



MEETING: Site Review Committee
SUBJECT: Valparaiso International Center
ADDRESS: 309 Lincolnway

LOCATION: City Hall
DATE: April 28, 2009

PRELIMINARY SITE REVIEW

IN ATTENDANCE:

Tyler Kent, Asst. City Planner (219) 462-1161
Matt Kras, Storm Water Engineer (219) 462-1161
Tim Burkman, Engineering Director (219) 462-1161
Jack Johnson, Fire Department (219) 462-8325
Ed Pilarski, Water Reclamation Dept. (219) 464-4973
Jim Pingatore, Water Dept. (219) 462-6174
Vicki Thrasher, Building Commissioner (219) 462-1161
Media

PRESENTERS:

Duane Davison, 219-464-0940
davison06@verizon.net
Candace Shaw, Valparaiso International Center
219-263-9655 / thevic.valpo@verizon.net

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 International Center on Lincolnway. 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.

Davison explained that the building was previously used as a social service agency. Research dating back to the 1890's indicates that the building had formerly been a home. Transforming the building to the Valparaiso International Center is being proposed. The project had been reviewed by the BZA one week prior to this site review. The Valparaiso International Center is a not for profit organization which was developed in response to a local demand for cultural events. Foreign language and cooking classes are anticipated as well as cultural presentations. Small class sizes will be held in the conference room and the larger room will accommodate lectures. An office for Shaw will also be located at the facility. A kitchen for the cooking class is expected. Gravel parking currently exists at the rear of the building. Davison pointed out that landscaping this area is anticipated.

Johnson is aware that currently a commercial kitchen is not at this location. The installation of a hood system is strongly advised for the future kitchen. A State Design Release will be required. Since there are separation issues and an occupancy change, the plans must be sent to the State for review. Should the facility be monitored with an alarm system, a Knox Box will be required.

Pingatore said that backflow protection is required. Contacting Chuck McIntire or Shaun Shifflett at the Water Department is essential. Davison said he has had conversation with Shaun. The water had been turned on a few weeks prior and a leak underneath the sidewalk had been discovered. Since the streetscape project will soon take place, Davison was hopeful that the water line problem can be remedied at that time.

Burkman stated there isn't a specific timeline for the streetscape project however; the probable time is spring/summer. The Engineering Department is working in conjunction with the Sewer Department to replace some sewer infrastructure. New sidewalks and curbs are expected as well as improvements closer

to the intersection which will accommodate better turning movements. Davison clarified the location of the water line. A grass area measuring approximately 4' x 6' currently contains a sewer grate. Davison added that the odor in this vicinity can be overwhelming and alleviating this problem would be favorable since the front porch of the facility will be utilized. Burkman said they can look into this issue and perhaps a type of structure can be installed which will help prevent the sewer gasses from backing up through the street inlets. Burkman conveyed they will also make a note of the water line in order to possibly coordinate with the streetscape project. Davison clarified they will keep the parking lot available for parking at this time. In order to accommodate short term events within the parking lot area in the future, the idea of using some type of temporary hard surface material may be proposed. Expanding the front porch is anticipated. In reference to the possible replacement of curbs and gutters from Lincolnway to the alley, Burkman explained that in an attempt to keep the cost down as well as to prevent damage to the brick pavers, the streetscape project does not intend to include this area. Across the street on Valparaiso Street, they are intending to extend the sidewalk further east approximately 30'. ADA curb ramps will be placed at that intersection. Burkman pointed out there are no plans to go north down Valparaiso Street from Lincolnway. There will be no changes to the parallel parking on Lincolnway. The bump out will remain the same although it will be redefined with new curbs. The asphalt in that area is going to be excavated and the cross slope of the road will be re-established.

Pilarski said they are concerned as to what will be discharged into the sanitary sewer system from the facility. In reference to the proposed kitchen, an interior plumbing plan will be necessary for review and approval. It's difficult at this time to determine whether an interceptor or a grease trap is required.

Thrasher is aware that currently the facility does not have a kitchen. The future kitchen is located at the rear portion of the facility which will be reconstructed. The kitchen will not extend into any other areas. Construction of the other rooms will take place prior to the construction of the kitchen. Davison added that the facility currently has a basement used for storage only. Since this is an occupancy change, Thrasher said that a plan review by the State is required. Release from the State is necessary before a building permit can be issued. Any construction taking place must also be included in the submittal to the State. Any signage and fencing will also require permits. Contacting Thrasher is recommended for any questions regarding State requirements as well as the permit process.

Kras understands that the parking area will remain the same at this time. Currently there is no drainage requirements since the additions taking place are with the internal structure. Since the front porch will be expanded, an erosion control permit is necessary. Silt fencing needs to be placed in order to protect the street and alley from sediment leaving the construction site.

Kent stated the Use Variance for the property has been obtained. A landscape plan for the overall project is needed if any extensive landscaping takes place.

Burkman reiterated that the streetscape project time frame has not yet been determined and clarified that a right-of-way cut permit is required should the water line need repair beforehand. Davison is aware that different fees are associated with each permit. Contacting Chuck McIntire is needed in reference to the water line repair.

ISSUES TO BE RESOLVED:

- Landscaping plan (with Tree Survey)
- Knox Box
- Erosion Control Plan
- Right-Of-Way Cut Permit
- Detailed Site Plan
- Sanitary/Sewer
- Internal Plumbing Plan
- Backflow Prevention
- Site Improvement Permit
- State Design Release
- Building Permit
- Signage / Fencing Permit
- Zoning Clearance