

**MEETING:** Site Review Committee  
**SUBJECT:** PKi3 Parking Lot Addition  
**ADDRESS:** 1150 Loudermilk Lane  
**PRELIMINARY SITE REVIEW**

**LOCATION:** Zoom  
**DATE:** March 10, 2022

**IN ATTENDANCE:**

Beth Shrader, Planning Director  
(219) 462-1161 / [bshrader@valpo.us](mailto:bshrader@valpo.us)  
Bill Laird, Engineering Dept.  
(219) 462-1161 / [blaird@valpo.us](mailto:blaird@valpo.us)  
Matt Zurbruggen, Engineering Dept.,  
(219) 462-1161 / [mzurbruggen@valpo.us](mailto:mzurbruggen@valpo.us)  
Nate McGinley, Water Dept.  
(219) 462-6174 / [nmcginley@valpo.us](mailto:nmcginley@valpo.us)  
Tony Fahel, Water Reclamation Dept.  
(219) 464-4973 / [tfahel@valpo.us](mailto:tfahel@valpo.us)  
Hannah Seats, Water Reclamation Dept.  
(219) 464-4973 / [hseats@valpo.us](mailto:hseats@valpo.us)

**PRESENTERS:**

Steve DeBold, Chester, Inc.  
(219) 476-4424 / [sdebold@chesterinc.com](mailto:sdebold@chesterinc.com)

The following is a summary of discussion at this meeting.

**OPENING:** The Site Review Committee met to discuss the proposed PKi3 parking lot addition to be located at 1150 Loudermilk Lane. Shrader 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 is located at 1150 Loudermilk Lane, Lot 1 of the Aero Center Development. The property is 3.27 acres. This property and all surrounding properties are zoned Heavy Industrial (INH). This site review is for the addition of 40 parking spaces to the north side of the existing building, restripe existing parking lot, and add a 5 ft. strip of parking to the existing south parking lot to make the spaces more functionable. DeBold shared the drawings with the committee and pointed out an existing concrete area with 11 parking spaces. The plans show an existing swale at the back that wraps around the west side of the building to the north side and into an existing storm water basin. This basin interconnects with the main basin located on the east side of Loudermilk Lane. The main point of this meeting is to add the parking area on the north side, the 5 ft. strip of parking, and restripe the parking. The swale is not very well defined, so they will route it around the proposed parking lot making it more defined and deeper so it will handle more storm water through that area to the existing basin.

**STAFF COMMENTS:**

**ZURBRIGGEN:** Overall, what is being proposed looks good. Zurbruggen mentioned that he has the drainage report for the original lot. At one point this was a single lot. It was subdivided and replatted in 2008. He does have the drainage report for this. Zurbruggen indicated that he does have some drainage questions, but he will need to do a deeper review. Generally, Engineering is okay with what is being proposed. Zurbruggen suggested they meet to discuss drainage once he has been able to do a final review. DeBold indicated he will be available to meet and asked what the specific concerns might be and stated that most subdivision are pre-designed to handle the maximum impervious surface of the property. He believes this is the same since it went through review with the City and was approved. Zurbruggen explained it is more of a cursory concern to make sure we are matching what the pond was designed for and reiterated he has not had time to dive very deep into what it was exactly designed for, so it is more of just making sure we are hitting the standards that it was designed for. Zurbruggen mentioned that he will contact DeBold after the site review to setup a date and time to meet.

**LAIRD:** A Site Permit will be required. The Site Permit application will be submitted to the Building Department, but it will be approved by the Engineering Department.

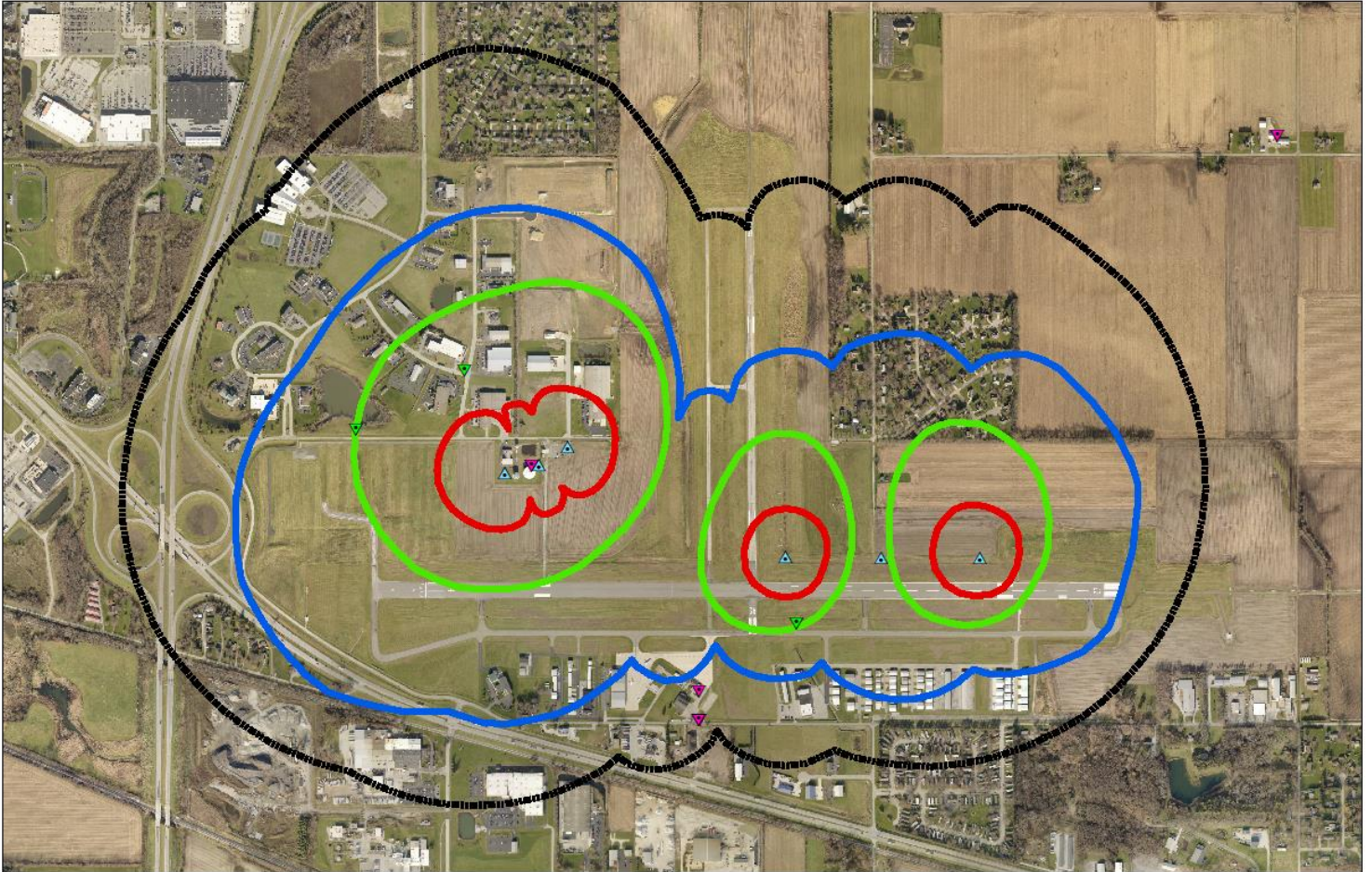
**MCGINLEY:** McGinley presented no comments concerning the water or sanitary sewer service for this project. However, Shaun Shifflett from the Metering Department provided information because this is a wellhead protection area. There are a few additional items that they will need to be careful with as construction moves forward. The information will be attached to these minutes.

**SHRADER:** It appears the landscape ratio is being met. In the INH Zoning District, the LSR is .3. Do the calculations show that the impermeable surface is still .6 or less? DeBold stated this calculation appears on the cover sheet set and this requirement is met. Shrader asked if any additional lighting is being proposed for the new parking lot. DeBold stated no additional lighting is being proposed for the lot; however, they may want to a couple parking lot lights. If lights are added, it will be submitted with the Building Permit application for review. Shrader stated that if additional lighting is added, the maximum is 1 foot candle at the property line. Shrader stated the requirement is cutoff fixtures cast downward with a 1 foot candle maximum at the property line. DeBold indicated if the lights are added, they will be LED and down lights. A Photometric Plan will be included. Shrader suggested referring to Section 9.501. This project also triggers some landscape compliance. This site was originally developed pre-UDO. Shrader is not aware of what the standards were when it was developed. Shrader explained that standards will not be applied to the entire site. The area

to the north where the parking lot is being developed will require some parking lot landscaping based on the number of parking spaces being added, not the total number of spaces. On-lot landscaping will be based on the disturbed area. There is a little disturbance on the south side where the parking lot is being expanded. Shrader indicated they can spread out the on-lot landscaping. The landscaping does not have to be kept inside the disturbed area it can be planted wherever it fits. The goal will be to do the parking lot landscaping which requires 1 large tree per 4 spaces and 1 shrub, perennial, or ornamental grasses per 2 spaces. The requirement for on-lot landscaping is 4 large trees, 8 small trees and 25 shrubs per acre. This will be prorated on the amount of acreage that is actually being disturbed. DeBold asked if the 5 ft. strip that is being added on the south side needs to be taken in to consideration for the parking lot landscaping requirement. Shrader said this strip does not have to be included since they are not actually adding spaces, they are just being made more functional. They only need to count the spaces on the north side; however, for the on-lot calculations any area being disturbed needs to be included. A Zoning Clearance will be required.

**ISSUES TO BE RESOLVED:**

Landscaping Plan  
Detailed Site Plan  
Site Improvement Permit  
Building Permit  
Contractors Registered with the City  
Photometric Plan (only if lighting is added)  
Zoning Clearance



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March 10,2022

RE: PKi3, LLC parking Lot Addition, Valparaiso, Indiana 46383

Valparaiso City Utilities (VCU) appreciates you contacting us regarding construction project located at 1150 Loudermilk Lane. This project is within the 5-year Time of Travel Zone of one of our sources well fields. This means any contamination released to the soil has the potential to reach our source water wells within ten years. This project is a concern as we provide quality drinking water to more than 33,000 residents in Valparaiso, Indiana.

The Wellhead Protection Program recognizes that the quality of ground water can be threatened by land uses and activities above the well field. An example of this is construction in the delineation area. The program is designed to protect the quality of ground water by managing use of the land surface. Wellhead protection is an essential part of what we do and ensures future generations continue to have the same high-quality water we enjoy today.

The Wellhead Protection Program also recognizes that prevention is much less expensive than clean-up. That is, the cost of managing land uses and activities to protect the quality of ground water is much less than the cost of remedial actions needed to clean up polluted or contaminated ground water. "In general, the capital costs of cleaning up ground water are about 50 times greater than the costs for protecting it." (Panterra, 1997).

There are several regulations that affect groundwater protection and quality; however, there are some more specific ones pertinent to wellhead protection planning. The Clean Water Act (CWA) of 1972 is the primary federal law governing water pollution and was the first to set quality standards for all bodies of surface water. 1974's Safe Drinking Water Act (SDWA) was implemented to ensure public access to quality drinking water and applies to every public water system in the United States. It requires the Environmental Protection Agency (EPA) to set standards for drinking water quality and provide oversight for states, and water suppliers, ensuring that standards are met.

To ensure our source water remains protected, VCU requires the following management controls utilized throughout the construction process:

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- Prior to commencement of construction, provide a list of all chemicals to be used and/or stored on site to VCU. Also, provide a contingency plan outlining the response procedures to be followed should a release of chemicals occur.
- All chemicals on-site must have proper labels and be stored in secondary containment capable of holding 110% of the volume. The contractor will complete and document weekly inspections of all chemical tanks and secondary containment structures.
- Immediately notify VCU of a chemical spill or leak onto the ground or into a waterway. The emergency phone number to contact in the event of a spill or leak is 219-462-6174.
- All solid waste generated by clearing and grubbing, demolition or other construction practices should be removed to locations outside of the wellhead protection area at the end of each day.
- Temporary above ground fuel storage tanks holding no more than 300 gallons are permitted. The following procedures are required:
  - Temporary above ground storage tanks must have secondary containment capable of holding 110% of the volume.
  - Regulated containers must be stored in such a way that they will not easily tip over. Fueling, fuel storage, and maintenance areas, where transfers of fuel/fluids or work on equipment or vehicles that might result in spills, must be located on level ground with an impervious floor surface constructed of concrete, asphalt, or any other impervious surface that will contain gas, oil or other fluids in use.
- Mobil fueling of equipment is permitted on site. This involves fueling of equipment from a tank truck or some other container that is moved around the site. Secondary containment equipment must be used during mobile fueling and should be sized to contain the most likely volume of fuel to be spilled during a fuel transfer. Portable containment equipment will be positioned to catch any fuel spill due to overfilling the equipment and any other spills that may occur at or near the fuel filler port to that equipment.
- The selection of containment equipment and its positioning and use should take into account all of the drip points associated with the fuel filling port and the hose from the fuel delivery truck. Personnel must attend to the fueling process to ensure that any spills will be of limited volume.

- Concrete truck or other wash out areas on-site:
  - Locate washout areas at least 50 feet from storm drains, open ditches or water bodies
  - Do not allow runoff from this area by constructing a temporary pit, bermed area or catch basin large enough for liquid and solid waste
  - The stormwater collection system must be protected by means of a sediment trap or similar practice
  - Do not wash sweepings from exposed aggregate concrete into the street or storm drains
  - Washout locations will be flagged with surveyors' tape to ensure that truck drivers utilize proper areas.
  - Educate employees, subcontractors and suppliers on the disposal and equipment washout practices
  - Designate a foreman or supervisor to oversee and enforce waste management procedures
  
- The following items are prohibited:
  - Fertilizer, pesticide, or herbicide application
  - Explosives or any type of blasting to remove stone or other material

VCU will conduct site visits during construction at any time to ensure compliance with these management controls.

Please contact me with any questions or concerns you may have relative to these management measures.

Sincerely,

Shaun Shifflett  
Water Systems and Program Administrator