



MEETING: Site Review Committee
SUBJECT: Valpo Americans Concession
ADDRESS: 3603 Oak Grove Drive

LOCATION: City Hall
DATE: December 4, 2012

PRELIMINARY SITE REVIEW

IN ATTENDANCE:

Tyler Kent, Asst. City Planner	(219) 462-1161
Taylor Wegrzyn, Asst. City Planner	(219) 462-1161
Tim Burkman, Engineering Director	(219) 462-1161
Adam McAlpine, Engineering Dept.	(219) 462-1161
Marv McDaniels, Water Reclamation	(219) 464-4973
Shaun Shifflett, Water Dept.	(219) 462-6174
Vicki Thrasher, Building Commissioner	(219) 462-1161
Jack Johnson, Fire Department	(219) 462-8325
Media	

PRESENTERS:

Joe Drew, Marathon Craftsmen
 (219) 242-2880 / joe@marathoncraftsmen.com

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:

OPENING: The Site Review Committee met to discuss a proposed concession stand for the Valpo Americans to be located at 3603 Oak Grove 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: Drew stated the project will be a concession stand for Valpo Americans Little League. They want to have a more centrally located facility between the fields. This will be a simple structure on slab. Electrical will be installed; however, no plumbing will be installed. The building will be used for storage as well as a concession stand.

STAFF COMMENTS:

MCALPINE: McAlpine has no comments on the structure; however, there are drainage concerns around the perimeter. McAlpine explained the surrounding residential areas have concerns whenever there is a large rain and the water takes awhile to recede. McAlpine requested Valpo Americans look at the outlet structure that drains this property. McAlpine further requested they look at performing possible maintenance for the drainage channel that cuts through the middle of the forested area.

BURKMAN: Burkman is aware that hard surface is not being added and this project will drain towards the wetland area; however, any improvements that can be made will certainly be welcomed. Burkman stated a Site Permit will be required for documentation and tracking purposes. There will be no fees associated with this permit.

THRASHER: Thrasher indicated a State Construction Design Release will be required before the issuance of a Building Permit. The turnaround time for the State is 15 working days. The Construction Design Release is good for one year. Thrasher stated all contractors working on this project must be registered with the City of Valparaiso.

KENT: Kent requested clarification concerning the existing barn structure. Drew stated Valpo Americans want to move it or tear it down completely. This is currently being discussed by their board. Drew further stated it will not be used for concessions. Kent asked about the office space. Drew is unsure about what will be done with this structure; however, it is currently used for occasional meetings. Kent pointed out there is graffiti on the west side of this office structure. This needs to be removed. Kent is aware the 12' x 24' area is vinyl siding. Kent conveyed there is a large pothole in the driveway that needs to be filled.

SHIFFLETT: No comments.

MCDANIELS: No comments.

JOHNSON: Johnson requested clarification concerning cooking in this facility. Drew indicated there will be an outdoor grill and warming draws inside the facility. Johnson conveyed that cooking with grease laden vapors is prohibited without a commercial hood system. Posting this as a warming kitchen only is necessary. An extinguisher must be installed at the exit.

ISSUES TO BE RESOLVED:

- Detailed Site Plan
- Site Permit
- State Design Release
- Building Permit
- Zoning Clearance
- Removal of graffiti
- Fill driveway pothole
- Drainage channel maintenance
- Outlet Structure Inspection
- Fire Extinguisher (at exit)
- Post as warming kitchen only