



INDIANA 46383

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**MEETING: Site Review Committee**  
**SUBJECT: Acacia Church of Valparaiso**  
**ADDRESS: 1115 Calumet Avenue**

**LOCATION: City Hall**  
**DATE: June 4, 2013**

### PRELIMINARY SITE REVIEW

#### IN ATTENDANCE:

Tyler Kent, Asst. City Planner	(219) 462-1161
Taylor Wegrzyn, Asst. City Planner	(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, Water Dept.	(219) 462-6174
Vicki Thrasher, Building Commissioner	(219) 462-1161
Matt Evans, Public Works	(219) 462-4612

Media

Email addresses for the above City of Valparaiso Departments can be found at [www.valpo.us](http://www.valpo.us).

#### PRESENTERS:

Jim Smith, Acacia Church of Valparaiso  
(219) 405-9439 / [James@Preachit.org](mailto:James@Preachit.org)  
Diane Worstell, Century 21 Alliance Group  
(219) 928-3284 / [worstell.c21alliance@gmail.com](mailto:worstell.c21alliance@gmail.com)

The following is a summary of discussion at this meeting:

**OPENING:** The Site Review Committee met to discuss a proposed church to be located at 1115 Calumet. 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:** Smith indicated the current attendance at the church is approximately 60 individuals. This building is being considered as a place of worship and will be used until it is outgrown. The church will then look at purchasing a larger property. Acacia Church has been located in Valparaiso since November, 2012. This site is the old gymnasium, office and classroom area of the old Calvary building. The gymnasium would facilitate an area for services and also allow some classroom and office spaces in the front of the building. The building is approximately 7,900 sq. ft. Electric and gas are established in the building. Fire alarms currently exist in the building. Smith believes these alarms have battery backup. Smith stated the building was used as a day care. Smith said consideration is being given to having the power lines at the front of the building buried. The parking lot is approximately 18,000 sq. ft. Smith indicated the lot will be paved and striped. Smith feels once these alterations are made and the repair work is done to the façade it will greatly improve the area. Worstell indicated that due to the size of the building, it is difficult to lease it to one tenant. Worstell clarified the building was never used as a day care. Smith said not much work will be required to be able to use the building as a church.

#### STAFF COMMENTS:

**THRASHER:** Thrasher stated that any of the work that was done for preparation of a day care was performed without permits; therefore, nothing was inspected and may not have been done to code. This is a change of use and submitting it to the State for an occupancy change is necessary. Depending on the types of changes made to the building, there may be additional

submittals required by the State for use as a church. Based on the occupant load and square footage of the building, a sprinkler system may be required. Thrasher said the architect who will be responsible for submitting to the State should be able to verify the requirement for a sprinkler system. The State Design Release will be required before a Building Permit can be issued. All contractors working on the project must be registered with the City. Plumbing work must be done by a licensed plumber. The fire alarm system must meet the codes required for a church. A Sign Permit will be required for any signage. A face change to the pole sign is allowed; however the cabinet may not be altered. Thrasher deferred comment to the Planning Department concerning any additional signage.

**MCALPINE:** McAlpine indicated that Valparaiso Street was reconstructed within the last five years and new storm structures were installed along Harrison Street. McAlpine would like to see how the parking lot will be laid out. McAlpine indicated that green space needs to be added to aid with storm water runoff. Smith conveyed that he would like to know how the storm water currently drains from the parking lot. McAlpine stated he can supply printouts showing the topography of the area.

**BURKMAN:** Burkman mentioned the City did complete a project on Calumet from the railroad tracks to Evans Avenue last year. Calumet was converted from four lanes down to three lanes with a center two-way left turn lane. The extra space was used to create more parkway area for landscaping. This is the last segment of Calumet going north of Evans to Glendale that is still four lanes; north of Glendale it is back down to three lanes. Burkman stated it would make sense at some point in the future to continue this theme; however, this is not in any budget or forecast at this time. Burkman conveyed that our GIS shows there are actually three lots at this site. The lots are all under the same ownership. This building is on one of these lots. The gravel parking area immediately east seems to be tied into the lot that has the J&J Heating building on it and there is a third lot further east of this. The parking area appears to be two separate lots, separate from the building lot. This will have to be rectified, whether as part of the purchase or through a cross parking agreement. Something needs to be put in place to reserve the parking for the church. Burkman mentioned it was good to hear the parking lot will be paved since it is a City requirement. Burkman echoed McAlpine's comments concerning the addition of green space to the parking lot. Less hard surface creates less storm water runoff and more opportunities for infiltration. Burkman pointed out the driveway off of Calumet appears to be in poor condition. Burkman suggested this driveway be repaired when the parking lot is paved. Both of the drives are on lots separate from the building. Having a cross access easement agreement in place to allow the church access to these drives was suggested. The Unified Development Ordinance (UDO) lays out the required right-of-way widths along corridors and streets. The requirement along Calumet is 40 ft from the center line both east and west. The current right-of-way at this site appears to be 30 ft. This needs to be verified. If this is the case, as a condition of permits, the additional 10 ft. dedication will be needed to make Calumet 40 ft. along the frontage of the building. Similarly along Valparaiso Street there is a 30 ft half-width right-of-way dedication. There appears to be only 20 ft. so the difference will need to be dedicated for Valparaiso Street. Burkman suggested a minor subdivision to split the parcel into three lots. Burkman indicated a minor subdivision plat could show the cross access easements for the driveways off Calumet and Harrison.

**KENT:** Kent will provide information concerning the minor subdivision process. A church is a permitted use within the Commercial General Zoning District so applying for a use variance will not be required. Providing the gross floor area ratio (.431) and the net floor area ratio (.507) for the site is necessary. Providing a landscape plan per Article 10, Section 10.304 prior to occupancy is necessary. This pertains to parking lots. Landscaping within a parking lot is a requirement. Referring to Table 10.303 for parking lot landscaping is necessary. There is a 30 ft. minimum width of landscaping required out in front of the property per Article 11, Section 11.306. Signage is based on the 75 ft. building frontage. This is multiplied by 3 for the total allowable signage on site.

This calculation will include the signage on the face of the pole sign. The requirement for parking is 1 space for 3 seats or 1 space per 30 sq. ft. of floor area used for movable seating. Kent is aware the exterior will be painted and a repair will be made to the stucco. Kent indicated that if major repairs are considered for the exterior of the building, referring to Article 11, Section 11.500 (Standards for Non-Residential Buildings) is necessary. Kent questioned if there would be a dumpster. Worstell indicated there is no dumpster for this building at this time. Kent mentioned that Article 2, Section 2.406 indicates the requirements for dumpster enclosures. The dumpster enclosure must match the materials used for the building. There are also landscaping requirements for the dumpster enclosure. Kent suggested holding off on variance requests until this goes through the minor subdivision process. At that time the gross floor area ratio and net floor area ratio can be reviewed for compliance. Also, parking calculations can be reviewed. After this if variances are required applications for the BZA can be pursued. Kent indicated a Public Hearing would have to take place for the minor subdivision process. A date and time can be set and letters to property owners would have to be sent out ten days prior to the minor subdivision. Kent clarified that the property owner would have to apply for the minor subdivision. A Zoning Clearance will be required.

**PILARSKI:** Pilarski is aware that neither internal plumbing nor the sanitary sewer service lines will be changed. There will be no food preparation equipment added to the kitchen. Pilarski stated that if additional food preparation equipment is added later, there may be a requirement for installation of an oil and grease trap and/or interceptor. Pilarski had no other comments.

**GESKEY:** Geskey indicated the occupancy will change to commercial and this will require installation of backflow protection. Geskey provided contact information for Shaun Shifflett concerning the backflow.

**EVANS:** The driveway approach on Calumet needs to be improved. The sidewalks along the front of the property must be 5 ft. wide. Evans asked the committee if we should require the 5 ft. sidewalk installation now or allow for a waiver. Burkman indicated this sidewalk may already be 5ft. This needs to be checked. Burkman suggested that if and when a project develops north of Evans it can be handled at that time. Evans recommended making sure there will be enough space left to support the 5 ft. sidewalk at the front of the building. Smith said the church wants the property to look good; however, if the City is going to move forward with a project for this section of Calumet he really does not want to install sidewalk and landscaping then have it removed for the City's project. Burkman stated that any improvements the City may make to Calumet will not take place for a few years. Burkman mentioned that anything the City would impact as far as sidewalks or landscaping during a project would be restored and there really was no reason for Smith not to proceed with the required improvements.

#### **ISSUES TO BE RESOLVED:**

Landscaping Plan

Right-of-way

Detailed Site Plan

Backflow Prevention

State Design Release

Building Permit

Signage / Fencing Permit

Zoning Clearance

Variances (if required)

Minor Subdivision

Contractors must be registered with City

Plumbing must be done by licensed plumber

Fire alarm must be compliant with codes required for a church