



**MEETING:** Site Review Committee  
**SUBJECT:** Living Hope Community Church  
**ADDRESS:** 1115 Calumet Avenue

**LOCATION:** City Hall  
**DATE:** March 4, 2014

## PRELIMINARY SITE REVIEW

### IN ATTENDANCE:

Tyler Kent, Planning Director	(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
Vicki Thrasher, Building Commissioner	(219) 462-1161
Mark Geskey, Utilities	(219) 462-6174
Mike Steege, Utilities	(219) 462-6174
Dave Souders, Fire Department	(219) 462-8325
Matt Evans, Public Works Director	(219) 462-4612
Media	

### PRESENTERS:

Stephen Pease, Architect  
 (219)464-7957 / [spease@aos.net](mailto:spease@aos.net)  
 Linda M. Zyla, Century 21 Alliance Group  
 (219) 916-1213 / [linda@zylarealtygroup.com](mailto:linda@zylarealtygroup.com)  
 Richard Schmidt, Living Hope Community Church  
 (219) 242-4532 / [rich@livinghope.info](mailto:rich@livinghope.info)

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 the proposed purchase and renovation of the building located at 1115 Calumet to be used as a church. 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:** The site plan covers lots 1, 2 and 8. Living Hope Community Church wants to purchase this property. Pease indicated they wanted to learn if there items they may overlooked prior to proceeding with this property purchase. A parking layout for the site has been provided. Pease said the overhead utilities will be removed and some of the power poles that are inside the parking area. They will be reconfigured. Pease provided a sketch from NIPSCO showing how this would be handled. Lights would be hung near the front of the building and off to the side down Calumet. Some preliminary drainage is shown. Pease stated that most of the drainage moves from this site north to Harrison Blvd.; however, they want to contain as much of the drainage as they can by creating a rain garden to the south and east side off of Calumet. Pease indicated the building will be divided in two places. There will be an assembly area and a support area. Most of the support area will be gutted. A pre-K nursery and elementary rooms as well and conference room and offices will be installed. Two restrooms will be added and remodeling two restrooms. One restroom will be left in place. A portion of the existing kitchen will be remodeled. Plumbing will be removed in order to make the kitchen more workable. The assembly area will consist of round tables seating five people per table. The back will provide visitor seating.

### STAFF COMMENTS:

**BURKMAN:** This area is going through the minor plat subdivision process. Once this process is complete it will handle some miscellaneous right-of-way dedications that need to take place. This must occur prior to any permits being issued. Burkman understands the plat will take care of some

cross access easement-type blanket language so that it looks like a portion of the parking lot circulation pattern would go onto the lot to the north. Burkman said that having the cross access would allow access to Harrison or access to the driveway off of Calumet. Burkman conveyed the driveway off of Calumet is in very poor condition. Improving this driveway as part of any site work being done is recommended. Burkman said the development plans need to show how drainage will be handled. The plans should also show some grades on the parking lot. Paving the parking lot will be necessary. A Site Permit will be required.

**THRASHER:** Thrasher stated a State Construction Design Release will be required prior to issuance of a Building Permit. All contractors working on the project must be registered with the City. Signage will require a permit.

**SOUDERS:** Souders requested a drawing showing where the utility poles and wire will be relocated. Souders asked if cooking will be done in the kitchen. Zyla indicated it will be warming kitchen. Souders said checking to see if a hood system would be needed will be necessary. Souders requested building square footages to figure the occupant load for the purposes of determining if a sprinkler system or alarm system will be needed. In the event a sprinkler system is required the Fire Department reserves the right concerning placement of the Fire Department Connection. There may also be a need for a Knox Box. Pease said they have gone over occupancy and it does not appear they will need a sprinkler system; however, he will provide the occupancy calculations.

**EVANS:** As the shared access driveway is improved a right-of-way cut permit from the Engineering Department will be required for any improvements in the right-of-way. Working with Public Works to ensure the improvements meet City standards will be necessary.

**KENT:** Parking spaces are based on 1 space per 3 seats or 1 space per 30 sq. ft. of usable floor area for movable seating. Parking lot landscaping will be required and referring to Article 10, Section 10.303 will be necessary. Kent stated the plans indicate the minimum requirements of 30 feet for the landscaping along Calumet Avenue. Referring to Appendix B of the UDO for permitted and invasive species lists is recommended. The landscape plan must call out the names of plant materials used for landscaping. Kent asked if there were plans for any improvements to the exterior of the building. Zyla indicated the owner planned some improvements to the façade. Zyla asked about the façade grant program. Kent suggested they pickup an application. Referencing Article 11, Section 11.500 for development standards will be necessary. Since there will be no dumpster on site, Kent requested clarification on how trash will be handled. Zyla stated most of the trash generated will be from the office since no cooking will take place in the kitchen. Zyla indicated a City trash bin will be used. Evans indicated trash would be picked up on Valparaiso. Evans said there is a business rate and a residential rate for trash bins. Evans will need to look into this and will contact the church concerning this issue. Kent said the trash bin must be kept out of public view. Kent advised that signage is based on the building frontage and 3 sq. ft. of signage will be allowed for each linear foot of building frontage for the entire site. Zyla stated they were planning on using the 2 outside panels on the pole sign. Kent said the existing pole sign could be used; however, if application is made for a façade grant part of the agreement is to remove any non-conforming signage from the site. Kent stated that because façade grants are approved by the City Council, the City Council would have to approve any request to keep the pole sign. Kent clarified the pole sign on Calumet could be replaced with a conforming 6 ft. tall monument sign. The question was raised about pursuing a variance to allow the church to keep the pole sign because it is also shared by other businesses. Since the properties are not owned by one owner, this pole sign would be considered off premise signage if used for advertising by another business. The Board of Zoning Appeals would have to approve the request for off premise signage because this is a change to the development standards. Kent suggested addressing the off premise signage issue prior to purchase of the property. Kent advised Article 5 of UDO covers off premise signage. Kent pointed out there is unused asphalt that could possibly be used for parking spaces.

Pease stated it may be possible to move the southern island up and add parking in this area.

**MCALPINE:** McAlpine said that based on Kent's comments regarding parking calculations it appears there may be an opportunity to decrease the number of parking spaces from what is shown and what is required. McAlpine encourages this reduction in hard surface to increase the green space. McAlpine suggested shared parking agreements with the neighboring business since most of the church parking will be needed on Sunday mornings. Pease said this could be considered; however, since the nature of the occupancy is a church they are hoping for growth and would not like to cut the church short. McAlpine requested more details concerning the rain gardens and a plant list. McAlpine will provide standards for the cross section of the rain gardens. McAlpine requested some type of conveyance toward Calumet Avenue. McAlpine is assuming a rain garden will be provided at the sign area. McAlpine suggested mirroring what is being done further south on Calumet Avenue. The plant selection in this area is a good variety. McAlpine will share information on these plants.

**PILARSKI:** Pilarski stated that Sheet 4 shows 2 mechanical rooms. Pilarski asked if one of the rooms was an audio/visual room. Schmidt said this is just an empty storage room. Pilarski conveyed submission of an internal plumbing plan will be necessary.

**GESKEY:** Geskey asked if there would be a change in the water service coming into the building. Pease said there would not be any changes to the service. Geskey stated records indicate there is not backflow protection at the building and since this is a commercial building it will be necessary to bring it up to code with backflow. Geskey provided contact information for Shaun Shifflett.

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

Landscaping Plan

Right-of-way Cut Permit for Driveway Improvements

Detailed Site Plan

Site Improvement Permit

State Design Release

Building Permit

Signage/Fencing Permit

Zoning Clearance

Occupant Load

Backflow Prevention

All contractors working on the project must be registered with the City

Internal Plumbing Plan

Rain Garden Details

Off-premise Signage