



**MEETING: Site Review Committee**  
**SUBJECT: Neighbors Place II**  
**ADDRESS: 1117 N. Calumet Avenue**

**LOCATION: City Hall**  
**DATE: August 25, 2015**

## 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
Dave Souders, Fire Department	(219) 462-8325
Matt Evans, Public Works Director	(219) 462-4612
Media	

### PRESENTERS:

Paul Schreiner, Project Neighbors  
 (219) 405-3070 / [schreiner1927@aol.com](mailto:schreiner1927@aol.com)  
 Caroline Shook, Housing Opportunities  
 (219) 548-2807 / [cshook@housing-opportunities.com](mailto:cshook@housing-opportunities.com)  
 Jeffrey Lewis, Design Organization  
 (312) 324-5524 / [jlewis@designorg.com](mailto:jlewis@designorg.com)

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 Neighbors Place II to be located at 1117 N. Calumet Avenue. 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:** Schreiner said the building located at 1117 N. Calumet is historically an old church on the west side with a substantial addition on the east side. The top floor of the old church is occupied by J&J Heating. J&J uses this space for sheet metal production. This will not change. The new portion of the building will be used for 14 single occupancy efficiency apartments. This project will recreate what was done at the old Health Link facility on College and Union. Schreiner said each apartment will be fitted with a kitchen and full bathroom. The building will be owned by Housing Opportunities. Project Neighbors will manage the construction. This will not be a shelter. All apartments will be affordable rentals. The renters will be all female and will likely be between the ages of 45 and 60. Schreiner said most of the renters are on Social Security or Disability Income. Schreiner indicated the average income is approximately \$900 per month. The rental fee will include all utilities and free over the air television. The anticipated rent for these units will be approximately \$500 per month. Housing Opportunities will be paying for this project. Schreiner said they do not anticipate any substantial change to the outside of the building, except four dormers will be installed on the west facing roof. Schreiner said there is a very large cathedral ceiling in the main body of the building running north to south. There will be a second floor added that will contain four units. There will not be an elevator. Schreiner said they will provide some trees in the parking lot to provide a visual buffer between Calumet Avenue and the building. The building is setback a good distance from Calumet Avenue. Schreiner indicated there are 36 marked parking spaces around the building. Schreiner mentioned that J&J Heating is using about 10 spaces, some for overnight truck parking and some for office employees. Functionally, there should be 26 to 28 spaces without making any changes. Schreiner said there is no green space on the lot; however, they intend to install a green space in the courtyard between the two wings of the building to allow the residences to have a space to sit

outside. Schreiner mentioned they sent a letter to all individuals within 300 linear feet of the site explaining their project. Church representatives attended the meeting as well as one resident. Schreiner stated the one resident had some questions; however, most of the concerns he expressed had nothing to do with their use of the site. His concerns were about storm water.

#### **STAFF COMMENTS:**

**BURKMAN:** Burkman mentioned this property was re-subdivided in 2014. At that time and in conjunction with what the church was doing, the parking lot was paved. As part of the plat process, all of the right-of-way that was required to be dedicated has been dedicated. The plat mentions an ingress/egress more or less a cross access agreement so that the Calumet Avenue and Harrison Blvd. access points can be reached by both properties. Burkman asked if there is a shared parking agreement between the church and this property. Schreiner believes Rich Schmidt worked out something with the owner of the property to share parking on Sunday morning. Lewis said Schmidt has not mentioned any type of official agreement; however, if necessary this can be done. The parking spaces counted did not include those on the church side; however, the count did include four spaces in the area between the two buildings. Burkman asked if the size of the water meter will be changed. Schreiner said this has not been determined. Schreiner said a water line will be needed for the sprinkler system and possibly another for the residential use. Burkman said if the water meter is changed a sewer permit fee will apply. Burkman suggested contacting Mark Geskey for the water location.

**THRASHER:** Thrasher stated the project must be submitted to the State for plan review for the sprinkler system. The Construction Design Release will be required prior to issuance of the Building Permit. Thrasher indicated the property must be registered as a rental. Park impact fees will apply to this project.

**SOUDERS:** Souders indicated the hydrant locations appear to be sufficient. Souders asked if there is a separation between J&J Heating and the apartments. Schreiner said they are common buildings but there is a wall in between, but this issue will be addressed. Souders said a 2-hour fire wall will be required. Souders mentioned that since this will be a secure building a Knox Box will be required. Souders said any Fire Department inspections should be scheduled through the Building Department. Souders said it will be necessary to ensure accessibility to the apartments from the courtyard. Souders said if there is parking in this area, it may affect accessibility. Souders suggested this issue should be discussed with J&J Heating. Contacting the Fire Department after this discussion will be necessary. "No Parking" signs may have to be posted in this area. Souders said he will look at the area to determine if the drive aisle will be wide enough if the parking is left in place.

**KENT:** Kent stated the property is zoned Commercial General (CG). Therefore, a Use Variance through the Board of Zoning Appeals will be required to allow for the residential use to be located on the ground floor. Kent said the parking standard is 1.5 spaces per unit. Kent will work with the developers concerning the green space area. A landscape plan will be required for the site. Bicycle parking spaces will be required. The calculation for bicycle parking is 1 space for 10 parking spaces. Referring to Article 9, Section 9.206 for these standards is recommended. A sign permit will be required for any signage on the site. The requirement for ADA parking spaces is 1 space for each 25 parking spaces. Schreiner said there are two ADA parking spaces right in front of the building. Schreiner mentioned they will have to work out parking with J&J Heating. Kent stated a dumpster enclosure will be required. Referring to Section 2.406 for the dumpster standards will be necessary. A Zoning Clearance is required.

**MCALPINE:** McAlpine said the church did do some landscaping and also some drainage improvements. McAlpine mentioned there is a 10" storm line and there should be no problems if this storm line is in decent shape; however, this may be a good time to check it out. McAlpine said he will look at the property prior to issuance of a permit to see if there are any problems that

standout and to verify some of the private drain lines. McAlpine asked about a sidewalk waiver. Burkman said there is sidewalk along the Harrison frontage and the remainder is paved entrance and exit.

**PILARSKI:** Pilarski indicated that contacting Mark Geskey concerning potable water supply for the facility, water meter sizing and backflow prevention is necessary. Geskey may also have comments concerning fire suppression. Pilarski asked for clarification concerning the use of the site. Schreiner said the use will be strictly efficiency apartments. There will be no communal dining area or commercial establishment. Pilarski presented no further comments.

**EVANS:** Evans stated that since this project does not impact the public rights-of-way Public Works has no comments concerning this project. Schreiner mentioned the need for recycling bins. Evans said at present Public Works is out of recycling bins. Evans indicated he is looking into purchasing bins which is a large investment to make. With the addition of new neighborhoods, they are usually spoken for and passed out as soon as they are received. Evans said he can provide some on site but they are not in the best shape; however, they might work until new ones are available.

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

- Landscaping Plan
- Detailed Site Plan
- Backflow Prevention
- State Design Release
- Building Permit
- Signage/Fencing Permit
- Zoning Clearance
- Use Variance
- Dumpster Enclosure
- Bicycle Parking
- Park Impact Fee
- Sewer Permit Fee (if water meter is changed)
- Knox Box
- Green Space
- Rental Registration
- Water Lines