



**MEETING: Site Review Committee**  
**SUBJECT LaSalle Realty Group**  
**ADDRESS: 840 Lincolnway**  
**PRELIMINARY SITE REVIEW**  
**IN ATTENDANCE:**

|                                      |                |
|--------------------------------------|----------------|
| Tyler Kent, Planning Director        | (219) 462-1161 |
| Adam McAlpine, Engineering Dept.     | (219) 462.1161 |
| Ed Pilarski, Water Reclamation Dept. | (219) 464-4973 |
| Mark Geskey, Utilities               | (219) 462-6174 |
| Jon Daly, Fire Department            | (219) 462-8325 |
| Matt Evans, Public Works Director    | (219) 462-4612 |
| Media                                |                |

**LOCATION: City Hall**  
**DATE: February 28, 2017**

**PRESENTERS:**

Pete & Renata LaSalle, LaSalle Realty Group  
 (219) 707-2476 / [nwi@lasalleteam.com](mailto:nwi@lasalleteam.com)

Email addresses for the above City of Valparaiso Departments can be found at [www.valpo.us](http://www.valpo.us).

The following is a summary of discussion at this meeting:

**OPENING:** The Site Review Committee met to discuss the proposed building addition for offices and an apartment to be located at 840 Lincolnway. 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:** Building #2 is being proposed as an extension to their realty company. The intent is to build a 21' x 35' structure. The structure will be three stories. The first floor will be utilized as a commercial space for meetings, etc. The first floor will also have a half bath. The second and third floors will be residential and used as a personal residence. The structure would serve as a model for future projects. They plan on doing some of these structures on Lincolnway towards the downtown area.

**STAFF COMMENTS:**

**MCALPINE:** A Site permit will be required and will cover water and sewer connections. The permit will also cover erosion control. Providing a grading plan showing finished floor elevations will be necessary. McAlpine wants to see how storm water runoff is being directed. It is important that storm water runoff does not negatively impact adjoining properties.

**ON BEHALF OF THRASHER:** The mixed use building will require a State Construction Design Release. A Building Permit will be required. Providing a list of contractors working on the project will be necessary. All contractors must be registered with the City. Submittal of one paper set of plans as well as one pdf copy of plans is necessary. It will be necessary to work with Will Rose, Engineering Department, concerning building addressing. Final inspection of the current LaSalle Realty building was never requested. A final inspection of the current building must be done before any additional permits will be issued. Any new signage will require a permit. A sprinkler system will be required due to residential occupancy on the upper floors.

**EVANS:** Evans provided no comments on the project.

**KENT:** This property is zoned Commercial General (CG) and is located in the Eastgate Overlay District. Referring to Article 11, Section 11.402 for setback requirements and building spacing is necessary. There is a requirement to pull buildings to the front of the property. There are

minimum and maximum setbacks within the corridor. The side yard setback requirement is 5 ft. LaSalle indicated this setback is 6 ft. Kent mentioned the final plans must show all the setbacks. It appears there is access to the porch on the second floor. How is the porch accessible from the front of the building? LaSalle indicated accessibility would be via a walkway. Kent noted these types of details will need to be shown on the final plans. Section 11.403, Access and Accessibility – there are requirements for pedestrian connectivity between the street sidewalks leading to this parcel. Referring to Section 11.404 for architectural design standards for new construction is necessary. There are a number of items that are required with regard to materials being used. The final plans will need to call out the type of materials being proposed for the building. EIFS is limited to 30% of the building and is limited to the second and third floors. Its use is prohibited on the first floor. There is a requirement for a minimum of 50% and a maximum of 75% for the glass material on the front side first floor of the building. Final plans will need to reflect this percentage. The second and third floors should have a minimum of 25% and a maximum of 60% glass material. Reflective glass is prohibited; tinted glass is permitted only on the second and third floors for office use only. Kent suggested they look at roof types. There is a requirement for awnings on the first floor. This will need to be integrated into the design of the building, as well as the mechanical equipment for air conditioning and HVAC systems. Kent asked if a dumpster will be required. LaSalle stated they will be using the trash receptacles. Kent asked if any parking spaces will be lost due to construction. LaSalle said they will not lose any spaces. Kent noted that five (5) spaces are required for each 1,000 sq. ft. of office space. The parking calculation will need to include both the existing building as well as the proposed building, both for the residential and office space. Since this is a new structure, landscaping requirements will kick-in. There is a requirement for landscaping across the front of the existing parking lot and should be set on the backside of the sidewalk. Kent suggested they look at the landscaping for the bank across the street or the multi-family buildings to the east. LaSalle asked if the City has any plans for the sidewalks in this area. Kent indicated that typically when permits are pulled for improvements it includes the improvements for the sidewalks in their area. Evans indicated the sidewalk needs to go to the roadside. Evans noted the goal of Public Works is to finish Lincolnway up to Roosevelt. This will include new curbs, pavement and ramps. Evans said he will be happy to work with LaSalle Realty so that the sidewalk will meet the ADA standards and the City's construction standards and that nothing they do will be damaged when Public Works paves the road. Kent said there is a requirement under Section 11.411 that all off street parking shall be screened by a contiguous row of shrubs or masonry wall between 3 and 4 ft. in height. The shrubs shall achieve an overall opacity of 75% when in leaf within three years of planting. Kent said there may be an opportunity to install a decorative fence instead of the landscaping. Kent indicated it may make sense to work with either an engineering firm or an architect for site design. It will be necessary to pay attention to density requirements for lot coverage, etc. More detailed plans will be required. LaSalle asked if a curb side cutout would be possible. Kent said this may be an option; however, Kent does not know what the standard is concerning the required separation for driveways. This is something that needs to be discussed with the Engineering Department. Kent noted that if additional lighting (other than sconces) is being considered, submittal of a lighting plan will be necessary. Referring to Section 11.409 for lighting standards for the Eastgate Overlay District is recommended. The signage standards for the Eastgate Overlay District are found in Section 11.410. The Landscape Ratio is .15. The Gross Floor Area Ratio is .431. The Net Floor Area Ratio is .507. It will be necessary to run these calculations to see if a variance is needed for an increase in density. Kent mentioned that as this project moves forward, he will determine if another site review will be required depending on any significant changes to the plans. At this point it will be necessary to work with the Engineering, Planning and Building Departments. Once site plans are finalized and submitted, each department will review them and provide additional comments if necessary.

**DALY:** The City follows the 2014 Indiana Building and Fire Codes. Daly asked if the main entrance will access the residential space. LaSalle indicated there will be a wall between the two uses. There will be a staircase going to the residential area and a separate door going into the conference room. There will be a private door at the top of the stairs. Daly asked if there will be a fire alarm or sprinkler system. LaSalle said if a fire alarm or sprinkler system are not a requirement, they will not be installed. Daly recommended the installation of a Knox Box. Daly noted that appropriate addressing needs to be posted at the front door. Daly mentioned that exit signs, emergency lights and fire extinguishers for the commercial area must meet code. Thumb or turn style locks are not permitted. The doors should have key locks or panic bars.

**PILARSKI:** Pilarski said that since the project is residential in nature with a small commercial use on the bottom floor and will be discharging sanitary waste water into the sewer system, no comments were presented. However, Pilarski requested that a floor plan for each floor be submitted to Yacoub Aljobeh, Pretreatment Coordinator.

**GESKEY:** Geskey said the sewer service for the building will probably go out the back of the building and tie into the sewer. This will be taken care through City Hall. The water service will come out the front and go to Lincolnway underneath the asphalt. Geskey needs to be contacted for the water service. A tap will be installed. Their contractor will take it from the right-of-way to the building. Installation of backflow protection will be required.

#### **ISSUES TO BE RESOLVED:**

- Detailed Site Plan
- Erosion Control Plan
- Grading Plan
- Backflow Prevention
- Site Improvement Permit
- State Design Release
- Building Permit
- Sprinkler System
- Provide a List of Contractors
- All Contractors Must Be Registered with the City
- Submit 1 Set of Paper Plans and 1 Set of PDF's
- Inspection of Current Building
- Building Addressing (check with Engineering)
- Signage/Fencing Permit
- Knox Box (recommended, not required)
- Submit Floor Plan of Each Floor (send to Yacoub Aljobeh)
- Zoning Clearance