

**MEETING:** Site Review Committee  
**SUBJECT:** Good Shepard Church Pavilion  
**ADDRESS:** 1901 Evans Avenue  
**PRELIMINARY SITE REVIEW**

**LOCATION:** Zoom  
**DATE:** February 16, 2021

**IN ATTENDANCE:**

Beth Shrader, Planning Director  
(219) 462-1161 / [bshrader@valpo.us](mailto:bshrader@valpo.us)  
Carley Lemmon, Asst. Planner  
(219) 462-1161 / [clemmon@valpo.us](mailto:clemmon@valpo.us)  
Vicki Thrasher, Building Commissioner  
(219) 462-1161 / [vthrasher@valpo.us](mailto:vthrasher@valpo.us)  
Bill Laird, Engineering Dept.  
(219) 462-1161 / [blaird@valpo.us](mailto:blaird@valpo.us)  
Tim Stites, Fire Department  
(219) 462-8325 / [tstites@valpo.us](mailto:tstites@valpo.us)  
Matt Zurbriggen, Engineering Dept.,  
(219) 462-1161 / [mzurbriggen@valpo.us](mailto:mzurbriggen@valpo.us)  
Mark Geskey, Water Dept.  
(219) 462-6174 / [mgeskey@valpo.us](mailto:mgeskey@valpo.us)  
Tony Fahel, Water Reclamation Dept.  
(219) 464-4973 / [tfahel@valpo.us](mailto:tfahel@valpo.us)  
Mike Jessen, City Administrator  
(219) 462-1161 / [mjessen@valpo.us](mailto:mjessen@valpo.us)

**PRESENTERS:**

Matt Stechly, Core Facilities, Inc.  
(219) 299-4091  
[matt@corefacilitiesinc.com](mailto:matt@corefacilitiesinc.com)

The following is a summary of discussion at this meeting.

**OPENING:** The Site Review Committee met to discuss the proposed Good Shepard Church Pavilion to be located at 1901 Evans Avenue. Lemmon 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:** Stechly stated that this is a pretty straight forward project. Stechly obtained bids and put the scope of work together. They are now at the point where they are ready to start pulling permits. They would like to break ground in April or May and have the project completed relatively quickly. They want to install a 36' x 50' pavilion. Footers, concrete pad and a basic 36' x 50' pavilion will be included. Stechly said they have identified two locations on the property. One location is to the north of playground, but there are a couple homes in this location. One of the neighbors does not want the

pavilion located there. Stechly included a google earth rendering in his submittal that shows where they want to install the pavilion. There are no low spots or flooding areas. Stechly included truss load specs. Stechly also included information from Morton Buildings. Morton Buildings has been contracted to do the turnkey installation, concrete work, site work prep and furnishing materials and installation. Stechly said they plan to install a couple of outlets.

**STAFF COMMENTS:**

**FAHEL:** Since there does not appear to be any plumbing or connection to the sanitary sewer, Water Reclamation Department has no comments on this project.

**GESKEY:** Since there is no water or sewer, Geskey provided no comments on this project.

**LAIRD:** Laird mentioned that Engineering would like to see some grading where the pavilion will be located. It would be helpful if the slab elevations or the corner elevations can be provided to be able to see if there will be an impact on drainage. It will be necessary to obtain a Site Permit through the Engineering Department.

**ZURBRIGGEN:** If there is a sidewalk that will be going from the parking lot to the pavilion it will need to be included as part of the Grading Plan.

**STITES:** Stites asked if the pavilion will have a fireplace. Stechly said they are not building the pavilion with a built-in brick fireplace. However, they may consider a small portable fire pit. Stites advised that there is no open burning in Porter County, and this does include fire pits. Nothing should be burned underneath the pavilion.

**THRASHER:** A State Construction Design Release will be required prior to issuance of Building Permits. Because of the size of the pavilion, the project will need to be submitted to the State of Indiana, Department of Homeland Security, Plan Review Division. A Building Permit will be required. Thrasher advised that the Site Permit application can be included with the Building Permit application submittal. All contractors must be registered with the City. Stechly asked about timing. Thrasher said State review usually takes about three weeks; however, everything can be submitted to the Building Department at the same time information is submitted to the State. The City review usually takes no more than a week or two if everything required has been submitted.

**LEMMON:** The property is zoned CN (Commercial Neighborhood). Referring to Article 2 for detached accessory structures is recommended. A detached accessory structure cannot cover an area larger than 25% of the footprint of the principal building. The pavilion is approximately 1,800 sq. ft. and the church is approximately 7,405 sq. ft. Roughly the maximum size for the pavilion would be approximately 1,851 sq. ft. and this project is just under this threshold. It cannot be located in the required front yard. It cannot be closer than 6 ft. to any other

structure or building. The height cannot be more than one-story or exceed 17 ft. Submitting a site plan which shows the setbacks from the property line is necessary. A Zoning Clearance is not required. Shrader interjected that the project is right at the maximum size before a variance is required. Shrader cautioned not to make the pavilion larger.

**ISSUES TO BE RESOLVED:**

- Detailed Site Plan
- Grading Plan
- Site Improvement Permit
- State Design Release
- Building Permit
- Contractors Registered with the City