



MEETING: Site Review Committee
SUBJECT: Grace Point Church Parking Lot
ADDRESS: 2590 Morthland Drive

LOCATION: City Hall
DATE: August 4, 2015

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
Vicki Thrasher, Building Commissioner	(219) 462-1161
Mark Geskey, Utilities	(219) 462-6174
Media	

PRESENTERS:

Matthew Schuster, Jones Petrie Rafinski
 (574) 606-6915 / mschuster@jpr1source.com
 Enos Yoder, DJ Construction
 (574) 533-1645 / eyoder@djconstruction.com

Email addresses for the above City of Valparaiso Departments can be found at www.valpo.us.

The following is a summary of discussion at this meeting:

OPENING: The Site Review Committee met to discuss the proposed rear parking lot addition for Grace Point Church to be located at 2590 Morthland Drive. 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: Schuster said they want to add additional parking spaces on the north end and additional storm water improvements. The truck dock area will be removed to gain additional parking spaces. Schuster stated that two of the current tenants will remain. Eventually the middle section of the building will be built out for the church.

STAFF COMMENTS:

THRASHER: Thrasher asked if the build out for the church will happen at the same time as the parking lot. Yoder said the parking lot and the church will be done together. Thrasher stated that if the parking lot and church are done together one Building Permit will be required; however, if the projects are done separately two permits will be required. All contractors working on the project must be registered with the City. A sign permit will be required for any new signage.

BURKMAN: Burkman asked if the parking lot will be paved with asphalt. Yoder confirmed the lot will be paved. Burkman asked for information on the pavement section such as thicknesses, etc. Schuster stated it will probably be 1-1/2" surface, 3" base and 6" of 53's under this. Including this information on the site plan will be necessary. Plans must show the erosion control measures that will be used. A Site Permit from the Engineering Department is required. Burkman mentioned a ramp in the sidewalk will be necessary for the new ADA space being proposed along the north end of the building. Table 9.301 of the Unified Development Ordinance shows parking lot drive aisle widths. The drive aisle width for 90 degree parking is 22 ft. Since the spaces that face east can overhang green space they can be reduced to 18 ft. This will make it possible to pick up additional footage for the pond. Schuster stated they preferred the wider drive aisles. Burkman said on the west end it could be reduced since there are no people pulling out.

WEGRZYN FOR KENT: This property is zoned Commercial General (CG). The parking

requirements for places of worship are 1 space for 3 seats; or 1 space per 30 sq. ft. of floor area used for moveable seating; or 1 space per 6 ft. of bench seating. 1 loading space is required for every 40,000 sq. ft. of space. One bicycle parking space is required for every 10 parking spaces, with a maximum of 10 bicycle spaces required. The City prefers the use of wave racks for the bicycle parking. The bicycle rack must be located within 50 ft. of the principal building entrance. Referring to Article 9, Section 9.206 will be necessary. Six ADA parking spaces are required for the proposed 158 parking spaces. Providing a landscape plan will be necessary. Kent wants to work with the developer concerning the landscaping. Landscaping for the new parking lot will require 1 large tree for each 8 spaces and 1 shrub, perennial or ornamental grass for each 4 spaces. One planting island of 324 sq. ft is required for each 16 new parking spaces. Referring to Article 10, Section 10.304 will be necessary. Kent suggested placing some landscape islands within the existing parking lot. The islands help in a number of ways, i.e. areas to direct water runoff, slow traffic through the parking lot and make the site more visually appealing. The property to the north is zoned General Residential (GR). A Class D buffer yard will be required along the north property line. The following material and berm will be required. A Class D buffer yard requires 65% opacity and must be 40 ft. in width. Three large trees, six small trees and 50 shrubs are required per 100 linear ft. A 5 ft. high berm or opaque wall or fence is required. The property is located within the U.S. 30 Overlay District. A 15 ft. wide greenbelt buffer of landscaping is required along the entire front yard setback. The maximum lot coverage is 75 percent. Minimum Landscape Ratio is 25 percent. Final construction plans will need to include these calculations. Referring to Article 11, Section 11.305 concerning the U.S. 30 Overlay Standards is necessary. The allowable signage is 3 sq. ft. of signage per 1 linear foot of building frontage. This calculation is based on the building frontage facing U.S. 30. Kent stated the existing sign needs to be repaired and permanent sign faces need to be installed. Submitting an external lighting plan will be required and referring to Article 9, Section 9.501 for the standards will be necessary. A Zoning Clearance is required. Yoder stated that no renovation is being considered at the front along U.S. 30 and questioned the requirements for the front yard. Wegrzyn suggested Kent be contacted concerning these questions.

MCALPINE: The plans call for a proposed 10 ft. cross access easement. It appears that it goes into the adjoining property. Schuster said the existing pavement is already on the adjoining property. The thought was to keep the existing pavement and get a cross access easement to allow both properties to use the drive straight off of U.S. 30. McAlpine stated a copy of the cross access easement needs to be provided to the Engineering Department. A Rule 5 Permit will be needed if the total land disturbance (parking lot plus pond) is greater than 1 acre. McAlpine stated that exceeding an acre and making a Rule 5 Permit will require the project to adhere to the latest City drainage standards. If, however, it is kept under an acre it will be necessary to analyze the enlarged pond to see how much is detained and following the drainage standards would not be required. The outlet structure will need to be relocated since the pond is being shifted north. Providing additional details on the proposed outlet structure will be necessary. McAlpine recommended situating the outlet structure at the northwest corner of the pond and directing the flow to the north. There is a future planned subdivision which will have an easement to carry this runoff west through the future planned lots. McAlpine said the Engineering Department will work with the developer of the subdivision to ensure there is an easement that will allow for the passage of water. McAlpine mentioned that on the west side of the building the downspouts need to be piped directly into the adjacent storm sewer structures. The western storm sewer pipe needs to be extended north from the structure to the swale. Providing grades for the bottom of the proposed pond to show that it slopes toward the outlet will be necessary. Additional grading is needed for the proposed parking lot.

PILARSKI: Pilarski said the Water Reclamation Department is interested in what will be discharged into the sanitary sewer. The plans submitted do not describe what is intended for the

build out. Submitting a floor plan showing what is being proposed to be built inside the building as well as an internal plumbing plan will be necessary. This information needs to be sent directly to Pilarski. Contact information was provided.

GESKEY: Geskey asked if this site review is for the parking lot only. Yoder clarified this site review is for the parking and that the build out will be site reviewed at a later date. Geskey provided no comments on the parking lot project.

ISSUES TO BE RESOLVED:

Landscaping Plan

Erosion Control Plan

Rule 5 Permit (is disturbance is an acre or more)

Detailed Site Plan

Site Improvement Permit

Building Permit

Signage/Fencing Permit

Zoning Clearance

All contractors must be registered with the City

ADA Parking

Bicycle Parking

Include pavement section on plans

Show lot coverage calculations and landscape ratio on final plans

Class D buffer on north property line

External Lighting Plan

15 ft. greenbelt along front yard setback

Repair existing sign

Provide a copy of the cross access agreement

Provide grades for the bottom of proposed pond

Provide grading information for proposed parking lot

Floor Plan and Internal Plumbing Plan