

**MEETING: Site Review Committee**  
**SUBJECT: Berindei Food Mart**  
**ADDRESS: 2805 Cascade Drive**  
**PRELIMINARY SITE REVIEW**

**LOCATION: City Hall**  
**DATE: October 27, 2020**

**IN ATTENDANCE:**

Beth Shrader, Planning Director  
(219) 462-1161 / [bshrader@valpo.us](mailto:bshrader@valpo.us)  
Carley Lemmon, Asst. Planner  
(2319) 462-1161 / [clemmon@valpo.us](mailto:clemmon@valpo.us)  
Vicki Thrasher, Building Commissioner  
(219) 462-1161 / [vthrasher@valpo.us](mailto:vthrasher@valpo.us)  
Bill Laird, Engineering Dept.  
(219) 462-1161 / [blaird@valpo.us](mailto:blaird@valpo.us)  
Matt Zurbriggen, Engineering Dept.  
(219) 462-1161 / [mzurbriggen@valpo.us](mailto:mzurbriggen@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)  
Mike Jessen, City Administrator  
(219) 462-1161 / [mjessen@valpo.us](mailto:mjessen@valpo.us)

**PRESENTERS:**

Steve Pease, Stephen Pease Architect  
(219) 464-7957  
[steve@stephenpeasearchitect.com](mailto:steve@stephenpeasearchitect.com)

The following is a summary of discussion at this meeting.

**OPENING:** The Site Review Committee met to discuss the proposed Berindei Food Mart to be located at 2805 Cascade Drive. Shrader 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:** This project will be “ghost kitchens/crowd kitchens”. These types of kitchens are popular in larger cities. They are designed for restaurants to provide a low-cost way to open a delivery/carryout restaurant. The project will be setup with several commercial kitchens that will provide basics like a three-compartment sink, hand-wash sink, hot water heater, kitchen hood, etc. All they need to bring in is their cooking equipment and they will be ready to go. There will be a pickup area. There will be an on-line ordering sight. Pease mentioned the building interior has been gutted except for walls with utilities and panels and bathrooms. There will be approximately 12 kitchens, but this will depend on the numbers and types of restaurants coming into the facility. There will be a cooler and freezer for all the kitchens to use. The

customer pickup is located on the southwest side. There is an area on the northwest for delivery drivers to pick up orders. The site plan shows 31 parking spaces. There are 23-24 existing parking spaces.

**STAFF COMMENTS:**

**SHRADER:** The parking requirements for a restaurant having carry-out/driver services might have a reduction of the parking requirements. Shrader would like them to provide information that gives a better idea of their true parking needs. Shrader said as it is now, they are under-parked in a way that does not accommodate the required on-site parking. They asked about utilizing on-street parking along Cascade. Shrader conveyed that Cascade is not setup for on-street parking and the City would not allow parking in the public right-of-way where there is grass. Shrader mentioned there may be an opportunity to add a few spaces if they convert to parallels on the north side. The normal required parking for a restaurant is 1 space per 75 sq. ft. of useable floor area. This calculates to approximately 94 spaces. It will be necessary to do a square footage calculation of the interior floor area that excludes restrooms, generally unoccupied defined and enclosed utility areas housing equipment for HVAC, plumbing or similar purposes and areas that are designed and exclusively used for storage. Shrader said it will be necessary to provide the true floor area. Shrader suggested they may want to discuss shared access or parking agreements with adjacent users to see if they can achieve the parking requirements. This use is permitted in a CG zone. There is the possibility of a slight reduction in the number of off-street parking spaces for development that provides amenities or incentives for bicyclists such as enclosed bicycle lockers, employee shower facilities, lockers and dressing areas. If parking is added, it will be necessary to look at the landscape ratio. Depending on how much asphalt is added, a variance may be needed for landscaping. A variance may be required for parking. Shrader mentioned they will need to look at the signage requirements in Article 5 and landscaping/screening requirements in Section 11.306. It will be necessary to refer to Article 2, Section 2,406 pertaining to dumpster enclosures and Division 11, Section 11.300 pertaining to design standards.

**LEMMON:** Lemmon asked if anything will be done to the exterior of the building. They noted the building will be painted. Lemmon said if they consider any changes to the exterior, it will be necessary to refer to Article 11.

**GESKEY:** Geskey asked if there will be any changes to the existing water or sewer coming into the building. There will be no changes to either the water or the sewer. Geskey mentioned the backflow prevention inside the building is up to date. Shrader asked if there will be one water meter for the entire building. Geskey said there are two existing meters and he is assuming both meters will

be used instead of tying them together. However, if they are tied together, they can get rid of one meter. After discussion, they said the meters will probably remain as they are. Geskey said leaving them as they are would allow the building to be split if it was ever needed, or they can split it and have someone else pay for half the water.

**STITES:** The Fire Department follows all adopted codes, standards and rules of the Indiana Fire Prevention and Building Commission as well as all local ordinances that apply. All initial inspections required through the construction phase must be scheduled and coordinated through the Building Department. After occupancy has been issued, the facility will be subject to annual fire inspections. All contractors installing fire alarms, sprinkler systems, hood systems, etc. must contact the Fire Department prior to beginning work. Any questions concerning fire safety components for the building should be directed to Stites at the phone number or email address shown above. Stites conveyed that he will need copies of all plans submitted to the State and this includes the plans for the hoods.

**ZURBRIGGEN:** Zurbruggen mentioned no site plan was submitted, so he is unsure of the site work being considered. If any site work or additional paving is being done, submittal of an updated grading plan, site plan and erosion control plan will be required. Zurbruggen stated that if any pavement markings are being performed, it will be necessary to submit a site plan. A right-of-way dedication is required on Silhavy so that the City can maintain the road.

**LAIRD:** Laird reiterated that the since property line on this lot is shown to the center line of Silhavy Road, a right-of-way dedication will be required. It appears that some asphalt is being removed and in other areas asphalt is being added. It will be necessary to provide the total area of asphalt in the preconstruction condition and the total area of asphalt in the post construction condition so that Engineering can determine how much additional impervious surface there will be, if any. A Site Permit and Erosion Control Permit through the Engineering Department will be required.

**FAHEL:** Fahel asked if they are planning on installing a single outdoor grease interceptor. Joel said this needs to be clarified by the Health Department as they get further into the process. Fahel mentioned that it has been difficult to hear the meeting discussions. Therefore, he will be contacting them directly to discuss the project. Fahel said submittal of a detailed plumbing plan will be required.

**THRASHER:** Project phasing was mentioned. Does this mean the project will be submitted to the State multiple times with multiple permits? Pease said they are hoping to submit one time to the State and submit one Building Permit. Since this project is not associated with any dining, Thrasher said the occupancy is more of a factory occupancy (F1). Shrader asked if having a customer pickup

area makes a difference. Thrasher does not think this makes a difference because the sole purpose is to cook the food and not serve any clients seated in the building. Thrasher said it will be necessary to submit the project to the State for a Construction Design Release for the building itself and for the hoods. Thrasher asked if there will be a sprinkler system. Pease stated there is an existing sprinkler system in the building. Thrasher conveyed if more than 20 sprinkler heads are moved or altered the sprinkler system will have to be submitted to the State. Placement of the sprinkler heads will be determined by the sprinkler contractor per appropriate NFPA standards. If moving or altering the sprinkler heads includes altering the fire alarm system that is required, the fire alarm will have to be submitted to the State for review. Thrasher said there are larger egress distances with a sprinkler system. It seems the egress is a little shorter based on travel distances. This can be evaluated when plans are finalized. Thrasher conveyed that if the hoods are not installed at the time of construction, then the contractors will have to pull permits for the work and submit to the State for Construction Design Releases. All contractors working on the project must be registered with the City. Thrasher is aware they are already working with the Health Department. It will be necessary to meet all Health Department requirements for the project. Signage will require a permit.

**ISSUES TO BE RESOLVED:**

- Submit Erosion Control Plan
- Right-of-Way Dedication
- Detailed Site Plan
- Site Improvement Permit (covers right-of-way cut and erosion control)
- Submit Site Plan Showing Existing and Proposed Impervious Area
- Submit Demolition Plan
- Submit Grading Plan
- Drainage Plan
- State Design Release (Building and Hood Systems)
- Building Permit
- Contractors Registered with the City
- Health Department Approval Required
- Send Copies of Plans Submitted to the State to Tim Stites
- Submit Detailed Plumbing Plan
- Signage/Fencing Permit
- Variances (as required)
- Zoning Clearance