



MEETING: Site Review Committee
SUBJECT: Residential Build-out of Existing
Second Floor
ADDRESS: 609 Morgan

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:

Brent Wagner, Wagner Architecture
 (219) 531-2468 / brent@wagnerarchitecture.net
 Carrie & Brad White
 (219) 548-3097 / bawcaw@frontier.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 residential build-out of the existing second floor at 609 Morgan. 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: The intent is to build-out the second story of a commercial building located at 609 Morgan to be used as a residence. There are several businesses located on the first floor. The second floor is unfinished space and has been used for storage. Brad and Carrie White are hoping to put an apartment in this space for their personal use.

STAFF COMMENTS:

JOHNSON: This is a change of use and must be submitted to the State for plan review. The space will have to be sprinklered. Sprinkling the entire building is encouraged. This may help with insurance costs and separation issues between the first and second floors. The sprinkler system must be monitored by an alarm system. A Knox Box will be required. Johnson asked if there was a master keying system. White confirmed that a master keying system does exist. Johnson requested that a master key be included in the Knox Box. If a fire department connection is required, contacting the Fire Department for proper placement is necessary.

MCINTIRE: McIntire was contacted concerning a 2" fire service. If the entire building is sprinklered, contacting the fire protection contractor is advised to insure that a 2" service is adequate. McIntire is currently working up a cost for the fire service line. There was also an inquiry about adding an additional domestic service for the upstairs. Only one meter per service is allowed and there is already one service. The existing service must be brought up to code since plumbing changes are being made to the building. Backflow protection is required. Contact information for Shaun Shifflett was provided. McIntire mentioned the main on Morgan would be tapped for the fire service.

PILARSKI: The water being discharge from the residence is strictly sanitary and the existing sanitary sewer service line to our main will be used, there are no comments at this time.

PHILLIPS: This is a permitted use in the Commercial General District (CG). Parking must be reviewed to insure that parking for the businesses and the residence is adequate. Phillips asked if there was an existing corral for garbage bins. White stated that the garbage bins are currently stored in the garage space, but they would like to construct some sort of corral. Phillips advised that if commercial dumpsters are used, compliance with Standard 2.406 of the Unified Development Ordinance will be necessary. This ordinance basically states the corral must be concrete block, brick, or stone and must have solid wood or vinyl gates. White asked if a corral was necessary for regular City cans. Phillips clarified that the City would prefer an enclosure if multiple cans are used. White asked if a wood enclosure would be acceptable outside the garage. Phillips stated that wood is not allowed in commercial settings. White said they only planned on having two carts outside. Phillips said this would not be an issue.

BURKMAN: Burkman requested clarification concerning addressing. White explained that they all have different addresses. These are 206, 208, and 210 Elm Street and 607 and 609 Morgan. McIntire said the water address they have is 210 Elm. The residential entrance will be situated off Morgan.

THRASHER: This project must be sent down State for plan review for design release before a building permit can be issued. The signs on the second floor for Box Seat Tickets will be removed. This sign will be on a parapet around the front of that building.

ISSUES TO BE RESOLVED:

- Detailed Site Plan
- Backflow Prevention
- State Design Release
- Building Permit
- Signage / Fencing Permit
- Zoning Clearance
- Sprinkler System
- Alarm System
- Knox Box
- Fire Department Connection Placement, if required