



**MEETING: Site Review Committee**  
**SUBJECT: Building Remodel**  
**ADDRESS: 711 Garfield Street**  
**PRELIMINARY SITE REVIEW**  
**IN ATTENDANCE:**

Vicki Thrasher, Building Commissioner (219) 462.1161  
[vthrasher@valpo.us](mailto:vthrasher@valpo.us)  
Carley Lemmon, Planning Dept. (219) 461-1161  
[clemmon@valpo.us](mailto:clemmon@valpo.us)  
Tim Burkman, Engineering Director (219) 462-1161  
[tburkman@valpo.us](mailto:tburkman@valpo.us)  
Adam McAlpine, Engineering Dept. (219) 462.1161  
[amcalpine@valpo.us](mailto:amcalpine@valpo.us)  
Yacoub Aljobeh, Water Reclamation (219) 464-4973  
[yaljobeh@valpo.us](mailto:yaljobeh@valpo.us)  
Mark Geskey, Utilities (219) 462-6174  
[mgeskey@valpo.us](mailto:mgeskey@valpo.us)  
Tim Stites, Fire Department (219) 462-8325  
[tstites@valpo.us](mailto:tstites@valpo.us)  
Nate McGinley, Public Works Director (219) 462-4612  
[nmcginley@valpo.us](mailto:nmcginley@valpo.us)

**LOCATION: City Hall**  
**DATE: April 10, 2018**

**PRESENTERS:**

Allan Svihlik, Natrey 707 LLC  
219-712-3286 / [allan@paragoninstall.com](mailto:allan@paragoninstall.com)  
Jeff Svihlik, Natrey 707 LLC  
219-616-7613 / [inparagon@aol.com](mailto:inparagon@aol.com)

The following is a summary of discussion at this meeting:

**OPENING:** The Site Review Committee met to discuss the proposed building remodel for Natrey 707 LLC located at 711 Garfield Street. Burkman 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:** Svihlik said most of the work will be general cosmetic, i.e. painting, cleaning, painting exterior. They will be assembling photo products. They deal with internet based companies. They will be moving approximately 60 employees to Valparaiso. There will be no changes to the interior of the building. Svihlik said they have hired Ryan Fire Protection to inspect and repair the sprinkler system.

**STAFF COMMENTS:**

**MCALPINE:** It will be necessary to provide a site plan showing the new paving and striping for the employee parking lot. Paving is required. McAlpine said it appears there will be no change to the drainage. Svihlik asked if they could pave enough to provide parking for their employees. Thrasher said there is a calculation for parking and suggested they speak to Tyler Kent, Planning Director.

**MCGINLEY:** Currently there is no sidewalk at this site. Submittal of a Sidewalk Waiver will be necessary. McGinley requested information concerning the truck traffic that this business will generate for Garfield and Poplar Streets. Svihlik said USPS will pick up at least once a day, Monday through Friday; however, during peak season they will pick up twice a day. There will be raw material deliveries at least twice a week. McGinley explained there is ranking system used for road improvements and increased traffic is a component of this system. Svihlik asked if it would be

possible to post a better street sign for Poplar Street. The street sign is currently posted on a utility pole. Burkman said it may be possible to put the street sign on the same post with the Stop sign. McGinley said a taller post would be necessary. He will check into this.

**THRASHER:** Thrasher asked if they are making any interior changes to the building. Svihlik said they are making no interior changes. Thrasher asked if the electrical service is being upgraded. Svihlik said an Electrical Permit has already been pulled. Thrasher asked if there is a fire alarm system in the building. Svihlik stated there is no fire alarm system. Thrasher said if the sprinkler system is being upgraded a fire alarm system will probably be required. Svihlik indicated that Ryan will install a control box at the point where the water enters the building and if this is triggered it will send an alarm to the fire department. Thrasher said typically this would be sent to the State. If more than 20 heads are moved or altered, this will have to be submitted to the State. Ryan Fire Protection should be aware of this requirement, as well as the requirement for the fire alarm. Svihlik commented that they are not changing anything, they are only getting the system back to normal operation. Thrasher said the previous building use will determine if this is a change of occupancy. Svihlik said Ryan Fire Protection determined that their use of the building will be within the State guideline for the square footage of the building. Ryan will perform a pressure test, change any heads that need to be changed, then perform another pressure test. Svihlik asked if the sprinkler system is grandfathered since they are not making any changes. Thrasher said this will have to be determined by the State. It will be necessary for Ryan to work with the State. Typically, it would be sent to the State for plan review so they could make this determination. Ryan is aware of the rules. Thrasher conveyed it is based on the use and the State may determine it is a change of occupancy. This would require an upgrade of the system to meet current standards. Thrasher conveyed that ADA parking, paving and striping must be installed before an occupancy permit can be issued. If the parking lot is not paved and striped, it will not be compliant with ADA requirements or the City ordinance. The calculation for ADA parking is one ADA space for each 25 regular parking spaces. Thrasher stated a Building Permit, to include the parking lot and the sprinkler system is required. All contractors working on the project must be registered with the City prior to issuance of permits. Thrasher mentioned the property needs to be cleaned up and will need to be maintained so that it meets the City's requirements.

**ON BEHALF OF KENT:** This property is zoned INH, Heavy Industrial. The calculation for signage is three (3) square feet of sign area for each linear foot of building frontage. For the purposes of calculation, each side of a building which abuts upon a public way shall be considered building frontage; however, the surface area of signage attributable to each frontage must face such frontage. A Sign Permit will be required. With the close proximity to the neighborhood, noise, vibration, emissions and lighting will need to be monitored. The maximum noise level is 75 decibels between 9 a.m. and 11 p.m. and 65 decibels between 11 p.m. and 9 a.m. Referring to Article 4, Division 4.700, General Environmental Standards will be necessary. Providing the maximum decibels, measured from the property line, is required. Kent asked if the machines inside the building will vibrate. Svihlik indicated the machines do not vibrate. Kent asked if there will be any equipment on the exterior of the building or mounted to the roof that will require baffling. Svihlik said there is no such equipment. The calculation for parking is 1 space per 500 sq. ft. of usable floor area. Kent said striping the parking lot with dedicated parking spaces is required. Referring to Table 9.301 for the required number of ADA spaces is necessary. Contacting Kent about parking issues is suggested. If exterior lighting is added to the site, the standards of Division 9.500 will be applicable. A landscape plan will be required for this project. Contacting Kent concerning the landscape plan is necessary. Kent asked for the square footage of the building. Svihlik said the building is 39,000 sq. ft. A Zoning Clearance is required. Kent asked about the plans for 405 Elm Street. Svihlik there are no plans.

**BURKMAN:** Anytime a permit is pulled, the City requires improvements i.e. sidewalks. The Sidewalk Waiver allows the property owner not to have to install sidewalks immediately; however,

if in the future the City deems the sidewalks are necessary, the property owner is obligated to meet the requirement. The Sidewalk Waiver is signed by the property owner and recorded. The waiver runs with the land and covers both Poplar and Garfield. Burkman asked if there will be any other site improvements or changes to utilities. Svihlik indicated there will be no other changes.

Burkman asked if the sewer is sufficient for their purposes. Svihlik said it is sufficient.

**STITES:** The City follows the 2014 Indiana Building and Fire Codes. Stites asked if high rack storage will be used. This will affect how the sprinkler system works. Svihlik said they will be using 8-ft. racks.

**ALJOBEH:** The Water Reclamation Department is interested in what is being discharged into the sanitary sewer. Providing an internal plumbing plan showing all connections to the sanitary sewer is necessary. Aljobeh asked if anything other Svihlik said only sanitary water will be discharged.

**GESKEY:** Geskey asked if there will be any changes to the water or sanitary sewer coming into the building. Svihlik indicated there are no changes. Geskey said the Water Department records indicate there is no backflow protection (this comes after the meter). All commercial buildings require backflow. Svihlik said there is a backflow. Geskey said it will be necessary to contact Shaun Shifflett to confirm the backflow. Geskey said the backflow may only require testing.

#### **ISSUES TO BE RESOLVED:**

Landscaping Plan (contact Tyler Kent)

Sidewalk Waiver

Site Plan for Parking Lot Layout

Detailed Site Plan

Backflow Prevention (contact Shaun Shifflett)

Site Improvement Permit

State Design Release

Building Permit

Contractors Registered with the City

Signage/Fencing Permit

Provide Maximum Decibels (measured from property line)

Zoning Clearance

Internal Plumbing Plan