



PLAN COMMISSION STAFF REPORT

To: Members of the Plan Commission

From: Sergio Mendoza, Planning Director

Meeting Date: November 18, 2025

Agenda Item: PC 25-026

Application Type: Development Plan

Hearing: Public Hearing

Summary: Marc Smith of E. Anthony, Inc. for ONSI (Orthopedic Specialists of Northwest Indiana) is requesting a Development Plan approval to expand their existing parking lot by an additional 30,000 SF located at 9900 Columbia Avenue.

Applicant: Marc Smith of E. Anthony, Inc.

Property Address: 9900 Columbia Avenue

Current Zoning: CD-4B General Urban-B Character District

Adjacent Zoning: North: CD-4B General Urban-B Character District
South: SD-PUD Planned Unit Development Special District
East: CD-4B General Urban-B Character District
West: CD-4B General Urban-B Character District

Applicant Requesting: Approval

Actions Required: Development Plan Review

Staff Recommendation: Review of SECTION 26-6.804. G. 5.
Approve

Attachments:

1. Application, Exhibit A
2. Alta Survey, Exhibit B
3. Site Plan, Exhibit C
4. Landscape Plan, Exhibit D
5. Photometric, Exhibit E
6. Civil Plans, Exhibit F
7. Lighting Specs, Exhibit G
8. STMW Report, Exhibit H
9. STMW Permit, Exhibit I

PROJECT LOCATION

ONSI (Orthopedic Specialists of Northwest Indiana) is located at the northeast intersection of Otis Bowen Drive and Columbia Avenue.



PROJECT SUMMARY:

On January 9, 2024, under PC23-029, the Plan Commission approved a Development Plan for the exterior renovation of a 10,000-square-foot church building into a medical office facility, including associated site improvements to the parking lot, landscaping, and stormwater detention areas. The renovation and expansion are proposed to occur in two phases.

Phase 1 includes renovating the existing 9,844-square-foot religious facility into a medical office, expanding the current 48-space parking lot by an additional 44 spaces, and constructing a half-acre off-site detention area. Phase 2 consists of a 9,750-square-foot building addition for medical office use and an expansion of the parking lot to provide 20 additional spaces.

On February 13, 2024, under BZA23-014, the Board of Zoning Appeals executed Findings of Fact to:
Approve variances for:

1. Building setback – allowing an increased setback.
2. Entrance standards – allowing the primary entrance to be located along the drive-aisle façade.
3. Off-street parking location – allowing parking within the first lot layer.

Denied variance for:

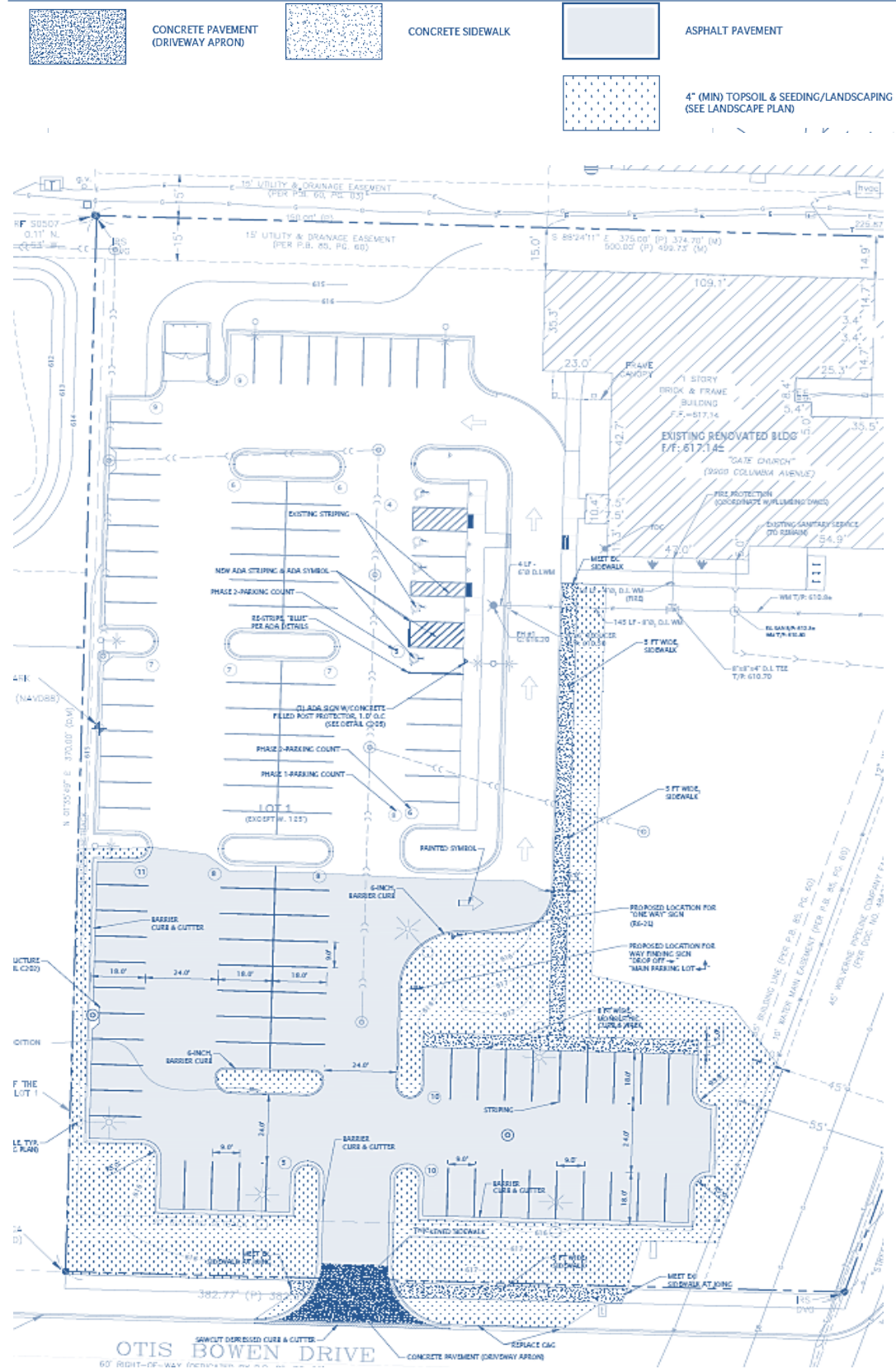
4. Building materials and frontage buildout – prohibiting the use of EIFS as a building material.
5. Sidewalks – denying the request to waive required public improvements, including the sidewalk along the frontage and primary road.

Deferred variance for:

6. Enhanced Hedge (ornamental fence) – granted by the Plan Commission

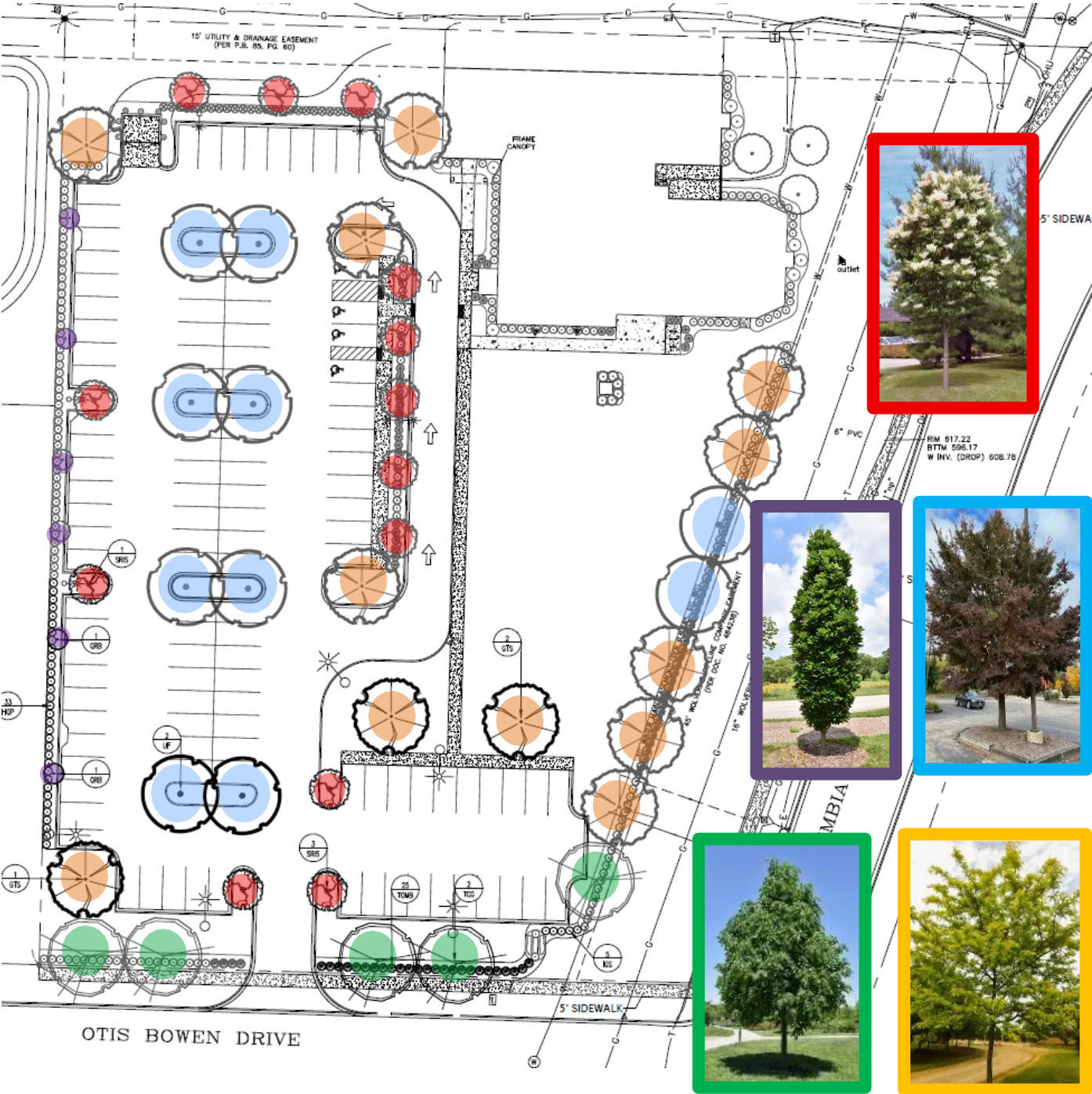
Proposed SITE PLAN:

LEGEND



Proposed LANDSCAPE:

Symbol	Botanical Name	Common Name	Size
Trees			
GTS	Gleditsia triacanthos var. inermis 'Skycole'	Skyline Locust	2.5"
QRB	Quercus x 'Nadler'	Kindred Spirit Oak	2.5"
SRIS	Syringa reticulata 'Ivory Silk'	Ivory Silk Lilac	2.5"
TCG	Tilia cordata 'Greenspire'	Greenspire Linden	2.5"
UF	Ulmus 'Frontier'	Frontier Elm	2.5"



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 that the applicant has properly submitted a complete application with all required supporting documentation. Staff further acknowledges that the proposed Development Plan complies with all previously granted variances and waivers, including those related to lighting, screening, and parking areas.

Staff recommends that the applicant confirm the construction of sidewalks over drive aprons in accordance with Town construction standards and verify the proposed irrigation method for compliance with the Town Code. Staff also advises the applicant to coordinate completion of the previously approved Development Plan, including all outstanding punch-list items.

Finally, staff confirms compliance with Section 26-6.804.L.9.k.xii regarding Public Notice requirements and recommends review of Section 26-6.804.L.9.k.xiii.I–XII governing Public Hearing procedures under the Town of Munster Character-Based Zoning Code.

MOTION

Plan Commission may consider the following motion:

Motion to APPROVE PC 25-026, Development Plan for the expansion of an existing parking lot, including all discussion and findings.