

CITY OF PLYMOUTH  
Downtown Design Guidelines Ad Hoc Committee  
Thursday, October 21, 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. On call of the roll, Mayor Pohlman, Lee Gentine, Joe Van Derven, Ron Nicolaus, Gina Chandler, John Nelson, and Greg Hildebrand were present. Interim City Administrator Austin was also present. Tanya Williamson was absent.

1. **Approval of Agenda:** No objections.
2. **Approval of Minutes from August 19, 2021 meeting:** Gentine moved to approve the minutes; Hildebrand seconded. Motion carried.
3. **Presentation by Sadie DiNatale on topics such as deliverables, existing conditions, design standards, and comparable communities.** Sadie DiNatale from Bay Lakes Regional Planning Commission (BLRPC) discussed what content the final deliverable could have: clear recommendations, funding options, and an identified roadmap to implementation.

The committee discussed the need to for a ‘champion’ to manage the Downtown Design Standard document through necessary city committees and Common Council.

DiNatale discussed the Design Standard Framework. It could be anywhere between flexible and restrictive. Committee members discussed the potential to be in the middle, extensive but not necessarily overly restrictive. But the members wanted to hear about other communities before deciding where Plymouth should be.

As part of the presentation, DiNatale showed the matrix on the case study evaluation of other communities.

The committee discussed stakeholder engagement and stated that when and how that will occur also needs to be decided.

The next meeting is scheduled for December 9, 2021 at 7:30 – 9:30 AM. Topics will be continued conversation on design standards, discussion on findings from case study research, refine project recommendations, and discuss needs/preferences for public and stakeholder engagements.

4. **Communications – Letters, emails, or reports related to the Committee:**
5. **Adjourn:** Nicolaus moved to adjourn at 8:49 AM; Hildebrand seconded. Motion carried.