



MEETING: Site Review Committee
SUBJECT: Adding apartment to existing 2 unit building
ADDRESS: 401 Union Street

LOCATION: City Hall
DATE: October 23, 2007

**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
Dave Pilz, Engineering Director	(219) 462-1161
Jack Johnson, Fire Department	(219) 462-8325
Chuck McIntire, Utility Department	(219) 462-6174
Vicki Thrasher, Building Commissioner	(219) 462-1161

Media

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 of an apartment at 401 Union Street. 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.

Euclides explained this house is a 2 unit apartment. The plan is to update the house to the code requirements which include plumbing, wiring, new windows, and the addition of another apartment. Currently there is 1 unit in the front and 1 unit in the rear. The sizes of these units are not known at this time. The larger unit is on the second floor which has 2 bedrooms. The proposed new unit will be 600 square feet. The lot dimensions for this project are 98.75' deep x 50' wide.

Johnson stated that if each unit, including the second floor, has their own separate stairway or exit, the Fire Department has no jurisdiction. Azevedo explained that in the front of the house there are 2 windows with a door in the center. His plans are to remove these windows and replace them with doors.

Currently there is 1 water meter and McIntire stated this is all that is allowed for the entire complex unless additional services are placed. Since plumbing updates are being done, this will also have to be brought up to code for the meter as well. Contacting Daryl Brown in regards to this is necessary.

Kras is aware that in order to add the 600 feet, this will need to be added at the back of the property. There also will be 6 parking spaces in the rear. Kras stated that during construction there must be measures used for erosion control along the back of the property. Silt fencing should be used to prevent sediment from leaving the sight.

Pilz stated if adding onto the back of the existing unit, a detailed drawing is necessary indicating how much is being added etc.

PRESENTERS:

Euclides Azevedo / EGA Construction
 219-840-0465 / egaconstr@msn.com
 Mario Gonzalez / EGA Construction

Thrasher stated that a State Design Release is needed because of the addition of an apartment onto the building. Currently this is a 2 unit building but with the addition it becomes a commercial building with there being the 3 units. Since the building is going to be structurally altered fire separation is essential. Thrasher clarified this is not a 1 and 2 family code but rather 3 family or commercial structure. The State Design Release is required before a permit can be issued.

Phillips stated a detailed drawing is needed indicating how the parking is going to be configured. The 6 parking spaces are required however the site plan is not clear. By adding an apartment to this unit changes it for the need of a few developmental standards variances. When going from a 2 unit to a 3 unit it becomes a multiple family dwelling and your lot area must be at least 9,000 square feet and this is a 4,900 square foot lot. The lot width will need to be at least 65' and the width of this lot is 50' therefore; 2 variances are needed for developmental standards. The use is permitted. Lot coverage cannot exceed 60% on this property. In this case the bulk and density standards are what will need to be met and require variances. A calculation is needed of all the impervious surfaces within the property so determination can be made whether or not this is going to require an additional variance for lot coverage. An application for a variance is needed and it's possible to still be placed on the November agenda. A Zoning Clearance is also now required between this site review meeting and the building permit stage. This is a form that is submitted with your plans before applying for the building permits. Rather than dumpsters on the property the city will pick up with the cart service. It's essential that the parking surface will have to be paved with asphalt or concrete.

Kent pointed out that the lot width should be 100' rather than 65' and Phillips conveyed that when submitting for the variance request it will be stated correctly. The lot area being 9,000 square feet is correct. If the property remains a 2 unit, remodeling can be done. Variances are required beforehand if the property is changed to a 3 unit. Phillips added there are no guarantees that the variances will be granted.

ISSUES TO BE RESOLVED:

- Erosion Control Plan
- Detailed Site Plan
- Contact Daryl Brown – Meter up to code
- Variances
- Zoning Clearance
- Site Improvement Permit
- State Design Release
- Building Permit