



**MEETING: Site Review Committee**  
**SUBJECT: Pure Skin, LLC**  
**ADDRESS: 911 Wall Street, Suite F**  
**PRELIMINARY SITE REVIEW**

**LOCATION: City Hall**  
**DATE: May 16, 2017**

**IN ATTENDANCE:**

Tyler Kent, Planning Director	(219) 462-1161
<a href="mailto:tkent@valpo.us">tkent@valpo.us</a>	
Vicki Thrasher, Building Commissioner	(219) 462.1161
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Tim Burkman, Engineering Director	(219) 462-1161
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Adam McAlpine, Engineering Dept.	(219) 462.1161
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Ed Pilarski, Water Reclamation Dept.	(219) 464-4973
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Mark Geskey, Utilities	(219) 462-6174
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Jon Daly, Fire Department	(219) 462-8325
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Media	

**PRESENTERS:**

Bob White, Total Development Construction, Inc.  
 (219) 465-3877 / [totaldevelop@comcast.com](mailto:totaldevelop@comcast.com)  
 Tim Reisinger, Total Development Construction, Inc.  
 (219)465-377 / [totaldevelop@comcast.com](mailto:totaldevelop@comcast.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 Pure Skin to be located at 911 Wall Street, Suite F. 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 project is a build-out for Pure Skin. The building was formerly an insurance agency. There is a dentist located upstairs. Pure Skin was previously located in Anthony's Salon. Pure Skin provides botox, laser skin treatments and skin cleansing. The project includes moving walls to make the space more suitable for Pure Skin. Kent asked if sinks will be added. Reisinger indicated the sinks are existing.

**STAFF COMMENTS:**

**MCALPINE:** McAlpine presented no comments on the project.

**BURKMAN:** Burkman stated that all work appears to be internal and presented no comments on the project.

**THRASHER:** Thrasher mentioned there was a lot of confusion concerning this project. Thrasher asked if sinks will be added or if existing sinks being replaced. Reisinger stated they are replacing existing sinks. Thrasher conveyed that it is necessary to submit a plan showing the current conditions and a plan showing the changes that will be made. Thrasher requested submittal of both these plans for the Building Permit process.

**KENT:** A permit will be required for signage. The calculation is 3 sq. ft. of signage for one linear foot of building frontage for this tenant space. Reisinger mentioned there is a sign at the front of the building. Kent said this will require a face change and a permit will be required. Kent believes there is adequate parking. Reisinger said there are usually only two cars at one time for this

business.

**DALY:** Daly requested that the appropriate suite number be on the door. Emergency lights, exit signs and fire extinguishers must meet code. Reisinger asked about the number of fire extinguishers required for this tenant space. Daly indicated the code is no more than 75 ft. of travel distance. The fire extinguishers need to be placed so they are not blocked by plants, water coolers, etc. Daly conveyed that the Fire Department will conduct annual inspections.

**PILARSKI:** Pilarski said an internal plumbing plan will not be required; however, Pilarski agrees with Thrasher that a finished floor plan showing what is being removed and what is being installed is required. Pilarski conveyed it will be necessary to complete a Mercury and Medical Waste Disposal Survey.

**GESKEY:** Geskey conveyed that since no changes are being made to the sanitary sewer going out of the building or the water service coming in to the building, he has no comments on the project.

**ISSUES TO BE RESOLVED:**

Detailed Floor Plan

Building Permit

Signage/Fencing Permit

Mercury and Medical Waste Disposal Survey