



MEETING: Site Review Committee
SUBJECT: V.U. Welcome Center
ADDRESS: NW corner of US 30 & South Loop Drive

LOCATION: City Hall
DATE: September 7, 2010

PRELIMINARY SITE REVIEW
IN ATTENDANCE:

Craig Phillips, City Planner	(219) 462-1161
Tim Burkman, Engineering Director	(219) 462-1161
Ed Pilarski, Water Reclamation Dept.	(219) 464-4973
Jim Pingatore, Water Dept.	(219) 462-6174
Vicki Thrasher, Building Commissioner	(219) 462-1161
Tony Reid, Public Works	(219) 462-4612
Jack Johnson, Fire Department	(219) 462-8325

Media

PRESENTERS:

Rich Hudson, Bonar Group
219-462-1158 / rhudson@bonargroup.com
Vic Ritter, Design Organization, Inc.
219-476-1406 / vritter@designorg.com
Dan Graham, Design Organization, Inc.
219-476-1420 / dgraham@designorg.com

Email addresses for the above City of Valparaiso Departments can be found at www.valpo.us.
The following is a summary of discussion at this meeting:

OPENING: The Site Review Committee met to discuss a proposed Welcome Center at Valparaiso University. Phillips 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: The project is a design built Welcome Center. The parcel generally slopes from east to west, through the woods, and down into a basin. The intention is to drain the building and the parking lot into that area. No storm sewer is anticipated at this point. The site will be serviced by Valparaiso University's utilities. The building will house the University's admission staff, offices, as well as meeting / conference rooms. The large lobby is expected to be inviting and informative. The design of the building will blend in with the architecture of the campus. Using brick and stone similar to the other buildings is anticipated. The majority of the north side is intended to be used for meeting and conference areas in order to take advantage of the campus view. The office areas are located on the south side, and the lobby area is located on the far east side. Approximately 11 or 12 parking spaces will be on site however, the staff will park in the existing parking lot. An additional site plan indicates a turn around area and plaza. A road will lead down to the parking which will connect to the north drive creating a flow through. The service area for dumpsters and transformers is located at the far west end of the building. Since the proposed building was selected for this site, the entrance will remain off of US 30. At some point in the future it may be widened or developed. The University hopes to begin site operation this fall.

STAFF COMMENTS:

PILARSKI: Based on what was submitted, it appears that the wastewater discharges from the facility will be strictly sanitary in nature. An Internal Plumbing Plan and a Site Sanitary Sewer Plan will be required.
BURKMAN: A Detailed Site Plan is needed showing grades, utilities, and the proposed BMP's. Since additions around the surrounding area have been taking place, assurance is needed that the capacity of the basin is adequate. Information will be provided for review in order to determine if the basin had been

reduced at one point. A Storm Water Pollution Prevention Plan is also needed. Winter construction issues will need to be handled and a Site Permit is required. In conjunction with the other project that's in close proximity, a Rule 5 Permit will be required. Incorporating BMP's wherever possible is strongly encouraged. Pedestrian access to and from the existing parking lot is also advised.

PHILLIPS: The delineated pedestrian connection detail must also be shown on the final site plan. The required 65' setback from the US 30 right-of-way must be indicated on the plans as per the Signature Corridor District standard. A detailed Landscape Plan and tree survey is also needed. The signage and architectural packages must be compatible with the overall University. Sustainable Practices will be used since the University isn't seeking Leed Certification for this building. Architectural drawings are needed prior to permits being issued. The dumpster enclosures are integrated in the design of the building and appear to be adequate based on the drawings.

PINGATORE: Chuck McIntire and Shaun Shifflett's contact information was provided. In reference to water service, the current plan is to tap into the new water main located on the east/west Chapel Drive corridor which was re-done prior to the construction of Harre Union. The exact location however, is not yet known. The same will apply to the ejector type sanitary sewer system.

JOHNSON: The hydrant location has not yet been determined. The hydrant must be on a drivable surface, within 500' of the structure. Since the building will be sprinkled, contacting the Fire Department for connection placement is essential. A Knox Box will also be required. The building is single story although the lobby will have added height. The placement of a hydrant in close proximity of the building is imperative.

THRASHER: In addition to the local permits, a State Design Release will be required. Any signage and fencing will also require a permit.

REID: No issues with Public Works.

ISSUES TO BE RESOLVED:

- Landscaping Plan (with Tree Survey)
- Erosion Control Plan
- Rule 5 Permit
- Detailed Site Plan
- Sanitary/Sewer
- Internal Plumbing Plan / Site Sanitary Sewer Plan
- Storm Water Pollution Prevention Plan
- Backflow Prevention
- Site Improvement Permit
- State Design Release
- Building Permit
- Signage / Fencing Permit
- Zoning Clearance
- Knox Box
- Hydrant