



**MEETING: Site Review Committee**  
**SUBJECT: DexaFit**  
**ADDRESS: 603 Lincolnway**  
**PRELIMINARY SITE REVIEW**

**LOCATION: City Hall**  
**DATE: January 8, 2019**

**IN ATTENDANCE:**

- Carley Lemmon, Asst. Planner (219) 462-1161  
[clemmon@valpo.us](mailto:clemmon@valpo.us)
- Vicki Thrasher, Building Commissioner (219) 462.1161  
[vthrasher@valpo.us](mailto:vthrasher@valpo.us)
- Mingyan Zhou, Engineering Dept. (219) 462.1161  
[mzhou@valpo.us](mailto:mzhou@valpo.us)
- Paul Scott, Water Reclamation (219) 464-4973  
[pscott@valpo.us](mailto:pscott@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)

**PRESENTERS:**

- Moises Guadron, Owner  
(812) 360-7582 / [valparaiso@dexafit.com](mailto:valparaiso@dexafit.com)

The following is a summary of discussion at this meeting:

**OPENING:** The Site Review Committee met to discuss the proposed DexaFit Office to be located at 603 Lincolnway. Lemmon 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:** Gaudron indicated that he is purchasing this property. The main floor will be used for health fitness testing. The interior work will include painting and new flooring. The bathrooms will also be upgraded. Equipment will be moved into the existing rooms and they will remain the same. The hours of operation will be from Noon to 5:00 p.m. Gaudron said the upstairs will be painted and the bathroom upgraded. Gaudron plans to rent the apartment.

**STAFF COMMENTS:**

**MCGINLEY:** Public Works is concerned with solid waste, recycling and City rights-of-way. It appears no work will be done in the right-of-way. McGinley mentioned the sidewalks were recently updated during the paving of Lincolnway. Public Works will be updating the rear alleyway in the future. McGinley conveyed the maximum number of totes Public Works will provide for solid waste and recycling is limited to 4 per use. If more than this number of totes will be required, it will be necessary to contract with a private waste hauler. It will necessary to setup an account for trash pickup when Gaudron sets up the necessary Utility Account. No other comments were offered.

**THRASHER:** Thrasher asked about the previous use of the first floor. Gaudron indicated it was residential. Thrasher said it will be necessary to submit the plans and a Rule 13 to the State of Indiana to convert the building from a Class 2 structure to Class 1 structure to allow for the operation of a business. It will be necessary to upgrade fire safety; i.e. proper egress, emergency lighting, etc. Thrasher explained that if no major changes are being made to the building the Rule 13 can be filed; however, if major changes are made it will be necessary to submit for a State Construction Design Release. Thrasher said she will provide a link to the State that will explain the

necessary process. Thrasher mentioned that typically the apartment would require a sprinkler system; however, since it is existing it may not need to be upgraded. A Building Permit will be required to make any upgrades that may be required. All contractors working on the project must be registered with the City.

**ON BEHALF OF THE FIRE DEPARTMENT:** The Fire Department follows the 2014 Indiana Fire and Building Codes. Inspections required through the permit and construction process of the project need to be scheduled through the Building Department. The property will be subject to annual inspections by the Fire Department.

**LEMMON ON BEHALF OF TYLER KENT:** The property is zoned Residential Transition (RT). An office use is a limited use within the RT Zoning District, with the following criteria, offices shall be located in buildings that have a residential character. Kent asked if there are any plans for exterior modifications or renovations to the building. Gaudron said no exterior modifications or renovations are being considered. Kent conveyed that exterior improvements must meet the standards of the Valparaiso Unified Development Ordinance. The maximum height for signage is 6 feet. The calculation for signage is 1 square foot of signage per 1 linear foot of building frontage that faces the street. Kent suggested the use of a blade sign. However, if a monument sign is needed, Kent suggested a sign that will integrate the building's architecture into the sign. The requirement for parking for an office use is 3 spaces per 1,000 sq. ft. of usable floor area. Bathrooms and storage areas should not be included in this calculation. Parking spaces for the apartment will need to be factored into the required on-site parking requirement. One ADA van-accessible parking space will be required.

Table 9.201: Minimum Parking and Loading Requirements		
Land Use	Parking	
Single-Family	2 spaces / d.u.	na.
Single-Family Cluster	2 spaces / d.u.	na.
Single-Family Attached	2 spaces / d.u.	na.
Planned or TND	2 spaces / d.u.	na.
Multi-Family	Studio and 1 bedroom units: 1.5 spaces / d.u. 2+ bedroom units: 3 spaces / d.u.	na.
Multi-Family with Commercial (used in mixed-use shared parking calculations)	1 space / d.u.	na.
Multi-Family in Central Place District within 330 feet of a public parking lot or facility	1.5 spaces / d.u.	na.
Multi-Family in the Central Business District within 330 feet of a public parking lot or facility with adequate capacity to meet required parking	No Requirement	
Live-Work Units	3 spaces / d.u.	na.
<b>Office</b>		
General (not listed below)	3 spaces / 1,000 sf.	1 space / 33,000 sf.
Bank/Finance, Telemarketing	4 spaces / 1,000 sf.	1 space / 33,000 sf.
Medical Office / Clinic	5 spaces / 1,000 sf.	1 space / 33,000 sf.

The parking lot needs to be paved with asphalt or concrete and striped. Submittal of a landscape plan showing the type of plants with the common and Latin name is necessary. Kent mentioned if a private garbage service will provide garbage pickup, then a dumpster enclosure is required and will need to meet the standards of Article 2, Section 2.406, Solid Waste Collection. A Zoning Clearance will be required. Kent should be contacted with any questions.

**ZHOU:** The Engineering Department is concerned with any possible site work. Zhou asked if there will be any changes to the grading, paving or parking lot. Gaudron indicated there will be no changes. Zhou presented no further comments.

**SCOTT:** Scott asked if any changes to the internal plumbing are being considered. Gaudron said there will be no changes. Scott presented no other comments.

**GESKEY:** Geskey asked if there will be any changes to the water service or sewer service. Gaudron indicated there will be no changes. Geskey presented no other comments.

**ISSUES TO BE RESOLVED:**

Landscaping Plan

Detailed Site Plan (show the parking)

Submit Rule 13 (building conversion)

Building Permit

Signage/Fencing Permit

All Contractors Must Be Registered with the City

Zoning Clearance