



MEETING: Site Review Committee
SUBJECT: Andover Apartments Clubhouse
ADDRESS: 351 Andover Drive
PRELIMINARY SITE REVIEW

LOCATION: City Hall
DATE: August 21, 2018

IN ATTENDANCE:

Tyler Kent, Planning Director (219) 462-1161
tkent@valpo.us
Vicki Thrasher, Building Commissioner (219) 462.1161
vthrasher@valpo.us
Adam McAlpine, Engineering Dept. (219) 462.1161
amcalpine@valpo.us
Amanda Glanz, Water Reclamation (219) 464-4973
aglanz@valpo.us
Mark Geskey, Utilities (219) 462-6174
mgeskey@valpo.us
Tim Stites, Fire Department (219) 462-8325
tstites@valpo.us
Nate McGinley, Public Works Director (219) 462-4612
nmcginley@valpo.us

PRESENTERS:

Cleon Stutler, Stutler Architects
(219) 762-3858 / stutlerarchitects@gmail.com

The following is a summary of discussion at this meeting:

OPENING: The Site Review Committee met to discuss the proposed clubhouse to be located at 351 Andover Drive. 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: This project is a clubhouse for the Andover Apartments. The clubhouse will be built where the existing tennis courts are located. The clubhouse building will include new office space, workout room and a community center with a kitchenette. The clubhouse will have 24-hour accessibility. It can be entered from the exterior or from the existing swimming pool. Stutler indicated that McMahan prepared the site plans. Stutler conveyed that plans have been submitted down State and they have a foundation release and should receive the final release soon.

STAFF COMMENTS:

MCALPINE: McAlpine said a Site Permit covering local erosion control is required. McAlpine asked about the water and sewer connections to the building. Stutler said these connections are on the street. McAlpine asked if they are identified on the drawings. Stutler believes the connections are on the site plans developed by McMahan. McAlpine asked Stutler to contact McMahan to confirm where the tie-ins for water and sewer will be located. McAlpine requested information for the net increase in the total hard surface area. McAlpine also wants to know where the nearest City storm sewers are located. McAlpine conveyed there is a requirement for a 5-ft right-of-way dedication along the south side of Andover Drive. It appears the public sidewalk is on private property and the 5-ft. would bring all the sidewalk into the public corridor. Looking at the right-of-way as it goes west toward Campbell, it appears the 5-ft. right-of-way should be extended along the Concord Square Drive building frontage.

MCGINLEY: The ADA ramps crossing the private drive to the parking lot are not required; however, there is no issue if they remain. At the west edge by Concord Square Drive there is an ADA ramp heading south and McGinley wants a ramp added to the west across Concord Square Drive. If the right-of-way dedication is followed through along Andover Drive, there is a possibility that Public Works would install a receiving ramp on the west side of Concord Square Drive to accept the new ramp. McGinley said since this is new construction at the tennis court he would like the remainder of the sidewalk frontage improved along Andover Drive. Since there is no curb and gutter, Public Works would like to see an integrated standup curb and sidewalk. McGinley conveyed that Public Works does not maintain Concord Square Drive. Any work done or any damage that occurs will be the responsibility of the owner.

THRASHER: Thrasher believes the address for this project is incorrect. * It will be necessary to speak with Will Rose, Engineering Department. Thrasher conveyed that if permits are submitted with the incorrect address, they will be corrected internally. Thrasher is aware the State Construction Design Release has been submitted. A Building Permit will be required. All contractors must be registered with the City. Signage will require a permit. If fencing is being considered, it can be shown as part of the Building Permit submittal or an additional permit will be required if it is done after the fact. Thrasher asked if the kitchen will be full service. Stutler said it will only be a warming kitchen. There will be no requirement for a hood. Thrasher conveyed it will be necessary to check with the Porter County Health Department to make sure there are no approvals required for this project.

KENT: Is any new signage being considered. Stutler said nothing has been discussed. If there will be new signage, it will be necessary to meet the requirements of Article 5 of the Unified Development Ordinance. Kent conveyed that he applied the Community Recreation Center standards for parking. This standard is 1 space per 25 sq. ft. of useable floor area. Areas for storage or restrooms is not included in this calculation. It appears the site meets the requirements for outdoor storage and refuse containers; however, referring to Section 2.310 of the Unified Development Ordinance is recommended. Kent mentioned the landscape plan needs to show landscaping around the sides of this building. The requirement for parking lot landscaping in the Urban Residential Zoning District is 1 large tree per 8 parking spaces and 1 shrub per 4 parking spaces. The landscaping facing Andover Drive appears to mainly be grasses. Kent requested shrubs be planted to make it more year around landscaping rather than seasonal. This will help block light from shining across the street. The landscape plan will be reviewed by the City horticulturist. The requirement for on-lot landscaping is 14 large trees, 28 small trees and 238 shrubs per acre. This needs to be pro-rated for the size of the lot. Kent requested robust landscaping along the east side of the property abutting the residences to the east. This will act as a buffer. The final set of building elevations need to call out the building materials for the exterior of the building. The pitch of the roof needs to be shown. Stutler indicated this information is in the section. Kent said the plans do not call out the type of siding that will be used and requested the final plans include this information. A Zoning Clearance is required. The plans show they will be building up to the property line. The Valparaiso GIS shows two different property owner names. Is this under one ownership? Kent said if there is more than one owner, the setback for the building would need to be 30 ft. from the back of the property line. Stutler confirmed it is one ownership. The owner is Kristine Kozol.

STITES: The Fire Department follows the 2014 Indiana Building and Fire Codes. The project will be subject to annual inspections. Any questions can be emailed to Stites.

GLANZ: The Water Reclamation Department is interested in what is being discharged into the sanitary sewer. Glanz asked if the kitchen will have one range and one sink. Stutler confirmed one range and one sink. Glanz asked about what type of activities will take place at this building. Stutler said there will be meetings, catered birthday parties, Christmas party, etc. Glanz provided no other comments.

GESKEY: Geskey mentioned the plans do not show the water or sewer connections. On the plans provided by Stutler there is a mention of water and electric. Geskey asked if the new building will require a new water service. Stutler does not believe a new service is required. The intention is to take the water from the swimming pool area. There is also a sewer connection. Geskey said it will be necessary to meet at the site. Geskey conveyed that it will not be possible to run a service to the pool and then branch off to the clubhouse without backflow protection and the ability to turn the water off when required. Geskey provided contact information.

***The correct address for the clubhouse building will be 265 Andover Drive.**

ISSUES TO BE RESOLVED:

Landscaping Plan

Erosion Control Plan

5-Ft. Right-of-Way Dedication (Andover Drive and Concord Square Drive)

Provide Net Increase for Total Hard Surface Area

Provide Location of the Nearest City Storm Sewer

Detailed Site Plan

Backflow (if required)

Site Improvement Permit

State Design Release

Building Permit

Contractors Registered with the City

Contact Porter County Health Department

Signage/Fencing Permit

Zoning Clearance