

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

Philip R. 'Rick' Gaul, P.E.
City Engineer

PHONE 574-936-3614
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TRC MEETING NOTES:

DATE: July 27, 2021

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AGENDA ITEMS:

- 9:00 CTS Realty Minor Subdivision – Ralph Booker
- 9:15 Proposed Restaurant– John Sander
- 9:30 Maplenet/Surf - 602 Ply E. Jefferson Build (UT-21-013) - Discussion
- 9:50 Lot 7 Property Transfer – Ralph Booker (Added, 7/26/2021)

ATTENDANCE:

See attached Attendance Sheet for 2021-07-27

MEETING NOTES:

CTS Realty Minor Subdivision – Ralph Booker:

Project Summary:

- CTS Realty is interested in sub-dividing their 20.897-acre parcel into 2 lots.
- Lot 1, located in the North-East corner of the CTS Realty property, will consist of 4.73 acres.
- Lot 2 will consist of the acreage remaining from the original 20.897-acre parcel.
- Access to Lot 1 will be from Lincolnway through the adjacent parcel to the south then through an easement located on Lot 2. Access to Lot 1 does not have legal access from Pine Road.
- Lot 1 currently contains a drainage basin and a defined wetland area.

Planning:

- If any of the parcels will be utilized to construct a communication tower the developer / owner will need to refer to the Plymouth Zoning Ordinance for fall zone requirements.

Emergency Services:

- Driveways need to be designed and maintained so the Plymouth's snorkel truck can navigate the area in case of fire.

Transportation:

- Nothing was addressed.

Utilities:

- No City utilities are located in the area.

Drainage:

- Any future drainage will need to utilize the existing basin and will need to contact the Marshall County Surveyors Office for the drainage approval process.

General:

- Nothing was addressed.

Proposed Restaurant– John Sander:**Project Summary:**

- A developer, from Chicago, is interested in constructing a 2,225 square foot, 36 seat food & beverage restaurant.
- The proposed development will contain 30 – 10'x20' parking spaces and a designed 11 space stacked drive thru.
- The developer is planning for a spring 2022 construction start with a fall 2022 opening.

Planning:

- Parcel is zoned C-3.
- Per Keith setbacks, signs and parking appear to meet the Plymouth Zoning Ordinance. No variances are to be expected.
- Signs are limited to 75 square foot in size with a total of 4 signs can be placed on the property.
- Any variances from the zoning standards shall be taken to the Plan Commission for their approval. Plan Commission meets on the 1st Tuesday of each month unless this date falls on a holiday or an election day then the meeting is moved to the next day.
- Variance request must be turned into the City Office on or before the 15th of the month prior to the meeting date. If the 15th falls on a weekend the deadline is the Friday prior to the 15th.
- Once approved the Construction Design Release and plans shall be sent to the Plymouth Building Commissioner, Keith.
- Parking and/or general lighting shall be 90-degree cutoff with no more than 5 lumens projecting across the property line.

Emergency Services:

- Nothing was addressed.

Transportation:

- The proposed site plans indicate a single driveway will be constructed to access the site. A driveway permit is required with a cost of \$100.00.
- If needed a street cut permit is required for each street cut. Street cuts 4' wide (max.) and no more than 24' in length will be \$500.00 plus asphalt costs. Larger street cuts must be performed by a qualified paving contractor, who's cost above the \$500.00 base permit fee shall be paid by the person making the application.

Utilities:

- A sanitary sewer manhole is located to the West of the Arby's restaurant and is being extended eastward by the current Goodwill developer that is currently under construction.

Drainage:

- Due to the presented site plan it appears stormwater detention will utilize underground storage. Underground storage must be designed as a closed system making it easier to clean and maintain. Design shall be based on a 100-year critical storm.
- Drainage from the site may be released at a 10-year undeveloped rate however, this may be downsized by an orifice into the nearby drainage ditch if the ditch will handle the upstream flow from the proposed & existing development. Minimum orifice shall be 4" in diameter.
- Refer to the City's website. www.plymouthin.com, for the 3-tier stormwater application and design criteria.
- The site will be less than 1-acre therefore a full Storm Water Pollution Prevention Plan (SWPPP) is not required although erosion control measures shall be part of the prepared drainage site plan.
- To avoid delays in the review process the City encourages the designer to review and follow the check list provided on the City's website and ensure all review items are addressed.
- Once the drainage plan has been turned into the City Office the City has 10-days, excluding weekend and holidays, to preliminary review the plans to ensure all materials have been received. If discrepancies are encountered with the plans or calculations the review timeclock is reset and a new 30-day review clock begins. The 30-day review clock resets each time the revised plans are returned to the city and more discrepancies are encountered.
- Culverts placed under driveways shall be Concrete Reinforced Pipe (CRP) with matching end sections.

General:

- A mailing / site address must be requested through the Plymouth City Engineers office. The address request must be made by the owner of the site.

Maplenet/Surf - 602 Ply E. Jefferson Build (UT-21-013) - Discussion:

Project Summary:

- Surf Broadband Solutions, also known as Surf Air & Maplenet, is interested in installing fiber starting within select areas in and around the City of Plymouth with the hope of connecting all of the City.
- The proposed fiber installation will take place along City streets and within alleyways.
- The buildout will utilize the recently installed school fiber installation as their backbone.

Planning:

- Refer to the Plymouth City Zoning Ordinance for visual sight distance requirement when placing above ground cabinets.

General:

- Handholes placed within pavement or gravel travel surfaces within the public right-of-way shall utilize a concrete structure with a steel casting and lid. Covers shall be depressed a maximum of 1/2" from the surrounding surface to avoid being damaged by snow removal equipment.
- Polymer handholes are permitted within the public right-of-way provided they are traffic rated, placed outside the maintained pavement or gravel driving surface and are located near a protective structure like a power pole. Covers shall be flush or depressed from the surrounding surface to avoid being a tripping hazard.
- Non-traffic rated handholes are permitted within the public right-of-way provided they are located within a maintained grass area and are located a minimum of 5' away from a paved or gravel surface. Non-traffic rated handholes can be located within 2' of a paved or gravel surface if a raised concrete curb separates the paved / gravel surface from a grassed area.
- Handhole lids shall be marked with the services name and contact information.
- Locating puck may be added to handholes to aid in locating in case the handhole becomes not visible.
- Care shall be taken to reduce the number handhole and connection points placed within public right-of-way.
- Installed ducts are limited to one side of an alleyway or street, not both sides. This is done to help prevent the cluttering of the public right-of-way.
- Utility locates shall be performed prior to any design work to verify the proposed installation will not interfere with the maintenance of existing utilities within the proposed area.
- Handhole and/or connection point damage will be repaired by Surf Broadband / Directline.

- Surf Broadband / Directline has previously installed ducts and infrastructure to interconnect the schools within some areas of their proposed build-out. The approved installation was to include 2 ducts. One duct was to be used for the school interconnect and the other was for future use. Due to the extra duct installed the City will not permit any additional ducts within these areas by Surf Broadband / Directline at this time.
- Individual service connections:
 - Services crossing gravel alleyways shall be installed 12"- 24" deep.
 - Services crossing paved areas shall be 24"- 36" deep.
 - Services installed within the right-of-way after the initial buildout is complete will require a new work in the right-of-way permit.
- If needed a street cut permit is required for each street cut. Street cuts 4' wide (max.) and no more than 24' in length will be \$500.00 plus asphalt costs. Larger street cuts must be performed by a qualified paving contractor, who's cost above the \$500.00 base permit fee shall be paid by the person making the application. Street cuts shall be saw cut.
- Each proposed build-out will be approved individually.

Lot 7 Property Transfer – Ralph Booker (Added, 7/26/2021):

Project Summary:

- A previously constructed privacy fence in the rear yard of 234 E. Lake Ave. was constructed across the property line onto the property of 225 Pennsylvania Ave. The two owners would like to correct the problem by reconfiguring the current property line between the properties to incorporate the fence with the property at 234 E. Lake Ave.

Planning:

- The building located on 234 E. Lake Ave. currently does not meet the rear yard setback requirements and will not meet the rear yard setback requirements after the relocation of the property line but the move will make the rear setback better.

Emergency Services:

- Nothing was addressed.

Transportation:

- Nothing was addressed.

Utilities:

- Pictures presented at the meeting indicate at least one sanitary sewer risers / cleanout is located between the building, on the property of 234 E. Lake Ave., and the fence.

- Both homeowners should determine where their utilities are located. If utilities are located on the adjacent property agreements shall be established as to who is responsible for maintenance and if maintenance is required access to said utilities is mutual.

Drainage:

- Nothing was addressed.

General:

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END OF MEETING

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TRC MEETING ATTENDANCE SHEET:

DATE: July 27, 2021

AGENDA ITEMS: _____ **WWTP Meeting Room**
9:00 A.M. **900 Oakhill Ave**

- 9:00 CTS REALTY MINOR SUBDIVISION
- 9:15 PROPOSED RESAURANT – JOHN SANDER
- 9:30 MAPLENET/SURF - 602 E JEFFERSON BUILD (UT-21-013) - DISSCUSSION

ATTENDANCE:

CITY ATTORNEY:	Sean Surrisi	<input checked="" type="checkbox"/>
CITY ENGINEER:	Rick Gaul	<input checked="" type="checkbox"/>
ZONING ADMINISTRATOR:	Keith Hammonds	<input checked="" type="checkbox"/>
STREET DEPT SUPT:	Jim Marquardt	<input checked="" type="checkbox"/>
UTILITY DEPT SUPT:	Donnie Davidson	<input checked="" type="checkbox"/>
WATER DEPT AST SUPT:	Jeff Yeazel	<input type="checkbox"/>
WASTEWATER & SEWER AST SUPT:	Larry Hatcher	<input type="checkbox"/>
GIS:	Chris Marshall	<input checked="" type="checkbox"/>
POLICE CHIEF:	Chief Bacon	<input type="checkbox"/>
FIRE CHIEF:	Steve Holm	<input type="checkbox"/>
PLAN COMMISSION:	Ralph Booker	<input checked="" type="checkbox"/>
	Doug Feece	<input type="checkbox"/>
	Fred Webster	<input checked="" type="checkbox"/>
	Mark Gidley	<input type="checkbox"/>

OTHER ATTENDANCE:

NAME	COMPANY	E-MAIL
John Sander	InSite Real Estate	jsander@insiterealestate.com
A Hubbell	Hubbell Law	general@hubbell-law.com
BILL WALTERS	BWPS & PLANN COMM.	billw@bwps.com
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PAUL STROM	Troyer Group	pstrom@troyergroup.com
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