

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

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TRC MEETING NOTES:

DATE: August 26, 2025

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AGENDA ITEMS:

- 9:00 – Dollar General, 7794 Queen Rd. (Katie Durham, Rusty Doss)
- 9:20 - Birchmeier Rentals Re-Zoning (Jeff Birchmeier)
- 9:40 - Art Jacobs Minor Subdivision (Art Jacobs)
- 10:00 – Harrison / Beerenbrook, 3-New Home Sites (Ben Oviedo)
- 10:20 - Crossroads Church Addition (Brad Mosness, Abenmarche)

ATTENDANCE:

See attached Attendance Sheet for 2025-8-26

MEETING NOTES:

Dollar General, 7794 Queen Rd.:

Project Summary:

- Will Diekemper with Kinetic Design + Development presented a set of design plans for a Dollar General retail store to be constructed on the north-east corner of U.S. 30 and Queen Road.
- The proposed location sits outside the Plymouth corporate limit line but within Plymouth's 2-mile jurisdiction therefore it will need to follow Plymouth's zoning.
- The building will be 9,100 square feet with a mixed-use classification.

Planning:

- Staff Question, What is the reason the proposed Dollar General north property line is shown to be 28.02 feet south of the original parcel property line? If the proposed Dollar General north property line was moved north 28.02 feet to match the original property line the driveway could be moved further north to provide a larger queue prior to the stop sign.
- A waiver will need to be obtained from the Plymouth Plan Commission to waive the property exterior sidewalk requirements. Plan Commission applications are available on the Building Commissioners webpage.
- A variance will be needed to place a pole mounted sign within an R-1 zoning. Developer / Designer will need to adhere to Plymouth's pole sign regulations when requesting a variance.
- The developer is aware of the final report of the proposed ProPEL US 30 project and potential changes to the intersection.
- A driveway permit will need to be obtained through Marshall County.
- A set of plans and a copy of the State Design Release (CDR) will need to be provided to the Plymouth Building Commissioner for review.

- A building permit cannot be issued until all applicable fees are paid to the City of Plymouth.
- All contractors and sub-contractors need to be registered with the city of Plymouth.

Emergency Services:

- Nothing to address at this time.

Transportation:

- Nothing to address at this time.

Utilities:

- Nothing to address at this time.

Drainage:

- Drainage review application fee will be \$900 and the SWPPP review application fee will be \$900. A set of plans and the review fees must be turned into the Plymouth Clerk's Office prior to beginning the review process. The designer is encouraged to send a digital copy of the plans to the City Engineer.
- The drainage basin shall include the required 6% oversizing to offset post-construction sedimentation. See section 3 of the drainage technical standards for more information.

General:

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Birchmeier Rentals Re-Zoning:

Project Summary:

- Birchmeier Rentals is interested in developing the vacant acreage on the east side of the property located at 1425 W. Jefferson St.
- The plan is to construct 16 to 20 rental apartments within multiple duplex structures like the homes currently on-site.
- Parcel will need to be rezoned from the current Commercial zoning to R-4 zoning.
- The existing barn located on the property will remain.

Planning:

- Access in and around the proposed duplexes shall include turnaround or cul-de-sac areas at the end of any dead-end roadways.
- Each apartment unit will need two parking spaces.
- The proposed development layout will differ from the original layout therefore the developer will need to redesign the layout to ensure all zoning requirements can be met.
- The setback along the north property line of the developed area where the first set of proposed duplexes will be placed would be considered a side yard setback. This side yard setback would be 5-foot although the developer may want to increase this setback to better accommodate maintenance activities.

Emergency Services:

- The developer / Designer shall ensure access in and around the development can be navigated by emergency vehicles, waste disposal services and snow removal equipment.

Transportation:

- If utilizing the existing entrance from W. Jefferson Street no additional driveway permits are needed.

Utilities:

- An existing water main has been previously extended south into the development that will be utilized to serve the additional buildings.
- Standard utility connection fees will apply.

Drainage:

- Due to the changes to the original developments design the developer will need to submit drainage and SWPPP design plans for review and approval.
- Pre-construction / post-construction maintenance agreement will need to be addressed. See City Engineer for guidance.

General:

- Prior to address being assigned the city, along with the developer, will need to discuss private street naming, building addresses and mail delivery method.

Art Jacobs Minor Subdivision:**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 dividing off a portion of property in order to annex it 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:

- The developer will need to come up with a name of the subdivision.
- A 50-foot-wide easement will need to be added along the west property line on the proposed subdivision. The easement only needs to be through the parcel being divided from the remaining acreage.
- When the 50-foot-wide easement encounters the Elm Street / Discovery Ln. intersection the easement will need to vary in width to include the Jacobs residential driveway in case any adjustment to the paved area is needed in the future.
- Mr. Jacobs will have the minor subdivision plat prepared and submit it to the Building Commissioner for review prior to presenting it to the Plan Commission.

Emergency Services:

- Nothing further was addressed.

Transportation:

- Nothing further was addressed.

Utilities:

- Nothing further was addressed.

Drainage:

- Nothing further was addressed.

General:

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Harrison / Beerenbrook, 3-New Home Sites:**Project Summary:**

- Mr. Oviedo would like to replat 4 existing lots located along the east side of Beerenbrook St. between West Harrison St. and Corbin St. into 3 lots.
- The existing home located at 1025 W. Harrison St. would remain and would be located on the northern most replated lot.
- A Modular home placed on a permanent foundation is being proposed. Note: Manufactured homes, formally known as mobile homes, are not allowed.

Planning:

- A surveyor will need to prepare a minor subdivision plat for the area. The proposed plat will need to include all easements. Setbacks for each lot would be a plus for the developer.
- The proposed layout provided identifies a 10-foot-wide easement located along the east parcel line. This easement is to be used for individual sanitary sewer laterals. An additional 5-foot-wide setback has been added to the west of the previously mentioned easement line to ensure the placement of any proposed structure maintain 5-foot from the 10-foot-wide easement.
- The preparer of the plat should ensure the proposed easement is called out as a 'sewer easement' to identify its sole purpose.
- All application fees, connection fees and stormwater fees shall be paid prior to obtaining a building permit.
- The replat of the lots will not need to go before the Plan Commission and can be signed by the Plymouth Building Commissioner once it is correctly completed.
- Depending on the style of homes being placed on each lot a variance of use may be needed.
- The developer will need to ensure the size of modular homes being placed on each lot will fit within the setback requirements before placing the home. Failure to do so could result in the home needing to be removed.

Emergency Services:

- Nothing to address at this time.

Transportation:

- Each proposed lot will require a driveway permit. Visit the Street Department for a permit and more information.

- All street cuts require a Street Cut Permit obtained through the Street Department. Street cut fees start at a \$500 base plus asphalt costs. Large street cuts must be made by a qualified contractor.
- All street cuts shall be neatly cut.
- Compacted granular backfill shall be used for all street cuts. Compacted granular backfill shall extend a minimum of 5-foot beyond the edge of pavement.

Utilities:

- The existing sanitary sewer lateral for the existing home located at 1025 W, Harrison St. exits the existing structure and connects into the sanitary sewer main located along Corbin St. This sanitary sewer lateral will be removed from the proposed northern two lots and will remain in place to be used for the southern lots sanitary sewer connection if grade / cover allow.
- The northern two lots will connect to either the sewer main along Harrison St. or Beerenbrook St. provided the installation is economical due to the sanitary sewer mains depth. If a sanitary sewer lateral connection to Harrison St. or Beerenbrook St. is not economical a proposed easement located along the east property line of the development will allow the northern two lots to access the sanitary sewer main along Corbin St.
- Due to potential depth to utility mains any excavation performed in the city right-of-way must be done by a qualified contractor.
- The sanitary sewer laterals must be SDR 35 gasketed piping with a tracer wire and shall have a minimum 12-inch cover. Laterals shall be separated from each other by a minimum of 3-feet.
- The City of Plymouth will core drill all utility mains provided the excavated trench is properly stabilized.
- Sanitary sewer cleanouts need to be located within 5-feet of the home.
- Any existing or proposed home shall be connected to the sanitary sewer and water main independently from each other.
- Mr. Ovideo needs to provide the Utility Superintendent with a sketch of the utility layout for each of the 3 proposed lots.
- Additional specifications can be found at www.plymouthin.com.

Drainage:

- If the developed site has more than 10,000 square feet of impervious surface the developer is required to submit a drainage plan. The hard surface quantities include the home, driveway, sidewalk, patios and any detached structures. Mr. Ovideo will need to provide this information to the Plymouth City Engineers office to verify.
- To prevent sediment from leaving the site each lot will need to follow the "Small Lot Erosion Control" measures outlined on Plymouth's Stormwater Management webpage.

General:

- When calling in locates all proposed installations shall be marked with white paint.
- After the re-plat is approved and signed the developer may request addresses for the newly created lot, no self-assigned addresses are allowed.

Crossroads Church Addition:

Project Summary:

- Crossroads Church is interested in additions to the north side, the south-east corner and the south-west area of the existing church.
- Parking near the east side of the existing building will be removed to accommodate the proposed addition and will be replaced once the project is complete.
- The new additions will contain new fire walls.
- The drive located to the north of the existing building will be altered in width to accommodate the new addition. The redesigned drive will ensure the navigation of emergency equipment is addressed and will include no parking signs.
- Contractor would like to start construction in September of 2025.

Planning:

- When submitting plans to the State for a design release the plans should also be submitted to the Plymouth Building Commissioner for review. Plans submitted to the Plymouth Building Commissioner should be submitted through the online permitting portal.
- All contractors and sub-contractors must be identified and registered with the City of Plymouth. Registration may be done online.
- The City can issue a foundation permit provided a state foundation design release is obtained.
- The City of Plymouth has adopted the DNR's 'Best Available Floodplain' information although flood insurance utilizes FEMA maps.
- It is recommended a 'Letter of Map Amendment' (LOMA) be performed.
- Finished floor elevation must be 2-feet above the floodplain elevation.
- Ensure the proposed additions are at least 75-feet away from the top of bank of the nearby regulated drainage ditch. If the proposed addition is less than 75-feet to the top of the bank you will need to consult with the Marshall County Surveyor to seek the Drainage Board approval.
- Handicap parking design shall prevent the need to travel behind parked vehicles when accessing handicap ramps or entrances.
- Ensure ADA paths are well marked.
- A Certificate of Occupancy will not be provided until the provisions of each city department are met.
- A request will need to be made to waive the required installation of a sidewalk along Oak Drive. Waivers may be given in exchange for a 10-foot-wide dedicated easement adjacent to and along the Oak Drive right-of-way for the future construction of a sidewalk in the area.
- If a sidewalk is constructed in the future along Oak Drive Crossroads Church may want to think about access to the church from this sidewalk in order to prevent pedestrians from using the driveway as a walking path.

Emergency Services:

- The drive located on the north side of the building should incorporate a 20-foot-wide fire lane to prevent parking along the curb between the drive and the proposed building addition.
- Ensure the site has access for emergency equipment.

Transportation:

- No new entrances or roadwork will be added, nothing to address at this time.

Utilities:

- New water lines will be added to serve the new additions and will connect into the existing water service after the water meter. Isolation water valves shall be installed to independently shut off water to various sections for maintenance. It is advised that locate wires be placed when poly / plastic piping is used.
- If the water meter size is not increased there will be no increase in water meter connection fees.
- New sanitary sewer lines will be added to serve the new additions. New sewer lines shall be installed with a locate wire.
- A sanitary sewer grinder pump and force main will be installed and connected into the existing sanitary sewer service line. It is recommended a minimum 24" diameter structure be placed at the connection point to allow for maintenance.
- It is not required but it was suggested that a back-water valve be added to the gravity sewer pipe upstream from the grinder pump discharge as an extra precaution in case the downstream gravity sewer pipe gets plugged.

Drainage:

- The proposed addition on the north side of the building will collect roof and surface water into a drywell that will allow its overflow to discharge into the existing sites storm water drainage system. To use a drywell soil types need to have a percolation rate of 6" per hour or more.
- The existing drainage basin will be enlarged to accommodate the additional hard surface runoff.
- Due to the disturbed area being less than 1-acre, a Storm Water Pollution Prevention Plan is not required although erosion control measures shall be included on the drainage plan.
- The drainage application, design and review fee will need to be delivered / mailed to the Clerk's Office at 124 N. Michigan Street with digital copies email to the City Engineer. Review fee for the drainage plan will be \$750.00
- To obtain final approval of the drainage plan a performance bond or cash financial guarantee will be needed in the amount equal to the cost of all new storm-related structures, piping, basin and erosion control measures. Please note, with financial guarantees the funds are completely returned to the issuer once all site activities are completed correctly and as-builts are received. Bonds are to remain active until 6-months after the project is completed.

General:

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END OF MEETING

900 OAKHILL AVENUE - P.O. BOX 492
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August 26, 2025

WWTP Meeting Room

900 Oakhill Ave

10:20 - Crossroads Church Addition (Brad Mosness, Abenmarche)

PLAN DIRECTOR:

Robert Listenberger	[]
Jeff Houin	[✓]
Dan Sellers	[✓]
Ken Voreis	[✓]
Dennis Manuwal	[✓]
Jim Marquardt	[]
Donnie Davidson	[✓]
Mike Vollrath	[]
Chris Marshall	[✓]
John Weir	[]
Steve Holm	[]
Rod Miller	[✓]
Mike Hite	[]
Ty Adley	[✓]
Doug Feece	[]
Fred Webster	[]
Mark Gidley	[]

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