



**MEETING: Site Review Committee**  
**SUBJECT Building Remodel**  
**ADDRESS: 200 Billings Street**

**LOCATION: City Hall**  
**DATE: October 13, 2015**

**PRELIMINARY SITE REVIEW  
 IN ATTENDANCE:**

Tyler Kent, Planning Director	(219) 462-1161
Tim Burkman, Engineering Director	(219) 462-1161
Adam McAlpine, Engineering Dept.	(219) 462.1161
Ed Pilarski, Water Reclamation Dept.	(219) 464-4973
Mark Geskey, Utilities	(219) 462-6174
Jon Daly, Fire Department	(219) 462-8325
Brent Dickson, Public Works Director	(219) 462-4612

**PRESENTERS:**

Jeff DeRubbo, JJD Properties, LLC  
 (219) 209-5496 [derubbo@partsolutionsllc.com](mailto:derubbo@partsolutionsllc.com)

Email addresses for the above City of Valparaiso Departments can be found at [www.valpo.us](http://www.valpo.us).

The following is a summary of discussion at this meeting:

**OPENING:** The Site Review Committee met to discuss the proposed building remodel at 200 Billings Street. 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:** DeRubbo indicated he recently purchased this building and will be doing improvements. All windows and doors will be replaced. DeRubbo will be adding windows. Some windows were boarded up and the entire right side of the building was covered with T11 cedar siding. DeRubbo said doors had also been bricked up. The openings for these windows and doors remain and DeRubbo intends to uncover and openings and install the necessary windows and doors. DeRubbo said the limestone on half of the building has been damaged. There is really no good way to repair the damaged limestone. The limestone will be removed and replaced with brick. The roof will be replaced. DeRubbo said the building will be primarily used as office space. He will be using the largest unit on the right side. There will be two 900 sq. ft. units and one 500 sq. ft. unit. These will be used as tenant spaces.

**STAFF COMMENTS:**

**BURKMAN:** As mentioned during an earlier site review, a sidewalk waiver form will be required. Submitting a marked pavement plan will be necessary. The plan needs to show where parking stalls will be located once the lot is resurfaced and restriped. Burkman mentioned that using Units A, B, C, and D will be sufficient for addressing purposes.

**MCALPINE:** McAlpine suggested creating more green space on the site as there is a lot of hard surface between the buildings. McAlpine wants to see what landscaping will be done and how it can soften the total lot coverage. Kent asked if there is a threshold concerning the storm water fee. McAlpine explained that if a property exceeds 40,000 sq. ft. of hard surface the property moves into a Class 5 Category and the storm water fee goes from \$44.00 to \$176.00. McAlpine will provide information concerning this property. Turning areas into green space and reducing hard surface will help reduce storm water fees.

**ON BEHALF OF THRASHER:** A permit will be required for the new roof. Permits will also be required for the remodel work. Submitting plans for the elevations and existing and proposed floor plans is necessary. Additional plans may be required, depending on the scope of work. All contractors must be registered with the City. There was not enough information provided to determine if the project needs to be submitted for State of Indiana Plan Review. Contacting Thrasher concerning this is necessary. All signage for the site will require permits. The parking lot needs to be striped and maintained.

**KENT:** The calculation for parking is 3 spaces per 1,000 sq. ft. of usable floor space. Storage areas and restrooms should not be included in this calculation. ADA parking is required. The calculation for ADA parking is 1 space for each 25 spaces. Kent mentioned the sign pole in front of the building is located in the City's right-of-way. A number of years ago the sign cabinet was removed from the pole. When Kilroy's moved in on the east side, the cabinet was put back on the pole; however a permit was never granted due to the sign being located in the right-of-way. Kent said that the sign pole will need to be moved either onto the 200 Billings Street property or removed completely and signage placed on the building itself. Submitting the building elevations will be necessary. This submittal needs to include the type of material being used for the exterior of the building. Some of the permitted materials include brick, limestone and textured aggregate concrete masonry units. If another material is being considered, it will be necessary to provide a sample for review. Kent asked if the City provides trash collection for commercial buildings. Dickson stated Public Works will collect recycling but does not collect trash. Kent said if a dumpster is being considered for this site, referring to Article 2, Section 2.406 concerning dumpster enclosures is recommended. DeRubbo said if a dumpster is not required he will not install one. He explained there is a garage on the property that can be used to store trash containers. Kent indicated this will be permissible as long as the trash containers are kept in the garage and out of public sight. A Zoning Clearance is required.

**DICKSON:** Dickson said his comments concerned sidewalks; however, this issue was covered by Tim Burkman. Dickson presented no other comments.

**PILARSKI:** Pilarski conveyed there is an oil and grease interceptor to the west of the building. Pilarski said since this facility will house offices it will be necessary to decommission the oil and grease interceptor. This can be done by removing it completely, or capping it and filling it with sand or gravel. Submitting an internal plumbing plan for the reconfiguration of the building for review and approval will be necessary.

**GESKEY:** Geskey mentioned there is only one water service with backflow protection at this building. Geskey asked if any additional water services will be added. DeRubbo indicated they will not be adding water services. Geskey presented no other comments.

**DALY:** Daly said the Fire Department conducts annual maintenance inspections. He explained that the Fire Department checks to make sure any life safety or fire equipment/devices are still in operation. Some of the things they check for are emergency lighting, exit lighting, etc. Daly will need to investigate the ordinance that states if there is over a certain percentage of remodeling or if there are other stipulations such as possibly a change of occupancy, they might need to bring the building up to the current fire code.

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

Landscaping Plan	Building Elevations and Exterior Materials
Detailed Site Plan	ADA Parking
State Design Release (discuss with Thrasher)	Existing Pole Sign
Building Permit	Sidewalk Waiver
Signage/Fencing Permit	Parking Plan
Internal Plumbing Plan	Possible Adding Green Space
Decommissioning of Oil and Grease Interceptor	Zoning Clearance