

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

**LOCATION:** City Hall  
**DATE:** February 11, 2020

**IN ATTENDANCE:**

Carley Lemmon, Asst. Planner  
(219) 462-1161 / [clemmon@valpo.us](mailto:clemmon@valpo.us)  
Vicki Thrasher, Building Commissioner  
(219) 462-1161 / [vtrasher@valpo.us](mailto:vtrasher@valpo.us)  
Bill Laird, Engineering Dept.  
(219) 462-1161 / [amcalpine@valpo.us](mailto:amcalpine@valpo.us)  
Mingyan Zhou, Engineering Dept.  
(219) 462-1161 / [mzhou@valpo.us](mailto:mzhou@valpo.us)  
Tony Fahel, Water Reclamation Dept.  
(219) 464-4973 / [tfahel@valpo.us](mailto:tfahel@valpo.us)  
Mike Jessen, City Administrator  
(219) 462-1161 / [mjessen@valpo.us](mailto:mjessen@valpo.us)

**PRESENTERS:**

Paul Schreiner, Neighbors Corp.  
(219) 405-3070 / [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 Monroe Street Apartments to be located at 206 Monroe Street. Lemmon 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 project is a five-unit apartment building. This property was site reviewed in August. The suggestion was made that a different look be created so that the building appeared to be a single-family home from the front. The previous concept showed five separate entrances in a line facing the alley. There will be no change in the unit sizes.

**STAFF COMMENTS:**

**FAHEL:** The Water Reclamation Department is interested in what is being discharged into the sewer. Submittal of an internal plumbing plan will be required. Fahel asked if there will be garages and/or basements with floor drains. Schreiner said this will be slab construction, so there will be floor drains.

**ZHOU:** Submittal of a more detailed site plan prepared by a land surveyor, engineer or an architect will be required. Zhou provided a copy of the Residential Site Plan Checklist. A Site Permit covering the right-of-way cut, erosion control and water/sewer utility connections will be required. The existing sidewalk is 4 ft.

wide. The current City standard is 5 ft. It will be necessary to upgrade the sidewalk to the 5 ft. City standard. Submittal of a copy of the proposed grading plan showing the finished floor elevation is necessary. The plan needs to show the locations of all building downspouts. Drainage tiles need to be buried to discharge water away from the nearby homes. The plan needs to show the dimension of the parking stalls and drive aisle. The proposed erosion control is not sufficient. The perimeter control should be installed along the east, south and west property lines. The construction entrance needs to be shown on the plan. The property address will be 206 Monroe, with the unit numbers as 101 for the lower level (or rear grade level); 201 and 202 for the first-floor level from west side to east side; and 301 and 302 for second level from west side to east side.

**LAIRD:** Utility locations and sizes will need to be shown on the plan.

**ON BEHALF OF MARK GESKEY (WATER DEPARTMENT):** It will be necessary to contact Mark Geskey if anything is being done to the underground water or sewer. The backflow protection is up to date. Schreiner questioned this since there is no longer any buildings on the property. Lemmon suggested Schreiner contact Geskey concerning any issues. Geskey's contact information is 462-6174 or [mgeskey@valpo.us](mailto:mgeskey@valpo.us).

**ON BEHALF OF BRENT DICKSON, PUBLIC WORKS:** Since this is a multi-unit dwelling, the City will not provide garbage or recycling pickup. It will be necessary to contract with a private waste hauler. The sidewalk/alley are in acceptable condition. If any damage occurs during construction, it must be repaired.

**LEMMON:** The property is zoned RT, Residential Transition. This property was previously site-reviewed on August 27, 2019, and it will be necessary to refer to our previous comments. Multi-family is permitted as a special use if it has the following; 1) buildings are multi-plexes with the character of a single-family building or duplex and 2) buildings are located on a corner lot. Special uses must go in front of the Board of Zoning Appeals. The corner lot requirement cannot be met; therefore, it will be necessary to see what variances will be required.

**Article 11, Section 11.205, Multifamily Design Standards:**

Submittal of colored elevations will be necessary. The elevations must include the materials and colors being used. Lemmon asked what materials will be used. Schreiner stated they will use whatever meets code. Lemmon stated that 40% of the building will need to be brick, stone or simulated stone. Cement board and wood siding are permitted as exterior materials and may not cover more than 60% of any wall surface. Vinyl siding is not permitted. Earth tone colors are permitted. Windows and door frames shall have the appearance of traditional wood frames when practical. Entry doors shall be recessed at least 3 ft. from the

primary building facade. Parking areas shall not be lit with fixtures attached to the buildings. Areas extending 6 ft, in all directions from the building shall be landscaped, except at points of access. Per Article 2, Section 2.310, a dumpster enclosure will be required for the site. The minimum OSR for multifamily is .40; gross density is 9.932; net density is 14.189; utilities will be public; the minimum area of parcel proposed for development is 2.5 acres. Referring to Article 3, Section 3.301, Table 3.301A is necessary. The lot area for Residential Transition multiplex is 6,000 sq. ft.; lot width is 60 ft.; minimum street yard setback is 10 ft.; side yard setback is 5 ft. and must total 10 ft.; minimum rear yard setback is 30 ft.; maximum building height is 35 ft.; building coverage is 40%; and lot coverage is 60%. Referring to Article 3, Section 3.504 is necessary. The parking requirement for multifamily is 1.5 spaces for studio and 1-bedroom units; dwelling units with 2+ bedroom units will require 3 spaces. The requirement for on-lot landscaping is 12 large trees, 24 small trees and 200 shrubs per acre. Referring to Article 10, Table 10.301 is necessary. The west side of the property abuts the Central Place (CP) Zoning District and a Class A bufferyard will be required. The standards for the bufferyard are in Article 10, Table 10.402. A landscape plan will be required. The plan should include the number of plant materials, as well as the common and Latin names for the plant materials. The final construction drawings will need to include lot coverage, gross floor area ratio, net floor area ratio and the building height. Lemmon asked if there will be any dedicated storage for outdoor toys, bicycles or grills, etc. Schreiner said there will not be any storage. If dedicated storage for each tenant is considered, it will need to be incorporated into the proposed development. A Zoning Clearance will be required

**THRASHER:** A Construction Design Release from the State of Indian will be required prior to issuance of Building Permits. A Building Permit is required. Sprinklers and fire alarm will be required. The Fire Department will conduct inspections on any common areas; however, they will not inspect the apartments. All contractors working on the project must be registered with the City. The building must be registered as a rental. Doors must be marked with appropriate addressing.

**ISSUES TO BE RESOLVED:**

Landscaping Plan	State Design Release
Erosion Control Plan	Building Permit
Submit Copy of Proposed Grading Plan	Contractors Registered with City
Show Construction Entrance on Plan	Zoning Clearance
Detailed Site Plan	Internal Plumbing Plan
Submit Internal Plumbing Plan	Site Improvement Permit

**Our City...Our Values**