

MEETING: Site Review Committee
SUBJECT: Tattoo Studio
ADDRESS: 755 Lincolnway
PRELIMINARY SITE REVIEW

LOCATION: City Hall
DATE: April 9, 2019

IN ATTENDANCE:

Carley Lemmon, Planning Dept.
(219) 462-1161 / clemmon@valpo.us
Vicki Thrasher, Building Commissioner
(219) 462-1161 / vthrasher@valpo.us
Mingyan Zhou, Engineering Dept.
(219) 462-1161 / mzhou@valpo.us
Bill Laird, Engineering Dept.
(219) 462-1161 / blaird@valpo.us
Paul Scott, Water Reclamation Dept.
(219) 464-4973 / pscott@valpo.us
Mark Geskey, Water Dept.
(219) 462-6174 / mgeskey@valpo.us
Nate McGinley, Public Works Director
(219) 462-4612 / nmcginley@valpo.us

PRESENTERS:

Marc Rochon, Co-Owner
(219) 406-4410 / mr323@comcast.net
Kate Rochon, Co-Owner

The following is a summary of discussion at this meeting.

OPENING: The Site Review Committee met to discuss the proposed tattoo studio to be located at 755 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: The project is a tattoo shop. The layout of the building fits their needs and no changes will be necessary.

STAFF COMMENTS:

MCGINLEY: McGinley indicated the sidewalk and driveway entrance have recently been updated and he had no comments concerning either of these items. McGinley said Public Works can pick up their solid waste and recycling if they can be serviced with four (4) solid waste totes and four (4) recycling totes. Rochon said this will meet their needs. McGinley conveyed that when they contact Utilities to setup an account, they should also sign up an account for trash and recycling services.

THRASHER: Thrasher asked if the plan submitted shows what is currently in the space. Rochon said this space is already setup for their needs. Thrasher asked

if there will be any additional plumbing. Rochon said there will be no additional plumbing. There is one sink and that is all they need. Thrasher asked what the large area will be used for. Rochon said it is just a large open area that will be used as a waiting area and possibly selling tee shirts. If they consider any changes in the future, they will apply for a Building Permit. Thrasher conveyed a sign permit will be required. Rochon said the building currently has a sign and they will only need to do a face change. Thrasher said this will still require a permit. Thrasher explained that the electronic message board cannot be animated (flashing, chasing, etc.) in any way. It can display time and temperature and the message can only be changed once a day. Ms. Rochon asked about adding signage to the building. Thrasher said all signage requires a permit. Thrasher said it will be necessary to discuss the property address with Will Rose. If there needs to be a change, the Rochons will be notified. (*See below.)

ON BEHALF OF TIM STITES, FIRE DEPARTMENT: The facility will be subject to annual inspections by the fire department.

LEMMON ON BEHALF OF TYLER KENT: The property is zoned CP, Central Place. A tattoo parlor is a permitted use in the CP Zoning District. If the awnings are replaced, a permit will be required. The calculation for signage is 1 sq. ft. of signage per 1 linear foot of building frontage facing Lincolnway. If exterior building improvements are considered, referencing Article 11, Section 11.500 for design standards will be necessary. Lemmon asked if they own the lot next door. Rochon said they do not own this lot. Rochon explained there are parking spaces at the back of the building, parking on the side for employees and 3 spaces in front of the building. Rochon mentioned there is also street parking available. There is no shared parking agreement with the building next door. Thrasher said the public parking does not count toward their parking requirement. Lemmon said it will be necessary to talk to Tyler Kent to make sure they meet the parking requirements. (**See below.)

ZHOU: The Engineering Department is concerned with site work. Zhou asked if they are planning to do any site work (regrading, parking lot repaving). Rochon said nothing is being considered, the building will remain as is. Zhou mentioned possibly having to dedicate right-of-way. Thrasher interjected that since a Building Permit is not being pulled, the City cannot require a right-of-way dedication; however, they can voluntarily provide the right-of-way dedication. Rochon said they would not have a problem doing this. McGinley explained that if there is ever an issue with the sidewalk or curb in front of this facility, without the right-of-way dedication, Public Works would have to obtain an easement to perform repair work because technically the City does not own the property.

ZHOU ON BEHALF OF ADAM MCALPINE: Any comments McAlpine may have will be sent directly to Rochon.

LAIRD: No comments were provided.

GESKEY: Geskey asked if there will be any changes to the water line or sewer line. Rochon said there will be no changes. Geskey indicated the backflow is up-to-date. Geskey provided no other comments.

SCOTT: Scott asked if the building is new construction or an existing building. Rochon said it is an existing building and there will be no modifications made. Ms. Rochon said the building layout meets their needs. Scott provided no other comments.

ISSUES TO BE RESOLVED:

Contact Porter County Health Department
Signage/Fencing Permit
Stripe Parking at Rear of Building
Submit Sketch of Parking After Striping

(*After discussion with Will Rose, the address for this property will remain as 755 Lincolnway.)

(**After discussion with Tyler Kent, it will be necessary to stripe the parking area at the rear of the building. Once the spaces have been striped, submittal of a sketch showing the parking will be required.)