

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: January 27, 2026

AGENDA ITEMS:

9:00 – Drive and Shine, Blake Warner
9:20 - Bomarko Inc. - Building Addition
9:40 - City Online Permit Discussion, Dennis Manuwal

ATTENDANCE:

See attached Attendance Sheet for 2026-1-27

MEETING NOTES:

Drive and Shine, Blake Warner:

Project Summary:

- The Drive and Shine franchise is interested in developing the site at 2155 N. Oak Drive. This development will contain a new multi bay car wash and new multi bay oil change facility.
- The site designers for Drive and Shine attended the TRC meeting to inform the members of the recent changes and Board of Zoning Appeals (BZA) approvals.
- Full design plans should be available in the next few weeks. Once the design plans are complete, they will be sent to the State and the City for review.
- The developer would like to start the project near the first of March 2026 with the planned opening near the end of September 2026 provided all approvals and permits can be obtained relatively soon.
- The existing home to the south of the proposed site will be removed.
- The existing storm, electric, gas and other utilities that cut through the property will be relocated as needed in the areas where conflicts with the building plans are present.
- The Drive and Shine development will construct and install an independent storm water system that will drain into an onsite drainage basin and will not connect to the existing system that passes through the property.
- Landscaping and Lighting plans were not part of the plan set presented to the TRC members but will be included with the final set of plans.
- General Contractor: Majority Builders

Planning:

- The Board of Zoning Appeals granted previously applied for variances including a car wash located within a C-3 zoning and various other variances related to setbacks.

- Currently there is an access easement along the northern edge of the Drive and Shine developed property that gives access to the adjacent property located to the west. The neighbor to the west has expressed that they want the easement to remain as-is and left alone. The developer of Drive and Shine and the property owner to the west are aware that per City requirements the access to the property to the west will need paved to a minimum width of 20-feet wide to accommodate vehicle and emergency traffic. This will require a portion of the grass within this access easement to be removed and reconstructed as an asphalt drivable surface to achieve the required 20-foot width.
- Sidewalks along N. Oak Drive are required as part of the project. At this time the city is currently looking at the Oak Drive corridor from US 30 south to State Road 17 for future improvements that may possibly include bike lanes and sidewalks. The Drive and Shine developer may construct the sidewalk along N. Oak Drive or ask for a waiver through the Board of Zoning Appeals in exchange for a 10-foot-wide easement along N. Oak Drive where the City will construct the sidewalk as part of their larger corridor project.
- The developer will need to look at the proposed dumpster location to ensure a trash truck can navigate the parking lot without damaging the vehicle or the development property.
- The designer should provide plans to the Plymouth Building Commissioner at the same time as the plans are sent to State to help expedite local plan review.
- Before a local building permit can be issued the Building Commissioner needs to receive the State design release, favorable approval of drainage and stormwater designs and all connection, drainage and stormwater fees must be paid.
- Despite who pulls the permits for the project, all contractors and sub-contractors must be listed on the permit and registered with the city. Sub-contractors may work under a general contractor's permit but they still need to be listed on the permit and registered with the city.
- An occupancy permit will not be given until all inspections have been completed and any deficiencies remedied. This also includes the receipt and review of any as-build drawings related to the drainage / stormwater system.
- Discussion also took place about the delineation of driving lanes using yellow pavement markings to better identify bidirectional driving lanes.
- The site designer will provide parking and sign calculations to the Plymouth Building Commissioner for review.
- Per developer a fire suppression system is not required.

Emergency Services:

- Nothing to address currently.

Transportation:

- Nothing to address currently.

Utilities:

- Currently the site is served with a $\frac{3}{4}$ " diameter water service. Per the designer / developer future needs will need to increase the water service size and the sanitary service size.
- Discussion took place regarding utility connection fees. Connection fees are based on water meter size.
 - 4-inch diameter water meter is \$68,000
 - 2-inch diameter water meter is \$17,150
 - 1-inch diameter water meter is \$4,288.

- Installation and connections to City utilities must be performed by the developer using a city approved contractor.
- Contractors needing to cut the asphalt of N. Oak Drive may encounter pavement thicknesses near 18-inches thick.
- The nearest sanitary manhole to the developed property is located within the N. Oak Drive roadway and is approximately 12-feet deep. Any connections into an existing manhole must be core drilled and be installed no more than 2-feet above the bottom of the manhole unless an internal pipe drop is constructed. A "T" connection into the mainline is allowed provided visual inspection of the connection is not needed. This would be relevant in case the service lateral ever gets clogged or stops working.
- Water main "Hot taps" are allowed but need to be done by a City approved contractor.
- Per the designer / developer the development desires to install an 8-inch diameter sanitary service lateral.
- The developer asked about water pressure in the area. Water pressure in the area of the this development is approximately 68-71psi.

Drainage:

- The current easement located along the path of the existing storm drainage piping through the Drive and Shine developments property will need to be relocated due to the proposed alignment changes.
- The designer will need to check, and identify, all utility crossings to ensure adequate clearance is provided.
- The outlet from the proposed drainage basin should be relocated to allow a greater distance between the drainage basin and the property line to gain a larger area for stormwater disbursement.
- Reference <https://www.plymouthin.com/department/index.php?structureid=39> for the updated stormwater ordinance and technical manual.
- Ensure the basin and the area around it is maintainable.

General:

- Per the developer, typical water service needed to operate the development is 2-inch diameter. Drive and Shine typically installs a 4-inch water service and split it into two 2-inch services to allow for one of the 2-inch services to be shut down due to any kind of service such as a backflow service without interrupting the facility. The Utility Superintendent mentioned a 2-inch bypass around the meter could be installed and used in instances like this but only if the bypass is locked out and if the bypass is used the City is aware of it prior to its use.

Bomarko Inc. - Building Addition:

Project Summary:

- Bomarko is interested in expanding their warehouse area located at 2400 Walter Glaub Drive.
- The expansion will be used for warehouse space only and no manufacturing will take place in this area. Outdoor storage will also not take place after the expansion is complete.

- The desire of the addition and site reconstruction is to be hard surface deficient or not to add any additional hard surface to the site or possibly reduce the current amount of hard surface.
- Drainage for the new addition and reconfigured hard surface will utilize inlets and pipes to direct the flow to the existing drainage basin.
- The existing utility pole and guy wires will be relocated to accommodate the expansion of the north drive.

Planning:

- Minor discussion took place regarding the Plymouth Zoning Ordinance and asphalt requirements.
- The designer needs to provide parking calculations to ensure there is adequate parking to accommodate the number of employees on the largest shift plus company vehicles that are present.
- Per City requirements parking spaces are to be 10-foot wide by 20-feet long. Aisleway distances between 90-degree parking spaces are to be a minimum of 25-feet.

Emergency Services:

- Nothing to address currently.

Transportation:

- Nothing to address currently.

Utilities:

- The electrical service feeding the adjacent sanitary sewer lift station located on the west side of Water Glaub Drive is connected to the proposed utility pole to be relocated. The Plymouth Utility Superintendent shall be notified and aware of the timing the electricity will be disconnection and reconnection to the lift station.
- An oil/water separator will be installed in the proposed recessed dock.
- The designer to provide a copy of the best management practice document for the oil separator.
- The extension of the pipe located under the driveway shall match the existing RCP elliptical 19x30 pipe with RCP flared end section. It may not be necessary to install a structure at the transition from the existing pipe to the new pipe provided a similar pipe is installed to extend the pipe under the proposed driveway expansion.
- An industrial questionnaire will be sent to the owner. The questionnaire will need to be filled out and returned back to the Utility Superintendent.
- Per the designers no additions or modifications will be made to the sanitary or water systems.

Drainage:

- The area around the drainage basin should be contained within an easement tied to the facility at 2400 Walter Glaub Drive. This will ensure the drainage facility for 2400 Walter Glaub Drive is protected in case the parcel contain the drainage basin is sold in the future.
- The City Engineer will need the signed drainage / stormwater application and associated review fees prior to officially starting any review process.

- The designer should contact the Marshall County Surveyor due to the proposed parking lot on the north side of the building potentially be located within the Schuh Ditch maintenance easement.

General:

- There is a concern about trucks using the roadway to back into the proposed addition and potentially causing traffic issues or roadway damage.
- The designer is to provide truck turning details to the city for review.
- The large asphalt area adjacent to the new addition will be used for shuttle goods from the existing building to the new addition.

City Online Permit Discussion, Dennis Manuwal:

Discussion:

- Discussion took place to find out who is using the permit system and identify any areas that need to be corrected / updated.

END OF MEETING

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TRC MEETING ATTENDANCE SHEET:

January 27, 2026

AGENDA ITEMS:

WWTP Meeting Room

9:00 A.M.

900 Oakhill Ave

9:00 – Drive and Shine, Blake Warner

9:20 - Bomarko Inc. - Building Addition

9:40 - City Online Permit Discussion, Dennis Manuwal

ATTENDANCE:

MAYOR:	Robert Listenberger	[]
CITY ATTORNEY:	Jeff Houin	[✓]
CITY ENGINEER:	Dan Sellers	[✓]
ENGINEER TECH.:	River Watson	[✓]
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

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