



MEETING: Site Review Committee
SUBJECT: Woodfire Meeting Center
ADDRESS: 908 Roosevelt Road, Suite E
PRELIMINARY SITE REVIEW

LOCATION: City Hall
DATE: May 3, 2016

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, Woodfire Meeting Center
 (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 a proposed meeting center to be located at 908 Roosevelt Road, Suite E. 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 wants to use this site as a meeting center. It will be used for birthday parties, anniversaries, etc. There will not be a kitchen.

STAFF COMMENTS:

EVANS: Public Works has no comments on this project.

MCALPINE: McAlpine had no comments on this project.

BURKMAN: Burkman is unsure if this site went through a minor subdivision. This needs to be investigated. If the site sent through a minor subdivision, dedication of right-of-way may have been accomplished with that process. If it did not, dedication of right-of-way may be required.

THRASHER: The drawing submitted if very sketchy. Thrasher asked about the previous use. Navarro indicated the facility used to be a Mexican grocery store. This project will need to be submitted to the State for review because of the occupancy change. Hiring an architect for the project is recommended. Thrasher needs to know the existing conditions and what is being proposed. All contractors working on the project must be registered with the City. Signage will require a permit. Thrasher commented that there appeared to be work taking place at 1202 Formula for the meat market and deli; however, permits have not been pulled for any work at that address. Navarro said this has been submitted to the State. Thrasher stated that no work can be done without a permit.

KENT: The plans indicate that the overhead doors will be removed and replaced with windows. Providing these details in the plans is necessary and should include the type of materials that will be used for the siding and the size of the windows being installed. The requirement for parking is 1 parking space for three seats or 1 space for each 30 sq. ft. of movable seating area. The

requirement for ADA parking is 1 ADA space for each 25 parking spaces. There must be a van accessible parking space. Submitting a parking plan is required. Striping the parking will be necessary. The dimensions for parking spaces is 9' x 20'.

DALY: The City follows the 2014 Indiana Building and Fire Codes. The Fire Department will conduct annual inspections. The building must be addressed and should include a suite number if appropriate. If the occupancy for this facility goes to an A occupancy it may be necessary to post an occupant load sign on the interior of the space. The Fire Department is interested in the fire extinguisher placement, emergency lighting and exit lighting.

PILARSKI: The Water Reclamation Department is concerned with what will be discharged into the sanitary sewer. However, the drawing submitted does not include enough information to provide comments. Submitting an internal plumbing plan showing the discharge points within the facility to the sanitary sewer is required. The internal plumbing plan needs to be sent to Yacoub Aljobeh. Contact information was provided. Pilarski is there will be any food preparation at this facility. Navarro confirmed there will be no kitchen or food preparation.

GESKEY: Backflow protection is required in this building. An inspection will be necessary. Geskey provided contact information for Shaun Shifflett concerning this issue.

ISSUES TO BE RESOLVED:

Right-of-Way Dedication May Be Required

Detailed Site Plan

Backflow Prevention & Building Inspection (contact Shifflett)

State Design Release

Building Permit

Signage/Fencing Permit

Zoning Clearance

Parking Lot Must Be Striped

Parking Plan

Internal Plumbing Plan

Appropriate Addressing