



**MEETING: Site Review Committee**  
**SUBJECT Calvary Life Change Center**  
**ADDRESS: 1304 Evans Avenue**  
**PRELIMINARY SITE REVIEW**  
**IN ATTENDANCE:**

Tyler Kent, Planning 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
Jon Daly, Fire Department	(219) 462-8325
Media	

**LOCATION: City Hall**  
**DATE: February 7, 2017**

**PRESENTERS:**

John Tilford, Restore-Tech  
(219)477-6543 / [john@restore-tech.com](mailto:john@restore-tech.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 Calvary Life Change Center located at 1304 Evans 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:** Tilford indicated this building is the former Farm Bureau building. The building is two levels and is all masonry construction above grade. There are a lot of existing walls on the main floor. These walls will remain. There will be an open office concept arrangement on the main floor. There will be a conference room and employee snack bar area on the lower floor. There will be three restrooms on each floor. Two existing restrooms will be renovated and two new restrooms will be added. The existing chairlift which only goes to the lower level will be abandoned and a new hoist-way with a new chair lift servicing both floors will be installed. This is currently undergoing value engineering to shrink the footprint. The concrete pad at the main entrance will be demolished and replaced. A new handrail will be installed. Tilford indicated that the fence on the lower level will enclose any future mechanical equipment. Nothing will be done to the existing parking lot. Landscaping will be dressed up and added around the chairlift hoist-way. Other exterior features of note are a parapet to dress up the front exterior and some new lighting. Some painting will be done and new windows will be installed.

**STAFF COMMENTS:**

**ON BEHALF OF BURKMAN:** A 40 ft. right-of-way dedication is required along the property's frontage. Burkman provided a copy of Section 6.402 from the UDO concerning Streets and Rights-Of-Way. According to the site plan, it appears that a 35 ft. right-of-way already exists; therefore, an additional 5 ft. will be required. Burkman will provide a template that can be followed for dedication purposes. It will be necessary to prepare the dedication document with the appropriate legal description and submit it for review by the Engineering Department. The dedication will be required prior to issuance of a permit. A 5 ft. wide sidewalk will be required along the frontage of the property. If there are any significant improvements to the exterior, a Site Permit will be required. Burkman suggested realigning the driveway to match with the existing church entrance on the north side of Evans. Though not required, this will enhance traffic flow

between the properties and better tie the two together. Consideration should also be given to providing pedestrian connectivity between the two properties.

**MCALPINE:** McAlpine noted that there have been drainage issues in the past at the property to the south, Kent's Heating and Cooling. There is a lot of hard-surface area. If the church decides to do more work in the future, there may be a requirement to add some type of storm water storage in the grassy area on the south side of the parking lot. However, at this point this is not being required.

**KENT:** Kent asked about the number of parking spaces on site. Tilford in unsure of the number. Kent said that per the standards the requirement for church use is 1 space per 3 seats, 1 space per 30 sq. ft. of movable seating, or 1 space per 6 ft. of bench seating. Tilford interjected that this building will not be used for church purposes, it is strictly administrative in nature. There will be no gathering. Tilford indicated there is a full set of plans showing the exterior improvements. Kent stated he will look at these plans and incorporate any comments he may have into the minutes. Kent asked if the lighting improvements were wall packs on the building. Tilford confirmed the lighting improvements will be on the building. Kent said if consideration is given to additional pole lighting, referring to Article 9, Division 9.500 is recommended. Addition of pole lighting requires submittal of a photometric plan.

**ON BEHALF OF THRASHER:** Thrasher has received the State Construction Design Release and the application for a Building Permit. A permit from the State for the chairlift will be required prior to permit issuance from the City. Contacting Thrasher with any questions will be necessary.

**DALY:** The City follows the 2014 Indiana Building and Fire Codes. Exit sign, emergency lighting and fire extinguishers must be to code. Daly mentioned that proper addressing needs to be on the building. Tilford indicated that address appears on the sign in front. Daly said the State permit for the chairlift must be renewed every two years. The Fire Department will do an annual inspection. Daly said although not required, the installation of a Knox Box is highly recommended.

**PILARSKI:** The Water Reclamation Department is always interested in what is being discharged into the sanitary sewer. Pilarski asked for clarification concerning the breakroom area. Tilford indicated this is a warming kitchen and there will be no banquet food prep taking place. Pilarski asked if there is a floor drain associated with the chairlift. Tilford said a floor drain is not shown on the plans. Tilford said he recommended a floor drain because the drive system for this lift is very susceptible to moisture and the floor drain would allow any ground water to be removed. Pilarski indicated the preference is not to install a floor drain. If there is a loss of hydraulic oil, it would enter into the sanitary sewer. Tilford said the lift is all electric and is a screw-drive system. The only oil used is for lubrication purposes. Pilarski requested that the plans clarify this issue more. Submittal of an internal plumbing plan is required. This internal plumbing plan needs to be submitted to Yacoub Aljobeh, Pretreatment Coordinator ([yaljobeh@valpo.us](mailto:yaljobeh@valpo.us)).

**GESKEY:** Geskey asked if any changes will be made to the sanitary sewer or water lines outside of the building. Tilford indicated there will be no changes made. Geskey provided no further comments.

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

Landscaping Plan

Right-of-Way

Detailed Site Plan

Backflow Prevention

State Design Release (already received)

Building Permit (application received)

Signage/Fencing Permit

State Permit for Chairlift

Sidewalk

Knox Box (recommended not required)

Internal Plumbing Plan

Zoning Clearance