



MEETING: Site Review Committee
SUBJECT: Toy Ann's
ADDRESS: 200 Billings St., Suite A
PRELIMINARY SITE REVIEW

LOCATION: City Hall
DATE: September 12, 2017

IN ATTENDANCE:

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

PRESENTERS:

Toy Ann Runk, Toy Ann's
 (219) 921-9055 / tfeldsein@gmail.com
 Jeff DeRubbo, Building Owner
 (219) 309-1422 / derubbo@partsolutionsllc.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 the proposed Toy Ann's Baking to be located at 200 Billings Street, Suite A. 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: Runk mentioned that she has had a licensed at-home business for approximately seven years and has done the Valparaiso Market for approximately five years. Runk now wants to have a small storefront. The product line will include cookies, cupcakes and cakes. Runk wants to hold children's birthday parties as well as doing cake decorating classes for children. Runk wants to open within six weeks. DeRubbo mentioned the space has been utilized as a juice bar. There is an existing three-compartment sink. The building has been completely renovated. Everything in this space is new, i.e. electrical, plumbing, drywall, ceilings, windows, doors and roof.

STAFF COMMENTS:

THRASHER: Thrasher asked if the plan submitted is the current condition of the space. Runk indicated the plan shows the proposed renovations. DeRubbo presented a plan showing the existing condition. All sinks shown are existing. The changes being proposed are cosmetic. DeRubbo said the stack utilized by the pizza parlor has been covered, but there will be no problem providing ventilation. Thrasher asked if Runk has contacted the Health Department. Runk indicated she has spoken to them briefly. Thrasher conveyed it will be necessary to get approval

from the Health Department before opening for business. Thrasher said it appears the door swings in. DeRubbo said the door swing was changed during renovation and it swings out. Thrasher said if all the work is cosmetic a Building Permit will not be required. Contractors working on the project must be registered with the City. A Sign Permit will be required for new signage.

KENT: The calculation for signage is 1 sq. ft. of signage per 1 linear foot of building frontage. The allowable amount of signage for this space is 21 sq. ft. The parking requirement is 1 space for each 75-sq. ft. of usable floor space. This calculation should not include storage or restrooms. Kent said it appears parking is adequate. DeRubbo indicated there are 21 total spaces for the building. Kent asked about the other tenants. DeRubbo said Bowen Engineering is in the middle unit and DeRubbo is in the end unit. DeRubbo mentioned there is handicapped parking available. DeRubbo said the other users are usually gone by 5:00 p.m.

DALY: Daly is aware the work will be cosmetic in nature. DeRubbo said there will be a vent for the oven. Daly said the placement of fire extinguishers is acceptable. The aisle widths are okay. Daly asked about a fire alarm. DeRubbo said there is no fire alarm. Daly conveyed the Fire Department will conduct annual fire inspections. Daly recommended a Knox Box and explained the purpose of the Knox Box. Thrasher suggested one Knox Box for the entire building. Daly said that will be acceptable. It will be necessary to have the keys appropriately tagged. Although not required, Daly recommended a smoke detector.

PILARSKI: Pilarski asked if Runk is considering other food items (sandwiches, soup). Runk said she is not considering other food items now, but she may want to consider this option later. Pilarski suggested Runk contact Yacoub Aljobeh, Industrial Pre-treatment Coordinator. There are forms that will need to be completed. Pilarski conveyed the installation of an oil and grease trap may be required. Pilarski said having the oil and grease trap will allow Runk to expand her menu.

GESKEY: Geskey is aware there will not be any changes to the water service coming into the building. The backflow is good. There will be no changes to the sanitary sewer. Geskey provided no comments.

ISSUES TO BE RESOLVED:

Health Department Approval
Signage/Fencing Permit
Contractors Must Be Registered with The City
Knox Box (recommended)
Smoke Detector (recommended)
Contact Yacoub Aljobeh