

**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: May 13, 2025**

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**AGENDA ITEMS:**

- 9:00 - Dunkin Donuts, 2124 N. Michigan St. - New Building
- 9:20 - Adam Souder, 1200 W. Jefferson St. - New Car Wash
- 9:40 – Fabian Baca, Broadway St. - Proposed Manufactured Homes
- 10:00 - Art Jacobs, 1221 Elm St. - Parcel Split
- 10:20 - Birchmeier Rentals, 1431 W. Jefferson St - Proposed Duplexes

**ATTENDANCE:**

See attached Attendance Sheet for 2025-5-13

**MEETING NOTES:**

**Dunkin Donuts, 2124 N. Michigan St. - New Building:**

**Project Summary:**

- The developer is proposing to construct a Dunkin Donuts restaurant at the former home site of 2124 N. Michigan St.
- This project was previously brought before the TRC on August 13, 2024 and again on February 25, 2025. Due to various plan updates they were asked to come back to the TRC for additional review.

**Planning:**

- The site is zoned C-3 and is within a Neighborhood Commercial Overlay District therefore it will require a special use variance for a restaurant as mentioned in the previous TRC meeting. Application for variances are due on, or before, the 15<sup>th</sup> of the month prior to the Board of Zoning and Appeals meeting and need to be turned into the Clerk Treasurers Office.
- The landscaping plan (C3) needs to provide calculations and/or measurements identifying how the designed landscaping meets or exceeds the Plymouth Zoning requirements. See page 168 of the Plymouth Zoning Ordinance for more information.
- The developer needs to review their lighting plan (P2) to ensure is meets Plymouth's lighting standards.
- More information is needed for all sign restaurant locations and sign sizes (building signs, yard signs, locations, etc.)
- The front yard setback dimension does not identify the closest portion of the building to the setback line. The dimension should be moved to identify the closest point of the building to the setback line or the south-west corner of the building.

- A notation should be added to the drawing indicating what criteria was used to determine how many parking spaces were needed (seating capacity, number of workers on the largest shift, square footage, etc.).
- Per the 'Public Improvement' section of the zoning ordinance a 5' wide sidewalk must extend from the building structure to the public sidewalk.
- The aisleway behind 90-degree parked vehicles should be 25'. Plans indicate aisleway is only 24'. This will need to be adjusted or the developer will need to request a variance.
- Impervious lot coverage should be noted on the site plan.
- The developer needs to make sure there has been recorded easements established for the private access area.
- The permit applicant needs to list the contractors that will be working on the project. The general contractor and all sub-contractors will need to be registered with the City.
- All tap fees, drainage and erosion control fees will need to be paid prior to a building permit being issued. Fees can be paid at the Clerk Treasurers Office, 124 N. Michigan St.
- The actual building size will be 3,350 square feet.

#### **Emergency Services:**

- The design of the drive entrance and parking area will not allow easy access by emergency services equipment and may require access from N. Michigan St. in the case of an emergency.
- A rapid access 'Knox Box' will be required. Contact the Plymouth Fire Department for assistance in obtaining this device.

#### **Transportation:**

- Ensure there is a recorded easement for the private access area.

#### **Utilities:**

- The proposed development water service will utilize a 1-1/2" diameter connection. Tap fees will need to be paid prior to a building permit being issued. For the convenience of the developers in the area the water service connection point has been previously installed and is located on the east side of N. Michigan St.
- The water service is required to have a backflow device installed. The backflow device shall be inspected once per year by a certified inspector with reports provided to the Water Department.
- The private sanitary sewer service connection from the new structure will be connected into a new manhole and sanitary sewer main installed by the developer and dedicated to the city.
- The City is interested in extending the sanitary sewer main to the north for future development. Contact the Plymouth Utility Superintendent to discuss this main extension and any required easements.
- The private sanitary sewer service must be installed with a locate wire from the building to the manhole.
- A 1,000-gallon grease trap is required for development. The grease trap will need to be installed on the exterior of the building.

**Drainage:**

- The designer is currently working with the Plymouth City Engineer to address any remaining drainage design issues.

**General:**

- The utility notes on the plans reference Culver instead of Plymouth.

**Adam Souder, 1200 W. Jefferson St. - New Car Wash****Project Summary:**

- Adam is interested in constructing a 2-bay automatic car wash on the lot located at 1200 W. Jefferson St.
- The proposed in-bay car wash will not have an on-site attendant.
- Lot size is 99' wide by 297' deep with a 48' x 48' building with drives.

**Planning:**

- The site is zoned C-1 and is within a Neighborhood Commercial Overlay District therefore it will require a special use variance for a car wash. Application for variances are due on, or before, the 15<sup>th</sup> of the month prior to the Board of Zoning and Appeals meeting and need to be turned into the Clerk Treasurers Office. Applications may be found on-line at [www.plymouthin.com](http://www.plymouthin.com) under the Building Commissioner.
- Lot coverage, restricted to 70% maximum hard surface coverage.

**Emergency Services:**

- Nothing currently.

**Transportation:**

- Two driveway permits will be required at \$100 each.
- Street cut permits will be required in order to connect to the sanitary sewer main. Street cut permits are \$500 base fee plus material.

**Utilities:**

- The water service is required to have a backflow device installed. The backflow device shall be inspected once per year by a certified inspector with reports provided to the Water Department.
- A 2" water service will be installed and metered with an 1-1/2" meter. There is a possibility to pull water service from Jefferson St. and Madison St. to obtain better water pressure.
- If using a 1-1/2" water meter, the sanitary sewer connection fee will be \$9,947 with an applied credit of \$1,715. The water connection fee would be \$1,000. The developer is recommending using a 6" sanitary sewer lateral.
- A 1,000-gallon grease trap is required for development. The grease trap will need to be installed on the exterior of the building.
- No restroom facilities are needed since the proposed car wash will not be staffed.

**Drainage:**

- Nothing currently.

**General:**

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### **Fabian Baca, Broadway St. - Proposed Manufactured Homes:**

#### **Project Summary:**

- On April 25, 2025 Mr. Baca reached out to the City to inquire about an address for parcel number 504232403102000019 located on the west side of Broadway Street north of Harrison Street. During the conversation it was discovered additional future homes may be placed on the same site. Due to the recent parcel rezoning to R-3 Mr. Baca was advised to attend a TRC meeting to explain the future uses of the property.
- Mr. Baca was unable to attend the May 13, 2025 TRC meeting and will attend a future meeting once more solid use of the property is developed.

### **Art Jacobs, 1221 Elm St. - Parcel Split:**

#### **Project Summary:**

- Art Jacobs owns an approximate 30 acres of land located on the south side of the City of Plymouth currently outside the City's corporate limit.
- Mr. Jacobs is interested in dividing off a portion of property to annex into the City of Plymouth.
- An ingress/egress easements will be added along the west boundary for future use.
- Mr. Jacobs will meet or exceed all the setback and lot size requirements when surveying the area to be annexed.

#### **Planning:**

- This will be considered a 3-lot minor subdivision.
- Since the home sits at an angle the front setback line will be the north property line.
- A sketch of the parcel layout will need to be presented to the Plan Commission for their review. Once the plan has been reviewed, and changes are made, a final plan will need to return to the Plan Commission to seek their approval to be annexed into the City.
- A minimum 50-foot-wide easement will be located along the west property line of the development for access to the remaining land not being annexed.

#### **Emergency Services:**

- Nothing currently.

#### **Transportation:**

- Nothing currently.

#### **Utilities:**

- Nothing currently.

#### **Drainage:**

- Nothing currently.

**General:**

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**Birchmeier Rentals, 1431 W. Jefferson St - Proposed Duplexes:**

**Project Summary:**

- The developer is interested in constructing a single 24' x 62' residential duplex on a single parcel of land near Jefferson St.
- The front of the duplex along with parking will be located on the east side of the building similar the to the other duplexes in the area.
- The developer will utilize the existing sanitary sewer tap but will require a new water service tap.

**Planning:**

- The parcel is zoned C-3 with a Neighborhood Commercial Overlay Zoning.
- The developer is to follow all required setbacks based on the parcel zoning requirements.
- Due to the potential continued development on the adjacent property, it was suggested that all properties owned by the developer be re-zoned to R-4 to prevent multiple re-zonings, or variances, in the future.

**Emergency Services:**

- Nothing at this time.

**Transportation:**

- No additional driveway permits are needed if utilizing the existing entrance / exit.

**Utilities:**

- Nothing at this time

**Drainage:**

- Construction sites must keep sediment from leaving the site by tracking onto nearby roadways or flowing onto adjacent properties.
- A larger development will need to design and implement drainage requirements and sediment control measures.

**General:**

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**END OF MEETING**

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**TRC MEETING ATTENDANCE SHEET:**

**May 13, 2025**

**AGENDA ITEMS:**

**WWTP Meeting Room**

**9:00 A.M.**

**900 Oakhill Ave**

9:00 - Dunkin Donuts, 2124 N. Michigan St. - New Building  
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**ATTENDANCE:**

MAYOR:	Robert Listenberger	[ ]
CITY ATTORNEY:	Jeff Houin	[✓]
CITY ENGINEER:	Dan Sellers	[ ]
ENGINEER TECH.:	Ken Voreis	[ ]
ZONING ADMINISTRATOR:	Dennis Manuwal	[✓]
STREET SUPERINTENDENT:	Jim Marquardt	[✓]
UTILITY SUPERINTENDENT:	Donnie Davidson	[✓]
WATER ASST. SUPERINTENDENT:	Mike Vollrath	[ ]
GIS:	Chris Marshall	[✓]
POLICE CHIEF:	John Weir	[ ]
FIRE CHIEF:	Steve Holm	[ ]
FIRE INSPECTOR:	Rod Miller	[✓]
PARK SUPERINTENDENT:	Mike Hite	[ ]
PLAN DIRECTOR:	Ty Adley	[✓]
	Doug Feece	[ ]
	Fred Webster	[✓]
	Mark Gidley	[ ]

OTHER ATTENDANCE NAME	COMPANY	E-MAIL
Vatsal Patel	Dunkin	Jpatel@777@yahoo.com
Art Jacobs	Jacobs	A.JACOBS@fourway.net
Chris McCrea	Kimpel	surveymccrea@gmail.com
Adam Souder	3130 Equipment Co	3130eg@gmail.com
Jeff Birchmeier	Birchmeier Rentals	jeffbirmier@yahoo.com