



MEETING: Site Review Committee
SUBJECT: Multi-Tenant Retail Building
ADDRESS: SE Corner of Mayfield and LaPorte Ave.

LOCATION: City Hall
DATE: 12/20/05

PRELIMINARY SITE REVIEW

IN ATTENDANCE:

Craig Phillips, Planning Director	(219) 462-1161
Tyler Kent, Asst. Planner	(219) 462-1161
Matt Kras, Stormwater Engineer	(219) 462-1161
Vicki Thrasher, Building Commissioner	(219) 462-1161
Daryl Brown, Water Department	(219) 462-6174
Marv McDaniels, Collections Department	(219)-464-2346
Steve Martinson, Parks Department	(219) 462-5144
Rick Walstra, Comcast Cable	(219)462-9990 ext. 13

PRESENTERS:

Jeff Brant
 219-838-2300

 Paul Freitag

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 new construction of a retail center on the south east corner of LaPorte Avenue and Mayfield currently occupied by an attorney's office. Phillips stated that this second 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. Phillips also explained the new requirement for a site improvement permit in addition to the other items needed to begin construction.

Brandt explained that the plan has been edited to accommodate 30' landscape buffer on the front of the property, provide better detail of the front of the building, and reviewing 1' no access strip on Mayfield Avenue. Brandt understands that Mayfield road is a private road and he is working with the owners to compromise on maintenance on that road. Phillips clarified that according to the tax map for the county, Mayfield is a public street. There is continued debate on the ownership and maintenance of this street. According to Phillips, he will review with Street Department to finalize this issue.

Phillips suggested speaking with Dave Pilz in regards to Right of Way dedication required. This requirement will significantly affect this project. Parking requirement needs to be recalculated to meet usable space excluding 20-25% of the space, which is considered non-public (storage, mechanical, etc.). Lot coverage percentage must be provided noting amount of impervious surface (not to exceed 75% coverage of lot). The public walk on LaPorte Avenue is heavily traveled. It is preferred that this walk not be disturbed or another walkway provided and original replaced. Phillips asked that Brandt review pathway master plan with Steve Donniger of the Parks Department. A tree survey is still needed for this project. Adequate screening for the residential neighborhood to the south of the property line must be provided to meet the overlay zoning requirements according to the C-3 Service Business District Standards or the Signature Overlay

District Standards, whichever are more strict (article 29 Signature Overlay District Standards and Tree and Landscaping ordinance, article 31). Only a monument style sign is allowed. A pedestrian connection from LaPorte to the building is necessary. Sidewalks must be shown. The enclosed dumpster is sufficient. This project does not meet architectural requirements related to surrounding buildings.

Thrasher explained that a demolition permit is needed to tear down existing building. A State Design Release is needed before a building permit is issued.

Kras needs a more detailed site plan, a drainage plan, and erosion control plan for this project. The north entrance on Mayfield should be moved as far away as possible from LaPorte Avenue. Lighting must not negatively impact that residential development to the south. Kras stated that the entrance from LaPorte Avenue should be removed. Brant showed concern about eliminating this entrance because there is a steep grade at the Mayfield Street entrance.

McDaniels needs to check the sanitary flow and service. According to Kras, sewer must run to the northwest corner of the development as noted in the last site review.

Brown explained that all services will be tapped off at Mayfield, and a hydrant will be required at that same location. Brant noted that the building will have sprinkler system only if required.

Martinson spoke on acceptable plants and trees. Martinson also will consider accepting trees in the Right of Way. Phillips was not opposed to that and will review in the site approval step.

Another site review is not necessary for this project. Items will be reviewed for the site approval permit.

ISSUES TO BE RESOLVED:

- Landscape plan
- Erosion control plan
- Right-of-way
- Detailed Site Plan
- Sanitary/Sewer
- Tree Survey
- Architectural of Site review
- Site Improvement Permit
- State Design Release
- Demolition Permit
- Building Permit