

MEETING: Site Review Committee **LOCATION:** City Hall
SUBJECT: Wendy's Learning Tree Daycare **DATE:** December 17, 2019
ADDRESS: 7 Campbell Street
PRELIMINARY SITE REVIEW

IN ATTENDANCE:

Tyler Kent, Planning Director
(219) 462-1161 / tkent@valpo.us
Vicki Thrasher, Building Commissioner
(219) 462-1161 / vtrasher@valpo.us
Adam McAlpine, Engineering Director
(219) 462-1161 / amcalpine@valpo.us
Mingyan Zhou, Engineering Dept.
(219) 462-1161 / mzhou@valpo.us
Tim Stites, Fire Department
(219) 462-8325 / tstites@valpo.us
Mark Geskey, Water Dept.
(219) 462-6174 / mgeskey@valpo.us
Paul Scott, Water Reclamation Dept.
(219) 464-4973 / psscott@valpo.us
Nate McGinley, Public Works Director
(219) 462-4612 / nmcginley@valpo.us

PRESENTERS:

Nick Sommer, Century 21
(219) 462-2090 / nicksommer@21alliance.com
Bill Ferngren, Ferngren Law Offices, LLC
(219) 464-4500 / bill@ferngrenlaw.com
Steve Pease, Stephen Pease Architect
(219) 464-7957
steve@stephenpeasearchitect.com
Wendy Jenkins, Owner
(219) 464-8232
Heather Martin, Daycare Director

The following is a summary of discussion at this meeting.

OPENING: The Site Review Committee met to discuss the proposed daycare facility to be located at 7 Campbell 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: This location was previously the Caring Place. The current project is Wendy's Learning Tree. Ferngren mentioned this project will go before the Board of Zoning Appeals for a Special Exception. The backyard will be fenced. The first floor will be used for the daycare center. Further plans include paving the alleyway for parking pickup and drop off. There will be very minor interior construction. The facility will serve up to 16 children daily, Monday through Friday. The facility will open at 6:00 a.m. and close at 8:00 p.m. It will also be closed on major holidays and weekends.

STAFF COMMENTS:

SCOTT: Submittal of an internal plumbing plans is necessary. Scott asked how they will dispose of wipes, diapers, etc. Jenkins said these items are thrown in

the normal trash. Scott asked if there are any chemicals on site. Jenkins said they use sani-tabs. This is required by the State and they only make one gallon at-a-time.

ZHOU: Zhou asked if there will be any work on the outside of the building. No outside work is being considered. Zhou provided no other comments.

MCGINLEY: Public Works is concerned with trash, recycling and anything within the City right-of-way. McGinley said repaving the alleyway was mentioned. Ferngren clarified the parking area alongside the alleyway will be repaved. McGinley mentioned the sidewalk along Campbell was improved a few years ago and is still in good condition. The sidewalk along Jefferson Street is also in good condition. McGinley conveyed that Public Works does not currently service 7 Campbell Street. There is a dumpster at the site. Typically, Public Works does not continue service because it is a commercial business. Public Works may provide recycling services; however, it will be necessary to contact Public Works once they have moved into the facility to discuss this possibility.

GESKEY: Geskey asked if there will be any changes to the underground water or underground sewer. Ferngren said no changes are being considered. Geskey mentioned the backflow protection is up to date. No further comments were provided.

STITES: The Fire Department follows the 2014 Indiana Fire and Building Codes. All initial inspections will be scheduled through the Building Department. Once the facility is open, it will be subject to annual fire inspections. Stites asked if a fire alarm will be installed. Jenkins said the fire alarm will be hard wired.

KENT: The property is zoned Central Place. As previously mentioned, a Special Exception for the daycare facility will require approval by the Board of Zoning Appeals. The proposed 11 parking spaces are required on site and one of them will have to be a larger ADA van accessible space. It will be necessary to pay attention to this requirement. Earlier, there was mention of a dumpster. Kent asked where the dumpster is located and if there is an enclosure. Sommer said the dumpster is located between the alley and the fence on the southwest corner of the property and there is no enclosure. The current plan is to install a pad when the area is paved. Kent said with the change of use, he would like to see an enclosure or at least some way to hide the dumpster. There is an enclosure on the property to the south. Kent suggested the possibility of sharing this enclosure if everyone is agreeable. Ferngren asked if a letter will be needed for the file concerning the shared dumpster. Kent requested Ferngren send him an email. Dumpsters will be shared, but if property is sold, a dumpster enclosure will be required. Kent said that people using the parking spaces on the north side of the building need to be cautioned about parking over the sidewalk. This becomes an issue for Code Enforcement. Kent asked if consideration is being

given to exterior improvements. There will not be any exterior improvements. Kent asked about signage on the site. Jenkins indicated they want to put up a banner. Kent said the signage will need to be a permanent sign rather than a temporary sign. Ferngren indicated there will be some type of sign and that they will work with Planning. Kent mentioned the allowable signage is 1 sq. ft. of signage per 1 linear foot of building frontage. The maximum allowable signage is 16 sq. ft. Kent suggested a hanging sign like the sign across the street. A Zoning Clearance will be required.

THRASHER: Thrasher asked about the number and ages of children. Jenkins said there will be 16 children ranging from 0 to ten years. Thrasher conveyed that this is a change of use and it will be necessary to submit the project to the State. Thrasher asked about the use for the second floor. Sommer mentioned there are no plans for the second floor. Sommer said if anything the use will be static storage. Thrasher said if this changes, it will be necessary to contact the Building Department. Thrasher asked if they will have a kitchen. Jenkins confirmed there will be kitchen. Thrasher conveyed it will be necessary to contact the Porter County Health Department for any permits they may require. Signage will require a permit. The Building Permit must list all contractors, and all contractors must be registered with the City prior to issuance of permits.

MCALPINE: McAlpine asked if the area between the fence and the parking stalls will remain grass. Ferngren said he is assuming the area will remain grass. McAlpine asked if the parking stalls will be used for parent pickup and drop off or will on street parking be utilized. Jenkins said on street parking cannot be used. Parents will park in back. Submittal of a Site Permit for the paving work in the alley is required. McAlpine recommended the ADA stall be placed closest to Campbell Street. McAlpine asked if the building is ADA accessible. Pease indicated there is a ramp on the side. McGinley interjected that it will be necessary to notify Public Works when the Site Permit is pulled for the parking lot paving.

ISSUES TO BE RESOLVED:

Contact Public Works-Recycling
Site Permit
Detailed Site Plan
Provide Internal Plumbing Plan
State Design Release
Building Permit
Contractors Registered with the City
Contact Porter County Health Department
Signage/Fencing Permit



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Zoning Clearance

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