

**CITY OF FRANKFORT**

**Board of Zoning Appeals**

March 12, 2025

The City of Frankfort Board of Zoning Appeals met at a Regular Meeting on March 12, 2025, in the City Council Chambers, 301 E Clinton St, Frankfort, IN at 5:30 PM.

President Isac Chavez is present and called the meeting to order. Upon roll call, the following members were present: Mike Nichols, Isac Chavez, Scott Highlander, Sam Payne, and Charles Baetz. Staff members present are Don Stock (Zoning Administrator), and Grace Mora (Administrative Assistant).

President Isac Chavez asks the board if any conflict of interest is present or if any ex-parte contact has occurred, hearing none he proceeds with the regular meeting.

**MINUTES:** Tabled minutes from the November 13, 2024 regular meeting were presented for review.

**Motion:** To approve minutes as presented.

**Motion made by:** Mike Nichols

**Second:** Isac Chavez

**Roll Call:**

- **Aye-** Mike Nichols, Scott Highlander, Isac Chavez
- **Abstain** – Sam Payne

**MINUTES:** Tabled minutes from the January 8, 2025 regular meeting were presented for review.

**Motion:** To approve minutes as presented.

**Motion made by:** Mike Nichols

**Second:** Charles Baetz

**Roll Call:**

- **Aye-** Mike Nichols, Scott Highlander, Sam Payne, Charles Baetz
- **Abstain-** Isac Chavez

Sam ask Don if the board needs to talk about the change in the minutes on the denial of the docket. Don briefly explained which finding he had to change.

**MINUTES:** Minutes from the February 12, 2025 regular meeting were presented for review.

**Motion:** To approve minutes as presented.

**Motion made by:** Sam Payne

**Second:** Mike Nichols

**Roll Call:**

- **Aye** – Mike Nichols, Sam Payne, Isac Chavez
- **Abstain-** Scott Highlander, Charles Baetz

**NEW BUSINESS:** President Isac Chavez opened the public hearing for Docket #BZA-2025-003, Special Exception for Gracie Balderas. Gracie Balderas is present. Isac calls on Don to present the staff report. The staff report is read in its entirety. Don states he is ready for any questions. Charles asks about the proposed square footage per duplex. Gracie replies that they still have not decided on the total square footage as each unit will be two stories. Charles and Sam briefly discussed the alley that runs behind the property and how the alley should have been vacated. Don explains that even with the alley being vacated, it should not be a concern since parking will be in front of the property. Mike asked Charles about the minimum square footage being 1200 on each side. Followed by a conversation regarding the required square footage per unit. Charles asks Don if he can verify that the blueprints of the plans show that it is a two-story duplex. Don explains how a discussion was held regarding the square footage per unit if it is a two-story. Sam asks Don if it is required to have

a minimum frontage of 60' from the ROW, that Gracie will not be able to put a front porch in the front. Don talks about the UDO, and since a lot of the lots have a width of 50' and as long as the houses are placed correctly, meeting all setbacks, it should be okay. Charles says that per the UDO, 15' from the ROW is required as a front setback. Sam asks what the distance is between this house and the house to the right, Don replies about 12 feet. There is a brief discussion between Don and Charles regarding other rental properties around the property where Gracie is planning on building the duplex and the required six (6) units per acre. Followed by a discussion regarding the Comprehensive Plan and how it states that eight multi-family dwellings should be eliminated per year and not to encourage more and how it was in place to avoid illegal conversions. Don states that is correct, but that the City of Frankfort needs multifamily dwellings as the City of growing, Don goes and talks about phase five of Meadowbrook that includes multifamily units between Turtle Creek and Wilshire Court. Sam states he is not against it, he would just prefer to have rental single-family dwellings rather than a multifamily or duplex dwelling. Mike expresses himself by saying that this is exactly what we need, as she made a good proposal that includes off-street parking, as that seems to be an issue.

President Isac opens public discussion, William Bertrum 705 W Green St, William comes to the podium and start talking about how he only wants the best for this block, he wants to make sure that the duplex is done properly and that it is built exactly what Gracie proposed and then at the end it turns out to be completely different. William also wants to make sure that Gracie/tenants will be responsible for maintaining the property well kept at all times, and that it shouldn't just be about collecting rent money. Mike says that William brings up a great point: How is the board sure that what was presented will be what is going to be built? Will it be through the permitting process? Don lets the board members know that what they have in front of them is not the blueprints, that is only the site plan, which shows where and how the duplex sits on that lot and how Gracie will provide Building Services the blueprints when she is ready to apply for her permit. Don also points out that it will be Rob's job to make sure that she is building according to the blueprint plans that she has submitted and to code. Charles asked Gracie if the units are going to have front-facing entrances. Gracie says yes, they will be facing Green St. William asks about a fence, and Gracie says no fence. A brief discussion was held about the unit having a garage and how this will affect the required square feet per unit. Charles commented that again, that would fall back on the building inspector to ensure that all the required codes are met if a garage is built.

President Isac asks the public if they have any more comments. Hearing none, public hearing is closed. President Chavez asked the board if they had any further comments. Hearing none, the board discussion is closed. President Chavez calls for a motion

The board notes that the notice of public hearing was published in the Frankfort Times on February 26, 2025, and certified mailings were mailed to each property owner within 100 feet of the petition site on February 25, 2025. There is no conflict of interest present and the quorum was met.

**Motion:** Approve the request as presented subject to the findings of fact in the staff.

**Motion made by:** Mike Nichols

**Second:** Scott Highlander

**Roll Call:**

- **Aye-** Mike Nichols, Scott Highlander, Charles Baetz, Sam Payne, Isac Chavez

OTHER BUSINESS:

President Chavez calls for any further business. Hearing none, he calls for a motion to adjourn. Sam Payne motions to adjourn. Isac Chavez seconds the motion. Unanimous voice to adjourn. Meeting adjourned.

Minute's summary typed by Grace Mora.

MINUTES APPROVED APRIL 9, 2025