



**MEETING: Site Review Committee**  
**SUBJECT: Respite House II**  
**ADDRESS: 305/307 Union Street**  
**PRELIMINARY SITE REVIEW**

**LOCATION: City Hall**  
**DATE: November 13, 2018**

**IN ATTENDANCE:**

Tyler Kent, Planning Director (219) 462-1161  
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 Vicki Thrasher, Building Commissioner (219) 462.1161  
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 Tim Stites, Fire Department (219) 462-8325  
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 Nate McGinley, Public Works Director (219) 462-4612  
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 Media

**PRESENTERS:**

Todd Leeth, Hoepfner Wagner & Evans LLP  
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 Paul Schreiner, Project Neighbors  
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 Mitch Peters, Respite House  
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The following is a summary of discussion at this meeting:

**OPENING:** The Site Review Committee met to discuss the proposed Respite House II to be located at 305/307 Union Street. 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:** Leeth explained they have filed for development standards variance for Respite House II. The Kelly Foundation currently have a facility operating on Chicago Street. This facility will be located at 305/307 Union Street. The building that was on this site has been razed and the property is now vacant. The footprint for the new building will be approximately 3,300 sq. ft. The total square footage for the new building will be 6,600 sq. ft. The facility will support 24 beds for residents and 3 beds for live-in staff. A site plan has been submitted. After discussions with Tyler Kent, several variances will be required. Respite House II will be on the Board of Zoning Appeals agenda for November 20<sup>th</sup>.

**STAFF COMMENTS:**

**THRASHER:** Thrasher asked if there will be a single address. Leeth and McAlpine confirmed there will be one address. The address will be 305 Union Street. Thrasher conveyed a State Construction Design Release will be required prior to issuance of a Building Permit. All contractors must be registered with the City. If signage is being considered, a Sign Permit will be required. If fencing is required as part of the project, it should be included on the permit application. Health Department approval will be required for the kitchen. The hood system must be reviewed by the State.

**ON BEHALF OF THE FIRE DEPARTMENT:** The City follows the 2014 Indiana Building and Fire Codes. A fire alarm system is required. A Knox Box is required. Annual inspections will be required. However, the initial inspections required during construction will be scheduled through the Building Department.

**MCGINLEY:** The Public Works Department is concerned with the alley and right-of-way. McGinley believes the existing sidewalk along Union Street is 4 ft. The current City standard is a 5 ft. width. McGinley said he looked at the sidewalk and it is in very poor condition. Updating this sidewalk is recommended. It appears the sidewalk for the home and the remodeled building to the west has been updated. If the sidewalk is upgraded to 5 ft., it may not be possible to keep the tree at the southwest corner; however, this tree is the cause of the problem with the sidewalk. Schreiner asked if the tree is on their property. McGinley indicated it is behind the sidewalk and it will be necessary to look at property corners to check the right-of-way. It may be that it is partially in the right-of-way and partially on the property. Along Valparaiso, McGinley considers this section of sidewalk a "missing link." There is sidewalk on the west side of Valparaiso Street to the north. McGinley stated that although it may not be required, he would highly recommend looking into installing this "missing link" of sidewalk. It appears the ADA ramp at the corner of Valparaiso and Union needs to be updated to meet existing standards. Prowag likes to see ramps updated when substantial upgrades are done to adjoining sites. The Unified Development Ordinance indicates a 22 ft. wide passing area is required for 90-degree parking stalls which in this case will be the alley. McGinley said there is only 16.5 ft. and this may cause a problem for anything other than a sedan. Looking at this issue is recommended. McGinley advised that the maximum number of totes for a site is four (4) solid waste totes and four (4) recycling totes. If this number is not sufficient for the site, it will be necessary to contract with a private hauler.

**KENT:** Kent said one of the reasons he wanted to site review this project a second time was to clarify some of the comments made during the first site review. This project will be considered an institutional residential use within the Urban Residential Zoning District and is a limited use pertaining to the following: 1) Access to the use is provided by a street that is classified as a collector or greater in capacity. The project meets this standard; 2) The buildings are residential in character. The project meets this standard.; 3) An opaque fence that is 6 ft. high is constructed between the institutional residential uses and the abutting lot occupied by or zoned to permit single-family dwellings. These standards are under Article 2, Section 2.518. It will be necessary to address the fencing. A fence will be required along the west side of the property as well as to the north. It will be necessary to meet this standard, whether the fence is located on the north side of the alley in partnership with the residents to the north or placed on the site. Kent recommended they get an agreement with the residents to the north. A tree line might be considered too. Leeth said the landscaping plan is anticipating a tree line on the south side of the parking row adjacent to the alley. Leeth is aware of an opportunity to contact the neighbor on the north side of the alley and relocate the natural fence in this area. Peters said he has not contacted the neighbor, but he is thinking about it. Thrasher asked if this is a side yard. Kent confirmed it is a side yard and the requirement is 6 ft. along the west side. Thrasher said if this applied to the other property, this is their side yard, so it could not run the entire length. In addition, an opaque fence would have to be 3 ft. off the alley. Kent indicated the landscape ratio under the Urban Residential Zoning District is .40; the Gross Floor Area is .227; the Net Floor Area is .379. Submittal of a landscape plan is required and needs to be submitted prior to the public hearing. Schreiner asked what is required for the landscape plan. Kent said it will need to include the types of trees and where they will be located. Leeth said the landscape plan needs to be consistent with the landscaping requirements from the UDO. Kent asked if they are planning for a dumpster enclosure on the site. Leeth said the parking area shows nine spaces provided; however, if the spaces are counted on the alley there are ten. They are anticipating the loss of one parking space for the dumpster. Kent said referring to Article 2, Section 2.310 for the standards is necessary. The first site review minutes indicated multi-family standards would apply, these standards will not apply to this project. Replatting was also mentioned; however, the property will not need to be replatted. Peters interjected that they will work on the sidewalk and ramp. Kent said this project will be in front of the Board of Zoning Appeals on November 20<sup>th</sup>. This meeting will be conducted at Hayes-Leonard

Elementary School. There is a request for a variance for the Gross Floor Area Ratio from .227 to allow for a Gross Floor Area Ratio of .65. The Net Floor Area Ratio requirement is .379. They are requesting a variance for a Net Floor Area Ratio of 1.1. They are asking for a variance in the minimum front yard setback of 25 ft. to allow for a front yard setback of 10 ft. They are requesting a variance from Section 3.505 for the minimum street yard setback of 25 ft. to allow for a street yard setback 10 ft. They are requesting a variance from the parking standards from the required 27 parking spaces to allow for 9 parking spaces on the site.

**MCALPINE:** McAlpine is aware they will construct the sidewalk along Union Street. McAlpine asked if the grades on the west side of Union are challenging enough to prohibit installing the missing section of sidewalk. Peters said the prior structure was close to the street and it is heavily graded from the south to the north. Schreiner interjected a sidewalk could be installed. McAlpine said frontage improvements are typically required with new construction. The walk will need to extend along the entire frontage to the alley. McAlpine asked about the condition of the alley. McGinley said it is a mixture of aggregate and asphalt, with the majority being aggregate. Peters said he will try to get some donations to repair the alley. McGinley requested they contact him if they do get donations to do their portion of the alley. It is possible something could be worked out to partner for the repair. McAlpine suggested they look at angled parking rather than 90-degree spaces. However, doing angled parking may cause the loss of another space. A Site Permit will be required to cover utility connections, right-of-way cuts and erosion control. Submittal of a grading plan showing finished floor elevations is required.

**SCOTT:** Scott asked if the kitchen will be residential or commercial. Peters said it will be residential, but there will be a hood system. However, there will not be any fryers. The hood system is required by the State. Submittal of an internal plumbing plan is required.

**GESKEY:** Geskey asked where the water will be brought into the building. Schreiner is assuming it will enter the water heater room. Schreiner said there will be a 4" line. The building will be sprinkled. Geskey indicated it will be necessary to separate domestic and fire. The main will be tapped one time and a tee will be installed in the parkway. Backflow will be required. Contacting Geskey for the water installation will be required. Geskey said the sewer will come out of the north.

#### **ISSUES TO BE RESOLVED:**

- Landscaping Plan (with tree survey)
- Erosion Control Plan
- Detailed Site Plan
- Backflow Prevention
- Site Improvement Permit
- Grading Plan
- State Design Release
- Building Permit
- Contact Porter County Health Department
- Signage/Fencing Permit
- All Contractors Registered with the City
- Internal Plumbing Plan
- Knox Box
- Zoning Clearance