



Notice of Review (1st Review)

3/25/2026

TO: Nigel Tate

RE: ILP26-00574 // 8101 Pendleton Pike

A review of your submittal regarding the above referenced Improvement Location Permit application has been completed by the Department of Business & Neighborhood Services. Plans and specifications must reflect compliance with all applicable zoning laws in accordance with the [Indianapolis Marion County Zoning Ordinance, currently available for review online](#).

Based upon our review, we have concluded that the items below do not meet minimum requirements or need further supporting documentation:

Replat Approval

A replat of the parcel is required prior to the issuance of the improvement location permit. Please reach out to the City of Lawrence to obtain a replat.

- Per the attached correspondence with Josh Levesque, Senior Planner, Indianapolis Department of Metropolitan Development, on 4/9/2026, a replat is not necessary.

Sec 742-104-3-D: Community-Regional District (C-4)

On the side of each primary building that has a public pedestrian entrance, at least 40% of the wall surface area between 3 feet and 8 feet above grade level and within 50 feet of each side of the entrance shall be of glass or other transparent materials. On any facade or side of a primary building that is located within 50 feet of a local, collector or arterial street, at least 40% of the wall surface area between 3 feet and 8 feet above grade level shall be of glass or other transparent materials.

- Please reference sheets A-3.1 and A-3.2 in the revised Construction Drawing Set dated 04/21/2026 and provided to the City of Lawrence on 04/28/2026. The above requirements for the primary building have been satisfied.

Sec. 744-301-F: Internal Walkways

Hard-surfaced walkways shall be provided in accordance with a pedestrian plan that shall include a walkway system that functionally connects all of the building's main front entrances with the sidewalk located in the public right-of-way of each of the freestanding

Department of Business & Neighborhood Services

200 E. Washington Street, Suite 107 | Indianapolis, IN 46204 | Phone: (317) 327-8700 | www.indy.gov/bns

lot or integrated center's eligible public streets. Revised plans showing compliance with this requirement are needed for review.

- Please refer to the Development Standards Variance Request submitted to the City of Lawrence on 04/15/2026. Valvoline is seeking a Variance for this item.

Sec 744-406-1: Required Stacking Spaces

Provide plans showing space for 2 cars before the oil change area and space for 2 cars after the oil change exit. These spaces should be 8.5'x17.5'.

- Please refer to the Development Standards Variance Request submitted to the City of Lawrence on 04/15/2026. Valvoline is seeking a Variance for this item.

Sec 744-406-1-C: Design and Location of Stacking Spaces

In the Metro Context area, sites with stacking spaces shall include an exclusive bypass aisle, driveway or other circulation area in the parking lot design to allow vehicles to bypass the stacking area. The bypass aisle should be exclusive and run alongside the drive-through lane. It is meant to be an exit for cars once they are already in the stacking space area/drive through.

- Please refer to the Development Standards Variance Request submitted to the City of Lawrence on 04/15/2026. Valvoline is seeking a Variance for this item.

Sec 744-504-A: Street Frontage and Front Yard Landscaping

The front yard shall be landscaped with at least one shade tree per 35 feet of street frontage. If overhead electric distribution lines are present, ornamental trees with a maximum mature height of 15 feet shall be planted and the number of trees planted shall be at least one ornamental tree per 20 feet of street frontage.

- Please reference L-1.0 in the revised Construction Drawing Set dated 04/21/2026 and provided to the City of Lawrence on 04/28/2026. The above requirements for the front yard landscaping have been satisfied.

Sec 744-506: Transitional Yard and Edge Buffering

Where a commercial district, mixed-use district, hospital district, university quarter district, PK-II districts, or SU district for a public, institutional, or civic building or project abuts a dwelling district, a landscape buffer shall be provided within the transitional yard. The D5 district across the street is a Protected District regardless of current use.

- Please refer to the Development Standards Variance Request submitted to the City of Lawrence on 04/15/2026. Valvoline is seeking a Variance for this item.

Sec 744-604-1: Light Level Standards

Where exterior lighting is provided, lighting levels for all areas and shall be designed and located so that the illumination measured in foot-candles at grade level shall comply with the standards in the following table unless the applicant requests an alternative lighting level for a specific area and supports that request with information that the requested lighting level is consistent with recommended levels in the Illuminating Engineers Society of North America (IESNA) Lighting Handbook.

- Please reference C-8.0 in the revised Construction Drawing Set dated 04/21/2026 and provided to the City of Lawrence on 04/28/2026. The above requirements for exterior lighting levels have been satisfied.

Your project will remain on hold pending submission of your written response and revised plans or documents meeting all conditions noted above. After we have completed the review of your response you will receive written notice of our determination as well as further instruction.

If the application for this project was initially submitted electronically through the [Citizen's Access Portal](#), your revised documentation must be uploaded to the case by accessing the case through your profile.

When providing updated documentation, include a copy of this letter with applicant responses in red indicating changes to the plans. Should you need further clarification following the review of outstanding conditions you may contact me at Hanna.Brown@indy.gov or 317-327-4950.

Additional options for resolving outstanding issues may include one or more of the following:

- Apply for approval of a zoning petition with the Department of Metropolitan Development, Division of Current Planning, 200 E. Washington St., Suite 1842, Indianapolis IN 46204, 317.327.5155, www.indy.gov/dmd

Sincerely,

Hanna Brown
Project Development Analyst
Department of Business and Neighborhood Services
City of Indianapolis – Marion County
200 E Washington Street, Suite 107
Indianapolis, IN 46204
Hanna.Brown@indy.gov
317-327-4950

Mike Mihalik

From: Levesque, Josh <Josh.Levesque@Indy.Gov>
Sent: Thursday, April 9, 2026 4:33 PM
To: Nigel Tate
Cc: Mike Mihalik
Subject: Re: VIOC - Indy, IN (Pendleton) ILP Review Comments

Caution: External Email

Hi Nigel,

We have indicated to the Department of Business and Neighborhood Services that we do not deem a replat to be necessary here. They can conduct a review of your part of the outlot.

Thanks,

Josh Levesque (he/him/his) | **Senior Planner - Current Planning**

Current Planning | Department of Metropolitan Development | City of Indianapolis

josh.levesque@indy.gov | P: 1-317-327-7292

[DMD Website](#) | [DMD MuniCode Meetings & Agendas](#) | [Submit a Petition](#) | [Talk to a Planner](#) | [Land Use Petitions Forms & Fees](#)

[Citizen Access Portal](#)



From: Nigel Tate <nigel.tate@cesoinc.com>
Sent: Thursday, April 9, 2026 4:18 PM
To: Levesque, Josh <Josh.Levesque@Indy.Gov>
Cc: Mike Mihalik <mike.mihalik@cesoinc.com>
Subject: RE: VIOC - Indy, IN (Pendleton) ILP Review Comments

CAUTION: This email originated from outside of the organization and contains an attachment. Unless you recognize the sender and know the contents are safe, do not open the attachment.

Thank you Josh. Just want to clarify my second question from our discussion.

Regarding the replat, we understand that it is not required, but our ILP reviewer stated that if we don't replat, then our development has to be reviewed in the context of the entire existing shopping center. That creates a separate challenge and incentive to replat. City of Lawrence does not require us to replat and are reviewing our development solely.

We do not want to replat. In talking with your supervisor, did we get any feedback about just reviewing our leased area/development area and not the entire shopping center?

Regards,



Nigel Tate, P.E.

Senior Project Manager

☎ 937.401.3917

nigel.tate@cesoinc.com

www.cesoinc.com

From: Levesque, Josh <Josh.Levesque@Indy.Gov>

Sent: Thursday, April 9, 2026 3:06 PM

To: Nigel Tate <nigel.tate@cesoinc.com>

Subject: Re: VIOC - Indy, IN (Pendleton) ILP Review Comments

Caution: External Email

Good Afternoon Nigel,

I have discussed this matter further with my supervisor and wanted to provide you with some updates. Thank you for sending over the letter from the City of Lawrence. While I'm not quite sure what this letter relates to as the issuing body for Improvement Location Permits (ILPs) is the City of Indianapolis' Department of Business and Neighborhood Services (BNS), I'll note the letter indicates that the issuance does not relieve the owner from compliance with applicable rules of code "even if noncompliant conditions appear in the plans and specifications that have been filed with the City." In other words, this letter does not permit any variances from the Zoning Ordinance. The notice of review from the BNS indicates what must be brought into compliance prior to the issuance of an ILP. Alternatively, you can seek relief from these standards by petitioning for variances with the City of Lawrence's Board of Zoning Appeals (BZA). If those variances are granted an approval letter from Lawrence's BZA would be required to be presented to BNS for the release on your ILP. Our staff has determined that a replat is not required for these out lots. As a replat is not needed, this is not a matter for the City of Indianapolis' DMD but, rather, one for the City of Lawrence's BZA.

To summarize:

- The letter provided does not grant variances from the Zoning Ordinance
- To obtain your ILP, you will need to either bring your plans into compliance based on the feedback provided by BNS. Alternatively, you can seek variances from the City of Lawrence's Board of Zoning Appeals
- Should the City of Lawrence's Board of Zoning Appeals grant your variances, that board must provide you with a decision letter to bring to the Department of Business and Neighborhood Services indicating that such variances have been granted

Again, I'll note that as a replat is not needed, our department would not be involved in the variance process. For further questions on the City of Lawrence's BZA policies, please contact them. For any questions regarding the ILP, please contact the Department of Business and Neighborhood Services.

Sincerely,

Josh Levesque (he/him/his) | Senior Planner - Current Planning