

**MEETING: Site Review Committee**  
**SUBJECT: Valparaiso Tattoo Collective**  
**ADDRESS: 2502 Beech St., Unit 50**  
**PRELIMINARY SITE REVIEW**

**LOCATION: City Hall**  
**DATE: March 19, 2019**

**IN ATTENDANCE:**

Carley Lemmon, Planning Dept.  
(219) 462-1161 / [tkent@valpo.us](mailto:tkent@valpo.us)  
Vicki Thrasher, Building Commissioner  
(219) 462-1161 / [vthrasher@valpo.us](mailto:vthrasher@valpo.us)  
Adam McAlpine, Engineering Director  
(219) 462-1161 / [amcalpine@valpo.us](mailto:amcalpine@valpo.us)  
Tim Stites, Fire Department  
(219) 462-8325 / [tstites@valpo.us](mailto:tstites@valpo.us)  
Paul Scott, Water Reclamation Dept.  
(219) 464-4973 / [pscott@valpo.us](mailto:pscott@valpo.us)  
Dick Condon, Water Dept.  
(219) 462-6174 / [mgeskey@valpo.us](mailto:mgeskey@valpo.us)  
Nate McGinley, Public Works Director  
(219) 462-4612 / [nmcginley@valpo.us](mailto:nmcginley@valpo.us)

**PRESENTERS:**

Marc Rochon, Co-Owner  
219-406-4410 / [mr323@comcast.net](mailto:mr323@comcast.net)  
Kate Rochon, Co-Owner

The following is a summary of discussion at this meeting.

**OPENING:** The Site Review Committee met to discuss the proposed tattoo parlor to be located at 2502 Beech Street, Unit 50. Lemmon 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 will be a tattoo shop. The space has been vacant for over 250 days.

**STAFF COMMENTS:**

**MCALPINE:** It appears all work will be done within the interior of the building and no exterior work is being considered, McAlpine presented no comments on the project.

**MCGINLEY:** Since the project does not involve any exterior work, McGinley presented no comments on the project. McGinley mentioned that Public Works does not pickup solid waste or recycling from this site. Rochon confirmed a private waste hauler is used for the site.

**THRASHER:** It appears that less than 100 lineal feet of wall is being added. Thrasher explained if more than 100 lineal feet of wall is added, it will be

necessary to submit to the State for plan review. Rochon said they will keep the wall additions below 100 lineal feet. Thrasher said it appears only one sink is being added. Rochon confirmed this. Thrasher conveyed that the addition of one sink is also exempt from having to file with the State. A local Building Permit will be required. All contractors working on the project must be registered with the City. Thrasher advised a State licensed plumber will be required for the sink installation. Signage will require a permit. Rochon mentioned a building sign is not permitted; however, they may use the pole sign. Thrasher indicated using the pole sign will still require a permit.

**LEMMON ON BEHALF OF TYLER KENT:** The property is zoned BP, Business Park. Services are considered a limited use in the Business Park Zoning District, per Article 2, Section 2.500, Limited and Special Use Standards. Services are permitted if it is less than 5,000 sq. ft. and located less than 500 feet from any other service or commercial retail use in the same district, or if it is located inside an office building and occupies no more than 15% of the floor area of the office building and has no visible signage from the outside of the office building. Lemmon requested a list of the uses in the building. This list needs to be emailed to Tyler Kent ([tkent@valpo.us](mailto:tkent@valpo.us)). Rochon asked if they can get started with interior improvements. Thrasher conveyed they can submit the permit for review. Any issues that may arise can be worked through during the permit review process. Lemmon asked if there will be any exterior improvements. Rochon said no exterior improvements are being considered. Lemmon mentioned the requirements for parking are 2.5 spaces per 1,000 sq. ft., plus 1 space/FTE (full time equivalent employee) and 1 space for a company vehicle. Referring to Article 9, Section 9.201 for the parking standards is necessary. Lemmon explained that once the list of uses in the building is received, signage can be discussed.

**CONDON:** Since nothing is being done to the water or sewer, Condon presented no comments on the project. Condon indicated there is existing backflow protection.

**STITES:** The Fire Department follows the 2014 Indiana Fire and Building Codes. Stites indicated that one fire extinguisher will be required. All inspections required during the construction process will be scheduled through the Building Department. The facility will be subject to annual inspections by the Fire Department.

**SCOTT:** Scott said an internal plumbing plan will be required. Scott asked how they dispose of spent inks, chemicals, etc. Ms. Rochon advised that used needles are collected in a Sharp container and taken to the hospital for incineration. Ink is not poured down the sink. Ms. Rochon indicated they use a

chemical that hardens the ink and then it is put into the trash. Other than surface disinfectants, no other chemicals used.

**ISSUES TO BE RESOLVED:**

- Detailed Site Plan
- Building Permit
- Contractors Registered with the City
- Contact Porter County Health Department
- Signage/Fencing Permit
- Internal Plumbing Plan
- Provide List of Uses in the Building