



MEETING: Site Review Committee
SUBJECT: J & J Pizza
ADDRESS: 1454 West Lincolnway

LOCATION: City Hall
DATE: September 20, 2011

PRELIMINARY SITE REVIEW

IN ATTENDANCE:

Craig Phillips, Planning Director	(219) 462-1161
Tim Burkman, Engineering Director	(219) 462-1161
Ed Pilarski, Water Reclamation Dept.	(219) 464-4973
Chuck McIntire, Water Dept.	(219) 462-6174
Vicki Thrasher, Building Commissioner	(219) 462-1161
Matt Evans, Public Works	(219) 462-4612
Jack Johnson, Fire Department	(219) 462-8325
Adam McAlpine, Engineering Dept.	(219) 462-1161

Media

PRESENTERS:

Matt Blum, Century 21 Pace Realty
(219) 464-8364 / Matt.Blum @Century 21.com
Bill Davies, Davies-Rensberger Surveying, Inc.
(219) 926-2241 / davies.w@comcast.net
Windy Goulden, J & J Pizza
Solomon Cartagena, J & J Pizza
swcartagena@wildblue.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:

OPENING: The Site Review Committee met to discuss a proposed relocation of J & J Pizza. 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.

EXPLANATION OF PROJECT: Mr. Davies explained this project is the relocation of J & J Pizza from U.S. 30 to the building located at 1454 West Lincolnway. This building currently contains a small dining area, several offices, restrooms, kitchen area and storage areas. The dining area shown is approximately 1,000 sq. ft. Most of the current J & J Pizza business is carry-out. The new location is owned by Porter-Starke Services and has been leased out to a church. There is existing parking on the south and east sides of the property. There is a fenced area to the north of the building that lies significantly south of the property line. The adjacent owners currently have a lot of material on this property that will have to be moved. The existing right-of-way on Lincolnway is 85 feet. There is a sign on the southeast corner of the site that belongs to the church on the north side of Emmetsburg Avenue. There is no sign easement. If the church wants to continue using this sign it will be necessary to speak with J & J Pizza and a sign easement/maintenance easement could be drawn up. J & J Pizza is proposing to own the property. The site is serviced by City water and City sewer. There appears to be a manhole to the east of the building. Phillips stated the floor plan indicates the building square footage is 4,095; however, the floor plan shows 1,140 sq. ft. is dining room and 437 sq. ft. is kitchen. What is the intended use for the remainder to the space? There appears to be a significant amount of floor space not being utilized. This needs to be clarified. Goulden said the kitchen will be expanded to accommodate walk-in freezers

and refrigerator. This will take away from the dining room. There will also be storage and an office space.

STAFF COMMENTS:

PILARSKI: The inspection and cleaning of the building service line to the sanitary main was strongly recommended. J & J Pizza is defined as a full-service restaurant; therefore, in accordance with Chapter 51 of the Municipal Code an oil and grease interceptor is required. Pilarski has been to the site. Currently, there is an oil and grease interceptor that appears to be in good condition; however, the unit needs to be cleaned and checked to ensure it is in good operating condition. Submission of an internal plumbing plan is required.

THRASHER: Thrasher asked if the floor plan submitted is the existing plan rather than the proposed plan. Both Blum and Davies confirmed that this is the existing floor plan. Comments are difficult without knowing what the proposed floor plan will be. It is possible this project will have to be submitted to the State for plan review for occupancy change and whatever interior changes will be made. A hood system will also be required and will require a State Design Release. Cartagena stated there was a hood in the kitchen. Thrasher said if the hood tests properly and the Fire Department is satisfied that appliances are covered properly the hood will have to be serviced and tagged. However, if a new hood system is required, it will have to be submitted to the State. A more accurate floor plan is needed in order to provide proper comments. State Design Releases are needed before the issuance of any building permits. Any new signage will also require a permit.

PHILLIPS: Parking must be reviewed closely. Restaurants are pretty high parking intensive uses. This is a very significant carry-out location as well. The requirement for parking is very strict because the space involved in restaurants includes not only the dining room, but also kitchen areas and public gathering space. The restrooms, storage areas and HVAC areas are not included in the parking calculation. Clarification is needed as far as what space is being used for what purpose. The parking standard is 1 space per 75 sq. ft. of usable space. The site currently indicates 10 marked spaces in the asphalt; however, depending on the calculation more spaces may be required. Further comments are dependent upon how much parking will be added and where it will be added. Obviously, the 1,140 sq. ft. and the 437 sq. ft. count towards parking requirements. How will the rooms on the western end of the building be utilized? Goulden stated that one of the rooms contains an electrical panel. Phillips stated this space would not count toward the parking calculation. Cartagena said a couple of the rooms might have been used as bedrooms. Cartagena said some of the space would be used for dry storage and paper storage. Phillips suggested that Blum and Davies look at the building and contact Phillips once details are available so that accurate parking calculations can be done. Any other comments by Phillips will apply if expansion is done. Phillips asked about the location of the dumpster. Davies stated it would be located at the northeast corner of the site. The dumpster must be enclosed pursuant to Section 2.406 of the Unified Development Code. The dumpster must be constructed of the same material as the building and painted to match the building, or made the same color as the building, depending on the materials used. Phillips asked if any other exterior building improvements were being made. Goulden said no exterior improvements will be made. If parking spaces or asphalt need to be added along the Lincolnway frontage, a landscape plan will be needed. If there are around 15 spaces, there is a standard that allows for some flexibility in the landscaping. The landscape plan will have to show what types of plants will be used and will have to be reviewed by Phillips and the Parks Department horticulturist. Signage is limited to the Standards of Section 5.303 of the UDO. 3 sq. ft. of signage per linear foot of the building frontage is allowed. This calculates to 240 sq. ft. of signage. In the event a free-standing, ground mounted sign is installed, it must be monument-style and no more than 6' in height. If the church relocates the sign they have, they will require a variance to do this and must comply with the same standard. Phillips

stated that pathway requirements need to be researched.

BURKMAN: Any exterior expansion, such as additional parking will require a Site Permit. A right-of-way dedication took place when the property across the street was developed; the same would be required of this site. The thoroughfare plan calls for a 100 ft right-of-way corridor along S.R. 130. Davies said this would be an additional 15 ft. take. A Sidewalk Waiver will be required. Burkman stated that when a Site Permit is pulled, there is a requirement to upgrade the frontage along City streets; however, payment in lieu of the upgrade can be made. There will be a requirement to pay the cost of curb and gutter along the Emmetsburg frontage in lieu of construction. If changes are made to the site, accommodations need to be made for drainage. Davies stated there is no storm sewer on the site. Everything appears to drain towards Lincolnway, into Emmetsburg Avenue and to the west. The Engineering Department will reserve the opportunity to make additional comments as this site plan is developed.

MCALPINE: If there is an additional 15 ft. requirement for the State right-of-way and site improvements go into the State right-of-way, there will be a need for State coordination for the proposed improvements. McAlpine asked how the parking at this site compares with the parking at the old site. Goulden stated there are only 7 parking spaces at the old location and employees park behind the building. McAlpine stated the terrain at new site could pose some challenges if parking area needs to be expanded. Retaining walls may be needed in order to create additional parking. McAlpine asked if the property owner to the north is receptive to the fact they are on this property. Davies said he has spoken to the property owner and seemed to be receptive. She was however, surprised at how much the fence lies south of the property.

EVANS: Greening up hard scapes was suggested.

MCINTIRE: According our records, there is no current backflow protection at the meter. Bringing this up to code is required. Shaun Shifflett's contact information was provided.

JOHNSON: Johnson stated that if an alarm system is being installed, a Knox Box is required for the building. The existing hood system must be inspected by an HVAC company. Johnson asked if the hood had a suppression system. Cartagena said there was an Ansul System. Johnson stated this would have to be tagged and placed back in service and professionally cleaned if needed. This should be submitted to the State because of the occupancy change.

ISSUES TO BE RESOLVED:

- Landscaping plan
- Right-of-way
- Detailed Site Plan
- Backflow Prevention
- Site Improvement Permit
- State Design Release
- Building Permit
- Signage / Fencing Permit
- Zoning Clearance
- Parking
- Knox Box
- Internal Plumbing Plan
- Sidewalk Waiver
- Ansul System (Inspected, Tagged, Cleaned)
- Hood System Inspection (for existing hood)