



MEETING: Site Review Committee
SUBJECT: Zao Island – Open Air Pavilion
ADDRESS: 1050 Horseprairie
PRELIMINARY SITE REVIEW

LOCATION: City Hall
DATE: May 30, 1027

IN ATTENDANCE:

Tyler Kent, Planning Director	(219) 462-1161
tkent@valpo.us	
Vicki Thrasher, Building Commissioner	(219) 462.1161
vthrasher@valpo.us	
Adam McAlpine, Engineering Dept.	(219) 462.1161
amcalpine@valpo.us	
Ed Pilarski, Water Reclamation Dept.	(219) 464-4973
epilarski@valpo.us	
Mark Geskey, Utilities	(219) 462-6174
mgeskey@valpo.us	
Jon Daly, Fire Department	(219) 462-8325
jdaly@valpo.us	
Media	

PRESENTERS:

Don Wright, Zao Island
 (219) 401-4120 / donw@zaoisland.et
 Ryan Wright

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 open air pavilion to be located at 1050 Horseprairie. 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: Wright said this project is an open-air pavilion. The pavilion will be used for special events, both not-for-profit and private parties.

STAFF COMMENTS:

MCALPINE: This is new structure being built in the flood plain. The building pad must be 2 feet above the flood elevation. McAlpine conveyed that he can provide the flood elevation. It will be necessary to bring in fill to elevate the structure. It will be necessary to remove soil to mitigate the fill brought in. McAlpine understands having to build up the area will add cost and effort to the project; however, it will allow future options as far as what could be done with the building and still remain within compliance. Most of the other buildings are below flood elevation; however, the open pavilion would remain high and dry. McAlpine explained that Engineering is responsible for overseeing the requirements of the National Flood Insurance Program. This is a new structure in the flood plain. Wright asked if there was some type of waiver they could sign. McAlpine does not believe this is a provision within the Flood Plain Ordinance. Wright asked if there is any type of material that could be used that would make it more like a temporary structure. Thrasher interjected the pavilion is considered a permanent structure. Fabrics may not be rated for the fire code. Wright asked if instead of using a concrete pad could they construct a deck that will be above the 100-year flood. McAlpine said there is nothing that dictates it must be on a concrete pad. The intent is that this is a new structure and the elevation must be 2 feet above the flood elevation. A Site Permit covering erosion control will be required.

THRASHER: Thrasher conveyed this is a Class 1 structure. It exceeds 500 sq. ft. A State Construction Design Release will be required prior to issuance of the required permits. Submittal to the State will require a full set of plans. Thrasher provided information concerning the State submittal. A Building Permit will be required. All contractors must be registered with the City prior to issuance of required permits. Thrasher mentioned the pavilion must be handicapped accessible. Providing ramps will be necessary and depending on the height of the structure guards may be required. Wright asked if a permit would be required if they put up a tent. Thrasher conveyed a tent is considered temporary. Thrasher said if the tent is out months at a time, a permit will be required. Typically, tents are allowed to be up for a specific event, not for a season. The main difference is permanent as opposed to temporary. Wright asked about the possible timeline. Thrasher said the State review usually takes about three weeks. The Building Permit, Site Permit and Zoning Clearance, along with the required plans and information requested can be submitted to the City at the same time the submittal is sent to the State. If all the required information is submitted, permits could be issued at the same time the State issues the Construction Design Release.

KENT: Kent noted they have started to blacktop the parking lot and asked if the intent is to continue with this in the future. Wright said this was done for the handicapped guests to provide a safe walkway. Kent indicated this is considered an outdoor arena and the parking requirement for an outdoor arena is one space per three seats or one space per 6 ft. of bench area. Kent said the parking area needs to be increased to meet this requirement. Wright asked if gravel is acceptable. Kent indicated parking must be blacktop or asphalt. Wright said they currently have approximately 300 gravel parking spaces. Kent said it will be necessary to provide a site plan showing the current parking. Kent explained that when any new project adds parking, the parking must be either concrete or asphalt. A Zoning Clearance is required. With the Zoning Clearance, Kent will review the architectural elevations for the building as well as parking to ensure that parking is compliant. Kent asked if there will be a dumpster for this use. Wright said no dumpster will be added. Kent asked if there will be additional signage. No additional signage is being considered. Kent asked about additional landscaping. No additional landscaping is being considered.

DALY: The City follows the 2014 Indiana Building and Fire Codes. Daly mentioned that if a deck is used rather than a concrete pad and railings/guards are installed, it will be necessary to ensure there are sufficient exits available. Daly suggested they contact Excise if they ever plan on serving alcohol or provide bands.

PILARSKI: Pilarski asked for confirmation that the building will not contain facilities, i.e. restrooms or a food preparation area, that will discharge into the sanitary sewer system. Wright conveyed this is simply an outdoor open-air pavilion. Pilarski conveyed that since there are no waste water discharges into the sanitary sewer from the pavilion, the Water Reclamation Department has no comments on the project.

GESKEY: Geskey said since there will be no water line or sanitary sewer line installed, Utilities has no comments.

ISSUES TO BE RESOLVED:

Full Set of Plans

Current Number of Parking Spaces

Erosion Control Plan

Detailed Site Plan

Site Improvement Permit

State Design Release

Building Permit

Zoning Clearance