



MEETING: Site Review Committee
SUBJECT: Meat Market & Deli
ADDRESS: 1202 Formula Drive

LOCATION: City Hall
DATE: April 12, 2016

PRELIMINARY SITE REVIEW

IN ATTENDANCE:

Tyler Kent, Planning Director (219) 462-1161
Vicki Thrasher, Building Commissioner (219) 462.1161
Tim Burkman, Engineering Director (219) 462-1161
Adam McAlpine, Engineering Dept. (219) 462.1161
Ed Pilarski, Water Reclamation Dept. (219) 464-4973
Mark Geskey, Utilities (219) 462-6174
Jon Daly, Fire Department (219) 462-8325
Matt Evans, Public Works Director (219) 462-4612
Media

PRESENTERS:

Manuel Navarro, Wood Fire Meat Market, LLC
(219) 299-4256 / navarrostaxprollc@frontier.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 the proposed meat market and deli to be located at 1202 Formula 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: Navarro said he will be using one of the vacant tenant spaces for a meat market. A hood system will be installed. There will be no construction. Navarro indicated there will be a kitchen and food will be prepared for take-out. There will be no seating capacity.

STAFF COMMENTS:

BURKMAN: Burkman asked if the tenant space is in the building closest to Roosevelt Road. Navarro confirmed the meat market will be in the front building and will be in the middle units. All work will on the interior. Navarro will be leasing the units from the building owner. Burkman explained there is a provision that anytime a permit is pulled for any property it is necessary to dedicate right-of-way if the required right-of-way does not exist. The right-of-way for Roosevelt Road is 80 ft. (40 ft. on either side of the center of the road). Currently, there is not 40 ft. of right-of way along this site's side of Roosevelt Road. This is more of an issue for the building owner. As a condition of permits being issued, it will be necessary to provide the required right-of-way dedication. Burkman requested that Navarro make the owner aware of this requirement. Burkman suggested that owner contact the Engineering Department for further guidance. A template was provided showing an example of the right-of-way dedication. It will be necessary to have an attorney or land surveyor prepare the necessary right-of-way dedication.

EVANS: Evans presented no comments on the project.

THRASHER: Thrasher asked if the right-of-way dedication will impact the existing sign. Burkman said once the right-of-way is dedicated, the sign will be allowed to remain until such time as the City does a project that impacts the sign, or if a new sign is set, it will have to be in compliance with the current standards of being 5 ft. beyond the right-of-way. Thrasher asked if the sign will be

changed. Navarro said there will be a change to the sign. Thrasher said a sign permit will be required for any changes to signage. Based on the drawings it is difficult to interpret what will be done at this site. If food is being prepared in the kitchen, installing sinks will be necessary; however the drawing provided does not show any plumbing. Typically, a restaurant area will have two or three sinks. It may be necessary to submit the project to the State of Indiana for plan review before a Building Permit can be issued. Submitting an actual floor plan is necessary. It will be necessary to submit a plan showing what the site looks like now and a plan showing what is being proposed. It is not clear which units will be leased. Thrasher needs to know the square footage of the unit or units being used for this project. Restrooms will be required. Thrasher indicated much more detailed floor plans are required before issuance of any Building Permit(s). Since the hood will have an ansul system, it must be submitted to the State for review. The floor plans need to show all the equipment that will be going under the hood. Contacting the Health Department is necessary. The parking lot does not appear to be striped, or it may be in very poor condition. The spaces must be striped. Providing the necessary ADA parking spaces is necessary. The parking lot upgrades must be completed before occupancy can be issued. All contractors working on the project must be registered with the City. Plumbers must be State licensed. A plumber will be required for the project.

KENT: Kent asked if Formula Drive is a dedicated Road. Burkman indicated it is not a City street. Signage is based on the building frontage facing Roosevelt Road. The calculation is 3 sq. ft. of signage for each linear foot of building frontage. The signage calculation is for all tenants within the building. The sign company will need to look at all the current signage on the site and this will provide the allowable signage for this tenant space. The requirement for ADA parking spaces is 1 ADA space for each 25 spaces on site. Providing 1 van accessible ADA parking space is required. The calculation for parking is 5 parking spaces per 1,000 sq. ft. of usable floor space. This calculation should not include storage areas or restrooms. Providing a plan showing the number of parking spaces on site, as well as the types of uses of the other tenants is necessary. There are no plans for exterior work on the building.

DALY: Daly mentioned the City follows the 2014 Indiana Fire and Building Codes. Daly is unsure if monitoring is required for the hood system. Daly will have to check the codes. In addition to regular fire extinguishers a Class K fire extinguisher will be required in the kitchen area.

MCALPINE: The property owner for this tenant space is also the owner of the warehouse units. McAlpine mentioned there have been discussions with the property owner concerning the provision of a storm water detention area promised when the warehouse spaces were originally built. McAlpine questioned at what point the City could make the owner install the detention areas, or at least request a commitment letter to install the detention areas. Burkman said the property owner should be contacted to find out what his plans are. There are no exterior changes taking place at the site, but nonetheless what was originally planned should be installed. McAlpine what prompted Don Bengel's involvement was the property owner's desire to build more warehouse at the east end of the property. Burkman said Engineering needs to reach out to the building owner to express our concern on this issue. McAlpine suggested Navarro speak to the building owner about contacting McAlpine or Don Bengel concerning improvements that need to be made in the warehouse area or at least get a letter of commitment for when he plans to do the needed site improvements for the warehouse property.

GESKEY: The facility is fed by one single water service and backflow protection already exists. Geskey stated the Water Department has no issues.

PILARSKI: Pilarski stated the Water Reclamation Department is concerned about what is being discharged into the sanitary sewer. The waste water discharges from the meat market and deli will be required to meet those in Chapter 52. Pilarski supplied a copy of this chapter. Pilarski indicated there is not enough information concerning this project. Submitting a site plan, internal plumbing plan and a list of the food preparation equipment is necessary. This information needs to

be submitted to Yacoub Aljobeh. Contact information for was provided. Once this information has been reviewed comments will be provided. Burkman asked about a grease trap. Pilarski said once the necessary information is received, a determination can be made on a thousand gallon grease and oil interceptor will be needed, or if a smaller unit will be more appropriate.

ISSUES TO BE RESOLVED:

Right-of-Way Dedication
Detailed Site Plan
Submit a Detailed Floor Plan
State Design Release
Building Permit
Sign Permit
Contact Health Department
Stripe Parking Lot
ADA Parking Spaces
All Contractors Must Be Registered with the City
Internal Plumbing Plan
List of Food Preparation Equipment