

**CITY OF PLYMOUTH, WISCONSIN  
TUESDAY, MARCH 26, 2024 COMMON COUNCIL MEETING  
7:00 PM COUNCIL CHAMBERS, ROOM 302  
128 SMITH ST. PLYMOUTH, WI 53073**

**AGENDA**

- 1. Call to order and roll call**
- 2. Pledge of Allegiance**
- 3. Approval of the Consent Agenda (Alderspersons may request removal of item(s), or part thereof without debate or vote):**
  - A. Approve minutes of the meeting held March 12, 2024**
  - B. Approve City and Utility Reports:**
    - I. Electric, Water and Sewer Sales Report – February 2024**
    - II. Utility Related Write Offs for March – \$2,003.80**
  - C. Minutes acknowledged for filing –Housing Authority: March 6**
  - D. Approve Request to Sell Department of Public Works Surplus Equipment**
- 4. Audience Comments: Citizens comments must be recognized by the mayor or presiding officer and are limited to three minutes per person from those signed in on the registration sheet located at the back of the Council Chambers prior to the start of the meeting.**
- 5. Items removed from Consent Agenda:**
- 6. Public Hearing followed by Discussion and Action:**
  - A. No. 4 An Ordinance Creating Sec 13-1-28 of the City of Plymouth, Wisconsin Zoning Code Regarding Creation of R-6 High Density Multi-Family Residential District – Tim Blakeslee, City Administrator/Utilities Manager**
- 7. New Business:**
  - A. Discussion and Possible Action on Certificate of Authority for Plymouth Utilities Storage Building with Forster Electrical Engineering– Tim Blakeslee, City Administrator/Utilities Manager**
- 8. Adjourn to 7:00 PM on Tuesday, April 9, 2024**

It is likely a quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice.

Please note that, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, please contact the City of Plymouth ADA Coordinator Leah Federwisch, located in the Plymouth Utilities office at 900 County Road PP, Plymouth, WI or call 920-893-3853.

**CITY OF PLYMOUTH, WISCONSIN  
TUESDAY, MARCH 12, 2024 COMMON COUNCIL MEETING  
128 SMITH ST. PLYMOUTH, WI 53073**

**UNOFFICIAL MINUTES**

1. **Call to order and roll call:** Mayor Donald Pohlman called the meeting to order at 7:00 PM. On the call of the roll, the following Alderpersons were present: Angie Matzdorf, Diane Gilson, Mike Penkwitz, Jeff Tauscheck, John Nelson, Dave Herrmann, and Bob Schilsky. Also present were: City Administrator/Utilities Manager Tim Blakeslee, Director of Public Works Cathy Austin, Fire Chief Ryan Pafford, Police Chief Ken Ruggles, Electrical Operations Manager Ryan Roehrborn and City Clerk Anna Voigt.
2. **Pledge of Allegiance**
3. **Approval of the Consent Agenda (Alderpersons may request removal of item(s), or part thereof without debate or vote):** Motion was made by Tauscheck/Matzdorf to approve the consent agenda. Upon the call of the roll, all voted aye. Motion carried.
  - A. **Approve minutes of the meeting held Tuesday, February 27, 2024**
  - B. **Approve City and Utility Reports:**
    - I. **List of City & Utility Vouchers dated 02/01/2024 – 02/29/2024**
  - C. **Minutes acknowledged for filing – Committee of the Whole: February 27 – Community Television: March 12**
  - D. **Building Report for February 2024 – 23 permits at \$613,982**
  - E. **Approve Application for Event: Plymouth Maple Festival – to be held April 6, 2024 from 8:00AM – 2:00 PM. Request Park Shelter Fee be waived.**
  - F. **Approve Temporary Class “B” License for Plymouth Downtown Arts & Merchants – Shops ‘N Hops, to be held on April 26, 2024 from 5:30 PM-8:30 PM. Requesting Underage Persons on the Premise.**
  - G. **Approve Parade Request & Street Use Permit from Four Crowns Ltd. For the Annual Walk of the Irishman on Sunday, March 17, 2024 from 11:00 AM – Noon.**
4. **Audience Comments: Citizens comments must be recognized by the mayor or presiding officer and are limited to three minutes per person from those signed in on the registration sheet located at the back of the Council Chambers prior to the start of the meeting:** Chris Kestell, from the Town of Lyndon, spoke out against the Substation No. 5 Project and his concern with ATC Transmission Line Proposal and concern for property value. Kristi Soenson, from the Town of Lyndon, expressed her concern for the ATC Transmission Line Proposal and what it could do for her health. James Jetzer, from Town of Mitchell, spoke out against the Substation No. 5 Project. He sits on the Town of Mitchell Board and voted against the City purchasing land in the Town of Mitchell. Steven Schultz, from the Town of Lyndon, spoke out against the ATC Transmission Line Proposal and concern of lack of communication. Paul Schultz, Town of Lyndon land owner, spoke out against the ATC Transmission line and concern of lack of communication. He felt it could’ve been handled better. Jack Woodland, from the Town of Lyndon, spoke out against the ATC Transmission Line Proposal and his concern for endangered species on his property. Joanne and Jerry Friedman spoke out against the ATC Transmission line project and concern of lack of communication. Mike Penkwitz spoke about the meetings being viewed live on YouTube thanks to Plymouth Community Television. After the meeting they are on the Plymouth Community Television YouTube Channel.

5. **Items removed from Consent Agenda:** None

6. **Ordinances:**

A. **Ordinance No. 3 An Ordinance Amending Section 2-1-9 Of The Municipal Code Of The City Of Plymouth, Wisconsin Regarding Residence Of Employees** – City Administrator/Utilities Manager Blakeslee explained that currently the City’s Ordinances regarding residency of employee’s states that emergency personnel must not live at a distance not greater than 15 miles from the nearest corporate boundary of the city. Blakeslee explained given the recruitment market for new employees, is becoming more difficult to find quality candidates within these boundaries. Providing a waiver will allow staff the opportunity to make limited exceptions if needed. Motion was made by Hildebrand/Penkwitz to approve Ordinance No. 3 an Ordinance amending Section 2-1-9 regarding Residence of Employees. Upon the call of the roll, all voted aye. Motion carried.

7. **New Business:**

A. **Extraterritorial CSM Seeking Approval for Steve Laehn: Part of the Southwest ¼ of the Northeast ¼ of Section 29, T15-R21E, Town of Plymouth, Sheboygan County Wisconsin (N5583 Oak Rd)** – Administrator/Utilities Manager Blakeslee explained that the City of Plymouth serves as the extraterritorial plat review jurisdiction for this property in the Town of Plymouth. The Plan Commission recommended the Common Council approve the CSM as presented on March 7. Motion was made by Schilsky/Tauscheck to approve the CSM. A unanimous aye vote was cast. Motion carried.

B. **Extraterritorial CSM Seeking Approval for Brett Becker: Part of the NW ¼ of the NW ¼ of Section 25, T.15N., R.21E., Town of Plymouth, Sheboygan County, Wisconsin. (W4785 County Rd C)** –City Administrator/Utilities Manager Blakeslee explained that same as the one previous the City of Plymouth serves as the extraterritorial plat review jurisdiction for this property in the Town of Plymouth. Blakeslee also noted that the Plan Commission recommended the Common Council approve the CSM contingent on approval by the Town of Plymouth. Motion was made by Hildebrand/Schilsky to approve the CSM contingent on the approval by the Town of Plymouth. A unanimous aye vote was cast. Motion carried.

C. **Approval of Engineering Services Agreement with Ayres Associates to prepare plans and specification for Mill Pond Dam Replacement Project – Engineering Contract**– Director of Public Works Austin explained that Ayres was selected to complete a study of the Mill Pond Dam. Staff asked Ayres Associates to prepare a proposal for engineering services and inspection for Mill Pond Dam Replacement project. The total proposal from Ayres is not to exceed \$372,400. Motion was made by Nelson/Matzdorf to approve the Agreement for Professional Services with Ayres Associates, Inc. in the amount not to exceed of \$372,400. Upon the call of the roll, all voted aye. Motion carried.

D. **Discussion and Possible Action on Annual Street Program Bids: Forest Ave** – Director of Public Works Austin explained that the City of Plymouth opened bids for the 2024 Street Project. The City received 6 bids and lowest bid was DeGroot, Inc. The City also received an agreement for Construction Management and Survey Staking from Kapur & Associates. Motion was made by Herrman/Penkwitz to approve the bid from DeGroot, Inc. in the amount of \$911,875.37. Upon the call of the roll, all voted aye. Motion carried.

E. **Approve Agreement with Kapur Engineering for Design and Engineering for 2024 Street Project** – Motion was made by Tauscheck/Hildebrand to approve the professional service agreement with Kapur & Associates, Inc for a total of \$87,030.00. Upon the call of the roll, all voted aye. Motion carried.

F. **Presentation, Discussion and Action for Future Vehicle Replacement** – Fire Chief Pafford did a presentation on the potential ladder truck replacement. The current spec price is \$2,093,121.05. The current lead time is 34-36 months. Pafford explained that signing a contract for the truck would put Plymouth in line to receive this truck in 2027. If something were to happen where the funds could not be allocated, Plymouth would be able to break this contract. The current ladder truck is from 1996. Pafford explained a refurbishment takes the truck down to the metal and can cost between \$500,000 and \$1,000,000. Pafford mentioned while talking with the maintenance vendor, they did not recommend this route due to the safety upgrades that have happened since 1996. Pohlman asked if it is going to fit in our current station. Pafford stated it would fit in the current station. Gilson asked what will happen with the old fire truck. Pafford stated that it would probably go to the surplus action. Hildebrand asked if everyone will fit in the seats better if they are suited. Pafford stated that yes everyone would fit better. Nelson asked if it would be high enough for higher apartment buildings. Pafford stated it would be high enough for a 3 or 4 story building. Motion was made Hildebrand/Tauscheck to approve the contract for the ladder truck in the amount of \$2,093,121.05 subject to attorney review of the contract. Upon the call of the roll, all voted aye. Motion carried.

8. **Adjourn to 7:00 PM on Tuesday, March 26, 2024:** Motion was made by Tauscheck/Schilsky to adjourn the meeting. A unanimous aye vote was cast. Motion carried.

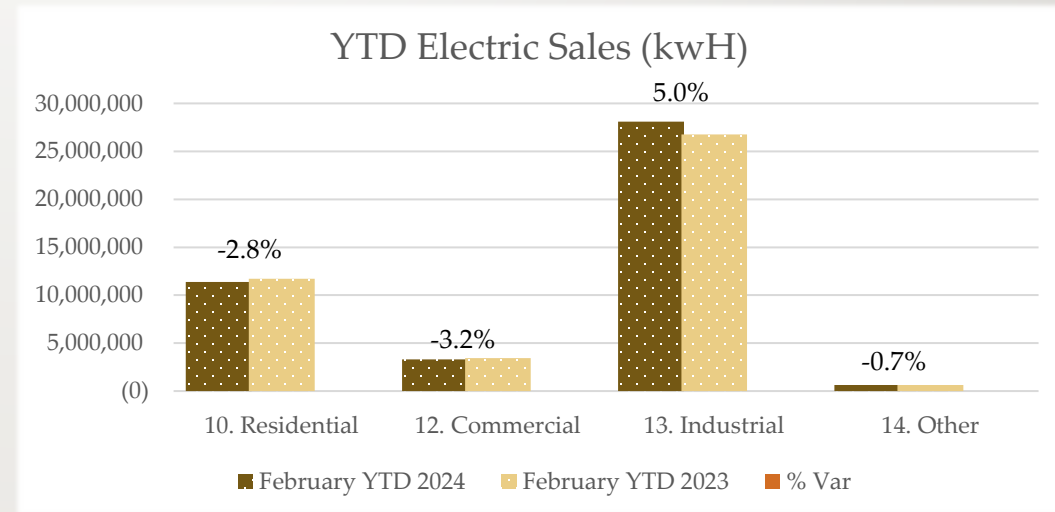
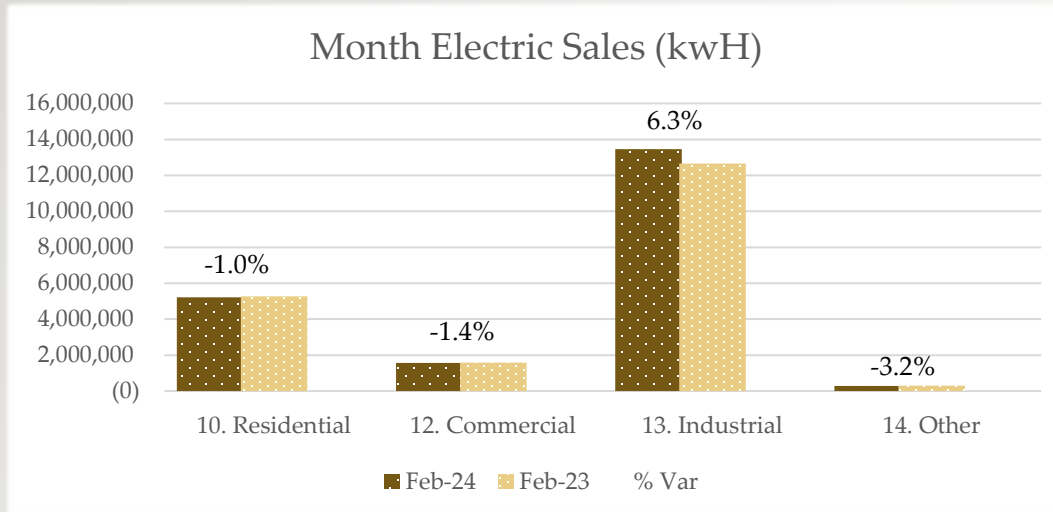


# Plymouth Utilities

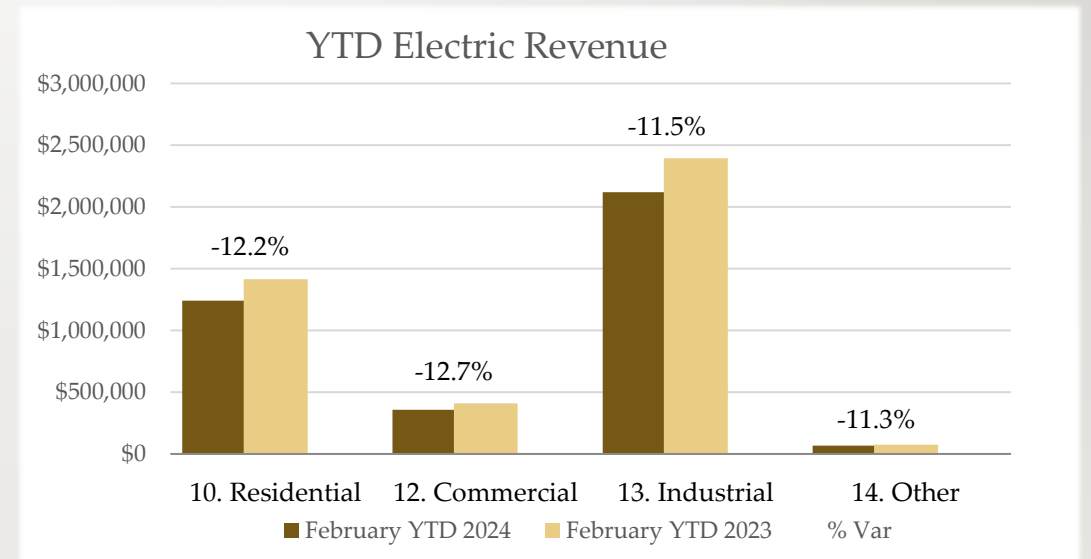
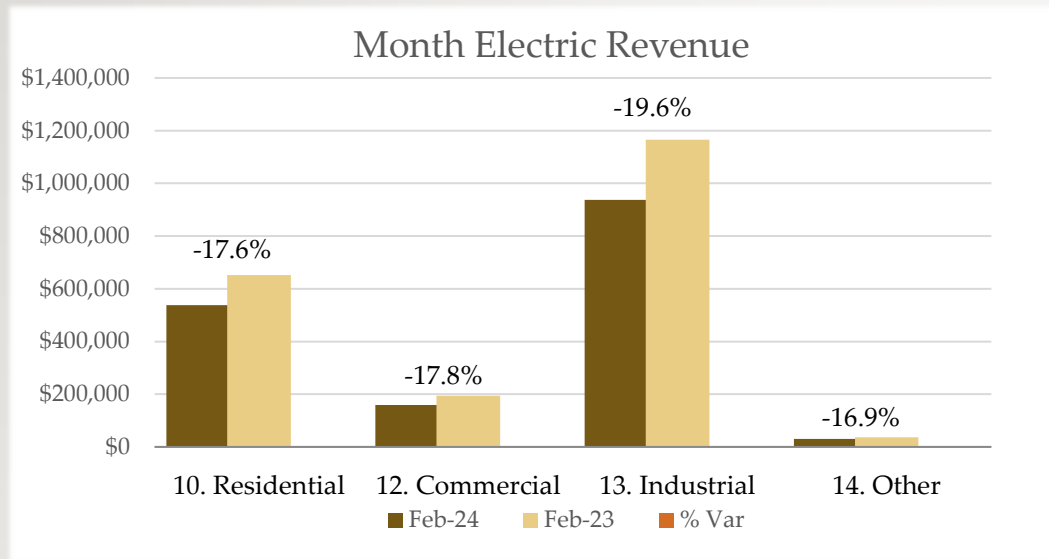
FEBRUARY 2024

SALES & REVENUE

# February 2024 Electric Sales



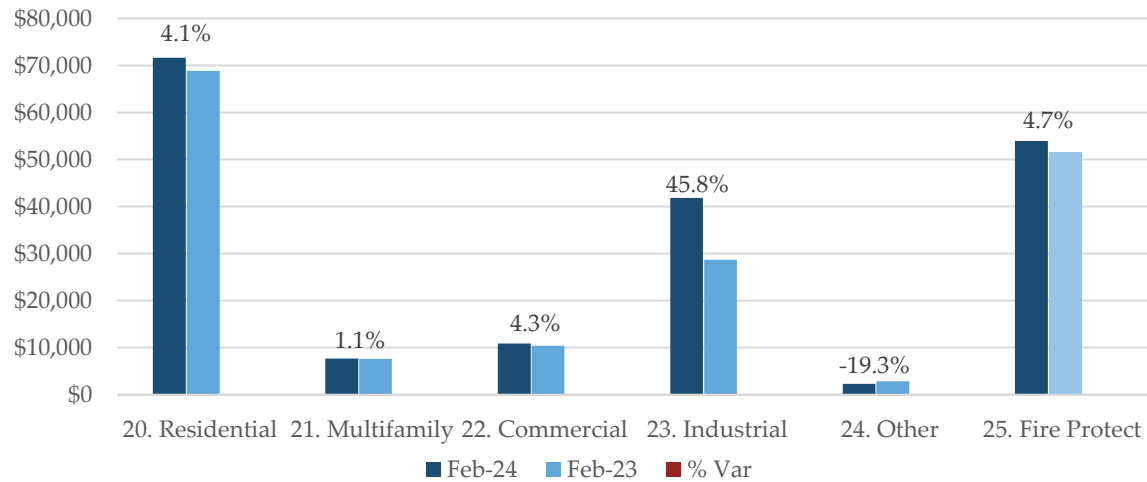
# February 2024 Electric Revenue



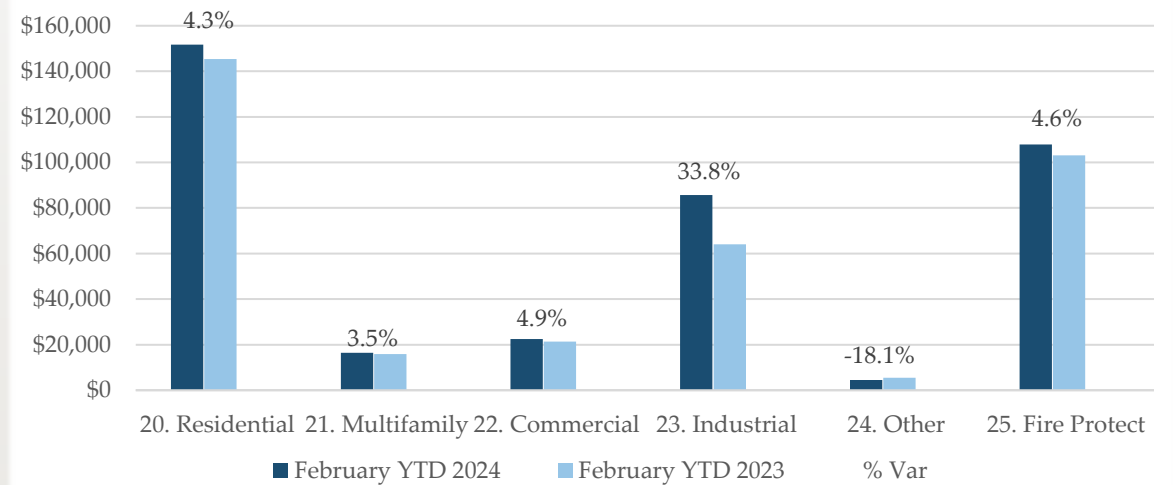
Overall sales are down from 2023 as a result of reduced PCAC rates. In turn, Purchase Power expense is down.

# February 2024 Water Revenue

### Month Water Revenue

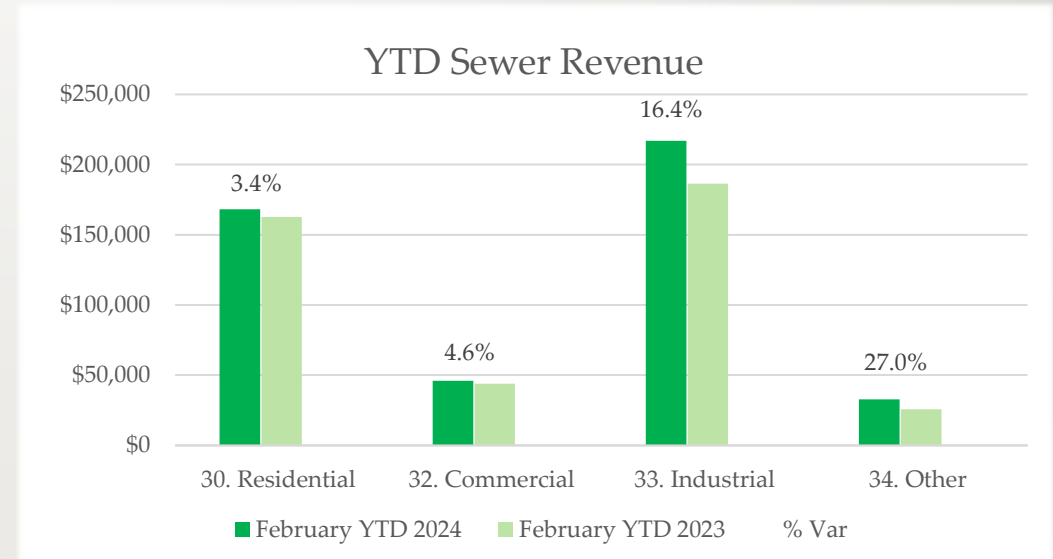
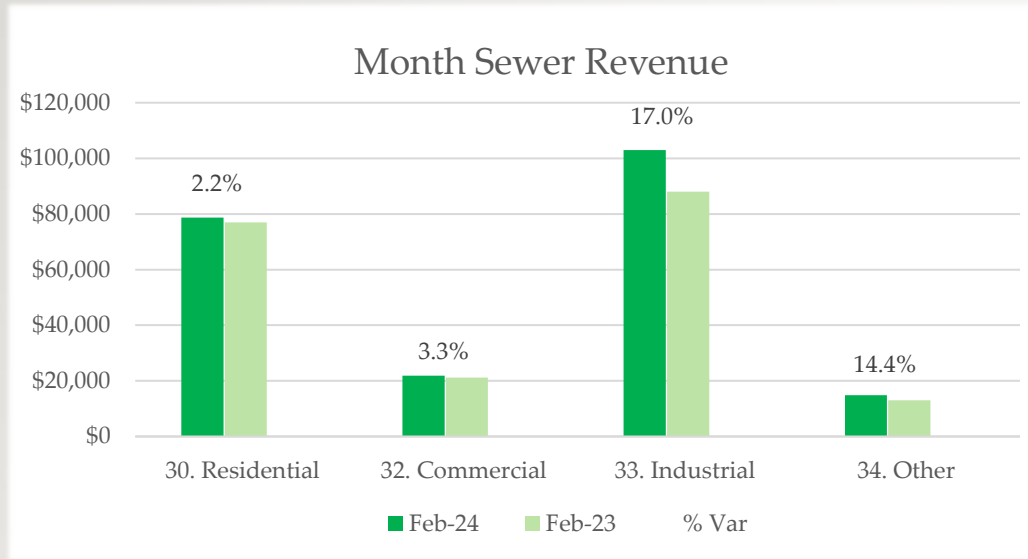


### YTD Water Revenue



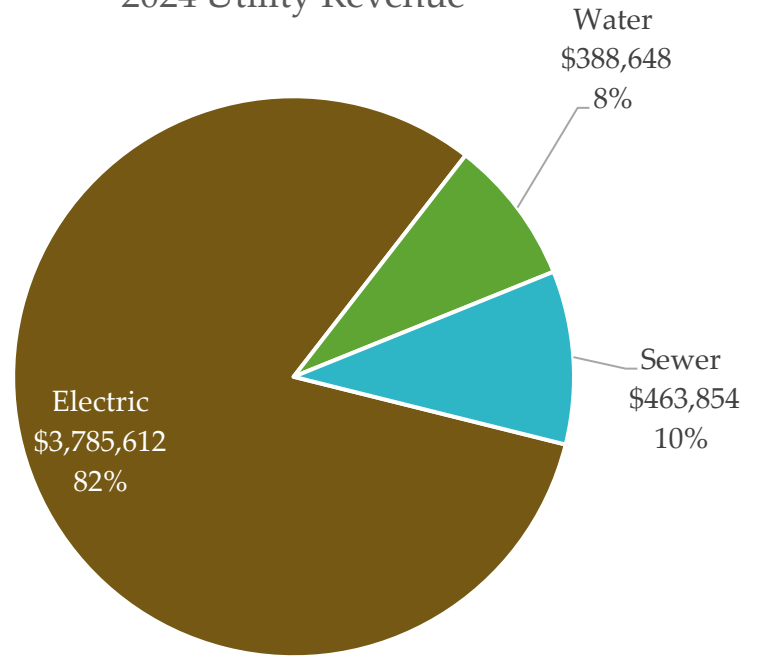


# February 2024 Sewer Revenue





### 2024 Utility Revenue



## Report Criteria:

Selected types: Write Off

Name	Customer Number	Type	Reference Number	Description	Source ID	Check Number	Amount	Msg	Service
<b>Write Off</b>									
<b>03/18/2024</b>									
VOORDE, MICHAEL	6.88.69900.09	Write	6	WRITE-OFF IN-HOUSE			327.39-	M	Multiple
GRABINSKI, AMANDA	15.87.10954.06	Write	2	WRITE-OFF SDC			386.48-	M	Multiple
MARVER, BRYAN	15.87.17393.14	Write	4	WRITE-OFF SDC			142.94-	M	Multiple
MARLEY, SUSAN	16.87.21079.06	Write	3	WRITE-OFF SDC			553.12-	M	Multiple
BACKHAUS, DACIA & THE	16.88.35302.28	Write	1	WRITE-OFF SDC			368.71-	M	Multiple
PERLA, ANGELICA	18.87.56203.26	Write	5	WRITE-OFF SDC			183.60-	M	Multiple
XAYBOURY-GONZALEZ, Y	18.87.74860.22	Write	7	WRITE-OFF IN-HOUSE			41.56-	M	Multiple
Total 03/18/2024:							<u>2,003.80-</u>		
Total Write Off:							<u>2,003.80-</u>		
Grand Totals:							<u>2,003.80-</u>		

# THE HOUSING AUTHORITY OF THE CITY OF PLYMOUTH

1214 Reed Street  
Plymouth, WI 53073  
920-893-5133, 920-893-6117(fax)

## BOARD OF COMMISSIONERS

### REGULAR MONTHLY MEETING

#### GENERAL MEETING CALL TO ORDER:

The regular monthly meeting of the Board of Commissioners was called to order at 9:01 AM, March 6th, 2024 by Chairperson Linda Opitz

Chairman:	Linda Opitz
Commissioner:	Dennis McMullen
Commissioner	Marsha Vollbrecht
Commissioner:	Jay Groshuesch
Commissioner	Mike Olig
Secretary:	Bob Hemauer
Guest:	None

#### PROCEEDINGS

1. The minutes of the February 7<sup>th</sup>, 2024 meeting were read. After review of the minutes, a motion was made by Commissioner Vollbrecht and second by Commissioner McMullen to approve the minutes. The motion was carried.
2. Recognition of tenant concerns:
  - a. 1216D, 1218A, turning over, have new tenants. 1202B, turning over no tenant yet.
  - b.
3. The February 2024, Income and Expense report was reviewed. A motion was made by Commissioner Olig and second by Commissioner Groshuesch to approve the financial report. The motion carried.
4. The March 2024 invoices were reviewed and discussed and questions were answered by the Executive Director. Commissioner Groshuesch moved that at all invoices be paid with Commissioner Vollbrecht seconding the motion. The motion carried.

**SECRETARY;** Gathering info and putting together time line for ED replacement.

### **Old Business**

1. Capital funds 2023.
  - a. **Residing the storage garage and retaining walls.** Two bids were presented to the board. After review, Commissioner Olig made a motion to except the bid from Phipps Construction with a second from Commissioner Vollbrecht. Motion carried.
  - b. **Housing Opportunity through Modernization Act:** Director had a virtual meeting with Nan McKay February 28<sup>th</sup> to go over lease documents.

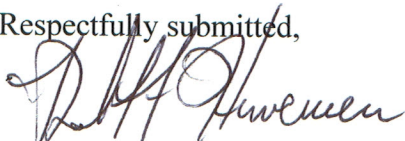
### **NEW BUSINESS**

There was no new business to come before the board.

There was no further business to come before the Commissioners of the Authority. A motion to adjourn at 9:55 AM by Commissioner McMullen and seconded by Commissioner Groshuesch. The motion carried.

The next scheduled regular meeting is April 3rd, 2024 at 9 AM.

Respectfully submitted,



Robert Hemauer

Executive Director



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**DATE:** March 21, 2024  
**TO:** Mayor and Common Council  
**FROM:** Cathy Austin, Director of Public Works  
**RE:** **DPW – Surplus Equipment**

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The Department of Public Works has identified the following pieces of equipment for potential auction since the equipment listed below has either not been used in years or is now unreliable to perform the work.

Pursuant to City Ordinance Section 3-4-1 DISPOSAL OF SURPLUS CITY PROPERTY, Common Council shall determine whether or not the item(s) are surplus City property, when valued over \$500.00.

All items will be sold in “as-is” condition.

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### **John Beam Rotomist**



- Have new equipment that is more efficient.
  - Runs, but uses oil.
  - Model Number – 100F
  - Serial Number – 115344-10-1
  - Motor - Kaiser Jeep Corporation Model 4E-IPU, serial number 84J-374546
-

## Toro Towable Cement Mixer



- Model Number – CM958H
- Honda GX240 pull start motor
- Works great, runs great, well maintained.
- Not efficient for DPW operations.

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## 2001 Amerequip 8600 3pt Backhoe Attachment



- No longer used since the purchase of our mini excavator in 2021.
- Works
- Worn hydraulic hoses
- Seat is torn / tough shape



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**DATE:** March 19, 2024

**TO:** Mayor and Common Council

**FROM:** Tim Blakeslee, City Administrator/Utilities Manager

**RE:** Recommendation of Ordinance #4 to the Common Council creating Section 13-1-28 creating a High Density R6-Multi-Family Residential District

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**Background:** The development of a Comprehensive Housing Strategy is one of the key initiatives as part of 2023-2026 City of Plymouth Strategic Plan. In addition, the 2022-2042 City of Plymouth Comprehensive Plan noted that over 1000 new housing units will be needed in the City in the next twenty years. Furthermore, the Ad-Hoc Housing Committee began meeting in early 2023 with the plan to help guide housing development in Plymouth over the next decade. The draft ordinance outlined below helps further both the implementation of the Comprehensive Plan and City of Plymouth Strategic Plan.

Over the past 10 months, the Ad-Hoc Housing Committee collected information regarding the needs, opportunities, and challenges of housing in Plymouth. At the meeting on February 22, the Housing Committee unanimously recommended the creation of an R6 zoning district in Chapter 13 to allow for the construction of multi-family residential buildings with more than 12 units. At the February 27 Committee of the Whole meeting, the consensus opinion was for staff to finalize an ordinance and present it to the Plan Commission for review and ultimate recommendation to the Common Council.

The current R4 zoning district permits the construction of multi-family residential buildings with a maximum of 12 units with 50% building coverage. R4 also requires 6,000 square feet of lot area per unit for the first two dwelling units and 4,000 square feet per unit for units 3 to 12. This equates to approximate density of ~5.00 du/acre. In conversations with developers and peer communities, a maximum of 12 units per building is a constraint for development in Plymouth. A comparison with peer communities is included as Attachment 1.

The potential creation of a new district in the zoning code does not rezone any property, it simply gives the Common Council the ability to do so should a request come forward in the future. The draft ordinance is included as Attachment 2. In summary, Staff proposes an R6 district include the following:

- Maximum of 28 units per building permitted, and a maximum of 56 units permitted per building with a conditional use permit.
- Minimum lot area per dwelling unit: 2,400 square feet (Density of ~9.00 du/acre). Minimum lot area per dwelling unit for Assisted living and nursing home facilities: 2,000 square feet (Density of ~10.00 du/acre).
- Maximum 50% building coverage per lot.
- Height: 3 stories permitted with 4 stories permitted with a conditional use permit



- A traffic impact analysis (TIA) be required for proposed developments that meet any of the following thresholds:
  - (1) Developments proposing 100 or more dwelling units;
  - (2) Development proposing buildings requiring conditional use approval
- Off-street parking of 1.5 per dwelling unit.
- Setbacks and frontages are slightly increased from the R4 district and are comparable with other peer communities.

**Plan Commission Recommendation:** At the meeting on March 7, 2024 the Plan Commission unanimously recommend Ordinance #4 to the Common Council creating Section 13-1-28 creating a High Density R6-Multi-Family Residential District

**Staff Recommendation:** Approve Ordinance #4 to the Common Council creating Section 13-1-28 creating a High Density R6-Multi-Family Residential District

**Attachment:**

- Comparable Community Density List
- Draft Ordinance No. 4 - R6 Zoning Code Amendment

## Attachment 1: Local Comparable High-Density Residential Zoning

du/acre = Dwelling Units per Acres

### Sheboygan

- Mixed Residential - 8: 50% building coverage max. 8.00 du/acre (duplexes, twins, flats)
- Urban Residential -12: 50% building coverage max. 12.00 du/acre for 2 or more bedroom units; 13.00 du/acre for one bedroom units; 14.00 du/acre for efficiencies

### Sheboygan Falls

- R4 - Approval for over 4 units by conditional use (two 18-unit buildings recently constructed). 2,000-3000 square feet of clear space required based on the number of bedrooms. Not able to calculate du/acre based on code language.

### New Holstein:

- "R-3" Multiple-Family Residential District High Density - Multifamily dwellings above nine units (9+) permitted by right. 75% lot coverage max (A minimum of 25% of new construction lots shall be maintained as an open landscaped space.) Not able to calculate du/acre based on code language.

### Howards Grove:

- M Multiple Residence District- Five-unit or more multiple-family dwellings with conditional use with approved site plan. 40% lot area coverage max. Not able to calculate du/acre based on code language.

### Kohler:

- 4-unit maximum building size. Not able to calculate du/acre based on code language.

### Port Washington:

- RM-4: Multiple Family apartment houses not exceeding 36 units per structure nor more than 6 stories in height. 1500 square feet minimum lot area per dwelling unit. 66% building coverage max. ~19 du/acre

### West Bend:

- RM-5 Multi-Family Residential District - The minimum lot area shall be 2900 square feet for each dwelling unit. 60% lot coverage max. ~9.00 du/acre

### Grafton:

- Residential-14 Zoning District. 3,000 square feet per dwelling unit. 14.00 du/acre.
- Multi-Family Residential-20 Zoning District: 2,000 square feet per dwelling unit. 20.00 du/acre.

**CITY OF PLYMOUTH**  
Ordinance No. \_\_\_\_\_ of 2024

**AN ORDINANCE CREATING SECTION 13-1-28 OF  
THE CITY OF PLYMOUTH, WISCONSIN ZONING CODE REGARDING  
HIGH DENSITY MULTI-FAMILY RESIDENTIAL DISTRICT**

**WHEREAS**, on March 7, 2024 the Plan Commission reviewed the herein ordinance and has made its recommendation to the Council; and

**WHEREAS**, on \_\_\_\_\_, 2024 the Common Council held a public hearing on the proposed ordinance after a Class 2 notice of public hearing pursuant to Wis. Stat. § 62.23 was published in the Plymouth Review; and

**WHEREAS**, the proposed amendment is consistent with the City of Plymouth 2022-2042 Comprehensive Plan adopted October 25, 2022; and

**WHEREAS**, pursuant to Wis. Stat. § 62.23(7) the Common Council has determined that enacting an ordinance establishing the high density multi-family residential district to the Zoning Code will promote the health, safety, and general welfare of the community.

**NOW, THEREFORE**, the Common Council of the City of Plymouth, Wisconsin, does hereby ordain as follows:

**Section 1. Creating Code.** Section 13-1-28 of the City of Plymouth Zoning Code, is hereby created to read as follows:

“SEC.13-1-28                    **R-6 HIGH DENSITY MULTI-FAMILY RESIDENTIAL DISTRICT.**

(Master Plan Reference: Mixed Residential)

**(a) Permitted Uses.**

The R-6 high density multi-family residential district is intended to provide for larger building size and density for multi-family buildings ads than the R-4 multi-family residential district. The following uses are permitted:

- (1) Multiple-family dwellings.
- (2) Governmental buildings not detrimental to the character of the residential area, not including sewage plants, garbage incinerators, warehouses, garages, shops and junk or storage yards.
- (3) Telephone and utility buildings, exchanges and lines and transformer stations, excepting service garages and storage yards, and excepting microwave radio relay structures.

- (4) Residential garage and accessory buildings and accessory uses customarily incident to the above uses, provided that no such use generates traffic or noise that would create a public or private nuisance, subject to Section 13-1-140.

**(b) Uses Not Requiring a Principal Building.**

- (1) Public parks, playgrounds and recreational uses such as nature trails, golf courses, tennis courts, baseball facilities, nature facilities, soccer facilities, picnic grounds and other uses determined by the Plan Commission to be similar to such uses.

**(c) Conditional Uses.**

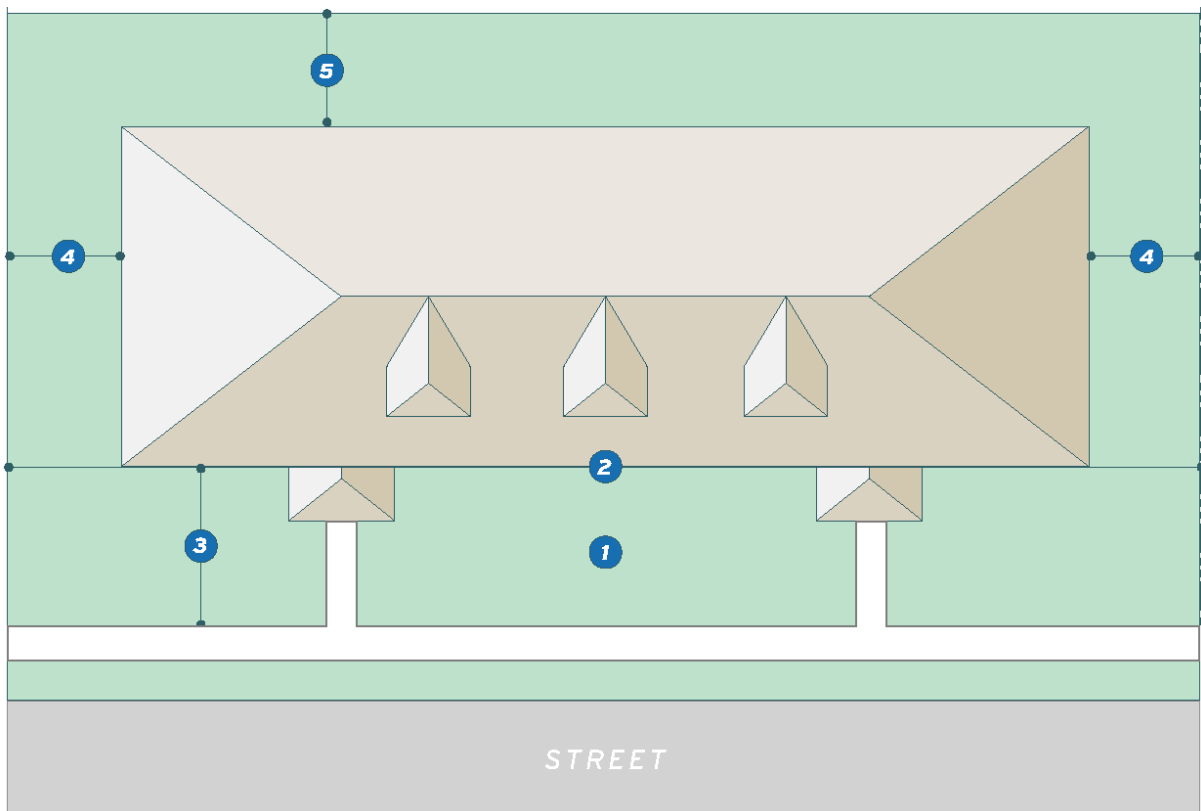
The following uses are conditional uses pursuant to Article E:

- (1) Assisted living facilities.
- (2) Nursing homes.
- (3) Multiple-family dwellings exceeding unit or height maximums outlined below.

**(d) Yard Requirements for Permitted Principal and Conditional Uses within the R-6 District.**

High Density Multi-Family Residential (R-6)	
<b>Lot Size:</b>	
<ul style="list-style-type: none"> <li>• Minimum lot area (square feet): 31,200 for Multi-family dwellings. 26,000 for Assisted living and nursing home facilities</li> </ul>	
<ul style="list-style-type: none"> <li>• Minimum lot area per dwelling unit (square feet): 2,400. Minimum lot area per dwelling unit for Assisted living and nursing home facilities (square feet): 2,000</li> </ul>	
<ul style="list-style-type: none"> <li>• Multi-family residential dwellings permitted maximum is 28 dwelling units for each building structure located upon a lot or parcel. Multi-family residential dwellings permitted minimum is 13 dwelling units for each building structure located upon a lot or parcel. Multi-family residential dwellings with a conditional use permit maximum is 29 to 56 dwelling units located upon a lot or parcel.</li> </ul>	
<ul style="list-style-type: none"> <li>• Multi-family residential maximum 56 dwelling units for each building structure.</li> </ul>	
Lot frontage (1)	60 feet
Minimum lot width at building line	100 feet
Maximum lot coverage of all buildings	50%
<b>Yard Setbacks:</b>	
Minimum front yard (3):	30 feet
Minimum rear (5):	25 feet

Rear yards adjoining or adjacent to R-1, R-2 or R-3 Districts	40 feet minimum
Minimum side	
Principal use (4):	10 feet
Side yards adjoining or adjacent to R-1, R-2 or R-3 Districts	15 feet minimum
Accessory use	5 feet
Accessory adjoining or adjacent to R-1, R-2 or R-3 Districts	10 feet minimum
<b>Structure Height:</b>	
Maximum Principal:	56 feet (buildings over 3 stories require conditional use, 4 story maximum)
Maximum Accessory	20 feet



(e) **Building Requirements.**

- (1) Minimum dwelling unit floor space.
  - a. Six hundred square feet per dwelling unit on any one (1) floor for a multi-family dwelling.
- (2) Multiple building placement. Each principal building on a single lot shall maintain the minimum front yard, rear yard and side yard requirement (except as noted in sub a. below) as established herein.

a. Interior side building setbacks apply only to end units (i.e. on non-attached side).

(3) Minimum principal building width is 24 feet.

(4) All commercial operations and activities of all uses shall be conducted wholly inside a building or structure, except as listed within this district.

(f) **Off Street Parking Required.**

(1) Residential. Notwithstanding Section 13-1-92, minimum 1.5 per dwelling unit.

(g) **Tree Plantings.**

All trees planted after February 1, 2004, shall be set back a minimum of six (6) feet from the public right-of-way line.

(h) A traffic impact analysis (TIA) is required for proposed developments that meet any of the following thresholds:

(1) Developments proposing 100 or more dwelling units;

(2) Development proposing buildings requiring conditional unit approval.”

**Section 2. Renumbering.** Existing Sections 13-1-28 through 13-1-37 are renumbered.

**Section 3. Severability.** Should any portion of this Ordinance or the affected Municipal Code Section be declared unconstitutional or invalid by a court of competent jurisdiction, the remainder shall not be affected.

**Section 4. Effective Date.** This Ordinance shall take effect the day after publication.

Enacted on March \_\_\_\_\_, 2024.

**CITY OF PLYMOUTH**

\_\_\_\_\_  
**DONALD O. POHLMAN**, Mayor

Date: \_\_\_\_\_

**CLERK'S CERTIFICATE OF ENACTMENT**

I hereby certify that the foregoing Ordinance was duly enacted by the City of Plymouth Common Council and approved by the Mayor on the dates indicated above.

Dated: \_\_\_\_\_, 2024

\_\_\_\_\_  
**ANNA VOIGT**, City Clerk



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**DATE:** March 19, 2024

**TO:** Mayor and Common Council

**FROM:** Tim Blakeslee, City Administrator/Utilities Manager

**RE:** Discussion and Possible action to approve a proposal from Forster Electrical Engineering to prepare and manage a Certificate of Authority for Plymouth Utilities Storage Building – Tim Blakeslee, City Administrator/Utilities Manager

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**Background:** An indoor storage facility has been planned for Plymouth Utilities equipment for more than five years. Currently, a significant portion of the equipment sits outdoors and is also exposed to the elements. The 2023 budget included \$200,000 in the Utility Capital Improvement Plan to begin the process to plan, design, and prepare for construction of a future Plymouth Utilities Storage Building. Additional funds are planned in future years to complete the construction of the building. Due to other projects taking priority, this project is beginning in 2024 as opposed to 2023. The construction phase on the project may be included in the anticipated 2025 capital borrow based on updates to estimated construction costs.

The project will have several phases:

- 1 – Completion of CA (Anticipated 2024)
- 2 – Completion of Bidding (Anticipated 2024/2025)
- 3 – Completion of Construction Prep (Anticipated 2024/2025)
- 4 – Construction of Facility (Anticipated 2025/2026)

For any project with a total cost that is anticipated to be more than ~\$1,353,000 a Certificate of Authority (CA) must be granted by the Public Service Commission prior to work commencing (please note that the exact number floats based on utility sales). Based on initial estimates, the total cost of the Utility Storage Building project will be close to or will exceed threshold for a CA.

Staff recommends approval of a proposal from Forster Electrical Engineering, with a not-to-exceed amount of \$15,000, to develop and manage the CA process for Plymouth Utilities. Forster Electrical Engineering successfully developed and managed the CA for the Plymouth Utilities substation project.

**Staff Recommendation:** Approve the proposal from Forster Electrical Engineering to prepare and manage a Certificate of Authority for Plymouth Utilities Storage Building.

**Attachment:**

- Proposal from Forster Electrical Engineering





**SENT BY EMAIL**

March 18, 2024

Plymouth Utilities  
Tim Blakeslee  
[tblakeslee@plymouthwi.gov](mailto:tblakeslee@plymouthwi.gov)

Subject: Utility Storage Shed CA Application

Dear Mr. Blakeslee:

Forster Electrical Engineering, hereinafter known as Forster is pleased to provide a proposal to Plymouth Utilities, hereinafter known as Plymouth to prepare a Certificate of Authority (CA) application to the Wisconsin Public Service Commission (PSC).

1. General Summary and Scope of Work.

This work shall include the preparation and filing of a CA application for Plymouth to construct a storage shed on the northeast part of the property occupied by Plymouth's Operations Center. Additionally, the scope will include answering any follow-up questions or data requests that the PSC may have during their review of the application. After the CA is awarded, Forster will provide regular reporting to the PSC according to their typical order points until the project is complete, then Forster will close out the CA.

This proposal does not include the procurement process, design, delivery, installation, construction period services, and inspection of the installed facilities. Any additional consultation required from Forster beyond this agreement shall be considered additional work and shall be charged as an additional fee according to Forster's current billing rates.

2. Deliverables. The Contracted Services will include the following work items:

A. Certificate of Authority Application

1. An explanation to the PSC regarding the general project plan for the storage shed.
2. Exhibits required by the PSC's Municipal CA application.
3. Accommodation of Plymouth's feedback regarding the application.
4. Assistance with demonstrating the need for the storage shed.

- B. Certificate of Authority Maintenance
  - 1. Formulation of responses to data requests generated by the PSC (Note that some information may be needed from Plymouth or Others).
  - 2. Management of CA including quarterly updates, annual updates, and scope change notifications.
- 3. Work not Included by Forster.
  - A. This proposal does not include the bidding or procurement process, design, delivery, installation, construction period services, or inspection of the building and materials.
- 4. Key Assumptions.
  - A. The property is not currently considered agricultural and is zoned heavy industrial. The property is under Plymouth's control and would remain the same.
  - B. There are no abnormal environmental restrictions on the project site.
  - C. The area of project impact is 2.1 acres. All necessary stormwater management has been accounted for and designed by Others. Stormwater permits will be applied for by Others.
  - D. The building will not be climate controlled. If the building will be climate controlled, necessary information regarding the proposed climate control systems will be provided by Plymouth or Others.
  - E. Plymouth's primary contact has approval authority for this project and will represent their client, coordinate all related activities for Plymouth, and provide decision making on issues that may arise in the course of this engagement.
  - F. Forster will be flexible and willing to meet Plymouth's requirements. If additional work is required outside of the Contracted Services, Forster can provide quotes for any engineering services as needed.
- 5. Price
  - A. The estimated not-to-exceed cost to complete the described work is \$15,000. Actual time and materials will be billed up to the specified amount.
  - B. Prices are for Engineering and Consulting services only. Equipment costs, construction costs, and any other costs not listed in this agreement shall be the responsibility of Plymouth.

6. Completion. Time shall be of the essence for each Contracted Services item to be performed by Forster.
7. Changes. Work performed by Forster that is beyond the scope of the Contracted Services shall be authorized by Plymouth and billed at Forster's current billing rates.

Thank you for providing the opportunity for us to assist you with this project. If you have any questions, comments, or concerns, please feel free to contact me.

Sincerely,

FORSTER ELECTRICAL ENGINEERING, INC.

A handwritten signature in cursive script that reads "Justin Franz". The signature is written in black ink and is positioned below the company name.

Justin Franz