



**MEETING: Site Review Committee**  
**SUBJECT: Office Building**  
**ADDRESS: 1250 Eastport Centre Drive**

**LOCATION: City Hall**  
**DATE: February 16, 2010**

**PRELIMINARY SITE REVIEW**

**IN ATTENDANCE:**

Craig Phillips, City Planner (219) 462-1161  
Tyler Kent, Asst. City Planner (219) 462-1161  
Matt Kras, Storm Water Engineer (219) 462-1161  
Tim Burkman, Engineering Director (219) 462-1161  
Ed Pilarski, Water Reclamation Dept. (219) 464-4973  
Susan Gustafson, Water Dept. (219) 462-6174  
Vicki Thrasher, Building Commissioner (219) 462-1161  
Ron DeTorrice, Public Works Director (219) 462-4612  
Jack Johnson, Fire Department (219) 462-8325  
Media

**PRESENTERS:**

**Patrick Schacki**, Grand Corp.  
219-465-7065 / pschack@grandcorp.net  
**Nick Schacki**, Grand Corp.  
219-465-7065 / nschacki@grandcorp.net  
**Doug Homeier**, S & H Engineers and Surveyors  
219-791-9813 / shengr@sbcglobal.net

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:

The Site Review Committee met to discuss a proposed office building located in Eastport Centre. 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.

Schacki explained this is approximately a 21,000 to 22,000 SF, 1 story, lead office building. The goal at this time is to obtain the foundation release. A proposed tenant anticipates occupancy in September therefore, they are trying to accommodate. The architectural design is still being worked out and Schacki distributed an above ground representation of the expected building. During construction the project will generate approximately 80 to 100 jobs and after the building is completed, approximately 30 to 40 employees are likely.

Phillips stated that basic information such as the size of the property and square footage of the building must be noted somewhere on the plans. A calculation of the floor area ratio is also necessary. Phillips explained that this is a comparison between the size of the lot and the square footage of the building. A maximum of 59.7% of the site can be covered with building and this will need to be shown on the drawings. The facility is located within the Wellhead Protection Area of the City. Individual building dimensions will need to be shown on the site plans. Schacki clarified that this proposed project is considered a professional office. Phillips pointed out that for a professional, general office; parking is based on 3 spaces per 1,000 SF. For a bank or finance facility, it's based on 4 spaces per 1,000 SF, and for a medical office, it's based on 5 spaces per 1,000 SF. This calculation is considered for usable floor area or public area, exempting any restrooms, and storage spaces. Providing a parking calculation on the plans is also needed. Open space is another calculation that's necessary on the drawings. The requirement for open space is at least 30%. Building lines and dimensions will need to be indicated on the drawings as well. The City also requires a landscape plan and tree survey. Referring to Article 10 in the Unified Development Ordinance is advised. If there are no trees over 10" in diameter on the site, notes will need to be indicated

on the drawing. If there are trees that exceed 10" in diameter, a tree survey of those existing trees will need to be provided. Phillips will review the architecture plan and then comment. There is limitation on the use of EIFS in the City. Schacki pointed out that the building will not have EIFS but rather a new metal product which is what was used on the new Police Station. Phillips said he may need to see some product samples.

Pilarski said there is a sewer tap for the proposed building on the east side along Eastport Centre Drive. An Internal Facility Plumbing Plan is needed for review and approval. The connection point into the City sewer main must also be shown.

Thrasher is aware that this is a single tenant building rather than multi tenant. The application for a building permit has been received by the Building Department. Submitting the essential drawings for the balance of the foundation release is necessary before a full permit can be issued. Any signage and fencing will also require a permit.

Burkman stated that the Cities standard parking stall dimensions are 9' x 20'. A reduction to 18' is allowed around the areas where vehicles would overhang the edge. Sanitary sewer cleanouts must be shown on the drawing. The standards require 1 cleanout 5' from the building foundation as well as every 100' until you reach the main. Pilarski verified that the tap is located 14' north of the manhole marked "C", which is in the island. Further discussion took place regarding this. Burkman questioned if shifting the drive slightly to the north was considered in order to avoid having any impact to the median. Schacki commented that they may attempt to clean this up and create a favorable appearance. Burkman noticed that there is curb ramp detail within the plans although; it's not shown near the handicapped spaces on the south side of the building. Burkman suggested widening the parking spaces that are immediately adjacent to a curb in the corner areas to 10' or 11'. This will allow for the additional needed maneuverability. The 4' radius on the entrance drive is tight once you are in the parking lot. Making this more rounded for the ease of those entering and leaving is suggested.

Kras said that a drainage plan, drainage calculations for the amount of runoff coming off the site, and what's being routed where, will need to be shown. If the low areas in the parking lot become blocked, assurance is needed that the overflow will make its way to the detention basin. Discussion took place as to how they can get the water over to the pond for the subdivision. Kras commented he hasn't yet seen copies of the calculations and Homeier said he will provide. In reference to the catch basin, using concentric cones was suggested since these are easier to maintain. Since the site is over an acre, a Rule 5 permit must be submitted with the State. A Storm Water Pollution Prevention Plan is also required as part of that permit process. The Engineering Department will review this plan and if approved, they will forward along with the application fee and the proof of publication.

DeTorrice commented that accommodations have been made for the trash and recycling removal with enclosures.

Gustafson stated that this is within the Wellhead Protection Area and contacting Jim Pingatore is essential. Contacting the Distribution Manager is also necessary prior to the construction. Contact information was distributed. Since the building will be sprinkled, an additional hydrant isn't necessary. The plan indicates a 6" water service. Gustafson made it clear that a domestic service on a fire service is not allowed and that 2 separate services is the requirement. Knowing the meter size is also necessary. Schacki acknowledged that they will adjust the plans accordingly to indicate the 2 separate services as well as the meter size. Gustafson added that backflow prevention is required since this is commercial. Jim Pingatore can provide information regarding this as well.

Johnson said to contact the Fire Department for placement of the Fire Department connection. The preferred distance is 250' from the nearest hydrant. A Knox Box is also required. The City is registered online with the Knox Box Corporation. Contacting the Fire Department for placement is important. Access around the building appears to be favorable. ISSUES TO BE RESOLVED: Landscape Plan w/ Tree Survey, Erosion Control Plan, Rule 5 Permit, Right-of-Way, Detailed Site Plan, Sanitary/Sewer, Internal Facility Plumbing Plan, Storm Water Pollution Prevention Plan, Backflow Prevention, Site Improvement Permit, State Design Release, Building Permit, Signage/Fencing Permit, Zoning Clearance, Knox Box, Drainage Plan