

MEETING: Site Review Committee
SUBJECT: Bao's Pastry Shop
ADDRESS: 12 Jefferson Street
PRELIMINARY SITE REVIEW

LOCATION: City Hall
DATE: January 14, 2020

IN ATTENDANCE:

Carley Lemmon, Asst. Planner Director
(219) 462-1161 / clemmon@valpo.us
Vicki Thrasher, Building Commissioner
(219) 462-1161 / vtrasher@valpo.us
Mingyan Zhou, Engineering Dept.
(219) 462-1161 / mzhou@valpo.us
Tim Stites, Fire Department
(219) 462-8325 / tstites@valpo.us
Mark Geskey, Water Dept.
(219) 462-6174 / mgeskey@valpo.us
Paul Scott, Water Reclamation Dept.
(219) 464-4973 / pscott@valpo.us
Tony Fahel, Water Reclamation Dept.
(219) 464-4973 / tfahel@valpo.us

PRESENTERS:

Troy Carpenter, Master Kraft Construction
(219) 477-7729 / masterkraftconst@yahoo.com
Bao Ngoc Bui, Owner
(219) 307-2177 / BaoPastry@outlook.com

The following is a summary of discussion at this meeting.

OPENING: The Site Review Committee met to discuss the proposed pastry shop to be located at 12 Jefferson 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: This project is a remodel of a space that was previously a beauty shop. The site is just east of Meditrina Café. The building is multi-tenant. There are five units total. There are two apartments upstairs. The other tenants are a flower shop and a beauty shop. Bao's Pastry Shop will be the far western space. The space has been gutted and some studding has been installed for the future wall finishes. Bao's Pastry has been at the Valparaiso Farmers Market for some time and by popular demand they are now setting up a store front. The pastry baking facility will be in the back. There will be an entrance on Jefferson Street. This is not meant to be a dine-in facility and there will not be a seating area. The facility will be all electric. Master Kraft will be doing the plumbing and carpentry related work. They will change the 100-amp service to a 200-amp service.

STAFF COMMENTS:

SCOTT: Submittal of an Internal Plumbing Plan will be necessary. The drawings mention a grease trap or interceptor. However, the application states there is no grease trap. Scott stated that if baking is being done a grease trap or interceptor will be needed. Scott explained that everything needs to be submitted and reviewed. If the project is applicable for a waiver, Scott will contact them.

GESKEY: Geskey mentioned there is one water line going to the building that splits between the five spaces. Geskey asked if they are adding a water line. No water lines will be added. No sewer lines will be added. Geskey asked if they are doing anything with the water meter. They are not doing anything with the water meter. Geskey said if anything is done with the meter, it will be necessary to install backflow protection.

STITES: The Fire Department follows the 2014 Indiana Building and Fire Codes. Any inspections required during the construction phase of the project must be scheduled through the Building Department. After construction, the facility will be subject to annual fire inspections. Stites recommended they check the mechanical code to see if a hood system is required.

ZHOU: It appears the work is all interior. Therefore, the Engineering Department has no comments on this project.

ON BEHALF OF BRENT DICKSON, PUBLIC WORKS: There are two City-issued garbage cans at this address. If more cans are needed, it will be necessary to contact Public Works. If more frequent service is needed, Dickson suggested they consider a small dumpster.

LEMMON: The property is zoned CBD (Central Business District). Lemmon asked if there will be any exterior improvements. Bao asked about the façade improvement grant. Lemmon will provide the application and information. Lemmon explained that there is an application process and standards for the temporary vestibule. The application and standards are available on our website under the Planning Department Programs. Lemmon said there is an application and standards for outdoor seating. The permitted signage is 3 sq. ft. per one linear foot of building frontage. Referring to Article 5, Section 5.303 is recommended. Window signage cannot cover more than 25% of upper or lower portions of the window. There was discussion about replacing the front window. Thrasher interjected that part of the Building Permit process requires submittal of plans and a detailed elevation of the window will be required.

THRASHER: Thrasher is aware that the previous use was a beauty shop. The space will remain a B occupancy. Thrasher said it will be necessary to have an evaluation to make sure they do not need a commercial hood. Usually even if a small stove is being used, it would still require a hood. However, it may not

require a suppression system, but a hood for ventilation may still be required. If it is determined that a hood is not required, it will be necessary to make sure the HVAC system that is installed properly exhausts everything in accordance with the Indiana Mechanical Code. If it is determined that a hood is required, it will have to be submitted to the State. Thrasher asked how many sinks and floor drains will be added. There are two sinks being added and there is a dishwasher. Thrasher explained that if more than five drainage fixture units are added, the project must be submitted to the State of Indiana for a Construction Design Release. Thrasher explained that every sink is two drainage fixture units. It will be necessary to refer to the Plumbing Code, but it seems like this project will have to be submitted to the State of Indiana for a Construction Design Release before a Building Permit can be issued. The typical timeframe for State plans Review is approximately three weeks. Thrasher conveyed that the bathroom must be ADA compliant. There will not be a fire alarm. Thrasher will require a full set of plans showing the existing conditions and the proposed conditions. The elevations for the window change will also be needed. All contractors must be listed on the Building Permit application and registered with the City. All outlets in the kitchen area need to be GFI protected. Thrasher asked if the electrical service will be relocated to this portion of the building. Shephard said the main disconnect needs to be placed as close to the alley entrance as possible. There will be a new overhead drop and then conduit into the utility room. However, the meter will be in another unit. Thrasher said the meters need to be labeled. A project permit can be submitted to include all the work (electrical, plumbing and any framing required). Shephard asked if the electrical permit could be separated out. Thrasher does not like to do this, but she can issue the service permit. Any signage will require a permit. It will be necessary to work with Lemmon if outdoor seating is considered.

ISSUES TO BE RESOLVED:

- Detailed Site Plan
- Submit Internal Plumbing Plan
- Site Improvement Permit
- State Design Release
- Building Permit
- Elevations for Window Change
- Contractors Registered with the City
- Contact Porter County Health Department (already submitted)
- Signage/Fencing Permit