



INDIANA 46383

TELEPHONE: 462-1161

MEETING: Site Review Committee
SUBJECT: Venue
ADDRESS: 75 Lincolnway

LOCATION: City Hall
DATE: July 18, 2006

PRELIMINARY SITE REVIEW

IN ATTENDANCE:

Craig Phillips, Planning Director	(219) 462-1161
Tyler Kent, Asst. Planner	(219) 462-1161
Vicki Thrasher, Building Commissioner	(219) 462-1161
Matt Kras, Storm water Engineer	(219) 462-1161
Chuck Williams, Water Department	(219) 462-6174
Jack Johnson, Fire Department	(219) 462-8325
Marv McDaniels, Collections Department	(219)-464-2346
Bill Oeding, Public Works Director	(219) 462-4612
Steve Martinson, Parks Department	(219) 462-5144
Dave Pilz, Engineering Director	(219) 462-1161
Ed Pilarski, Water Reclamation Dept.	(219) 464-4973

Media

Email addresses for the above City of Valparaiso Departments can be found at www.valpo.us.

PRESENTERS:

Gina Albertini, Wedding Essentials	galbertini@madhausstudio.com
Michael Bennett, AIGA	mbennet@madhausstudio.com
Lisa Gauna, Venue	lisa@yourvenueonline.com
Michelle Carter, Venue	michelle@yourvenueonline.com
Bob Macmahon, Remax First	bobmacmahon@hotmail.com

The following is a summary of discussion at this meeting:

The Site Review Committee met to discuss a proposed new downtown business called Venue. Phillips 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.

Venue is a storefront extension that will showcase a few upscale wedding lines and provide off-site planning for weddings, business meetings, and other events. It is a space for a small bridal shower or corporate training. There will be no cooking on the premises; local restaurants will cater as needed.

Thrasher discovered the square footage of the space is 1800 sq. ft. The building does not have a sprinkler system. There is access to the basement, and the basement will be used for storage only. Macmahon explained that there are two exits from the basement and a double door exit in the rear of the building. Since this originally was one retail space and is now subdivided into two tenant spaces, additional requirements must be met. The basement cannot be shared between the businesses. Macmahon mentioned that there is a brick wall in the basement dividing the 2 spaces. Thrasher explained that Framing Concepts is a retail business and does not change the use of their space. Venue, however, as the second tenant, is classified as an A occupancy (assembly). This change of occupancy will require a State Design Release to confirm all code requirements have been met. This may be submitted on line at the State of Indiana website under Department of Homeland Security. Thrasher suggested involving an architect to verify information needed by the state.

Phillips commented that it is an interesting concept and a nice addition to the downtown area. Bennett explained that their business, Personal Touch, would have an office in Venue where they will finalize event plans. Albertini also explained that Venue would offer a space for a small gathering of 36 people maximum. It would be a private space for a corporate luncheon or bridal shower. Phillips agreed that the event space might require special approval, but should not be difficult to obtain. Additional parking is not necessary. A Sign Permit is required for any additional signage. The allowed signage is calculated as 1 sq. ft. per 1 linear ft. of frontage space. Gooseneck lighting for the signage is preferred. Phillips asked that signage be reviewed prior to purchasing a final design to confirm it is in compliance with downtown standards.

McIntire informed that backflow protection is required on the meter if it does not already have backflow protection.

Johnson pointed out that if a fire suppression system is added, a key box or Knox Box system must be added. Johnson cautioned that the basement must be used for storage only due to the occupancy rating.

Martinson mentioned that, as a part of the Streetscape Project, a tree might be added in front of this building. The new plan does not keep trees in their current locations. Phillips stated that the city would maintain access to Venue during construction of the Streetscape Project.

Pilarski inquired about the sink shown on the plan. Bennett said that the sink is used solely for the office area. Pilarski asked that he be contacted to clarify whether a grease trap would be needed for this use.

ISSUES TO BE RESOLVED:

- State Design Release
- Sign Permit (as needed)