



MEETING: Site Review Committee
SUBJECT: The Hot Shop
ADDRESS: 864 Kinsey Street

LOCATION: City Hall
DATE: April 1, 2014

PRELIMINARY SITE REVIEW

IN ATTENDANCE:

Tyler Kent, Planning Director (219) 462-1161
Tim Burkman, Engineering Director (219) 462-1161
Adam McAlpine, Engineering Dept. (219) 462.1161
Vicki Thrasher, Building Commissioner (219) 462-1161
Media

PRESENTERS:

David Lee, Hot Shop Valpo LLC
(312) 735-0144 / Dave.Lee777@yahoo.com
Diane Worstell, Century 21
(219) 928-3284 / worstell.c21alliance@gmail.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:

OPENING: The Site Review Committee met to discuss a proposed glass blowing artist studio to be located at 864 Kinsey Street. 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.

EXPLANATION OF PROJECT: Lee said the project being presented is for a glass blowing hot shop. The name of the business is Hot Shop Valpo LLC. Lee is requesting the Site Review Committee review the site to be located at 864 Kinsey Street. Lee indicated there has never been precedence for a hot shop of this type in Valparaiso.

STAFF COMMENTS:

ON BEHALF OF GESKEY (WATER DEPARTMENT): Geskey is aware that the house at 866 Kinsey feeds the shop at 864 Kinsey. Geskey asked if a new water service will be installed at the shop. Lee said no new water service is being proposed. Geskey indicated that contacting Shaun Shifflett concerning backflow prevention will be necessary. Shifflett's contact number is 462-6174, extension 1322.

ON BEHALF OF PILARSKI (WATER RECLAMATION DEPARTMENT): Pilarski indicated that submission of an internal plumbing plan will be necessary. The plan can be hand-drawn and must show all the equipment and the fixtures that will use water and their discharge points into the building's sanitary sewer. Pilarski is requesting a site visit of the building. For convenience, this site visit can be scheduled at the same time with any other departments wanting to visit the site. Questions may be directed to Pilarski at 462-6174, extension 1355.

BURKMAN: Burkman asked if all the buildings are under a single ownership. Lee confirmed the individual who owns 866 Kinsey does own the buildings addressed as 864 Kinsey. Burkman asked if there will be any exterior improvements. Lee said no exterior improvements are being considered. Burkman asked for clarification concerning classes or the possibility of sales of glass items to the public. Lee stated the facility will be a production shop only. He further explained that this space is very small and there is no room for a gallery or classes. There may be an occasion when another glassblower would come in, but this would not be considered a class. They are considering a gallery at another location in Valparaiso or Chesterton or they will sell product through the internet. Burkman asked if the parking lot is paved. Lee said currently the parking lot

is gravel. There was discussion concerning the parking lot requirements. Burkman said that visiting the site may provide a definable area that can be used for parking. Burkman explained that when permits are pulled there is a requirement that all City standards are in compliance. Lee asked if there might be an opportunity for a waiver on the paving. Burkman suggested they wait until the site visit to discuss this situation further. Burkman said a Sidewalk Waiver from the property owner may be required if one does not already exist. Burkman explained this is a document that pledges to construct the sidewalks along the frontages of this property at such a time as the City requires their installation. A Sidewalk Waiver would need to cover both Kinsey Street and Stokes Street. McAlpine presented a form from 1988 concerning sidewalks. Burkman will review this form to ensure that the form covers both streets.* A Site Permit will be required.

THRASHER: Thrasher said that during a meeting with the owner's representative a few weeks ago, Thrasher was informed that electrical work was already being done at the site. Thrasher conveyed that it is necessary to pull a permit before any type of work is done and the work must be done by a contractor who is registered with the City. Thrasher stated the information provided indicates the installation of a hood. This will require a Building Permit. Thrasher said one permit can cover all the work. Submittal of the floor plan and site plan will be necessary for the Building Permit. The Site Plan needs to show the parking area so this can be included in the permit for the paving and stripping of the lot. Any signage will require a permit. Lee asked about the time frame for permitting. Thrasher explained the applications are reviewed by the Building, Planning and Engineering Departments. If all required information is provided, it could be a matter of days; however, if there is missing information this could delay the process. All contractors working on this project must be registered with the City.

ON BEHALF OF SOUDERS (FIRE DEPARTMENT): Fire extinguishers, emergency lights and exit lights are required. It appears there is no requirement for a fire alarm system; however, Souders recommends a Knox Box be installed. The Fire Department has no record of inspections concerning 864 Kinsey. Thrasher indicated there was no record of any permits issued for this site. At this point, the previous use for this property is unknown. Worstell indicated this building was originally built as a woodworking shop. Thrasher explained that if it was built as a warehouse that is one type of occupancy; however, a woodworking shop and glass shop are a different type of occupancy. Technically this should be considered an occupancy change with the State of Indiana.

KENT: Kent requested clarification concerning the types of products to be stored at the site. Lee stated that from time to time some of the work they do will be stored there. However, in most cases only the glass material used to go into the molten state and glass colors will be stored. Kent asked if these materials are stored in boxes. Lee indicated glass colors will be stored on shelves. The colors are a crushed material or glass rods. Lee said the raw glass is bagged in 50 lb. bags and will be palletized. Lee expects no more than one pallet will be delivered at a time. Kent stated 5 parking spaces will be required for this site and one of these spaces must be marked for ADA. Kent said a Zoning Clearance will be required. The allowance for signage is 3 sq. ft. of signage for each linear foot of building frontage facing Kinsey Street. Kent is aware there will be no improvements to the exterior of the building.

MCALPINE: McAlpine indicated the original 1988 file for this property indicates there are five dry wells and a covenant made by Richard and Diane Schroeder that these dry wells will be kept in good working order. McAlpine conveyed that an inspection will be necessary to verify these dry wells are functioning properly. The agreement states that if they are not functioning properly, a detention pond will be constructed. The original plan shows drainage internal into the five wells.

ISSUES TO BE RESOLVED:

Detailed Site Plan

Floor Plan

Backflow Prevention
Site Improvement Permit
Building Permit
Signage/Fencing Permit (if required)
Zoning Clearance
Knox Box (www.knoxbox.com)
Internal Plumbing Plan
Site Visit
Contractors Must Be Registered With City
Parking Lot
Inspection of Dry Wells
Fire Extinguishers, Emergency Lights, Exit Lights

***BURKMAN:** After review of the Sidewalk Waiver form presented at the meeting by McAlpine, Burkman indicated the form appears to cover both Kinsey Street and Stokes Street; therefore, another Sidewalk Waiver will not be required.