



MEETING: Site Review Committee
SUBJECT: Little Chocolates
ADDRESS: 113 Lincolnway

LOCATION: City Hall
DATE: July 14, 2015

**PRELIMINARY SITE REVIEW
 IN ATTENDANCE:**

Tyler Kent, Planning Director	(219) 462-1161
Ed Pilarski, Water Reclamation Dept.	(219) 464-4973
Vicki Thrasher, Building Commissioner	(219) 462-1161
Mark Geskey, Utilities	(219) 462-6174
Dave Souders, Fire Department	(219) 462-8325
Matt Evans, Public Works Director	(219) 462-4612
Media	

PRESENTERS:

Chris Little, Little Chocolates
 (219) 369-6430 / littlechocolates916@gmail.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:

OPENING: The Site Review Committee met to discuss the proposed chocolate store to be located at 113 Lincolnway. 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: Little explained he and his wife own Little Chocolates in LaPorte. This is a small mom and pop candy shop. They want to open a second shop in Valparaiso. Little said they will make the raw material in LaPorte and bring it to Valparaiso for assembly. However, in the future they may decide to install the necessary equipment for the purpose of making candy at this location.

STAFF COMMENTS:

THRASHER: Thrasher said if sinks are installed, it will be necessary to submit the project to the State of Indiana for plan review. A Building Permit will be required for the installation of sinks and any other work that will be done on the interior. All contractors working on the project must be registered with the City. Signage will require a permit.

SOUDERS: Souders asked if they intended to have a hood system. Little stated they will not have a hood system since there will be no cooking done at the site. Souders indicated a Knox Box will be required. Contacting Souders to assist with ordering the Knox Box is recommended. Contact information was provided.

KENT: Kent asked if the committee felt another Site Review will be necessary if Little decides to install the equipment needed for the candy making process. Thrasher indicated another Site Review will not be necessary; however, working through the Building Department concerning this issue will be required. Kent stated the allowable signage is 3 sq. ft. of signage for each linear foot of building frontage for this tenant space. Kent asked about the type of signage being considered. Little said they will probably use an awning. Kent conveyed he will work with Little because there are specific standards for canopies in the Central Business District. The sign may only be located on the bottom portion of the canopy (drip line). Kent mentioned there are façade renovation funds available for the exterior of the building. Working with the Masonic Temple concerning façade

renovation is highly recommended. Kent stated he wants to reach-out to someone at the Masonic Temple to see if they are interested in the façade program and requested any contact information Little may have. Kent suggested Little contact Tina St. Aubin with Festival and Events to see if there may be a way to partner for City events. Kent indicated a Zoning Clearance will be required.

EVANS: Evans presented no comments on this project.

PILARSKI: Pilarski explained any food preparation establishment in the City requires a 1,000 gallon oil and grease interceptor. However, based on this project a smaller sized unit under the three-compartment sink seems appropriate. Pilarski stated that what they plan to do immediately and what they plan to do in the future concerning expansion will dictate whether a grease trap should be installed now or in the future. Little explained at the present they will make the candy in LaPorte and transport it to Valparaiso. As more capital becomes available he would apply for the proper permits and install the sinks and grease trap required by the City. Pilarski stated that when the facility is expanded or more equipment is added installing a grease trap will be required.

Pilarski provided information for calculating the grease trap.

GESKEY: Geskey stated the records do not show backflow protection on the water line. Since this is a change of occupancy the building must be brought up to code and backflow protection must be installed. Geskey provided contact information for Shaun Shifflett.

ISSUES TO BE RESOLVED:

Detailed Site Plan

Backflow Prevention

State Design Release (if sinks are installed)

Building Permit

Signage/Fencing Permit

Zoning Clearance

All contractors working on the project must be registered with the City.

Oil/Grease Interceptor

Knox Box