



MEETING: Site Review Committee
SUBJECT: 714 Auto Sales of Valparaiso
ADDRESS: 1603 Lincolnway
PRELIMINARY SITE REVIEW

LOCATION: City Hall
DATE: May 1, 2018

IN ATTENDANCE:

Tyler Kent, Planning Director (219) 462-1161
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Carley Lemmon, Planning Dept. (219) 462-1161
clemmon@valpo.us
Tim Burkman, Engineering Director (219) 462-1161
tburkman@valpo.us
Adam McAlpine, Engineering Dept. (219) 462.1161
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Yacoub Aljobeh, Water Reclamation (219) 464-4973
yaljobeh@valpo.us
Mark Geskey, Utilities (219) 462-6174
mgeskey@valpo.us

PRESENTERS:

Nikole Trajcevski, Owner
(219) 308-5973 / 714autosalesvalpo@gmail.com

The following is a summary of discussion at this meeting:

OPENING: The Site Review Committee met to discuss the proposed auto sales lot to be located at 1603 Lincolnway. 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: They will be using the vacant lot currently on the site for a small dealership. They expect to have between 10 and 15 cars at a time. There will be no changes made to the property. They will also be using an office within the building on the east side.

STAFF COMMENTS:

BURKMAN: According to the site schematic submitted it refers to the north limit of the right-of-way, just below the sales lot. Burkman provided an exhibit from the Valparaiso GIS showing the property line running to the center line of the road. There is a requirement within the Unified Development Ordinance that states anytime a permit is pulled on a property, there is a stipulation that requires a right-of-way dedication. The total width for Lincolnway through this area is 80 ft. (40 ft. on either side). The 40 ft. goes to the back of the sidewalk. Burkman conveyed the Engineering Department will help with the process of developing a dedication document. The dedication document will need to be executed by the owner and should cover the entire site.

MCGINLEY: McGinley asked if there will be any exterior improvements. Trajcevski confirmed no exterior improvements are being considered. McGinley provided no comments on the project.

MCALPINE: McAlpine provided no comments.

LEMMON: Lemmon provided no comments.

KENT: The calculation for signage is 1 sq. ft. of signage for 1 linear foot of building frontage facing Lincolnway. This measurement is for the tenant space. It will be necessary to figure out a way to

share with the other tenants within the building to allow for signage for this business on the site. Trajcevski indicated there is a monument sign. Kent mentioned signage is based on the calculation for the frontage and the signage for companies that are already located within the building may be at the maximum allowed for the site. Kent realizes there are open spaces on the monument sign; however, it may already be maxed out for the signage allowed on the site. A Sign Permit will be required for any signage. The requirement for parking is one parking space per 1,000 sq. ft. of useable floor area, plus one parking space per 15 vehicles that are for sale. This site is located within the Eastgate Overlay District and there are special design requirements above and beyond those of the Commercial General Zoning District in which the property is located. Along the Lincolnway frontage, it will be necessary to maintain a minimum 24" high continuous hedge or shrub on the perimeter to buffer the car sales lot from Lincolnway. The asphalt along this area will need to be removed and landscaping planted. Kent mentioned that if there is staff parking that will face Lincolnway, per Section 11.411, Sub-Section 2, additional landscaping is required for this area. This includes a decorative fence (wrought iron) with a brick foundation. Trees and landscaping should be included. There is a requirement for landscaping along the foundation of the building. This landscaping may already exist and may be compliant with the requirement. Submittal of a landscape plan will be necessary and needs to list the type of material being planted. Kent asked if used cars and trucks will be sold. They will be selling nicer used cars and trucks (no junk vehicles). Kent mentioned he will need to know the type of uses within the building and the square footage of these uses to calculate the required on-site parking for all uses. As part of the Building Permit process, submittal of a landscape plan showing the area where the asphalt is being removed and the trees planted is required. This area needs to be at least 6-ft. wide. Mulch needs to be placed around the plantings. If lighting is being added to the parking lot, submittal of a photometric plan will be required. A Zoning Clearance will be required.

ALJOBEH: Aljobeh asked if anything other than normal sanitary water will be discharged.

Trajcevski indicated only sanitary water will be discharged. Aljobeh asked if there will be any changes to the plumbing or chemical storage. There will be no changes to the plumbing and no chemical storage. The Uptown Car Wash will remain. Aljobeh mentioned there is an updated plumbing plan on file.

GESKEY: Geskey is aware that there will be no changes to the water or sewer coming into the building. Geskey conveyed it will be necessary to make an appointment with Shaun Shifflett to inspect the backflow preventer. Contact information for Shifflett was provided.

ON BEHALF OF THRASHER: An internal plan showing where the restrooms are located is necessary. This can be provided as part of the Building Permit process. Thrasher conveyed there was not enough information on the plans to provide any further comments. Kent recommended they contact Thrasher to discuss this project in detail.

ISSUES TO BE RESOLVED:

- Landscaping Plan
- Photometric Plan (if lighting is being added to parking lot)
- Detailed Site Plan
- Right-of-Way Dedication
- Contact Shaun Shifflett for a Backflow Inspection
- Contact Vicki Thrasher
- Provide Internal Plan Showing Restroom Location
- Building Permit
- Signage/Fencing Permit
- Zoning Clearance