



**MEETING: Site Review Committee**  
**SUBJECT: Valparaiso Inn B&B**  
**ADDRESS: 301 Washington Street**  
**PRELIMINARY SITE REVIEW**

**LOCATION: City Hall**  
**DATE: July 25, 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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Mike Steege, Utilities	(219) 462-6174
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Jon Daly, Fire Department	(219) 462-8325
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Matt Evans, Public Works Director	(219) 462-4612
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**PRESENTERS:**

James Berman, Valparaiso Inn B&B  
 (219) 384-0629 / [valparaisoinn@aol.com](mailto:valparaisoinn@aol.com)  
 Brent Wagner, Wagner Architecture  
 (219) 531-2468 / [brent@wagnerarchitecture.net](mailto:brent@wagnerarchitecture.net)

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 Valparaiso Inn B&B to be located at 301 Washington Street. 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:** Beam indicated he purchased this building in December 2013. Beam want to convert the building to a B&B. The five bedrooms on the second floor will be utilized as guest rooms. Beam mentioned that previous work was done under a permit. The electric service has been upgraded. New plumbing has been installed in the bathrooms that have been renovated. New hardwood floors have been installed and walls have been plastered. Major work has been done to the exterior. The kitchen on first floor and the remaining bathrooms will be remodeled. Beam said the basement will be remodeled as living quarters for he and his wife. Beam discussed the history of the building. Wagner interjected that all work that has been done has been done as a single-family residence and has not been converted to a commercial building. Once the project moves forward with the conversion the building will fall under the commercial code.

**STAFF COMMENTS:**

**MCALPINE:** All work appears to be interior, McAlpine presented no comments.

**BURKMAN:** Burkman presented to comments.

**THRASHER:** Thrasher said t is difficult to determine what is going on with the project with the plans that have been submitted. Typically, it is necessary to submit existing floor plans and then proposed floor plans. Thrasher especially needs existing and proposed plans for the basement area. Thrasher said the project is considered an R-1 occupancy according to the variance granted

by the State of Indiana Fire Prevention and Building Safety Commission on July 6, 2017. Thrasher asked if a sprinkler system will be installed. Typically, an R-1 occupancy requires a sprinkler system. The variance did not mention the fire suppression system. Wagner said an application for a Rule 13 conversion has not been submitted. The intent is it will be converted to a commercial structure under Rule 13. The limit on a Rule 13 conversion is 3,000 sq. ft. so it was necessary to obtain a variance first. Thrasher said they will submit for a Rule 13 Construction Design Release. The project must meet all the fire safety requirements, plumbing, electrical and mechanical. Wagner said all conditions will be met. Thrasher mentioned that the submittal permit will create the R1 occupancy. Thrasher reiterated that submittal of plans showing the existing conditions and the proposed conditions is required. Thrasher indicated it is necessary to contact the Health Department. Wagner said under the Rule 13 the State wants to see the changes being proposed. The changes are being made prior to submittal to the State to eliminate the need for drawings. Thrasher mentioned that in a commercial structure registered contractors are required. The public is being invited in and a higher level of safety is expected. This building is prepped for commercial use and the City prefers to have registered contractors doing the work. Thrasher reiterated that in addition to the permit, she will require drawings that show a clear indication of what is being done. All contractors must be registered with the City. Further discussion will be needed concerning the conversation.

**KENT:** A sign permit will be required. The maximum allowable amount of signage is 5 sq. ft. Kent will check to ensure the number of parking spaces granted for the variance line up with the number of units. Kent mentioned that he was not aware the basement will be used for living quarters. Beam said originally this was not the plan.

**STEEGE:** If a sprinkler system is added, it will be necessary to contact Mark Geskey. The addition of a sprinkler system will necessitate backflow protection. Contacting Shaun Shifflett concerning the backflow (if required) will be necessary. There will be no changes to the sanitary sewer system.

**DALY:** The City follows the 2014 Indiana Building and Fire Codes. The appropriate address must be on or above the door. Rooms need to be numbered. The fire alarm will be monitored system with smoke alarms on the first-floor guest rooms and the first and second floor hallways. Daly asked how everything will be interconnected. Beam indicated a wireless system will be used. Daly said there are two main exits and two stair-exits from the second floor. Daly conveyed that exit aisles, exit door sizes and hardware and fire extinguishers need to meet code. The use of extension cords is prohibited. Daly indicated that attic storage must meet the codes for minimum rating and what can be stored. Daly suggested they check NFPA 701 (non-combustible curtains, draperies and hangings) to see if it applies to this project. The Fire Department will conduct annual inspections for the common areas.

**EVANS:** Public Works presented no comments.

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

Detailed Site Plan

Plans: Existing Conditions and Proposed Conditions

Backflow Prevention (if required)

State Design Release

Building Permit

Signage/Fencing Permit