



**MEETING: Site Review Committee**  
**SUBJECT: Storage Building**  
**ADDRESS: State Road 130**

**LOCATION: City Hall**  
**DATE: December 23, 2008**

**PRELIMINARY SITE REVIEW**

**IN ATTENDANCE:**

Craig Phillips, Planner (219) 462-1161  
Tyler Kent, Asst. Planner (219) 462-1161  
Tim Burkman, Engineering Director (219) 462-1161  
Jack Johnson, Fire Department (219) 462-8325  
Ed Pilarski, Water Reclamation Dept. (219) 464-4973  
Mark Geskey, Water Dept. (219) 462-6174  
Vicki Thrasher, Building Commissioner (219) 462-1161

**PRESENTERS:**

Ken Blaney  
219-916-2142  
kenblaney@aol.com

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. Phillips 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.

Blaney explained that the proposed project is a storage building for small businesses. The existing warehouses are currently occupied and the need for additional storage is essential. The building dimension is 144' x 40'. Depending on the tenant, different options can be achieved if the sizes of the units are too large. The building will be post frame construction. The color will be white with a green roof which matches the existing buildings. The placement of blacktop pavement and the planting of pine trees are anticipated. Blaney owns the entire property with the exception of the brick office building. No signage is anticipated for this property. The building will also be climate controlled and a dumpster will be placed on the north side.

Burkman stated the building site is located within the City limits however; the access off of SR 130 is not. Blaney added that the intention is to petition the City to have this annexed. Burkman said the plan must indicate the boundary as to what will be paved. The drive access may need to be upgraded to INDOT standards since there will be improvements all the way to the State right-of-way. Typically a 15' right-of-way dedication along SR 130 is required as well as a sidewalk waiver. Since the property is within the county it's unclear as to whether or not this can be required. The improvements being done are through the counties jurisdiction therefore; the county will also need to be involved. Blaney clarified that the proposed building location is currently half green space and half gravel. Burkman stated it's important to see what will happen with the storm water runoff being created by the building. Elevations and further details are needed in reference to the pavement that will be installed. Burkman added that there may be some additional requirements.

Thrasher stated that a State Design Release is needed for the building before building permits can be issued. Contractors also must be registered with the City. Any fencing and additional signage will also require a permit.

As a condition of the permit, Phillips said it will be necessary to petition for annexation so that the

entire property is inside one jurisdiction. The State doesn't allow annexations the year preceding a census. Phillips mentioned to apply for annexation sometime after January of 2010. Applying in 2009 is acceptable although it will not become effective until 2010. The setbacks are sufficient and there are no concerns with lot coverage. The placement of Austrian pine trees is strongly discouraged. The dumpster must be gated and screened on 3 sides. Phillips will begin with a Remonstrance Waiver prior to the petition. Any lighting on the property cannot overflow onto the neighboring residential property.

Since sanitary sewer service will be going to the building, Pilarski said that the plumbing and riser diagrams will need to be reviewed before any comments can be stated. Burkman added that he will also need to review some additional items on the plan and a sanitary sewer permit will be required. Indication as to how the water utilities will be connected also need to be included. Currently there is no sanitary service to the buildings although access is available. Burkman added that water is available on the north side of SR 130.

Johnson commented that this building must be used for storage only. It's imperative that the tenants clearly understand and are aware of this fact otherwise it changes the use, occupancy, and the building requirements.

Geskey stated that he will need to review a layout of the water plan. Blaney will check with Geskey in reference to the size of the water line. The building will have restrooms only and there will be only one water bill.

Phillips added that before receiving the permit the Remonstrance Waiver must be submitted.

#### ISSUES TO BE RESOLVED:

- Landscaping plan (with Tree Survey)
- Erosion Control Plan
- Rule 5 Permit ?
- Right-Of-Way Dedication ?
- Sidewalk Waiver ?
- Detailed Site Plan
- Sanitary/Sewer
- Backflow Prevention
- Site Improvement Permit
- State Design Release
- Building Permit
- Signage / Fencing Permit
- Remonstrance Waiver
- Zoning Clearance
- Apply for Annexation