

CITY OF PLYMOUTH
Downtown Design Guidelines Ad Hoc Committee
Thursday, March 10, 2022 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 7:31 AM. On call of the roll, Mayor Pohlman, Lee Gentine, Joe Van Derven, Ron Nicolaus, Gina Chandler, Alderman John Nelson, Alderman Greg Hildebrand were present. In addition, Interim-Administrator Austin and Brandon Robinson from Bay-Lake Regional Planning Commission were present. Tanya Williamson was absent.

1. **Approval of Agenda:** Gentine moved to approve the agenda; Nicolaus seconded. Motion carried.
2. **Approval of Minutes from February 10, 2022 meeting:** Chandler moved to approve the minutes; Nicolaus seconded. Motion carried.
3. **Review and Discussion regarding materials and presentation for the March 31, 2022 open house at which the design guidelines and standards will be presented to downtown property owners and the public.** Robinson from Bay-Lake gave an overview on materials for the March 31, 2022 open house.

Alderman Hildebrand questioned how the boundary was determined at the last meeting. He questioned why residential homes on Main Street and Spring Street were added to the overlay district. The response from multiple members was to try and establish cohesiveness. The question of whether residential use properties would have separate standards or be part of the same standards was discussed.

Robinson walked through the stations that will be at the open house. It was consensus that there is a lot of material to read and it was decided to send out the material to the stakeholders ahead of the meeting.

Next steps on the process were also discussed. The approval process of this plan will need both Plan Commission and Common Council approval.

The next meeting is scheduled for April 14, 2022 to review the comments from the open house.

4. **Communications – Letters, emails, or reports related to the Committee:**
5. **Adjourn:** Gentine moved to adjourn at 8:38 AM; Chandler seconded. Motion carried.