



MEETING: Site Review Committee
SUBJECT: Café
ADDRESS: 303 Jefferson

LOCATION: City Hall
DATE: 04/17/07

**PRELIMINARY SITE REVIEW
 IN ATTENDANCE:**

Craig Phillips, Planning Director	(219) 462-1161
Tyler Kent, Asst. Planner	(219) 462-1161
Matt Kras, Storm water Engineer	(219) 462-1161
Jack Johnson, Fire Department	(219) 462-8325
Ed Pilarski, Water Reclamation Dept.	(219) 464-4973
Dave Pilz, Engineering Director	(219) 462-1161

PRESENTERS:

Michele Ward	(219) 741-6012
mjw30@msn.com	
Carol Herbrand, Gourmet Express	(219) 531-1958
carol@gourmetexpressservices.com	

Email addresses for the above City of Valparaiso Departments can be found at www.valpo.us.

The following is a summary of discussion at this meeting:

The Site Review Committee met to discuss a proposed café at 303 Jefferson.

Phillips 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.

Ward explained that this will be a little café. Within the building there are other existing businesses. The existing kitchen will be shared with the catering business. The café will also have a preparation table for preparing sandwiches, salads, and soups. Near the preparation table, there may also be a sandwich type oven. In the future, pasta dishes may be included on the menu. Currently there are 4 tables and chairs, along with a sofa and coffee table. A few more tables and a counter may be added as well. It's possible the establishment may stay open later than the other cafes in the area. In addition, some small retail is also a possibility. There is a large existing patio outdoors which is located at the back of the building. This area will most likely be fenced. The bathroom is currently handicapped accessible however; the entrance way does have several stairs. It was recommended by Phillips to speak with the Building Commissioner regarding this matter.

Pilz conveyed there doesn't appear to be any engineering issues.

Phillips stated that this property is zoned C-3 which is the General Business District and the use is permitted. There will be 4 businesses within the building and the parking needs to be adequate in order to accommodate. It was explained by Carol that her catering business doesn't require any parking. Phillips is aware that the proposed café is located in the back of the building on the north side. Phillips stated it may be a good idea to place the resin patio furniture in the back of the building that is being used by the employees. If using the resin patio furniture for the large patio in the future, it should be kept neat and orderly. In addition, the parking on the property will need to be looked at because the use of the building is limited as to what the parking requirements are. The signage on the building cannot exceed what is allowed. It was recommended to work with Tyler Kent regarding the signage. Kent stated that the Historic Commission will need to approve the proposed new sign before going forward. Phillips stated that the signage standards are strict in the area along Morgan Boulevard. A permit will be required for a proposed sign in this

area because it is considered a panel change. Phillips stated on behalf of the Building Commissioner that a State Design Release is needed because there are basic restaurant requirements. This is needed before any permits can be issued. It's possible it may be necessary to combine the businesses in order to use the same kitchen. Shared kitchens may not be allowed. Speaking with Vicki Thrasher to discuss issues in detail is recommended.

Kras is aware there will not be any paving or parking added.

Pilarski stated this type of business will require a 1,000 gallon oil and grease interceptor. There is one on site however; it is unclear as to whether or not it is up to municipal code. A Site Plumbing Plan showing the size of this unit will be required. It's recommended to contact Pilarski regarding this matter.

Johnson expressed knowledge of an unsafe heating device declared by the Fire Department in the prior business. This was not approved then nor will it be approved at this time and will need to be removed. Johnson supports the Building Commissioner with regards to getting the State Design Release. A Knox Box System is also recommended. It was also conveyed that there are 2 exits within the business.

ISSUES TO BE RESOLVED:

State Design Release / Contact with Vicki Thrasher
Building Permit
Sign Permit / Contact with Tyler Kent
Site Plumbing Plan / Contact with Ed Pilarski
Parking Approval