

CITY OF PLYMOUTH
Downtown Design Guidelines Ad Hoc Committee
Thursday, August 19, 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, John Nelson, Greg Hildebrand, and Administrator Skiff were present. Tanya Williamson was absent.

1. **Approval of Agenda:** Gentine moved to approve the agenda; Van Derven seconded. Motion carried.
2. **Approval of Minutes from July 15, 2021 meeting:** Hildebrand moved to approve the minutes; Nelson seconded. Motion carried.
3. **Discussion and possible action regarding Bay Lakes RPC proposed process:** The schedule proposed by Bay Lakes Regional Planning Commission was presented and discussed. Suggested dates for meetings that BLRPC would attend include 10/21/21, 12/9/21, 2/10/22, and 4/14/22.
4. **Discussion and possible recommendation regarding draft categories for standards and guidelines:** A BLRPC memo concerning the desired format for the eventual plan was presented and discussed. Motion by Gentine, second by Van Derven, to select the “cut sheet” or table format for the plan, with numbering added for reference. Motion carried.

Bay Lakes also converted the content from the 2013 plan into a spreadsheet to facilitate discussion. Skiff noted that many points in the 2013 plan were listed as requirements, and are reflected now as mandatory standards. Items that were worded with more flexibility in 2013 are initially being shown now as ‘required as practical,’ with some discretion intended for the RDA to determine whether the intent of the standard is met when proposals are eventually received. The Committee appreciated the layout of the Bay Lakes spreadsheet, and upcoming meetings will include discussion about the proper category for the various standards and guidelines.

5. **Discussion and possible action regarding Bay Lakes RPC survey to be sent to Committee members:** Skiff summarized an online survey that BLRPC will send to Committee members, seeking recommended “star cities” to study regarding their approach to downtown standards, and feedback about which standards should be stringent or more flexible.
6. **Discussion and possible action regarding downtown “Champion” idea:** The Committee discussed various ideas for the qualifications and roles of a future City employee who would be a “champion” in the development and implementation of the standards.
7. **Communications – Letters, emails, or reports related to the Committee:**
8. **Adjourn:** Gentine moved to adjourn at 8:55 AM; Hildebrand seconded. Motion carried.