

DEPARTMENT OF ENGINEERING
PUBLIC WORKS – STORMWATER MANAGEMENT
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TRC MEETING NOTES:

DATE: February 28, 2023

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AGENDA ITEMS:

- 9:00 – CMD Oak Drive Office Building - Burke Richeson
- 9:20 - Minor Subdivision, Annexation - Art Jacobs
- 9:40 - Minor Subdivision - Engel

ATTENDANCE:

See attached Attendance Sheet for 2023-2-28

MEETING NOTES:

CMD Oak Drive Office Building - Burke Richeson:

Project Summary:

- CMD is interested in constructing an office space and warehouse area in an empty lot on the west side of Oak Drive north of Pidco Drive.
- Access to the property will utilize the existing drive entrance of Teachers Credit Union with traffic exiting from the proposed development by means of a new entrance/exit onto Pidco Drive approximately 440' west of the Oak Drive centerline.
- Driveway area along the western property line may be expanded onto the adjacent properties to the west to provide additional space for truck traffic and also provide better access for the properties to the west.
- At this time only a single sign affixed to the building is planned.

Planning:

- The current site plan presented indicates there is adequate parking spaces but is missing the 130 square foot of grass area. A 130 square foot of grass area is required for every 20 parking spaces.
- The existing entrance for Teacher Credit Union is for entering only. The shared use will need to remain entrance only.
- The shared use entrance agreement will need to be recorded with the deed for the CMD development along with the deed for Teachers Credit Union.
- The developer will need to ensure lot coverage does not exceed 70%.
- Noted setbacks on the provided plans appear to be satisfactory.
- The zoning for the proposed parcel is I-Industrial. The proposed development will contain a warehouse along with office space.
- Parking spaces are designed to be 10 foot wide by 20 foot deep with handicap parking spaces installed to meet ADA requirements.

- Refer to the Plymouth Zoning Ordinance for sign requirements.
- At this time plans do not show parking lot lighting. All lighting is to be 90-degree cutoff. Refer to the Plymouth Zoning Ordinance for more information.
- Per meeting comments, a hedge may be installed between the east parking lot and the drainage basin.
- A sidewalk is required along Oak Drive unless an exemption is received from the Plan Commission. Due to the limited right-of-way a sidewalk will need to be installed on the back side of the existing power poles. Per the Plymouth Zoning Ordinance sidewalks in this area are to be 8 feet wide and separated from the roadway by a 10-foot-wide grass strip.
- Warehouse area will need fire suppression sprinkles. It was recommended that the developer talk to their insurance to review their plans.
- The building designer should review the plans to make sure if a fire separation is required between the office building and the warehouse area.

Emergency Services:

- Ensure emergency vehicles can navigate within the development area.

Transportation:

- A driveway permit is required for the entrance/exit onto Pidco Drive.

Utilities:

- Municipal sanitary sewer and water are available along Oak Drive and Pidco Drive.
- Availability of sanitary sewer from Oak Drive is possible although Oak Drive is constructed very thick, 14 inches thick in some areas. Traffic Control would also be a concern.
- Availability of sanitary sewer from Pidco Drive is possible although may require a grinder pump to reach the sanitary sewer main.
- The development will require a back-flow preventer to be installed on the water service. Back-flow preventors will need to be inspected once per year.
- If floor drains are placed within the warehouse area sediment traps are required. If maintenance of machinery will take place within the building additional requirements will be required.
- The required water service may need to be enlarged if fire suppression is required.

Drainage:

- All drainage basins should be designed as dry detention basins due to the proximity to the airport. This means the basins are to be dry within 48 hours after a rain event.
- Plan development shall follow the City ordinances to prevent delays during the review process.

- If the driveway/parking area is extended onto adjacent properties the additional hard surface will need to be addressed. If the adjacent property owner will be addressing the additional hard surface, they will also need to address any additional hard surface that has been added to the property that has not been previously addressed.

Minor Subdivision, Annexation - Art Jacobs:

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 approximately 5-acres to construct a home and other amenities and would like to annex the 5-acres into the City in order to acquire City utilities.
- Possible ingress/egress easements may be added along the north and west boundary for possible future use.

Planning:

- Proposed setbacks meet or exceed the requirements. Minimum setbacks are 40 feet from any roadway, 25 feet from the rear property line and 10 feet from any side property line.
- If ingress/egress easements are added they need to be a minimum of 50 foot in width.
- A plat will need to be created and taken to the Plan Commission for their approval. Plan Commission meets on the first Tuesday of the month. Plans & application must be filed by the 15th of the month prior the meeting. If the 15th falls on a weekend the deadline to be placed on the agenda is the Friday prior to the 15th.

Emergency Services:

- Nothing was discussed.

Transportation:

- Discussion took place regarding the existing roadway and the presence of the existing sidewalk.
- No alteration to the entrance to the property will be done at this time.

Utilities:

- See the Utility Superintendent for sanitary sewer tap fees.
- Water service fees are based on the actual cost to install the water service.
- If placing a water well within the City there are permits required to do so.

Drainage:

- Nothing was discussed.

Minor Subdivision - Engel:

Project Summary:

- Steven & Mary Beth Engle are interested in subdividing their property into two parcels.
- One parcel will include the existing home with the other parcel containing the existing agricultural area.

Planning:

- The minor subdivision proposal will need to go before the Board of Zoning Appeals due to the building lot size then will need to go before the Plan Commission.
- Board of Zoning Appeals and the Plan Commission meet on the first Tuesday of the month. Plans & application must be filed by the 15th of the month prior the meeting. If the 15th falls on a weekend the deadline to be placed on the agenda is the Friday prior to the 15th.

Emergency Services:

- Nothing was discussed.

Transportation:

- Nothing was discussed.

Utilities:

- Nothing was discussed.

Drainage:

- Nothing was discussed.

General:

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END OF MEETING

