



**MEETING: Site Review Committee**  
**SUBJECT: 3 Lot Commercial Subdivision**  
**ADDRESS: Morthland Drive (between**  
**Washington Street & Horseprairie Avenue)**

**LOCATION: City Hall**  
**DATE: December 9, 2008**

**PRELIMINARY SITE REVIEW**  
**IN ATTENDANCE:**

Tyler Kent, Asst. Planner	(219) 462-1161
Dave Pilz, Asst. Engineer	(219) 462-1161
Jack Johnson, Fire Department	(219) 462-8325
Chuck McIntire, Water Dept.	(219) 462-6174
Tony McGinley, Collection Dept.	(219) 464-2346
Vicki Thrasher, Bldg. Commissioner	(219) 462-1161

Media

**PRESENTERS:**

**Joe Broadaway**, Boyer Construction  
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**Bruce Boyer**, Boyer Construction  
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Email addresses for the above City of Valparaiso Departments can be found at [www.valpo.us](http://www.valpo.us).  
The following is a summary of discussion at this meeting:

The Site Review Committee met to discuss a proposed retail multi tenant building. 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.

Broadaway explained the project consists of creating a 3 lot subdivision in place of the motel that currently exists. Acreage for the lots is as follows: Lot 1, 1.175 acres, lot 2, 0.809 acres and lot 3, 1.012 acres. Access off of US 30 is anticipated. Currently 3 entrances exist however, the intention is to have 2 accesses as well as the cross access from Walgreens to Horseprairie Avenue.

Pilz commented that this project involves a great deal of demolition. The Engineering Department will require an erosion control plan to go along with any demolition permits. A primary plat is required with the subdivision process. The requirements for the primary plat are posted on the Cities website. Pilz explained that the preliminary plan for the 3 lots will need to illustrate how the sewer and water will be extended to those lots showing easements etc. Drainage issues are a great concern and identification as to how this will be handled is also necessary. Location of the detention basins must be shown as well. The access to Crosby Run will need to be determined since an easement may be required. The area is designated as part of the flood plain and the ordinance requires compensatory storage for any lost volume in that area. Two access points are indicated however, normal standards allow for one directly to US 30. If at all possible, the connection is required to Walgreens. Contacting Elyse Tish at 847-315-4598 is necessary regarding this. The contact address is: Walgreen Co., 300 Wilmot Road, Deerfield, IL 60015. Pilz added that they may have some concerns as to what will be placed on the sites. There may be an attempt to put restrictions granting an easement that would prohibit another drugstore. Normally parking that backs into the access across the frontage isn't allowed. Details of this issue will need to be discussed and resolved. Any new access to US 30 will require an INDOT permit and their standards for geometrics etc. need to be met. Pilz added that he will make contact regarding the parcel to the west in reference to connecting to their site. Currently there is no existing easement. Pilz stated he will forward the information

as to whether or not this will be possible. The subdivision process requires a detailed construction plan that includes the frontage road, drainage, utility extensions, etc. Approval by the BOW is required prior to the secondary plat for each of the lots. A detailed site plan is also needed for the proposed bank or credit union on Lot 1. Dimensions, elevations, etc. as well as any sewer and water connections, pavement detail, curb and gutter, and drainage must be shown. Utilizing the best management practices for drainage is advised not only for quantity but also for quality. Detention at the rear of the site is favorable. Cross easement dedications may be needed for utilities. Eliminating some of the excessive parking spaces is encouraged. Pilz advised delaying the placement of parking just to make certain it's actually needed. There are requirements for a landscape strip behind the right-of-way and depending on how the road is treated; it's unclear where that strip will be located. Boyer said they have reviewed prior minutes for this particular site. Pilz commented there are some bad soils at this location and recommended to provide for appropriate boring. Caution is needed if any dewatering is involved because of subsidence in the area.

Thrasher stated that permits are needed for the demolition of the buildings and a sewer permit is needed as well. Any new building will require a State Design Release. Any signage will require a permit and any fencing will also require a permit. If there any problems with the soils, the building department will require a copy of the soil report before any additional inspections can be done.

Kent stated the Unified Development Ordinance has been approved and currently the zoning map is in the process of being approved which should most likely be effective in March of 2009. If the building permits are not pulled by March, the standards of the new UDO will need to be met. This information is posted on our website at [www.valpo.us](http://www.valpo.us). The Zoning Ordinance is also posted on the website. Set backs are needed on the credit union site plan. Lot coverage is shown and Kent said to use total square footage of the building since this is how the parking is based. Kent reiterated that the excessive parking isn't favorable. The dumpster enclosure must be enclosed on 3 sides and detailed plans are needed. Detailed elevations are also needed as well as the construction materials used. A landscape plan along US 30 is necessary. Since the location is within the US 30 Overlay District specific requirements need to be met. A 6' monument style sign is permitted. Kent is aware the lots will be under separate ownership. Detailed plans are needed for the future sites.

McGinley distributed information from the Water Reclamation Department.

Johnson said a fire hydrant is required in front of the bank. If access is allowed onto US 30, the fire department prefers that the hydrant be next to the access. Working with the Water Department is necessary for placement. For training purposes, Johnson requested that the Fire Department be notified prior to the demolition.

McIntire explained that there is a stub which currently serves the Valparaiso Motel coming off the Walgreens main. The Water Department will require this to be extended and tied at the west end. McIntire clarified the line that's required to be continued is 8". Fire hydrant placement should be on the west side of the entrance. The existing easement that currently supplies water for the motel must be extended. The facilities will need to meet backflow requirements with the fire, domestic, and irrigation services. Copies of the proposed layout for the water can be given to McIntire.

Kent mentioned that future plans can be e-mailed.

#### ISSUES TO BE RESOLVED:

Landscaping plan (with Tree Survey)  
Erosion Control Plan  
Rule 5 Permit  
Right-of-way  
Detailed Site Plan  
Sanitary/Sewer  
Signage / Fencing Permit  
INDOT Permit

Subdivision Process  
Backflow Prevention  
Site Improvement Permit  
State Design Release  
Demolition Permit  
Building Permit  
Zoning Clearance  
Sewer Permit