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[Valpo.us](http://Valpo.us)

**MEETING: Site Review Committee**  
**SUBJECT: Wing Stop / Jet's Pizza**  
**ADDRESS: 700 Glendale Blvd., Suites 100 & 200**  
**PRELIMINARY SITE REVIEW**

**LOCATION: Zoom**  
**DATE: May 11, 2023**

**IN ATTENDANCE:**

Beth Shrader, Planning Director  
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Jessica Gage, Associate Planner  
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**PRESENTERS:**

Steve Kolber, Kolbrook Design  
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Dana Campbell, Kolbrook Design  
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The following is a summary of the discussion at this meeting.

**OPENING:** The Site Review Committee met to discuss the proposed Wing Stop and Jet's Pizza to be located at 700 Glendale Blvd. 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:** The site for the project is the small outlot next to the CVS on Calumet Avenue. The client is looking to build a two-tenant building for a Wing Stop and Jet's Pizza. These two locations will be for carry-out only. There will be no interior seating. Kolber stated that they carved out what they could for parking on the site. It is limited. Part of the dealings their client is going through with CVS to purchase this property is language for a shared parking agreement. Once the agreement is refined, a copy can be provided to the City to ensure they are covering the bases. The elevations show a typical aluminum store front. They did not go with logo-type buildings for either Wing Stop or Jet's Pizza. There will be appropriate wall signage. Kolber is unsure if there is any room on an existing monument sign.

**STAFF COMMENTS:**

**MCGINLEY:** Submittal of a proposed utility plan for connection to water and sanitary sewer will be necessary. McGinley conveyed that there is an 8" water main on the north side of Glendale Blvd., a 24" combination sewer pretty much in the middle of Glendale, and an 8" sanitary sewer on the west side of Pilz Place. Clean-outs for the sewer are required within 5 ft. of the building. It is possible to have multiple water services with multiple meters or one water service with a single meter. This is totally up to the building owner. A Sanitary Sewer Permit is required and will be obtained with the Site Permit process through the Engineering Department. The Utility Plan must be reviewed and approved before any utilities can be installed.

**FAHEL:** Fahel asked if their plan is for a grease interceptor. Kolber stated that normally an interior interceptor is installed. However, nothing has been

finalized because the franchisees are putting two of their offerings in one space. Kolber said maybe a larger exterior unit just behind the building to the west. Kolber confirmed that both the tenants will either have their own grease trap or they will share a grease trap. Fahel indicated that submittal of the plumbing plan and kitchen floor plans will be necessary. Fahel is unsure if it is permissible to have two restaurants on one interceptor. He will research this and discuss this issue off line. Kolber stated they will provide whatever the City of Valparaiso requires. Fahel conveyed that he will send out information concerning proper sizing for the grease equipment.

**ZURBRIGGEN:** Zurbruggen asked if there are any current plans for how storm water will be managed for this development. Kolber stated they wanted to get through site review first. They have not engaged a civil engineer. However, what they will be required to do will be done. Zurbruggen mentioned that the storm water technical standards do apply and must be adhered to, including the release rate and detention. Zurbruggen believes that CVS has an underground detention system just because of the lack of green space. Zurbruggen said it appears this project will be using the majority of the green space as well. He cautioned that they may have to become creative when it comes to storm water management. Kolber asked if there are any records that may indicate if this site might have been included in the CVS underground detention system. Zurbruggen stated this can certainly be researched and civil documents can be provided. Zurbruggen stated that during the course Will Rose was able to pull the 2008 CVS file and it appears this parcel may have been included in that drainage. Zurbruggen will scan this information and send it to them to review what is there and what needs to be done.

**LAIRD:** Laird requested some site grading be provided. This project will require a Site Permit through the Engineering Department. The Site Permit should be turned into the Building Department at the same time the Building Permit applications are submitted. Laird conveyed that this site is less than an acre, so a local Erosion Control Permit will be required as part of the Site Permit. The Erosion Control Permit will be reviewed and approved by the Engineering Department but submitted to the Building Department.

**SHRADER:** Shrader understands that in February Jessica Gage provided links to our standards and asked if Kolber was able to reference the standards in the development of the site. He believes they did but said they will go back over the standards to ensure that nothing was missed. Shrader said the dimensions and geography of the site are very different from what is platted, which is just a simple rectangle. Shrader asked if there are plans to adjust lot lines. Kolber indicated they were not planning to do anything that they did not need to do. If the southern lot line does not go on an angle, the plans will be redrawn for accuracy. Kolber believes Planning provided the plat. This parcel is zoned Commercial General and restaurants are a permitted use. The lot is fine. Shrader recommended they reference Sections 3.200 and 3.500. The key numbers that need to be met are 15% landscape ratio, Gross FAR .431, and Net FAR .507. Another important issue is addressing. Preliminarily, 1805 Calumet Avenue was used. This address may have been used as a placeholder in the City's system as well. This parcel actually has two frontages, Pilz Place and Glendale Blvd. Glendale Blvd. is the primary. Shrader expects Glendale Blvd. will be where the address will be taken from. Will Rose, Engineering Department, agreed. Gage interjected that all the things tied-up in the addressing are temporary at this point. Shrader stated this was a good point. Planning deals in frontages, which is the relationship to the public rights-of-way. Right now, the project is facing the interior and their back is to the two public rights-of-way. Planning understands why the project was designed the way it was. There are ways to still meet the standards and also have the primary functional entrances not on the primary frontage. This is negotiated depending on how it is addressed. The front yard setback is 15 ft., side yard setback is 10 ft., and the rear yard setback is 10 ft. Shrader feels there should be no problem meeting the setbacks. Shrader mentioned there are not a whole lot of standards for the south elevation. It faces a public parking lot, so there is some expectations of transparency. Referencing Article 11 will be necessary. The non-residential design standards apply. This project is in the Calumet Avenue Overlay District corridor; however, because it does not have any frontage on Calumet the landscape requirements do not apply. However, the non-residential design standards do apply. Shrader stated that they need to hit all of the sections under Division 11.500. Shrader does not see anything particularly special about the site that gives a reason that they would not be able to hit them. However, it will be a design challenge. Offsets are required and this depends on how long the façade is. This requirement is in the first section with building dimensions. Kolber stated the long façade is 70 ft.

Shrader conveyed that 2 ft. of offset is required since the horizontal dimension is less than 80 ft. It cannot be just a flat wall. There are lots of options to meet the architectural features. For public parking areas (the two facades facing the CVS), it will be necessary to look at the sections for blank walls and other facades. Section 11.504 discusses frontages and principal public entrances. It will be necessary to reference this section when working through how the Glendale façade will be addressed. There is not much in the building architecture section. Transparency may present the biggest challenges. Shrader is aware that with restaurants there is significant back of house. The project does have a shared wall that can be utilized. This project will fall under "Retail Bays of Buildings Less Than 25,000 sq. ft". The primary façade requires 60% transparency, between 3 and 8 ft. above finished grade. The requirement for other street frontages (Pilz Place) is 30%. Tint is not allowed. Shrader recommended they look at the building material section. Shrader asked about the material for the large format panels. Kolber said they are like a fiber cement. Shrader indicated that this is one of the permitted materials. Colors appear to be fine. Generally, earthtone colors are acceptable. Shrader believes this is where they need to focus their energy so they do not need any variances from the architectural standards. Kolber agreed that transparency will be a challenge. 80% of both buildings are kitchens. Shrader asked if any lighting is being planned for these buildings. Kolber advised that they will have some wall sconces and lighting over the rear doors. Shrader mentioned that our light standards are based on the level of light at the property line. There is a property line between this parcel and CVS and if there is light overspill maybe this can be addressed through the same agreement that parking is addressed in. Otherwise, it will be necessary to meet the standards and that may not work in both of their best interests. For Pilz Place and Glendale, it will be necessary to meet the standards at the property line. Shrader mentioned that earlier Kolber mentioned possibly using existing signage. Shrader explained that signage on another property is considered off-premise signage and this is not allowed. This would be another challenge to work through. The sign standards are in Article 5 of the UDO.

**GAGE:** This really needs to come back to site review because so much that still needs technical review. As mentioned earlier, the lot configuration needs to be figured out. Dimensions for parking, sidewalks, buildings, etc., are needed on the site plan. The floor plan is needed to determine the spill-over area for parking purposes. The plans need to show and satisfy the ADA requirements (ramps, signage). Dumpster detail enclosure per ordinance, including the mandoor identified in the ordinance. Sidewalks should be 6 ft. if there will be vehicle overhang. Engineering mentioned grading and detention. A photometric plan that meets ordinance will be required. A landscape plan that meets ordinance will be required. Building elevations need to show materials and dimensions. Kolber stated that everything mentioned can be provided. Shrader asked about Covenants and Restrictions Gage said shared parking is not included with the lot only driveway usage. It appears shared parking is already under discussion with CVS. Shrader mentioned there is only one standard for restaurant parking and it does not distinguish between carry-out only and sit down. The standard is 1 space per each 75 ft. of useable floor space. Shrader said they need to look at how we define useable floor space to provide accurate parking requirements. The standard does include kitchens but anything that is exclusively used for storage or taken up by equipment can be excluded. Shrader believes they will be short on required parking and the shared parking agreement will be important. Shrader mentioned that the City's landscape standards tend to require more plants than other municipalities. They need to ensure that the required plant material will fit on the site so they do not have to come back to the BZA for a second set of variances. Kolber asked if another site review will be necessary. Gage said that once they revise the plans and provide information that has been requested, it seems like another site review is the best avenue to take to ensure that all requirements have been met and there will not be a holdup in the permitting process. Shrader added that they could proceed and expect a site review again when they are ready to submit for permits. Schrader stated that once the site plan is drawn with actual property lines we will know better if the driveway entrances are on this site or on half of the site but if they are sharing any portion of the driveway into the site with CVS typically Planning wants to see some sort of shared access easement and maintenance agreement so it is clear about who is taking care of what. This is something else to roll into discussions with CVS about parking and lighting. Planning will want a copy of the agreement.

**ON BEHALF OF VICKI THRASHER (BUILDING COMMISSIONER):** A State Construction Design Release will be required before permit issuance. All contractors working on the project must be registered with the City.

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Submittal of one pdf set of plans and one paper set of plans is required. All permit applications need to be submitted to the Building Department. Contacting the Porter County Health Department for required approvals is required. Any questions concerning these comments can be directed to [vthrasher@valpo.us](mailto:vthrasher@valpo.us) or 219-462-1161.

**STITES:** All initial inspections are scheduled and coordinated through the Building Department. Stites will send out a pdf of construction contractor expectations which lays out everything expected by the Fire Department. After occupancy is granted, the facility will be subject to annual fire inspections. The inspector for this facility will be Nick Fanelli and his contact information will be in the pdf information Stites will provide. Contractors need to contact Stites prior to any work beginning on any fire protection systems. Kolber asked if a sprinkler system will be required for this 3,000 sq. ft. building. Stites said it is whatever the Building Code requires. Stites stated that we follow the State Codes.

**ISSUES TO BE RESOLVED:**

Submittal of Utility Plan (water and sewer)  
Sanitary Sewer Permit  
Clean-outs within 5 ft. of Building  
Submittal of Internal Plumbing Plans  
Submittal of Kitchen Floor Plans  
Site Improvement Permit  
Local Erosion Control Plan  
Landscaping Plan  
Detailed Site Plan  
Figure Out Lot Configuration  
Provide Dimensions (parking, sidewalks, buildings)  
Provide Floor Plans  
Plans Need to Show ADA Requirements  
Provide Photometric Plan  
Dumpster Enclosure  
Shared Parking Agreement  
Sign Permit  
Construction Design Release  
Building Permits  
All Contractors Must Be Registered With The City  
Contact Porter County Health Department  
Submittal of One PDF Set and One Paper Set of Plans