



MEETING: Site Review Committee
SUBJECT: Carpet Cleaning Business
ADDRESS: 1608 Firestone Lane

LOCATION: City Hall
DATE: 05/1/07

PRELIMINARY SITE REVIEW

IN ATTENDANCE:

Craig Phillips, Planning Director (219) 462-1161
 Jack Johnson, Fire Department (219) 462-8325
 Ed Pilarski, Water Reclamation Dept. (219) 464-4973
 Dave Pilz, Engineering Director (219) 462-1161
 Vicki Thrasher, Building Commissioner (219) 462-1161

PRESENTERS:

Shawn Mitchell, Serve Pro of Porter Co.
 (219) 929-4174
 smitchell@servpro-of-laporte.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:

The Site Review Committee met to discuss a proposed carpet cleaning business.

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.

Mitchell explained there will be some cosmetic changes to modernize the building which will possibly include new carpet. They have interest to perhaps purchase and lease the building which will enable them to service this area more efficiently. The business entails fire, flood restoration, air duct cleaning, mold, carpet and upholstery cleaning. Most of their work is performed off site. The business is basically to house the vehicles in the evening as well as an office.

Phillips is aware that the business is taking over an existing space and there will not be any structure changes.

Pilarski expressed concern about the discharge into the sanitary sewer system. In order to get additional information about the business, Ed will send a survey of questions. Depending on the answers to these questions, an oil and grease interceptor may be needed. In addition, a copy of the Sewer Use Ordinance will be sent which will explain what is allowed to be discharged.

Johnson conveyed that he spoke with Mr. Mitchell concerning the Knox Box requirements as well as the MSDS Strong Box that will be required on the outside of the building due to the chemicals involved. It is necessary to provide local emergency contact information to the city police dispatch center or the fire department. In addition, address numbers need to be visible.

Phillips stated that it is the existing space that's being used. Any signage or changes in signage will require a permit. Approval by the city is essential before purchasing a sign. Phillips also recommended that the sign contractor contact the city beforehand regarding the signage. The building may be within the Signature Overlay District which has additional requirements as well as the regular zoning requirements. A monument style sign is required if using a free standing sign. Any panel changes or wall signage located on the building will also require permits. If an outside dumpster will be used, it is required to be screened with an opaque fence or an enclosure on all three sides and painted to match the building. Phillips is aware that there are only 3 to 5 employees and the parking is sufficient. This is a permitted use.

Pilz commented that the building is located adjacent to Knode Creek and there are city ordinances that prohibit any sort of dumping or discharge into the streams. There must be no discharge of cleaning water, or any materials.

Thrasher stated that a permit is not required for cosmetic changes; however a permit will be required for any signage, fencing, or re-roofing.

ISSUES TO BE RESOLVED:

Sign Permit
Permit for Fencing / Roofing
WWTP Survey