

MEETING: Site Review Committee
SUBJECT: Monroe Street Townhomes
ADDRESS: 206 Monroe Street
PRELIMINARY SITE REVIEW

LOCATION: City Hall
DATE: August 27, 2019

IN ATTENDANCE:

Tyler Kent, Planning Director
(219) 462-1161 / tkent@valpo.us
Vicki Thrasher, Building Commissioner
(219) 462-1161 / vthrasher@valpo.us
Mingyan Zhou, Engineering Dept.
(219) 462-1161 / mzhou@valpo.us
Tim Stites, Fire Department
(219) 462-8325 / tstites@valpo.us
Paul Scott, Water Reclamation Dept.
(219) 464-4973 / pスコット@valpo.us
Mark Geskey, Water Dept.
(219) 462-6174 / mgeskey@valpo.us
Nate McGinley, Public Works Director
(219) 462-4612 / nmcginley@valpo.us

PRESENTERS:

Jeff Lewis, Shive-Hattery
(219) 405- 7445 / jlewis@shive-hattery.com
Paul Schreiner, Project Neighbors
(219) 405-3070 / schreiner1927@aol.com

The following is a summary of discussion at this meeting.

OPENING: The Site Review Committee met to discuss the proposed Monroe Street Townhomes to be located at 206 Monroe 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: The property is on the alley south of Monroe Street, west of Morgan Blvd. behind the Pact Building. North to south, the lot is 66 ft. wide. A 5-unit, multi-family building is being proposed. There will be off-street parking on the western side, accessed off the alley. The building will be two stories with five (5) three-bedroom residential units. The building will be a combination of cement board siding and cultured stone, with an accent color. The landscaping along the north side will be enhanced. Each unit will have an exterior deck. Schreiner mentioned there will be landscaping adjacent to the first parking place to make the presence of cars less dominant.

STAFF COMMENTS:

MCGINLEY: Public Works is concerned with right-of-way of the alley and trash and recycling. McGinley mentioned that Public Works will serve up to a four-unit building. Since this is a five-unit building, it will be necessary to contract with a

private waste hauler. The existing sidewalk is 4 ft. wide. The City standard is 5 ft. McGinley requested the sidewalk be upgraded along Monroe to the 5 ft. City standard. The alley measures approximately 10 ft. wide. The plans show the radius of the islands protruding into the right-of-way. This is not allowed. Lewis indicated these will be pulled back. McGinley said the alley is paved and in good condition.

GESKEY: The plans do not show the sanitary sewer. Geskey said there is an 8" sanitary sewer in the alley west of this address. It will be necessary to have a tap for each unit. A clean-out 5 ft. from the building is required. The water will come in from the front with five taps. Schreiner said the building will have sprinklers. Geskey suggested placing the fire line in one of the taps in a together trench. Geskey is assuming the other taps will be scrubbed out. The water main is 6". Geskey needs to be contacted for a water proposal. Contact information was provided.

SCOTT: This project appears to have typical residential plumbing. Scott provided to comments on the project.

ZHOU ON BEHALF OF MCALPINE: A Site Permit will be required for the project to cover right-of-way cut, erosion control and water/sewer utility connections. Providing a copy of the proposed grading plan showing the finished floor elevation and grades of the lot is necessary. There is an existing 7 ft. difference in elevation from north to south on the property. Is a retaining wall being proposed? Lewis said more than likely they will break the building to have it step down. A new 5 ft. wide concrete sidewalk along Monroe Street is required. The plans need to show the locations of all building downspouts. Drainage tiles need to be buried along the eastern end of the building to discharge water away from the nearby homes. A swale should be constructed along the east side of the building to direct the runoff water to the south. The depth for the parking stalls needs to be 20 ft. The plans need to show the dimension of the drive aisle. Submittal of a Landscape Plan is required.

STITES: The Fire Department follows the 2014 Indiana Building and Fire Codes. All inspections required during the construction phase of the project need to be scheduled through the Building Department. Stites mentioned that since there are no common areas, the project will probably not be subject to annual fire inspections. The sprinkler and alarm systems need to be checked by the Fire Department. Stites provided no other comments.

KENT: The property is zoned Residential Transition. The character within this district is a fine-grained residential and small-scale commercial environment. Buildings are generally single-family in character; although they may be converted to a use as duplexes, tri-plexes and quad-plexes and in some cases, small non-residential uses. The standard for multi-family in the RT District

requires a Special Use in front of the Board of Zoning Appeals. Multi-family uses with five or more units shall be permitted only as a Special Use if it demonstrates the buildings are multi-plexes, with the character of a single-family building or duplex and located on corner lots. The corner lot requirement cannot be met. Kent asked if any thought has been given to designing the building to look like a single-family home. Schreiner indicated that he spoke to the architect concerning this issue. Lewis asked what is meant by single-family. Kent explained the building needs to look like a single-family home from the exterior, but the interior would have the four or five units located within. The building should retain the character of the neighborhood. Kent referred to the building across the street as an example. There would be one main entrance. Kent said the main entrance would need to be placed off Monroe Street. Schreiner indicated that he had made this suggestion; however, when he saw the drawings he felt the building was attractive and felt the five separate entrances was very appealing as opposed to a creating a foyer with distribution to all the units. Schreiner believes this is an affective design given the nature of the lot and the parking requirements. Schreiner said the most northerly unit could have its door on the front of the building without any major modifications to the rest of the building. This would get closer to what has been described. Kent indicated that if the standards cannot be met it will be necessary to seek a use variance through the Board of Zoning Appeals to allow for the multi-family building as proposed and constructed. Schreiner asked if they modified the Monroe Street façade to give the building more of a single-family appearance could the overall plan as it exists meet the requirement. Kent said he will need to see exactly what this will look like. Kent said changing just the façade of the building changes the overall intent of the code. The building needs to look like a single-family home. Many of the homes in the area were constructed as four units or three units, or they may have been a single-family home at one time and then converted into multi-plexes. It is trying to keep the character of the area. It is almost an area of converting from single-family to the east and the Central Place District to the west and it is trying to blend them in to the types of uses. Lewis mentioned that the duplexes at Indiana and Morgan to do not appear to be like single-family residences. Kent said the developer sought variances for these duplexes. Schreiner asked if they could seek a use variance. Kent confirmed they could file a use variance petition with the Board of Zoning Appeals. Kent conveyed that 40% of the building will need to be brick, stone or simulated stone. Cement board and wood siding is permitted as exterior materials. Vinyl siding is not permitted. Earth-tone colors are allowed. A dumpster enclosure will be required for the site. Referring to Section 2.310 for the dumpster design standards is necessary. Kent conveyed the maximum gross density is 9.932 and the

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maximum net density is 14.189. The proposed density calculations must be shown on the development plans. Lewis mentioned that lot coverage is 41%. It will be necessary to shrink this a bit. Kent said the minimum lot size is 6,000 sq. ft. The lot width requirement is 60 ft. The street yard setback is 10 ft.; side yard setback is 5 ft., totaling 10 ft.; the rear yard setback is 30 ft. Kent asked for the proposed height of the building and mentioned the maximum height allowable is 35 ft. Lewis said the building height will be significantly less than the 35 ft. allowed. The allowable building coverage is 40% and the total lot coverage is 60%. On lot landscaping requires 12 large trees, 24 small trees and 200 shrubs per acre. Open space landscaping requires 10 large trees, 15 small trees and 120 shrubs per acre. Kent said the landscaping numbers will have to be prorated. The requirement for parking is three (3) spaces per unit. Schreiner indicated they will have to apply for a parking variance. Submittal of a site plan is required. This plan needs to include lot dimensions and the proposed build-out. A Zoning Clearance is required. A Landscape plan is required and needs to include the number of trees and shrubs and calculations for the on-lot and open space requirements. The plan also needs to include the Latin and common names for the trees and shrubs. Kent asked if there will be any storage space available for bicycles, toys, grills etc. Lewis said they may be able to provide a small storage unit off the balcony entrance. Kent asked if grills will be allowed on the balconies. Thrasher interjected grills are allowed if the balconies are sprinkled. Stites said if the balconies are not sprinkled, grills should not be allowed. Schreiner agreed with a no grill policy.

THRASHER: Thrasher asked if the units will be rentals. Schreiner confirmed they will be rented out. Thrasher conveyed a State Construction Design Release will be required prior to issuance of the Building Permit. All contractors working on the project must be registered with the City prior to permit issuance. Submittal of a paper copy and a PDF copy of plans is required. Thrasher said it will be necessary to register the units as rentals. Thrasher asked what was previously on this lot. The previous use will have an affect on the Park Impact Fees. Schreiner said he will research this issue. Thrasher requested they include this information when they submit for permits. It will be necessary to work with Will Rose, Engineering Department, concerning the addressing for the separate units. Thrasher asked if each unit will have individual services. Schreiner confirmed they will have their own services. Thrasher said they will need to try to keep the plumbing out of the fire separation walls as much as possible. Schreiner asked for the formula for fire separation walls. Thrasher advised him to refer to the UL wall assemblies. There are several options available to choose from. Thrasher requested they submit a copy of the UL

assembly they choose. Thrasher mentioned that all required landscaping needs to be installed before final occupancy can be issued.

ISSUES TO BE RESOLVED:

- Landscaping Plan
- Erosion Control Plan
- Provide Grading Plan
- Show Building Downspouts on Plans
- Bury Drainage Tiles Along Eastern End of Building
- Construct Swale Along East Side of Building
- Provide Dimension of Drive Aisle
- Detailed Site Plan
- Clean-out 5 ft. from Building
- Provide 5 ft. Wide Sidewalk along Monroe Street
- Site Improvement Permit
- State Design Release
- Building Permit
- Contractors Registered with the City
- Register Units as Rentals
- Provide Paper and PDF Copy of Plans
- Check with Will Rose, Engineering, for Appropriate Unit Addressing
- Provide Copy of UL Wall Assembly
- Provide a Dumpster Enclosure
- Use Variance (Building Design)
- Variance for Parking
- Zoning Clearance