



**MEETING: Site Review Committee**  
**SUBJECT: Valparaiso International Center**  
**ADDRESS: 309 Lincolnway**

**LOCATION: City Hall**  
**DATE: October 5, 2010**

**PRELIMINARY SITE REVIEW  
IN ATTENDANCE:**

Craig Phillips, 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  
Chuck McIntire, Water Dept. (219) 462-6174  
Vicki Thrasher, Building Commissioner (219) 462-1161  
Jack Johnson, Fire Department (219) 462-8325  
Media

**PRESENTERS:**

Ivan Bodensteiner, 219-242-3058 / [ieblaw@frontier.com](mailto:ieblaw@frontier.com)  
Javier Aguilar, 219-462-8089 / [aguilarjavier1@hotmail.com](mailto:aguilarjavier1@hotmail.com)  
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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 a proposed addition to Valparaiso International Center located at 309 Lincolnway. 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:** The project is located at the corner of Lincolnway and Valparaiso Street and consists of substantial improvements. Several variances are associated with some of these anticipated improvements. The project will go before the Board of Zoning Appeals this month in order to seek the needed variances. Currently the front/south side has a 10', 2" setback, and the requirement is 25'. An anticipated 5' porch addition will bring the porch 5' closer to the sidewalk therefore; the setback will be 5' rather than 10'. The existing 2' on the east side along Valparaiso Street will remain the same although, 25' is required. The actual distance from the building to the curb on Valparaiso Street is 5', 5". On the west side 6' is required however; the 2' between the buildings will also remain the same. The planned revision also doesn't meet the 60% green space requirement. Increasing the green space by using green permeable blocks in the north portion of the parking lot is expected. A variance will also be required for the proposed 16 SF sign which is intended to be located 2' from the sidewalk. Whether or not the sign is located within the Vision Clearance Triangle is in question. Based on the one - way traffic flow, the sign being proposed shouldn't present a problem. There are 4 parking spaces rather than the 6 that are required therefore; a variance is needed for this as well. Other improvements such as resurfacing on the east side of the foundation are currently taking place. Approximately 14' on the north side of the building is expected to be removed and replaced with a new structure which will extend 4' north.

Immediately to the north, a 14' roofed patio area is anticipated. Should the plan be approved, the entrance from the north side will then be accessible for the disabled. The ramp indicated on the east side of the building is only an alternative way of providing access if the north side building replacement isn't possible. The extension is necessary in order to create classrooms used for a meeting space, as well as for additional programs taking place within the facility. The hours of operation depend on the event taking place and nobody will be at the facility overnight. It's unclear as to how many people will be in the building at one particular time although, this will be based on the maximum allowed. Previously the facility was Business Class occupancy. Discussion with an architect is advised in order to determine the occupancy type. The future parking lot is anticipated to create a courtyard atmosphere which includes the permeable parking surface. A survey on the building to the west has indicated several intruding mechanicals on the property.

#### **STAFF COMMENTS:**

JOHNSON: Submitting to the state for review may be necessary and Johnson will support the Building Departments decision regarding this. Verifying the occupancy classification is essential. The facility does not have a kitchen and cooking will not take place although, using a microwave and a small refrigerator is likely. Grease frying is prohibited without a Class II commercial hood system.

MCINTIRE: The building needs to be brought up to code with the backflow requirements. Contacting Shaun Shifflett is necessary.

PHILLIPS: Prior conversations took place regarding the necessary variances. Not pursuing the parking variance is strongly advised. The requirements for the setbacks are based on 2 road frontages, a side, and a rear setback. The 6' side on the west, and the front street setbacks along Valparaiso Street and Lincolnway, need to be addressed as part of the project. It's unclear if the proposed ramp is within the right-of-way of Valparaiso Street. The setback of the building as it exists currently is 0' along Valparaiso Street therefore; this will require Board of Works approval. Discussion is needed in reference to sidewalks being installed along Valparaiso Street. Removing the existing stairwell and not constructing the ramp is favorable in order to get sidewalk access to the property. Further discussion is needed about the idea of requesting for street closure during events. The stairwell landing was formerly used as an entrance therefore, if this were removed, it would not serve any egress purpose to have a door with no access. Since pedestrian traffic is so vital, it's imperative to make whatever provisions possible in order to put in those sidewalk connections. The possibility of a sidewalk waiver isn't likely because of the building location and function. A landscape plan indicating the height and plant materials being used must be submitted for review. A variance for the Vision Clearance Triangle is included in the Board of Zoning Appeals application. The 60% open space requirement is also another item that needs to be addressed. Drainage is an important factor in reference to this issue. The placement of stakes where the proposed sign intends to be located would be helpful.

BURKMAN: Completing the sidewalk is important in order to accommodate for the pedestrian traffic. Moving the east side access to the back is suggested. It's uncertain at this time as to whether or not the City would install the missing link of sidewalk located north of the alley. The use of BMP's is strongly encouraged. Seepage may occur since the facility has a basement. Further details are needed regarding the parking area. The parking spaces are anticipated to be curbed around the perimeter and can be 9' x 18' since an overhang is allowed. Continued access is essential where the existing utility pole is located. The concrete apron must be a minimum of 6" in thickness and a right-of-way cut permit is needed. The plan must indicate where the downspouts will be directed to ensure it doesn't negatively impact any neighbor. Further details are needed regarding the sign.

THRASHER: The facility is an occupancy change and the issue has never been resolved prior to occupying the building. A State Design Release is required for the occupancy change as well as

for the intended addition. Permits were never issued for the initial work that took place. Building permits are required for this work. Toilets in the restrooms must meet the ADA requirements and the building access must be ADA compliant. Permits are required to be obtained before any additional work takes place on this site. Eliminating the east side access for the sidewalk shouldn't be a problem if the north side is taken care of. As long as there is a north and south access to the building, the door could be removed. Signage will also require a permit. All contractors and subcontractors must be registered with the City.

MCALPINE: Further review is needed as to what is being proposed in the parking area. Creating a type of storm water storage using large diameter stones may be an option. Downspouts can then be directed into this in order to create storage. Currently there are no downspouts or gutters on the existing building. Capturing some of this drainage by sending it into the parking area, allows for a larger storm water storage opportunity. Piping it from there and to the inlet on Lincolnway may be an opportunity to slow the drainage down.

**ISSUES TO BE RESOLVED:**

- Landscaping Plan (with Tree Survey)
- Erosion Control Plan
- Right-of-way Cut Permit
- Detailed Site Plan
- Sanitary/Sewer
- Backflow Prevention
- Site Improvement Permit
- State Design Release
- Building Permit
- Signage / Fencing Permit
- Zoning Clearance
- Variances
- Board of Works Approval