

MEETING: Site Review Committee
SUBJECT: Porterfield Clinic
ADDRESS: 1550 Clark Drive
PRELIMINARY SITE REVIEW

LOCATION: City Hall
DATE: June 25, 2019

IN ATTENDANCE:

Tyler Kent, Planning Director
(219) 462-1161 / tkent@valpo.us
Vicki Thrasher, Building Commissioner
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Adam McAlpine, Engineering Director
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Mingyan Zhou, Engineering Dept.
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Amanda Vandenoever, Engineering Dept.
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Tim Stites, Fire Department
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Paul Scott, Water Reclamation Dept.
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Mark Geskey, Water Dept.
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Nate McGinley, Public Works Director
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PRESENTERS:

Jim Minard, LSC Construction
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Stephen Fields, 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 Porterfield Clinic to be located at 1550 Clark 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: This project is for an established chiropractic business. The Porterfields are currently located on Chicago Street and Silhavy Road. This will be a free standing 5,000 sq. ft. building located on Clark Drive. The building will be all masonry. Abonmarche will be working on all the site engineering.

STAFF COMMENTS:

MCGINLEY: Solid waste and recycling will need to be handled by a private waste hauler. Details are included for the curb cut in the public right-of-way. Public Works will need to inspect the curb cut to ensure the tie-ins to the existing

curb meets City standards. This inspection will need to be scheduled through the Building Department.

THRASHER: The plans show a future tenant space. What type of business will be using this space? Minard said they do not know who the actual tenant will be. Their State application will include the mechanical room, a bathroom and finished white envelope for a tenant. Minard said it will be another professional type business. The building is designed for the Porterfields to expand into this space in the future. Thrasher asked what has been determined concerning the addressing. McAlpine will have to discuss this issue with Will Rose. A State Construction Design Release will be required. A local Building Permit listing contractors is required. All contractors must be registered with the City before permits can be issued. All signage will require a permit.

KENT: The property is zoned CG, Commercial General. Medical offices are a permitted use. A dumpster enclosure will be required for the site. Referring to Article 2, Section 2.406 for these standards is necessary. The dumpster enclosure will need to include decorative gates, a pedestrian access door and landscaping on three sides. The final plans need to include the Landscape Ratio. The minimum requirement is .35. The Gross Floor Area Ratio is .353 and the Net Floor Area Ratio is .543. Showing what is allowed and what is being proposed must be shown on the final plans. The lot width requirement is 50 ft. The side yard setback is 10 ft., totaling 20 ft. and the rear yard setback is 10 ft. The maximum building height is 50 ft. The calculation for signage is 3 sq. ft. of signage per one linear foot of building frontage. The project is located within the signature corridor; therefore, a 6 ft. tall monument-style sign is permitted within the corridor for a detached sign. 3 ft. of landscaping is required around the perimeter of the monument sign. The parking calculation for medical offices/clinics is 5 parking spaces per 1,000 sq. ft. of useable floor area. These calculations need to be shown on the final plans. Parking lots that have 20 or more parking spaces require 1 bicycle parking space for each 10 regular parking spaces. Showing the bicycle parking and detail for the bicycle racks on the plans will be necessary. The requirement for ADA parking is one ADA space per 25 regular parking spaces and at least one van-accessible parking space is required. Referring to Section 9.501 for non-residential lighting standards is necessary. Submittal of a Photometric Plan and detail for the light poles is required. Submittal of a Landscape Plan is required. The Landscape Plan needs to provide a list of the plant material with both the common and Latin names and the quantities for each per code. They will need to be broken out as On-lot Landscaping, Open Space Landscaping and Parking Lot Landscaping. On-lot landscaping requires 9 large trees, 18 small trees and 50 shrubs per acre. The requirement for Open space landscaping which is a pro-rated ratio of the .35

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is 10 large trees, 15 small trees and 40 shrubs per acre. Parking lot landscaping requires 1 large tree per 8 parking spaces and 1 shrub per 4 parking spaces, located in and around the parking lot. The minimum building setback for front yard setbacks is 30 ft. Kent confirmed the front yard setbacks are shown on the plans. Because the project is located within a signature corridor there is a requirement for 2 shade trees, 1 evergreen tree, 2 ornamental trees, 3 large shrubs and 6 small shrubs along SR2. There is a requirement for a projection on the building of either 20 ft. or 20% of the façade, whichever of the two is less. Calculations for the projection are required to ensure it meets the criteria. There is a requirement for transparency. Along the primary façade the requirement is 40% and 30% is required along any other street frontage. The calculations will need to be shown on the plans. The transparency requirement is measured between 3 ft. and 8 ft. on the building façade. Kent asked about the roof pitch. Minard said the pitch is 5:12. Kent said it will necessary to reference Article 11, Section 11.500 for non-residential design standards for building architecture. Building plans need to list all materials being used on the exterior of the building. A colored building elevation must be included with the final plans. A Zoning Clearance is required.

MCALPINE: McAlpine mentioned that he did review the drainage calculations and there are no issues with the pipe sizing. Providing the total amount of proposed hard surface for the parking lot, building and sidewalk is necessary. A Site Permit for all utility connections, right-of-way cuts and erosion control will be required. The total disturbance of this site is greater than one acre; therefore, a Rule 5 Permit will be required. The review will be provided by Zhou. There is a requirement for the dedication of an additional 10 ft. of right-of-way along the SR2 frontage. Presently, there is 30 ft. of right-of-way provided. The corridor plan for this area requires 40 ft. from center line to the right-of-way. Minard indicated this will not create a problem. McAlpine mentioned there are no plans to install sidewalks within this area. However, a Sidewalk Waiver will be required. McAlpine suggested the area in the parking lot being proposed for paint striping would look better as a curbed island filled with landscaping. Minard explained that they wanted to use this area for patient access. Patients can be wheelchair bound and even with handicapped parking if they are coming in an ambulance it will probably be easier not to have to maneuver around a planted island. The painted area will provide a little extra area for turn-around purposes. McAlpine said if there is a good reason for the use of the area the planted island is not a requirement. Minard mentioned there will be plenty of green space. There is additional landscape space between the building and sidewalk. McAlpine stated it will be necessary to include 3 ft. sumps on the storm structures. McAlpine is unaware of what the arrangement for the maintenance of

the detention pond, but now would probably be a good time to figure this out. Who is responsible for the maintenance, when was the last time maintenance was performed, does it need any attention? Typically, we require either a development or property owner to provide the City with an Operation and Maintenance Manual so that if the pond has not been maintained it can be and the City would know what the frequency for maintenance is supposed to be. McAlpine asked if there is a POA. Minard said the Porterfields have purchased the lot as a lot in the development. Palm & Associated did the development in 2005 and Minard is assuming their standard would have been to address maintenance. However, he cannot speak to this. Fields did research records concerning storm water detention, etc. McAlpine doubts this was addressed in 2005 and it has sat like this the whole time without anyone touching it. This will be kept as an open item. We need to look at the pond to see if the vegetation needs to be cut back and if the outlet structures are still working. Perhaps, this needs to be relayed to whoever owns the pond.

ZHOU: Comments will apply to the storm water quality control both during the construction stage and post-construction. During construction a SWPPP Plan is required. The plans do include a detailed SWPPP. There are a few items in the SWPPP that need to be clarified. On Sheet 4.0, it is not clear where the silt fence will be moved. The symbol for silt fence is the same for several other items and it is difficult to determine which line indicates the silt fence. Changing the symbol and redrawing it along the property line is needed. Fields said this will not be a problem. It is also difficult to discern the construction limits. The Inspection/Reporting Section refers to the use of PermaTrackESC; however, we do not use this and the section mentions on line reporting. Zhou believes this was for another city or town. This needs to be revised. Providing a template that is suitable for a contractor to use for Valparaiso Engineering is necessary. On Sheet C4.3 in the Project General Construction Schedule, PermaTrackESC is mentioned again in Item B14 and Item 8. Item 20 mentions the Lake County Soil and Water Conservation District. These items need to be corrected. This needs to be accurate for submittal to IDEM. Earlier, Adam mentioned pond maintenance. City ordinance requires 80% TSS removal from storm water runoff after project completion. We need to ensure the pond can achieve this goal. Fields asked if this could be achieved with the installation of the 3 ft. sump. Zhou said this could help, but it would not achieve the 80%. Minard mentioned that filters will be placed in the inlets. Zhou asked if the filters will be permanent. Minard said if needed they could be. Zhou said the filters would need to be a special type, not the filters designed for sediment control. McAlpine interjected that if the intent is to leave the filters on permanently, it needs to be included in the O&M Plan and it needs to state the filters will be checked at specific times

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and replaced. This will help hold the property owners accountable. Minard clarified that the original intent was not to leave the filters on permanently. He thought this might be a way to meet the 80% requirement, if it cannot be met with the sediment filters. Working on the pond as a lot owner in this subdivision will be a difficult arrangement to establish. The lot owner has no authority to work on the pond. McAlpine suggested they reach out to the individual the lot is being purchased from and possibly this could be a condition of sale. Minard said it was to late the lot has already been purchased. Minard said they will try to reach out to the owner. They will do their best to achieve the 80% for this lot.

STITES: The Fire Department follows the 2014 Indiana Fire and Building Codes. All inspections required during the construction phase must be scheduled through the Building Department. The facility will be subject to annual fire inspections. Stites asked if the building will be sprinkled. Minard said it will not be sprinkled. Stites asked if the building will have an alarm. Minard does not know for sure if there will be an alarm; however, it may be likely. Thrasher conveyed if a fire alarm is installed, it will be necessary to submit to the State for a Construction Design Release. Stites indicated a Knox Box is not required, but it is recommended. Stites can be contacted concerning the purchase of the Knox Box.

GESKEY: Geskey conveyed they will tie-in to 12" PVC for the sewer. Geskey explained they will be tying into a gravity main that flows south over to the JDC to a pump then comes back past this property. They do not want to hit the pressure main. A cleanout within 5 ft. of the building will be required. The plans show a 12x1 tap sleeve for water. This will need to be a 12x1 direct tap, which will be made by the Water Department. The plans show a water meter pit. If the meter is in the building, no pit is needed. Backflow protection is required. Minard asked if there is a sewer tap. Geskey said if there is a sewer tap, it will be on the Clark Drive side. Geskey does not believe taps would have been placed on the SR2 side. When the subdivision was developed they did not put in taps because they had no idea what size building would be developed. It will be necessary to tie into the gravity main on SR2. Geskey said he will check records to see if there are taps.

SCOTT: Submittal of an Internal Plumbing Plan is required. The plans show and X-ray Room. Scott will need a completed Medical Waste Survey. He will e-mail the survey to Minard.

ISSUES TO BE RESOLVED:

Landscaping Plan
Addressing
Erosion Control Plan

Rule 5 Permit
Right-of-Way Dedication (10 ft.)
Contact Public Works for Inspection of Curb Cut (schedule through Building)
Detailed Site Plan
Backflow Prevention
Site Improvement Permit
State Design Release
Building Permit
Contractors Registered with the City
Signage/Fencing Permit
Show Gross & Net Floor Area Ratios on Final Plans
Show Parking Calculations on Final Plans
Show Landscape Ratio on Final Plans
Show Bicycle Parking & Rack Detail on Final Plans
ADA Parking (with at least one van-accessible space)
Photometric Plan (include details for light poles)
Show Transparency Calculations on Final Plans
List Building Materials on Plans
Colored Building Elevations
Zoning Clearance
Provide Total Hard Surface Area (parking lot, building, sidewalks)
Sidewalk Waiver
Include 3 ft. Sumps on all Storm Sewer Structures
Knox Box (not required, but recommended)
Cleanout within 5 ft. of Building
Internal Plumbing Plan
Fire Alarm (submit to State for CDR)