

**MEETING: Site Review Committee****LOCATION: City Hall****SUBJECT: Addition/Alterations to Moeller Funeral Home** **DATE: 05/15/07****ADDRESS: 104 Roosevelt Road****PRELIMINARY SITE REVIEW****IN ATTENDANCE:**

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

PRESENTERS:

Brent Wagner, Brent Wagner Architects
 (219) 531-2468
 Brent@BrentWagnerArchitects.com
 Martin Moeller, Moeller Funeral Home
 (219) 462-0535

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 addition to Moeller Funeral Home. Pilz 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.

Wagner explained this project is an addition to the existing funeral home. The project entails adding office space to the south end of the building. The addition is approximately 780 square feet to the first floor. There are 3 areas that are being added. The first is an office for the owners, the second is a meeting room for crematory arrangements, and the third is a small sales type area for monuments.

Pilz stated that the erosion control will need to be shown on the Site Plan when being submitted for the Building Permit. A silt fence will be adequate. The project is small and there are no drainage issues to be concerned about. It was conveyed to Pilz that they will be connecting into the existing utility system.

Thrasher stated that a State Design Release is needed before a building permit can be issued.

Pilarski confirmed that since this is strictly an office addition, there are not any issues.

Brown stated that this facility already has backflow protection and there are not any issues.

Johnson recommended that due to the length of the building and lack of fire stops, the placement of a fire rated door would be a good idea. It was conveyed to Johnson that the building is not monitored by a fire alarm system. Given that the Moeller family resides upstairs, a Knox Box is not required. If the building turns out to be unoccupied for large amounts of time, a monitored system would be highly recommended.

Phillips stated that this is a small expansion. The zoning is C-3 which is suitable. The architecture is consistent with the existing building. The setbacks appear to be fine. There is 28' to the side line. Phillips concluded that this project appears to be straightforward.

ISSUES TO BE RESOLVED: Erosion Control Plan Site Improvement Plan Detailed Site Plan
 State Design Release Building Permit