

CITY OF PLYMOUTH
Downtown Design Guidelines Ad Hoc Committee
Thursday, July 1, 2021 3:30 PM
Fire Dept. Training Hall, 128 SMITH ST, PLYMOUTH, WI

Meeting Minutes

Call to Order – Roll Call: Mayor Pohlman called the meeting to order at 3:30 PM. On call of the roll, Mayor Pohlman, Lee Gentine, Joe Van Derven, Ron Nicolaus, Gina Chandler, John Nelson, and Administrator Skiff were present. Greg Hildebrand was absent. Sadie DiNatale Burda from Bay Lakes Regional Planning Commission (BLRPC) was also present.

1. **Approval of Agenda:** Nelson moved to approve the agenda; Nicolaus seconded. Motion carried.
2. **Approval of Minutes from June 25, 2021 meeting:** Gentine moved to approve the minutes. Nicolaus seconded. Motion carried.
3. **Discussion regarding Committee ideas:** The Committee and Sadie DiNatale Burda from BLRPC discussed several components of the proposed plan, including funding programs, an emphasis on vacant storefronts, and different levels of guidelines that could be pursued. Mandatory standards could be included in City ordinance, a new zoning district could be created to 'overlay' the downtown (with a unique set of standards), and guidelines could be provided to help property owners improve their buildings or as a requirement for grant funding. Gentine noted that the Plymouth Advancement Association is researching downtown building ownership. Skiff will research whether following these guidelines will increase the assessed value – and therefore the taxes – of affected businesses.
4. **Discussion and possible recommendation regarding Bay Lakes Regional Planning Commission scope of work and contract:** The Committee may ask BLRPC to research guidelines from other communities, recommend guidance for parklets or bump-outs in the street, or reach out to specific building owners where significant renovations may be necessary. DiNatale Burda will research these requests and provide budget numbers for the Committee to consider. DiNatale Burda noted that the overall contract will lead to deliverables like a review of current conditions and recommendations about various levels of standards and guidelines, but that implementation of the plan will be up to the community. BLRPC's work may be seen as a *bridge* to final standards or more detailed plans.
5. **Communications – Letters, emails, or reports related to the Committee:**
6. **Call to recess:** Mayor Pohlman declared that the meeting stood in recess in 4:45 PM.
7. **Walking tour of Downtown Plymouth:** Pohlman, Skiff, Chandler, Van Derven, and DiNatale Burda toured the downtown to note overall conditions, as well as opportunities for challenges related to specific properties.
8. **Adjourn:** Mayor Pohlman declared the meeting adjourned at 5:30 PM.

Minutes taken by Administrator Skiff and prepared and submitted by T Williamson, respectfully.