

**MEETING: Site Review Committee****LOCATION: City Hall****SUBJECT: Opportunity Ent. / Trailer Office / McDonald Transit** **DATE: July 3, 2007****ADDRESS: 2801 Evans Avenue****PRELIMINARY SITE REVIEW****IN ATTENDANCE:**

Craig Phillips, Planning Director (219) 462-1161
 Tyler Kent, Asst. Planner (219) 462-1161
 Matt Kras, Storm water Engineer (219) 462-1161
 Jack Johnson, Fire Department (219) 462-8325
 Vicki Thrasher, Building Commissioner (219) 462-1161
 Mark Geskey, Water Dept. (219) 462-6174
 Media

PRESENTERS:

John Seibert, Opportunity Enterprises
 (219) 464-9621
 john.seibert@oppent.org
 Dave Gionet, McDonald Transit
 (260) 432-4977

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:

The Site Review Committee met to discuss a proposed trailer office for McDonald Transit.

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.

Phillips explained that the use of the property for the proposed trailer office is not an issue. All of the commercial uses are allowed in the manufacturing zones. The future parking, fence, and storage area is not an issue. There are no set back issues at the location within the center of the site. There are no adjacent properties that would perhaps find the temporary office trailer offensive. To the north there are some duplexes however; it is heavily surrounded with evergreens. Phillips is aware that there will be no foundation under the trailer and that it is temporary. Seibert stated that when Opportunity Enterprises was approached regarding office space within the permanent structures, there was not any room however; there may be other arrangements in the future. Phillips conveyed from a zoning standpoint, there are no issues. There will be some reconfiguring regarding some of the access to the site as well as some of the future campus needs. The primary traffic flow around where the busses ingress and egress will be coming off of Evans Avenue and there will be no changes. There will be pick-up and drop-offs for Opportunity Enterprise clients but this will not be part of the public transport. All the details are being worked out for the all utility access.

Kent inquired whether there will be a 10' separation between the 2 buildings. Phillips mentioned that this would not meet the fire code without this separation. Thrasher explained this was an industrialized building that was already built at another location therefore; the state will pre-inspect it. Phillips stated it would be best to keep the trailer 10' away from the existing maintenance building.

Kras is aware that Opportunity Enterprises is leasing McDonald Transit space to place the mobile office trailer. Kras conveyed that the engineering department does not have any issues. Seibert explained that as part of the lease agreement, they will have access to the maintenance building to use the facilities.

Thrasher questioned whether the ordinance on a mobile structure requires it to be on a permanent foundation. If this is considered a permanent structure, it must be anchored for safety reasons. The appearance should look reminiscent of a permanent structure rather than temporary therefore; skirting is not recommended. Thrasher explained that she will read through the ordinance for clarification and this issue will need to be resolved. Perhaps lot coverage will need to be accessed and a permit may be required for zoning purposes. Manufactured buildings must be released by the state of Indiana with placards on the inside of the structure verifying that it was inspected.

Johnson suggested a Knox Box system for the main building if there was not one currently. Geskey stated that there are no issues.

Thrasher did check into the ordinance for clarification and confirmed that this applies to homes and not office trailers.

ISSUES TO BE RESOLVED:

- Detailed Site Plan
- Site Improvement Permit
- State Design Release
- Building Permit