

**MEETING: Site Review Committee**  
**SUBJECT: Art Gallery/Cafe**  
**ADDRESS: 702 Lincolnway**  
**PRELIMINARY SITE REVIEW**

**LOCATION: Zoom**  
**DATE: June 8, 2021**

**IN ATTENDANCE:**

Carley Lemmon, Asst. Planner  
(219) 462-1161 / [clemmon@valpo.us](mailto:clemmon@valpo.us)  
Bill Laird, Engineering Dept.  
(219) 462-1161 / [blaird@valpo.us](mailto:blaird@valpo.us)  
Tim Stites, Fire Department  
(219) 462-8325 / [tstites@valpo.us](mailto:tstites@valpo.us)  
Matt Zurbriggen, Engineering Dept.,  
(219) 462-1161 / [mzurbriggen@valpo.us](mailto:mzurbriggen@valpo.us)  
Nate McGinley, Water Dept.  
(219) 462-6174 / [nmcginley@valpo.us](mailto:nmcginley@valpo.us)  
Tony Fahel, Water Reclamation Dept.  
(219) 464-4973 / [tfahel@valpo.us](mailto:tfahel@valpo.us)

**PRESENTERS:**

Rocco Schiralli, Owner  
(219) 771-5104 / [rocco.schiralli@comcast.net](mailto:rocco.schiralli@comcast.net)  
Tammy Rose

The following is a summary of discussion at this meeting.

**OPENING:** The Site Review Committee met to discuss the proposed Art Gallery/Café to be located at 702 Lincolnway. Lemmon 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 project is located at 702 Lincolnway. This building is a two-story home. There is garage in the back with an apartment located above. Schiralli said nothing will be done structurally. The project will be an art gallery with a small café. The second floor of the house will be used exclusively for storage for Schiralli's art work. The first floor will be used for art display, a small gift shop and a small cafe. Rose said there will be no major cooking. The menu will be very limited. Schiralli mentioned that the Porter County Health has been contacted.

**STAFF COMMENTS:**

**LAIRD:** The plans show the construction of an ADA accessible ramp and entry at the rear of the building. It will be necessary to submit a site plan with the proposed improvements. The plan will need to include the height and length of the ramp and its orientation to ensure the slope of the ramp meets ADA requirements. The plan should also include details on the material that will be used for the ramp. The project submittal also shows that one (1) ADA parking

space is being proposed near the detached garage. Laird asked if they are intending to repave any of the parking area or leave it as is. It appears to be a mix of concrete, aggregate, etc. Schiralli stated that he will provide information concerning this issue. Laird said if they are going to be repaving or adding concrete, the plan also needs to show some grading information to understand how the area drains to ensure the water is not being sent on to neighboring property or into the street. Laird stated that other storm water mitigation may be required. A Site Permit and Erosion Control Permit will be required from the Engineering Department.

**ZURBRIGGEN:** Zurbruggen stated that if there are any questions regarding the site plan, they can contact either Laird or himself for any clarification they may need.

**STITES:** Stites asked for clarification concerning the number of apartments. Schiralli stated there are two (2) apartments on the first floor and they will be eliminated. There is an architect's office and bathroom on the second floor. Stites asked if Schiralli has talked with Vicki Thrasher, Building Commissioner. Schiralli stated that he has talked with Vicki. Stites asked if Thrasher mentioned a Chapter 34. Lemmon interjected that we have Vicki's comments, but this item is not included. However, there was a preliminary discussion prior to this Site Review and Lemmon thinks this was mentioned during that meeting. Stites conveyed that the use is being changed from residential to business. This is a conversion that must be done through the State. Stites stated it will be necessary to contact Thrasher to discuss this issue. Stites indicated that he is also concerned about the kitchen. There is no information about the occupant load for the art gallery, kitchen, and the building in general. Rose said there will be three tables in the porch area. There will be a limited menu. Rose will only be cooking pasta. She will choose three things from her menu and that is what will be offered for the day. Rose does not want this to be a restaurant, it will be a place to just grab a snack and enjoy the art. Stites mentioned that installing a hood system in a house is very expensive. Stites conveyed that anytime there is cooking or baking, it is necessary to ensure the HVAC system can handle the increased heat load. Also depending on how often pasta is being cooked the steam can fall into a hood system. Stites just wants them to be aware of different issues before they get too far into the project. Rose interjected that a new HVAC system will be installed. They discussed with a contractor what is being cooked and baked, and what the needs will be. Stites mentioned that he will need to know the occupant load of the art gallery. Certain things will kick in such as door swings, panic hardware, etc. Schiralli said probably at any given time there may be 20 people there. Stites said it is not based on what might be there. It is based on square footage and the building use. The occupant load is determined

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by an architect and the occupant load must be posted. Rose said that in the three (3) rooms occupied by Schiralli Art there is approximately 912 sq. ft. The seating area for the café is 115 sq. ft. Stites indicated that they need to follow-up with Vicki Thrasher. Stites conveyed that all initial inspections during the construction phase must be scheduled and coordinated through the Building Department. After occupancy, the facility will be subject to annual fire inspections.

**MCGINLEY:** McGinley is concerned with the water and sanitary sewer services. There did not appear to be any changes to either of the services. Schiralli confirmed that there will not be any changes. McGinley stated that the Metering Department said backflow will not be needed for this business. McGinley explained the purpose of the backflow. No other comments were offered.

**FAHEL:** Water Reclamation is concerned with what is being discharged into the sewer. Submittal of an internal plumbing plan will be required. Fahel said it will be necessary to complete a waiver for the grease/oil interceptor. Fahel will send Schiralli the waiver form.

**ON BEHALF OF VICKI THRASHER (BUILDING COMMISSIONER):** Submittal to the State for a Construction Design Release is required. Building Permits will be required. Submittal of a list of contractors is required. All contractors must be registered with the City. Submittal of a full set of plans, both a paper copy and pdf copy are required. Any signage will require a separate permit. Contact the Porter County Health Department for any approvals they require. Any questions concerning these comments should be directed to [vthrasher@valpo.us](mailto:vthrasher@valpo.us).

**LEMMON:** The property is zoned Residential Transition (RT). Mixed use is a limited use in this zoning district. Article 2, Section 2.530 of the Unified Development Ordinance contains the limited use standards. Shrader and Lemmon have discussed this in detail and think there will be information that will need to be provided to discuss if this project meets the limited use standards or not. Some of the highlights of the limited use standards are:

- The project has different types of uses on the floors, one of which shall be residential. More information on the residence and the size of the rear residence is required.
- Some of the other uses can include commercial retail, office, restaurant, services, places of public assembly, and any other use that is permitted in the district is also permitted.

The following standards apply to residential uses in mixed use developments:

- At least 30% of the total floor area shall be devoted to residential use. This is why the square footage is needed for the residential property in the rear so that we can figure out if this standard is met. If the 30% is not met, a variance may be required as discussed during the preliminary meeting.

- Each residential unit shall have 75 sq. ft. of public or private outdoor recreation or activity space in the form of balconies, rooftop areas, ground level space such as a plaza designed for the use and enjoyment of residents.

Lemmon mentioned that it will be necessary to ensure that the required landscaping or green space area is not being impacted by the addition of the ADA ramp on the west side. The requirement for Residential Transition is 60% of the site. Lemmon asked if the 912 sq. ft. shown on the plan includes all four (4) spaces. Does it include all art areas and the print card area? Rose confirmed that it does include all art areas and the print card area. Lemmon conveyed that the square footage of the second floor will be required to be able to work towards a shared parking table. This will provide a little leeway as far as how much parking is required for the site as a whole. Schiralli said the entire second floor is 800 sq. ft. Lemmon asked if patrons will be allowed on the second floor. Schiralli said no patrons will be allowed on the second floor. Lemmon asked if they intend to block off the second floor. Schiralli said the doors can be locked. Planning will also need to know who will be using the spaces in the garage. Lemmon asked about the number of parking spaces on site. Schiralli said there are at least five (5) and there may be space for six (6). Lemmon asked how trash will be handled. Schiralli said they would not generate any more trash than a normal household. Lemmon recommended they contact Public Works concerning trash pickup. McGinley interjected that business accounts are allowed up to four (4) totes. If, however, trash cannot be handled with four (4) totes, it will be necessary to go to a dumpster. Lemmon asked if any work will be done to the exterior of the building. Schiralli stated the garage will be painted to match the house and some windows may have to be replaced. Rose mentioned they may have to do some repair work for the porch. Lemmon noted that wine was part of the menu submitted. It will be necessary to speak to the liquor board and contacting Porter County for the appropriate contact information will be necessary. Rose asked if ADA parking is a requirement. Lemmon said that because this is a new use, Planning needs to look at the requirements to determine if parking is sufficient for the site and that it meets the standards. Lemmon conveyed that she and Shrader will setup a meeting to further discuss any variances that may be needed for the site. Lemmon advised that street parking does not count towards the on-site parking requirement. Rose asked what they need to do now. Lemmon stated that at the end of the site review minutes there will be a list of items they will need to resolve. Lemmon suggested they contact the individual departments concerning questions on any of the comments contained in these minutes.

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**ISSUES TO BE RESOLVED:**

Erosion Control Permit  
Detailed Site Plan  
Site Improvement Permit  
State Design Release  
Building Permit  
Contractors Registered with the City  
Submit Full Set of Plans (1 paper copy and 1 pdf copy)  
Contact Porter County Health Department  
Submit Internal Plumbing Plan  
Waiver for Grease/Oil Interceptor  
Occupant Load  
Signage/Fencing Permit  
Provide Square Footage of Rear Residential Space  
Contact Liquor Board About Serving Wine  
Variances (as required)