

**MEETING: Site Review Committee**  
**SUBJECT: Pines Village**  
**ADDRESS: 3303 Pines Village Circle**  
**PRELIMINARY SITE REVIEW**

**LOCATION: City Hall**  
**DATE: April 23, 2019**

**IN ATTENDANCE:**

Tyler Kent, Planning Director  
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Vicki Thrasher, Building Commissioner  
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Adam McAlpine, Engineering Director  
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Paul Scott, Water Reclamation Dept.  
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Mark Geskey, Water Dept.  
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**PRESENTERS:**

Duane Helwig, Community Living Solutions  
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Kevin Coros, McMahon Engineers/Architects  
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Cherylene Brennecke, Pines Village  
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The following is a summary of discussion at this meeting.

**OPENING:** The Site Review Committee met to discuss the proposed renovations to the north wing and parking lot for the Pines Village Retirement Community located at 3303 Pines Village Circle. 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:** The intent of this project is to upgrade the parking lot. There are 19 parking spaces now and after the renovation there will be 33 parking spaces. There will be four rows of parking spaces and the spaces will be angled. Some trees will be lost on the east side for the parking lot expansion. Helwig mentioned that they were able to accommodate a fire apparatus turn-around. There are three parking lot light poles. Two of the poles will remain where they are; however, one will be relocated. Fixtures will be replaced. The existing fire hydrant will remain. There will be a fenced dumpster enclosure. In future phases they will develop walking paths and a lawn activity space. They will also create some outdoor spaces for residents. Helwig said the entry will be redone and a vestibule will be added. They are proposing a patio with decorative fencing. They are also trying to mitigate some ponding water. Coros said they followed the UDO standards for parking design. The drive aisles are 18 ft. wide. The angled parking is per the ordinance. Coros said the trees being removed on the east side are not really very good trees. Coros mentioned that there is a lot of existing landscaping. The site is being dictated around the

existing fire hydrant, light pole and grease traps located there now. The parking lot is being shifted a bit north. Coros said he ran vehicle tracking software to ensure the fire truck can make the necessary turn. The sidewalk will be flat and will provide an extra 5 ft. of wheel coverage if needed. Coros said they are limited for the location of the dumpster. A fence and additional landscaping will be added around the dumpster to help buffer it from the north side. Coros said Sheet C3.0 shows how they will route the ponding water to a new 12" PVC pipe they will push out to the southwest which is where the natural drainage flow releases. There is an existing 8" culvert and Coros is assuming it is for downspouts. The site will be paved and there will not be a curb. The flow will all be over land. Mud mats will be utilized at the existing entrance. There will be no temporary gravel entrance/exit.

**STAFF COMMENTS:**

**THRASHER:** Thrasher asked about the interior work being done. Helwig said finishes will be renovated on both floors of the north wing corridors and common areas. A vestibule is being added. This will go where the dish room and serving area are now. The dish room and serving area will be moved opposite the dining room to be adjacent to the kitchen. An apartment is being converted for the dish room/serving area. Thrasher asked if new plumbing is being added. Helwig said plumbing is being relocated. Thrasher asked how many linear feet of wall is being added. Helwig said approximately 20-30 linear feet will be added. Thrasher said a Building Permit will be required for the entire project, this includes the additional paving on the parking lot and the interior work. All contractors must be registered with the City prior to issuance of the permit. Thrasher conveyed that in addition to the civil plans, existing and proposed floor plans will be required. Thrasher recommended they also contact the Porter County Health Department.

**KENT:** The property where the existing parking lot is located is zoned Urban Residential (UR), which is multi-family. The properties on either side of the parking lot are zoned Suburban Residential (SR), which is single family. Kent asked Coros if the calculations for the impervious surface included all three lots. Coros said the calculations only included the three Bullseye Lake properties. Coros mentioned that he added the impervious area that is off the property (the new improvements) as part of the impervious area on the three parcels. Kent asked if the plan for the western lot is to have a pathway. Helwig confirmed this. Kent asked what is being planned for the eastern lot. Helwig said the master plan indicates this lot is to be used as an activity lawn. Brennecke said this lot will remain as lawn. Kent asked if the existing residence will remain as is. Brennecke said this is a rental unit. Kent said the landscape ratio for the General Residential lot is .40. The gross floor area ratio is .227 and the net floor area

ratio is .379. There is a requirement for landscaping within the parking lot of 1 large tree per 8 parking spaces and 1 shrub per 4 parking spaces. There are requirements for landscape islands within the parking lot. Kent asked if the hatched-out areas referred to as “painted islands” will be landscaped islands. Coros said that initially they were intended to be landscape islands. However, after discussion concerning fire truck movement and general traffic movement, they decided to leave them as “painted islands”. Kent said the islands are required to be landscaped. Kent conveyed that a landscape island needs to be 324 sq. ft. per 16 parking places. Coros said they will need to discuss what parking stalls may have to be removed to comply with the requirement. Coros said they would like to keep the internal as painted just for ease of traffic and dumpster movement. Keeping these on the perimeter will be ideal. Kent suggested they discuss this issue and then contact him. Kent said the run-off from the parking lot should feed the islands. Kent asked if they are adding light poles. Helwig said there will be the same number of poles. However, one pole will be relocated. New fixtures will be added. Kent advised that a Photometric Plan will be required. Kent said the LED’s can be bright and they need to be directed straight down to the ground. Referring to Article 2, Section 2.406 for the dumpster standards will be necessary. Kent asked what they are proposing for the dumpster. Coros said there will be a fence and a landscaping buffer. Kent said the requirement is the dumpster enclosure needs to be constructed of brick or stone, with a mandoor and front gate. Submittal of a landscape plan for the parking lot is necessary. The plan needs to include the common and Latin name for the plants and the quantity of each plant. Coros said he did not detail the sign on the plans. Coros believes the sign is a 4’ x 4’ generic sign. Coros asked Brennecke if they intend to upgrade this sign. Brennecke said the sign will be upgraded, but it will remain the same size. Kent advised a sign permit will be required. Helwig asked if ground lights for the sign are permitted. Kent said this is acceptable. Kent asked if there is any way possible to keep the trees on the southeast corner of the property. Coros said the trees being removed are about midway on the eastern parking area. The trees are not particularly pretty trees. They had entertained the idea of landscape islanding this out and running the sidewalk on the other side. This would create a full-fledged island. Ultimately with the loss of parking stalls that would occur versus how pretty the trees are, it just didn’t seem worth it. There is no intent to add any landscaping because of how heavily the site is landscaped already. Kent conveyed that a Zoning Clearance is required.

**ON BEHALF OF NATE MCGINLEY, PUBLIC WORKS DIRECTOR:** Bullseye Lake Road will be milled and resurfaced sometime in the June to August timeframe. Please coordinate construction efforts with the Valparaiso Public

Works office to alleviate conflicting issues. The phone number is 462-4612. The email for McGinley is [nmcginley@valpo.us](mailto:nmcginley@valpo.us).

**SCOTT:** Submittal of an internal plumbing plan showing changes for the dish room/serving area relocation is necessary. Scott asked about the services provided by the kitchen. Brennecke said the kitchen provides breakfast and a light lunch. Scott is concerned about the need for a grease trap or oil and grease interceptor. Scott mentioned that Chapter 51 of the Code of Ordinances will provide information on the need for either a trap, interceptor or if they qualify for a waiver. Coros asked if it will be possible to use the existing grease traps. Scott said they may be able to use the traps; however, he will need to check the internal plumbing plan. Scott provided contact information for the Pre-treatment Coordinator. Any questions need to be directed to her.

**MCALPINE:** McAlpine indicated a 30 ft. right-of-way dedication will be required along the frontage of all three parcels. McAlpine mentioned the three lots are defined to the centerline of Bullseye Lake Road. Coros conveyed there is already a 30 ft. dedication. McAlpine said this will need to be checked. A Site Permit will be required. If the work being performed is greater than 1 acre, a Rule 5 Permit will be required. The Site Permit will cover right-of-way cut and erosion control. McAlpine mentioned there are no plans to install a sidewalk along the south side of Bullseye Lake Road; however, there may be in the future. Therefore, a Sidewalk Waiver will be required for the project. McAlpine explained this is an agreement between the City and property owner that if the City ever plans to install sidewalk, it will be paid for by the property owner. McAlpine asked if the .6 acres of impervious area is the hatched parking lot. Coros said this is the parking lot, sidewalks and the new sidewalks off the three lots. However, it does not include the existing residence. McAlpine requested Coros supply the total amount of hard surface. This is required for billing purposes. McAlpine advised that 40,000 sq. ft. is the tipping point. McAlpine recognizes the challenges they face with turning points and it appears they are being extended out over the sidewalk. McAlpine asked if the sidewalk will be made thicker. Coros believes the sidewalk is at 6" rather than 4". Coros will add a detail to the plans for this item. McAlpine suggested one-way signage, "Do Not Enter – One Way". McAlpine asked that they provide calculations for the new pipe going in and the basis for the pipe sizing and flow. It appears everything is pitched toward the building. The front threshold is higher than the pavement. There are no grades showing how the water will be carried southwest. McAlpine requested that contours be added to show how the water from the higher area makes its way to the southwest without negatively impacting the building.

**GESKEY:** Geskey is concerned with underground water and underground sewer. Geskey asked if there will any changes to either of these. Helwig

indicated there will not be any changes. The hydrant will remain as is. Geskey presented no comments.

**ISSUES TO BE RESOLVED:**

- Landscaping Plan (Parking Lot)
- Erosion Control Plan
- Rule 5 Permit (if greater than an acre)
- Right-of-Way (check to see if 30 ft. exists)
- Submit Total Amount of Hard Surface Area
- Provide Calculations for New Pipe and Basis for Pipe Size and Flow
- Sidewalk Waiver
- Detailed Site Plan
- Site Improvement Permit
- Building Permit
- Submit Existing and Proposed Floor Plans
- Contractors Registered with the City
- Contact Porter County Health Department
- Signage/Fencing Permit
- Photometric Plan
- Internal Plumbing Plan
- Coordinate Construction with Public Works (due to Bullseye Lake Road resurfacing)
- Zoning Clearance