

**Dear Madam/Sir, It is an honor and pleasure to be writing this letter for The Office Brewery Corp. Company located at 301-890 Clement Ave, Kelowna, BC V1Y 7E4**

## Description of Operation

The Office Brewery is an open concept establishment focusing on the production of specialty crafted beers and consumer education. Beers will be offered through its on-site tasting room and served in growlers and canned formats for home consumption. It will be joining a community of other small breweries in Kelowna's brewery district, creating jobs, encouraging tourism, and adding further diversity to the region's already booming craft beer industry.

The Office Brewery will be focused on producing premium, limited release, refreshing beer for all beer lovers to enjoy. The use of a small kitchen will supply patrons with a select limited-menu and a variety of sustainably sourced local, healthy brunch and dinner fare throughout the week.

The space will showcase local artists and elements of the Okanagan's beautiful landscape through its bright open space. The brewery will be a self-sustaining production facility capable of producing up to 500 HL annually. The tasting room will be designed to service take away guests with off-sales cooler located in the tasting room. The space will also feature a separate area featuring a mezzanine overlooking the brewery for guests choosing the dine-in experience to sample beers and have a bite with friends and family.

Our target market is 25–55-year-old Kelowna residents, tour, and travel customers. The brewery will also house a walk-in cooler where it will store cans and kegs of beer ready for local delivery.

## Food

In accordance with BCLDC lounge endorsement regulations, we will be serving both hot and cold fare. The brewery will house a kitchen in accordance with food safe guidelines. Our menu will range from a variety of items including tacos, tapas, pizza, and salads, etc.

An electric rational oven and induction burners will be used to cook the ingredients.

**ATTACHMENT**      A

This forms part of application  
# LL21-0003

Planner Initials **LK**

City of **Kelowna**  
DEVELOPMENT PLANNING



**THE**  
**office**  
BREWERY

## Retail

All retail sales will be in accordance with BCLDB guidelines on retail sales as outlined in the manufacturer's handbook for liquor manufacturers. The Office Brewery will offer growler fill sales in addition to sales of cans produced on site.

## Hours of Operation:

The proposed brewery hours that will be open to the public on:

Sundays from 09:00 – 23:00,

Monday - Thursday 09:00 – 23:00,

Friday - Saturday 09:00 – 00:00 (midnight)



Production scheduling will be dependent on the style of beer and demand. We are forecasting two production shifts daily from Monday to Friday to run between 7:00 and 14:00, kegs will be loaded for delivery from 8:00-14:00.

## Number of Staff:

The Office Brewery will employ a brewery and delivery team of 2-3. Our lounge endorsement area will employ a team of 5-7 to get us up and running. We will have additional positions for management, sales, marketing, and administrative as the business grows.

## Parking and Load Strategy:

**Parking** – Manufacturing Area & Lounge Endorsement Area has total parking spots of (3) + (9) spots from units #302, #303, #306 890 Clement Ave. to accommodate our desired maximum capacity of **89 patrons' limit**.

We currently have 3 allotted parking spaces in the behind our building; however, part ownership group (Tradan Investments Ltd.) also has leased space at units #302, 303, 306, on 890 Clement Ave.

I have attached a signed copy of parking agreements to utilize the above listed units respective parking spots when not filled for The Office Brewery's patrons (total of 9 spots from #302, 303, 306). With the parking agreement in-place The Office brewery will have a total of **12 parking spots**.

At The Office Brewery we are committed to the safety of our community and patrons by adhering to BCLDB guidelines and ensuring responsible drink consumption and encouragement of use of ride share and local taxis.

## Other Information

Projected number of patrons: We anticipate roughly two to three seating's per evening in our establishment.

**Noise Mitigation:** The manufacturing process produces little amounts of noise. Our lounge/tasting room will be designed with sound defusing engineering to ensure proper sound absorption reducing buildup of ambient noise. The installation of HVAC to the building will ensure we will not need open air circulation to control the temperature ensuring we can keep doors and windows closed. Every effort will be taken to keep noise to a minimum.

**Line-ups:** We do not anticipate line-ups, however, in a situation where we are at capacity, we will suggest waiting patrons try some of our neighboring local businesses while they wait and employ a wait list call system to page customers when space comes available.

**Patio:** Occupancy of the patio will be controlled by staff. Access to the patio will only be through the main floor of the brewpub, patrons will not be able to walk off the street onto the patio area. Occupancy is based on the maximum seating; however, seating will be controlled by staff. The patio area will have 2 exits and a clear path of travel for exit of 1100mm to ensure access to each exit. The patio will also have exterior lighting. **The patio will close at 22:00.**

Thank you for your time and consideration. Please do not hesitate to contact me for further information.

Respectfully,

*Dillan Crema*

*The Office Brewery Corp., (250) 863-2097*

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