

CITY OF PLYMOUTH  
Downtown Design Guidelines Ad Hoc Committee  
Thursday, October 13, 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 7:34 AM. On call of the roll, Mayor Pohlman, Lee Gentine, Joe Van Derven, Ron Nicolaus, Jarin Gelhar, and John Nelson were present. Greg Hildebrand was absent. Staff present were City Administrator/Utilities Manager Tim Blakeslee and Tanya Williamson. Brandon Robinson from Bay-Lake Regional Planning Commission was also in attendance.

1. **Approval of Minutes from September 8, 2022 meeting:** Gentine moved to approve the minutes; Van Derven seconded. Motion carried.
2. **Discussion and possible action regarding Design Guidelines and Standards document:** Robinson shared the updated Downtown Business District boundary which now includes the Sartori property on E Main St. He also reviewed committee members' suggestions for updates to the document which include the removal of language unrelated to the scope of the document, and unnecessary language related to details that would be the purview of the review committee. Implementation was discussed, including different processes for different situations i.e., a façade remodel would take a more involved track, while maintenance applications could be fast tracked. A review committee made up of 1-2 Common Council members, an architect, an engineer, a downtown business owner, and a resident of the City of Plymouth would review submissions based on recommendation by the Building Inspector/Zoning Administrator.

Robinson will have rewrites completed for the next meeting.

3. **Communications – Letters, emails, or reports related to the Committee:**
4. **Adjourn:** Nelson moved to adjourn at 9:29 AM; Nicolaus seconded. Motion carried.

Next meeting date will be November 17, 2022 at 7:30 AM.