

**MEETING: Site Review Committee**  
**SUBJECT: Kotys Wealth Professionals**  
**ADDRESS: 1111 Glendale Blvd.**  
**PRELIMINARY SITE REVIEW**

**LOCATION:**  
**DATE: February 23, 2021**

**IN ATTENDANCE:**

Beth Shrader, Planning Director  
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Carley Lemmon, Asst. Planner  
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Vicki Thrasher, Building Commissioner  
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Bill Laird, Engineering Dept.  
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Tim Stites, Fire Department  
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Will Rose, Engineering Dept.  
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Mark Geskey, Water Dept.  
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Tony Fahel, Water Reclamation Dept.  
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**PRESENTERS:**

Scott Hazlett, The Hamstra Group  
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Peter VonTobel, WP Times LLC  
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The following is a summary of discussion at this meeting.

**OPENING:** The Site Review Committee met to discuss the proposed Kotys Wealth Professionals build-out to be located at 1111 Glendale Blvd. 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:** Kotys is the second tenant to go into what was The Times Building. The Times has been relocated to a new tenant space at the back of the building, adjacent to the warehouse. This second phase includes approximately 4,500 sq. ft. for a financial advisor. The space includes five (5) private offices and general office with a reception desk. Restrooms are included as part of the build-out. There will be conference rooms necessary to allow the financial advisors to conduct business. Hazlett said this tenant space falls cleanly between two existing fire walls. There is existing sanitary that runs through the area. They will be tapping this sanitary sewer for the restrooms being installed. Rooftop units will be added for heating and cooling. The building is fully sprinkled. Modifications to the existing sprinkler system to fit the new office layout in this area are being designed and a separate State Release will be

filed and received on this portion of work. VonTobel mentioned that The Times Building was built during the 60's. This build-out is providing an opportunity to repurpose the building. The Times will remain in the building. They are a distribution hub and require warehouse space. They will be using approximately 5,000 to 6,000 sq. ft. in the back of the building. They will also have a small office space. VonTobel said they are dividing the remaining building into two major suites. One is the project under review today and the anchor space on the south side of the building will be utilized by a doctor's group.

**STAFF COMMENTS:**

**FAHEL:** The plans submitted for site review include a very good plumbing plan. Fahel provided no other comments on the project.

**THRASHER:** Thrasher mentioned they already have the standard CDR and it was previously mentioned that they will be filing for a sprinkler CDR. Thrasher conveyed that the fire alarm also needs to be released by the State. A Building Permit is required. All contractors must be registered with the City before the Building Permit can be issued. Signage will require a permit. Thrasher advised that appropriate addressing will be required before permits can be issued.

**GESKEY:** Geskey asked if there will be any changes to the sanitary sewer or the water line coming into the building. Hazlett said no changes are being considered. Geskey stated that the backflow protection is up to date. Geskey provided no other comments.

**STITES:** Stites mentioned that he has already been in contact with the fire alarm contractor. All initial inspections must be scheduled through the Building Department. After occupancy has been issued, the project will be subject to annual fire inspections. All fire protection contractors should contact Stites before beginning any work. Stites asked where the FDC is located. Hazlett believes it is shown on the plans as the existing fire protection system room. Stites indicated that he will make a site visit to ensure it is still accessible.

**LAIRD:** This appears to be an interior build-out. Is there any proposed site work being done (i.e. sidewalk revisions, anything in the parking lot)? No site work is being done. Laird said it appears there may be some cleanup that needs to be done to the right-of-way on both Glendale Blvd. and Roosevelt Road.

Engineering is still in the process of researching what may or may not have been dedicated to the City in the past. Engineering may require 30 ft. dedication on Glendale Blvd. and 40 ft. dedication on Roosevelt Road. Laird stated that Engineering will prepare the necessary documentation for appropriate signatures. VonTobel asked if there are plans for this intersection. In the past there have been discussions about a round-about. Is this the reasoning behind the right-of-way? Laird explained that the property lines on Glendale and

Roosevelt are shown to the center of the road. The City likes to clean up the right-of-way as we go through different permitted projects.

**ROSE:** Rose mentioned he could assign suite numbers but is afraid it may cause issues down the road. Hazlett said their original thinking was to use Suite 101, 102, 103. Rose confirmed that he does assign the addresses and suggested further discussion on this issue. Hazlett suggested either creating two more separate addresses on Glendale or keeping 1111 Glendale and assigning suite numbers. Stites interjected that the Fire Department and Police Department prefer the building have one address with suites. Multiple addresses tend to make it difficult to find the correct building.

**SHRADER:** In order to evaluate that parking requirements are being met it will be necessary to submit the useable floor space for each of the uses. It appears that both The Times and Kotys Wealth Professionals are general office. The medical office has a little different parking requirement. Hazlett said providing this information will not be a problem. They have started to review this already. There is enough parking on site for The Times and Kotys. Then they will work on phase three. By the time it comes around for site review, there will be a plan in place and identification of the existing parking versus the parking needs.

Shrader suggested they refer to Table 9.201. The table breaks down the parking by type of office. Hazlett stated that The Times office space is very limited in size (approximately 750 sq. ft.). The employee base during the day is very small. The use for the warehouse facility is overnight when the professional office and the doctor's office will be closed. There can be dual use with some of the parking based on when personnel will be in and out of the building.

**LEMMON:** Lemmon asked if there are any plans for exterior improvements to the building. There are plans for improvements, but it will be part of Phase 3 for the doctor's offices. Lemmon suggested referring to Article 11, Section 11.500, Non-residential Design Standards. Lemmon mentioned this is a permitted use in the Commercial General Zoning District. Lemmon asked if they plan on any additional exterior lighting for the building. Hazlett said this issue has not been addressed.

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

Right-of-Way Dedication (Glendale and Roosevelt)  
Detailed Site Plan  
Site Improvement Permit  
State Design Release (sprinkler system and fire alarm)  
Building Permit  
Contractors Registered with the City  
Signage/Fencing Permit



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Appropriate Addressing  
Submit Useable Floor Space for each Use

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