



MEETING: Site Review Committee
SUBJECT: Conversion of Office to Apartment
ADDRESS: 21 N. Washington

LOCATION: City Hall
DATE: January 17, 2012

PRELIMINARY SITE REVIEW

IN ATTENDANCE:

Craig Phillips, Planning Director	(219) 462-1161
Tim Burkman, Engineering Director	(219) 462-1161
Ed Pilarski, Water Reclamation Dept.	(219) 464-4973
Chuck McIntire, Water Dept.	(219) 462-6174
Vicki Thrasher, Building Commissioner	(219) 462-1161
Jack Johnson, Fire Department	(219) 462-8325
Media	

PRESENTERS:

David Grove
 Juliana Grove
 juliegroveod@gmail.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 a proposed conversion of existing second floor office space to a residential space. Phillips 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: Juliana Grove is in the process of purchasing this building and wants to remodel the second floor to be used as an apartment. Later Ms. Grove wants to use the first floor area for her practice.

STAFF COMMENTS:

THRASHER: This is a change of use and submitting the project to the State of Indiana for plan review for a construction design release is necessary. It will be necessary to install a sprinkler system. This could be a residential 13R system and is required for all residential uses in this type of building. If the first floor is sprinkled, it could be listed as a 13R system, but would have to be constructed as a standard 13 system. If the first floor is going to be used, it will be necessary to provide plans for this area due to the separation requirement between the office area and the residential area above. This is usually a minimum one hour fire-rated separation. More detailed drawings will be required at the time of submission for a building permit. It may be necessary to hire an architect to prepare the required information for submittal. Grove will not be utilizing the first floor until sometime during the summer. Thrasher stated that two separate building permits would be required. Thrasher said the State may require the fire-rated separation be put in place even if the first floor is not being used immediately. Thrasher reiterated this project must be sent down State. Thrasher also said the first floor improvements in all likelihood would not require a separate design release from the State. This will depend on what the plans look like and the amount of work being done on the first floor. Grove asked if prior to being classified as office space upstairs it was residential would this make a difference. Thrasher stated she had no record of the second floor being classified residential. The building code has changed. The occupancy

would have been classified for a business use and now it must be reclassified as residential and must meet the requirements for residential. These requirements are much stricter.

BURKMAN: Since all changes are internal, the Engineering Department has no comments.

PHILLIPS: This is a permitted use above the first story in the Central Business District. Extra parking is not required because parking is available in public parking lots downtown. There are no comments from the Planning Department.

MCINTIRE: Backflow protection at the meter is required. The previous owner may have had a backflow preventer installed; however, it was never tested. Contact information for Shaun Shifflett was provided. Contacting Mr. McIntire will be necessary to work out costs for the fire service and to insure the fire protection contractor sizes the system properly.

JOHNSON: A sprinkler system for the bottom portion of the building is strongly encouraged. This would provide complete protection for the building and could possibly help lower the cost of insurance. If the project goes forward, a Knox Box will be required. The sprinkler system will have to be monitored for flow by an outside company. Johnson stated that if a fire department connection is required for the sprinkler system, contacting the Fire Department for correct placement is necessary.

PILARSKI: Since the characteristics of the sanitary waste water being discharged have not changed and there has not been a request for a new service line, there are no comments.

ISSUES TO BE RESOLVED:

- Detailed Site Plan
- Backflow Prevention
- State Design Release
- Building Permit(s)
- Fire Sprinkler System
- Knox Box
- Fire-rated Separation
- Fire Department Connection (if required)
- Fire Service Costs
- Zoning Clearance