



MEETING: Site Review Committee
SUBJECT: Two 6 Unit Buildings
ADDRESS: Rebecca Street

LOCATION: City Hall
DATE: November 25, 2008

PRELIMINARY SITE REVIEW

IN ATTENDANCE:

Craig Phillips, Planner	(219) 462-1161
Tyler Kent, Asst. Planner	(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
Chuck McIntire, Water Dept.	(219) 462-6174
Vicki Thrasher, Building Commissioner	(219) 462-1161
Matt Kras, Storm Water Engineer	(219) 462-1161

PRESENTERS:

Glen Landmesser, Genesis Development
219-201-3538 / landmesser@sbcglobal.net
Bill Davies, Davies-Rensburger Surveying
219-926-4353 / davies.w@comcast.net
Don Myers, Myers Construction
219-956-3315 / donaldemyers@earthlink.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 retail multi tenant building. 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.

Landmesser explained that the sketch submitted prior to site review was preliminary. Another plan with changes was submitted at the site review meeting. This plan doesn't have the buildings directly facing Rebecca Street therefore; addressing is simplified with the recent plan. Drainage will be on the surface and there will also be a retention pond. Pursuing the underground drainage system is no longer anticipated. Myers explained the latest plan includes an access off of Glendale Blvd. The main drive enters and exists from Rebecca Street. Myers believes there could be one address per building with letters representing each individual unit. Davies conveyed the sketch doesn't include any drainage manholes for the northern portion of the development. Landmesser said that the plan is contingent upon whether or not the lot could be split into two lots by the lot description. The density of the parcels that would be the result of any split will be aligned with the surrounding areas.

Johnson said that as in the previous project, a hydrant is still required. Comments regarding this will be addressed by Chuck McIntire. The minimum required 24' pavement exists although Johnson requests that the drives coming in off of Rebecca Street and Glendale Blvd. be posted "no parking." The 3 story buildings may be required to be sprinkled. Contacting the Fire Department for placement of the Fire Department connection is necessary.

McIntire pointed out that they will require the main to be looped and tied at Glade Place to the north. The main size is required to be 8". The placement of a fire hydrant at this location is favorable. Since being on private property an easement is required. This can either be 30' ingress and egress or a blanket utility easement. Myers commented that individual metering is anticipated and each sewer indicates individual taps. Avoiding house meters is also expected. Backflow protection is required for any landscape irrigation

system. Myers clarified that the meters would more than likely be located within each individual unit. Before the final set of plans is complete, further discussion with McIntire is recommended regarding valve placements etc. The NOI can be sent to McIntire as well. The construction will more than likely begin March 1, 2009.

Kras stated a detailed site plan is needed indicating grades, elevations, and dimensions. Drainage calculations for the detention pond are needed. Ensuring that the drainage on the site is routed to the pond is necessary. A detail of the outlet structure of the pond indicating the slopes into the pond, pipe dimensions, lengths, and the material being used is also needed. An erosion control plan that shows how the sediment and erosion will be minimized from leaving the site is required as well. Davies verified that he has a copy of the construction plans for Valparaiso Street. Kras added that with the issue of the outlet from the detention pond he recommended coming directly south and to the new storm line as this would take care of cutting across lot B.

Phillips stated that two 6 unit buildings are being proposed for the property and if there are any shared retention areas or easements associated with access, the subdivision process is required. When used as one lot, only a single building is allowed. Phillips commented that one building is most favorable for the lot. If the lot can be configured as 2 separate lots, with separate drainage facilities and access points, the subdivision process isn't required. Zoning is R-3 and the maximum per lot is a 6 unit building. Phillips expressed frustration in reference to the new site plan presented just before this meeting and pointed out his review is for the drawings submitted a week prior. On the original drawings provided, the minimum lot size isn't acceptable for one of the buildings. If doing a subdivision, it may be possible to provide for this. The idea of splitting the lot into two will need to be checked into further by Phillips. Landmesser clarified the entire area east of the buildings is a parking lot. Phillips pointed out that green space per lot is required and 60% maximum lot coverage must be adhered to. It's unclear whether this is met on the lot located at the north portion of the property. The current calculations provided in the most recent drawing will be reviewed. Rear setback for the buildings must be 30' rather than 25'. Prior to the issuance of any permits a landscape plan has to be provided. The tree survey will need to be reviewed as well. The landscape plan must provide for the necessary replacement schedule. Detailed scaled drawings are essential for the approvals. As part of the zoning clearance process a lighting plan is needed to ensure there will not be any glare and overflow of lighting onto the adjacent properties. Acceptable levels of illumination are 1/3 of a foot candle at the property lines. It appears the standard for the multi family development hasn't been met. The R-3 district standard requires the lot width to be 100'. The minimum lot square footage for multi family is 15,000 square feet. Based on the drawing, a number of variances are needed which isn't favorable. The most recent drawing appears to be more feasible for the development although taking a closer look is necessary. Because of the provision of easements and shared drainage, going through the primary and secondary plat process is necessary. Under the current zoning regulations Phillips explained this has to be treated as a multiple building complex. The Unified Development Ordinance has been passed although a property cannot become vested until the building permit stage. Phillips clarified that this is when the complete application has been submitted for full review to the departments. Based on the Unified Development Ordinance, another entire set of standards apply. Based on the new ordinance a multi family development on this particular property cannot take place. The multiplex provision doesn't apply since it resembles a large estate type single family dwelling. The new ordinance allows for a single family duplex on the lot. Three sets of duplex buildings would be allowed if a variance for multi family were granted. A minimum lot width of 50' and a total of 6 parking spaces would be required. Any sort of lot division in the new ordinance will require a subdivision. More than likely the new ordinance will be effective in February of 2009. Phillips commented that if the requirements are taken care of for the subdivision process before the new ordinance becomes effective, the current standards apply. Many other requirements result under the new ordinance for a multi family development. Land development can take place prior to primary plat however; building permits cannot be obtained until the secondary plat is approved. The rules for vesting a property under current standards are complicated therefore, Phillips will check with the City attorney. Currently one 6 unit building is allowed to be constructed on the property. Based on current standards one building permit is allowed. This however doesn't vest the second building although; it could be possible with the complete subdivision application. The subdivision process is 3 months however, if everything is detailed and complete, it's possible it may be complete in 2 months. In reference to the existing home, Phillips pointed out it's already been split off and under separate ownership.

Thrasher said a State Design Release for each of the buildings is needed before permits are issued. Any fencing and signage will require a permit as well.

Burkman also expressed frustration in reference to the new site plans submitted just prior to this meeting. The ROW dedication has already been provided for Rebecca Street. 30' is required on Glendale Blvd. and verification is needed with the deed or title. Payment in lieu of constructing curb and gutter, and pavement widening along Rebecca Street is necessary. A sidewalk waiver is required on Rebecca Street. The most recent drawing doesn't indicate that the separation is provided between the driveway and the adjacent property line. The City standards will be checked to verify that the adequate width is provided. The sanitary sewer is required to be built to City standards and to be an actual City sewer main with easements running through the property. Services must be run directly into the line and cannot tie into the sanitary manholes. A 10' separation will have to be maintained for the proposed water main installed on Rebecca Street. Unless some sort of easement is provided, the storm line that outlets from the detention pond cannot cut across the southwest corner of lot B. Additional comments can be given after a complete review.

Pilarski pointed out his comments are still applicable from the May 27, 2008 meeting. Pilarski is aware the development is still strictly a residential development.

Phillips said the primary plat will go before the Plan Commission at the January 13, 2009 meeting. The application deadline is December 19, 2008. Every detail must be dealt with appropriately in order for them to approve concurrent primary and secondary plat. Landmesser inquired if they are correct in assuming they can cut into Glendale Blvd. if needed. Phillips said if they subdivide into separate lots, the City is required to provide access to that lot however, avoiding this is preferred. Writing a legal description dividing the parcel into 2 separate lots is acceptable at this time as long as it's at least 15,000 square feet or larger and more than 100 linear feet across. Providing for the parking, drainage, etc. may be a challenge.

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
- Drainage Calculations
- Fire Hydrant
- Backflow Prevention
- Site Improvement Permit
- State Design Release
- Building Permit
- Signage / Fencing Permit
- Zoning Clearance
- Possible Subdivision Process