



MEETING: Site Review Committee
SUBJECT: Lakeland Group Office
ADDRESS: 451 Chicago Street

LOCATION: City Hall
DATE: November 21, 2006

PRELIMINARY SITE REVIEW

IN ATTENDANCE:

Tyler Kent, Asst. Planner (219) 462-1161
Vicki Thrasher, Building Commissioner (219) 462-1161
Matt Kras, Storm water Engineer (219) 462-1161
Daryl Brown, Water Department (219) 462-6174
Jack Johnson, Fire Department (219) 462-8325
Steve Martinson, Parks Department (219) 462-5144
Dave Pilz, Engineering Director (219) 462-1161

PRESENTERS:

Anelisa Donley
Lakeland Group
(219) 476-0243
abdonley2@yahoo.com

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 new office for Lakeland Group. 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.

The proposed project is to convert a resident into offices for Lakeland Group. There will be no changes to the site or structure of the building. It is possible that Lakeland Group will lease office space on the second floor in the future.

Johnson said that a Knox Box is required if the office will be monitored by an alarm system.

Brown explained that since this is a change of use, a backflow device must be installed at the water meter. A plumber can install the device, and it must be tested twice a year.

There will be no landscaping added to the property. Martinson asked that they refer to the Do Not Plant List and Recommended Plant List should they dress up the landscape in the future. The lists may be found at www.valparaisoparks.org/horticulture.

Kras had no concerns since there will be no addition of imperious services. Should some be added in the future, the City must be notified to review possible storm water issues.

Thrasher noted a Change of Occupancy is needed since this is going from a residential to a business classification. The Change of Occupancy may be done with a State Design Release or by obtaining a Rule 13 inspection from the state. Thrasher provided information on how to obtain the Rule 13 inspection. This must be resolved before Lakeland Group may occupy the building. There is no storage on site. A garage will store small items such as tile. If the interior will be remodeled to accommodate the business, a building permit will be required.

Kent noted that Donley has already applied for a Change of Use Variance with the Board of Zoning Appeals. A Parking Variance may also be required. Outdoor storage is not allowed. The tenants intend to use City trash collection. If a dumpster is added to this location, it must be fully enclosed with materials to match the home.

Pilz explained that if the Parking Variance is not granted and off street parking is proposed, the City will oppose that request. It will affect the neighboring residence. Any work that would require a permit from the City will prompt the 40 ½' half-width Right-of-Way Dedication along Campbell Street.

ISSUES TO BE RESOLVED:

Variance

Backflow Prevention

State Design Release or Rule 13 for Change of Occupancy