



**MEETING: Site Review Committee**  
**SUBJECT: Caring Place**  
**ADDRESS: 607 Bullseye Lake Road**

**LOCATION: City Hall**  
**DATE: November 10, 2015**

## PRELIMINARY SITE REVIEW

### IN ATTENDANCE:

Tyler Kent, Planning Director	(219) 462-1161
Vicki Thrasher, Building Commissioner	(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
Matt Evans, Public Works Director	(219) 462-4612
Media	

### PRESENTERS:

Stephen Pease, Architect	(219) 464-7957 / <a href="mailto:spease@adsnet.com">spease@adsnet.com</a>
Todd Leeth, Hoepfner Wagner & Evans	(219) 465-1956 / <a href="mailto:tleeth@hwelaw.com">tleeth@hwelaw.com</a>
Mary Beth Schultz, The Caring Place	(219) 464-2672 / <a href="mailto:marybeths@thecaringplacenwi.org">marybeths@thecaringplacenwi.org</a>

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 Caring Place to be located at 697 Bullseye Lake Road. 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:** Pease indicated this project is located on the northeast corner of Bullseye Lake Road and Valparaiso Street. The site is 5.4 acres. Currently there is a house with an attached garage, guest house, shop and barn. The driveway comes off of Bullseye Lake Road to the south. The landscaping on north, east and west sides is grown. The south side of the site is open and the house can be seen to some extent. The house, shop area and barn will remain. The garage and guest house will be demolished. A 7,700 sq. ft. one-story facility will be built for clients. There will be bedrooms, common living space, common dining area, kitchen area and laundry area. The administrative function for The Caring Place will be located in the existing house. There are 32 new parking spaces. Pease said they will be putting in a new asphalt driveway that will come through for all the parking and then back around and exits on Valparaiso Street. The new asphalt will replace the gravel that currently exists. Pease stated they are unsure if this site is on septic or if they have City water.

### STAFF COMMENTS:

**GESKEY:** Geskey said he is unsure if there is City sewer. Geskey provided his contact information and suggested a meeting at the site to go over water and sewer. Connecting to City sewer may be a challenge, but it could be worked out going north to Coventry.

**PILARSKI:** The Water Reclamation Department is always concerned with what is being discharged into the sanitary sewer. Pilarski said the plans do not have enough information for him to provide comments. Providing an internal plumbing plan is necessary and should be sent to Yacoub Aljobeh, Pretreatment Coordinator. Contact information for Aljobeh was provided.

**MCALPINE:** McAlpine indicated that he has been out to this property before due to drainage

concerns from residents on Coventry Circle. This area sits high and sheet-flows to the north towards these properties. McAlpine said he had heard that the prior owner had a small pond on the property, but a few years ago the pond was filled in and this made matters worse. Submitting an additional grading plan and civil site plan that has storm water detention will be necessary. McAlpine suggested working with the adjoining property owner for an easement. An easement might be necessary to tie into the sanitary sewer. This might be a good spot to outlet the detention pond. McAlpine requested a calculation for the total amount of hard surface for the site be shown on the plans.

**BURKMAN:** Burkman said according to the GIS this property is flagged as a septic property. The Unified Development Ordinance requires a 30 ft. right-of-way dedication along both frontages. According to the parcel data from the County, it appears this may exist on Bullseye Lake Road; however, it does not appear to exist on Valparaiso Street. If this is true, a right-of-way dedication will be required along Valparaiso Street. Burkman stated sidewalks are a requirement when properties are developed or redeveloped. Sidewalks do exist along the southern side, but not along Valparaiso Street. The current standard is a 5 ft. wide sidewalk. Along with this there is a requirement for upgrading the streets to City standards as far as widths and curb and gutter. Burkman said these both fall under the collector street classification and they need to be 36 ft. wide back-of-curb to back-of-curb or 18 ft. from center line to back-of-curb. Currently, they appear to be approximately 12 ft. Burkman indicated that discussing payment in lieu of may be a possibility. This will need more discussion as plans are carried forward. A Rule 5 Permit from the State will be required. A Site Permit from Engineering is also required.

**KENT:** This property is zoned SR (Suburban Residential). The use of a shelter care facility is permitted as a limited use per the UDO; however, it must be compliant with Divisions 2.300 and 2.500. The facility is considered an institutional residential use and the following will apply: 1) there must be access to a street that is a collector street or greater (both Valparaiso Street and Bullseye Lake Road meet this standard); 2) the building must be residential in character; 3) an opaque fence that is 6 ft. high must be constructed between the institutional residential use and any abutting lot that is occupied by or zoned to permit single family dwelling units (properties to the north and east). Kent conveyed that on-lot landscaping will require 5 large trees, 10 small trees and 170 shrubs per acre. The open space landscaping requirement is 10 large trees, 15 small trees and 40 shrubs per acre. The parking lot landscaping is based on the number of parking spaces on site. The requirement will be 1 large tree per 4 spaces and 1 shrub, perennial or ornamental grasses per 2 spaces. Kent said that since both Bullseye Lake Road and Valparaiso Street are collector streets, a Class B buffer will be required along these streets. The Class B buffer is a 15 ft. wide buffer yard with 2 large trees, 4 small trees and 34 shrubs per 100 linear feet.

The parking requirements for a shelter care facility are 1 space per 3 bedrooms or 1 space per bedroom, whichever is greater. Providing a photometric plan is required. Referring to Section 9.501 concerning the lighting plan will be necessary. Pursuant to Section 9.206, 1 bicycle parking space is required for each 10 parking spaces. A landscaping survey for existing trees is required. The plan must show the caliper and type of tree, the trees that will remain on site and the trees that will be removed. Kent conveyed that additional site reviews will be required as the project moves forward. Future plans must show the details for drainage on the site. Kent questioned the use of the shop building. Leeth said this building will be used for property maintenance storage. Kent said the existing gravel drive must be paved. Kent conveyed that any shelter care, group care, group home or residential substance abuse facility with more than 8 total occupants constitutes an institutional residential use. This definition may be found in Article 18, Section 18.204, Institutional Uses. A Zoning Clearance as part of the Building Permit submittal is required. Kent asked for clarification concerning trash pickup. Evans said that since this is a quasi-residential living style facility, typically Public Works does not service anything that is 4 units or larger. Evans conveyed that it will be preferable to have recycling contracted out as well. Kent suggested they refer to

Article 2, Figure 2.310 for dumpster enclosures. Kent clarified if there is a dumpster on site a dumpster enclosure will be required. Kent conveyed that he does not want a number of trash totes sitting out and visible to the public.

**THRASHER:** 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. Thrasher conveyed that based on State code the building will require a fire alarm system and sprinkler system. Therefore, a Knox Box will be required. A permit will be required for signage and fencing.

**EVANS:** Evans reiterated the streets will require upgrading (widening and curb and gutter) and sidewalks will also be a requirement. Evans indicated that Public Works will perform inspections for the streets and sidewalks to ensure they are constructed according to City standards. Evans mentioned that the bushes along Valparaiso Street are very overgrown. Pease agreed and said these will be trimmed out and redone.

**ISSUES TO BE RESOLVED:**

Landscaping Plan (with tree survey)  
Erosion Control Plan  
Rule 5 Permit  
Right-of-Way  
Detailed Site Plan  
Backflow Prevention  
Site Improvement Permit  
State Design Release  
Building Permit  
Signage/Fencing Permit  
Zoning Clearance  
Internal Plumbing Plan  
Knox Box  
Photometric Plan  
Additional Grading Plan  
Civil Site Plan  
Sidewalks  
Street Upgrades  
Inspections for Sidewalk and Streets (Public Works)  
Bicycle Parking  
Drainage  
All Contractors Must Be Registered with the City