

**DEPARTMENT OF ENGINEERING**  
**PUBLIC WORKS – STORMWATER MANAGEMENT**  
**CITY OF PLYMOUTH, INDIANA**  
900 OAKHILL AVENUE - P.O. BOX 492  
PLYMOUTH, IN 46563

PHONE 574-936-3614  
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**TRC MEETING NOTES:**

**DATE: November 08, 2022**

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**AGENDA ITEMS:**

9:00 Scooters Coffee, 2124 N. Michigan St. – Omar Muhammad (Teams, Virtual)  
9:20 Site Development, S-E Corner of E. Jefferson St. & Simon St.  
9:40 Faulstich Minor Subdivision – Ralph Booker

**ATTENDANCE:**

See attached Attendance Sheet for 2022-11-08

**MEETING NOTES:**

**Scooters Coffee, 2124 N. Michigan St.:**

**Project Summary:**

- Representatives from the Scooters Coffee design team informed the TRC members Scooters Coffee is interested in constructing a drive-thru coffee shop at 2110 N. Michigan St.
- The project will consist of a 664 square foot building and a single lane drive-thru.
- There will be no inside seating and the designed parking is for employees only.
- There will be no food processing in the building, only pre-heated items.

**Planning:**

- The new construction will need to be taken before the Plymouth Plan Commission for their review. The Plymouth Plan Commission meets on the first Tuesday of each month at 7:00pm local time. The request to be placed on the agenda needs to be made on or before the 15<sup>th</sup> of the month prior to the meeting. If the 15<sup>th</sup> falls during the weekend the request is due prior to the weekend. Contact the City Office at 574-936-2124 for more information.
- Building permits can be applied for through the City's website. See <https://www.plymouthin.com/departments/index.php?structureid=12> for more information.
- The drive-thru coffee shop is a permitted use within the current zoning.
- Exterior lighting must be 90-degree cutoff and shall emit no more than 4 lumens off the property.

- The proposed sign near the front of the property is restricted, by ordinance, to a maximum height of 8' with a maximum square footage of 32 sf.
- Wall signs are restricted to 3 square feet per 1 foot of front building width.
- State approved plans are required for local review prior to receiving a local building permit.

#### **Emergency Services:**

- The building will not contain fire suppression sprinklers.
- No fire hoods will be present. Kitchen only used to pre-heat items.

#### **Transportation:**

- Access to the property uses an existing concrete approach on the East side of the State Highway (S.R 17 / N. Michigan St.) than to a private access road.
- There is a concern with traffic flow and traffic backup due to access from the adjacent properties to the north and south. Designer should look at the traffic pattern to ensure traffic flow will not be an issue.
- The shared responsibilities for the private access road should be documented, recorded and made part of your plan submission to the City.

#### **Utilities:**

- The developer / designer has indicated they are interested in utilizing the existing service lines that currently serve the existing home. The City has informed the developer / designer the condition of the private service is unknown and they are taking a risk. At a minimum the developer / designer should televise the services to ensure their condition.
- The developer / designer indicated they will need a 1-1/4" minimum water service for the development. It was noted the current residential supply is not large enough and a new water service will need to be installed.
- A 50-gallon grease trap will be used on-site prior to discharging to the City Sanitary Sewer.

#### **Drainage:**

- A drainage plan will need to be provide to the City for review prior to obtaining a building permit. Refer to <https://www.plymouthin.com/departments/index.php?structureid=39> for more information.
- Due to the site being less than 1-acre a full Storm Water Pollution Prevention Plan (SWPPP) is not required but stormwater best management practices need to be included on the drainage plan.

#### **General:**

- None

## **Site Development, S-E Corner of E. Jefferson St. & Simon St.:**

### **Project Summary:**

- The developer is interested in consolidating 5 lots, removing the existing residential home and constructing a commercial building to house a liquor store.
- Final plans are still in the development phase and more details will be available at a later date.

### **Planning:**

*(Discussions are based off a preliminary site plan)*

- The proposed site is a corner lot and has two front yards setbacks, a single side yard setback and a single rear yard setback.
- The number of proposed parking spaces does not meet the ordinance. One parking space is needed per 300 square foot of building space plus one space per employee on the largest shift.
- Sidewalks will need to be constructed along E. Jefferson St. and Simon St. Sidewalks are to be 5 foot in width and must be ADA compliant. See the Plymouth Zoning Ordinance for more information.  
[https://www.plymouthin.com/egov/documents/1632944980\\_25892.pdf](https://www.plymouthin.com/egov/documents/1632944980_25892.pdf)
- Concrete curbing is required around the parking area and the entrance drive.
- Exterior lighting must be 90-degree cutoff and shall emit no more than 4 lumens off the property.
- A dumpster location is not shown on the plans. Refer to the Plymouth Zoning Ordinance for screening requirements.
- How will deliveries be made?
- Plans need to show interior sidewalk / access aisles if used.
- Any variances will need to be taken to the Board of Zoning Appeals (BZA) for their approval. The BZA meets on the first Tuesday of each month at 7:30pm local time. Request to be placed on the agenda needs to be made on or before the 15<sup>th</sup> of the month prior to the meeting. If the 15<sup>th</sup> falls during the weekend the request is due prior to the weekend. Contact the City Office at 574-936-2124 for more information.
- The new construction will need to be taken before the Plymouth Plan Commission for their review. The Plymouth Plan Commission meets on the first Tuesday of each month at 7:00pm local time. The request to be placed on the agenda needs to be made on or before the 15<sup>th</sup> of the month prior to the meeting. If the 15<sup>th</sup> falls during the weekend the request is due prior to the weekend. Contact the City Office at 574-936-2124 for more information.
- Building permits can be applied for through the City's website. See <https://www.plymouthin.com/departments/index.php?structureid=12> for more information.

- Free standing signs near the front of the property are restricted, by ordinance, to a maximum height of 8' with a maximum square footage of 32 sf.
- Wall signs are restricted to 3 square feet per 1 foot of front building width.
- State approved plans are required for local review prior to receiving a local building permit.

**Emergency Services:**

- Nothing addressed.

**Transportation:**

- The single entrance/exit off of E. Jefferson St., width and distance from intersection unknown.
- Will the single entrance/exit line up with Randolph Dr. to the North?

**Utilities:**

- More information is needed about the services needed.

**Drainage:**

- A drainage plan will need to be provide to the City for review prior to obtaining a building permit. Refer to <https://www.plymouthin.com/departments/index.php?structureid=39> for more information.
- Due to the site being less than 1-acre a full Storm Water Pollution Prevention Plan (SWPPP) is not required but stormwater best management practices need to be included on the drainage plan.

**General:**

- None

**Faulstich Minor Subdivision – Ralph Booker:**

Due to Ralph Booker not being present and the lack of a plan to review this agenda item was tabled until the next TRC meeting or a meeting when more information is available.

**END OF MEETING**

PHONE 574-936-3614  
FAX 574-936-3017

DATE: November 08, 2022

**900 Oakhill Ave**

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