

City of Plymouth Plan Commission

OFFICIAL MINUTES

Mayor Pohlman called the meeting to order at 6:00 PM on July 10, 2025. The following members were present: Jane Meyer, Ron Nicolaus, John Wyatt, Greg Hildebrand, and Justin Schmitz. Also present: City Administrator/Utilities Manager Tim Blakeslee, Assistant City Administrator/Community Development Director Jack Johnston, Director of Public Works Cathy Austin, Fire Chief Ryan Pafford, Assistant Electric Operations Manager Nick Whipple

1.) Approval of Minutes from May 1, 2025: Motion was made by Schmitz/Hildebrand to approve the minutes. Upon the call of the roll, all voted aye. Motion carried.

2.) Discussion and Possible Recommendation of Extraterritorial Certified Survey Map; Parcel numbers 59016214992 and 59016214991, – located on County Road O in the Town of Plymouth. Wade Kleinhans/Kleinhans Trust (enclosure)

Wade Kleinhans has submitted an application for approval of a certified survey map in the Town of Plymouth that is located in the City of Plymouth Extraterritorial Review jurisdiction (1.5 miles from City of Plymouth boundaries). The land division has already been approved by the Town of Plymouth and seeks create new parcel boundaries for a future home to be built. The CSM would essentially widen the frontage on CTH O approximately 91 feet and add ~1 acre of land to the property.

Motion was made by Hildebrand/Nicolas to recommend approve of the extraterritorial certified survey map with parcel numbers 59016214992 and 59016214991 – located on County Road O in the Town of Plymouth. Upon the call of the roll, all voted aye. Motion carried.

3.) Site Plan Seeking Approval; 15 Plymouth Street, St. John the Baptist Congregation, for the alteration of an existing parking lot. St. John the Baptist Congregation/Excel (enclosure)

St. John the Baptist Congregation is seeking site plan review and approval for alterations to their existing parking lot location at 15 Plymouth Street in order to meet current ADA requirements as well as improve grading slopes. The project also includes terminating a driveway access off of Summit Street and relocating it to the west.

Commissioner Hildebrand asked why a parking lot alteration required site plan review and approval by the Plan Commission. DPW Director Austin explained it required approval due to the new driveway accesses shown on the plan. A simple restriping or re-asphalting would not require Plan Commission approval.

Motion was made by Schmitz/Nicolaus to approve the site plan for 15 Plymouth Street, St. John the Baptist Congregation, for the alteration of an existing parking lot. Upon the call of the roll, all voted aye. Motion carried.

4.) Site Plan Seeking Approval: Parcel number 59271822750 (southeast corner of STH 57 and CTH PP), Sargento Cheese Inc, regarding proposed plans to construct an approximately 384,000 square foot industrial facility in the H-I Heavy Industrial zoning district. Sargento Cheese/Kraemer & Davis (enclosure)

In May 2025, Sargento Cheese, Inc. successfully petitioned the City for a rezone and comprehensive plan amendment to rezone ~66 acres of property on the southeastern corner of the intersection of State Highway 57 and County Highway PP from agricultural to heavy industrial in an effort to accommodate potential future development on the site.

Sargento has now submitted plans to formally develop the site. Brett Kraemer and Diane Davis, on behalf of Sargento Cheese, Inc., have submitted a site plan review application for a new, one-story 384,000 square foot manufacturing facility on the north side of the site. The building will ultimately house a combination of office, warehousing, production, and cooler space and serve as a new anchor for Sargento's presence on the southeast side of the City. Sargento has estimates of construction beginning in spring of 2026 with estimated completion sometime in 2027.

City presented their report and findings as outlined in the packet material, noting they recommended contingent approval of the site plan with the following items still to be addressed:

- Traffic Impact Analysis coming back to the Plan Commission for final approval once staff can review.
- Water Demand: Approval from Plan Commission for the site to be contingent on an approved utility plan by the Director of Public Works.
- Sanitary Demand: Utility is currently investigating capacity in the existing infrastructure. Approval from Plan Commission for the site to be contingent on an approved utility plan by the Director of Public Works.
- Stormwater Management Plan: Approval from Plan Commission for the site to be contingent on an approved Stormwater Management Plan.

Brett Kraemer from Sargento was present and asked if simple earthwork could begin while Sargento worked to satisfy the contingencies. Staff explained they were comfortable with that approach.

Motion was made by Hildebrand/Wyatt to approve the site plan for parcel number 59271822750 (southeast corner of STH 57 and CTH PP), Sargento Cheese Inc, for the proposed plans to construct an approximately 384,000 square foot industrial facility in the H-I Heavy Industrial zoning district, with the contingencies at outlined in the staff report. Upon the call of the roll, all voted aye. Motion carried.

5.) Discussion and possible recommendation; Modifications to Sec. 13-1-80 & 13-1-82 Existing Non-Conforming Structures. Johnston (enclosure)

At the June 5, 2025 Plan Commission meeting, the Plan Commission endorsed updates to the PMC 13-1-82 to give property owners some relief to build additions to existing non-conforming structures.

Assistant City Administrator Johnston began discussion with revisiting the June 5th meeting and direction from the Plan Commission at that time. The discussion centered around both vertical and lateral additions, as well as substandard lots. They discussed and directed staff to create ordinance language that has a formal approval process through the

Plan Commission for these sorts of additions and improvements, which include public notification and standards for approval.

Johnston informed the Plan Commission those revisions and processes are outlined in the draft ordinance presented to the Plan Commission for recommendation. He asked that any positive recommendation include the contingency of legal review and edits by the City Attorney.

Motion was made by Schmitz/Wyatt to recommend the City Council approve the Modifications to Sec. 13-1-80 & 13-1-82 Existing Non-Conforming Structures ordinance as presented, with minor legal revisions by the City Attorney. Upon the call of the roll, all voted aye with Commissioner Nicolaus abstaining. Motion carried.

6.) Communication – Letters, E-mails, or reports Related to the Plan Commission

Johnston communicated that the regular meeting of the Plan Commission is scheduled for August 7, 2025 at 6 pm.

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