



MEETING: Site Review Committee
SUBJECT: addition to an existing bldg.
ADDRESS: 2 Dumas Avenue

LOCATION: City Hall
DATE: November 11, 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
Daryl Brown, Water Dept.	(219) 462-6174
Vicki Thrasher, Building Commissioner	(219) 462-1161

PRESENTERS:

John and Brian Tilford
 219-477-6543
 restore-tech@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 addition to an existing 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.

Tilford explained the project consists of a 14' x 25' addition. Having 2 floors is anticipated. The second floor would be used for storage only. The single story existing building is 23' x 30'. Removing some of the existing parking surface will allow the intended area for the addition. The business is growing and the addition is greatly needed. Tilford clarified that currently the facility is an existing office rather than a house. He also owns the adjacent lot. Parking on the site is for office personnel only with 10 spaces available. The existing building is 23' x 30'. The total square footage is just over 1,000. Since the house next door is being renovated, it's convenient to use the dumpster at that location. Adding a concrete pad for a roll container is anticipated for the future. Landscaping at this time isn't in the plan. South of the existing building there's a steep embankment which complicates mowing. Currently there are existing trees on the property. Enhancing the side that faces South Street with landscaping in the future is intended.

Burkman stated that a 30' pathway ROW dedication required off of South Street. Typically pavement improvements are required along the frontages however; since it's a small project and projects in this particular area are not expected, a waiver can be obtained from the BOW. A sidewalk waiver is required along the frontages.

Thrasher said the building permit application has already been submitted for the project.

Phillips stated that the parking is sufficient. A fenced enclosure is required if using a rolled container for the office refuse. Fencing for this will require a permit. Lot coverage is sufficient and setbacks for the proposed addition are acceptable. The setback off of the east side of the property must be 6' and Tilford pointed out it's exactly 7'. A landscape plan will be required before any landscaping begins. Referring to www.valparaisoparks.org/horticulture is recommended in order to avoid any invasive species. In the future the Unified Development Ordinance will also provide a link in reference to this. If the property line is less

than 600' from the ROW line on US Hwy 30, signage is limited to a 6' tall monument style sign.

Kras said to note any erosion control measures on the site plan that will be implemented during construction. Any exposed soil or stock piles must be protected. Inspections regarding this will take place.

Pilarski commented that since the addition is strictly used for an office and storage, there are no issues.

Brown stated that the building will need to be brought up to code for backflow protection. A backflow device is needed directly after the water meter.

Johnson said that unless upgrades are made to the 4" water main, the Fire Department cannot approve this project. The current size is adequate for water service, not for fire service. These same issues applied to previously reviewed projects. Water supply is extremely inadequate on this street and adding to the fire load is not acceptable. The situation may be remedied when CVS Pharmacy is built however, this project may not take place for several years. Johnson commented it may be possible to work with the idea if there were a definite guarantee for an upgraded water main within the next few years. This issue needs to be resolved.

ISSUES TO BE RESOLVED:

- Erosion Control Plan
- Detailed Site Plan
- Sanitary/Sewer
- Sidewalk Waiver
- Waiver from BOW
- Water Main Issue
- Pathway ROW Dedication
- Backflow Prevention
- Site Improvement Permit
- Building Permit
- Signage / Fencing Permit
- Zoning Clearance