

**MEETING: Site Review Committee****LOCATION: City Hall****SUBJECT: Valparaiso Public Library Parking Lot** **DATE: April 25, 2017****ADDRESS: 103 Jefferson****PRELIMINARY SITE REVIEW****IN ATTENDANCE:**

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

PRESENTERS:

James Cline, Porter County Public Library System
 (219) 462-0524 / jcline@pcpls.org
 Michael Reese, Troyer Group
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 Clay Payton, Osan & Patton, LLP
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 Phyllis Nelson, Porter County Library

The following is a summary of discussion at this meeting:

OPENING: The Site Review Committee met to discuss the proposed parking lot expansion for the Valparaiso Public Library to be located at 105 Jefferson. 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: The project is to expand and improve the existing parking lot. A couple of parcels are required. Buildings will be demolished and the parcels will be vacant. Access will be improved from Chicago Street and Franklin Street. There will be two-way traffic on both sides. The Chicago Street entrance and exit will be closed. There will be an increase of 20-25 parking spaces. The storm water will flow towards the northeast and will follow the existing site drainage. Water will flow into the bio-swales. Native vegetation will be used in the bio-swales to help with drainage and filtration. Kent asked if any additions or improvements are being considered for the primary structure. Cline said there is nothing planned at this time.

EVANS: Evans mentioned the plans did not indicate any curb improvements along Chicago Street or that the approaches no longer necessary will be removed. Evans asked what the plan is for Chicago Street. Reese said outside of the sidewalk in the right-of-way will remain along this area; however, if this needs to be addressed, the approaches can be demolished and then they can coordinate with the City for the work within the right-of-way. Evans indicated the preference is for the curb to be improved. This can be a barrier curb to City specification and matching the existing. The old drive approaches will need to be removed and replaced with grass. Evans said the sidewalk in some areas has been improved to some extent, i.e. trip hazards have been removed. However, there still may be areas that have not been improved and Evans requested these areas be improved. Evans conveyed that City specifications require that sidewalks at drive entrances continue through the drive approaches. Evans presented documentation concerning this issue. The sidewalk needs to be carried through the entrances off Franklin and Michigan and the slopes will need to be maintained to meet ADA guidelines, specifically a cross-slope of 2%. The side off Michigan Avenue shows a median. Evans interprets this as a barrier to access for pedestrians going from one side to the other. Reese said both entrances are concrete approaches with the concrete sidewalk going through so there would be a controlled joint or striping to make it more defined. The one side of the sidewalk would be the barrier between the concrete approach and the asphalt pavement for the parking lot. The curb on the

island will be a flush curb to transition up to a 5"-6" curb to protect the utility pole, or the curb area can be made smaller. Due to the angle of the overhead lines coming in on the east side of Michigan Street, NIPSCO said the pole cannot be moved to either side of the drive. It would be necessary to put a new pole on the east side and then go underground to a new transformer by the building and then go underground to the building. This is cost prohibitive. Evans asked if the curb is raised by the pole to protect it from traffic and then flush to allow pedestrians to carry through. Reese confirmed this. Reese said they could also extend and go back up to protect from one side or they could just make it smaller around the pole. Evans said there needs to be 5-ft. clear across and then flush so that a person with low visibility or a person in a wheelchair would be able to cross from side to side without a barrier. Evans mentioned that City Specifications require a 5-ft. wide sidewalk; therefore, the sidewalks in the new areas must be 5-ft. wide. Evans said they can taper from the 4-ft. to the 5-ft. sidewalk. Evans advised it will be necessary to contact Public Works to schedule inspections for the improvements being made within the public rights-of-way.

MCALPINE: McAlpine mentioned that he received calculations for the proposed rain gardens along Chicago Street. He will need to review these calculations in more detail. The rain gardens are not intended to hold a heavy rainfall. McAlpine said it will be necessary to provide a spot in the rain gardens so they can overtop into the street. McAlpine said he believes there was a small garage for the home north of the library and asked if there is still a driveway for the home. Reese said there was no driveway. Reese explained that the garage was of the alley, but the garage has been demolished. McAlpine asked if a drive approach needs to be provided for the home. McAlpine said there should be some discussion with the home owner about what is being proposed, especially if a barrier curb is being proposed. Cline clarified that the library owns this property and the house if vacant. McAlpine asked if the intent is to demolish this house. Cline said the Library Board has not decided what will be done with the house. McAlpine said if someone lives in the house they need a place to park. The sidewalk along the north side of the library appears to narrow to approximately 2-3 ft. where the curb fans out. This is not an adequate width for pedestrians. McAlpine said the 4-ft. walk should continue all the way to Michigan Avenue. Reese said the widths for the drives were minimized to 10-ft. travel lanes for 20-ft widths. There is only so much room between the library and the house. If the sidewalk is made wider, it gets closer to the house. Library employees and anyone parking on Michigan will walk up the alley or the driveway. Reese said they wanted to give as much room as possible and even though it is only 3-ft., at least it is off the actual driveway. Reese indicated there is a landscape bed that they could move a little bit to make the sidewalk wider. Evans interjected that since this sidewalk is on private property the City cannot impose a 5-ft. minimum sidewalk; however, the ADA does not allow anything less than 3-ft. Reese said the existing slopes in the area are above 5% so this isn't an ADA route. Payton commented that the handicapped parking faces just north of the library or immediately adjacent so the likelihood that someone would be in a wheelchair going down this sidewalk south of the alley is less likely. Evans mentioned that not everyone who is handicapped drives, they may come from surrounding areas. McAlpine indicated he will discuss the planting plan with the City horticulturist. McAlpine requested that educational signage be provided for the rain gardens. McAlpine mentioned the radius of the turn into the existing parking lot west of the library and coming off Franklin Street seems like a difficult maneuver if they are intending to park there. Is there a way to soften this and ease the turn? Reese indicated the gates are no longer needed. There have been discussions about shortening the curb to make this an easier turn. McAlpine agreed that this will help. McAlpine conveyed there appears to be a typographical error on C1-200 regarding total drainage area.

BURKMAN: Burkman agrees with removing the old approaches. Providing more detail on the island is necessary. Burkman understands that they are dealing with the utility pole, but we also need to make sure it is free and clear for pedestrian activity. Narrowing the drive to 20-ft. is tight for two-way traffic. The parking stalls on the north side can be reduced to 18-ft. since they overhang a green strip; however, the parking stalls in the center facing nose-to-nose and those that overhang the sidewalk on the southern edge need be 20-ft. Burkman asked if the drive aisle is 22-ft. wide. Reese confirmed the drive aisle is 22-ft. Burkman asked if it is the intent to have two parallel parking spaces in the bump-out on the east side of Franklin Street or the west side of the parking lot? Reese said since there was existing parallel parking they added the bump-outs to meet with the rest of downtown and to also allow for a larger turning radius coming into the parking lot and to protect the exiting utility pole. Burkman asked if it is recessed enough to tuck cars in. Reese said it is recessed 8-ft. Burkman requested they look at line of site at intersections. Burkman said that currently the parking lot exits directly onto Jefferson Street. Has there been any

consideration given to switching the orientation of the spaces so cars can enter from Jefferson and if these spaces are full, it will lead vehicles into the larger parking lot in back. Reese indicated there have been discussions about revising the parking lot and potentially adding a book drop; however, with the budget for this project this may be a later phase. Reese said if they decide to expand the building in the future, they do not want to put money into this lot. This is still being discussed and would be a later phase of the project. Burkman conveyed a Site Permit will be required. Burkman mentioned there is a storm line and a sanitary line in the alley on the north side. The library is the only entity being served by these lines. This is a 6" line and it is the typical size for a sanitary sewer service. The Utility would like to transfer these utilities over to the library since they are the only entity being served by these lines. This looks like and acts like a private service. Burkman said this issue can be discussed further. Perhaps as part of the MOU that is being drafted, there could be some language added to this affect.

ON BEHALF OF DALY (FIRE DEPARTMENT): Daly asked if any hydrants will be moved. Reese said there are no plans to move any fire hydrants.

ON BEHALF OF THRASHER (BUILDING COMMISSIONER): A Building Permit will be required. All contractors working on the project must be registered with the City.

KENT: The lots in question are zoned Central Business District (CDB). Under the Unified Development Ordinance, a library is considered a place of public assembly. The parking is an accessory use to the library. The library is a legal non-conforming use and is grandfathered. The library is located on the first floor and in the Central Business District within one block of Lincolnway, a Special Use would be required; however, the library use is grandfathered because it pre-dates the Unified Development Ordinance. Kent asked what the plans are for 105 Michigan Avenue. Cline conveyed no decision has been made by the Library Board. Kent said if the Library Board decides to demolish the building or move it and they want to use the space as a parking lot another site review will be required, as well and Kent's review of the standards pursuant to the lot. Kent conveyed that as the lot currently sits, the maximum building coverage is 45%; the total lot coverage is 50%. Kent indicated he has the calculations for the proposed drive section to be placed on the property. The proposed parking lot provides access from Michigan Avenue and Franklin Street. These are both collector streets. The calculation for ADA parking spaces is 1 space for each 25 vehicle parking spaces. One space must be designed for van accessibility. Reese said there are two spaces for van accessibility. Referring to Article 10, Table 10.301 for required landscaping will be necessary. On-lot landscaping will require 5 large trees, 10 small trees and 50 shrubs per acre. Open-space landscaping is not a requirement for the Central Business District. The requirement for parking lot landscaping is 1 large tree per 6 spaces and 1 shrub, perennial or ornamental grass per 3 spaces. There is a requirement within the UDO that for every 16 parking spaces a landscape island is necessary. Kent said it appears there are 17 spaces on the north side. Either a variance through the Board of Zoning Appeals will be necessary, or Kent recommended installation of a pedestrian connection from Chicago Street through the parking lot for access to the back of the library. Kent suggested they refer to Article 8, Section 8.401, Street, Sidewalks and Parkway Areas, specifically Standards 5 and 6. Kent said there may be an opportunity to install some pedestrian lighting. Reese presented a lighting plan. Kent asked the height of the poles. Reese believes they may be 24-ft. Kent said there is also language that speaks to seating within the parking lot. Kent asked about the size of the landscape islands. Reese believes they are 9-ft. wide and 18-ft. long. Landscaping will be required within the islands. Kent asked if there is a plan to have some of the rain water run-off feed the islands. Reese said they have no plan currently, but they can put an inlet at the corners to catch some of the water. Kent conveyed there is a buffer yard requirement for the parking lot between the parking lot and 105 and 107 Michigan Avenue. The buffer yard will be a Class C and needs to be 25-ft. in width. A Class C buffer yard requires 5 large trees per 200 linear feet, 5 small trees per 100 linear feet and 45 shrubs per 100 linear feet. Also included is either a 6-ft. tall wall (masonry, brick, stone or equivalent material) or a 5-ft. berm. It appears the drive aisle is within the 25-ft. It will be necessary to look at reconfiguring the drive aisle or seeking a variance from the Board of Zoning Appeals. Kent conveyed that Section 10.407, Constrained Sites and In-fill Sites, contains language that could possibly reduce the width of the buffer yard from 25-ft. to 18-ft. Kent will need to look at this to see if it applies to this site. There is a requirement for bicycle parking on the site. One bicycle space is required for each 10 vehicle parking spaces. Referring to Article 9, Section 9.206 for bicycle parking standards for placement and design of the racks is necessary. Reese said there is bicycle parking at the entrance and there are bicycle racks in the front too. Kent said he has received the photometric plan. Referring to Article 9, Section 9.501 for the

lighting standards is necessary. The final landscape plan needs to show the calculations for plant material used per Article 10 of the UDO. The on-lot landscaping and the parking lot calculations need to be highlighted separately within the landscape plan. Kent suggested they speak to Steve Martinson regarding the landscape material for the bio-swales. Kent asked if the plant material will block the front face of the parked vehicles. Reese said these shrubs will be 3-4 ft. in height and they are like those on Jefferson Street. Kent asked if there is a dumpster on site. Cline indicated there is a dumpster and it is enclosed. Kent asked if additional signage is being considered. Reese said other than directional signs, they have not discussed signage. Kent conveyed additional building signage will require a permit. A Zoning Clearance will be required. Reese will be the lead person for this project.

PILARSKI: Since the characteristics of the sanitary waste water being discharged from the library will not change due to this project, Pilarski provided no comments.

GESKEY: Geskey said Valparaiso City Utilities agrees with Burkman on the sewer lateral and storm sewer being taken over by the library. If the library does not take over the sewer lateral and storm sewer and the alley is closed off and it maintains Valparaiso City Utility sewer, a 20-ft. easement documented over top will be required. Building on the easement will not be allowed. Geskey asked if the water will be changed. Reese said no changes will be made to the water. Geskey presented no further comments.

STAFF COMMENTS:

ISSUES TO BE RESOLVED:

Landscaping Plan
Educational Signage for the Rain Gardens
Contact Public Works for Inspections
Detailed Site Plan
Site Improvement Permit
Building Permit
Signage Permit (for any new building signs)
Contractors Must Be Registered with the City of Valparaiso
Zoning Clearance
Variances (as required)