

**MEETING:** Site Review Committee      **LOCATION:** Zoom  
**SUBJECT:** Windridge Village Apartments Clubhouse Addition      **DATE:** January 27, 2022  
**ADDRESS:** 502 Sturdy Road  
**PRELIMINARY SITE REVIEW**

**IN ATTENDANCE:**

Beth Shrader, Planning Director  
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Carley Lemmon, Asst. Planner  
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Vicki Thrasher, Building Commissioner  
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Bill Laird, Engineering Dept.  
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Tim Stites, Fire Department  
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Nate McGinley, Water Dept.  
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Tony Fahel, Water Reclamation Dept.  
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Mike Jessen, City Administrator  
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**PRESENTERS:**

Brent Wagner, Wagner Architecture  
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Jim Combs, Owner  
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The following is a summary of discussion at this meeting.

**OPENING:** The Site Review Committee met to discuss the proposed Windridge Village Apartments Clubhouse Addition to be located at 502 Sturdy Road. Lemmon 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:** Wagner stated that this project is for an expansion to the existing clubhouse building at Windridge Village Apartments as well as some remodeling on the interior. The expansion includes and exercise area and the remodeling will be to the kitchen and community areas. The proposed addition will be 770 sq. ft. No new restrooms are being proposed. Materials for the addition will match the existing as much as possible. The existing building is brick and vinyl sided. Wagner said a swimming pool will be added, and the area will be enclosed by a fence. There will be a secure entry by

residents to the pool area. Seven parking spaces are being added. All work is within the Windridge Village Apartment complex.

**STAFF COMMENTS:**

**LAIRD:** Laird mentioned that Engineering wants to see how the proposed pool deck is draining and how things are graded. The water for the splash pad and pool is treated or chlorinated and in close proximity to the retention pond. Engineering will want to see how the surface drains. Ideally, Engineering will want to keep the chlorinated water separate from the storm water runoff and the water that gets into the pond. Laird is assuming there is some type of floor drain system associated with the splash pad. It will be necessary to show how this connection is made and how that water is collected and where it discharges. Are there plans related to this infrastructure? Combs stated these plans have not been developed. This will be part of the overall pool chlorination system. Combs believes it will drain towards the 25 ft. x 25 ft. area. If it does drain in the middle, that will be part of the pool filtration system. Laird requested these plans be shared with Engineering as they are developed. Laird stated that Engineering will want to see the grading plans for the additional parking spaces, as well as how much additional impervious surface is being added to the site.

**MCGINLEY:** The plans did not show any changes related to the water service or sanitary sewer service to the clubhouse. Wagner stated there will be no changes to either of these services. McGinley offered no further comments on the project.

**FAHEL:** Fahel asked if the plumbing is being altered. Wagner indicated they will be relocating some sinks. The kitchen sink is being relocated from one side of the clubhouse to the opposite side. However, this sink will tie-in to the restroom plumbing. There will no increase in the fixture count. Fahel asked about the equipment in the kitchen. Wagner indicated it is just a warming kitchen. Fahel stated that Water Reclamation has no comments on the project.

**STITES:** All initial inspections required during the construction phase must be scheduled and coordinated through the Building Department. After occupancy is granted, the facility will be subject to annual fire inspections.

**THRASHER:** Thrasher indicated the building addition will require a permit and Construction Design Release. All contractors working on the project must be registered with the City. The swimming pool will require a separate permit and a separate submittal to the State. Thrasher indicated it will be necessary to work with the Porter County Health Department concerning any requirements they may have for the pool and splash pad. The swimming pool/splash pad contractors must be registered with the City. Thrasher is assuming a Site Permit will be required and can be submitted with the Building Permit application.

**SHRADER:** What is the proposed timeline for this project. Combs explained they want to ensure they have a project that is doable. They are hoping to get

financing lined up by June, get started with construction this summer, and hopefully finish this year. Combs wants to be able to offer this amenity to the residents. Combs believes this will make this apartment community that much more attractive to potential residents. Combs mentioned he is in the process of refinancing. Shrader mentioned that the Building Commissioner brought up a good point with separate permit sets for the addition versus all of the site work. Shrader clarified that all the things Engineering needs will be required for their Site Work Permit. Shrader asked if they will be engaging directly with a specialty seller for the splash pad. Combs confirmed and stated they have worked with Gilliana in the past but is not sure who they will work with on this project. Combs said once the splash pad is more defined there will be plans provided. Shrader said from a Planning perspective there are not a lot of zoning concerns. Shrader said it appears that the parcels that are within the Windridge Apartments are on lots that have dedicated right-of-way where they meet up with public road frontages (along Sturdy or Chicago); however, the parcel where the improvements are being discussed today it appears that the property line goes to the center line of Sturdy Road and then the “seven shaped” parcel down at the bottom along Chicago the property line seems to extend quite a ways and maybe even past where the right-of-way would be. Shrader asked if Combs has been through a right-of-way dedication in the past. Shrader is wondering if Engineering thinks it is appropriate to pursue a dedication of right-of-way at either, or both frontages. Combs said he does not recall if right-of-way dedication was done. Combs does have some up-to-date surveys and will be glad to share them. Shrader stated this will be very helpful. The appropriate email addresses are shown on the first page. Laird interjected that Engineering did not explore this, but plan to have some internal discussions. As plans develop, Engineering will follow up with Wagner or Combs to determine what, if anything, needs to be dedicated.

**LEMMON:** This property is zoned UR, Urban Residential. Recreation Indoor and Recreation Outdoor are both limited uses in the UR Zoning District. The Limited Use Standards for Recreation Indoor is Section 2.541. This section covers hours of operation regarding the pool and internal to the clubhouse. Section 2.542 covers Recreation Outdoor. Lemmon asked if they have any information about how late the pool will be open. Combs conveyed that they own and manage Compass Pointe. Combs said he is pretty sure they close the pool at sunset. The clubhouse and exercise room at Compass Pointe are open 24/7, 365. They do have a way of securing the rest of the clubhouse. Combs said it will probably be the same at Windridge Village. Details still have to be worked out. Lemon cautioned they will need to be mindful of the limited use standards when they reach this point. Section 2.302 covers the fence standards for

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residential. Section 2.305 covers the swimming pool standards. Based on the plans it does not appear there will be any issues meeting the requirements. Will there be any additional outdoor storage or dumpster enclosure added to the site? Combs stated neither outdoor storage nor a dumpster enclosure will be added. Lemmon conveyed that if anything related to outdoor storage or a refuse container is added, referring to Section 2.310 will be necessary. Lemmon stated it will be necessary to be mindful of the total OSR (open space ratio). This is a large property and there should not be an issue. However, Planning will need a calculation for the total coverage of the site as a whole. The standards for OSR are located in Table 3.301A. The parking requirement for community recreation is 1 space per 250 sq. ft. and the parking requirement for the swimming pool is 1 space per 100 sq. ft. of pool. The numbers will have to be checked to ensure parking is adequate for the addition and the pool. Wagner asked if any extra parking for the apartments can be designated as pool parking. Lemmon indicated it will be necessary to ensure that residential parking requirements are being met before any parking can be designated for the pool. Wagner said the existing area for parking in front of the clubhouse may be more than what is required. Lemmon asked if any trees or landscaping will be removed with the construction of the addition and the pool. Combs said that is doubtful. Lemmon stated the parking lot landscaping standard for UR is 1 large tree per 8 spaces and 1 shrub, perennial, or ornamental grass per 4 spaces. Planning will need to see this. There is a requirement when it comes to the number of spaces in a row and breaking them up with planting islands. With the existing parking and the additional parking, a planting island may be required. Planning will check to see if any additional parking lot islands will be required. A Zoning Clearance will be required.

**ISSUES TO BE RESOLVED:**

Provide Drainage Plans for Splash Pad  
Detailed Site Plan  
Site Improvement Permit  
State Design Release (for building addition)  
State Design Release (for pool & splash pad)  
Building Permit (for building addition)  
Building Permit (for pool & splash pad)  
All Contractors Registered with the City  
Contact Porter County Health Department (pool & splash pad)  
Signage/Fencing Permit  
Zoning Clearance