



**MEETING: Site Review Committee**  
**SUBJECT: Respite House II**  
**ADDRESS: 305 & 307 Union St.**  
**PRELIMINARY SITE REVIEW**

**LOCATION: City Hall**  
**DATE: June 5, 2018**

**IN ATTENDANCE:**

Tyler Kent, Planning Director	(219) 462-1161
<a href="mailto:tkent@valpo.us">tkent@valpo.us</a>	
Vicki Thrasher, Building Commissioner	(219) 462.1161
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Tim Burkman, Engineering Director	(219) 462-1161
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Adam McAlpine, Engineering Dept.	(219) 462.1161
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Yacoub Aljobeh, Water Reclamation	(219) 464-4973
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Mark Geskey, Utilities	(219) 462-6174
<a href="mailto:mgeskey@valpo.us">mgeskey@valpo.us</a>	
Tim Stites, Fire Department	(219) 462-8325
<a href="mailto:tstites@valpo.us">tstites@valpo.us</a>	
Nate McGinley, Public Works Director	(219) 462-4612
<a href="mailto:nmcginley@valpo.us">nmcginley@valpo.us</a>	

**PRESENTERS:**

Mitch Peters, Respite House  
 219-983-2662/ [info@respitthouse.org](mailto:info@respitthouse.org)  
 Paul Schreiner, Project Neighbors  
 (219) 405-3080 / [schreiner1927@aol.com](mailto:schreiner1927@aol.com)

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 and 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:** Project Neighbors has agreed to sell the properties to Respite House pending approvals from the City. Schreiner said the existing building will be razed. Peters mentioned they did a renovation on Chicago Street in 2009. The project has been in operation since 2009 and they have had no issues. The property is well maintained. Peters said the current project is a new building and will allow them to house more individuals. They will house 24 residents and 3 live-in staff members. This is a bi-level on slope. Peters conveyed it will be necessary to apply for variances. They will seek approval for the halfway house because there is no zoning specific to this use. Where the existing building is located violates the side yard setback. Peters indicated they want to keep this setback and will seek a variance for this. It may be necessary to apply for a parking variance. Peters explained that although the parking may appear to be inadequate, very few residents have vehicles. He believes the parking being shown will be sufficient. Peters indicated no outside meetings will be held at this facility. There are already several meeting rooms available in close proximity. The building will be sprinkled, fire extinguishers will be located appropriately, a range hood with an ansul system will be installed, doors will be alarmed and an escape plan will be established. All codes will be followed. Peters said residents sign in and out. There is a 10:30 p.m. curfew on weekdays and 11:30 p.m. on weekends. Random drug tests are performed. Drug testing is also performed if there is suspicion of use. Anyone with a weekend pass is automatically tested. Peters said they will be holding a community meeting on June 28, 2018 at 7:00 p.m. at the Community Foundation.

**MCALPINE:** Submittal of a site plan will be necessary. The site plan should be prepared by a surveyor. The site plan will need to include setback lines of the building to the lot lines, locations of adjoining rights-of-way, general site features, finished floor elevations of the proposed structure, elevations for the proposed walkout and grades for construction purposes. It appears the site pitches from the south to the north. McAlpine said everything in the alley appears to drain west toward Morgan Blvd. The property owner to the west of the site has similar grades. McAlpine said the site plan should pick up the corners of the property to the west. The locations for the proposed water and sewer services need to be shown. Schreiner asked where the water and sewer are located. Geskey said water is on Union Street but is unsure of where the sewer is located. Peters said the intent is to install a new sewer line from the house to the main. McAlpine said a clean-out is required 5-ft. outside of the structure. McAlpine may have further comments once he has reviewed the site plan.

**BURKMAN:** A Site Permit will be required. Burkman is aware there are sidewalks along Union Street; however, he is unsure of their condition. McGinley said they are 4-ft. wide and in fair condition. Schreiner mentioned the sidewalks are functional; however, installing new sidewalks will not be a burden. Burkman said the site is currently two separate lots. To make it one large lot, it will be necessary to either go through the Plat Committee or Plan Commission. Burkman said the utility connections need to be shown on the Site Plan.

**MCGINLEY:** McGinley reiterated that replacing the existing 4-ft. sidewalk with a 5-ft. sidewalk is a good idea. McGinley mentioned that the alley that will be used for access purposes is currently aggregate. Paving is not in the budget for this year; however, the City wants to pave all aggregate alleys when funding is available. McGinley said after construction is complete, the City will provide more aggregate for the alleyway.

**THRASHER:** A State Construction Design Release will be required prior to issuance of Building Permits. All contractors working on the project must be registered with the City prior to issuance of Building Permits. Thrasher is aware kitchens will be part of this project. She recommended they contact the Porter County Health Department to see if there are any approvals or inspections required. The hood system must be submitted to the State and must be vented properly.

**KENT:** This property is zoned Urban Residential (UR). Kent requested an explanation about how the home works internally. Peters said Monday through Thursday, the residents will be provided with dinner; however, if they want breakfast or lunch, they will prepare these meals themselves. Peters indicated that housekeeping duties will be shared by residents. There are three live-in staff members. There will be 24 beds for residents. Kent requested a written explanation on how the household works. Once Kent receives this explanation, he will research the Unified Development Ordinance to see if this is a permitted use. Kent said a use variance may not be required. The requirement for open space is 40%. The gross density requirement is 9.923 acres. The net density requirement is 14.189. Kent explained this is the total number of individuals who can live on the parcel and indicated a variance will be required for density, as well as the size of the parcel. The minimum parcel size for a multi-family development is 2-1/2 acres. The required lot width for multi-family is 330-ft. This will require a variance. The street yard setback is 10-ft. Kent suggested they bring the building to the front on Union Street. Schreiner asked how moving the building forward helped. Burkman interjected that it will allow them to pull the parking in further. The rear yard setback is 30-ft. The maximum building height is 35-ft. The maximum building coverage is 40-percent and the total lot coverage is 50-percent. Variances may be required for building coverage and lot coverage. Kent mentioned that he did not have time to review the building elevations. Referring to Section 11.205, Multi-family Design Standards will be necessary. Kent asked if they intend to have a sign. Peters said possibly a monument sign. Kent suggested they incorporate a small identification sign in the building architecture instead. Kent conveyed he will need to look at parking. One van-accessible ADA parking space is required. Bicycle parking is not required by the UDO; however, Kent believes it makes sense for this site. Submittal of a

Landscape Plan is required. The landscaping requirement is 14 large trees, 28 small trees and 238 shrubs per acre. Kent indicated the property to the north is zoned Residential Transition. The UDO requires a 15-ft. wide bufferyard between the Urban Residential Zoning and the Residential Transition Zoning. Kent said if there is no existing buffer along the alley a Class D bufferyard is required; however, if there is an existing bufferyard a 10-ft. wide Class A bufferyard is required. Schreiner indicated they will have explore this issue. Submittal of finalized building elevations is required. A Sign Permit is required. Kent asked how they will handle trash collection. Peters said at the Chicago Street site they use four totes for 16 people. McGinley said the maximum number of totes they could have for solid waste is four. They could also have four totes for recycling. McGinley mentioned there will be an additional charge for the extra totes. Kent said a dumpster may make more sense with the number of people being housed; therefore, a dumpster enclosure will be needed at this site. Schreiner said they use a 6-ft. x 4-ft. dumpster at Neighbors Place. Kent said referring to Article 2, Section 2.310 for dumpster enclosure standards will be necessary. Kent asked if this project will be funded with County funds. Peters indicated the County does not provide this type of funding any longer; however, he does have other avenues to pursue. Kent asked the length of time individuals stay at Respite House. Peters said the length of time is between 6 months and 2 years. Kent recommended they contact Will Rose, Engineering Department, for correct address information. The correct address will be required for the replat process. Kent suggested they meet with him, Burkman and Thrasher once the plans are finalized.

**STITES:** The Fire Department follows the Indiana 2014 Building and Fire Codes. Stites asked if there will be a sidewalk from the parking lot to the building. Schreiner said there is a sidewalk all the way across the parking area. Stites asked if the ADA parking space could be placed by the sidewalk. Schreiner said this will not be a problem. Stites requested he be kept in the loop about how landscaping and parking will be installed so that he can look at access for emergency services. Stites recommended they install the fire hydrant and fire department connection in the front of the building.

**ALJOBEH:** The Water Reclamation Department is interested in what is being discharged into the sanitary sewer. Aljobeh asked if anything other than normal sanitary water will be discharged. Peters confirmed only normal sanitary water will be discharged. Aljobeh asked if there will be any chemical storage. Peters said there will be no chemical storage. Aljobeh asked if there will be any commercial food preparation equipment, i.e. fryers, etc. Peters said there will be no commercial food preparation equipment. Aljobeh indicated a grease trap will not be required. Submittal of an internal plumbing plan is required.

**GESKEY:** Geskey is concerned with water and sewer from the building. Geskey is aware a new sewer line will be installed. Contacting Geskey for water service and clean-out location will be necessary. Contact information was provided. Geskey conveyed the water service will come off Union Street. A separate domestic line and fire line will be required. The current line will be discontinued at the curb box. Geskey mentioned this property may need backflow protection and suggested they contact Shaun Shifflett. Contact information was provided.

#### **STAFF COMMENTS:**

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

- Landscaping Plan
- Detailed Site Plan
- Clean-out
- Right-of-Way
- Contact Shaun Shifflett - Backflow Prevention
- Site Improvement Permit
- State Design Release
- Building Permit

All Contractors Registered with the City  
Contact Porter County Health Department  
Signage/Fencing Permit  
Zoning Clearance  
Finalized Building Elevations  
Written Explanation – How Household Works  
Variance for Density  
Variance for Parcel Size  
Variance for Lot Width  
Variance for Building Coverage  
Variance for Lot Coverage  
Bufferyard  
Dumpster Enclosure  
Internal Plumbing Plan  
Contact Will Rose for Address