

MEETING: Site Review Committee
SUBJECT: Building Remodel
ADDRESS: 552 Morthland Drive
PRELIMINARY SITE REVIEW

LOCATION: City Hall
DATE: March 12, 2019

IN ATTENDANCE:

Tyler Kent, Planning Director
(219) 462-1161 / tkent@valpo.us
Adam McAlpine, Engineering Director
(219) 462-1161 / amcalpine@valpo.us
Jon Daly, Fire Department
(219) 462-8325 / jdaly@valpo.us
Paul Scott, Water Reclamation Dept.
(219) 464-4973 / pscott@valpo.us
Mark Geskey, Water Dept.
(219) 462-6174 / mgeskey@valpo.us

PRESENTERS:

Sean Harrington, Xcelsior Group LLC
(219) 462-5000 / sean@ikicknow.com

The following is a summary of discussion at this meeting.

OPENING: The Site Review Committee met to discuss the proposed building remodel at 552 Morthland Drive. 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 a large building located at 552 Morthland Drive. Harrington is doing a build-out for Xcelsior Martial Arts. A dividing wall will be built down the middle of the building. There will be no changes to the exterior of the building. There will be electrical work. Harrington mentioned that the building owner, Paul Nelson will be redoing the parking lot, but it is not part of this site review.

STAFF COMMENTS:

MCALPINE: All work appears to be on the interior of the building; therefore, McAlpine presented no comments concerning this project.

KENT: Kent asked if there will be signage. Harrington said their sign company will be responsible for the sign permit. Kent advised the calculation for signage is 3 sq. ft. of signage per one linear foot of building frontage. Kent asked if they intend to use the pole sign. Harrington confirmed they will use the pole sign. Kent asked if there will be two uses in the building. Harrington said the entire facility will be a fitness training center. There will be different sections. The building is under one ownership. Kent said the requirement for parking is 5 spaces per 1,000 sq. ft. useable floor area. One ADA parking space is required

for each 25 regular spaces. All parking spaces must be striped. Kent asked if there is a dumpster enclosure on the site. Harrington indicated there is a dumpster enclosure. Kent asked if the fence along the eastern property line will be removed. Harrington said the fence will not be removed. Kent asked McAlpine if there is an easement for the proposed pathway along the eastern frontage. Kent suggested meeting with Paul Nelson and Ken to discuss the easement.

ON BEHALF OF VICKI THRASHER (BUILDING COMMISSIONER): Thrasher is not entirely sure what is being proposed based on the drawing submitted. If the project entails creating two tenant spaces separated by a demising wall, it will be necessary to submit the project to the Indiana Department of Homeland Security for plan review to obtain a Construction Design Release. The Construction Design Release will be required prior to issuance of a local building permit. Kent advised that the submittal to the State and the application for the local Building Permit can be done at the same time; however, the local building permit will not be released until the CDR is received. All contractors working on the project must be registered with the City. All inspections required during the construction process must be scheduled through the Building Department. A Sign Permit will be required. Kent asked if there is temporary signage on the building. Harrington said they put up a banner. Kent advised that a Sign Permit is required for temporary signage. Temporary signage is allowed for a period of 70-calendar days. Kent suggested Harrington contact Thrasher concerning any questions about these comments. Thrasher can be contacted at 219-462-1161 or vthrasher@valpo.us.

DALY: The Fire Department follows the 2014 Indiana Fire and Building Codes. Fire extinguishers, emergency lights and exit lights must meet code. The maximum travel distance for fire extinguishers is 75 feet.

GESKEY: Geskey is aware there will not be any changes to the water or sewer; therefore, no comments were presented.

SCOTT: Scott is aware there will be no changes to wastewater; therefore, no comments were presented.

ISSUES TO BE RESOLVED:

Detailed Site Plan
State Design Release
Building Permit
Signage/Fencing Permit
Contractors Must Be Registered With The City
Easement for Pathway