



**MEETING: Site Review Committee**  
**SUBJECT: Jeanie's Beauty Shop**  
**ADDRESS: 104 Billings Street, Suite A**

**LOCATION: City Hall**  
**DATE: October 6, 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
Vicki Thrasher, Building Commissioner	(219) 462-1161
Mark Geskey, Utilities	(219) 462-6174
Chad Dutz, Fire Department	(219) 462-8325
Matt Evans, Public Works Director	(219) 462-4612

**PRESENTERS:**

Jeff DeRubbo, JJS Properties  
(219) 309-5496 / [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 Jeanie's Beauty Shop to be located at 104 Billings 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:** DeRubbo recently purchased two buildings on Billings Street. The space being utilized by Jeanie's Beauty Shop is 500 sq. ft. DeRubbo stated several years ago the space was used for a barber shop. Two sinks will be added to an existing drain. DeRubbo stated the electrical will also be updated. DeRubbo said there are 12 parking spaces for this particular building. This will be a one-operator salon.

**STAFF COMMENTS:**

**BURKMAN:** Burkman asked if any work will be done on the parking lot. DeRubbo realizes the parking lot is not in very good shape. He explained that he is requesting a site review for another building and will include the entire parking lot at that time. Burkman mentioned completion of a Sidewalk Waiver form is required. The Sidewalk Waiver states that if the City ever causes a sidewalk project to happen in this area, the owner of the property will need to install the sidewalk. Burkman said after looking at the aerial photograph, the parking stalls on the west side of the building actually appear to pull straight in as opposed to the angled spaces shown. DeRubbo indicated there was a barbed wire fence where the angled spaces are shown. This barbed wire fence has been removed and actually provides more space that can be used for parking if needed. Providing a parking layout showing the marked spaces is required. Burkman suggested a 90 degree straight in option either along the building or along the back seems more appropriate.

**THRASHER:** Thrasher indicated the parking lot will need to be striped and maintained. Providing handicapped accessible parking spaces is necessary. Thrasher asked if this building has always been two units. DeRubbo stated that to the best of his knowledge it has always been one property, but two units. DeRubbo stated Chem Dry will remain as a tenant. Thrasher explained

that the uses are two different types and there is a requirement for a fire separation wall. Thrasher asked if there is access between the units. DeRubbo stated there is a door between the units and the units share a common bathroom located in Unit A. DeRubbo will not be adding a restroom. Thrasher indicated that each unit should probably have their own restroom. Thrasher asked if the existing restroom is handicapped accessible. DeRubbo said it is not. Thrasher said typically the restroom will require upgrading. Thrasher suggested a field inspection by the Building Department and Fire Department to verify what exists in the building. Thrasher also suggested bringing in an architect to look at the building concerning upgrades. The only plumbing being added is two sinks so submitting it to the State for plan review will not be required. A Building Permit will be required. All contractors working on the project must be registered with the City. Thrasher requested a better floor plan to include dimensions. A Site Plan should be included with the floor plan.

**DUTZ:** Dutz agreed with the suggestion of a field inspection. The Fire Department will do a final inspection and will look for compliance with fire extinguisher and exit sign requirements.

**KENT:** Kent indicated the required parking is 5 spaces per 1,000 sq. ft. of usable floor area. The calculation should not include restrooms or storage space. A sign permit will be required for signage located on the property. The calculation is 3 sq. ft. of signage per 1 linear foot of building frontage for the tenant space. If consideration is given to future exterior modifications, referring to Article 11, Section 11.500 of the Unified Development Ordinance will be necessary. Kent indicated a dumpster enclosure will be required and needs to match the materials of the primary building with a decorative gate at the front with a man-door on the side. Referring to Article 2, Section 2.406 for dumpster requirements is necessary.

**EVANS:** Evans presented to comments on this project.

**PILARSKI:** Pilarski stated since the proposed beauty salon will discharge strictly sanitary waste waters, no comments are being presented.

**GESKEY:** Geskey indicated an inspection will be necessary to determine if backflow protection exists in this building. Contacting Shaun Shifflett concerning this issue will be necessary. Contact information was provided.

**MCALPINE:** McAlpine provided no comments.

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

Detailed Site Plan

Detailed Floor Plan

Sidewalk Waiver Form

Backflow Prevention

Building Permit

Signage/Fencing Permit

Zoning Clearance

Parking Lot Layout

All contractors must be registered with the City

Dumpster