



TELEPHONE: 462-1161

**MEETING: Site Review Committee**  
**SUBJECT: Acacia Church of Valparaiso**  
**ADDRESS: 2352 U. S. 30**

**LOCATION: City Hall**  
**DATE: October 8, 2013**

### **PRELIMINARY SITE REVIEW**

#### **IN ATTENDANCE:**

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
Dave Souders, Fire Department	(219) 462-8325

#### **PRESENTERS:**

James Smith, Acacia Church  
219-405-9439 / [james@preachit.org](mailto:james@preachit.org)  
Stephen Please, Architect  
219-464-7957 / [spease@aos.net](mailto:spease@aos.net)

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

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 2352 U.S. 30. Wegrzyn 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:** Pease indicated this site was once used for a fitness center. The reason the church likes this site is because the building has everything the church wants. There is virtually no remodeling required. Pease stated the parking lot is being resealed and striped. This will be the most work to be done on the exterior. The plan shows approximately 170 seats for the worship area; however, a single service will not require this number of seats. The parking requirement is one space per three people for a total of 57 to 60 spaces. The plan indicates 100 spaces for the facility. No work will be done on the interior and only painting will be done on the exterior. There will be a reception area, worship space, a children's area with bathrooms and a small library. Pease said there is an existing basement for a portion of the building. This basement is sprinkled.

#### **STAFF COMMENTS:**

**BURKMAN:** Reducing the outdoor impervious surfaces with landscaping is encouraged. Burkman indicated a drainage plan will be required if an addition or expansion is considered in the future. Burkman said a 40 ft. right-of-way dedication will be required along West Street. A sidewalk waiver will be required if future site improvements are considered (building addition or expansion). Burkman clarified that since the work is interior the only requirement at this time is the 40 ft. right-of-way dedication. Burkman indicated he will check to make sure the 40 ft. does not interfere with parking. It appears that it will go just north of the existing frontage road.

**SOULDERS:** Souders stated that prior inspection paperwork indicate a sprinkler system, fire alarm system and boiler system currently exist in the building. These systems will require annual inspections and necessary paperwork must be submitted to the Fire Department. Smith indicated

they do not have any intention on using the boiler system. Their plan is to have a hot water heater. Smith stated they want to remove the boiler. Souders said no boiler inspection will be needed and the boiler can be removed without State approval; however, contacting the Building Department is necessary. Souders indicated a Knox Box will be required at the front entrance. The Knox Box can be ordered by going to [www.knox.box.com](http://www.knox.box.com). Once the Knox Box has been installed, contacting the Fire Department will be necessary for key placement. All emergency exit signs and lighting currently in place at the site must be maintained. An occupant load sign must be posted at the front of the building in the vestibule area. There will be no kitchen at the site. Also, Smith indicated there are no plans to use the basement. Souders conveyed a walk-through inspection with the Fire Department prior to occupancy is required. Souders provided contact information.

**WEGRZYN FOR KENT:** The three handicapped parking spaces shown are acceptable; however, if more parking is added, more handicapped spaces will be needed. Signage will be calculated at 3 sq. ft. of signage per 1 linear foot of building frontage facing U.S. 30. Wegrzyn indicated the existing pole sign could be refaced. All signage will require a permit. Should the church decide to renovate the building exterior, any renovations will need to meet the standards of the Unified Development Ordinance for the U.S. 30 Overlay District. Smith indicated there are some braces for the awning that he would like to remove. Wegrzyn suggested he speak with the Building Department concerning this issue. Landscaping is encouraged on site. Referring to Article 10 of the UDO would be necessary. Pease asked if landscaping is a requirement. Wegrzyn said if the exterior work requires a permit then landscaping may be a requirement. Wegrzyn suggested the Building Department be contacted to make sure there are no issues for this project.

**MCALPINE:** McAlpine said he was not familiar with this site and asked Pease if the drainage appears to be sound. Pease indicated he was not familiar with drainage; however, to the north along the whole back end all the way to Hayes Leonard is a problem and has been historically. McAlpine said it does not appear that any detention is being provided. Pease said there is detention next door but the detention is specifically for that site. Smith stated he has been at the site during a pretty good rain. Smith said this lot appears to higher than the other lots. Water does not come to this site. It sheets away. Smith indicated there are several drains and water from this lot makes it to these drains. McAlpine conveyed a storm water fee will be charged and is predicated on the amount of hard surface. It appears this lot exceeds 40,000 sq. ft.; therefore, the storm water fee will be \$176 per month. McAlpine stated getting the hard surface area below 40,000 sq. ft. would result in a smaller monthly fee. McAlpine will provide information concerning this issue.

**PILARSKI:** Pilarski indicated that since there will be no changes to the sanitary sewer service line from the building to our sewer main and the discharges will be sanitary wastewater, Pilarski provided no comments.

**GESKEY:** Geskey said that since there are no changes being made to the water service entering the building, no comments were provided. Geskey said the building currently has backflow protection and is up-to-date. The next inspection for the backflow is due January 2014. The contact for this will be Shaun Shifflett. Contact information was provided.

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

Right-of-way

Detailed Site Plan

Signage / Fencing Permit

Knox Box

Contact Building Department for any issues

Zoning Clearance

Fire Department Inspection (prior occupancy)