



MEETING: Site Review Committee
SUBJECT: Office Building
ADDRESS: 355 W. Lincolnway

LOCATION: City Hall
DATE: 4/19/05
ZONING: C-3
PARKING:

PRELIMINARY SITE REVIEW

IN ATTENDANCE:

Craig Phillips, Planning Director	(219) 462-1161
Tyler Kent, Asst. Planner	(219) 462-1161
Dave Pilz, Engineering Director	(219) 462-1161
Matt Kras, Stormwater Engineer	(219) 462-1161
Daryl Brown, Water Department	(219) 462-6174
Dave Nondorf, Fire Chief	(219) 462-8325
Tony McGinley, Collections Department	(219)-464-2346
Bill Oeding, Public Works Director	(219) 462-4612

PRESENTERS:

Brent Wagner	brent@brentwagnerarchitects.com
Jeff Sederberg	jsederberg@comcast.net

Media

Email addresses for the above City of Valparaiso Departments can be found at:

<http://www.ci.valparaiso.in.us/>

The following is a summary of discussion at this meeting:

The Site Review Committee met to discuss the proposed new office building at 355 W. Lincolnway. Phillips stated that site review is not an approval. It is meant to be a preliminary discussion of the requirements and issues to be considered by the developer or owner and there may be some cases where it will need to come back before site review or to seek other approvals. Wagner advised that this property is currently a parking lot and is to be an infill office building. The parcel is 55'x132' so the width presented some challenges in developing it. They are planning on a 1 or 1 ½ story, 2,000 square foot office building, primarily brick construction. They are putting the parking in the front along Lincolnway with additional parking for employees behind the building, accessed from the alley. They initially looked at putting the parking behind the building and moving the building up toward the street but in doing that they would have additional paving for the drive to the back of the lot which would not only cut into the green space but would require the footprint of the building to be reduced. Also, with putting the parking in the back for customers they would have a tendency to exit onto the alley, which is not very safe. The west end has a blind corner to get out onto the street. They would put landscaping around the building to maintain the urban edge as much as they can. The building would contain two units and have two separate entrances. It will have a gable roof with the front of the gable facing the street. The upper floor would be used for storage.

Phillips advised that we would need a landscaping plan. Only monument signs are allowed on Lincolnway. It can be no taller than 6' and must be 5' off the right-of-way. He agreed that this site presents some challenges due to its size, layout and alley issues. It is hazardous to have people

turning out of the alley on the west end. He does have a concern about the parking in the front but does realize that the parking in the back is somewhat of a challenge. Wagner advised that having a drive along the side makes the lot more of narrow rectangle. To get the footprint that they really need they would have to put the entrances on the side of the building. Sederberg said that with the elevation there is about a 3 1/2 ' drop going to the property to the west. There is currently a retaining wall on the east side of it. If the driveway were to run along that west side they would have to put in another retaining wall all the way down that side. They felt that if they did not have the driveway there they could terrace down and put in ground cover and landscaping. Phillips said he is troubled by the parking lot in the front. Aesthetically it is not a very good idea but with putting a drive along the side of the building they might not have adequate turning space to get into a double-loaded lot in the back. He would like discussion on this with the others at the table. Parking in the front requires an approval from this Site Review committee.

Nondorf asked if it is going to be only offices. Wagner answered that there are going to be two office rental units of about 1,000 square feet each. Nondorf advised that as the project goes on his department will get involved but at this time he does not have much. We will be able to adequately service the property as there will be an 18-foot drive and we can get up close enough to the building with the layout like it is.

Pilz advised that we would need a detailed site plan for final approval. He is a little concerned about an 18' drive. It is a little narrow with someone trying to get in at the same time someone may be trying to get out. Maybe they can increase the radii or make it a little wider. They may need to get an INDOT permit since it is a commercial entrance onto a State highway so they need to check with the State.

Oeding said that the drive across the sidewalk will need to be constructed according to City standards. The west end of the alley has a pretty steep drop off. Phillips asked if there is anything that can be done to make sure that people backing out will not be putting themselves in danger. Sederberg stated that this is why they felt the customer parking should be in the front. They can train the employees which way to get out and feel that they would heed what is told to them since it will be a daily thing.

Kras advised that drainage will be an issue. We will need to see what they are going to do to control the stormwater runoff. They will need to do something to comply with the City standards storing for a 100-year developed storm, releasing at a 2-year pre-developed rate. They have the little area to the west of the parking lot that could be used for detention/retention area but that is about the only space they have to work with. They would like to go over the options with Matt. Kras stated that an erosion control plan must show silt fencing and access to the site with a gravel drive. They will be required to show grades and elevations for runoff. They asked about a rain garden and Kras advised that that would depend on the storage numbers. They could possibly put a swale in the side yards. He will go over the possibilities with them.

Brown advised that there is no water main on that side of Lincolnway so the service will be a long service that will require a State permit to go under Lincolnway. They will have to put a pit on each side to do that. There will be some cost to that which the developer will have to pay. They will need backflow protection at the meters. Since this is such a long service the Water Dept. has a policy of "one tap-one meter" so they might want to put in their own sub-meters if they want each tenant to pay their own utilities.

McGinley advised that the sewer line runs through the alley from the east going west towards Campbell. There appears to be a tap going to that lot that may not be used. If that were the case it would save them a lot of trouble in tying on.

Phillips advised that this would require a State release.

Wagner advised that they would actually need a variance on the green space if the parking were put in the back, which would hurt them in their stormwater. Oeding said that we could possibly

make the alley one-way if the parking were in the back and they could eliminate the drive to the back. That would actually afford them two parking spaces in the front if there were no drive there. Wagner asked if we would allow the 55' width to be the overall width of the parking lot since the standard is 20'. Phillips said that we could reduce the spaces to 18' with a minimum drive to 20' but that would make it awfully tight. Wagner said that if it were one way you would have to enter the alley off of Campbell, which is not good either. Brown stated that this is only ½ block from businesses that have parking in the front yard now. Sederberg even looked into buying the next lot but he has not been able to find the owners. Nondorf said that if this is an acceptable use for this lot he would agree to let them park in front. Pilz stated that if we are going to start beautifying out alleys it might be different. If he were a business owner he would not want to tell his customers that they need to enter from the alley, passing by all the garbage cans. This group approved parking in the front yard. Phillips advised that landscaping would be significant with the parking lot in the front.

ISSUES TO BE RESOLVED:

- Landscaping plan
- Sanitary/Sewer
- Detailed Site Plan
- Erosion control plan
- Backflow Prevention
- State Release
- Building Permit