

City of Plymouth Plan Commission

OFFICIAL MINUTES

Mayor Pohlman called the meeting to order at 6:00 PM on September 4, 2025. The following members were present: Jane Meyer, Ron Nicolaus, John Wyatt, Angie Matzdorf, 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. Mayor Pohlman welcomed Angie Matzdorf to the Plan Commission as new Council Representative after the retirement of Alderman Greg Hildebrand.

2.) Approval of Minutes from August 7, 2025:

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

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

Jon Puetz has submitted an application to construct a 14' by 22' storage garage on the southwest corner of 615 East Main Street. The project also calls for an overhang to be 12" off the west property line and 48" off south property line to avoid underground power utilities. B-2 zoning does not have setbacks, so the placement of the garage 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.

Mr. Puetz was in attendance for any questions by the Plan Commission. Mayor Pohlman asked staff if there were any concerns, to which they replied there were not.

Motion was made by Nicolaus/Schmitz to approve the site plan for 615 E. Main St. for the construction of a 432 square foot garage as presented. Upon the call of the roll, all voted aye. Motion carried.

4.) Site Plan Seeking Approval; 3950 CTH PP, JJ Coolers LLC, for additional parking lot space and installation of a gravel trailer parking area. Keller, Inc. (enclosure)

Doug Schwalbe, Keller Inc., on behalf of JJ Coolers, LLC located at 3950 CTH PP in the City of Plymouth has submitted a site plan review application to increase employee and semi-trailer parking at their warehouse facility on the City's far east side. Parking lot alterations such as this require site plan review and approval by the Plan Commission per Sec. 13-1-173 of the Plymouth Municipal Code.

Longstanding Plan Commissioners may remember JJ Coolers seeking and receiving site plan approval for a warehouse expansion in late 2019 that included much of the same as what they are proposing now. That building expansion portion of the project has been put on hold, but they would like to move forward with the increase in parking. The other key change from the 2019 site plan is in regards to the semi-trailer parking. The 2019 plan showed heavy-duty asphalt while the current plan shows gravel parking in this location.

Doug Schwalbe and Marilyne Lauersdorf were present to answer any questions, explaining much of this project was already approved with the change from asphalt to gravel semi parking.

Commissioner Nicolaus asked if the existing fire hydrant would still have acceptable access. Chief Pafford responded he had no concerns and the owners also verified it will have adequate access if the need to be used ever came up.

Motion was made by Nicolaus/Schmitz to approve the site plan for 3950 CTH PP, JJ Coolers LLC, for additional parking lot space and installation of a gravel trailer parking area as presented. Upon the call of the roll, all voted aye. Motion carried.

5.) Site Plan Seeking Approval; Parcel number 59271822750 (southeast corner of STH 57 and CTH PP), Sargento Cheese Inc, regarding minor revisions to previously approved site plans for new ~384,000 square foot industrial facility in the H-I Heavy Industrial zoning district.

Sargento has requested consideration of a very minor revision to their site plan after reevaluating the vehicle circulation of the site. Their engineers have determined that they need to reverse the truck and personnel entry drives off of CTH PP. These drives will not move from their original location on CTH PP, they will just be designated differently to accommodate their respective traffic. There are also minor revisions within the site including relocating the pump house, as well as changing the access drive location for emergency vehicles between the truck driveway and the regular parking lot.

Motion was made by Nicolaus/Schmitz to approve the site plan revisions for the Sargento property as proposed. Upon the call of the roll, all voted aye with Commissioner Schellin abstaining. Motion carried.

6.) Traffic Impact Analysis Review and Approval; For the new Sargento facility on the corner of STH 57 & CTH PP. Review and approval of TIA by Plan Commission required as part of contingent approval of site plan received at July 10, 2025 Plan Commission meeting.

This item continues from item #5. At the July 10, 2025 Plan Commission meeting, Sargento received contingent approval for their new ~384,000 square foot facility to be located on the corner of STH 57 and CTH PP in the City of Plymouth. One of those contingencies was a traffic impact analysis (TIA) being completed and reviewed by City staff and approved by the Plan Commission at a future meeting.

The TIA has been completed by Traffic Analysis & Design, Inc (TADI) out of Cedarburg, Wisconsin and furnished to the City. Staff has since worked with the Kapur to conduct an independent third-party review of the TIA to ensure its completeness and accuracy. Kapur's findings were that the TIA meets industry standard and is acceptable.

Troy Woodard from Gray AES was present online to answer any questions of the Sargento team. Aaron Groh from Kapur was also present who conducted the review of the TIA for the City. Mr. Groh's comments summarized that a dedicated right turn lane on eastbound CTH PP for the east driveway is warranted. A left turn lane for westbound traffic is not warranted as the volumes were not high enough. He also noted that storage length for the westbound right turn from CTH PP to STH 57 is 10' short of the expected maximum queue with 2025 existing traffic and is expected to increase to 30' short 2036 with build traffic, however this was a minor concern.

The Commission thanked Kapur and Gray for their work on this report. Discussion ensued on future upgrades to CTH PP possibly needed in the future. The mayor spoke on the need to have County and State buy-in as the City does not control STH 57 or CTH PP.

Motion made by Wyatt/Nicolaus to accept the findings of the TIA as presented and reviewed by Kapur. Upon the call of the roll, all voted aye with Commissioner Schellin abstaining. Motion carried.

7.) Concept Plan Seeking Feedback; Parcel Number 59271829210, located on Section 33 along State Highway 67 on the southwest side of the City of Plymouth, regarding a concept plan for a single-family residential subdivision plat and multi-family residential project. Neumann Developments, Inc. (enclosure)

Neumann Development, Inc. is coming before the Plan Commission to seek general feedback on concept plan for a subdivision project located on the State Highway 67 curve just south of the Greystone subdivision on a ~67-acre vacant parcel currently owned by the Plymouth Industrial Development Corporation (PIDC). This is a concept plan only and not a formal application. The concept plan shows 119 single family lots along with 60 multi-family residential units on the southern end of the site. Neumann would serve as developer for the single-family portion of the project while Premier Real Estate (PRE/3) would serve as developer for the multi-family portion of the project. The concept plan also shows a new park to be located within the development to be used by area residents. The development would be serviced by roads connecting to both STH 67 and the Greystone subdivision to the north.

Bryan Lindgren and Ryan Fritsch of Neumann Developments were in attendance and presented their concept plan to the Commission, noting that Neumann would serve as the master developer and install the single-family housing, and PRE/3 would serve as the developer for the multi-family portion of the project. Mr. Lindgren also said Neumann was in early discussions with TADI to conduct a traffic impact analysis (TIA) to ensure the existing roadways along STH 67 and CTH PP could support this development without an adverse impact to traffic flow.

Commissioner Schellin asked if Neumann had replicated this product in other communities. Mr. Lindgren said that each site demands a slightly different layout, but the general concept had been completed by Neumann in other communities in southeastern Wisconsin such as Saukville, Grafton, Waterford, Beaver Dam, etc. They have also worked with PRE/3 before for the multi-family portion of the project and have had good success working with them. Commissioner Schellin asked what the expected build out would be. Mr. Lindgren expected that once the infrastructure was in, they would expect to build about 20 homes per year with a 5-6 year build out.

Commissioner Meyer asked about home prices as well as the contrast the developer would expect in appearance from the Greystone and South Hills subdivision to the north. Mr. Lindgren explained the home prices would likely fall in the high \$300k's to mid \$400k's. In terms of appearance, Mr. Lindgren explained Neumann takes great pride in their developments and has a menu of customizable home options for buyers as well as spec homes, which are included in the packet materials. Assistant City Administrator Johnston commented that while the proposed lot size and setbacks are slightly more-dense than what Greystone and South Hills are, the average pedestrian would likely not be able to tell a difference from one development to the other once everything is built out and the landscaping matures.

Staff also asked the Plan Commission to discuss the proposed public park with the developer. The Plan Commission was pleased with the proposed park, but did ask for some small off-street parking to be provided as the concept develops. Discussion included what amenities would be included in the park. Staff explained this would be discussed as this project continues to evolve.

The Plan Commission was generally in favor of the development as proposed and directed the applicant to work with staff.

8.) Fee Schedule Update: Staff seeking recommendation to update the Zoning Fee Schedule last updated in 2020

The Zoning Fee Schedule was last updated in 2020 and needs to be updated after the City passed a new zoning ordinance regarding additions to existing non-conforming structures and substandard lots. The proposed fee would be used to cover the cost of publication of notices in the newspaper and to neighbors within the vicinity of any future applications.

It also includes updated language that concept fee application does not carry a charge as well puts a cost of \$250 for "Plan Commission Determination of Use" as stipulated in Sec. 13-1-111 in the Plymouth Municipal Code. Further, some language in the fee schedule is proposed to be updated to reflect existing ordinance language that allows the City to bill back the cost of professional consultant time related to applications in order to avoid confusion and make that clear going forward. Finally, staff has proposed removing the fee for "temporary signs" and temporary and final occupancy permits as those are permitted by the Building Inspection Department. "Temporary signs" and banners are regulated differently in the code. Temporary signs refer to signs typically posted in one's yard like a campaign sign or "For Sale" sign.

Motion made by Wyatt/Nicolaus to recommend to the Common Council that the fee schedule be updated as presented. Upon the call of the roll, all voted aye. Motion carried.

9.) 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 noted that an October Plan Commission meeting will happen, but it will likely be a light meeting schedule.

10.) Adjournment

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