



MEETING: Site Review Committee
SUBJECT: Ken Allen Law Office Parking Lot
ADDRESS: 1109 Glendale Blvd.

LOCATION: City Hall
DATE: August 18, 2015

PRELIMINARY SITE REVIEW

IN ATTENDANCE:

Tyler Kent, Planning Director (219) 462-1161
Tim Burkman, Engineering Director (219) 462-1161
Ed Pilarski, Water Reclamation Dept. (219) 464-4973
Vicki Thrasher, Building Commissioner (219) 462-1161
Mark Geskey, Utilities (219) 462-6174
Media

PRESENTERS:

Shawn Kelly, Falk PLI
(219) 762-7024 / skelly@falk-pli.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 the proposed parking lot expansion for Ken Allen Law Office located at 1109 Glendale Blvd. 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: Kelly indicated this will be a small parking lot expansion for Ken Allen Law Offices. Falk-PLI has been hired to do the necessary documents so that the contractor can pull the necessary permits. Kelly stated the site is zoned Commercial General (CG) and is approximately 9/10's of an acre. The parking lot will add 10 spaces; however, they will be losing 4 spaces to gain access to the rear side of the property. The net increase in parking spaces will be 6 spaces. Kelly mentioned there is a contractual with the adjoining land owner to use The Times facility to share parking. There will a shared drive access between the Ken Allen parking lot and The Times parking lot. The drive access will be fully on The Times property. Kelly said the drive access is being shown so that they know if there are any special issues.

STAFF COMMENTS:

BURKMAN: The Unified Development Ordinance requires a 30 ft. right-of-way dedication along Glendale Blvd. The survey provided by Don Bengel shows the 30 ft. right-of-way. Mr. Bengel references a deed document with a 2002 number. Providing a copy of this deed document to confirm the 30 ft. right-of-way will be necessary. Burkman mentioned the County's property line information shows it going to the center line of the road. If this is the case either the right-of-way dedication will be necessary, or if the deed shows the 30 ft. right-of-way this will be sufficient for the Engineering Department purposes. Either one or the other must happen. Burkman stated that since work will be done on the adjoining property, it will be necessary to confirm that the 30 ft. right-of-way is available. This is a condition of Site Permit issuance. Burkman said it will be necessary to provide a copy of the cross access easement agreement between the two properties. A Site Permit will be required for erosion control for both properties.

ON BEHALF OF MCALPINE: The sanitary sewer clean-out at the south end of the parking lot needs to be repaired. The clean-out at the north end of the parking lot needs to be adjusted to

grade. Providing a cross section of the proposed parking lot pavement will be necessary. Directing the additional runoff to a depressional rain garden east of the parking lot in lieu of the proposed stone drainage strip is recommended.

THRASHER: Thrasher stated a Building Permit will be required for each property.

KENT: Kent asked if the trees on the west side of the property line will remain. Kelly confirmed these trees will remain. Kent asked how the trees will be protected during construction. Kelly said the contractor cut into the ground just outside of the drip line; however, Kelly said there appeared to be some roots outside the drip line that were cut. Kelly said additional protection can be added. Kent said if these trees are damaged and they do die it will be necessary to replace them. Kent confirmed the property is zoned Commercial General. The landscape ratio is .35; the gross net is .353; the net is .543. Kent said to figure these calculations referencing Section 3.206 will be necessary. A Zoning Clearance will be required for each site. Kent reiterated a copy of the cross access easement agreement will be needed.

PILARSKI: Pilarski stated since the project does not entail discharge into the sanitary sewer, he has no comments on the project.

GESKEY: Geskey stated utilities has no comments on the project.

ISSUES TO BE RESOLVED:

Erosion Control Plan

Right-of-way (for both properties)

Detailed Site Plan

Site Improvement Permit

Building Permit (for both properties)

Zoning Clearance (for both properties)

Provide Copy of the Cross Access Easement Agreement