CITY OF PLYMOUTH
Downtown Design Guidelines Ad Hoc Committee
Thursday, July 15, 2021 7:30 AM
Fire Dept. Training Hall, 128 SMITH ST, PLYMOUTH, WI

Meeting Minutes

Call to Order – Roll Call: Mayor Pohlman called the meeting to order at 7:36 AM. On call of the roll, Mayor Pohlman, Lee Gentine, Joe Van Derven, Ron Nicolaus, Gina Chandler, and Administrator Skiff were present. Greg Hildebrand, John Nelson, and Tanya Williamson were absent.

1. **Approval of Agenda:** Chandler moved to approve the agenda; Gentine seconded. Motion carried.

2. **Approval of Minutes from July 1, 2021 meeting:** Nicolaus moved to approve the minutes; Chandler seconded. Motion carried.

3. **Discussion and possible action regarding a name change to Downtown Design Standards and Guidelines:** Gentine moved to change the name of the proposed document to "Downtown Design Standards & Guidelines;" Van Derven seconded. Motion carried.

4. **Discussion and possible recommendation regarding Committee ideas:** The Committee voiced support for conducting case studies in other communities as laid out in Task 3 of the updated scope of work from Bay Lakes Regional Planning Commission. Conversation was also held about the idea of the city hiring a downtown advocate to implement the ideas that come from the Downtown Design Standards & Guidelines (DDSG) process. The possibility of a Business Improvement District being created – which would impact a similar area and have similar goals as the DDSG – was mentioned.

5. **Discussion and possible action regarding approval of an updated Bay Lakes Regional Planning Commission scope of work and contract:** The Committee voiced support for the changes made in the revised scope of work, including the categories for potential recommendations outlined in Task 2. Gentine moved to recommend approval of the contract to the Common Council; Van Derven seconded. On call of roll, all voted aye.

6. **Communications – Letters, emails, or reports related to the Committee:**

7. **Adjourn:** Gentine moved to adjourn at 8:35 AM; Nicolaus seconded. Motion carried.

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