



**MEETING:** Site Review Committee  
**SUBJECT:** Campbell Street Café Addition  
**ADDRESS:** 4245 Meridian Woods Drive

**LOCATION:** City Hall  
**DATE:** October 14, 2014

### AMENDED MINUTES

#### **PRELIMINARY SITE REVIEW IN ATTENDANCE:**

Taylor Wegrzyn, Planning Dept.	(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, Utilities	(219) 462-6174
Dave Souders, Fire Department	(219) 462-8325
Brent Dickson, Public Works Director	(219) 462-4612
Media	

#### **PRESENTERS:**

Brent Wagner, Wagner Architecture  
 (219) 531-2468 / [brent@wagnerarchitecture.net](mailto:brent@wagnerarchitecture.net)  
 Laurie Mullet, Pines Village Retirement Communities  
 (I219) 456-1591 / [l.mullet@pinesvillage.org](mailto:l.mullet@pinesvillage.org)

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 Campbell Street Café addition to be located at 4245 Meridian Woods Drive. 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:** Mullet explained that Meridian Woods is a sister campus for Pines Village. Originally the intent had been to create a large apartment building in the center with amenities. Mullet said that as time went on, they realized this would cause financial concerns for Pines Village proper so they decided to build duplex homes instead. The Campbell Street Café is opened for breakfast and lunch. It is opened Monday through Friday to the public; however, it is mostly utilized by the residents. There are currently 92 people living at Meridian Woods. During the evenings and weekends the Café is opened for residential use. The kitchen is locked and cannot be used during this time; however, they are able to use the remainder of the facility for gatherings. The addition is to accommodate use by the residents on weekends. Wagner indicated the proposal is for additional seating area.

#### **STAFF COMMENTS:**

**BURKMAN:** Burkman asked if the on-street parking spaces are existing spaces. Mullet stated these are existing parking spaces. Mullet stated the streets are the property of Pines Village and they permit on-street parking during day hours; however, overnight parking is prohibited. Burkman asked if these spaces are marked. Mullet indicated the spaces in the front are marked but not further than that. Burkman said if these spaces are going to be marked Pines Village must ensure the street width can support marked spaces and still allow traffic to pass. Burkman stated providing proposed grades for the parking expansion, building expansion and any of the site around it that will be disturbed will be necessary. An erosion control plan will be required. Burkman asked if consideration has been given to a rain garden in the open area to capture storm

water. Wagner mentioned there are extensive catch basins already in the parking lot. There is a catch basin in the south parking lot and at the entrance to the north parking lot. All the water drains to a wetland. Burkman stated a site permit will be required.

**SOUDERS:** Souders asked if the building is sprinkled or if there is a fire alarm system. Mullet indicated they will be installing a fire alarm system. Souders stated the fire alarm system must be monitored. Souders said the Fire Department needs to know the type of system being installed and needs to be involved if there is an annunciator. The Fire Department also needs to be involved with the placement of the fire alarm panel. There is currently no plan to install a sprinkler system. Souders is aware the wall is 2-hour rated with door closures. Wagner indicated they have received a Construction Design Release. Souders said a Knox Box is required. Souders asked if the double doors on the south end will be used as entrance doors. Wagner indicated these will be egress doors. Anyone using the facility will enter from the front. Souders suggested providing some sort of parking for an emergency vehicle at these double doors. Souders mentioned that if the existing kitchen hood system is a Type 1 Ansul system it must be integrated with the fire alarm system.

**ON BEHALF OF THRASHER:** A Construction Design Release is 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.

**ON BEHALF OF KENT:** Kent will contact either Mullet or Wagner directly with comments concerning this project. Wagner stated that parking was figured on the requirement for a restaurant (1 space for each 75 sq. ft. of usable floor space). This equates to 42 parking spaces. Wegrzyn asked if the number of spaces could be reduced by two. Mullet feels this is a very definite possibility. Many of the residents walk or car pool. Mullet said the restaurant portion of the parking is never full. Wegrzyn stated the use classification, parking requirements and a possible variance for parking will be discussed with Kent.

The following items were presented by Kent to be added to the minutes:

*Landscape Ratio is .40. Gross FAR is .280. Net Far is .467. Reference Article 3, Section 3.206 Intensity, to figure the Gross and Net Density. Parking, 1 space per 75 square feet on usable floor area. Subtract the storage and restroom area from the calculation. On-lot Landscaping 16 large trees per acre, 32 small trees and 90 shrubs per acre, Table 10.301 Open Space Landscaping 10 large trees per acre, 15 small trees per acre and 136 shrubs per acre. Parking lot landscaping 1 large tree per 5 spaces and 2 shrubs, perennials or ornamental grasses per 5 spaces. Reference Section 10.304 Parking lot landscaping, for small parking lots, maybe applied to this site. Vinyl siding is a prohibited material, a variance will be required.*

**MCALPINE:** McAlpine stated he will look at the drainage report to see what was planned for the area. McAlpine will review the grading plan to make sure the pavement is draining properly.

**PILARSKI:** Pilarski indicated the Café has an internal oil and grease trap for the treatment of kitchen waste. The Café is in compliance with Municipal Code. Pilarski asked if the internal plumbing will be extended into the gathering room. Wagner indicated the plumbing will not be extended into the addition. Pilarski does have an internal plumbing plan and said this would be sufficient.

**GESKEY:** Geskey asked if any changes are being anticipated to the water service or the sanitary sewer. Wagner stated there will be no changes. Geskey indicated there were no comments on the project at this time.

**DICKSON:** Dickson stated that since this project does not impact the public right-of-way, Public Works has no comments.

**ISSUES TO BE RESOLVED:**

Erosion Control Plan

Detailed Site Plan

Site Improvement Permit

State Design Release

Building Permit

Signage/Fencing Permit

Zoning Clearance

All contractors must be registered with the City

Knox Box

Provide Proposed Grades (parking expansion, building expansion and other disturbed areas)

Any issues that may arise from Tyler Kent's review and comments