



**MEETING: Site Review Committee**  
**SUBJECT: Porter County Courthouse**  
**ADDRESS: 16 Lincolnway**  
**PRELIMINARY SITE REVIEW**

**LOCATION: City Hall**  
**DATE: June 26, 2018**

**IN ATTENDANCE:**

Tyler Kent, Planning Director (219) 462-1161  
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Vicki Thrasher, Building Commissioner (219) 462.1161  
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Ed Pilarski, Water Reclamation (219) 464-4973  
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Mark Geskey, Utilities (219) 462-6174  
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Nate McGinley, Public Works Director (219) 462-4612  
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Mingyan Chou, Engineering (219) 462-1161  
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**PRESENTERS:**

Jeff Good, Porter County Commissioner  
(S219) 465-3440 / [jgood@porterco.org](mailto:jgood@porterco.org)  
Christopher Wolf, Shive-Hattery  
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Dion Katsouros, The Skillman Corporation  
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The following is a summary of discussion at this meeting:

**OPENING:** The Site Review Committee met to discuss the proposed renovations for the Porter County Courthouse located at 16 Lincolnway. 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:** Wolf said there will be two phases to this project. The first phase will be masonry restoration of the Courthouse shell. The second part of this phase is window replacement. The second phase is the interior of the building and will include finish upgrades for all existing restrooms and accessibility improvement to some of the restrooms. Plaster repair will also be done. The judges parking area will be replaced. The parking area will be surrounded with a security fence with an electronic gate. Walks around the perimeter of the building damaged during masonry restoration will be replaced. Landscaping around the perimeter of the building will be replaced. Wolf mentioned that some traffic currently comes off Lincolnway to unload inmates for court. Wolf said they are proposing to pull all the traffic off Franklin Street. A new drive will be created on the north side of the Courthouse. This will alter parking along Franklin Street. They will re-asphalt and restripe areas that will be affected.

**STAFF COMMENTS:**

**MCGINLEY:** Public Works is concerned about the exterior improvements. McGinley mentioned that within the last two weeks he has worked with Redevelopment Commission to secure funds to add to the Public Works budget to replace the existing sidewalks at all three corners and possibly Lincolnway as well. McGinley requested that as they work through their sidewalk replacement they stay in contact with Public Works. McGinley mentioned one of the notes indicates 7" PCCP with decorative score pattern. The decorative score pattern is detailed throughout all the restoration, but is also along the City sidewalk. McGinley requested a detail of the decorative

score pattern. McGinley said cost may be a factor and the City may not be able to continue the decorative score pattern on the City sidewalk. Depending on the score pattern and cost, installing in on the City sidewalk may not be practical. The cross section for sidewalk and concrete drive is noted; however, the asphalt repair cross section is not included. Providing this cross section is necessary. McGinley stated he is not concerned about the parking spaces being deleted. McGinley asked if there will be any improvements along Lincolnway. Wolf said there are no improvements for Lincolnway in their design.

**THRASHER:** Thrasher asked if the new windows will fit into the existing openings. Wolf confirmed the new windows will fit into the existing openings. It appears restrooms are being reworked; however, there will not be any restrooms added. Wolf said this is correct. A local Building Permit will be required. Inspections of the walls before closing will be required. A State Construction Design Release will not be required. All contractors working on the project must be registered with the City prior to issuance of permits.

**ON BEHALF OF TIM STITES (Fire Department):** The Fire Department follows the 2014 Indiana Building and Fire Codes. Will the locks on the doors be changed? Wolf confirmed the locks will change. It will be necessary to contact the Fire Department and provide a new key for the Knox Box.

**KENT:** Kent asked if the window replacements will be the same style. Wolf said the windows will actually be going back to an 1880's style. Kent suggested they contact Mr. Brad Miller concerning historical questions about the building or downtown. Mr. Miller is the Director of the Northwest Field for Indiana Landmarks. He can be reached at 219-947-2657. Kent said Miller may have contacts that could help locate products. Kent asked if they intend to replace the carved stone panels. Wolf said they do intend to replace the panels. Good said they will also be replacing some limestone pieces that have fallen off. They are trying to bring the building back to as close to original as possible. Kent suggested they consider a 2-ft. knee-wall for the fenced area with the fence installed on top. This will assist with snow removal. It will also help with the zoning ordinance. The City allows for a 4-ft. fence in a front yard, but a 6-ft. fence will require a variance. Good asked what material should be used for the knee-wall. Kent suggested poured concrete or block to match in color. Landscaping will be installed around the fence so it will be screened. Kent asked if the electric gate will swing out toward the street or in toward the building. Wolf said it will swing back toward the building. Kent mentioned any wrapping around the trees needs to be removed. If the wrapping is left on the trees, it will eventually choke out the tree. A Zoning Clearance will be required.

**CHOU:** Along Franklin, Washington and Indiana Streets some of the sidewalk and public parking fall within the property boundaries. Chou asked if there is an existing easement covering the public parking and sidewalk. Wolf said he is not aware of any type of easement. Chou indicated an easement will be necessary. Chou said due to the entrance relocation to Franklin Street, this area will be marked as "No Parking". Areas designated as "No Parking" need to be reviewed by the Traffic and Safety Committee and approved by the Board of Works. Sending a memo to Tim Burkman concerning this issue will be necessary. There is language in the General Notes regarding erosion control and storm water pollution prevention; however, there is no plan showing where these measures will be installed or what measures will be utilized. Providing a plan showing this information will be necessary. A local Site Permit covering the erosion control and right-of-way cut is required.

**PILARSKI:** The Water Reclamation Department is interested in what is being discharged into the sanitary sewer. Since this is a wet cleaning process, Pilarski asked how they will be disposing of the water used in the process. Katsouras said he will speak with Restore Works concerning this question; however, he does not believe it is a significant amount of water. Pilarski said since Package 2 includes strictly the change-out of fixtures and does not impact the characteristics of what is being discharged into the sanitary sewer, no further comments were provided.

**GESKEY:** Geskey is aware there will be no changes to the underground water and sewer. No comments were provided.

**ISSUES TO BE RESOLVED:**

Landscaping Plan

Provide Detail of Decorative Score Pattern

Provide Asphalt Repair Cross Section

Detailed Site Plan

Building Permit

All Contractors Registered with the City

Signage/Fencing Permit

Easement (Public Parking and Sidewalk)

Memo to Tim Burkman – No Parking Area

Site Improvement Permit

Provide Plan Showing Erosion Control/SWPPP Measures and Installation Locations

Zoning Clearance