

**MEETING: Site Review Committee**  
**SUBJECT: Crew Car Wash**  
**ADDRESS: 2615 LaPorte Avenue**  
**PRELIMINARY SITE REVIEW**

**LOCATION: City Hall**  
**DATE: April 9, 2019**

**IN ATTENDANCE:**

Carley Lemmon, Planning Dept.  
(219) 462-1161 / [clemmon@valpo.us](mailto:clemmon@valpo.us)  
Vicki Thrasher, Building Commissioner  
(219) 462-1161 / [vthrasher@valpo.us](mailto:vthrasher@valpo.us)  
Mingyan Zhou, Engineering Dept.  
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Bill Laird, Engineering Dept.  
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Paul Scott, Water Reclamation Dept.  
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Mark Geskey, Water Dept.  
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Nate McGinley, Public Works Director  
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**PRESENTERS:**

Robyn Pappenheim, DVG Team, Inc.  
(219) 662-7710 / [rpappenheim@dvgteam.com](mailto:rpappenheim@dvgteam.com)

The following is a summary of discussion at this meeting.

**OPENING:** The Site Review Committee met to discuss the proposed Crew Car Wash to be located at 2615 LaPorte Avenue. 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:** This project was originally site reviewed on December 19, 2017. Pappenheim mentioned that lighting and landscaping plans were submitted. This will be a car wash with self-serve vacuums. There is a detention pond that serves the residential area. Pappenheim said the pond will be increased in size to better serve the subdivision and the Crew Car Wash site. Site layout modifications have been made. The modifications necessitated a series of changes. The changes made a better overall site plan flow for customers. This is an exterior only express car wash. A driveway connection has been created to Gelsosomo's parking lot. The improvement to Silhavy Road was taken into account. Pappenheim said this are actually two parcels. The driveway on the western most parcel will be removed. Pappenheim indicated that the driveway removal was coordinated with the Round-About engineer and it was removed from his plan. There will be a retaining wall on the west property

edge to make the grades work. The dumpster is located as far away from the building as possible. There will be landscaping around the dumpster and it will be constructed using the same materials as the primary building.

**STAFF COMMENTS:**

**MCGINLEY:** Public Works is concerned with solid waste, recycling and anything within the City right-of-way. All sidewalk and right-of-way for the drive aprons will be updated by the City during the round-about construction. McGinley provided no comments concerning right-of-way. McGinley is aware that a private waste hauler will be used. Therefore, no comments were provided concerning solid waste or recycling.

**THRASHER:** There were no building plans presented for review. Pappenheim mentioned that the plans were emailed on April 8, 2019. Thrasher requested that these plans be emailed to her for review. Thrasher indicated a Construction Design Release from the State of Indiana is required prior to the issuance of a Building Permit. All contractors must be listed on the permit application and must be registered with the City prior to issuance of the Building Permit. All signage will require a permit. All approvals that may be needed through this meeting must be completed before issuance of the Building Permit. Thrasher said a complete set of building plans needs to be submitted to the Building Department. Thrasher requested that an electronic copy of the plans as well.

**LEMMON ON BEHALF OF TYLER KENT:** The address for this property will be 2615 LaPorte Avenue. The property is zoned CG, Commercial General. Pursuant to Section 2.531, a car wash is a limited use within the CG Zoning District. Referring to Site Review minutes from December 19, 2017 will be necessary. All comments called out in that Site Review will apply. The December 19, 2017 minutes are attached. Pursuant to Section 2.406, the dumpster enclosure sheet, S103, does not provide the required detail. The Landscape Plan is required to be included with the development plan submittal. As mentioned in the Site Review minutes of December 19, 2017, a landscape bufferyard is required along the property zoned GR, General Residential. The Landscape Plan does not show the required bufferyard, A bufferyard is required regardless of ownership. The Landscape Plan will need to show the required landscaping separated by tables: On-site Landscaping, Open Space Landscaping, Bufferyard, Parking Lot Landscaping, and landscaping along LaPorte Avenue (Table 11.306A). The tables need to include plant name (common and Latin) and number of each plant/tree material. The calculations within the Non-Residential Site Capacity Calculator will need to be revised. The Gross FAR is required on Step 7 - .431. Kent will need to review the Photometric Plan further and will provide comments, if necessary. As mentioned earlier, there is an agreement in the Storm Water Report for Parkwood Estates and Crew Car

Wash to use same detention pond. It will be necessary to have this document recorded and a recorded copy will need to be provided to the City. Noise will be measured from the property line. The following standards for Commercial General will apply: maximum dBA from 9:00 a.m. to 11:00 p.m. is 65 and the maximum dBA from 11:00 p.m. to 9:00 a.m. is 55. Lemmon asked if the noise generated from the car wash blowers and vacuums will exceed the maximum dBA at the property line. The noise levels will not exceed the maximums.

Providing information on the car wash blowers and vacuums is necessary. A Zoning Clearance will be required as part of the Building Permit submittal. Tyler Kent's contact information is [tkent@valpo.us](mailto:tkent@valpo.us), or 219-462-1161, ext. 3331.

**ZHOU:** Zhou asked who owns the detention pond. Crew Car Wash has control of the pond and the ability to expand and improve it, but once the pond expansion is completed the pond will be deeded back to the HOA. However, Crew Car Wash will be responsible for pond maintenance. There is an agreement and it is in the Storm Water Report. Zhou mentioned that a right-of-way dedication may be required. It was mentioned that there was an Ulta Survey that already dedicated the right-of-way. A copy of this survey will be provided to Engineering. Zhou said that since this project will disturb more than one acre, an IDEM Rule 5 Permit will be required. Zhou indicated that she has not reviewed the SWPPP. Zhou conveyed that comments will be provided once she has had an opportunity to review the SWPPP. Zhou mentioned there is no Post-Construction BMP Operation and Maintenance Manual. Submittal of this manual is required. The BMP's must achieve 80% TSS removal. The manual must show this goal can be achieved. Zhou requested an email copy of the SWPPP.

**ZHOU ON BEHALF OF ADAM MCALPINE, ENGINEERING DIRECTOR:** Zhou mentioned that McAlpine will provide comments for this project directly to DVG.

**LAIRD:** Laird mentioned that he has reviewed the storm water document and the agreement for the pond. This document mentions a maintenance agreement that will be established. It will be necessary to provide a copy of the maintenance agreement for the pond.

**GESKEY:** Geskey said the plans show a 4" ductile iron tie-in for water. This is acceptable. Valparaiso is a ductile iron/copper community. Backflow protection will be required. Geskey requested an explanation for the reclaimed water. The explanation provided is that this is a six (6) pit grid sediment tank system. Water is reclaimed out of the last tank and sent through a hydro-cyclone. 38%-40% of the water is reused and any excess will be discharged into the sanitary sewer. Geskey asked if there is a potable water connection. There is no potable water connection. This a separate system. The water goes into the hydro-cyclone that further removes the salt and solids out of the water and then the water goes directly back into the car wash to be used on the under-body wash. This is a

continuous recycle. Geskey mentioned the sanitary sewer is acceptable. It will be necessary to provide a clean-out within 5 ft. of the building. Geskey mentioned that he will be the contact for the water service. Contact information was provided. The permit for the sanitary sewer is through City Hall. The contact for backflow is Shaun Shifflett. Contact information was provided.

**SCOTT:** Scott provided a copy of Chapter 51, Sewers. Scott mentioned that normally a 1,000-gallon oil and grease interceptor is required. However, it appears it is already built into the system and this is acceptable. Scott said it will be necessary to submit the safety data sheets for cleaning chemicals, waxes, polishes, etc.

**ON BEHALF OF TIM STITES, FIRE DEPARTMENT:** The Fire Department follows the 2014 Indiana Fire and Building Codes. All inspections required during the construction process need to be scheduled through the Building Department. Once construction is complete, the facility will be subject to annual inspections. Although a Knox Box is not required, it is recommended.

**ISSUES TO BE RESOLVED:**

- Landscaping Plan
- Erosion Control Plan
- Rule 5 Permit
- Provide Survey Showing Right-of Way Dedication
- Detailed Site Plan
- Backflow Prevention
- Site Improvement Permit
- State Design Release
- Building Permit
- Contractors Registered with the City
- Signage/Fencing Permit
- Provide a Recorded Copy of the Agreement for the Pond
- Provide Information on Blowers and Vacuums
- Zoning Clearance
- Submit an Operation and Maintenance Manual
- Clean-out Within 5 ft. of Building
- Submit Safety Data Sheets (cleaning chemicals, waxes, polishes, etc.)
- Knox Box (recommended, but not required)

**MEETING: Site Review**  
**SUBJECT: Crew Car Wash**  
**ADDRESS: 2611 LaPorte Avenue**  
**PRELIMINARY SITE REVIEW**

**LOCATION: City Hall**  
**DATE: December 19, 2017**

**IN ATTENDANCE:**

Tyler Kent, Planning Director (219) 462-1161  
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Adam McAlpine, Engineering Dept. (219) 462.1161  
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Mark Geskey, Utilities (219) 462-6174  
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**PRESENTERS:**

Justin Furr, Crew Carwash  
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Jack Huls, DVG., Inc.  
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The following is a summary of discussion at this meeting:

**OPENING:** The Site Review Committee met to discuss the proposed Crew Car Wash to be located at 2611 LaPorte Avenue. 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:** Furr said they are under contract to purchase the northwest corner of LaPorte Avenue and Silhavy Road. Three parcels of land are included. They hope to develop an express exterior carwash. Crew Carwash currently has 30 locations in Indiana. A 31<sup>st</sup> location will be developed in Muncie. Crew Carwash is a family owned company since 1948. The company started in Fort Wayne. Their most recent location in the area is in Merrillville on U.S. 30 in front of the Meijer Store. The building they want to develop in Valparaiso will be similar to the building in Merrillville. Furr indicated there have been previous meetings with Planning and Engineering. Furr said they feel they are presenting a reasonable site plan. There have been discussions about the retention pond and drainage. They have addressed comments from the previous meetings and are looking for more direction from the site review meeting

**STAFF COMMENTS:**

**ON BEHALF OF THRASHER:** A State Construction Design Release will be required. A local Building Permit will be required. A separate permit for signage will be required. All contractors working on the project must be registered with

the City prior to issuance of any permits.

**KENT:** This property is zoned Commercial General (CG). The use being proposed is a limited use pursuant to Section 2.531. There are standards that will need to be met under this section. Kent indicated the project as proposed does meet the standards. Pursuant to Article 2, Section 2.406, the dumpster enclosure and any proposed outbuildings will need to match the material and color being used for the primary structure. A man door and a decorative front gate are required. Landscaping is required on three sides of the enclosure. Kent mentioned that during previous meetings there were discussions about moving the enclosures from the front of the building to the rear. Moving the enclosures is highly recommended. There were also discussions about attaching the storage area to the building on the northeast corner. Kent highly recommends moving the storage area if it can be accomplished. The final plans will need to show the densities for the non-residential mixed-use standards. The Landscape Ratio is 15%; Gross Floor Area Ratio is .431; Net Floor Area Ratio is .507. The side yard setbacks are 10 ft. and they must equal 20 ft. The rear yard setback is 10 ft. The maximum height of the building is 15 ft. Kent said that at one point during discussions there was mention of sliding the building to the west. Huls said revised plans have not been submitted; however, they do plan to slide the building. Kent said the requirement for parking is 2 spaces, plus 6 stacking spaces per bay, plus on dryer space. An on-site ADA parking space is required and must be van accessible. Submittal of a photometric plan is required and referring to Article 9, Section 9.501 for the standards is necessary. Kent mentioned there are standards for the canopy lighting and the canopy itself. The canopy needs to be either white or black. Kent said a vinyl laminate can be placed over it. If the property is ever vacated, the canopy will not be specific to the business colors for Crew Carwash and it could be utilized by another business. Kent asked about the light poles. Furr said the poles are covered with masonry. Kent requested the plans show this detail. The total allowable amount of signage for this property is 3 sq. ft. of signage per 1 linear foot of building frontage facing the right-of-way. This calculation will include the monument sign or any detached signage. Kent conveyed the monument sign must be located 5 ft. from any utility easement, right-of-way, sidewalk, pathway, parking area or driveway. Huls asked if the total signage allowance includes signage at the back of the building. Kent confirmed the rear signage calculations will be included in the total amount of allowable signage. Way-finding signage will not be included. Referring to Article 10, table 10.301 for landscaping standards is necessary. On-lot landscaping will require 9 large trees, 18 small trees and 50 shrubs per acre. The landscaping requirement for open space area is 10 large trees, 15 small trees and 40 shrubs per acre. Parking lot landscaping will require 1 large tree

per 8 spaces and 1 shrub per 4 spaces. Kent said they will probably want to exercise the constrained sites and in-fill sites regulations for the bufferyard. This will allow a reduction in the width of the landscape bufferyard; however, it will be necessary to include the same number of plantings and the berm. This property is within the LaPorte Avenue Overlay District. Kent indicated an area on the plans that will require 2 shade trees, 1 large evergreen tree, 2 ornamental trees, 3 large shrubs and 6 small shrubs per 100 linear feet. There is also a requirement that the parking area be screened by a 5-foot buffer of shrubs 3-feet in height. Kent reiterated that a 6-ft. tall monument sign is permitted within this corridor. Referring to Article 11, Division 11.500 for non-residential design standards will be necessary. No building wall shall have an uninterrupted horizontal dimension of more than 40% on a building that is less than 15,000 sq. ft. It will be necessary to have a break in the wall with an offset. Furr said the plans do show an offset. Kent asked about the offset. Huls said the offset is 16 inches. Kent said the requirements for the offsets for building walls with a horizontal dimension of more than 80-ft. will need projections or recesses of at least 6-ft. Referring to Section 11.502 concerning this standard is necessary. Kent said the offset needs to be 20-ft. or 20% of the building façade. Huls asked if a variance for a reduction of the offset depth would be possible. Kent conveyed he is unsure how the BZA would feel about this approach. Kent suggested further discussion on this issue. Referring to Section 11.503, Subsection 1 for other architectural features is recommended. Breaks or architectural features in intervals of not more than 12-ft. in horizontal distance are required and may include sconce lighting, display windows, entry areas, tower pilasters, columns, and horizontal and vertical offsets are required. Huls mentioned sconces are included on the plans. Kent conveyed it will be necessary to refer to Section 11.503, Subsection D for requirements for secondary facades and blank wall information. Referring to Article 11, Table 11.506 for transparency requirements will be necessary. The transparency requirement is 60% glass between 3-ft. and 8-ft. for the building façade facing LaPorte Avenue. Kent conveyed the glass cannot be tinted. Referring to Section 11.507 for permitted and prohibited materials is necessary. Kent said it appears the plans comply with the standards. Referring to Article 11, Section 11.508 for roofing structure and materials, specifically parapet walls for compliance is necessary. Kent asked if mechanical equipment will be placed on the roof. Furr confirmed exhaust fans and additional heating for the car wash will be on the roof. Kent asked if there are baffles to decrease the noise. Furr said the equipment does have baffles. Kent requested submittal of information concerning the noise generated by the equipment. Kent asked if the mechanical equipment will be visible. Furr said they do their best to get all the equipment

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behind parapets. Kent said the equipment will need to be hidden from public view. Kent asked if the proposed building elevation color is what will be constructed. Furr confirmed the elevations show the color that will be used. Kent conveyed the use of high, intense colors, metallic colors, black and fluorescent colors is prohibited. The final plans will need to include the details on the location of the vacuums. Submittal of information concerning the noise level for the vacuums and blowers within the carwash. Kent asked if there is a cross access agreement between the properties. Huls said there is no cross-access agreement; however, there will be. Kent mentioned that during previous meetings there was discussion on written commitments for the maintenance of the pond. Kent indicated this information needs to be reviewed by the City attorney and it will need to be recorded against the properties for the pond maintenance. Kent asked if the landscaping on the pond area will be removed as the pond is reconstructed. Furr indicated that some of the landscaping will have to be removed. Kent requested information about what material will remain and what material will be removed. The plans state there is a 10-ft. existing buffer. Will this buffer remain or be removed? Huls indicated the buffer will be re-established if it is removed. It will be necessary to include the landscape plan as part of the submittal for the site. Kent said the drive-thru facility located behind the building at 2705 LaPorte could create an issue with the vehicles leaving. Kent suggested they look at moving the building to alleviate a possible traffic conflict. Kent said as the building is set back the visibility from LaPorte Avenue is poor and suggested they re-think the lot layout. Huls said the calculations they prepared are for the carwash site only. Kent requested information concerning the bufferyard on the general residential property. Huls said the residential bufferyard will be a Class A and the bufferyard on this property will be a Class C. Huls said if there is not a Class A bufferyard, they will establish one.

**MCGINLEY:** McGinley's said his questions concern the existing driveway for the home, replacement of the depressed curb, the condition of the sidewalk and the existing apron they are tying into; however, if all of this is taken care of with the future round-about project this satisfies the above comments.

**MCALPINE:** McAlpine suggested they coordinate with DLZ, the City's consultants. DLZ can provide tracings of the roadway improvements to compare to theirs. McAlpine is aware the driveway will generally be staying where it is. It is a good idea to see if what the City is constructing and what Crew is proposing to construct tie-in well together. Submittal of a grading and drainage plan for this site and the pond area is necessary. This will provide a better understanding of what the release rate is from the pond, what the existing storage volume is and what the new storage volume is going to be required as a result of the



development. Providing additional information related to the long-term maintenance of the pond will be required. Cross-access easements will be required for the eastern property owner to be developed and the western Gelsosomo's property. Providing the total hard surface of the lot is necessary. McAlpine conveyed the pond will need an overflow, either over land or piped. The overflow and storage volume need to be made relative to the existing homes that adjoin the pond to make sure the overflow is safely below the lowest adjoining grades next to the homes. McAlpine asked if the eastern lot will change. Huls indicated this is a "place holder". They will not be submitting a grading plan for this lot. Huls said everything in gray on the submitted plan, except for the parking that supports the building on the east lot and drive-thru will not be installed. McAlpine said if the lot is not going to be developed they shouldn't draw anything, or mark the drawing as possible future development. McAlpine would like information about the amount of pavement installed. Access to the carwash is through this lot. McAlpine said it would be interesting to know what the remaining square footage is and does the parking provided accommodate the use. Further discussion is needed.

**DALY:** The City follows the 2014 Indiana Building and Fire Codes. The appropriate addressing needs to be on either the building or the sign. Daly conveyed that the placement of the fire extinguishers meets the travel distances. Emergency lights and exit signs must meet code. Daly asked about emergency lights and exit signs in the actual wash bay. Furr said this is a drive-thru wash bay and people remain in their vehicles and there is only one way in and one way out. Daly mentioned the boiler will require State inspection. Daly conveyed the mechanical area will need to be labeled. Thumb latches are not permitted on designated exit doors. Daly asked about the number of employees. Furr indicated the maximum number will be six employees and they are not in the wash bay while the car wash is running. Daly asked if employees are trained to shut down the system. Furr said there are system stops and safety is their number one priority. All employees are well trained. Daly asked about smoke detectors. Furr indicated smoke detectors will not be installed. The hours of operation for the car wash will be 7:00 a.m. to 9:00 p.m., seven days per week. Daly asked if the fire hydrant will be moved. Huls and Furr said there is no reason for the hydrant to be moved. Daly recommended the installation of a Knox Box and a battery-operated smoke detector.

**ALJOBEBH:** The Water Reclamation Department is interested in what is being discharged into the sanitary sewer. A minimum sized 1,000-gallon oil and grease interceptor is required. Furr mentioned they use a system with six (6) underground storage tanks that go through different sediment processes and this system works better than a standard oil and grease interceptor. Furr will provide

necessary documentation for this system. Aljobeh provided a copy of the City specifications. Submittal of an internal plumbing plan showing connections to the sanitary sewer is required.

**GESKEY:** Geskey said the plans did not show water or sanitary connections. Huls said the plans are very preliminary and they will coordinate installation with the Water Department. Geskey said they will also have to terminate the connections that are not going to be used. Furr conveyed they prefer two 2" meters. Geskey provided his contact information for the water services. Backflow protection is required. Contact information for Shaun Shifflett was provided. Geskey said the plans for water and sanitary sewer should be emailed to him. Geskey said a commercial service for the sanitary sewer needs to be 8".

**ISSUES TO BE RESOLVED:**

- Landscaping Plan (with tree survey)
- Erosion Control Plan
- Rule 5 Permit
- Detailed Site Plan
- Backflow Prevention
- Site Improvement Permit
- Submittal of a Grading Plan
- Submittal of a Drainage Plan
- Cross-Access Agreements
- Provide Information Concerning the Amount of Pavement
- State Design Release
- Building Permit
- Signage/Fencing Permit
- Zoning Clearance
- Submit Information About the Noise Generated by the Roof Equipment
- Submit Information About the Noise Generated by the Vacuums and Blowers
- Written Commitments – Pond Maintenance (needs to be recorded)
- Submit Information About Landscape Material Remaining and Being Removed at the Pond
- Submit Information for Bufferyard on the General Residential Property
- Show Vacuum Locations on the Final Plans
- Appropriate Addressing on Building or Sign
- Knox Box (recommended, not required)
- Battery-operated Smoke Detector (recommended)
- Internal Plumbing Plan
- Submit Information Concerning Water Recycling System
- Email Plans for Water and Sanitary Sewer to Mark Geskey