



MEETING: Site Review Committee
SUBJECT: Living Hope Community Church
ADDRESS: 1155 Marsh Street

LOCATION: City Hall
DATE: June 23, 2009

**PRELIMINARY SITE REVIEW
IN ATTENDANCE:**

Craig Phillips, City Planner (219) 462-1161
Matt Kras, Storm Water Engineer (219) 462-1161
Jack Johnson, Fire Department (219) 462-8325
Ed Pilarski, Water Reclamation Dept. (219) 464-4973
Ron DeTorrice, Public Works Director (219) 462-4612
Chuck McIntire, Water Dept. (219) 462-6174
Vicki Thrasher, Building Commissioner (219) 462-1161

PRESENTERS:

Luther Williams, Living Hope Community Church
219-771-2265 / luther@elegant.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:

The Site Review Committee met to discuss the proposed use of a currently vacant tenant space for Living Hope Community Church. Phillips 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.

Williams explained the goal is to make the space compatible for the use of the church. Currently there is one space that isn't joined. Adding a hall in order to get to that room is anticipated, as well as the addition of a bathroom. The project also consists of the addition of interior doors and walls, the installation of a toilet, and replacing a sink within the existing utility room. Pocket doors will be installed as an entrance into the meeting room. The installation of a 42" door will allow access into an existing office. Williams said everything except the top room was incorporated in the Gymboree space. The meeting room is being added for the children as an open area. Pictures had also been provided to illustrate further clarification.

Johnson stated that this is an occupancy change therefore; a Stated Design Release is needed. Professional drawings will be required. A Knox Box will be required if an alarm system is installed.

Thrasher stated that Gymboree was more than likely considered a business occupancy rather than an assembly occupancy. Johnson added that exiting requirements are different. Fire suppression and fire detection systems are also more restrictive for an assembly class. Since the previous use wasn't permitted through the Building Department, Thrasher commented that it's unclear whether or not Gymboree had the required paper work. In order to find out how the State released the previous project, checking with the owner is advised. If the project had been released as an assembly occupancy the issue is simplified. If there was never a permit or it was released as retail use, it will have to be treated as an occupancy change. Thrasher explained that the building code is basically a construction code that's used to build the building. The fire code is a maintenance code which takes over once the building is constructed to ensure that the building is maintained for safety. This issue will need to be resolved before a permit can be issued. Any signage will also require a permit. Sign permit fees are based on cost of the sign. The permit for the work is based on cost of the interior work. At a later time Thrasher will further explain the fee schedule regarding this. Williams added that it may be rather difficult to get into the new location by August 1st if this needs to

be submitted to the State. Phillips suggested that perhaps an architect may be willing to assist the church so that the target date can be met. Thrasher said that the project is simple and online submittal usually takes approximately 10 days. An architect may not be necessary since the project is small. Contact information for the State will be provided following the meeting. Thrasher reiterated that State approval is required because of the more restrictive occupancy change. The owner should have some information as to how this property was classified.

McIntire said the building currently has City sewer but not City water therefore, there are no water issues. The closest fire hydrant is located south of the facility on Marsh Street. The water is provided by a well.

DeTorrice didn't have any comments.

Pilarski is aware that there will not be any major cooking within the facility. The kitchen will consist of a refrigerator to store snacks and a stove which will be used for warming. Williams clarified that a small toilet will be added in the existing utility room as well as the replacement of a sink. The addition of a bathroom is proposed at the north end of the facility. Since there isn't any nursing station, and the kitchen use is nondescript, Pilarski said there are no further comments.

Kras stated that the building is located within the flood plain however; the lowest floor elevation was built above the flood protection grade. Since no changes will take place outside the building, there are no issues. The question regarding whether the water meter size will be increased was previously answered.

Phillips said that the building use is permitted. If additional wall signage is installed, 3 square feet per linear foot, of building frontage is allowed. Wall signs cannot be installed on the roof or projecting above the eave line. The height of a monument style sign can be no larger than 6'. Williams said there are existing trash containers located south and north of the building. The parking standard is 1 space per every 4 seats within the worship space. Ensuring that there is adequate parking is important. Williams added that plenty of on street parking is available since the businesses are not open during the time of service. Phillips mentioned that this is permitted and the streets are private in that area.

Johnson pointed out for verification that the kitchen use is for warming only and grease frying is prohibited without a State released commercial hood system.

ISSUES TO BE RESOLVED:

- Detailed Site Plan
- Site Improvement Permit
- State Design Release
- Building Permit
- Signage / Fencing Permit
- Knox Box
- Zoning Clearance