



MEETING: Site Review Committee

SUBJECT: 8,000 Square Ft. Commercial Bldg.

ADDRESS: 1555 Lincolnway

LOCATION: City Hall

DATE: October 28, 2008

PRELIMINARY SITE REVIEW

IN ATTENDANCE:

Craig Phillips, Planning Director (219) 462-1161
Tyler Kent, Asst. Planner (219) 462-1161
Matt Kras, Storm water Engineer (219) 462-1161
Tim Burkman, Engineering Director (219) 462-1161
Jack Johnson, Fire Department (219) 462-8325
Ed Pilarski, Water Reclamation Dept. (219) 464-4973
Vicki Thrasher, Building Commissioner (219) 462-1161

PRESENTERS:

Todd Martin, Todd Martin Construction
219-405-8531 / smartin@yescorp.com
John Kickbush
lawnimages@verizon.net

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:

The Site Review Committee met to discuss a proposed commercial building. 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.

Martin explained that the preliminary site plan indicates the building location, the same parking, drive way, and green space. The plan had approvals from the BZA, BOW, City Council, and the Utility Board.

Johnson stated that a hydrant close by is necessary. Martin pointed out that a 6" main comes under SR 130 located on the property and he will indicate a hydrant on the drawing in this location. Johnson added that a Knox Box is required if the building is monitored.

Pilarski said he will defer comment to the Engineering Department and the Collections Division regarding the exterior sanitary sewer system, and the connection into the sanitary sewer. Martin said professional businesses are the anticipated tenants for the commercial building. Phillips commented that additional site reviews for the businesses will depend on how complex the use is. Pilarski said a copy of Chapter 52 of the City of Valparaiso Code of Ordinance was previously sent. An interior facility plumbing plan is necessary.

Kras stated there had been drainage issues with the emergency overflow from the site and the outlet. Martin clarified that the outlet and the overflow does drain out and to the right-of-way. Kras pointed out that the details of this must be illustrated on the plan. Ensuring that the drainage flows to the ditch first rather than the neighboring property is important. There have been some small changes to the calculations and Kras is checking to ensure everything is acceptable.

Burkman is aware the INDOT driveway permit has been approved. Since the speed limit is 35 mph, a passing blister, or excel / decel lanes are not required. The driveway on Clifford Road doesn't appear to be drawn to City standard. Rather than it cutting in at a right angle, a radii going into and out of the drive must be indicated. As mentioned in a previous site review, a payment in lieu of curb and gutter is required along the Clifford Road stretch since this was part of the annexation. A sidewalk waiver is required along SR 130. A document is required in regards to the 15' dedication of right-of-way. Burkman added that they

will follow up in reference to this.

Phillips stated he's not clear how the building size went from 7,400 square feet to 8,000 square feet. Based on the parking, the building was and is too large for the site. Parking is based on the district where the site is located since the tenant mix is not yet known. The site requires 40 parking spaces and only 30 spaces are indicated. This issue needs to be resolved before any permits are granted. The project received several approvals. The BZA approval for variances included stipulations and conditions. Since a major portion of landscape across the frontage will be lost, an increased, detailed landscape plan is essential. This landscape plan is beyond the ordinance requirement and is considered a tradeoff. The setback issues have been dealt with through the ordinances. Calculation of the lot coverage is needed on the site plan. Dumpster enclosure for the site also must be indicated. Detailed architectural drawings with elevations are needed for staff approval.

Kent recommended checking www.valparaisoparks.org/horticulture to avoid any invasive species. Two copies of the landscape plan are needed for review and approval. Specific names of the plant materials used must be stated on the landscape plan.

Thrasher said they have the building permit and the State Design Release for the building shell. Tenant space will require a permit and depending on the type of business, a State Design Release may also be needed. All signage and fencing will require a permit as well.

Phillips stated no further site review is needed although the issues need to be addressed and resolved before permits can be issued.

ISSUES TO BE RESOLVED:

- Landscaping plan (with Tree Survey)
- Erosion control plan
- Rule 5 Permit
- Right-of-way
- Sidewalk Waiver
- Detailed Site Plan
- Sanitary/Sewer
- Interior Facility Plumbing Plan
- Backflow Prevention
- Site Improvement Permit
- State Design Release
- Building Permit
- Signage / Fencing Permit
- Zoning Clearance