



MEETING: Site Review Committee
SUBJECT: General Insurance Services
ADDRESS: 407 Lincolnway
PRELIMINARY SITE REVIEW
IN ATTENDANCE:

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

LOCATION: City Hall
DATE: March 27, 2018

PRESENTERS:

Richard Boyd, Larson-Danielson Construction
 (219) 362-2127 / RGB@LDConstruction.com
 Robin Witte, Larson-Danielson Construction
 (219) 362-2127 / REW@LDConstruction.com

The following is a summary of discussion at this meeting:

OPENING: The Site Review Committee met to discuss the proposed remodel for General Insurance Services to be located at 407 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: This project is a small remodel of the current Salon Amara building located at 407 Lincolnway and is for General Insurance Services. There are existing tenants who will be leaving, but there are existing tenants that will be staying. These tenants will be located on the basement and second floor levels. There will also be some upgrading on the exterior. The asphalt will be repaired and ADA handrails will be added. The salon space will be converted into an open office area with a breakroom and a couple offices. Some of the existing rooms will become a conference room or office space. This work is on the main level. The existing offices upstairs will be utilized. Electrical issues will be corrected. A sink will be added in the breakroom, toilet fixture will be replaced and lighting will be added.

STAFF COMMENTS:

MCALPINE: Since the work appears to be interior, McAlpine provided no comments on the project.

MCGINLEY: McGinley mentioned the curb, carriage walks, etc. in the right-of-way were updated last year. The facility driveway is acceptable. McGinley suggested they make sure the retaining wall is sound. McGinley said they need to make sure the asphalt work does not encroach on the City-owned alley behind this site. If, however, there are any issues with the alley, contacting the Public Works Department will be necessary.

THRASHER: Thrasher asked about the tenant in the basement. Witte said the tenant is a lawyer. Witte indicated there will not be any changes in the basement. Thrasher said a Construction

Design Release will not be required. The permit applications have been submitted. All contractors listed on the permit are registered. Thrasher said once the site review is completed, the permit can be issued as long as all other department issues are satisfied.

ON BEHALF OF TYLER KENT (PLANNING DIRECTOR): This property is zoned Residential Transition (RT). Office spaces are permitted as a limited use. Offices shall be located in a building that has residential character, which this building does. The exterior improvements include limited restoration to the exterior of the building, tuck pointing and repair of siding. Witte confirmed that this is correct. The requirement for parking is 3 spaces per 1,000-sq. ft. of usable floor space. Storage areas and restrooms are not included in this calculation. A sign permit will be required for all signage. The calculation for signage is 1-sq. ft. of signage per 1 linear foot of building frontage facing Lincolnway. Referring to Article 2, Section 2.406 for dumpster enclosure requirements will be necessary. The use of vinyl fencing is not a permitted dumpster enclosure material. A Zoning Clearance is required.

STITES: The City follows the 2014 Indiana Building and Fire codes.

ALJOBEBH: Aljobeh mentioned the Water Reclamation Department is interested in what is being discharged and asked if anything other than normal sanitary waters will be discharged. Witte indicated only normal sanitary water will be discharged. Aljobeh provided no further comments.

GESKEY: The Water Department records indicate this building does not have backflow protection. Geskey said the backflow protection will need to be updated. Geskey suggested they contact Shaun Shifflett concerning this issue. Contact information was provided.

ISSUES TO BE RESOLVED:

Detailed Site Plan
Backflow Prevention
Building Permit
Signage/Fencing Permit
Zoning Clearance