



**MEETING: Site Review Committee**  
**SUBJECT: Thrive Nutrition**  
**ADDRESS: 1240 Lincolnway**

**LOCATION: City Hall**  
**DATE: December 8, 2015**

**PRELIMINARY SITE REVIEW  
IN ATTENDANCE:**

Tyler Kent, Planning Director (219) 462-1161  
Tim Burkman, Engineering Director (219) 462-1161  
Ed Pilarski, Water Reclamation Dept. (219) 464-4973  
Jon Daly, Fire Department (219) 462-8325

**PRESENTERS:**

Lisa Brickley, Thrive Nutrition  
(219) 928-8908 / lisanjk@aol.com

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

The following is a summary of discussion at this meeting:

**OPENING:** The Site Review Committee met to discuss the proposed Thrive Nutrition to be located at 1240 Lincolnway. 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:** This is a small space in Uptown East and is located behind Select Physical Therapy. This space has never been used. The project will be a protein shake shop. There will be a front counter and a small storage area in the back. Along the back wall there will be a water cooler, ice maker, sinks, and a counter area for blenders. There is a three-bay sink for the shakes and a hand washing sink. The mop sink is in the back. Brickley said this space cannot be seen from Lincolnway. Brickley indicated she would like to have signage on the front of the building.

**STAFF COMMENTS:**

**DALY:** Daly mentioned the Fire Department conducts annual fire inspections. Some of the items they check for are fire extinguishers, exit lights and emergency lighting. Brickley said the building does have sprinklers. Daly said the address needs to be placed on the door. Daly believes there is a Knox Box on the front of the building. If the Knox Box exists, it will be necessary to place a key for this tenant space in the Knox Box.

**BURKMAN:** Burkman said the tenant spaces in this building do not have suite numbers. They are all individually addressed. Since all the work is being done internally, Burkman provided no other comments.

**ON BEHALF OF THRASHER:** Submitting plans to the State of Indiana for plan review is necessary. A Building Permit is required. All contractors working on the project must be registered with the City. Signage will require a permit.

**ON BEHALF OF GESKEY:** If there are no changes being made to the water service entering the building, Geskey has no issues; however, if work is being done on the water service contacting Geskey will be necessary (219-462-6174).

**KENT:** The allowable signage for this building is 1 sq. ft. of signage for each linear foot of building frontage facing Lincolnway. Kent said since this tenant space does not face Lincolnway, providing

detailed calculations for the existing signage on the site will be necessary. The existing signage calculation should be subtracted from the total allowable signage calculation. This will provide the amount of allowable signage remaining for this tenant space. Kent asked what type of sign is being considered. Brickley said some type of lighted sign, but she really has not pursued this matter as of yet. Kent indicated he will work with Brickley concerning building signage. Placing a large sign on the front of the building when the tenant space is on the back of the building will be very confusing. Kent suggested possibly using a blade sign to direct people to the rear of the building. Parking is based on one parking space for each 75 sq. ft. of usable floor space. Restrooms and storage areas should not be included in this calculation. Kent explained parking is leased across the street for the overall development. Parking is limited on the building site. Providing the total amount of usable floor space for all the retail tenants will be necessary. Kent needs to ensure that there is adequate parking available for the site.

**PILARSKI:** Pilarski is unsure if a backflow preventer will be required. Pilarski suggested contacting Shaun Shifflett at the Water Department concerning this item. Pilarski stated Water Reclamation is concerned with what is being discharged into the sanitary sewer and asked what else will be done. Brickley indicated that she will only be selling protein shakes. Pilarski asked about hours of operation. Brickley said the shop will be opened from 7:00 a.m. to 6:00 p.m. Monday through Thursday, 7:00 a.m. to 4:00 p.m. on Friday and 8:00 a.m. to 2:00 p.m. on Saturday. Pilarski explained that in Valparaiso a food preparation establishment is required to install a 1,000 gallon oil and grease interceptor; however, Pilarski said he does not see the need for this large unit, nor is there a need for a smaller sized grease trap at this time. However, if consideration is given to expanding the menu it will be necessary to investigate the need for a smaller oil and grease trap. Brickley stated she is not allowed to do anything different because of the product she is selling.

#### **ISSUES TO BE RESOLVED:**

Detailed Site Plan

Backflow Prevention (contact Shaun Shifflett, Water Department)

State Design Release

Building Permit

Signage/Fencing Permit

All contractors must be registered with the City

Provide signage calculations

Provide parking calculations

Tenant space key in Knox Box

Place address on door