



MEETING: Site Review Committee
SUBJECT: 3&5 Apartments
ADDRESS: 3 & 5 Lincolnway
PRELIMINARY SITE REVIEW
IN ATTENDANCE:

Tyler Kent, Planning Director	(219) 462-1161
Vicki Thrasher, Building Commissioner	(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
Mark Geskey, Utilities	(219) 462-6174
Media	

LOCATION: City Hall
DATE: March 29, 2016

PRESENTERS:

Brent Wagner, Wagner Architecture
 (219) 531-2468 / brent@wagnerarchitecture.com
 Greg Engstrom, Owner
 (219) 242-8350 / gregengstrom@hotmail.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 apartments located at 3 & 5 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 is an existing three-story building. Currently there is a mix of office space and apartments on the second and third floors. The three office spaces will be converted into apartments. There are currently three residential units and three more residential units will be added for a total of six residential units.

STAFF COMMENTS:

BURKMAN: It appears all of the work will be internal. Burkman asked if the current addressing uses suite numbers. Engstrom said the existing apartments are numbered 1, 2 and 3. Engstrom conveyed apartments 1 and 2 are on the third floor and apartment 3 is on second floor. Addressing will be assigned by Will Rose from the Engineering Department.

THRASHER: Submitting the plans to the State of Indiana for plan review will be necessary. A sprinkler system is required. Thrasher stated the project must be in compliance with Section 1029 of the Indiana Building Code regarding emergency egress. Wagner indicated they plan to take the project through Chapter 34 and there may be alternative compliance techniques, but a Construction Design Release will be obtained. Thrasher mentioned that anything below four stories will need emergency egress if there are sleeping rooms or bedrooms. Wagner believes there may be some trade-offs for egress through Chapter 34; however, the project will be compliant. Thrasher asked if they will be applying for a Fire Safety Grant. Engstrom confirmed they will be applying for the grant. Thrasher conveyed if Chapter 34 is used, they will not be eligible for the Fire Safety Grant. Thrasher said there is a link on the City's website concerning information for the Fire Safety Grant. Thrasher stated the Code is a minimum and the City goes a little higher. An intelligent panel is also required. These are things the City will help with to offset the cost of a sprinkler system. Thrasher said it is not the goal of the grant to pay for the entire cost of a sprinkler system. The grant is to help offset the cost and there is a maximum amount that can

be received. A Building Permit is required. All contractors working on the project must be registered with the City. A Sign Permit will be required if changes to signage are considered.

ON BEHALF OF DALY: The City follows the 2014 Indiana Building and Fire Codes. Addressing needs to be clarified. Addressing for the entrance doors and each apartment must be posted. The appropriate addresses need to be assigned by the Engineering Department. As stated earlier a sprinkler system is required. An intelligent fire alarm is required if the Fire Safety Grant is considered. Otherwise, a fire alarm will be required for the sprinkler system. Installing the fire alarm panel in the hallway close to the entrance is requested. Interconnected smoke detectors are required in each individual apartment. Fire extinguishers are required. Locking the common hallway doors is not allowed. Installing emergency lights and exit signs is required. If the front door is going to be locked, a Knox Box with the front door key will be required. Depending on the location of the sprinkler room, providing a key for this room is necessary.

KENT: Kent asked if any exterior improvements will be made. Wagner mentioned they might be changing out some windows. Kent asked if plans were available showing the type of windows. Wagner said the windows are a mix of plate glass and double hung windows. If the plate glass is replaced, they will use double hung windows. Kent said referring to Article 11, Section 11.600 for the Downtown Design Standards for windows is necessary. There is no interior parking. Kent mentioned it is great to see additional residential apartments in the downtown area.

MCALPINE: McAlpine stated the City is planning a large project between September and November. The project will begin after Popcorn Festival. Washington Street will be reconstructed between Lincolnway and Jefferson Street. This means there will be no access from the alley. Engstrom said assuming they will be doing the sprinkler system will this be a better time to tie into the system. Geskey interjected that coming off of Washington Street for water will not be advantageous and will be a longer run. McAlpine said he will share the plans for the Washington Street project. There will be public meetings concerning the project. The project will include improvements to the lighting, landscape elements, drainage improvements and installing new water main. Parking will remain as it is today and the loading area on the east side will remain as is.

PILARSKI: Since this project is residential in nature, Pilarski provided no comments.

GESKEY: Geskey indicated the Water Department is showing four accounts for 3 & 5; two accounts for 3 and two accounts for 5. However, there is no backflow protection shown at either address. If the water line is cut into, installing backflow protection is required. Contacting Shaun Shifflett concerning this issue will be necessary. Contact information for Shifflett was provided. Geskey presented a plan concerning the fire suppression system. This plan can be shared with a fire protection contractor for pricing. Since these buildings are next to each other, one line can be brought across Lincolnway and then on the north side of Lincolnway it can tee-off and a line can be taken in each side. Going in one building and then into the basement to another building cannot be done. If these buildings are ever sold they should each have their own fire protection system. Geskey provided his contact information for any questions they may have. Engstrom asked if there would be two Fire Safety Grants. Thrasher interjected the buildings are not separated upstairs; therefore only one grant will be awarded. Wagner said they use a common hallway. There is a common stair that accesses the buildings. Geskey asked if the project is being treated as one building or two. Thrasher said it appears to be one building upstairs. Geskey said he is good with just one leg going in. Geskey indicated the Board of Works will need to provide permission to cut across Lincolnway and it may have to be a night time closure. Engstrom said that in front of 5 Lincolnway there is a sidewalk doorway and asked if this would make it any easier. Geskey suggested contacting a contractor concerning this issue. There is also an alley they could go down and be stubbed into the road when the new main is installed. However, the alley is narrow and full of utilities already. Geskey said there are no plans to move the water main to the other side of Lincolnway. If the buildings are being treated as one unit, they may want to

revisit the length it will be from the Washington Street new water main to the west basement edge of the building. Entering the building this way instead of coming across Lincolnway may be easier and less disruptive. Geskey conveyed that the water for this building currently comes across Lincolnway.

ROSE: Rose asked if the door between Engstrom and Old Style provides access to the upper floors. Engstrom confirmed this and said currently there are three apartments upstairs. Rose asked what numbers are currently being used for these apartments. Engstrom said they are numbered 1, 2, and 3 and clarified that office space will be converted into three more residential units. Wagner said apartments 1 and 2 are on the third floor and apartment 3 is on the back of the second floor. The boxes for these apartments are at the top of the stairs. These apartments are in 3 building. Rose asked if the new apartments will in the 5 building. Engstrom said one apartment will be in the 3 building and two will be in 5 building. Rose said he will speak with the mail carrier about addressing for these new apartments. It will also be necessary to speak with Indianapolis. Rose suggested placing a sketch above the mail boxes to show where these apartments are located. Thrasher indicated that addressing must be in place before occupancy. Rose feels carrying through with 4, 5 and 6 for the new apartments may be the simplest thing to do, but he will discuss this with the mail carrier and Indianapolis. **After discussion with Indianapolis, the addresses for the new residential apartments will be 4, 5, and 6.**

ISSUES TO BE RESOLVED:

- Detailed Site Plan
- Backflow Prevention
- State Design Release
- Building Permit
- Signage/Fencing Permit
- All Contractors Must Be Registered With The City
- Sprinkler System
- Knox Box
- Addressing
- Interconnected Smoke Detectors in Each Apartment
- Fire Extinguishers
- Emergency Lights and Exit Signs
- Key for Sprinkler Room Door
- Zoning Clearance