



MEETING: Site Review Committee
SUBJECT: Board & Brush Creative Studio
ADDRESS: 3510 Calumet Avenue
PRELIMINARY SITE REVIEW

LOCATION: City Hall
DATE: June 28, 2016

IN ATTENDANCE:

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

PRESENTERS:

Artie & Annie Equihua, Board & Brush
(219) 252-9797

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 Board & Brush Creative Studio to be located at 3510 Calumet Avenue. 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: Board and Brush is basically a creative arts studio. People come to Board and Brush to make home décor signs. Examples were presented. The Equihua's currently have the same type of business located in Crown Point. Mr. Equihua explained the process used to make a home décor sign. They would eventually like to be able to offer water, soda, beer or wine. In order to eventually apply for a two-way license, the Health Department is requiring the installation of an extra sink. Mr. Equihua said they will never serve food; however, people can bring in their own food. They have installed 4' x 8' free-standing tables with stools. A free-standing counter top has been constructed. Wire racks will be used to store wood and supplies. They plan to open as soon as possible. Dave and Crystal Wagner will be managing the facility.

STAFF COMMENTS:

BURKMAN: Burkman said it appears all work being done will be interior work. Equihua said a sign permit has been submitted. Burkman conveyed the City is planning a project in 2017 to construct a pathway along the east side of Calumet Avenue going up the corridor from Country Club Road to the signal and all the way up to Burlington Beach Road. This is part of an overall pathway network that is being built. Burkman said there is a requirement that any time a permit is pulled on a property, if there is any right-of-way that needs to be dedicated in compliance with the Thoroughfare Plan it must be dedicated at that time. It appears the current right-of-way is 40 ft. along Calumet; however, development standards require a 50 ft. right-of-way from the centerline over. The 10 ft. difference will have to be dedicated as condition of permit issuance. Burkman provided the appropriate section of the Unified Development Ordinance as well as an example of a

dedication. This needs to be shared with the property owner. Equihua asked if this will take away parking. Burkman clarified that parking spaces will not be lost. The required 10 ft. is within the green space along Calumet. The owner should contact Burkman with any questions concerning this dedication.

DALY: The City follows the 2014 Indiana Building and Fire Codes. The exit doors need to have either panic hardware or key-locks. Proper exit access between tables is required. Fire extinguishers, emergency lighting and exit lighting must meet code. The Fire Department conducts annual inspections. The use of extension cords is not permitted. Surge protectors and power strips are allowed. No open spaces are allowed in the electrical panel. Cover plates are required. The address is on the door. Daly asked for clarification on the storage of paints, wood and stain. Equihua said the paint is in small sample cans. Each person chooses their colors and then they are put in small condiment shot glass. They use foam brushes to paint on their stencil. The stains are also kept in a capped plastic container. Anything used is washed or discarded. Equihua said there are probably 10 cans of stain and probably 20 to 30 small cans of paint.

THRASHER: Thrasher asked how many sinks are being added. Equihua said there is an existing utility sink with two wells. They will be adding one three-compartment sink and a dump sink. Thrasher is aware there is only one restroom and asked if the restroom is handicapped accessible. Equihua confirmed the restroom is handicapped accessible. A Building Permit will be required for the sinks. The sinks must be installed by a licensed plumber. Any additional contractors that may work on the project must be registered with the City. Equihua stated they have already applied for a sign permit. Equihua asked the length of time the process will take. Thrasher said the dedication of right-of-way needs to be completed before a Building Permit is issued. All information requested by other committee members needs to be provided. Once the Building Permit application has been reviewed, the permit can be issued.

KENT: The allowance for signage is 3 sq. ft. of signage for 1 linear foot of building frontage. This space faces Country Club Road, but it is addressed off of Calumet Avenue. Kent said there should be enough space for signage. Kent conveyed there is a cross access agreement for parking within the development. Patrons can park in their parking lot or the parking lot on the south side of Country Club Road.

DICKSON: Since there is no impact to public rights-of-way, Dickson presented no comments.

PILARSKI: The Water Reclamation Department is always concerned about what is being discharged into the sanitary sewer. Pilarski asked for clarification concerning the disposal of chemical stains and paints. Equihua said anything that gets used is thrown away. The brushes used for painting are washed. The stain is applied with a rag then the rags are discarded in a plastic bag and placed in the trash dumpster. Pilarski referred to a letter from Mr. Tarnow, Porter County Health Department that discussed a food and beverage license. Will the three compartment sink be used to wash food utensils? Equihua said they will not be cutting, providing or preparing food on site. Equihua said the sinks are necessary in order to get a two-way license. Equihua said plastic utensils will be used. Pilarski indicated that further discussion will be needed concerning this issue. Pilarski said Yacoub Aljobeh, Pre-treatment Coordinator will contact Equihua regarding questions about disposal of paint and stains as well as food on the premises. Pilarski indicated discussion of a small internal grease trap needs to be discussed internally. There may also be a waiver form that will need to be completed.

GESKEY: Geskey indicated that Utilities has no comments concerning this project.

ISSUES TO BE RESOLVED:

Right-of-Way Dedication

Panic Hardware/Keyed Locks

Detailed Site Plan

Discussion with Yacoub Aljobeh

Building Permit

Signage/Fencing Permit