

# City of Plymouth Plan Commission

## OFFICIAL MINUTES

### JANUARY 9, 2025

Mayor Don Pohlman called the meeting to order at 6:00 PM on January 9, 2025. The following members were present Jane Meyer, Jeremy Schellin, Greg Hildebrand, Ron Nicolaus, John Wyatt, and Justin Schmitz. Also present: City Administrator/Utilities Manager, Assistant Administrator/Community Development Director Jack Johnston, Fire Chief Ryan Pafford, Attorney Crystal Fieber and City Clerk Anna Voigt.

- 1.) **Approval of Minutes from December 5, 2024:** Motion was made by Wyatt/Nicolaus to approve the minutes. Upon the call of the roll, all voted aye. Motion carried.
- 2.) **Site Plan Seeking Approval 1237 Pilgrim Rd Plymouth, WI 53073, dba Arch Electric, for the installation of 8 x 8 shed:** Clint Wegehaupt explained that this will be an 8 X 8 shed at Arch Electric. Pohlman asked if it was a freestanding? Wegehaupt responded yes; it is. Pohlman asked if there are any compliance issues? Blakeslee stated that Chief Pafford visited the site and there are no concerns. Motion was made by Nicolaus/Schmitz to approve 1237 Pilgrim Rd dba Arch Electric for the installation of 8 X 8 Shed. Schellin asked if the shed would be in the fenced in area that was approved a while ago. Wegehaupt responded that it would be and should be outlined in the plans given to the city. Pohlman asked if there is some conservancy land on the back side? Blakeslee stated that this accessory structure does not impact the overall footprint of percent of the parcel. Upon the call of the roll, all voted aye. Motion carried.
- 3.) **Site Plan Seeking Approval; 3240 County Rd PP, Weber Family Station, LLC, for parking lot Resurfacing and Expansion:** Garrett Evens with Payne & Dolan, Eric Letter from and Andrew Steinhardt with Northeast Asphalt were in the audience to answer questions. Letter explained that the scope of the work is to expand the existing parking lot towards the east and then put an asphalt surface hold on the top. Some of the asphalt will be getting replaced over by the diesel pumps but no footprint will be changed. Pohlman asked if there is any surface area concern. Blakeslee stated that in the storm water management maintenance agreement worked on with staff will be on the upcoming Council meeting. Pohlman asked how much larger the lot will be? Letter stated that it will be adding about 7,000 sq. ft. Motion was made by Nicolaus/Schmitz to approve the site plan from 3240 County Rd. PP, Weber Family Station for parking lot resurfacing and expansion. Nicolaus asked about water. Blakeslee stated the Common Council will be reviewing the Stormwater Drainage Facilities Maintenance Agreement for Webers. Schellin asked if there were any easement concerns. Blakeslee stated that there are no concerns regarding surface as long as the City and Utilities still easement rights and has access when needed. Upon the call of the roll, all voted aye. Motion carried.
- 4.) **Site Plan Seeking Approval; 411 County Rd PP, Masters Gallery Foods Inc., for an Expansion:** Tim Yaeger from Masters Gallery, Logan Kanpfell, and Nicolus Kohlmann from McMahan were in the audience. Yaeger explained that Masters Gallery looking to add 8,750 sq. ft. to the plant on the south side. Pohlman asked if there are any issues with water. Blakeslee stated that this addition is too small to trigger a stormwater maintenance agreement. Blakeslee added from a zoning perspective there are no concerns. The addition does meet code. Motion was made by Hildebrand/Nicolaus to approve the site

plan at 411 County Rd PP, Masters Gallery Foods Inc. for an expansion. Upon the call of the roll, all voted aye. Motion carried.

**5.) Site Plan Seeking Approval; 225-227 E. Mill St. & 52 S. Stafford St., LAG Family, LLC, for building rehabilitation:** Mike McEvoy representing the Gentine Family and Jennifer Lehrke from Legacy Architecture were in the audience. McEvoy explained the redevelopment is for the former 52 Stafford Hotel and Laak building into a 35-room boutique hotel, restaurant, spa, and roof top bar. Pohlman asked if there are any concerns from staff. Blakeslee stated that there are no zoning concerns. It is currently in the central business district, so there are no setback requirements. Lehrke showed some renderings and explained the layout of the of the development. Pohlman asked if the entrance would be in the middle of the building on Stafford St. Lehrke responded yes it would be. Nicolaus asked if there would be sprinklers. Lehrke stated yes sprinkler system would be installed. Attorney Fieber asked if both the lots would be combined into one for the project? Lehrke stated yes paperwork has been filed with the County. Motion was made by Nicolaus/Wyatt to approve the site plan 225-227 E. Mill St & 52 Stafford St., LAG Family, LLC for building rehabilitation. Upon the call of the roll, all vote aye. Motion carried.

**6.) Ordinance Amendment seeking recommendation; Modifications of Section 13-1-92 regarding parking requirements:** Blakeslee explained that this ordinance needs to be updated to include setback distance for driveways and parking spaces in the R-6 district. Motion was made by Nicolaus/Schelling to recommend Council approve modification of Section 13-1-92 regarding parking requirements. Upon the call of the roll, all voted aye. Motion carried.

**7.) Presentation and Discussion Regarding Conditional Use Permit Process;** Attorney Fieber did a presentation to the commission regarding Conditional Use Permits. Fieber summarized the requirement related to conditional use law, which was updated in 2017.

**8.) Communication – Letters, E-mails, or reports Related to the Plan Commission**  
(Chairman, Secretary, Plan Commission Members, City of Plymouth Staff/Alderpersons)

Motion was made by Wyatt/Schmitz to adjourn the meeting. A unanimous aye vote was cast. Motion carried.