

SENT VIA EMAIL



**To:** Don Torrenga  
**From:** Tom Vander Woude, Planning Director  
**Date:** May 17, 2022  
**Re:** Munster Church Addition  
**Cc:** Jill DiTommaso, Town Engineer

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I've conducted a zoning review of the plan set for the Munster Christian Reformed Church addition submitted via email on April 22, 2022. Additional engineering comments may be forthcoming. Please address the following:

#### CIVIC ZONE BUILDING AND LOT STANDARDS

1. TABLE 26-6.405.B CIVIC ZONE STANDARDS Façade Position – required to be parallel to straight Frontage Line or to tangent of curved Frontage Line. **Building does not meet standard.**  
**VARIANCE REQUESTED**
2. TABLE 26-6.405.B CIVIC ZONE STANDARDS Façade Design Proportions - Must be based approximately either on (a) proportions that can be expressed as a fraction using whole numbers (e.g. 1:1, 2:1, 3:2, 4:3, etc) or (b) the following proportions: 1.414:1 or 1.618:1.  
**Building proportions are not identified on drawings. This is needed to determine if standard is met. Proportion added to exterior elevation sheet**
3. TABLE 26-6.405.B CIVIC ZONE STANDARDS Facade Void Area – required to be 20-60% of total Facade area. **Façade void area calculation is not shown on drawings. This is needed to determine if standard is met. Calculations added to exterior elevation sheets. Accessory building compliance is not regulated**
4. TABLE 26-6.405.B CIVIC ZONE STANDARDS Roof Type and Pitch - Pitch, if any 8:12 - 14:12. **Roof pitch of church building addition is not identified on the plans. This is needed to determine if standard is met. VARIANCE REQUESTED FOR MULTI-PURPOSE PITCH ROOF. Roof pitches added to the exterior elevations. The roof pitch on the multi-purpose needs to be as drawn so that the roof ridge is not taller than the main north/south roof ridge. Accessory building not regulated.**
5. TABLE 26-6.405.B CIVIC ZONE STANDARDS Main Entrance must be in Facade of Principal Frontage. **There is no pedestrian access from Ridge Road to the entrances on the north side of the building. VARIANCE REQUESTED. The existing main entry has stairs leading to the existing walkway at Ridge Road. The church stated that nobody uses this entry and is somewhat dangerous because the walk is up against the road. They want to beautify this area by removing the existing stairs and replacing with a patio that can be used for safe gathering space for the members and for people attending special events such as a wedding. A new walk on the east**

side of the addition has been added to give ADA access from Ridge Road to the rear and side entrances.

## LIGHTING

1. SECTION 26-6.405.Q.2.b A lighting standard shall be of a height and design consistent with the surrounding area Buildings but in no event higher than twenty feet (20'). **New or relocated light poles are shown to be 25 feet tall. Light poles have been reduced in height to 20 ft.**
2. SECTION 26-6.405.Q.3.a Illumination of Parking Areas, Parking Lots, Parking Structures, and all pedestrian ways shall be provided at an average of 1.0-2.5 footcandles and a minimum of 0.4 foot-candles. **Areas of the parking lot and the sidewalk do not meet the minimum illumination standard. Lighting plan adjusted to comply with item 6 below. There are a few locations that fall slightly under the .4 foot-candle minimum near the rear of the parking lot. This is the only way to keep the light from bleeding over the property line.**
3. SECTION 26-6.405.Q.3.c Color temperature of lighting shall not exceed 3000K. **New wall sconces and new or relocated parking lot lights exceed the maximum color temperature at 3500K and 4000k, respectively. Light fixture specs and colors adjusted to comply**
4. SECTION 26-6.405.Q.4 Lighting fixtures must be full cut off or fully shielded and directed down. **New wall sconces and new or relocated parking lot lights are not full cut off and are not directed down. Light fixture spec adjusted to comply**
5. Illumination at lot line. **The photometric plan shows light bleeding into the residential properties to the south. Lighting plan adjusted to comply**
6. TABLE 26-6.26-6.405.Q-1 Head/Luminaire Types. Colonial, Coach, and Acorn types permitted. **New or relocated parking lot lights are not a permitted type. VARIANCE REQUESTED**

## LANDSCAPING

1. SECTION 26-6.405.O.1.h.vii.l.1) Parking Areas and Parking Lots shall contain at least one landscape island for every ten (10) parking spaces. Parking Lots with more than one landscape island shall have such islands distributed throughout the Parking Lot. **Only three parking lot islands are provided. VARIANCE REQUESTED.. Adding the amount of islands required for compliance within an existing parking lot would reduce the number of parking spaces and result in non-conformance. Additionally, it would be cost prohibitive to redesign the entire parking lots**
2. SECTION 26-6.405.O.1.h.vii.l.2) Interior parking rows shall be terminated at both ends with landscape islands. **Only three parking lot islands are provided. VARIANCE REQUESTED**
3. SECTION 26-6.405.O.1.h.vii.l.3) Each parking island shall be of a minimum size equal to a standard parking space; provided that each parking island abutting two rows of head to head parking spaces shall be of a minimum size and length equal to two (2) parking spaces. **One of the three parking lot islands does not meet the minimum size. Island size changed to comply**
4. SECTION 26-6.405.O.1.h.vii.l.7) For every 2,000 square feet of Parking Area or Parking Lot, at least one Tree shall be installed or preserved within the Parking Area or Parking Lot except to the extent that Trees outside of the Lot containing the Parking Area or Parking Lot are allowed to satisfy this requirement as set forth below. ) Trees outside of the Parking Area or Parking Lot located within twenty feet (20') of the closest portion of such Parking Area or Parking Lot, including but not limited to Trees within Thoroughfare Rights-of-Way and Civic Spaces, may be

counted toward satisfying the requirements. **Calculation not provided. This is needed to determine if standard is met.** Reference revised landscape drawing

5. SECTION 26-6.405.O.1.h.vii.II Any Parking Area or Parking Lot in the First or Second Lot Layer shall be Screened from view in accordance with the following: The Parking Area or Parking Lot shall be Screened from the public right-of-way with a perimeter planting strip a minimum of 7 feet in width from front to back planted adjacent to the public right-of-way containing all of the following:
- a. A hedge screen between 3 feet and 3.5 feet in height adjacent to the edge of the public right-of-way.
  - b. Shade trees planted at a rate of one per 30 feet of linear frontage (where overhead utility conflicts prohibit shade trees, small or medium trees shall be planted at intervals equal to their mature canopy).
  - c. An ornamental metal fence screen or a wall screen between 3 feet to 3.5 feet in height installed a minimum of two feet from the inside of the parking area or parking lot curb.

***The plans do not show any screening of the west parking lot. The Planning Director may modify the amount of landscaping required by this Section for existing parking areas or parking lots, including exempting existing parking areas or parking lots from providing landscaping, if such landscaping would reduce the number of parking spaces and result in a nonconformity. VARIANCE REQUESTED. See response to item 1 above***

6. SECTION 26-6.405.S.2 2. Streetscape Repairs, Replacements & Improvements. Prior to the issuance of any Certificate of Occupancy for a Building or Improvement, the following Streetscape improvements, repairs, or replacements shall be provided by the Lot Owner with respect to each Building or Improvement and the Streetscape that Enfronts the applicable Lot:
- b. If the Public Frontage Adjacent to the applicable Lot does not include a Sidewalk, Thoroughfare Trees, or street lights, any such absent element that would have been required pursuant to Section 26-6.502 if the Building or Lot were within a Development Parcel shall be provided by the Lot Owner in accordance with the following standards and requirements:
    - i. If there is no planter strip or plant well, planting accommodations shall be constructed along the entire Front Lot Line which planting accommodations shall match any existing planter strip or plant well Enfronting an Adjacent Lot, or if there is none, shall conform to Thoroughfare standards for the applicable District or Civic Zone, as set forth in Section 26-6.502 as if such Thoroughfare standards were applicable.
    - iii. If there is no Thoroughfare Tree within the Frontage Adjacent to the Lot, one or more Thoroughfare Trees shall be installed along the Front Lot Line, which Trees shall meet the tree shape, spacing, and size standards for the applicable District or Civic Zone as set forth in Section 26-6.502, as if such standards were applicable.
  - c. If there is not sufficient public right-of-way area for all or any of the required Streetscape repairs, replacements, or improvements as set forth in this Section 26-6.405.S, such element or elements shall be provided within the Lot Adjacent to the public right-of-way and the property owner shall grant a perpetual non-exclusive easement for public use of such elements.

**The planting strip adjacent to the sidewalk should include shade trees planted 30 feet on center. See revised landscape drawing. There are some existing utilities located along Ridge Road that prohibit meeting the standard completely.**

## PARKING

1. TABLE 26-6.405.O-1 VEHICULAR PARKING REQUIREMENTS Place of Worship: 1 per 3 auditorium seats + adequate bus space for activities of institution + passenger loading space. **Number of seats in church not shown on plans. This is needed to determine required parking. The number of sanctuary seats has been added to the architectural floor plan and the civil site plan.**
2. TABLE 26-6.405.O-1 VEHICULAR PARKING REQUIREMENTS Place of Assembly: .3 space per capacity determined by Town Fire Chief. **Occupancy of accessory building not shown on plans. This is needed to determine required parking. Refer to the occupant load calculation below for the accessory building as governed by the state building code. I have also listed the number of seats within the multi-purpose room. The sanctuary seats, multi-purpose seats and accessory building would never be fully occupied all at the same time. We chose to use the multi-purpose room seat count for our parking calculation, which would require the larger number of parking spaces (74 spaces). The parking tabulations shown on the civil site plan shows the worst case scenario and indicates compliance.**

### Accessory Building Occupant Load (based on IBC sf per person)

92	20.	Classroom
27	50.	Shop area
2	100.	Office
23	15.	Waiting (seems excessive)
1	300.	Mechanical
6	300.	Storage (including food drive area)
17	15.	Meeting room (seems excessive)
166		<b>Total Occupants</b>

$$166 \times .3 = 50 \text{ spaces}$$

### Multi-Purpose Room Seat Count (based on IBC sf per person)

181	15.	Main Building Multi-purpose Room Sq. Ft. = 2,709 (minus storage closets)
1		Storage Room Sq. Ft. (x2) = 196
		Total Sq. Ft. = 2,905
182		<b>Total Occupants</b>

$$182 \times .3 = 55 \text{ spaces}$$

$$222 \text{ seats divided by } 3 = 74 \text{ spaces}$$

3. TABLE 26-6.405.O-6 BICYCLE PARKING REQUIREMENTS 1 bike parking space required per 5000 sf of floor area. **No bike parking shown. Refer to revised civil site plan and response**

## SIGNS

1. *All signs will be approved administratively under a sign permit.*

### **Additional Note: ACCESSORY STRUCTURE STANDARDS**

*My interpretation of the Munster zoning ordinance is that the CIVIC DISTRICT building standards do not apply to the Munster CRC Outbuilding if it is classified as an Accessory Building. The Plan Commission may rule that these standards do apply to accessory buildings, in which case the only applicable standard is the requirement that the roof pitch be 8:12 – 14:12. I agree with your assessment. Please help us convince the Plan Commission. The new building replaces a few cruddy looking accessory buildings and is set far back off the road with new green space in front of it. Even so, we have designed an all masonry building with a great looking front facing Ridge Road.*