



MEETING: Site Review Committee
SUBJECT: UnToYou Productions
ADDRESS: 908 Washington St., Suite A

LOCATION: City Hall
DATE: November 25, 2014

PRELIMINARY SITE REVIEW

IN ATTENDANCE:

Tyler Kent, Planning Director	(219) 462-1161
Tim Burkman, Engineering Director	(219) 462-1161
Ed Pilarski, Water Reclamation Dept.	(219) 464-4973
Vicki Thrasher, Building Commissioner	(219) 462-1161
Mark Geskey, Utilities	(219) 462-6174
Dave Souders, Fire Department	(219) 462-8325
Brent Dickson, Public Works Depts.	(219) 462-4612

PRESENTERS:

Justin Anderson, UnToYou Productions
 (219) 242-1356 / untoyou2000@gmail.com
 Dave DeFries, Excel
 (219) 548-0708 / sales@excelmachine.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 the proposed recording studio, booking agency, rehearsal space and office to be located at 908 Washington Street, Suite A. 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: Anderson indicated this project includes a small recording studio and an office for booking his own musical performances. He will also be providing a booking agency for the purpose of booking other musicians/talent. Anderson said the booking aspect will be negotiating with venue owners to book performances. The recording aspect will be closed circuit recording. The actual acoustic noise will be minimal. Anderson mentioned he is not currently setup for much more that acoustical recording. There may also be voice-over work.

STAFF COMMENTS:

BURKMAN: Burkman asked if changes to the sanitary sewer are being considered. Anderson said no changes will be made. Burkman indicated there is a requirement in the Unified Development Ordinance that all parking surfaces be paved. Burkman said it appears the south parking area is not paved.

THRASHER: Thrasher said it is difficult to determine from the drawings submitted what will be required from the Building Department. Usually she needs to see what is existing and what is being proposed. Anderson said this is really one big room. There is currently a half wall and a bathroom. Thrasher stated the restroom does not appear to be handicapped accessible and asked if there are plans to upgrade the bathroom. Anderson stated he is not planning on doing any upgrades and asked if this will be a requirement. Thrasher explained this is something that he may have to deal with in the future if someone with disabilities wants to use his facility and they cannot be accommodated. This is more of an ADA issue rather than a City issue. Thrasher asked if there is any desire to upgrade the look of the building. DeFries indicated new windows have been installed. Anderson mentioned he will be painting the front door. Anderson stated there will

be a new vinyl banner. Thrasher conveyed vinyl banners are considered temporary signage and are not permitted. A permanent sign will be required and will require a sign permit. Anderson said he will be using Simko Signs. Anderson asked what needed to be done to get power turned on for the building. Thrasher said a permit can be issued to get power turned on; however, the building cannot be occupied until the required improvements have been made. Anderson asked how long they had to make the improvements. Thrasher stated their deadline depended on how soon he wanted to occupy the building. Thrasher reiterated the improvements have to be made before he can open.

SOUDERS: Souders said providing information on occupant load will be necessary. Souders indicated emergency lighting and emergency exit lighting is required. Souders indicated the emergency lights can be purchased at Menards. The door must also be 36". DeFries stated the door is 36". Souders mentioned a fire extinguisher is required. Souders strongly recommends the installation of a Knox Box and suggested DeFries install the Knox Box on Building A for the keys to all three buildings.

KENT: Kent stated that within the INH (Heavy Industrial) Zoning District there is a requirement that no more than 20% of the floor area in this district can be used for office space. Kent will require calculations for total office space within the district. The allowable signage is 3 sq. ft. of signage for each linear ft. of building frontage facing Washington Street. Kent said one ADA parking space is required. Kent said providing the uses in Building B and C as well as the usable floor space in each building will be necessary to determine the requirement for on-site parking. Restrooms and storage rooms should not be included in these calculations. The maximum decibel level allowable during the hours of 9:00 a.m. and 11:00 p.m. is 75 decibels and between the hours of 11:00 p.m. and 9:00 a.m. the maximum is 65 decibels. Kent mentioned if any exterior improvements to the building are considered referring to Article 11, Section 11.500 of the Unified Development Ordinance will be necessary. Improvements to the parking will be required and this includes striping of parking spaces. A Zoning Clearance will be required for the project. Kent will provide a copy of the necessary form for completion. Anderson stated that with all the requirements needed it seems he may not be able to open this business. Kent stated a variance request can be filed with the Board of Zoning Appeals.

PILARSKI: Pilarski indicated that since no changes are being made to the sanitary sewer line for this building and only sanitary waste water will be discharged, no further comments are being provided.

GESKEY: Geskey stated records indicate there is no backflow protection at 908 Washington Street. The building is commercial and once there is an occupancy change backflow protection must be installed. Backflow protection is installed after the water meter and the work must be done by a plumber. The contact for backflow protection is Shaun Shifflett. Geskey provided contact information.

DICKSON: Dickson asked if there will be any impact to the right-of-way at the project site. Anderson stated there will be no impact. Dickson indicated Public Works has no other comments concerning this project.

ISSUES TO BE RESOLVED:

Right-of-way	Fire Extinguisher
Detailed Site Plan	Calculations for office floor space
Backflow Prevention	Variance (as required)
Signage/Fencing Permit	Occupant Load
Zoning Clearance	
Parking	
Emergency Lights/Exit Lights	