



MEETING: Site Review Committee
SUBJECT: Used Car Lot
ADDRESS: 1307 Calumet Avenue

LOCATION: City Hall
DATE: March 25, 2008

PRELIMINARY SITE REVIEW

IN ATTENDANCE:

Tyler Kent, Asst. Planner (219) 462-1161
 Dave Pilz, Engineering Director (219) 462-1161
 Daryl Brown, Water Department (219) 462-6174
 Jack Johnson, Fire Department (219) 462-8325
 Ed Pilarski, Water Reclamation Dept. (219) 464-4973

PRESENTERS:

Elias Zikkos, 219-916-3107

Media

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:

The Site Review Committee met to discuss a proposed used car lot. 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.

Zikkos explained that currently a gas and service station are at this location which includes auto repair, towing, and fuel sales. The facility with these services will remain on the site. Leasing 100 square feet of office space out of the current office is the tentative agreement with the owner. The car lot office will have a separate outside entrance. Licensing regulations will be met in compliance with the State. Currently there are 2 areas of parking where service vehicles are parked. Through the new proposal one area will be for the car lot and the other area is for the service station.

It was conveyed that currently the fuel pumps are not in working order. Finding the needed replacement parts is being pursued however; since the system is older, upgrading may be an alternative. Currently the pumps exist, the tanks are still underground, and the future plan is to continue to sell fuel. Pilz stated if the sale of fuel is eliminated in the future, closing up some of the access is strongly advised. At this time the entire front of this area is open. From a safety standpoint, having the access points clearly defined is favorable. Kent said that conversation is needed with the Building Commissioner in order to determine if Building Permits are needed. Pilz explained if a Building Permit is needed; the owner is required to sign a Sidewalk Waiver. Presently a sidewalk doesn't exist however; in the future if the Board of Works determines that sidewalks are necessary, the owner must put them in at his cost.

In reference to signage, Zikkos said he plans on placing a sign in the window. Kent pointed out that approximately a year ago, the owner went before the Board of Zoning Appeals to place additional signage on the mounted pole sign and this was denied. A parking configuration is also needed. Vehicles that are parked within the easement area are prohibited. Zikkos clarified that the vehicles will be parked on pavement only. Kent said the City is sending letters to existing junkyards within the City which include this particular site. Currently vehicles are located in the rear of the facility that are not plated and haven't been moved. This issue will need to be resolved before the proposed business can start at this site. A special exception may also be needed through the Board of Zoning Appeals. Specifically for the car lot site, it's essential to work with the Building and Planning Departments. The placement of a decorative fence may be needed in order to conceal the property from the residential area.

Car washing will take place inside the shop and currently there is an oil and grease interceptor located within the shop. Pilarski stated a Facility Plumbing Plan is needed for review in order verify the location and size.

Brown stated if a permit is needed for this project a backflow device is required at the water meter to bring it up to code.

Johnson recommended the installation of a Knox Box system. This is required if a monitored fire alarm system is put in. Contact Johnson with any questions.

Kent added that a Zoning Clearance form will need to be filled out as well.

ISSUES TO BE RESOLVED:

Detailed Site Plan / Parking Configuration

Sidewalk Waiver

Facility Plumbing Plan

Sanitary/Sewer

Backflow Prevention

State Design Release - Contact Vicki Thrasher

Building Permit – Contact Vicki Thrasher

Site Improvement Permit

Sign / Fence Permit

BZA – Special Exception (if needed)

Zoning Clearance