



**MEETING: Site Review Committee**  
**SUBJECT: Commercial Space**  
**ADDRESS: 255 Franklin Street**  
**PRELIMINARY SITE REVIEW**

**LOCATION: City Hall**  
**DATE: December 18, 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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**PRESENTERS:**

Matthew Welter, W Squared LLC  
219-628-2928 / [mwayneenterprises@gmail.com](mailto:mwayneenterprises@gmail.com)

The following is a summary of discussion at this meeting:

**OPENING:** The Site Review Committee met to discuss the proposed commercial space conversion to be located at 255 Franklin 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:** Welter indicated that he owns the parcel and house located at 255 Franklin Street. This property is located across the street from the Vale View project. The only work being done on the interior is new floors and painting. Welter wants to convert the first floor into office space. Welter said the first floor has two bedrooms, a dining area, kitchen and bathroom. Welter will be using the space for approximately a year while the Vale View project is completed. Welter will move his office into Vale View once that project is completed. The space at 255 Franklin will be leased out as commercial space for an office use. Welter said there will not a lot of foot traffic.

**STAFF COMMENTS:**

**MCALPINE:** It appears all work will be on the interior of the building. McAlpine presented no comments on the project.

**MCGINLEY:** McGinley mentioned that Public Works will provide service for up to four trash totes and four recycle totes. If the needs of the building exceed this, it will be necessary to contract with a private hauling service. However, if the four trash totes and four recycling totes meet the needs of the building, it will be necessary to contact Public Works to open an account. McGinley said the sidewalk is 4-ft. wide and in fair condition. Since no exterior work is being done, McGinley said he will not ask Welter to update it to a 5-ft. wide sidewalk. The alley approach is only a couple of years old and the alley appears to be in decent shape. The alley provides accessibility for parking in the rear.

**THRASHER:** Thrasher is aware the main floor will be office space. Thrasher asked how many units are upstairs. Welter said there is a two-bedroom unit and a studio unit. Welter indicated the apartment units will remain. Thrasher conveyed the first floor will need to be converted to commercial per the State Building Code. It will be necessary to file a Rule 13 with the Department of Homeland Security Plan Review and it will require an inspection by the State Inspector. The inspection is mainly for fire safety (emergency lighting, exit signs, etc.). A floor plan must be submitted to the State. Thrasher conveyed the required parking will need to be paved. Gravel is not allowed. If signage is being considered, it will require a permit.

**KENT:** This property is located within the Central Place Zoning District and the use of office space in this zoning district is a limited use. It will be necessary to meet the following criteria: 1) Offices shall generally be located on upper floors. 2) Offices may be located on ground floors if it is demonstrated that: a) They are situated as follows: i. They are located within one block in any direction from City Hall; ii. They do not front on Lincolnway; or iii. They front on Lincolnway, but no two ground floor offices are located on the same block face, or b) They are an adaptive re-use of a single-family residential building. In the Central Place district, office occupancy shall not exceed 40 percent (40%) of the total ground floor area within the boundaries of the contiguous district. (Section 2.531 A, B and C). Kent asked if City services will be used for trash pickup. Welter said the trash generated would be basic home-type trash. Kent mentioned if a dumpster is placed on the site, it will be necessary to meet the standards of Section 2.406, Loading, Truck Access and Solid Waste Collection. An enclosure with a mandoor and gates is required. Kent asked if any exterior improvements, other than the parking lot, are being considered. Welter confirmed there will be no other exterior improvements. The calculation for signage is 1 sq. ft. of signage per 1 linear foot of building frontage facing the right-of-way on Franklin Street. The signage shall be setback at least 5-ft. from any right-of-way, sidewalk, utility or property line. Welter said they may consider a small monument sign. Kent indicated the standards for sight distance requirements must be met. Referring to Section 8.205 will be necessary to ensure the sign does not block the sight distance for traffic pulling out of the alleyway. The parking requirement for general uses is 3 spaces per 1,000 sq. ft. For the one-bedroom and studio units, the requirement is 1-1/2 spaces for two bedrooms+ units it is three spaces. It will be necessary to show the parking calculations on the final site plan. Providing at least one ADA parking space is necessary. This is part of the City's code and is also mandated by the Department of Justice. Kent mentioned that since this will be a mixed-use development there may be an opportunity to apply the mixed-use shared parking table. Kent requested Welter provide information concerning the peak hours for parking at the site, there may be an opportunity to reduce the overall need for parking on the property. Referring to Article 9, Section 9.205 is recommended. Welter asked if there is a possibility to grandfather the parking. Kent explained this standard is triggered by the change of use from residential to office. Kent mentioned there may be an opportunity for a parking reduction because the property is close to City parking lots. Kent reiterated the need for a sign permit. A Zoning Clearance is required. Kent asked if consideration is being given to exterior lighting improvements. Welter said no improvements will be made now. Kent said if any changes are made in the future, referring to Division 9.500 for exterior lighting improvements is recommended. Kent conveyed that the City will begin taking applications soon for the façade grant program for 2019. Kent suggested submitting the application before March so that developers can actually begin the project in March

**GESKEY:** Geskey asked if there will be any changes to the water or sewer lines going into the building. Welter said there will be no changes. Geskey mentioned that since the building is being changed from a residential use to a commercial use, installing backflow protection at the meter may be needed. Geskey suggested contacting Shaun Shifflett. Geskey provided contact information for Shifflett.

**SCOTT:** Scott asked what commercial business will go into the building. Welter said it will be an office use. Scott presented no other comments.

**STITES:** The Fire Department follows the Indiana 2014 Fire and Building Codes. All initial inspections will be scheduled through the Building Department. The property will be subject to annual inspection by the Fire Department. Welter asked if the entire building will be inspected annually. Stites clarified only the commercial area will be inspected annually.

**ISSUES TO BE RESOLVED:**

Detailed Site Plan

Backflow Prevention (contact Shaun Shifflett)

Rule 13

State Plan Review

Inspection by State Inspector

Building Permit

Pave Parking Lot

ADA Parking Space

Include Parking Calculations on Final Site Plan

Signage/Fencing Permit

Zoning Clearance

Façade Grant Application