

MEETING: Site Review Committee
SUBJECT: Vintage Baked Modern
ADDRESS: 601 Lincolnway
PRELIMINARY SITE REVIEW

LOCATION: Zoom
DATE: June 30, 2022

IN ATTENDANCE:

Beth Shrader, Planning Director
(219) 462-1161 / bshrader@valpo.us
Jessica Gage, Associate Planning Director
(219) 462-1161 / jgage@valpo.us
Vicki Thrasher, Building Commissioner
(219) 462-1161 / vthrasher@valpo.us
Bill Laird, Engineering Dept.
(219) 462-1161 / blaird@valpo.us
Tim Stites, Fire Department
(219) 462-8325 / tstites@valpo.us
Matt Zurbriggen, Engineering Dept.,
(219) 462-1161 / mzurbriggen@valpo.us
Nate McGinley, Water Dept.
(219) 462-6174 / nmcginley@valpo.us
Tony Fahel, Water Reclamation Dept.
(219) 464-4973 / tfahel@valpo.us
Mike Jessen, City Administrator
(219) 462-1161 / mjessen@valpo.us
Hanna Seats, Pretreatment Administrator
(219) 464-4973 / hseats@valpo.us

PRESENTERS:

Apryl Niksch
(219) 252-9820

The following is a summary of discussion at this meeting.

OPENING: The Site Review Committee met to discuss the proposed Vintage Baked Modern tenant space to be located at 601 Lincolnway. Shrader 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: Niksch started a business in 2013. She did natural and healthy foods through covid. Her products were sold at a number of places including Whole Foods. She started Vintage Baked Modern during covid. This business is for gluten free and vegan baked goods. She is a consultant/contractor at VU. She is a baker at VU also. She is looking to get a brick-and-mortar building going again. This business will be for wholesale, retail, and on-line sales. She is not new to business. Niksch has contacted the Health

Department. Nicksch possesses an Indiana Wholesale permit and has worked with the USDA. She is familiar with the Fire Department inspection process. The front portion at 601 Lincolnway will be used for retail. A three-bay sink will be installed. Products are minimal. Nicksch puts baking mixes into bags and ships them. There will be some retail store hours at this site. Currently there is a small countertop sink in the space. The countertop sink will remain and be used as a handwashing sink. The three-bay sink is a requirement of the Health Department. She will install that in the same area and connect both sinks to the water. The landlord takes care of the water. There is a hot water heater that heats up quick enough for food sales and handwashing. The other option is flipping the two sinks.

STAFF COMMENTS:

LAIRD: Laird asked if there is any site work (revisions to sidewalk or parking) being done for this project. Nicksch said there is no site work being planned. Laird provided no comments on the project.

MCGINLEY: McGinley stated that Nicksch already answered his question concerning the water service. This is one service with a master meter. If nothing is going to change with the master service, McGinley has no comments.

FAHEL: Fahel asked if the intention is to connect the three-bay sink to the existing plumbing under the existing sink? Nicksch confirmed this is the intention and stated that an air gap will be installed. In a food service this is what is needed so there is a guarantee of no backups. Nicksch has connected these before and is familiar with how it works. Fahel asked if she is intending to install a grease trap. Nicksch said a grease trap will not be installed. Fahel asked Nicksch if she works with flour and powered ingredients. Nicksch confirmed. Fahel asked if there will be any cooking. Nicksch stated there will not be any cooking. Fahel asked if much of the flour will be going down the drain? Nicksch conveyed all the flour is on the production tables and she scoops it from the table into the bags she uses for shipping. She then takes the scoop to the sink and rinses it. Fahel said he is going to have to check with the administrator to see if a signed waiver will be required. The waiver will be a formality as far as the grease equipment that is usually required for restaurants. Fahel will contact Nicksch via email concerning the answer for this issue.

THRASHER: Thrasher asked if 1 East is the suite number for this space. Nicksch conveyed that this is the correct suite number. Thrasher asked if she is on the main floor. Nicksch confirmed the suite is on the first floor and it also goes into the basement. Thrasher asked where the other exit goes. Nicksch replied it goes to the back. Thrasher asked if the front is handicapped accessible. Nicksch believes it is. Thrasher asked if the door to the east is the entrance for her unit?

Niksich confirmed this is the entrance to her unit. Thrasher explained that technically food processing is a factory occupancy under the Building Code and it usually requires a greater fire separation between this unit and any other unit in the building. This seems a bit much because of what is being done. However, this may have to be explored as to whether what is being described falls into that category. The Code says any food processing that is not associated with a restaurant is considered an F occupancy. Thrasher asked if she is working with an architect. Niksch stated she is not working with an architect. Thrasher said this classification will have to be discussed further. The previous occupant was a realtor and this use does not fall into the same category. Thrasher asked if the bathroom is existing. Niksch confirmed it is existing. Thrasher asked if the bathroom is handicapped accessible. Niksch said she will have to check. Thrasher said it is always preferable to have the bathroom handicapped accessible. Thrasher conveyed that it will be necessary to check with the Porter County Health Department concerning their requirements. They sometimes require a three-bay sink, a hand sink, and a mop sink. Niksch said she has worked with them before and knows what is required. She falls under the State of Indiana. Technically she has to follow their rules but her inspection is with the State of Indiana. Thrasher stated the plans do not show a mop sink and believes the Health Department requirements still must be followed. Niksch stated that she does have to follow the Health Department requirements. Thrasher explained that depending on how many sinks she is adding, this project might have to be submitted to the State of Indiana for review if she goes over what is exempt for plumbing. Thrasher asked if she had an internal plumbing plan. Niksch replied she only has what is on the drawing. Thrasher explained this is a floor plan. A plumbing plan that shows all the sinks and how they are hooked up together is required and will be needed for the Building Permit. Thrasher suggested she work with a plumber to get the internal plumbing plan. A Building Permit will be required. All contractors working on this project must be registered with the City. Thrasher asked if there will be signage. Niksch stated if she has any signage it will only be on the front door. Thrasher stated that typically any signage requires a permit. Thrasher will defer to the Planning Department if what she is doing requires a permit. When submitting for a Building Permit, it will be necessary to provide a plan for the existing floor plan, a plan the proposed floor plan and the internal plumbing plan.

STITES: All initial inspections are scheduled and coordinated through the Building Department. After occupancy, the facility will be subject to annual fire inspections.

SHRADER: Shrader said because this is an interior build out in an existing building, there are exemptions for very small signs that would be on the doors or

windows. Shrader stated that if Nicksch can provide an example of the proposed signage and size to Planning, a decision can be made on whether it will be considered an exempt sign. The main things here are the use in a particular area and parking.

GAGE: Gage advised that this is a unique concept. Planning feels confident that there is enough retail component that this works for the RT District. Retail in the RT District is a limited use. This project meets the requirements. A retail use in the RT District cannot occupy more than 3,000 square feet. The hours of operation are between 7:00 a.m. and 9:00 p.m. The facility shall not have any detached signage. Gage advised that it will be necessary to check on parking. Preliminary numbers show it should be just fine. Comparing this use to other uses in the building will be necessary. Planning will check on the other uses and run number to make sure parking is adequate. Shrader interjected that Nicksch needs to provide the useable floor space in this suite. This should not include restrooms or areas devoted to storage, Shrader advised that the parking requirement for retail is five (5) spaces per 1,000 sq. ft. of useable floor space. Shrader asked what the other uses are in the building. Nicksch said it appears to be a salon. Shrader stated it will be very helpful to know. Nicksch asked what the next steps will be. Shrader explained that a copy of the minutes will be provided with a checklist at the bottom of all the items that need to be resolved. It will be necessary to provide Jessica with the useable floor space and line up what is needed for the Building Permit and submit the application to the Building Department. Nicksch asked how big the floor area has to be. Shrader said for Planning purposes, there is not a minimum. It is whatever it is.

ISSUES TO BE RESOLVED:

- Waiver for Grease Trap
- Determine Use Classification with Building Department
- Building Permit
- Contractors Registered with the City
- Internal Plumbing Plan
- State Design Release (if required)
- Contact Porter County Health Department
- Signage/Fencing Permit
- Parking
- Provide Useable Floor Space