



MEETING: Site Review Committee
SUBJECT: Conversion to Office Space
ADDRESS: 755 Chicago Street

LOCATION: City Hall
DATE: February 22, 2011

PRELIMINARY SITE REVIEW

IN ATTENDANCE:

Craig Phillips, Planning Director (219) 462-1161
 Tyler Kent, Asst. City Planner (219) 462-1161
 Tim Burkman, Engineering Director (219) 462-1161
 Ed Pilarski, Water Reclamation Dept. (219) 464-4973
 Susan Gustafson, Water Dept. (219) 462-6174
 Vicki Thrasher, Building Commissioner (219) 462-1161
 Matt Evans, Public Works (219) 462-4612
 Jack Johnson, Fire Department (219) 462-8325
 Adam McAlpine, Engineering Dept. (219) 462-1161
 Media

PRESENTERS:

Brenda Krause, Amps & Volts Electric
 219-462-3873 / www.ampselectric.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:

OPENING: The Site Review Committee met to discuss a proposed conversion of a residential building to an office 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.

EXPLANATION OF PROJECT: This is currently a residential rental. Amps & Volts Electric wants to change the usage to an office. There are no walk-in customers. From time to time, the technicians do drop off or pick-up work packets.

STAFF COMMENTS:

JOHNSON: A walk-through with the Building Commissioner is needed.

GUSTAFSON: A backflow preventer will be required.

PILARSKI: Since no additional sanitary sewer service is requested and there will not be a change in waste water currently being discharged, there are no issues on this project

EVANS: No comments.

PHILLIPS: This project meets zoning requirements. A Change of Use approval may be required. The project is located on a main street, in this case Chicago Street. Parking requirements are based on 1 space per 1,000 square feet of usable area. In this case, 3 parking spaces are needed to meet this requirement. There are currently 5 spaces indicated. Spaces will need to be paved. The use of concrete paving is acceptable. Parking is accessed by way of the alley. The open space requirement is 453.3 square feet. Signage will be limited to 8 square feet for ground

signage and 10 square feet for wall signage. Outside storage or refuse containers need to be screened by landscaping or an enclosure. An enclosure will have to match either the building siding or the garage siding as per Section 2.406 of the Unified Development Ordinance. A solid gate is required for the enclosure. Chain link fence with slats is not allowed. There is no issue for installing a residential grade generator. If the generator is visible from other properties, screening is recommended.

MCALPINE: The minimum size for a parking space is 9' x 20'. The existing asphalt pavement needs to be saw-cut when the concrete is poured for the parking spaces in the alley. Damaged pavement areas need to be restored.

BURKMAN: Detailed plans showing grades and elevations for any site work are needed. Site lighting should not negatively impact adjacent residential properties. The paved areas need to be kept to a minimum to insure a large enough green space so that storm water run off is not affected. Parking cannot encroach onto the alley Right-of-Way. A Site Permit to cover erosion control and right-of way cut is needed.

TRASHER: There are no internal layout changes. This needs to be submitted to the state for change of use under Rule 13 conversion. The inspection for conversion will provide more information. A building permit is needed for the parking. A permit for signage will be needed.

ISSUES TO BE RESOLVED:

- Landscaping plan (with Tree Survey)
- Change of Use
- Erosion control plan
- Right-of-way
- Detailed Site Plan
- Backflow Prevention
- Site Improvement Permit
- State Design Release
- Building Permit
- Signage / Fencing Permit
- Zoning Clearance