



MEETING: Site Review Committee
SUBJECT: Wine Bar
ADDRESS: 23 Washington Street
PRELIMINARY SITE REVIEW
IN ATTENDANCE:

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

LOCATION: City Hall
DATE: September 20, 2016

PRESENTERS:

Michelle Prosser, Wine Bar
 (219) 309-1660 / mkocenko@comcast.net
 Cole Dolittle, Building Owner
coled@wasterev.com

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 wine bar to be located at 23 Washington Street. . 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: Prosser is currently the manager at Kelsey's and does the wine program. Prosser feels the wine bar will bring something more into the downtown area and that citizens would enjoy this type of business. Prosser mentioned that she has been speaking with Chris from Old World Market about supplying cured meats and cheeses. She will be serving wine and beer. There will inside seating as well as outdoor seating.

STAFF COMMENTS:

WEGRZYN: Wegrzyn indicated that signage will require raised letters with a raised border around the sign. Internally lighted cabinets are prohibited.

MCALPINE: No comments were provided.

BURKMAN: Burkman mentioned the Washington Street project. The project will take approximately 60 days. Dolittle said the street project will not affect the wine bar.

EVANS: No comments were provided.

THRASHER: Thrasher asked if there is only one exit. Dolittle confirmed there is only one exit. Thrasher explained that since there is only one exit the occupant load will be limited to 49 (employees and customers). By doing this it will not require an occupancy change. Right now the space is considered a B, but a restaurant will make it an assembly use. It can remain a B with the lower occupancy. Thrasher is aware there is one restroom in the space. Dolittle said they want to add another restroom. Thrasher said the restrooms would be required to be ADA compliant. Thrasher indicated the project will have to be submitted to the State for plan review. Thrasher suggested they work with an architect. Plumbing schematics will be needed. Thrasher said that usually a small project does not have to be submitted to the State; however, once they hit 5

drainage fixture units (this is not just the fixture, each one has a value) then it is necessary to submit to the State. Adding a restroom and the sinks that may be required by the Health Department may require subtotal to the State. Prosser asked what would be necessary if they just had the one restroom. Thrasher said it will be necessary to see what the Health Department and Water Reclamation will require. These requirements may trigger the need for State review. To bring the space up to code the two restrooms will be required. Signage will require a permit. A Building Permit is required. All contractors working on the project must be registered with the City.

KENT: Kent asked there will be an improvements made to the exterior of the building. At this time, exterior improvements are not being considered. Kent mentioned the Façade Program that will allow a dollar-for-dollar match up to \$25,000 for exterior improvements. Referring to Article 5 of the Unified Development Ordinance for new signage is necessary. Kent reiterated a sign permit will be required. Sign plans should be submitted to the Building Department. The plans will be reviewed by Wegrzyn. There is an application process for Outdoor Dining for 2017. A link to the website for the application and standards will be provided (<http://www.ci.valparaiso.in.us/>)

DALY: The City follows the 2014 Indiana Building and Fire Codes. Daly mentioned that if occupancy goes over 50 two exits will be required. The address needs to be on the door. Daly said it is necessary to ensure that emergency lights, exit lights and fire extinguishers meet code. Proper aisle widths must be maintained. The fencing shown on the drawing will be for outdoor dining, but it will be necessary to provide the proper clearance required by ADA. Daly mentioned that the Fire Department will conduct annual inspections. The door should be key-locked. Daly recommended installation of a Knox Box.

PILARSKI: The Water Reclamation Department is interested in what is being discharged into the sanitary sewer. There is not enough information to provide comments. Pilarski suggested Prosser contact Yacoub Aljobeh to discuss this project and Aljobeh will let Prosser know what information needs to be submitted for review and comment. Contact information for Aljobeh was provided.

GESKEY: Geskey is aware that the connection to the City sewer is not being changed. There will no changes to the water service entering the building. Geskey said the backflow preventor needs to be tested by a licensed plumber. Shaun Shifflett should be contacted with any questions concerning the backflow. Contact information for Shifflett was provided.

ISSUES TO BE RESOLVED:

Detailed Site Plan

Backflow Prevention (needs to be tested)

State Design Release

Building Permit

Signage/Fencing Permit

All Contractors Must Be Registered With The City

Knox Box (recommended)