



MEETING: Site Review Committee
SUBJECT: College of Court Reporting
ADDRESS: 455 Lincolnway

LOCATION: City Hall
DATE: November 17, 2015

**PRELIMINARY SITE REVIEW
 IN ATTENDANCE:**

Tyler Kent, Planning Director	(219) 462-1161
Vicki Thrasher, Building Commissioner	(219) 462.1161
Tim Burkman, Engineering Director	(219) 462-1161
Adam McAlpine, Engineering Dept.	(219) 462.1161
Ed Pilarski, Water Reclamation Dept.	(219) 464-4973
Mark Geskey, Utilities	(219) 462-6174
Jon Daly, Fire Department	(219) 462-8325
Patrick Lyp, Economic Development Media	

PRESENTERS:

Denny Koesters, Ginter Homes
 (219) 945-5555 / dennykoesters@msn.com
 Bill Ferngren, Ferngren Law Offices, LLC
 (219) 464-4500 / bill@ferngrenlaw.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 College of Court Reporting to be located at 455 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: The project is the College of Court Reporting. The College is owned by Jeff Moody and his wife and is currently located in Hobart. Valparaiso is where the Moody's want to be located. Koesters said this building suits their needs. A lot of the teaching is done on line. This site will be mostly administrative offices; however, there are some classrooms in the building. Koesters indicated they have been granted tax abatement. Koesters said they will also be considering a façade grant.

STAFF COMMENTS:

DALY: Daly stated the plans indicate that exit lighting, emergency lighting and fire alarm system with horn strobes are acceptable. Fire extinguishers must meet the IFC codes. Daly indicated the address needs to be on the door. The Knox Box should be located by the front door on the Lincolnway side. Daly asked if there is a sprinkler system in the building. Koesters said there was a sprinkler system in the building; however, the plans have been reviewed by the State and approved without a sprinkler system. Koesters is aware there is a sprinkler system grant available and they would like to sprinkle the building.

BURKMAN: Burkman conveyed that an 80 ft. right-of-way (40 ft. half width) along this section of Lincolnway is required by the Unified Development Ordinance. It is unclear whether this exists today, according to the GIS. Either documentation showing its existence must be provided, or the 40 ft. must be dedicated in full, as a condition of permit issuance. Burkman stated this is a pretty substantial upgrade to the building; however, the frontage was not addressed. There are development standard requirements that when building improvements are being made that the building frontage be improved as well. Burkman said an extension of curb and gutter along the frontage of this parcel and sidewalks will be required. The City standard for sidewalk widths is 5

feet. Burkman suggested unnecessary pavement be returned to green space/landscaping. Burkman asked where students/visitors will be parking. Koesters stated there is off-site parking along Lincolnway. They have also secured another parcel for private parking for the college. Koesters indicated they have worked with Patrick Lyp on an agreement with Chuck Williams for this parcel. Koesters said they are assuming the Dash will be moving and this will open up parking behind the building. Koesters conveyed that one of the reasons the frontage was not mentioned is they are hoping the street scape makes its way down to this site soon. Burkman said that Engineering does not have a current plan in the works to do any street scape along this stretch of Lincolnway and reiterated that frontage improvements are a requirement of permit issuance. Submitting a site plan showing these discussed improvements is necessary. A Site Permit for the work at 455 Lincolnway is required. Providing a site plan showing the paved parking and drainage accommodations for the off-site lot on Indiana Avenue is required. A separate Site Permit will be required for this work.

THRASHER: Thrasher is aware they have already applied for the State Construction Design Release and submitted for the Building Permit. All contractors working on the project must be registered with the City. Signage will require a permit. Thrasher conveyed that this project is not within the boundaries of the Fire Grant. It will be necessary to petition the City to include this site. This will need to be discussed with Bill Oeding and Thrasher.

KENT: Kent conveyed this property is zoned Central Place (CP) and a college use is not permitted within this zoning district. Submitting for a special use through the Board of Zoning Appeals is required prior to project approval. The overall foot print of the building will not change. Kent explained that the City and County GIS show the parcel actually going into a triangle on one side and a very small piece of property going down the back side of the vacant lot. The site plan submitted shows something different from the GIS systems. This will need to be clarified. Koesters said there will be a new legal description. Kent said rather than just writing a new legal description it will be necessary to go through the Plat Committee for a replat and a legal description will be part of this process. The allowable signage for this site is 1 sq. ft. of signage for each linear foot of building frontage. The calculation will be based off the frontage on Lincolnway. The requirement for parking is 1.1 parking spaces for each student. Koesters said there will not be many students, but he will clarify this with Jeff Moody. The parking spaces need to be shown on the plans. Kent mentioned a variance will be required for the off-site parking. Should this off-site parking be approved by the BZA, it will be necessary to tie the arrangements with the Williams property for the parking to this overall use. Providing details for the off-site parking lot will be necessary. Kent asked how the off-site parking will be managed. Kent's concern is that students may not use the parking lot and then infiltrate into the surrounding neighborhoods because it's closer to the college. We have tried to keep the Dash riders from parking in the neighborhood to the north. Ferngren said it may not necessarily be permit parking, but they will direct the students to this lot. Kent stated bicycle parking is required and is calculated at 1 bicycle parking space for every 10 parking spaces. The bicycle parking spaces must be provided on site. Referring to Article 9, Section 9.206 is necessary. Submitting a landscape plan will be required. Landscaping along the front of the building is needed, whether it is some type of a planter integrated into the building or some trees along the area referred to during Burkman's comments. Referring to Article 11, Section 11.500 for the non-residential design standards is necessary. There is a requirement for a 2 ft. bump-out or recession for every 80 ft. of building wall. This must be a minimum of 20 ft. Kent suggested this bump-out/recession be incorporated in the building entrance. Kent asked about the duration for the dumpster being located in the Dash parking lot. Koesters said it will off and on depending on need. Kent has concerns about losing parking spaces and this area is typically used for snow removal. Kent said it will be necessary to work together on this issue. A Zoning Clearance will be required as part of the Building Permit submittal. Kent conveyed funding for the Façade Program will be available in February or March 2016. Exterior work cannot begin

until the Façade Grant is approved by the Plan Commission and City Council. The Façade Grant requires two bids on all work that will be done.

MCALPINE: McAlpine asked if there is a need to install an interior drain for the lower level. McAlpine asked if there is an exterior drain. Koesters stated he did not notice an exterior drain. Koesters said he has not seen any evidence of moisture in the lower level, other than coming from a leaking roof. The basement wall is block. Koesters thinks circling the building and running it into a sump is a good idea. McAlpine said there is a retaining wall on the west side and he wants to see this entrance. There is a major storm sewer project planned in the parking lot. This work will be done late next year and could interrupt work at the site. Koesters said they should be done with this project by that time.

LYP: Lyp reiterated that there are no future plans for a street scape project for this portion of Lincolnway. The predominant use for this site will be office and the staging of the on-line courses. The on-site teaching is supplemental or an extension of that. As proposed to the City, what they have will be consistent with zoning. It makes sense to get the appropriate special use so there will no question as to number of students, what is the predominant use and what is the subsidiary use.

PILARSKI: Pilarski stated the Water Reclamation Department is interested in what is being discharged into the sanitary sewer. Pilarski asked about what happens in the lab. Koesters explained it is not a science lab but a computer lab. The kitchens are for warming purposes only. Pilarski said that Sheet P-1 shows a janitors floor mop sink and a floor drain. Pilarski questioned if the floor drain is necessary. Koesters stated he will check with the engineer concerning this item.

GESKEY: Geskey asked if they are considering any modifications to the sanitary sewer connection or the water service. Koesters said no modifications will take place. Geskey indicated the water service has been off since 2007. The backflow will require testing. Shaun Shifflett will be contact for this issue. Geskey provide contact information for Shifflett.

ISSUES TO BE RESOLVED:

- Landscaping Plan
- Right-of-Way
- Detailed Site Plan for 455 Lincolnway
- Detailed Site Plan for Off-Site Parking
- Frontage Improvements (Curb and Gutter and Sidewalks)
- Replat of Parcel
- Bicycle Parking
- Backflow Testing
- Site Improvement Permit for 455 Lincolnway
- Site Improvement Permit for Off-Site Parking Lot
- State Design Release
- Building Permit
- Signage/Fencing Permit
- Zoning Clearance
- Variances (Special Use and Off-Site Parking)
- Interior Drain-Lower Level
- All Contractors Must Be Registered With The City
- Discuss Fire Grant with Thrasher and Oeding
- Addressing on Front Door
- Knox Box of Lincolnway Side