



MEETING: Site Review Committee
SUBJECT: Family Concern Counseling
ADDRESS: 2006 Valparaiso Street

LOCATION: City Hall
DATE: October 23, 2012

PRELIMINARY SITE REVIEW

IN ATTENDANCE:

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

PRESENTERS:

David Bauer, Family Concern Counseling
 (219) 477-5646 / dbauer@famcounseling.org

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 single family residence into office space for counseling purposes. The residence is located at 2006 Valparaiso Street. 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.

EXPLANATION OF PROJECT: Bauer explained Family Concern Counseling wants to purchase a single family residence and converting it to a counseling office for children. Bauer stated a driveway will be added to the east side of the building and expanding the driveway between 2004 and 2006 Valparaiso Street.

STAFF COMMENTS:

MCALPINE: McAlpine stated a parking layout is needed. Providing details for drainage is required. McAlpine stated that they need to make sure that any modifications to parking areas do not negatively affect drainage. Drainage should be directed to Valparaiso Street.

THRASHER: Thrasher asked if changes to the interior of the building are being considered. Bauer confirmed the building will be gutted and walls will be rebuilt. Thrasher stated this project must be submitted to the State of Indiana because of the occupancy change. Thrasher mentioned an option for a Rule 13 Inspection; however, since the building is being gutted this project may not qualify for the Rule 13 Inspection. Thrasher will provide contact information for the State of Indiana. Thrasher suggested using a design professional for this project as they are aware of the process that needs to be followed. A Building Permit will be required. A permit for signage is required.

BURKMAN: Burkman requested clarification concerning the driveways. Bauer explained there is driveway off of Albert Street which will be used for exiting. Bauer further stated that the new driveway on the east side of the building would be connected to the driveway off of Albert Street.

Bauer stated there is a driveway in between and parking is on the east side of 2004 Valparaiso Street. Burkman indicated that a site plan showing where pavement will be added is required. The plan should include dimensions, grades and where additional parking will be added. These items need to be reviewed. Burkman is aware that sidewalk does exist along Valparaiso Street; however, there is no sidewalk along Albert Street. A Sidewalk Waiver for Albert Street will be required. This document states that sidewalks are not required at this time; however, if the Board of Works deems sidewalks are necessary at some point in the future the property owner will be required to install sidewalks.

KENT: Kent asked for the total square footage for the office space. Bauer stated the office space is 1,700 sq. ft. Kent is aware this will only be used for a counseling office. Kent conveyed that 8 sq. ft. of signage will be allowed. Signage is limited because the district is zoned General Residential. Since this will be used as office space, applying to a use variance from the Board of Zoning Appeals is required. Office space is not a permitted use in the General Residential Zoning District. Kent will work with Bauer concerning lot coverage and provide the maximum allowable lot coverage for the site. Kent is aware that there will not be a dumpster on this site and that the regular municipal trash bins will be used. Kent pointed out that if any exterior renovation or additions are being considered, a landscape plan will be required. Kent noted that parking will be a concern. Bauer stated that there is parking at 2004 Valparaiso Street. Bauer also said they want to put four or five angled spaces along the driveway going out to Albert Street and they will be adding parking on the south side. Kent asked if additional asphalt will be added. Bauer indicated it would be gravel. Kent said gravel is not permitted. This must be either asphalt or concrete.

PILARSKI: Pilarski asked if changes are being made to the sanitary sewer service line from the building to the sanitary sewer main. Bauer stated they did not plan on any changes; however, he mentioned there seemed to be a water leak. Pilarski asked if a kitchen will be added. Bauer said a sink will be added for a small kitchenette. Pilarski said since changes will not be made and the discharge will be sanitary wastewater, there are no further comments.

GESKEY: Geskey asked for clarification concerning the water leak mentioned above. Bauer feels this is an internal leak. The leak appeared to go away when the water was shut off. Geskey asked if there will be changes to the plumbing. Bauer stated they plan to re-do all the plumbing. Geskey asked if the zoning for this site would be changed to commercial. Thrasher indicated this will be considered a commercial structure with an occupancy change. Geskey stated that backflow protection will be required. Contact information for Shaun Shifflett was provided.

JOHNSON: If a fire alarm system is installed, a Knox Box will be required. Johnson conveyed that the kitchen will be a warming kitchen only. Grease frying will be prohibited without a commercial hood system. Since this is office use only and no one will be staying overnight in the building, there are no other comments.

ISSUES TO BE RESOLVED:

Landscaping Plan (if there are external additions)
Detailed Site Plan
Backflow Prevention
State Design Release
Building Permit

Signage/Fencing Permit
Zoning Clearance
Sidewalk Waiver
Use Variance-Board of Zoning Appeals
Knox Box