



TELEPHONE: 462-1161

**MEETING: Site Review Committee**  
**SUBJECT: Ivy Kae Studio**  
**ADDRESS: 601 Lincolnway**  
**PRELIMINARY SITE REVIEW**

**LOCATION: City Hall**  
**DATE: May 1, 2018**

**IN ATTENDANCE:**

Tyler Kent, Planning Director (219) 462-1161  
[tkent@valpo.us](mailto:tkent@valpo.us)  
Carley Lemmon (219) 462-1161  
[clemmon@valpo.us](mailto:clemmon@valpo.us)  
Tim Burkman, Engineering Director (219) 462-1161  
[tburkman@valpo.us](mailto:tburkman@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)  
Nate McGinley, Public Works Director (219) 462-4612  
[nmcginley@valpo.us](mailto:nmcginley@valpo.us)  
Media

**PRESENTERS:**

Kathy & Steve Wagman, Owners  
(219) 671-4441 / [ivykaestudio@gmail.com](mailto:ivykaestudio@gmail.com)

The following is a summary of discussion at this meeting:

**OPENING:** The Site Review Committee met to discuss the proposed hair salon buildout for Ivy Kae Studio out to be located at 601 Lincolnway. 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:** Wagman indicated Ivy Kae Studio will be moving into a tenant space that was previously used by a wedding centerpiece rental company. Wagmen said two walls will be taken down to open the space up. There will be electrical and plumbing work. Wagman said the stations will be floating stations and located in the middle of the room. They want to bring the electrical up through and down rather than going underneath. A hole will be cut in the floor to run the drain for the shampoo bowls. Hot and cold-water lines will also be run,

**STAFF COMMENTS:**

**BURKMAN:** Burkman asked if there will be any exterior changes to the site. Wagman said no changes are being considered. Burkman said there is angled parking along College and asked if this parking will be sufficient for their business. Wagman believes this is City parking. Burkman said it appears to be largely within the right-of-way, making it public; however, it does encroach over the property line a little, so it is kind of split. Generally, it is open to the public and not necessarily dedicated to the building. Wagman indicated there is parking for two cars in the back of the building. Parking in the area after 5:00 p.m. is at a premium. There are also a few parking spots along Lincolnway. Wagman said the need for the salon's clients should not occupy more than 2 or 3 spots at any given time. If employees choose to park in the public parking, the private parking will be left open for clients. Burkman provided no other comments.

**MCGINLEY:** McGinley said since there are no exterior improvements, Public Works has no comments on the project.

**LEMMON:** Any new signage will require a Sign Permit. The calculation for signage is 1-sq. ft. of signage per 1 linear foot of tenant space frontage facing Lincolnway.

**KENT:** The calculation for parking is 5 spaces per 1,000 sq. ft. of useable floor space. Storage areas and restrooms are not included in this calculation. Kent indicated the parking spaces on site will need to be striped. An ADA parking space will be required. Wagman asked if the parking will have to be striped if the parking is not used for clients. Kent conveyed on-site parking is required and must be striped. Kent asked if the building is handicapped accessible. Wagman said because there are steps it is not accessible and believes the doors are not wide enough to accommodate a wheelchair. Kent recommended they speak to the landlord about making the building accessible. Kent suggested they speak to Vicki Thrasher concerning the requirements for accessibility.

**ON BEHALF OF THRASHER:** A Building Permit will be required. All contractors working on the project must be registered with the City. Each nail station is required to have a source capture system capable of exhausting not less than 50 cfm per stations. Kent asked how many sinks are being installed. Wagman said they are installing two shampoo bowls and there are two sinks upstairs for a total of four. Thrasher said it appears that six sinks are being added, which requires submittal to the State of Indiana for a Construction Design Release. The restroom should be upgraded to be ADA compliant.

**ALJOBEH:** The Water Reclamation Department is interested in what is being discharged into the sanitary sewer. Aljobeh asked if anything other than normal sanitary waters being discharged. Wagman said only sanitary waters will be discharged. Aljobeh asked if there will be chemical storage greater than 5 gallons. Wagman said there will be no storage of this type. Aljobeh conveyed the Water Reclamation Department must be contacted for a walk-through inspection after the plumbing work is completed.

**GESKEY:** Geskey asked if there will be any water or sewer work outside the building. Wagmen said there will be no changes. Geskey conveyed it will be necessary to contact Shaun Shifflett to inspect the backflow protector. Contact information was provided.

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

Detailed Site Plan

Building Permit

Source Capture System for Nail Station

Signage/Fencing Permit

Zoning Clearance

Stripe Parking Spaces

ADA Accessibility

Contact Water Reclamation After Plumbing Work

Contact Shaun Shifflett for Backflow Inspection

Contractors Registered with City

Upgrade Restroom – ADA Compliant