said moving this dumpster enclosure will encroach on other open space. He prefers to provide additional landscaping around the dumpster. Coolman said the contractual agreement with Republic will be to pick-up the trash twice a week. Kent indicated the final plans need to include the location for the bus stop. Coolman indicated the last conversation concerning the bus stop is that it will be at the south end along Campbell Street. Coolman's understanding was they did not need to make provision for this in terms of their parking. Kent said they need to look at clearance for the visual triangle. There may not be an opportunity to install a shelter. Kent explained that often times if there is no bus shelter, individuals gravitate to the closest space where there is cover and in some cases this is on people's porches. Coolman suggested that at this location they could bring some type of shelter off the retaining wall over the sidewalk. Kent suggested they work on this suggestion to see if it is an option. Kent asked if there is a call-out in the updated PUD concerning the bike share program. Ferngren stated a section was added with language to this effect. Coolman said they anticipated putting the Valpo Velocity site next to the community center. Kent requested language be added to the PUD that if the bike share program were ever to cease, bike racks shall be installed at the location of the bike share area. Section 2.2 of the PUD will either need to be revised, or at the time of the PUD approval, a copy of the existing UDO will need to be attached and recorded as part of the PUD. The UDO is an ever-changing document and there is no ability to pause the document for any one project. Coolman asked if this can be done by reference. Section 5.2(d) speaks about the development schedule. Will this in anyway affect the proposed EID? Ferngren said he does not anticipate this being a problem. Coolman said the way the EID is proposed given the time frames of the EID even if this ended up being a six-year project it does not affect the EID too much. Section 5.3(a) states the development includes up to five structures and not four. Coolman said because of the detached garages there are seven structures. Section 5.3(c), the PUD needs to include lot coverage calculations. Kent said the density calculations for the 48 units have been included. Kent asked what the percentage of brick will be. Coolman said it is roughly 50%. Kent asked if there will be landscaping around three side of the structures. Coolman confirmed landscaping on three sides and where possible landscaping will be included on ramps coming into the buildings from the back side. Kent asked if the PUD has been amended to include the building heights. Ferngren the building heights are now included and the dimension is 40-ft. from the first-floor elevation. Section 5.7 – The developer shall have the right from time to time to adjust, modify or alter the building size, style and total number of units within each building. What is the purpose of this statement. Coolman said the the character of the building will not change, but they may discover that there is a demand for larger sized units rather than smaller sized units. They would want to reconfigure the interior of the building. Modifications would be largely interior. Kent requested this information be specified in the PUD. Kent recommended that in the density they state a maximum of 48 units. Kent asked if there will be any additional on-street lighting needed besides what is being proposed. Coolman said no additional NIPSCO lights are being proposed. Kent asked about the utility lines along western line of the property. Coolman indicated these will be going underground. Kent asked about the buffer yards. Coolman stated there is a 20-ft. buffer along the south side and a 15-ft. buffer along the west side. Kent asked if these are shown on the plans. Coolman confirmed the buffer yards are shown on the landscape plan. Kent asked if there are currently three lots. Coolman said at the time it was purchased there were three lots; however, the primary plat is a single lot. Kent reiterated that everything for the Plan Commission meeting must be turned in by

4:00 p.m. on August 31, 2017. Four hard copies and one electronic copy will be required for staff to review and make any modifications and then everything needs to be submitted by Tuesday afternoon with modifications. Kent needs to get it to Council to give them a chance to review the submittal. Kent asked if they will request suspension of the rules at the Plan Commission. Coolman said they would like to request suspension of the rules. Kent indicated an e-mail requesting suspension of the rules will be necessary. If the Plan Commission does approve suspension of the rules they can get on the agenda for City Council on September 25<sup>th</sup>. Kent mentioned he needs to get the legal in for City Council for September 25, 2017 for the first public hearing in September. Kent conveyed the total allowable square footage for signage on the site needs to be included in the PUD. Please provide Patrick Lyp with the requested for the EID.

**DALY:** The City follows the 2014 Indiana Building and Fire Codes. Daly mentioned they will request “no parking” on the south side of Chestnut Street from Campbell to the one entrance. Burkman indicated this request will be taken to the next Traffic and Safety Committee meeting. Kent asked if the curb needs to be softened. Daly said softening the curb would be helpful. Daly provided information for the turning radius of the ladder tower truck and wheel bases for fire engines. Daly mentioned there are four hydrants close to all the corners. Daly prefers one address for each building. Coolman indicated he will speak to Will Rose about addressing the townhomes separately. Kent suggested putting the building address in the brick or possibly using a blade sign. Daly said numbering the back entrances will also be helpful. Daly asked how snow removal will be handled. Coolman indicated snow will largely be hauled. Daly said the Fire Department connection can be mounted on the side of the buildings. A monitored fire alarm system in the common areas will be necessary. Pull stations, notifications, etc. must be to code. Coolman asked about the horn strobe/water gong. Daly explained these devices provide notification if the sprinkler system activates. Elevator recall during a fire must meet code. Daly asked if they are installing a sprinkler room. Coolman said there will be a mechanical room that will include the sprinkler. Coolman is unsure of the location for the fire panel. Daly requested one Knox Box per unit for the common area door only. Emergency lights and exit signs in the common areas must meet code. The fire extinguishers in the common areas must meet code. The elevators will need State certification. Common area doors need to meet Chapter 10, means of egress. Storage underneath stairs is prohibited unless protected by the sprinkler system. The electrical and gas services need to be addressed. The Fire Department will conduct annual inspections.

**PILARSKI:** Since this project entails discharging strictly sanitary waste waters in the sanitary sewer system, Pilarski only has a few comments. The plans do not show much detail regarding the community center. Pilarski requested a description of what the community center will contain. Coolman indicated there will be a meeting room, an exercise room and men’s and women’s restrooms. There will not be a kitchen facility. Pilarski asked if the elevators in each building are electric or hydraulic. Coolman is assuming they will be hydraulic. Pilarski conveyed a connection in the sump pit to the sanitary sewer system is prohibited. An alarm system will be required on the sump pit to alert the loss of hydraulic oil into the pit. Providing an internal plumbing plan for one building is required. The internal plumbing plan needs to be submitted to Yacoub Aljobeh, Pretreatment Coordinator. Contact information was provided. Pilarski asked if consideration is being given to a pool. Coolman said a pool is not part of the project.

**GESKEY:** Geskey provided no comments on the sanitary sewer, domestic water or fire line water at this time. Comments will be provided once plans are received. Geskey conveyed that any building over four residential units require backflow protection. The sanitary sewers must have a cleanout within 5-ft. of the building.

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

Landscaping Plan (with tree survey)

Erosion Control Plan  
Rule 5 Permit  
Operation and Maintenance Manual  
Stormwater Pollution Prevention Plan  
Details for Retaining Wall  
Right-of-Way  
Plans for Road Construction, Sidewalks and Demolition  
Detailed Site Plan  
Backflow Prevention  
Site Improvement Permit  
State Design Release  
Building Permit (for each building)  
Demolition Permit  
Table of Contents – PUD  
Signage/Fencing Permit  
Building Elevations – Call Out Building Material  
Bound Final Copy of PUD (with labeled attachments, including restrictive covenants)  
Zoning Clearance  
Knox Box (one per unit)  
Internal Plumbing Plan  
EID Information (Patrick Lyp)