



**MEETING: Site Review Committee**  
**SUBJECT: Fluid Coffee Shop**  
**ADDRESS: 159 Lincolnway**

**LOCATION: City Hall**  
**DATE: February 9, 2016**

### PRELIMINARY SITE REVIEW

#### IN ATTENDANCE:

Tyler Kent, Planning Director	(219) 462-1161
Vicki Thrasher, Building Commissioner	(219) 462.1161
Adam McAlpine, Engineering Dept.	(219) 462.1161
Ed Pilarski, Water Reclamation Dept.	(219) 464-4973
Mark Geskey, Utilities	(219) 462-6174
Jon Daly, Fire Department	(219) 462-8325
Matt Evans, Public Works Director	(219) 462-4612
Media	

#### PRESENTERS:

Alison Scates, Fluid, LLC  
(219) 306-9779 / [alisonscates@gmail.com](mailto:alisonscates@gmail.com)  
Charles Scates

Email addresses for the above City of Valparaiso Departments can be found at [www.valpo.us](http://www.valpo.us).

The following is a summary of discussion at this meeting:

**OPENING:** The Site Review Committee met to discuss a proposed coffee shop to be located at 159 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:** Scates said the project is primarily a coffee bar and is modeled after what is found in larger cities. It will have a bar-like feel; however, alcohol will not be served. Everything will be relatively healthy. The health benefits provided by coffee will be promoted. There will also be other healthy drink choices and some light café fare. There will be no cooking involved. The focus will be on the coffee. There will be coffee on tap and nitro-infused coffee. Scates said they will be working with Intelligentsia and also hope to work with Dagger Mountain.

#### STAFF COMMENTS:

**THRASHER:** Based on the addition of four sinks, a State Construction Design Release will be required. The Building Department will need the Construction Design Release prior to issuance of the Building Permit. The review time for the CDR is approximately three weeks. Plumbing schematics and internal plumbing plans will need to be provided to the State. Scates asked if there will be a problem if they continue to work without the CDR or Building Permit. Scates said the previous tenant left a lot of debris behind and they also want to remove a drop ceiling. Thrasher suggested they submit for their Building Permit so that she will have necessary contact information on file. Thrasher indicated there would not be a problem if they do clean up and remove the drop ceiling; however, no new construction will be permitted. All contractors working on the project must be registered with the City. The plumber must be licensed. Signage will require a separate permit. Thrasher asked if the two existing restrooms are handicapped accessible. Scates said neither restroom is handicapped accessible. Thrasher suggested the two existing restrooms be combined to allow for a handicapped accessible restroom. Scates said they had considered this, but they want to keep it as two separate restrooms. Scates said it may be possible to scoot the first restroom into part of the storage area to make it work. Thrasher said if

this is at all possible they should try to do this. Thrasher said based on the scope of this project it may be large enough to need one of the existing restrooms to be handicapped accessible, or to convert the two restrooms into one to provide the handicapped accessibility. Thrasher said based on the occupant load only one restroom may be needed. Thrasher prefers one handicapped accessible as opposed to two separate ones. Thrasher said contacting the Health Department will be necessary.

**KENT:** The calculation for signage is 3 sq. ft. of signage for each 1 linear foot of building frontage. This will provide the total amount of signage allowable. Kent mentioned he has talked to Mike and Dana concerning the Façade Grant Program. Kent is unsure if this store front is part of the overall plan for renovation. Kent stated they had discussed updating the backside of the building as well. Scates indicated this will not happen right away. Kent said it will be necessary to work with the Building and Planning Departments concerning the backside of the building. Specifically on how it will look and how people will go in and out the backside of the building. Scates conveyed that Sage's space actually wraps around behind the Fluid space and there really is no back access for Fluid, Sage, or the hair salon. Kent feels it will be important for all the businesses to have a back entrance since the park is behind them. Kent mentioned an application for outdoor dining will be required. Currently the application is being amended and they should be able to apply in March or April. Kent asked if Sage will be using the patio area. Thrasher interjected that Sage cannot use this patio because their kitchen cannot be accessed from the patio. Scates said that although it is not in the budget right now, Mike and Dana do plan to open the back up. Kent believes the Parks Department has oversight on how the deck is used. It will be necessary to work with the Parks Department concerning the deck. Scates said they want to paint the backside of the building and add a case to hold a copy of their menu. Kent suggested also using a blade sign. Kent conveyed that it will be necessary to provide information concerning the colors they will be using to paint the building. Scates mentioned they want to use black and white. Kent said the City prefers the use of earth tone colors.

**DALY:** Daly mentioned the City of Valparaiso follows the State-adopted 2014 Building and Fire Codes. The Fire Department conducts annual fire inspections. Daly conveyed that the address for this space should be on the door or above the door in a contrasting color so that it is easily visible. The layout for this space will require one fire extinguisher. The fire extinguisher will be inspected and tagged each year. Daly said it is important to have enough emergency lighting and exit lighting. Before opening surge protectors or strip plugs may be used; however, once the business is in operation extension cords are not permitted by State code. Exit obstructions require at least 44" of clearance. Daly asked if any gas cylinders will be used. Scates said they will have the nitro cylinders for the coffee. Daly conveyed these cylinders will have to be chained to prevent them from falling over. At least 30" of clearance is required around the electrical panels. Daly suggested an occupant load sign be posted. Since this building is not sprinkled, orderly storage must be kept 24" from the ceiling. Daly suggested the door lock needs to be a keyed-lock.

**PILARSKI:** Based on the business plan, it appears several food items will be prepared at this facility. Scates said this has been changed. They will be ordering soups from a source in New York. The soups come in bags. The bags are opened and the soup put into soup kettles to warm. They are also ordering baked goods from two different bakeries. Pilarski explained that food preparation establishments in the City of Valparaiso are required to install a one-thousand gallon oil and grease interceptor. However, based on Scates explanation of the items that will be offered Pilarski believes a smaller sized internal oil and grease trap will be appropriate in this case. Pilarski said it will be necessary to submit certain information for review in order to make a determination concerning the oil and grease trap. Pilarski provided a copy of the procedure, the information being requested and the name of the contact person concerning this issue.

**GESKEY:** Geskey said the Water Department is not sure if there is backflow protection on the water service coming into the building. Contacting Shaun Shifflett to setup an inspection will be

necessary. Contact information for Shifflett was provided.

**MCALPINE:** McAlpine provided no comments.

**EVANS:** Evans said putting a dumpster on Lincolnway for remodeling debris will require submission of this request to the Board of Works. The Board of Works meets twice monthly. The schedule for the meetings is on our website. When parking stalls need to be restricted, a plan and time lines should be submitted to Patty Setzler. Scates said they have already written the necessary letter and will hold it until they are ready to proceed. Public Works requires the dumpster provider to place barricades for reflectivity and safety so that vehicles do not run into the dumpster. Evans said it is important to restrict the amount of time the dumpster is on the street. Evans suggested that once the dumpster is dropped off they start filling it and as soon as it's full it should be removed. Evans asked about their trash pickup. Scates indicated they will have to set up their own trash pickup. Their understanding is that they will be using the gated areas next to the ice rink building. Evans said they should order a two yard dumpster from the company they choose to use. Evans indicated that Public Works will provide recycling, but they also may want to check with the provider they choose to see if they will provide recycling as well as trash pickup. Evans asked if there will be any improvements made to the façade. Scates indicated they will be painting and a sign will be installed. Evans indicated it will probably be necessary to obstruct the sidewalk and submitting a request to the Board of Works for this work will be required. Thrasher interjected that this work will require a separate permit.

**ISSUES TO BE RESOLVED:**

Detailed Site Plan

Backflow Prevention (contact Shaun Shifflett)

State Design Release

Building Permit

Signage/Fencing Permit

Contact Health Department

All contractors must be registered with the City

Oil and Grease Trap (provide information requested)