



**MEETING: Site Review Committee**  
**SUBJECT: Day Care**  
**ADDRESS: 305 Indiana Avenue**

**LOCATION: City Hall**  
**DATE: August 8, 2006**

## PRELIMINARY SITE REVIEW

### IN ATTENDANCE:

Tyler Kent, Asst. Planner	(219) 462-1161
Vicki Thrasher, Building Commissioner	(219) 462-1161
Matt Kras, Storm water Engineer	(219) 462-1161
Daryl Brown, Water Department	(219) 462-6174
Jack Johnson, Fire Department	(219) 462-8325
Bill Oeding, Public Works Director	(219) 462-4612
Steve Martinson, Parks Department	(219) 462-5144
Dave Pilz, Engineering Director	(219) 462-1161

Media

Email addresses for the above City of Valparaiso Departments can be found at [www.valpo.us](http://www.valpo.us).

### PRESENTERS:

Wendy Jenkins  
 (219) 548-3583  
 Pjenk73@comcast.net

The following is a summary of discussion at this meeting:

The Site Review Committee met to discuss a proposed new Day Care Facility at 305 Indiana Avenue. 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.

Jenkins would like to create a Class II Day Care in this residence. The facility would provide day care for up to 16 children with 2 adult employees. Jenkins currently runs a similar day car on 409 Harrison Street. Jenkins has had someone from the state review the project. Minor adjustments must be made after the purchase of the building such as a porch addition, hard-wired smoke detectors, and extinguishers supplied in each room.

Brown noted that a backflow protection device must be added to the water meter if it currently does not have this protection.

Thrasher noted that a State Design release is needed from the State of Indiana since this is a change of occupancy from residency to day care facility. This is in addition to the previous review by the state and fire marshal. A building permit is required for the addition or repair to the porch. If any wiring changes are needed to accommodate the smoke detectors, a permit will be required.

Oeding inquired about parking and child drop-off/pick-up. Jenkins explained that employee parking is in the rear of the building. Parents must provide a drop-off time and pick-up time for their child. There may only be two pick-ups or drop-offs at each time. Jenkins prefers pick-up and drop-off at the front of the house. Oeding said that the parking is very tight along that street. The city could not designate a parking space specifically for this facility. Jenkins might add stone in the back in order to create an additional space for drop-off & pick-up in the alley. Thrasher noted that a permit would be needed for the additional gravel space. Oeding also explained that the alleyways are the last to be plowed in the

winter. Jenkins asked if she could have the alley plowed. Oeding approved that, but said Jenkins would have to assume some liability if there was any property damage.

Kent noted that 50 sq. ft. of outdoor usable space is required per child. A Use Variance is necessary. Kent will provide signage requirements.

**ISSUES TO BE RESOLVED:**

Use Variance

Backflow Prevention

State Design Release

Building Permit

Sign Permit