

CITY OF PLYMOUTH
Downtown Design Guidelines Ad Hoc Committee
Friday, June 25 2021 7:30 AM
Fire Dept. Training Hall, 128 SMITH ST, PLYMOUTH, WI

Official Meeting Minutes

Call to Order – Roll Call: Administrator Skiff called the meeting to order at 7:30 AM. On call of the roll, Mayor Pohlman, Lee Gentine, Joe Van Derven, Ron Nicolaus, Gina Chandler, John Nelson, Greg Hildebrand, and Tanya Williamson were present. None absent.

1. **Approval of Agenda:** Mayor Pohlman moved to approve the agenda; Nicolaus seconded. Motion carried.
2. **Officer Elections: Chair and Vice-Chair:** Nicolaus nominated Mayor Pohlman as candidate for Chair, Hildebrand seconded. Nomination closed. On call of roll, all ayes. Motion carried. Gentine nominated Chandler as Vice-Chair, Mayor Pohlman seconded. Nomination closed. On call of roll, all ayes. Motion carried.
3. **Discussion of Committee role:** Administrator Skiff gave a brief history of the Downtown Design Guidelines previously created through the Redevelopment Authority by Mark Pfaller & Assoc. This committee will provide recommendations to Bay Lakes Regional Planning Commission as they develop a new document outlining downtown design guidelines/regulations/rules.
4. **Review of 2013 draft guidelines:** Administrator Skiff reviewed highlights from the document. Gentine asked the question should they be guidelines or rules. Skiff noted that enforcement of the guidelines/regulations/rules should be defined.
5. **Discussion and possible recommendation regarding Bay Lakes Regional Planning Commission scope of work and contract:** Concerns were brought up regarding the degree of hands-on involvement by Bay Lakes. The committee agreed to meet with the Bay Lakes contact to tour the downtown area and clarify points of the contract before entering into agreement for their services. No action taken.
6. **Communications – Letters, emails, or reports related to the Committee:**
7. **Adjourn:** Gentine moved to adjourn, Nicolaus seconded. Motion carried.