

City of Plymouth Plan Commission

OFFICIAL MINUTES

Mayor Pohlman called the meeting to order at 6:00 PM on August 7, 2025. The following members were present: Jane Meyer, Ron Nicolaus, John Wyatt, Greg Hildebrand (arrived at 6:08 pm), and Justin Schmitz. Also present: City Administrator/Utilities Manager Tim Blakeslee, Assistant City Administrator/Community Development Director Jack Johnston, Fire Chief Ryan Pafford

1.) Call to Order & Roll Call

Mayor Pohlman called the meeting to order at 6:00 pm. The meeting began with a roll call of the Plan Commission.

2.) Approval of Minutes from July 10, 2025:

Motion was made by Nicolaus/Schmitz to approve the minutes. Upon the call of the roll, all voted aye. Motion carried.

3.) Recommendation of Extraterritorial Certified Survey Map; Parcel numbers 59016217350 and 59016217360 – located on Sandstone Lane in the Town of Plymouth. Rortvedt Trust (enclosure)

Cheryl Rortvedt, on behalf of the Rortvedt Trust, has submitted a certified survey map (CSM) for extraterritorial review and approval by the City of Plymouth due to the property being within the 1.5 mile extraterritorial review area of the City of Plymouth. The property itself is located within the Town of Plymouth and received Town approval on July 8, 2025.

Cheryl Rortvedt and Ed Harvey were present to answer any questions of the Commission.

Motion made by Nicolaus/Wyatt to recommend approval of the extraterritorial CSM as presented. Upon the call of the roll, all voted aye. Motion carried.

4.) Site Plan Seeking Approval; 216 Western Ave, William Brin, for the installation of a 77 square foot shed. Brin (enclosure)

William Brin has submitted an application to install a 7' by 11' storage shed on the northeast corner of 216 Western Ave. B-2 zoning does not have setbacks, so the placement of the shed is conforming. The property is used as a single-family home. The Plan Commission does not typically review additions or new constructions for residential properties, but as the property's base zoning is B-2 general business (housing is a permitted use), a site plan review is required by City code.

It should be noted the shed is prefab and was installed prior to Plan Commission approval/building permit issuance. Speaking with the building permit office, it is common for prefab sheds to be installed by homeowners and permits be issued afterwards.

William Brin was present to answer any questions of the Commission.

Motion made by Schmitz/Nicolaus to approve the site plan for 216 Western Ave, William Brin, for the installation of a 77 square foot shed. Upon the call of the roll, all voted aye. Motion carried.

5.) Site Plan Seeking Approval; 615 E. Main St, Jonathon & Samantha Puetz, for the construction of a 432 square foot detached garage. Puetz (enclosure)

This item was tabled due to non-attendance by the applicant.

6.) Site Plan Seeking Approval; 716-744 N. Pleasant View Road, Fairview Crossing Apartment Association LP, for the construction of a new clubhouse and parking lot expansion. Cityscape Architecture (enclosure)

Fairview Crossings Apartments, located along Valley Road and N. Pleasant View Road, have applied for a new clubhouse, expanded parking lot, and a new driveway access. The clubhouse will be 2,634 square feet and feature a gathering room, activity room, two offices, bathrooms, site storage, and a trellised patio area.

An existing detached garage will be removed, and a new asphalted parking lot will be installed featuring approximately 16 new parking spaces adjacent to the new clubhouse. The clubhouse siding will match the existing residential buildings on site. The site plan also shows a new driveway access off of Valley Road adjacent to the new parking lot for the clubhouse.

Greg Schumacher was present on behalf of Cityscape Architecture to answer any questions. Fire Chief Pafford commented the second driveway access would help emergency vehicles gain access in the case of an emergency.

Commissioner Nicolaus asked if the existing garage had fire protection. Mr. Schumacher commented that it was not required to as it only housed tool, not vehicles.

Motion made by Nicolaus/Wyatt to approve the site plan for 716-744 N. Pleasant View Road, Fairview Crossing Apartment Association LP, for the construction of a new clubhouse and parking lot expansion. Upon the call of the roll, all voted aye. Motion carried.

7.) Recommendation of City of Plymouth Certified Survey Map; Parcel number 59271827950 – located on Kiley Way and Walton Drive in the City of Plymouth, to divide the parcel into two parcels of 1.81 acres and 1.4 acres in the B-1 Business Office zoning district. La Macchia Group/Excel (enclosure)

La Macchia Group, on behalf of their client Premier Financial Credit Union, has submitted a site plan review application for a new 2,909 square foot credit union building on the corner of Kiley Way and Walton Drive.

As part of the project, Excel Engineering has also submitted a two-lot certified survey map (CSM) to divide the current ~3.21 acre parcel into two parcels: a 1.4 acre parcel that will be occupied by Premier Financial, and another 1.81 acre parcel that will remain vacant for future development. The new lots will maintain the existing B-1 Business Office zoning that the existing parcel has.

Reid Jahns and Eric Manders of Excel Engineering were present to answer any questions.

Assistant City Administrator Johnston noted that item #7 and #8 could be discussed together but should be approved/denied via separate motions.

Mr. Manders noted the site plan showing a connection to the private parking lot to the west was contingent on reaching an agreement with the owner for an access easement. The Commission discussed this, and was comfortable with approving the site plan with or without the access. Fire Chief Pafford noted the existing access was sufficient and the even grade at the location would allow emergency vehicles to travel over the grass from the existing parking lot to the site if need be.

Motion by Nicolaus/Wyatt to approve the CSM for Parcel number 59271827950 – located on Kiley Way and Walton Drive in the City of Plymouth, to divide the parcel into two parcels of 1.81 acres and 1.4 acres in the B-1 Business Office zoning district. Upon the call of the roll, all voted aye. Motion carried.

8.) Site Plan Seeking Approval; Parcel number 59271827950, to construct a new 2,909 square foot financial institution to be occupied by Premier Financial Credit Union. Property to be located on the corner of Kiley Way and Walton Drive. La Macchia Group/Excel (enclosure)

This item continues from item #7. Motion by Wyatt/Schmitz to approve the site plan for Parcel number 59271827950, to construct a new 2,909 square foot financial institution to be occupied by Premier Financial Credit Union. Property to be located on the corner of Kiley Way and Walton Drive. Upon the call of the roll, all voted aye. Motion carried.

9.) Site Plan Seeking Approval; 4200 CTH PP, SFC-Plymouth, LLC (dba Sartori Cheese) for the construction of a ~68,000 square foot building addition and related site plan improvements. Abacus Architects (enclosure)

SFC-Plymouth, LLC (dba Sartori Cheese) has submitted a site plan review application for a new ~68,000 square foot building addition to accommodate additional converting and packaging lines at their facility located at 4200 CTH PP in the City of Plymouth. The addition will be built and connect to the existing building and previous addition on the property's eastern boundary along Sartori Whey. The addition will be served by existing driveways located off of Sartori Whey, with primary employee parking to remain located off of CTH PP.

City Administrator Blakeslee noted the site plan can be approved contingent on an approved utility plan related to the location of a manhole.

Motion by Nicolaus/Schmitz to approve the site plan for Sartori for the construction of a ~68,000 square foot building addition and related site plan improvements, contingent on a final utility plan. Upon the call of the roll, all voted aye. Motion carried.

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

Assistant City Administrator Johnston reported the City Development page is live on the City website and staff will work on updating monthly and improving it. He encouraged the Plan Commission to view it and provide feedback.

The Mayor noted this would be Alderman Hildebrand's last meeting as a member of the Plan Commission. He thanked Alderman Hildebrand for his service to the City.

11.) Adjournment

Vice Chairman Hildebrand asked for a motion to adjourn the meeting. Motion was made by Wyatt/Schmitz to adjourn the meeting. A unanimous aye vote was cast. Motion carried.