

MEETING: Site Review Committee
SUBJECT: Connie Bauswell Law Office
ADDRESS: 506 Evans Avenue
PRELIMINARY SITE REVIEW

LOCATION: Zoom
DATE: May 26, 2022

IN ATTENDANCE:

Beth Shrader, Planning Director
(219) 462-1161 / bshrader@valpo.us
Jessica Gage, Associate Planner
(219) 462-1161 / jgage@valpo.us
Vicki Thrasher, Building Commissioner
(219) 462-1161 / vthrasher@valpo.us
Bill Laird, Engineering Dept.
(219) 462-1161 / blaird@valpo.us
Tim Stites, Fire Department
(219) 462-8325 / tstites@valpo.us
Matt Zurbriggen, Engineering Dept.,
(219) 462-1161 / mzurbriggen@valpo.us
Will Rose, Engineering Dept.
(219) 462-1161 / wrose@valpo.us
Nate McGinley, Water Dept.
(219) 462-6174 / nmcginley@valpo.us
Tony Fahel, Water Reclamation Dept.
(219) 464-4973 / tfahel@valpo.us

PRESENTERS:

Brent Wagner, Wagner Architecture
(219) 531-2468 / brent@wagnerarch.net
Connie Bauswell, Owner
(219) 548-0980
connie@conniebauswell.com

The following is a summary of discussion at this meeting.

OPENING: The Site Review Committee met to discuss the proposed addition to Connie Bauswell's Law Office be located at 506 Evans Avenue. Shrader 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: Bauswell mentioned that she purchased 506 Evans with the intent of using the property as her law office. She sees one client at a time. Bauswell wants to fix up the property and add a couple of conference rooms. Wagner stated the original structure will be maintained. At some point, a 135 sq. ft. addition was added to the back of the building. They are proposing to remove this 135 sq. ft. addition and replace it with a 500 sq. ft. addition. There are twelve existing parking spaces and a driveway that goes up to an existing garage on site. Wagner feels this is adequate parking. Wagner mentioned that Bauswell wants to remove the vinyl siding and replace it with a lath siding and return the structure to more of its original character. The addition will be a single

floor with a flat roof with a rail around it to fit the character of the building. Wagner said an accessible restroom will be added on the first floor. A large conference room, small conference room, and file room will be added in the back. There are two offices and a bathroom that will remain. The kitchen will be converted to a work area with part of the area being a breakroom. There will be two offices on the upper floor, one for Ms. Bauswell and the other to be used by a part-time employee. No public will be allowed on the upper floor.

STAFF COMMENTS:

MCGINLEY: There do not appear to be any changes to the existing water or sewer services to the building; therefore, McGinley provided no comments on this project.

LAIRD: The addition appears to be a little larger than the original addition. Engineering will need to see a grading plan in order to see how the area will be pitched and how it might drain. Laird indicated that an Erosion Control Plan for both the demolition and the required excavation for the new addition will be needed. A Site Permit will be required. Laird mentioned there is some concern about right-of-way and asked Will Rose to explain.

ROSE: The City would like a deed of dedication for the right-of-way that includes the verbiage “fee simple.” This will move the right-of-way from even status to a City status. This is not a change; however, the County will not transfer property without the “fee simple” verbiage. Instead of this being a right-of-way easement, the property would be deeded over to the City. Bauswell expressed confusion on what this has to do with the addition on the back. Thrasher explained that the City Ordinance requires that whenever a Building Permit is pulled if there is any right-of-way dedication required, the dedication must be done as part of the approval.

THRASHER: A Construction Design Release from the State of Indiana will be required before Building Permits can be issued. Submittal of a list of contractors working on the project is necessary and the contractors must be registered with the City. Any signage will require a separate permit.

STITES: All initial inspections required during the construction phase must be scheduled and coordinated through the Building Department. After occupancy, the facility will be subject to annual fire inspections.

SHRADER: Shrader asked if there are many changes planned for the parking lot. Wagner stated there will not be any changes. Shrader asked if there is a sidewalk along the side. Wagner said there is no sidewalk. Shrader stated that general office is a permitted use in the Commercial General Zoning District. Shrader mentioned that it will be necessary to use the base site area for calculation purposes. The right-of-way dedication requirement reduces the site a little. What is needed before Zoning Clearance is site dimensions from the

property line, reflecting the easement that is in place. Shrader asked if they had a survey. Wagener confirmed they did have a survey. Shrader stated they could reference the dimensions off of the survey. Shrader indicated she will send them a copy of the deed the City has which shows the 40 ft. measured from the centerline. This is typical for a road classification such as Evans. Shrader pointed out a structure that appears on the aerial photograph of this site and asked if the structure will remain on the site. Wagner stated the shed will be removed from the site. Shrader asked what type of fencing is being proposed for the site. Bauswell indicated the fence will be a decorative metal. Shrader conveyed that the standards for fences in a nonresidential district are located in Section 2.402 of the Unified Development Ordinance. The maximum height for a fence located in a side yard is 6 ft. Shrader said a calculation for the landscape ratio will be needed. The setbacks appear to be good. For reference the front yard setback is 20 ft., side yard setback is 10 ft., and rear yard setback is 10 ft. Shrader asked if they have any proposals for new signage. Bauswell said she has not looked into what she wants to do about signage. Shrader said a sign permit will be required whether a face change is done, or a completely new sign is installed. Shrader indicated that all sign standards are located in Section 5 of the Unified Development Ordinance. The amount of signage allowed is based on the linear frontage of the building and must be a minimum distance from the parcel line. The right-of-way dedication may mean the sign would have to move south a little. The calculation for parking is three spaces per 1,000 sq. ft. of useable floor space. An accurate calculation will be required for the Zoning Clearance. Shrader stated that for a lot of this size on accessible space will be needed. The space needs to be van-accessible. The dimensions for van-accessible spaces are in Appendix B. There are a couple of options – 9 ft. x 20 ft. with an 8 ft. access lane or an 11 ft. x 20 ft. with a 5 ft. access lane. The dimensions need to be shown on the plans. A minimum 3 ft. path that leads to the accessible entrance is also required. Shrader asked if there are any plans to add landscaping. Bauswell said maybe adding some flowers. There is landscaping currently. There is a flowerbed in the front and trees on the property. There are no plans for additional landscaping. Shrader conveyed that the building materials are a little tricky. This is a commercial use in a commercial zone, but it is a former residential structure. The LP Smart Siding, even though it probably meets the definition of lath siding, and it is composite wood product, in this case because it matches the existing and it is a residential structure it is an appropriate material for the exterior, and it should be fine. Shrader asked if there will be any changes to the existing garage. Wagner said at the least the garage would be painted to match. Shrader indicated that the standard is that it should match the principal structure. Painting it to match is acceptable and siding it to match is also acceptable. Shrader

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conveyed that the changes being made are not huge changes; however, typically for any sort of significant improvements to a site, the City wants a sidewalk to be constructed in front of the building. This parcel will be the missing link between the Boys & Girls Club which will be building a 5 ft. sidewalk and the 5 ft. sidewalk on the neighboring parcel. Shrader asked if this is something they would consider. Bauswell stated this is not something she considered installing. Shrader said when there is new construction, it is the property owner's responsibility. Shrader will discuss this further with the Engineering Director. Bauswell asked if new construction includes an addition on an existing building as well as completely new construction. Shrader said it depends on the scale of it and that is what makes this tricky. There is not a whole lot being added but they are still adding to the structure. Shrader will check on this and follow-up with them. Shrader conveyed a Zoning Clearance is required.

FAHEL: Fahel asked if the plumbing is being changed. Wagner mentioned they will be adding a half-bath. Fahel requested an internal plumbing plan.

ISSUES TO BE RESOLVED:

- Provide Erosion Control Plan
- Provide Grading Plan
- Right-of-Way Dedication (Fee Simple)
- Detailed Site Plan with Dimensions
- Site Improvement Permit
- State Design Release
- Building Permit
- Provide List of Contractors (Contractors must be registered with the City)
- Submit Internal Plumbing Plan
- Signage/Fencing Permit
- Zoning Clearance