



INDIANA 46383

TELEPHONE: 462-1161

MEETING: Site Review Committee
SUBJECT: G. E. Marshall
ADDRESS: 1351 Joliet Road

LOCATION: City Hall
DATE: April 9, 2013

PRELIMINARY SITE REVIEW

IN ATTENDANCE:

Tyler Kent, Asst. City Planner	(219) 462-1161
Tim Burkman, Engineering Director	(219) 462-1161
Adam McAlpine, Engineering Dept.	(219) 462-1161
Ed Pilarski, Water Reclamation Dept.	(219) 464-4973
Mark Geskey, Water Dept.	(219) 462-6174
Vicki Thrasher, Building Commissioner	(219) 462-1161
Jack Johnson, Fire Department	(219) 462-8325

Media

PRESENTERS:

Brent Wagner, Wagner Architecture
(219) 531-2468 / brent@wagnerarchitecture.net
Jean Maczak, Wagner Architecture
(219) 531-2468 / jean@wagnerarchitecture.net
Frank Marshall, G. E. Marshall
(219) 462-3415 / frankm@gemarshall.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 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.

EXPLANATION OF PROJECT: Wagner explained the project is an addition of office space to the existing G. E. Marshall location. The business offices are currently located at the front of the building. The property is zoned light industrial. G. E. Marshall wants to add more office space. They want to change the character and enhance the image of the building to a more professional office building. Maczak indicated the addition will be approximately 2,600 square feet.

STAFF COMMENTS:

THRASHER: A State Construction Design Release will be required prior to the issuance of a Building Permit. Thrasher stated all contractors working on the project must be registered with the City. Signage will require a permit.

MCALPINE: There are concerns about encroachment on the City's property.

BURKMAN: Burkman indicated there is a 30 ft. right-of-way dedication required and this appears to be shown on the site plan. Supplying the dedication document is necessary. Burkman stated a sidewalk waiver is on file for this property. Burkman is aware that due to the nature of this business, green space is at a minimum; however, any opportunity to provide more green space is encouraged. Green space would provide assistance with storm water management. Marshall stated the west side of the property does sheet off; however, everything east of the main building enters into two separate catch basins, through a grease trap and into the City ditch. Burkman stated that in the southwest corner there appears to be some encroachment on the Utility property. This needs to be discussed. Burkman indicated that since less than 3,000 sq. ft. is being disturbed, no permits will be required by the Engineering Department.

KENT: Kent indicated it will be necessary to provide the rear yard and side yard setbacks on the

final plan. A variance for the required green space on site will be necessary. The permitted signage is 3 ft. to 1 linear ft. of building frontage facing Joliet Road. A Zoning Clearance will be required as part of the Building Permit issuance. A site plan and elevations need to be submitted with the Zoning Clearance.

PILARSKI: Since there will be no changes to the characteristics of the waste water discharges from the facility and no sanitary sewer service line is being added to the sanitary sewer main, Pilarski had no comments.

GESKEY: Geskey had no comments.

JOHNSON: As there is no monitored fire alarm system at this facility, Johnson had no comments.

ISSUES TO BE RESOLVED:

Dedication Document for Right-of-way

Detailed Site Plan

State Design Release

Building Permit

Signage / Fencing Permit

Contractors must be registered with City

Further discussion concerning encroachment on City property

Variance for Green Space

Zoning Clearance