



PeterMEETING: Site Review Committee
SUBJECT: City Hall Additions & Renovations
ADDRESS: 166 Lincolnway
PRELIMINARY SITE REVIEW

LOCATION: City Hall
DATE: August 21, 2018

IN ATTENDANCE:

Tyler Kent, Planning Director (219) 462-1161
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Vicki Thrasher, Building Commissioner (219) 462.1161
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Adam McAlpine, Engineering Dept. (219) 462.1161
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Amanda Glanz, Water Reclamation (219) 464-4973
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Mark Geskey, Utilities (219) 462-6174
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Tim Stites, Fire Department (219) 462-8325
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Nate McGinley, Public Works Director (219) 462-4612
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Bill Oeding, City Administrator (219) 462-1161
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Don McGinley, Project Mgmt. Director (219) 465-0113
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PRESENTERS:

Crystal Holowell, Shive-Hattery, Inc.
(219) 476-1438 / cholowell@shive-hattery.com
Vic Ritter, Shive-Hattery, Inc.
(219) 476-1406 / vritter@shive-hattery.com
Randell Peterson, Abonmarche
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The following is a summary of discussion at this meeting:

OPENING: The Site Review Committee met to discuss the proposed additions and renovations for City of Valparaiso City Hall, located at 166 Lincolnway. 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: Holowell said the project is an approximate 6,300 sq. ft. addition to the north end of the original 1917 City Hall Building. The addition currently on the north end of the existing building will be demolished. The project will include new Council Chambers, the creation of a new Building Department suite and large conference room. There will be a build-out for an elevator making the lower level, first floor and second floor lower and accessible. Office space will be built-out in the lower level. Peterson said there will be a new entrance on the west and a rebuilt entrance on the east. An ADA compliant ramp will be installed. A new fire service will be brought into the building. The current parking on the side of the building will be removed. A dumpster enclosure and pad for a future generator will be installed on the north side of the alley. Ritter indicated that a utility pole directly north of the building will be relocated. The addition is being built up to the alley to align with other buildings on the alley.

STAFF COMMENTS:

MCALPINE: McAlpine asked if the parking lot will be set aside as a staging area for contractors. Ritter indicated the current thought is to close off the east/west and north/south alleys for the

contractor staging area. Hopefully, the north parking lot won't need to be touched; however, it may be necessary to use part of the parking lot. More conversations with contractors will be needed. McAlpine mentioned there has been some discussion about the need to vacate the alley for motorists and have it for pedestrian use only. If this conversation continues, there may be a need to work with Shive-Hattery for any necessary description of the alley or how it will be vacated. McAlpine said the approach is at grade with the roadway. It may be necessary to bring up a 6" curb if the alley will not be used for vehicle traffic. Ritter said after project completion, the City will decide what happens with the alleys. Mr. Oeding said alleys will not be vacated. The current thinking is the area right behind the Elks building will be pedestrian only. The alley running east/west down to Lincolnway will be pedestrian only. Ritter reiterated that the decision about the alleys after construction is complete is not part of this project. McAlpine mentioned there is a storm sewer inlet where the dumpster is being proposed. It will need to be repaired or modified. Peterson said this inlet collects downspouts and they do not intend to remove it. Peterson suggested putting a solid lid on it so that the junction will still function. Peterson said there is another inlet approximately 20-30 ft. to the west that picks up most of the surface water. Ritter said there will be a place holder in this same location for the future generator pad, but the pad will not be poured as part of this project. McAlpine asked for an explanation concerning the plumbing for the lower level daylight windows. It appears the downspout plumbing is connected in some fashion to the lightwell drains with a backflow valve. If these are connected systems, is there some way to disconnect them so that the downspouts could be a separate pipe that connects to the storm sewer from the lightwells. Peterson said they were trying to minimize the amount of pipe because there is not a lot of space in this area. Peterson said they could investigate if it is possible to bring the window well drains directly south and into storm sewer system. Peterson said they do not want to run into the possibility of water backing up into the window well. McAlpine indicated that he definitely likes the idea of the backflow valves. McAlpine said the majority of the water will be coming from the roof and will dominate the flow. If they are disconnected systems connecting separately to the storm sewer, McAlpine feels it would be less likely that the roof water would negatively impact the window well. Peterson said he will look at this suggestion.

MCGINLEY: Public Works is concerned with the right-of way and alleys. Obviously, neither the frontage along Lincolnway and the alleys will be affected. McGinley said it will be necessary to decide how trash and recycling pickup will be accomplished. There needs to be some coordination on where the bins will be set for pickup. McGinley provided no further comments.

THRASHER: A State Construction Design Release is required prior to issuance of Building Permits. All contractors must be registered with the City. Signage will require a permit. Thrasher questioned if a temporary entrance is being considered at the back while construction is going on. Holowell said there will be a temporary ramp constructed on Lincolnway. Thrasher asked if there will be any problems with travel distances or occupant loads requiring a different location. Ritter said there will be certain times when people will not be able to exit from the back of the building and there is no other option other than taking people out the front when construction is taking place in the back. Thrasher is concerned about the occupant load, travel distances and getting everyone out of the building with one exit. The door located at the front of the building is a single door and Thrasher doesn't feel it could handle the occupant load of the building. The building has multiple floors, no sprinkler system and no elevator. This is something that we need to think about in the event of an emergency, especially if there will still be Council meetings, Plan Commission meetings and BZA meetings with large numbers of people in attendance. Ritter asked Thrasher if there is an option she could suggest. Thrasher said she does not know the phasing of the project and could not suggest anything at this time. Ritter suggested more discussion after the meeting.

KENT: Kent asked if any thought was given to partnering with the Chamber of Commerce to clean up their dumpster area and combine our trash with theirs. Oeding interjected the Chamber does not own the dumpster area. It is owned by the Centier Bank building owners and they have an

agreement with the Elks, other businesses in the building and the Chamber to use the dumpster. Kent mentioned that he received the building elevations late Friday night (August 17th) and has not had a chance to review them. Kent asked about the time line for getting bids out. Holowell said they are due out in mid-September. Kent suggested meeting sometime this week or next week to discuss the building elevations and materials. A Zoning Clearance will be required.

STITES: The City follows the 2014 Indiana Building and Fire Codes. Stites asked about the location of the Fire Department Connection. Holowell said it is on the first floor on the east side of the building. Stites recommended they contact him prior to ordering the Knox Box. Stites mentioned there is an existing Knox Box that can be reused. Stites can be contacted and he will bring a key to open the box and remove it. Ritter said they will probably order a recessed Knox Box. Oeding asked if the Fire Department will have any issue with closing sections of the alleys for pedestrian use only. Stites said the parking lot is open in one area and that would give them access. The Fire Trucks would not be taken down the alleys because they are too narrow.

GLANZ: Providing an internal plumbing plan will be necessary. Comments will be provided once Glanz has the opportunity to review the plan.

GESKEY: There is nothing on the plans showing the water service or sanitary sewer. Water is located on the far side of Lincolnway and the far side of Napoleon. Ritter said they will be using the existing sanitary sewer. Peterson indicated the existing water service coming from the southeast corner will be reused. There will be a new fire service line brought in from the southwest corner of the building. However, this will not be included in this contract. Don McGinley said he thought this was going to be installed before the project started. When the ice rink project on Indiana was done, one main was installed across with two valves. Peterson conveyed an 8" should be installed to an open area then reduce it down to 6" and bring it into the building. Geskey asked what will be needed for the fire service. Peterson said a 6" is needed. Geskey indicated a 6" can be brought across and then they can tee off of it and the fire can go straight through. Peterson said there is no intent to change the domestic service line. Oeding said he thought the new water line was coming from the southeast corner. Peterson said the existing domestic water service line is at the southeast corner; however, Peterson's understanding is that the new 6" line is going to be brought in at the southwest corner. Both Oeding and Ritter agreed that the water line will be brought in at the southeast corner. Don McGinley said there will be a small mechanical room to intercept it. There will be two valves, a domestic valve and the 6" will be valved outside the building. Geskey confirmed there will be a valve at the water main and across the street there will be a tee and a 6" valve straight through to shut the fire service off if needed, then a 4" valve with a turn coming into the building for domestic. Oeding asked why there is a need for a new domestic line. Peterson believes the tee is being installed for future use. It will be in place and it will be easy to make a connection.

ISSUES TO BE RESOLVED:

- Detailed Site Plan
- State Design Release
- Building Permit
- Signage/Fencing Permit
- Zoning Clearance
- Internal Plumbing Plan