



MEETING: Site Review Committee
SUBJECT: Hoosier Home Mortgage Inc.
ADDRESS: 453 West Street

LOCATION: City Hall
DATE: March 21, 2006

**PRELIMINARY SITE REVIEW
 IN ATTENDANCE:**

Craig Phillips, Planning Director	(219) 462-1161
Tyler Kent, Asst. Planner	(219) 462-1161
Vicki Thrasher, Building Commissioner	(219) 462-1161
Matt Kras, Storm water Engineer	(219) 462-1161
Jack Johnson, Fire Department	(219) 462-8325
Marv McDaniels, Collections Department	(219)-464-2346
Bill Oeding, Public Works Director	(219) 462-4612
Steve Martinson, Parks Department	(219) 462-5144
Dave Pilz, Engineering Director	(219) 462-1161
Chuck McIntire, Water Reclamation Dept.	(219) 464-4973

PRESENTERS:

Dave Rassel
 Hoosier Home Mortgage
 219-934-0560
 davidr7103@yahoo.com

Media

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 change of use from a resident to Hoosier Home Mortgage, Inc. 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.

Rassel intends to use the property and building as is. The only changes will be to paint the interior and plant shrubs and flowers along the drive. The office will conduct business during regular business hours of 9 a.m. – 5 p.m. The main floor will be used for business, and the second floor will be used for storage only. Since business is conducted by appointment only, there is plenty of parking available for the 3 employees and occasional customer.

Oeding noted that since this is a small business, trash and recycling services would be available.

Phillips noted that 4 parking spaces would be required due to the square footage of office. The current parking area existing of river rock will need to be paved because this is a commercial use. Signage is limited to a monument style sign with a maximum height of 6'. Signage is allowed on each thoroughfare, and should have landscape materials around it. A regular trash can will be used for garbage. If a dumpster is needed, it must be enclosed and the materials should match the building in color.

Pilz explained that if any site improvements were required, right-of-way dedication would be needed. Pilz informed Rassel that the city is proposing improvements on Campbell Street; additional acquisition may be required.

Thrasher noted that the State would perform an inspection to convert the use from a single-family residence to a business. There is a provision with the administrative rule so a State Design release should not be required. Thrasher will review the requirements and contact Rassel.

Kras clarified that if the drive has to be paved, landscaping on the south side should provide a buffer between the site and the creek.

Johnson indicated that the building must be brought up to the 2000 Building Code standards. The State will assist with that.

McIntire said that backflow protection must be added immediately after the meter. A plumbing contractor, certified for backflow testing, could assist in this matter.

Martinson explained that a landscape plan is required noting the existing trees on the property and what will be added. Rassel was given the Preferred Plant list, as well as the Do Not Plant list provided by Martinson.

ISSUES TO BE RESOLVED:

Landscaping plan

Right-of-way

Backflow Prevention