

**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  
FAX 574-936-3017

**TRC MEETING NOTES:**

**DATE: July 9, 2024**

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**AGENDA ITEMS:**

- 9:00 – Tom Read Minor Subdivision Discussion
- 9:20 - AK Industries Proposed Improvement
- 9:40 - Plymouth Fire Department, Alley Closure Discussion
- 10:00 - Arrow Pest Control, Parking Lot Expansion

**ATTENDANCE:**

See attached Attendance Sheet for 2024-7-9

**MEETING NOTES:**

**Tom Read Minor Subdivision Discussion:**

**Project Summary:**

- The Read family is in the process of selling the residence and out-buildings at 11821 Plymouth-Goshen Trail. To ensure the new owners do not have problems in the future the Reads want to address some of the parcel line / building conflicts.
- The eastern parcel line will be relocated east to ensure the existing barn is completely located on the parcel and will also meet the side yard setback requirements.
- The southern parcel line will be relocated to the south to ensure the existing barn is completely located on the parcel and will also meet the rear side yard setback requirements.
- The western parcel line will be relocated east to ensure the neighbor's existing shed is completely located on the neighbor's parcel and will meet the side yard setback requirements. The movement of this parcel line will also ensure the neighbors stone drive is also completely located on the neighbor's property.
- Per the Read's all adjoining neighbors have agreed to the property exchanges.
- Prince Land Surveying has prepared the preliminary site layout and will prepare the final drawings.

**Planning:**

- Prince Land Surveying will need to prepare a plat with legal descriptions for each of the property exchanges.
- Deeds will need to be prepared for the property being transferred and must include the language set out in the city's Subdivision Control Ordinance under Section 1.11, Replats Not Requiring a Hearing (e)(2). (I am attaching a copy of that section).

- The Plat and deeds should be submitted to the Technical Review Committee for review and can be approved by the Zoning Administrator.

**Emergency Services:**

- Nothing to address at this time.

**Transportation:**

- Nothing to address at this time.

**Utilities:**

- Nothing to address at this time.

**Drainage:**

- Nothing to address at this time.

**General:**

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**AK Industries Proposed Improvement:****Project Summary:**

- AK Industries was on the June 11, 2024 TRC agenda due to their proposal to add a 20,700 square foot building (230'x90') to the north of the existing building located at 1440 Stanley Drive.
- It was requested that they be placed on the July 9, 2024 TRC agenda to discuss the ability to omit all the proposed asphalt on the property and leave all parking and driveways gravel due to cost.

**Planning:**

- Minor discussion took place regarding the Plymouth Zoning Ordinance and asphalt requirements.
- Due to no one being present to represent AK Industries the decision was made to table the discussion until someone representing AK Industries could attend the next TRC meeting.

**General:**

- After the meeting AK Industries design consultant, JPR, was invited to the July 23, 2024 TRC Meeting to discuss the matter. JPR will contact the City if they would like to be placed on the 23<sup>rd</sup> meeting.

**Plymouth Fire Department, Alley Closure Discussion:****Project Summary:**

- The Plymouth Fire Department is interested in vacating / closing a section in the alleyway behind the fire department building in order to create an outdoor patio space for use by the fire department members.
- The outdoor patio space would be a secure area to deter theft or vandalism.

**Planning:**

- The City has the authority to vacate the alleyway if it is in the best interest of the residence and the City.

**Emergency Services:**

- Nothing further was addressed.

**Transportation:**

- The Street Superintendent was not present to weigh in on the subject but there were concerns about snow removal and snow removal equipment navigating the area.

**Utilities:**

- Currently there is a NIPSCO gas main and other underground telecommunication lines that utilize the alleyway. Overhead NIPSCO electric and an overhead telecommunication line is also present in the area.

**Drainage:**

- Nothing to address at this time.

**Discussion Conclusion:**

- After a lengthy discussion the members were not in favor of vacating the alleyway or impairing its current or potential future use.

**Arrow Pest Control, Parking Lot Expansion:****Project Summary:**

- Arrow Pest Control is interested in creating a 9,500 square foot parking area to the north of their current building to provide an additional 30 parking spaces.
- Per the designer the proposed parking lot potentially will be constructed of 3-4 inches of asphalt over a 6-inch compacted gravel base.
- The designer / contractor attended the meeting to inquire what the requirements are to construct such a parking area.

**Planning:**

- There is a concern the proposed parking lot will be constructed across an existing property / parcel line. It was recommended the parcels be consolidated into a single parcel. Contact the Plymouth Building Commissioner for more information.
- The proposed parking lot design indicated the parking space size does not meet City requirements of 10-foot by 20-foot and will require a variance by the Board of Zoning Appeals (BZA). The BZA meets on the first Tuesday of each month at 7:30 pm local time. Application to be placed on the BZA agenda are due at the Plymouth City Office on or before the 15<sup>th</sup> of the month prior to the meeting.
- Refer to the Plymouth Zoning Ordinance for parking lot lighting requirements [https://www.plymouthin.com/egov/documents/1715881511\\_67911.pdf](https://www.plymouthin.com/egov/documents/1715881511_67911.pdf).
- A permit is required to construct the proposed parking lot. See the Plymouth Building Commissioner for more information.

**Emergency Services:**

- Nothing to address at this time.

**Transportation:**

- Nothing to address at this time.

**Utilities:**

- Nothing to address at this time.

**Drainage:**

- With the proposed parking lot exceeding 4,000 square foot a drainage plan will be required. Refer to the Plymouth drainage ordinance for the requirements and additional information  
<https://plymouthin.com/departments/division.php?structureid=58>.
- Due to the site being located within 10,000 feet of the airport the retention portion of the drainage ordinance is not required.
- There is a Marshall County legal drain located on the north side of the property. If activity associated with the construction of the parking lot will encroach with the distance of 75 feet from the top of bank of the legal drain the developer / designer will need to contact the Marshall County Surveyor for guidance.

**General:**

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**END OF MEETING**

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July 9, 2024

**WWTP Meeting Room**

**900 Oakhill Ave**

9:00 – Tom Read Minor Subdivision Discussion  
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10:00 - Arrow Pest Control, Parking Lot Expansion

**PLAN COMMISSION:**

Chris Marshall  
Chief Bacon  
Steve Holm  
Rod Miller  
Mike Hite  
Ralph Booker  
Doug Feece  
Fred Webster  
Mark Gidley

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E-MAIL

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