



MEETING: Site Review Committee
SUBJECT: Bun's Soap Box
ADDRESS: 506 Lincolnway
PRELIMINARY SITE REVIEW
IN ATTENDANCE:

Carley Lemmon (219) 462-1161
clemmon@valpo.us
Vicki Thrasher, Building Commissioner (219) 462-1161
vthrasher@valpo.us
Mingyan Zhou, Engineering Dept. (219) 462-1161
mzhou@valpo.us
Ed Pilarski, Water Reclamation (219) 464-4973
epilarski@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

LOCATION: City Hall
DATE: August 14, 2018

PRESENTERS:
Jamie Fankhauser, Owner
(219) 508-1551 / jamiefank@gmail.com

The following is a summary of discussion at this meeting:

OPENING: The Site Review Committee met to discuss the proposed Bun's Soapbox to be located at 506 Lincolnway. Lemmon 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: Fankhauser believes the zoning is Commercial Residential. The front of the home will be the storefront. The remainder of the building will be residential. Fankhauser wants to have the store open by October 1. The Sign Permit has already been submitted. Fankhauser mentioned she is an RN. The products are all natural and include soaps, shampoos, deodorant, lip balms, spray and herbs. The main entrance will be used for the storefront. Pocket doors will divide the residential from the storefront.

STAFF COMMENTS:

MCGINLEY: Public Work is concerned with what is in the City right-of-way, i.e. curbs, sidewalks and drive aprons. These items were just done during the Lincolnway improvements project. McGinley said there is nothing to add for improvements to the sidewalks or carriage walks in the front. There are City owned alleyways on the west and south sides of the property. McGinley indicated it would be necessary to contact Public Works if any future improvements are considered for the rear parking area. No other comments were provided.

THRASHER: Thrasher asked if the previous use of the property was commercial. Fankhauser confirmed the commercial use. Thrasher asked if there is separation between the commercial and residential uses. Fankhauser said the uses are separated by pocket doors. Thrasher said it appears there is only one exit. Thrasher asked if the commercial space currently has exit signs and emergency lighting. Fankhauser said there are no exit signs or emergency lights. The Fire Department will discuss this, but these types of safety features will be necessary. Thrasher asked

if they plan to make the space handicapped accessible. Fankhauser said they would like to apply for a facade grant in the future, if funding becomes available. This would allow the installation of a ramp. Thrasher mentioned installation of a ramp will require a Building Permit. Thrasher asked if there is any electrical or plumbing work that needs to be done. Fankhauser said they only replaced fixtures.

ON BEHALF OF KENT (PLANNING DIRECTOR): The property is actually zoned RT, Residential Transition. Commercial Retail is a limited use in this zoning district and is based on the following: 1) The retail use shall occupy no more than 3,000 sq. ft. of floor area; 2) The retail use shall open no earlier than 7:00 a.m. and close no later than 9:00 p.m.; and 3) The retail use shall not have any detached signage. Kent indicated the existing pole sign is legal non-conforming. A Sign Permit will be required for any other signage. The calculation for signage is 1 sq. ft. of signage per 1 linear foot of building frontage facing Lincolnway. The calculation for parking is five (5) parking spaces per 1,000 sq. ft. of useable floor area. Areas dedicated for restrooms and storage are not included in this calculation. One (1) ADA, van accessible parking space is required. Kent asked if any exterior improvements are being done. Fankhauser said the only exterior improvement was painting. Kent indicated a Zoning Clearance will be required for the parking lot. The Zoning Clearance application was provided. Any questions concerning these comments can be directed to Kent at 219-462-1161 or tkent@valpo.us.

ZHOU: Zhou asked if there will be any site work. Fankhauser said there will be no site work other than planting some new shrubs around the outside. Zhou provided no other comments.

STITES: The City follows the 2014 Indiana Building and Fire Codes. Stites said he will do a site visit concerning the placement of exit signs and emergency lighting. A fire extinguisher will be required. Fankhauser indicated she already has a fire extinguisher. Stites mentioned the retail portion will be subject to annual inspections.

PILARSKI: The Water Reclamation Department is interested in what is being discharged into the sanitary sewer. Pilarski asked if the actual production process will be done at this site. Fankhauser said there is a storage space they want to use for production purposes. A stainless-steel sink and stainless-steel surface will be added and it will be necessary to open a wall. Thrasher interjected this work will require a Building Permit. Fankhauser said they are not doing any production now. Pilarski said if they decide to move in this direction, it will be necessary to contact Amanda Glanz (aglanz@valpo.us) at the Water Reclamation Department. Information concerning the production process will be required. Pilarski asked how disposal of out-of-date products is handled. Fankhauser said her products have always sold before expiration. Pilarski said if this issue arises, contacting the Water Reclamation Department will be necessary so that disposal procedures can be discussed. Pilarski provided no other comments.

GESKEY: Geskey asked if there will be any changes to the underground water service or the sewer service. Fankhauser said there will be no changes. Geskey provided no other comments.

ISSUES TO BE RESOLVED:

Building Permit (for possible future ramp and future change to storage room)

Signage Permit

Exit Signs/Emergency Lights (contact Tim Stites, Fire Department)

Zoning Clearance