



PLAN COMMISSION STAFF REPORT

To: Members of the Board of Zoning Appeals

From: Sergio Mendoza, Planning Director

Meeting Date: October 14, 2025

Agenda Item: PC 25-020

Application Type: Development Plan

Hearing: Public Hearing

Summary: Applicant is requesting consideration of a Development Plan for a 10 tennis court complex at Community Park adjacent the Munster Community Pool at 8839 Calumet Avenue.

Applicant: Jim Glascott, Engineer WT Group AEC

Property Address: 8839 Columbia Avenue

Current Zoning: CZ – Civic Zone (Community Park)

Adjacent Zoning:
North: CZ – Civic Zone (Babe Ruth Fields)
South: CZ – Civic Zone (Community Pool)
East: CZ – Civic Zone (STOM HS)
West: CZ – Civic Zone (Community Park)

Applicant Requesting: Approve

Actions Required: Development Plan Review
Findings of Fact

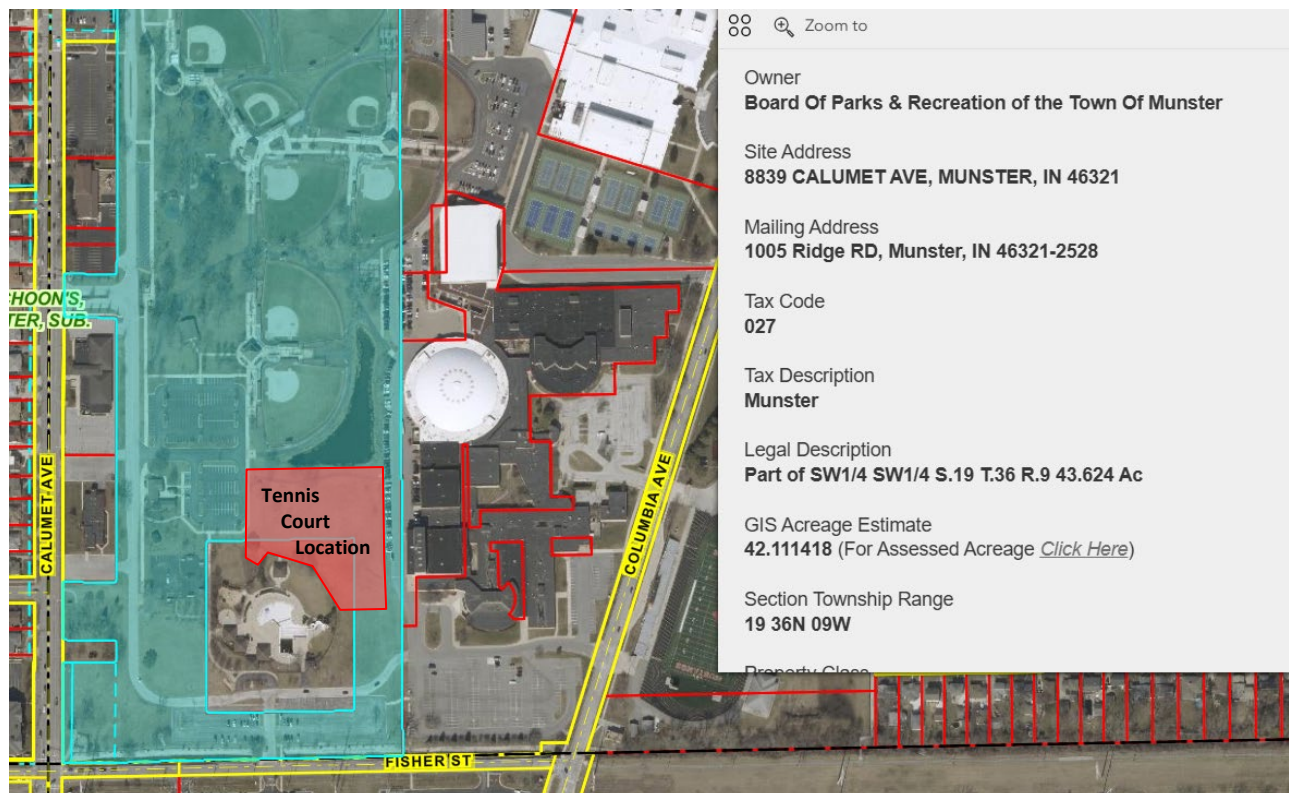
Staff Recommendation: Motion to Defer for Stormwater Review Report
Review of SECTION 26-6.804. G. 5.

Attachments:

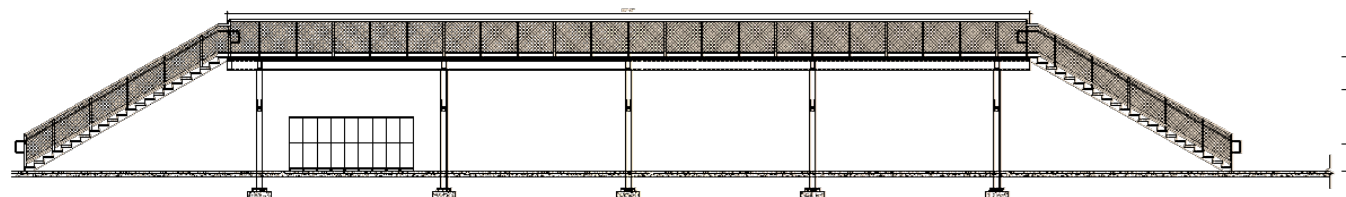
1. Exhibit A: Application
2. Exhibit B: Narrative
3. Exhibit C: Survey
4. Exhibit D: Stormwater
5. Exhibit E: Arch Plans
6. Exhibit F: Eng Plans
7. Exhibit G Photometric
8. Exhibit H Lease Agreement

PROJECT LOCATION

The site of the proposed variance is located in Community Park, generally located northeast of the Community Pool, and west of Munster Highschool; between Columbia Avenue, Calumet Avenue, and north of Fisher Street.

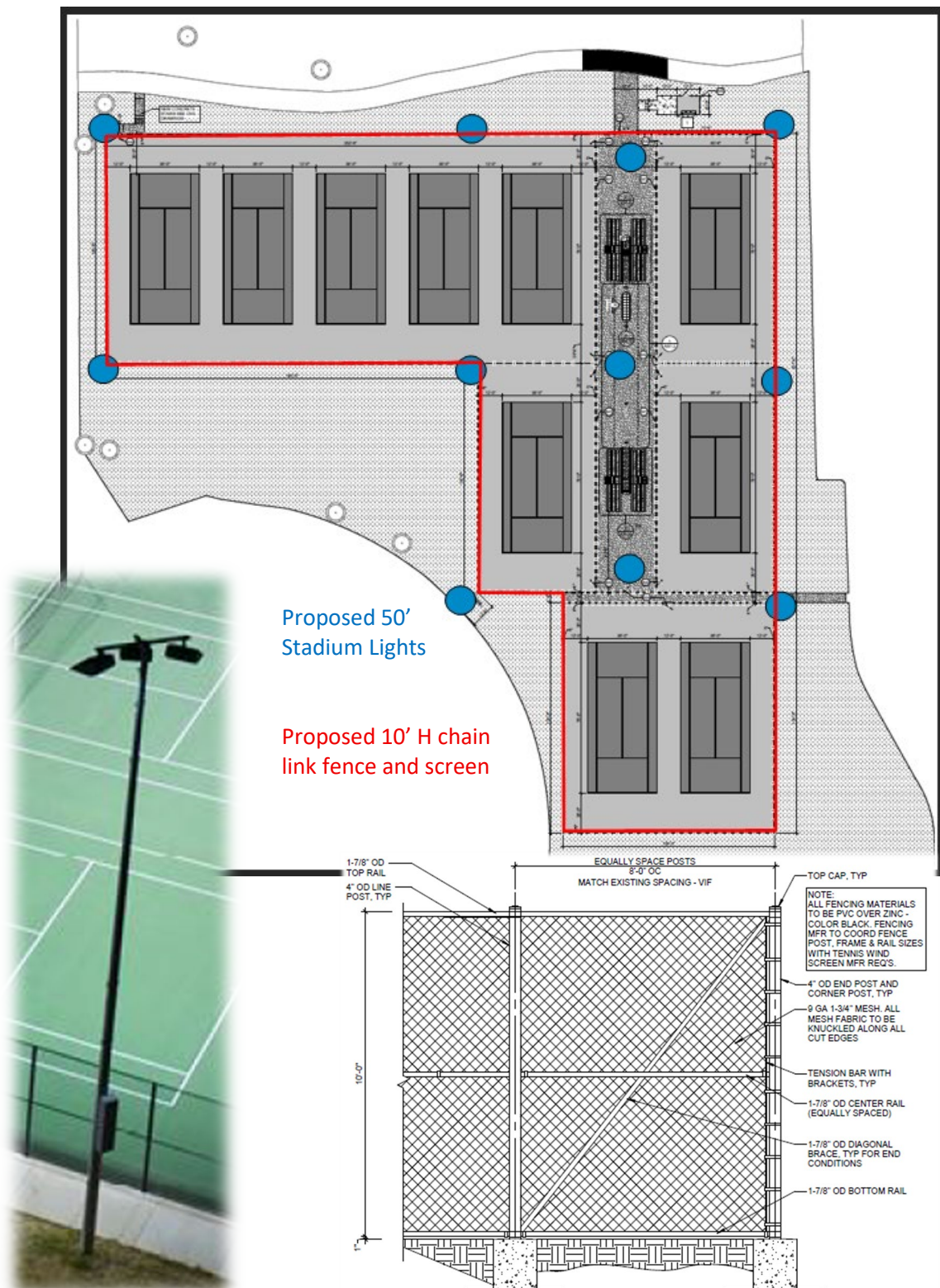


The School Town of Munster has entered into a lease agreement with the Town of Munster Parks and Recreation Department to construct and lease operate a new tennis ten-court tennis complex at Munster Community Park, directly west of the High School. The proposed ten court sport field will also include, bleachers, elevated viewing platform, and new concrete walkways to connect the existing parking lot to the east and the asphalt path to the north. Underground stormwater storage is proposed under the north tennis courts and on-site at-grade detention basins improvements for stormwater management will be installed on the southwest side the project site that will drain to Schoon Ditch. The applicant is also requesting a variance from the Board of Zoning Appeals to install over 2,000 linear feet of 10' high maximum chain link fence and screen and 11 stadium light structures at a maximum height of 50', a minimum of 4000k with off-road stadium light head types.



Proposed elevated viewing platform

The Board of Zoning Appeals Variances are identified below. Show in red is the perimeter location of the proposed 10' high fence and screen and the location of proposed stadium lights are identified in blue.



Sports Field

Permitted In/Adjacent To:

CD-3 CD-4.A CD-4.B**Intent**

A Civic Space that consists of one or more programmed athletic fields and associated facilities. A Sports Field may be spatially defined by landscaping rather than Building Frontages. Its landscape shall consist of Paths and trails, trees, and lawns or fields, formally or informally disposed.

Specifications

Size	Not Regulated
Frontage	Buildings or Landscape
Character	Formal

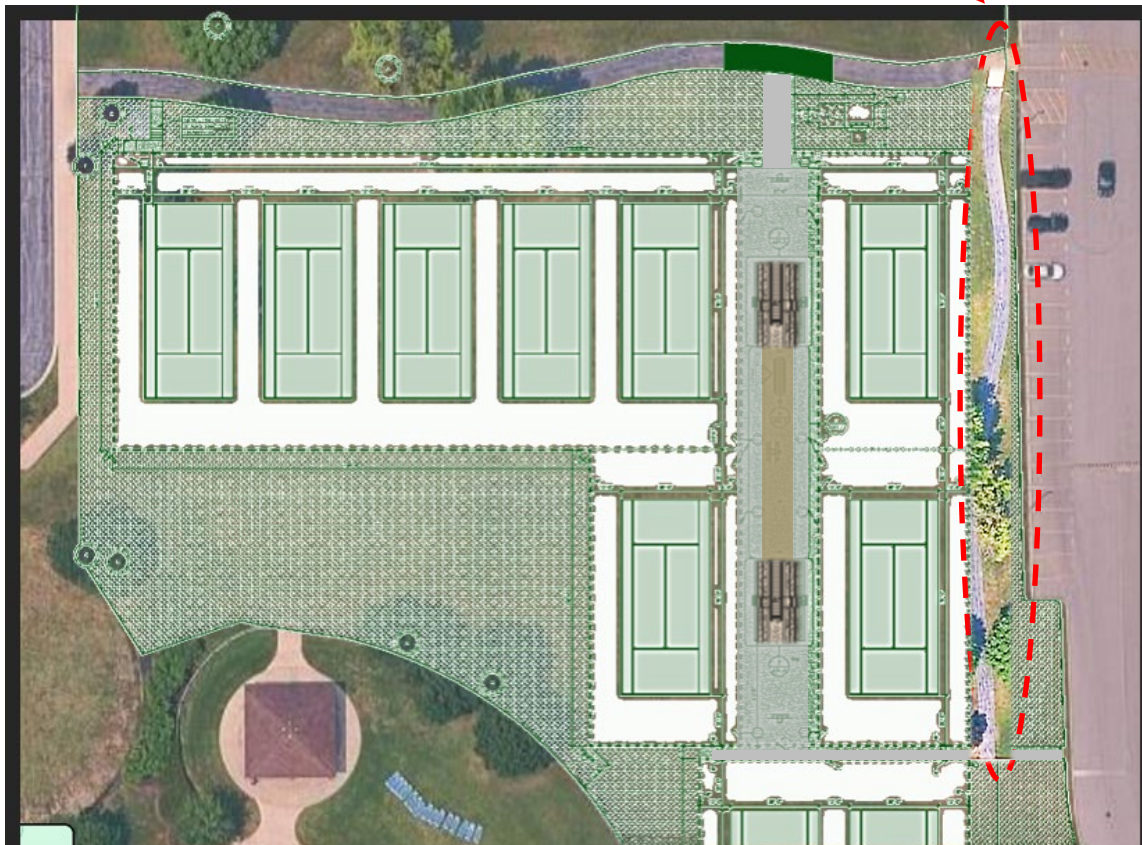
Typical Facilities

- Active recreation
- Recreational and community facilities
- Paths
- Accessory structures

The Munster Character Based Zoning Code encourages sports field to be defined though landscaping consisting of paths, trees and lawns, where no building frontage is proposed.

It's recommended that the proposed tennis court sports field complex continue to define the site's frontage along the east side of the project site, adjacent to existing parking area with a trail/sidewalk connecting the existing north trail entrance to the proposed south walkway entrance. It is also recommended that this frontage be defined with additional landscape materials to be maintained as defined in Section 5.01 of the the Park and School Town of Munster lease agreement.

See subject frontage area to be improved with trail/sidewalk and landscape material.



APPLICABLE CODE:

In reviewing, recommending, and taking action on a Development Plan/Site Plan, the recommending and the Decision-Making Authority shall take into consideration all relevant and material factors and shall ensure that the Site Plan and Site Plan application comply with all of the following, and shall establish any appropriate conditions and safeguards in harmony with the general purpose and intent of this Article:

- a. Compliance with Comprehensive Plan, this Article, Subdivision Regulations, & Building Code. The proposed Development and the Site Plan and Site Plan application must comply with the Town Comprehensive Plan, this Article, the Town Subdivision Regulations, the Town Building Code.
- b. Public services.
 - i. The proposed Development shall not pose an undue burden on police or fire services.
 - ii. If the Development results in a significant increase for park, school, or other public services, property dedicated for these purposes shall be required as a condition of Development.
 - iii. Appropriate right-of-way and Easement dedications shall occur in order to provide necessary access for proper utility maintenance.
 - iv. Streets internal to a Development may be dedicated or private, depending on their design and function.
- c. Supplemental Development Standards.

Without limitation to Sections 26-6.804. G.8.a-b, the proposed Development, Site Plan, and Site Plan application must comply with the following:

- i. The Supplemental Development Standards of Section 26-6.602 (Site Grading). The Supplemental Development Standards of Section 26-6.603 (Site Drainage).
- ii. The Supplemental Development Standards of Section 26-6.604 (Sewage).
- iii. The Supplemental Development Standards of Section 26-6.605 (Utilities).
The Supplemental Development Standards of Section 26-6.606 (Traffic Circulation).
The Supplemental Development Standards of Section 26-6.607 (Facilities for Persons with Disabilities).
- iv. The Supplemental Development Standards of Section 26-6.608 (Preservation of Natural Features).
- v. The Supplemental Development Standards of Section 26-6.609 (Areas of Special Flood Hazard).

SECTION 26-6.804. G. 5. Applicability; Types of Site Plans. (MZC pg. 382)

- a. In all Zoning Districts other than Districts CD-3, CD-3.R1, CD-3.R2, and CD-3.R3, Site Plan approval from either the Plan Commission or the Zoning Administrator, as applicable under paragraph i or ii below, must be obtained:
 - i. from the Plan Commission prior to any of the following and for any plan or proposal pursuant to which any of the following is to be erected, Developed, re-Developed, Improved, Substantially Modified, or occur:
 - I. a Structure other than a Single-Family Detached Dwelling or Two-Family Detached Dwelling;
 - II. a Parking Area or Parking Lot;
 - V. any Use of vacant land;

- VIII.** a change in Use that will affect the characteristics or impact to the site or the Town with respect to traffic, access, drainage, utilities, or Town services, as determined by the Planning Director;
- IX.** Facade improvements for which a Building Permit is required and which affect greater than fifty percent (50%) of any street-facing Facade, excluding Ordinary Maintenance and Repair;
- ii.** from the Zoning Administrator prior to any of the following and for any plan or proposal pursuant to which any of the following is to be erected, Developed, re-Developed, Improved, modified, or occur:
 - I.** any change of Use of any part of an existing Building other than a change of Use described in Section 26-6.804.G.5.a.i; or
 - II.** any Alteration or modification to a parcel of land, such as changes to parking layout, Driveways, landscaped areas, Screening, Wall, or fences, or public walkways other than those described in Sections 26-6.804.G.5.a.i.; or
 - III.** any modification to a Building or other Structure other than Ordinary Maintenance or Repair or a Substantial Modification.

STAFF FINDINGS AND RECOMMENDATION:

Staff finds the applicant has properly submitted a complete application and supporting document and that all documents are in order to proceed with a public hearing. Staff also finds that additional discussion should occur regarding east frontage of the proposed sports field and the applicant should present direction on the separation and responsibility of the electric service and separate meter installation. Finally, staff has not received the stormwater and drainage review report from the town engineers for the proposed underground and detentions areas and recommends the matter be deferred until it has been received.

MOTION:

Plan Commission may consider the following motion:

Motion to DEFER PC 25-020, a proposed School Town of Munster Tennis Court Sports Field to November 14, 2025 for review variances field Board of Zoning Appeals and offer an alternative frontage along the east project line, and review of the stormwater management, including all discussion and findings.