



MEETING: Site Review Committee
SUBJECT: Convert Laundry Room to Daycare
ADDRESS: 1506 Vale Park Road

LOCATION: City Hall
DATE: June 16, 2015

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
Ed Pilarski, Water Reclamation Dept.	(219) 464-4973
Vicki Thrasher, Building Commissioner	(219) 462-1161
Mark Geskey, Utilities	(219) 462-6174
Dave Souders, Fire Department	(219) 462-8325

PRESENTERS:

James Gammon, Family Outreach Ministries
 (219) 548-5799 / jamesgammon@frontier.com
 Andrew Augenstein, Family Outreach Ministries

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 the proposed conversion of a commercial laundry facility to a daycare center. 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: Gammon indicated the Family Outreach Ministries has been located in a portion of the building at 1506 Vale Park Road for approximately 13 years. New ownership took over the property approximately one year ago. The property was formerly Hunters Point and is now known as Covington Square Apartments. The new owners removed a commercial laundry facility and Family Outreach Ministries has taken over this portion of the building to make it part of the daycare. Gammon stated they have entered into a five year lease with the stipulation they will be responsible for paying all utilities. Gammon said they contacted NIPSCO and were told the building is classified as commercial and involves a higher rate. Gammon indicated that NIPSCO said it will be necessary to have the building reclassified. They want to have the building reclassified as a residential use for the purpose of utilities.

STAFF COMMENTS:

BURKMAN: Burkman asked if any exterior changes are being considered. Gammon indicated all changes being made are internal. Burkman questioned if there are any parking problems. Gammon said most of their business is drop-off. Burkman asked if this building is located in what is Phase 1 or Phase 2. Gammon stated the building is in what is considered Phase 2. Gammon indicated NIPSCO designates this particular building as Building 1100. Burkman said researching the addressing is necessary. Burkman explained that at Site Review the Engineering Department looks at things like the existence of sidewalks and right-of-way along the frontage. In the file for this particular development, there appears to be an easement and a right-of-way dedication for Phase 1 and 2. The City's Unified Development Ordinance requires a 40 ft. right-of-way dedication along Vale Park Road. Burkman needs time to ensure the right-of-way dedication is in place.

Burkman clarified this will be the owners responsibility. Burkman conveyed there is a Sidewalk Waiver on file.

THRASHER: Thrasher asked if there are apartments in this building. Gammon said no apartments exist in this building and all classrooms shown are existing. Thrasher asked if the new portion is already being used as an office. Gammon confirmed it has been used as an office for a year. Thrasher asked about access between the areas. Gammon said they opened it. Thrasher stated Family Outreach Ministries should have applied for a permit for this work. Thrasher said the new portion is considered an occupancy change. It will be necessary to submit plans to the State of Indiana for plan review purposes. Thrasher said a daycare center is not a residential classification. The State will not consider this a residential use. Under zoning and building codes this will not be considered a residential use. The building will need to be reclassified as a daycare. Thrasher conveyed an architect usually does best with this because they understand what the State requires. Thrasher stated if there is more work that will be done, it will be necessary to check with the Building Department about the requirement for permits.

SOUDERS: Souders asked if the building is sprinkled or if there is a fire alarm system. Gammon stated there is no hard-wired system; however, there are battery-operated smoke detectors. Gammon indicated they are inspected annually by the State Fire Marshall. Gammon stated that one of the reasons they thought they could be reclassified as residential is because the State Fire Marshall designates it as residential because of the type of structure it is. Souders asked for the date of the last inspection. Gammon said it was approximately one or two months ago. Souders indicated it will be necessary to see all paperwork from the State Fire Marshall. Thrasher interjected the structure type does not matter; it is the type of use that dictates its classification. Souders said he will contact the State Fire Marshall's Office to discuss this item. Souders asked about the ages of children and the number of children that are typically at the daycare. Gammon indicated the children range in age from six weeks to five years old. Gammon said they are licensed for 30 children. They are not required to have hard-wired smoke detectors because they are under 50 children. Souders said installing a Knox Box on the front of the building is necessary. Souders requested a meeting for Wednesday, June 17, 2015 between 9:00 a.m. and 10:00 a.m. for a walk-through and to pickup copies of the paperwork concerning the State Fire Marshall's inspections.

KENT: Kent asked if new signage is being considered. Gammon said there will be no new signage. Kent asked about the parking situation. Gammon said parking is adequate because most of the children are dropped off.

MCALPINE: McAlpine presented no comments on this project.

PILARSKI: Pilarski asked for clarification concerning the kitchen. Gammon said there is no meal preparation; it is only a warming kitchen. Pilarski asked if the new portion will be used as an office or if it will be used for daycare. Gammon said it will be used for administrative purposes in conjunction with the daycare. Pilarski asked if the piping, etc. associated with the laundry facility has been removed. Gammon said nothing has been changed. Eventually, it will be turned into a classroom and all gas lines and water lines will be removed. Pilarski conveyed a routine inspection of the property is necessary. Contacting Pilarski about this walk-through is necessary. Pilarski conveyed this inspection is required before occupancy.

GESKEY: Geskey asked for clarification concerning the building address. Gammon said this building is addressed 1506; the other buildings are designated 1506 with the appropriate apartment number. Geskey said an inspection will be necessary to determine if backflow protection exists. Geskey provided contact information for Shaun Shifflett. It will be necessary to contact Mr. Shifflett concerning the backflow issue. Geskey is aware there will be no changes to the sanitary sewer.

ISSUES TO BE RESOLVED:

Right-of-way

Addressing

Detailed Site Plan

Backflow Prevention (Contact Shaun Shifflett)

State Design Release

Building Permit (for any future work)

Inspection (Contact Ed Pilarski)

Provide State Fire Marshall Inspection Reports

Zoning Clearance