

**MEETING:** Site Review Committee  
**SUBJECT:** Specialty Creations  
**ADDRESS:** 306 Lincolnway  
**PRELIMINARY SITE REVIEW**

**LOCATION:** City Hall  
**DATE:** January 21, 2020

**IN ATTENDANCE:**

Carley Lemmon, Asst. Planner  
(219) 462-1161 / [clemmon@valpo.us](mailto:clemmon@valpo.us)  
Vicki Thrasher, Building Commissioner  
(219) 462-1161 / [vtrasher@valpo.us](mailto:vtrasher@valpo.us)  
Mingyan Zhou, Engineering Dept.  
(219) 462-1161 / [mzhou@valpo.us](mailto:mzhou@valpo.us)  
Tim Stites, Fire Department  
(219) 462-8325 / [tstites@valpo.us](mailto:tstites@valpo.us)  
Mark Geskey, Water Dept.  
(219) 462-6174 / [mgeskey@valpo.us](mailto:mgeskey@valpo.us)  
Tony Fahel, Water Reclamation Dept.  
(219) 464-4973 / [tfahel@valpo.us](mailto:tfahel@valpo.us)  
Brent Dickson, Public Works Dept.  
(219) 462-4612 / [nmcginley@valpo.us](mailto:nmcginley@valpo.us)

**PRESENTERS:**

Christian Navarro, Owner  
(219) 801-1762 / [christian.navarro@gmail.com](mailto:christian.navarro@gmail.com)

The following is a summary of discussion at this meeting.

**OPENING:** The Site Review Committee met to discuss the proposed Specialty Creations to be located at 306 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:** Navarro is trying to find a home base for a small restaurant and catering. Not a lot of changes are being planned. Navarro is aware that it will be necessary to work with the Porter County Health Department. The menu will be soups, sandwiches, wraps, fruits and vegetables. Navarro wants to focus on healthier foods without it being a diet.

**STAFF COMMENTS:**

**FAHEL:** Water Reclamation is concerned with what is discharged into the sewer system. Submittal of an internal plumbing plan will be necessary. The drawing does show a grease trap. Fahel provided information concerning the grease trap.

**GESKEY:** Geskey asked if there will be any changes to the plumbing or sewer going from the street to inside the building. Navarro said no changes will be made. Geskey provided no other comments.

**DICKSON:** Public Works is concerned with sidewalks, right-of-way and garbage and recycling. Dickson said this address does have garbage and recycling. It will be necessary to contact Utilities (219-462-6174) to switch the account over to Navarro.

**STITES:** The Fire Department follows the 2014 Indiana Building and Fire Codes. All initial inspections required for the project need to be scheduled through the Building Department. The facility will be subject to annual fire inspections. The plans show a stove. What types of cooking will take place? Navarro said there will be soups, sauces and marinades for the meat. Navarro mentioned that he would like to remove the stove. He does have some specifications for commercial counter range burners and wants to discuss this further with Stites. Navarro mentioned possibly using commercial grade micro-waves.

**ZHOU:** It appears that all the work is on the interior and there is no outside work being done. Therefore, Engineering has no comments on this project.

**LEMMON:** This property is zoned Central Business District (CBD). Lemmon asked if there will be any exterior improvements. Navarro said there will be a sign, but nothing else is being considered. Lemmon indicated a Sign Permit will be required. The allowable signage is 3 sq. ft. of signage per one linear foot of building frontage. This is approximately 114 sq. ft. of signage. Referring to Article 5, Section 5.303 for sign regulations is recommended. Lemmon mentioned that window signage cannot cover more than 25% of either the upper or lower portions of a window.

**THRASHER:** A Building Permit will be required. All contractors working on the project must be registered with the City. Thrasher asked about the number of sinks being added. Navarro said he will be adding a hand sink and a three-way sink, unless more hand sinks are required by the Health Department. Thrasher advised that if more than three sinks are added, it will be necessary to submit the project to the State of Indiana before a Building Permit can be issued. Thrasher requested submittal of a more detailed set of plans showing what is currently there and what is being proposed. These plans need to be submitted with the Building Permit application. Thrasher conveyed a Type 2 Hood may be required as a minimum. The tenant space will need to be compliant with the Indiana Mechanical Code. There is a table in the code that will indicate when a hood is required as well as the type of hood needed. It will also indicate if there is an eligibility for an exemption. Stites said this information was already sent to Navarro. Thrasher indicated that all outlets in the kitchen/preparation area will have to be GFI protected. Thrasher asked if the bathroom is handicapped

accessible. Navarro said it is not handicapped accessible; however, it will be updated.

**ISSUES TO BE RESOLVED:**

Detailed Site Plan (Current and Proposed)  
State Design Release (if required)  
Building Permit  
Hood System (if required)  
Contractors Registered with the City  
Contact Porter County Health Department  
Submit Internal Plumbing Plan  
Signage Permit