

MEETING: Site Review Committee
SUBJECT: Kup Kates
ADDRESS: 208 Elm Street
PRELIMINARY SITE REVIEW

LOCATION: City Hall
DATE: July 9, 2019

IN ATTENDANCE:

Carley Lemmon, Planning Dept.
(219) 462-1161 / clemmon@valpo.us
Vicki Thrasher, Building Commissioner
(219) 462-1161 / vthrasher@valpo.us
Mingyan Zhou, Engineering Dept.
(219) 462-1161 / mzhou@valpo.us
Paul Scott, Water Reclamation Dept.
(219) 464-4973 / pscott@valpo.us
Mark Geskey, Water Dept.
(219) 462-6174 / mgeskey@valpo.us
Nate McGinley, Public Works Director
(219) 462-4612 / nmcginley@valpo.us

PRESENTERS:

Kaitlyn Sullivan, Owner
(219) 707-7471 / kupkates93@gmail.com

The following is a summary of discussion at this meeting.

OPENING: The Site Review Committee met to discuss the proposed bakery to be located at 208 Elm Street. 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: The project will be a custom cake shop with other deserts. Walls will not be removed. New vinyl plank flooring will be added. A dishwashing sink and hand washing sink will be added. A new 200-amp electrical service will be added.

STAFF COMMENTS:

THRASHER: Thrasher asked if only two sinks are being added. Sullivan said only two sinks are being added because there is an existing mop sink and a bathroom. Thrasher asked if it will be opened to the public. Sullivan stated there will be no seating. Thrasher indicated a Building Permit will be required. All contractors working on the project must be listed on the Building Permit application and they must be registered with the City. Commercial projects require the use of registered contractors. Thrasher asked if the Porter County Health Department has been contacted. Sullivan mentioned that she has talked to them. Thrasher conveyed that approval from the Health Department will be

required prior to opening. Thrasher is aware there will not be a hood system and stated that a hood system is not required if no grease laden vapors are produced. Thrasher asked if the HVAC system for this retail space is separate from the other tenants. Sullivan said she does not know if it is separate. Thrasher conveyed that the HVAC system will have to be able to handle the moisture and heat that is produced. Thrasher provided information from the code and stated that basically it is necessary to exhaust the heat and moisture from the building. Sullivan said there are two vents. Mr. Sullivan stated it is a shared HVAC system. There is a space in the back room that held three dryers. There are 4" vents to the outside. Installing an in-line fan may be possible. Thrasher can be contacted concerning mechanical questions.

ON BEHALF OF SITES (FIRE DEPARTMENT): The Fire Department follows the 2014 Indiana Fire and Building Codes. All inspections required during the construction phase of the project must be scheduled through the Building Department. The bakery will be subject to annual fire inspections.

LEMMON: The property is zoned Commercial General (CG). Lemmon asked if any exterior improvements are being considered. Sullivan said other than window decals and a sign matching the current signage, nothing else is being considered. Lemmon conveyed a Sign Permit will be required. The sign calculation is 3 sq. ft. of signage per one linear foot of building frontage. Lemmon asked if there is a shared parking agreement. Sullivan indicated there are five spaces in front and a full parking lot behind. Lemmon stated the parking requirement is 5 spaces for each 1,000 sq. ft. of useable floor area. Lemmon asked if there will be seating. Sullivan said there will be no seating.

ZHOU: Since the proposed work is internal and there will be no site Improvements, the Engineering Department has no comments on the project.

MCGINLEY: McGinley presented no comments on the project because all work is internal and there are no right-of-way or sidewalk issues. McGinley mentioned that the business next door (206 Elm) currently uses the City's solid waste and recycling services. Public Works typically allows a maximum of four (4) solid waste totes and four (4) recycling totes. However, if these are not enough, it will be necessary to contract with a public waste hauler. McGinley said when Sullivan sets up utility services, she can check on solid waste and recycling. Sullivan indicated that utility bills are through the landlord and are included in her lease. McGinley suggested she contact the Utility Department Customer Service since the billing for solid waste and recycling goes through them.

GESKEY: Geskey asked if there will be any changes to the underground water or sewer. Sullivan said there will be no changes made. Geskey provided no other comments.

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SCOTT: Scott is aware that there is an existing mop sink and bathroom and asked if there will any modifications. Sullivan indicated there will be no modifications. Scott said the project also includes the installation of a three-bay sink and grease trap. Thrasher asked if a waiver will be required for the grease trap. Scott indicated a waiver will be emailed to Sullivan.

ISSUES TO BE RESOLVED:

Detailed Site Plan

Building Permit

Contractors Registered with the City

Contact Porter County Health Department for approval

Signage Permit

Grease Trap Waiver

Contact Utility Department for Solid Waste and Recycling Services

Exhaust System