

MEETING AGENDA
PLYMOUTH REDEVELOPMENT AUTHORITY
CITY OF PLYMOUTH, WISCONSIN

THURSDAY, MARCH 5, 2026 @ 8:30 AM

Plymouth City Hall
FIRE DEPARTMENT TRAINING ROOM
128 Smith Street
Plymouth, WI 53073

Members Present:

Lee Gentine
 Donna Hahn
 John Nelson
 Ronna O'Toole
 Ken Pannier
 Carole O'Malley
 Mike Penkwitz

Staff:

Tim Blakeslee
 Anna Voigt
 Jack Johnston

Other:

The Plymouth Redevelopment Authority's mission is to serve as a catalyst for development which supports Plymouth as a welcoming place for the arts, entertainment, shopping, dining, working and living. The Authority has a particular interest in the physical revitalization of downtown Plymouth as an inviting atmosphere which encompasses not only buildings but also streetscapes, parking areas, signage, sidewalks, pedestrian lighting and green spaces including the River Walk corridor.

1. Call to order and roll call.
2. Approval of Meeting Minutes from the November 25, 2025 meeting
3. Brief RDA Fund Balance Update & Active RLF Loans
4. Discussion and Possible Action on Sign & Façade Grant Program
5. Discussion on potential participation in Downtown Dog Park Project
6. Communication – Letters, E-mails, or Reports Related to the Redevelopment Authority (Staff, Chairperson, Members etc.)
7. Adjournment

It is possible that members of and possibly 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.

**PLYMOUTH REDEVELOPMENT AUTHORITY
CITY OF PLYMOUTH, WISCONSIN**

TUESDAY, NOVEMBER 25, 2025 @ 8:30 AM

UNOFFICIAL MINUTES

- 1. Call to order and roll call:** Chairman Gentine called the meeting to order at 8:30 AM. Member present were Lee Gentine, Donna Hahn, Ken Pannier, Carole O'Malley, and Mike Penkwitz. Not present was John Nelson and Ronna O'Toole. Staff present were: Tim Blakeslee, Jack Johnston and Paul Seymour.
- 2. Approval of Meeting Minutes from the October 16, 2025 meeting:** Motion was made by O'Mally/Pannier to approve the minute from October 16. A unanimous aye vote was cast. Motion carried.
- 3. Brief RDA Fund Balance Update & Active RLF Loans:** Blakeslee gave an updated on the RDA fund balance.
- 4. Discussion and possible action on RDA contribution to install commemorative plaque for "Family Dynamics" statue:** Johnston explained that currently there is no sign that denotes the name or artist of the statue in the pocket park. Staff reached out to Fastsigns out of Sheboygan to provide a quote for a bronze plaque. Three options at varying price points were offered. Motion was made by Pannier/Hahn to go with option 2. A unanimous aye vote was cast. Motion carried.
- 5. Communication – Letters, E-mails, or Reports Related to the Redevelopment Authority (Staff, Chairperson, Members etc.):** Blakeslee updated the board that garbage cans were purchased and we are just waiting for delivery.
- 6. Adjournment:** Motion was made by O'Malley/Hahn to adjourn the meeting. A unanimous aye vote was cast. Motion carried.



DATE: March 2, 2026
TO: RDA
FROM: Tim Blakeslee, City Administrator/Utilities Manager
RE: Discussion regarding Sign & Façade Grant amounts

Background: In March 2025, the Redevelopment Authority (RDA) increased funding under the sign/façade grant program to the following levels:

- Qualified façade improvements are eligible for 50% of the total project cost, up to a maximum grant of \$5,000.
- Qualified signage improvements are eligible for 50% of the total project cost, up to a maximum grant of \$500.

Currently, the grant program is available only to businesses located in Downtown Plymouth. A request has been made by a small business located outside the downtown area to expand eligibility beyond Downtown Plymouth.

Because most downtown business spaces are currently occupied, use of the program has been somewhat limited. As a result, staff believes it would be reasonable for the RDA to consider whether the program should be expanded to include qualifying small businesses outside the downtown area.

At present, staff has authority to administratively approve signage grant requests within the Downtown Plymouth program. If the RDA chooses to expand the program beyond the downtown area, staff recommends that any grant requests from businesses outside Downtown Plymouth require formal RDA approval. The intent of the program would remain to support small businesses and not larger-scale commercial entities.

Recommendation: Motion to Consider authorizing grant eligibility outside the Downtown Plymouth area, with all such requests subject to formal RDA approval.

Attachments:

- I. Current RDA Sign and Façade Grant Application

**PLYMOUTH REDEVELOPMENT AUTHORITY
SIGN AND FAÇADE GRANT PROGRAM**

Step 1

Contact the Clerk's Office at (920) 893-1271, to process all documents in an appropriate and timely manner. Documents may be dropped off or mailed to Plymouth City Hall, Attn: RDA, P.O. Box 107, 128 Smith Street, Plymouth, WI 53073. The Clerk's Office will review the grant request at that time on a rolling basis subject to availability of funds.

Step 2

Prepare the following materials for submission. This material must be submitted for approval:

1. Blueprints, drawings or a rendering of the planned sign and/or façade work.
2. List of materials to be used for the signage/façade work.
3. Detailed breakdown of proposed cost of the work upon completion.

Step 3

Complete the approved signage or façade work. Be sure to keep all invoices, as copies will be needed by the Clerk's Office in order to verify completion of the work.

Step 4

Once work is completed return copies of all invoices and a color photo of the completed sign/façade work to RDA, C/O City Clerk-Treasure's Office. Mailing address: PO Box 107, Plymouth, WI 53703. Or drop them off at, 128 Smith Street, Plymouth.

Grants will be dispersed in a timely manner. Payment will be sent to the address on the application unless other arrangements are made.

Qualified façade improvements are eligible for **50% of the total cost up to a maximum of \$5,000***

*Any amount requested above \$5,000 will require RDA discussion and approval

Qualified signage grants are eligible for **50% of the total cost up to a maximum of \$500.**

**PLYMOUTH REDEVELOPMENT AUTHORITY
SIGN AND FAÇADE IMPROVEMENT GRANT**

Business Name: _____

Business Address: _____

Type of Business: _____

Contact Person: _____

Phone: _____ Email: _____

- Attach **color** blueprints, drawings or renderings of the proposed project.
- List of materials to be used for the signage/façade work
- Attach estimate from your provider/supplier. This is for RDA budgeting purposes only. Your final grant will be based on the actual costs according to the receipts that must be provided after the project is completed.
- Proposed completion date: _____
- **Sign**
 - What material will the sign be made of: _____
 - What are the dimensions of the proposed sign?
 - Height: _____
 - Width _____
 - Depth: _____
 - Will the sign be lit: _____ If so, how? _____
- **Façade**
 - What is the scope of the project?

Office Use Only:

Received Date: _____

Approval Date: _____

Amount Approved: _____

Date Reimbursed: _____

Sign permit # _____

City of Plymouth
128 Smith St. - P.O. Box 107
Plymouth, WI 53073-0107



Telephone: (920) 893-3745
Facsimile: (920) 893-0183
Web Site: plymouthgov.com

DATE: March 2, 2026
TO: RDA
FROM: Tim Blakeslee, City Administrator/Utilities Manager
RE: Discussion of Potential RDA Support for Plymouth Advancement Association
Dog Park Improvement Project

Background: The Plymouth Advancement Association has been working on a Dog Park Improvement Project at Stayer Jy Park and has provided photos related to the proposed improvements which are attached. At this time, the Redevelopment Authority does not have a major active project underway, and this project could be considered as a potential next RDA project if there is interest. Accordingly, this item is being presented at this time for discussion purposes only to determine whether the RDA has interest in further exploring involvement in the project.

Any formal RDA participation/funding in this project would require approval of a new project plan by the RDA and Common Council before moving forward. If there is interest in proceeding, staff would return with a proposed project plan for formal consideration in late March or early April.

Recommendation: Discuss whether the Redevelopment Authority is interested in exploring support for the Plymouth Advancement Association Dog Park Improvement Project, including potential funding participation, and, if so, direct staff to return with additional information and a proposed project plan for consideration.

Attachments:
Dog Park Designs



FOLLOW THE QR CODE TO:
www.foxcatcherdesigns.com

NOT FOR CONSTRUCTION



#	DATE	DESCRIPTION
2	2026.01.30	PRELIM REV. 01
3	2026.01.30	PRELIM REV. 02



PLYMOUTH DOG PARK

39 S STAFFORD ST,
PLYMOUTH, WI 53073

PROJECT #: 2025.09

FOXCATCHER DESIGNS EXPRESSLY DISCLAIMS THEIR COMMON LAW COPYRIGHT & OTHER PROPERTY RIGHTS IN THESE DOCUMENTS. THESE DOCUMENTS ARE NOT TO BE REPRODUCED, CHANGED, OR COPIED IN ANY FORM OR MANNER WHATSOEVER. NOT BE THEY TO BE ASSIGNED TO ANY THIRD PARTY WITHOUT FIRST OBTAINING THE EXPRESS WRITTEN PERMISSION & CONSENT OF FOXCATCHER DESIGNS.

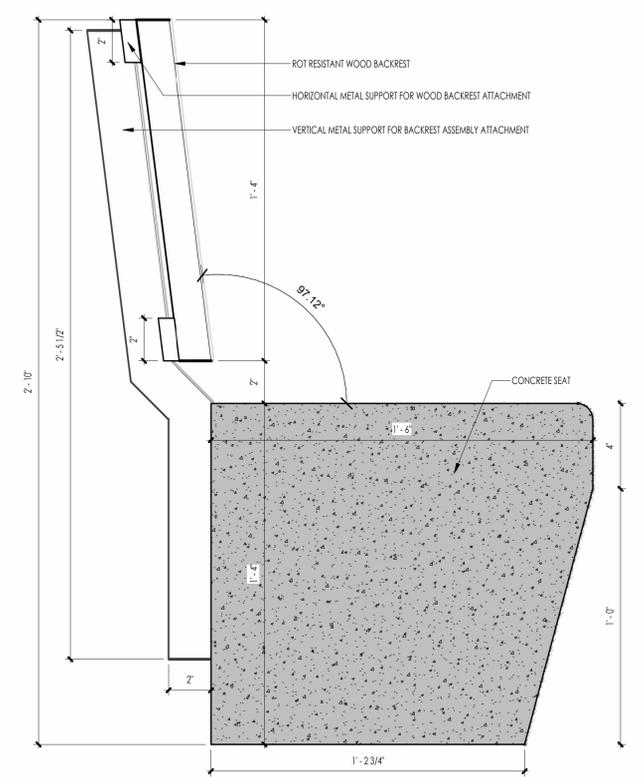
WRITTEN DIMENSIONS ON THESE DOCUMENTS SHALL HAVE PRECEDENCE OVER DIMENSIONS SHOWN ON DRAWINGS. CONTRACTORS SHALL VERIFY & BE RESPONSIBLE FOR ALL DIMENSIONS & CONDITIONS ON THE JOB. WHEN PLANS ARE PRINTED ON 12 x 18 PAPER, DRAWINGS ARE REDUCED BY 50%.

PRELIMINARY DRAWINGS

BENCHMARKING VIEWS

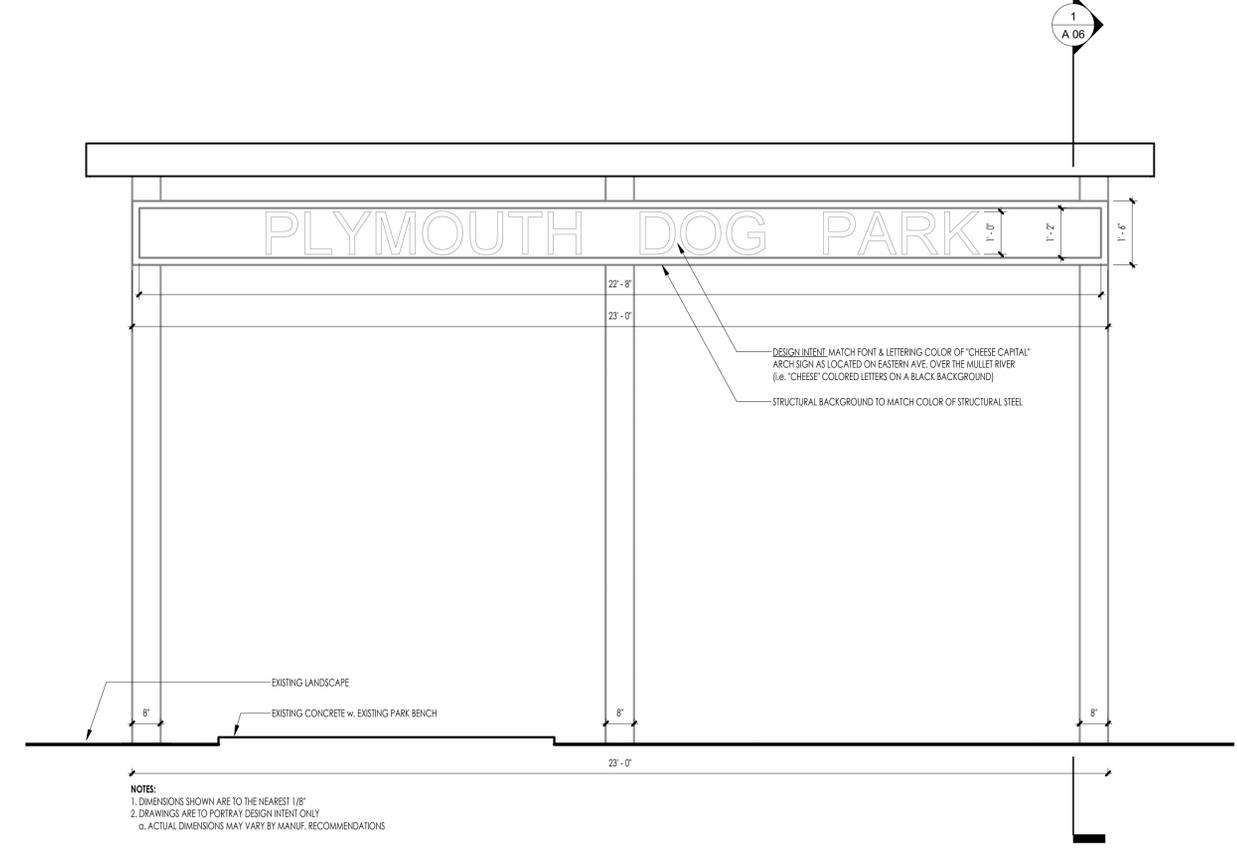


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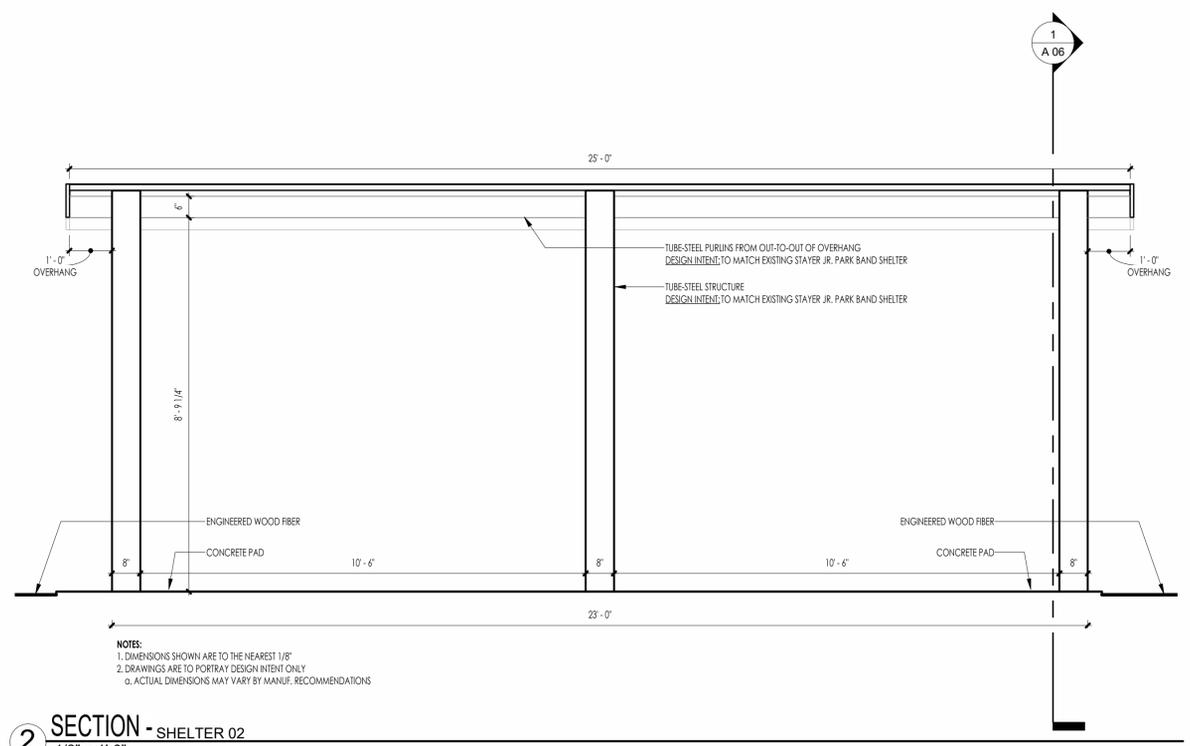
NOTES:
 1. SEE RENDERINGS FOR ADDITIONAL DESIGN INTENT
 2. DRAWINGS ARE TO PORTRAY DESIGN INTENT ONLY
 a. ACTUAL DIMENSIONS MAY VARY BY MANUF. RECOMMENDATIONS

4 SECTION DETAIL - CURVED BENCH
 3" = 1'-0"



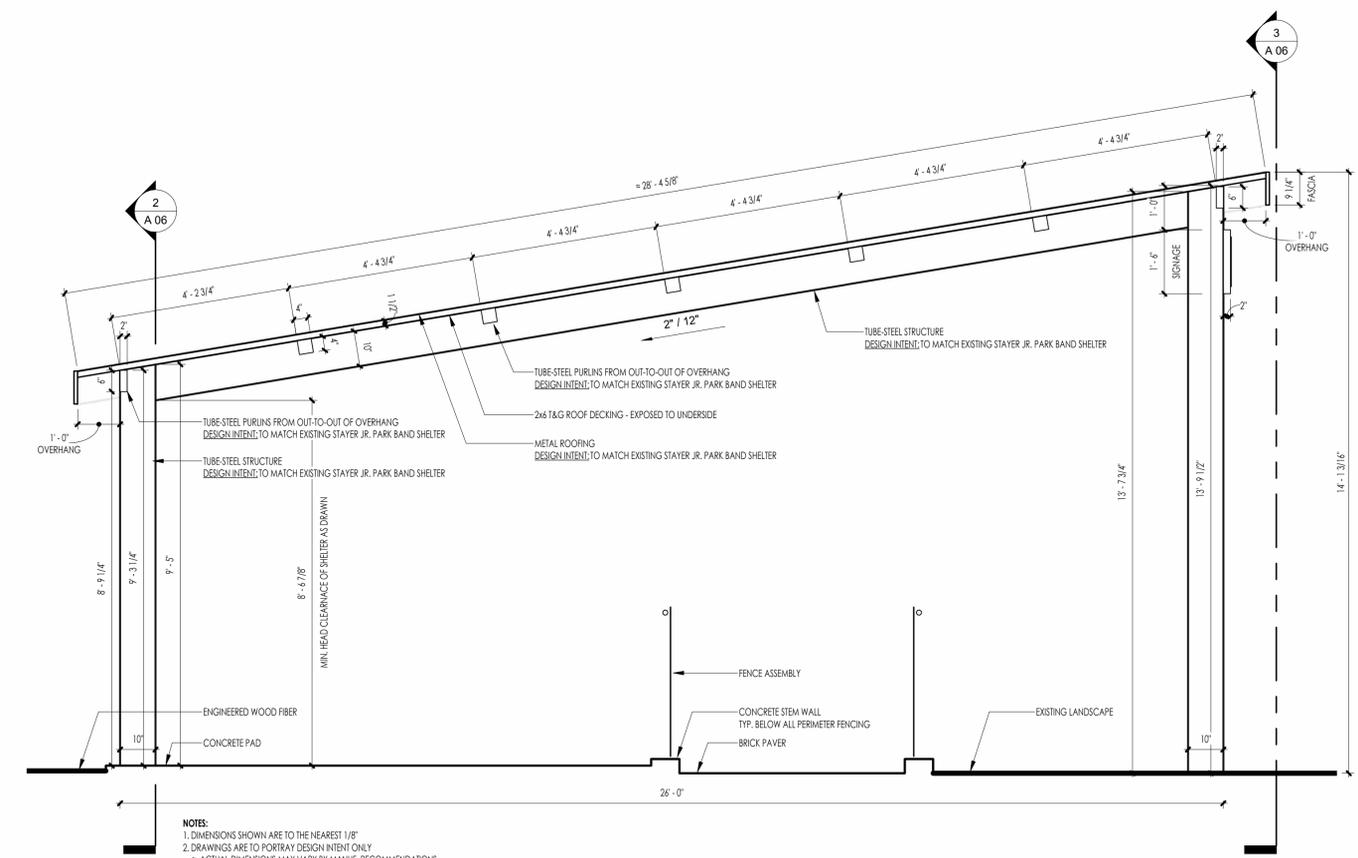
NOTES:
 1. DIMENSIONS SHOWN ARE TO THE NEAREST 1/8"
 2. DRAWINGS ARE TO PORTRAY DESIGN INTENT ONLY
 a. ACTUAL DIMENSIONS MAY VARY BY MANUF. RECOMMENDATIONS

3 SECTION - SHELTER 03
 1/2" = 1'-0"



NOTES:
 1. DIMENSIONS SHOWN ARE TO THE NEAREST 1/8"
 2. DRAWINGS ARE TO PORTRAY DESIGN INTENT ONLY
 a. ACTUAL DIMENSIONS MAY VARY BY MANUF. RECOMMENDATIONS

2 SECTION - SHELTER 02
 1/2" = 1'-0"



NOTES:
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 a. ACTUAL DIMENSIONS MAY VARY BY MANUF. RECOMMENDATIONS

1 SECTION - SHELTER 01
 1/2" = 1'-0"

NOT FOR CONSTRUCTION

#	DATE	DESCRIPTION
3	2026.01.30	PRELIM REV. 02

PLYMOUTH DOG PARK

39 S STAFFORD ST,
 PLYMOUTH, WI 53073

PROJECT #: 2025.09

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PRELIMINARY DRAWINGS

SECTIONS



1 SITE PLAN - PLYMOUTH DOG PARK
3/16" = 1'-0"

PLYMOUTH DOG PARK - QUICK STATS:

EXISTING FENCED OUTER PERIMETER: = 289'
(OUTER PERIMETER DOES NOT ACCOUNT FOR FENCING REQUIRED TO CREATE DOUBLE-GATED ENTRY AREA)
EXISTING PARK AREA: = 4,787 SQ. FT.
(INCLUDING DOUBLE-GATED ENTRY AREA)

NEW FENCED OUTER PERIMETER: = 329'
(OUTER PERIMETER DOES NOT ACCOUNT FOR FENCING REQUIRED TO CREATE DOUBLE-GATED ENTRY AREA)
TOTAL APPROX. FENCING LENGTH: = 354'
NEW PARK AREA: = 5,842 SQ. FT.
(INCLUDING DOUBLE-GATED ENTRY AREA)

NEW ENGINEERED WOOD FIBER = 5,295 SQ. FT.
(600 POUNDS OF GRASS OR HAY)

NEW GIFT BRICK AREA (A01): = 230 SQ. FT.
NEW CONCRETE PATIO AREA (A03): = 334 SQ. FT.
NEW CRUSHED GRAVEL AREA (A15): = 416 SQ. FT.

PLYMOUTH DOG PARK LEGEND - NEW DESIGN ELEMENTS

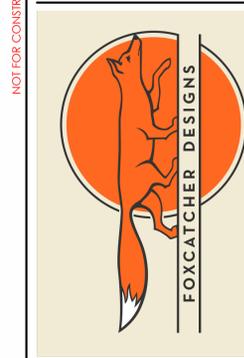
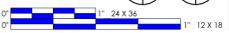
KEY NOTE	DESCRIPTION
A01	GIFT BRICK - DONATION WALK
A02	SHELTER STRUCTURE
A03	CONCRETE PATIO
A04	PICNIC TABLES
A05	DRINKING FOUNTAIN & BOTTLE FILLER
A06	WASTE BAGS & DISPOSAL BIN
A07	AGILITY EQUIPMENT (TYPICAL) OVER ENGINEERED WOOD FIBER SURFACE
A08	CURVED BENCH w. BACKREST
A09	FIRE HYDRANT (TYPICAL)
A10	MATURE TREES w. PET COLLARS
A11	MATURE BUSHES & SHRUBS
A12	NEW PARK PERIMETER - CONCRETE CURB w. DECORATIVE FENCING SET ON TOP
A13	SELF CLOSING GATES
A14	MAINTENANCE GATES
A15	NEW CRUSHED LIMESTONE WALKWAY

STAYER JUNIOR PARK - EXISTING ELEMENTS

KEY NOTE	DESCRIPTION
E01	PERIMETER OF EXISTING DOG PARK
E02	EXISTING BENCHES (TYPICAL)
E03	EXISTING BRIDGE
E04	EXISTING TREES (TYPICAL)
E05	EXISTING MECHANICAL/ELECTRICAL EQUIPMENT
E06	EXISTING PARKING STRUCTURE
E07	EXISTING PATHWAYS & PARKING

PLAN NOTES:

THESE PLANS, AS DRAWN BY FOXCATCHER DESIGNS, ARE NEITHER INTENDED FOR USE AS, NOR TO BE CONSIDERED AS, LICENSED COMMERCIAL DRAWINGS; THEY ARE FOR DESIGN INTENT AND REFERENCE PURPOSES ONLY.
IF PRINTED ON 24" X 36", TOP SCALE BAR SHALL BE EXACTLY 1" = 24 X 36'
IF PRINTED ON 12" X 18", BOTTOM SCALE BAR SHALL BE EXACTLY 1" = 12 X 18'
IF EITHER SCALE BAR IS NOT EXACTLY 1", DRAWING IS NOT TO SCALE



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#	DATE	DESCRIPTION
1	2025.11.24	PRELIM. PLANS
2	2026.01.30	PRELIM REV. 01
3	2026.01.30	PRELIM REV. 02

PLYMOUTH DOG PARK

39 S STAFFORD ST,
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PROJECT #: 2025.09

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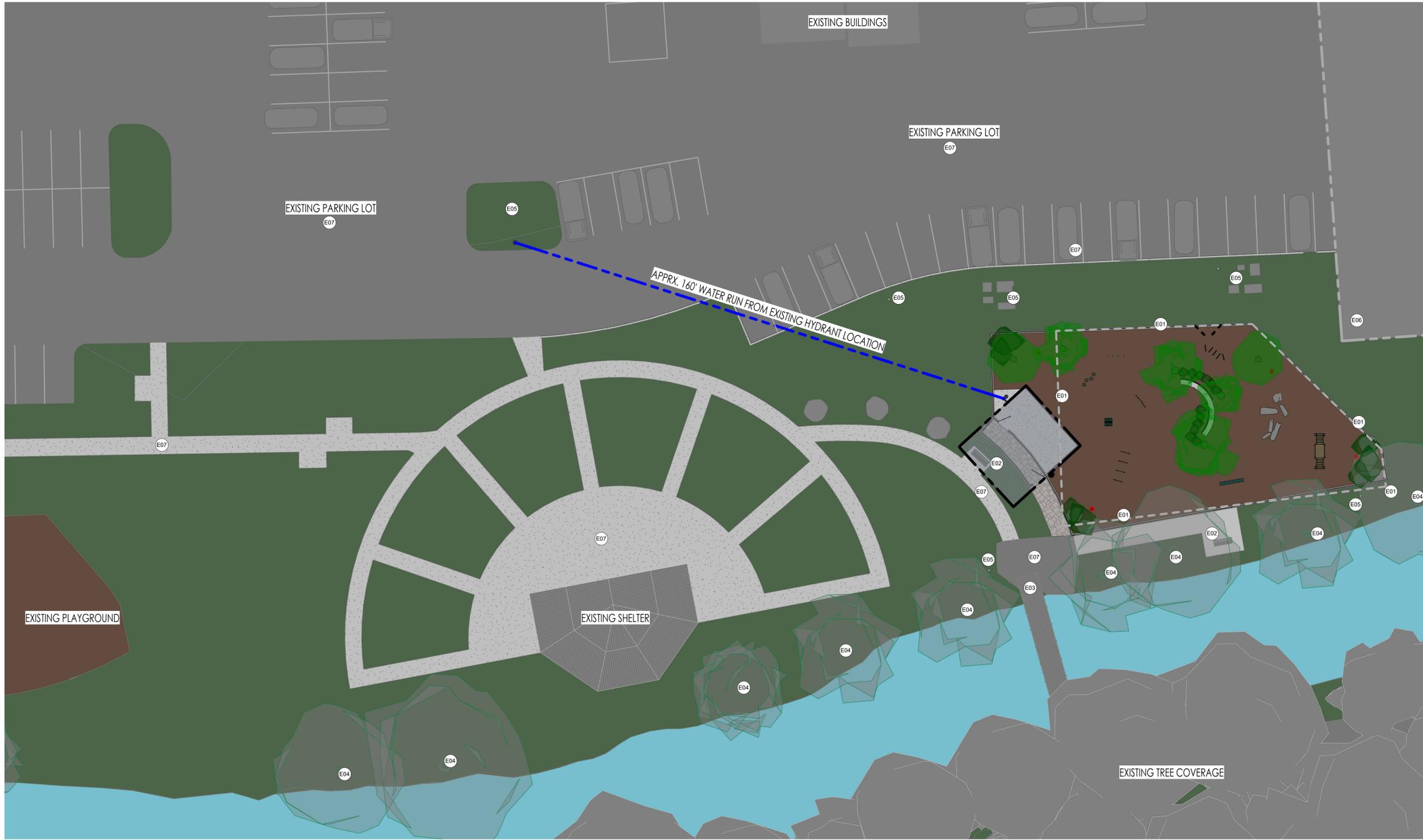
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PRELIMINARY DRAWINGS

SITE PLAN



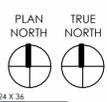
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1 SITE PLAN - STAYER JUNIOR PARK & PLYMOUTH DOG PARK
 1/16" = 1'-0"

STAYER JUNIOR PARK - EXISTING ELEMENTS	
KEY NOTE	DESCRIPTION
E01	PERIMETER OF EXISTING DOG PARK
E02	EXISTING BENCH(ES) (TYPICAL)
E03	EXISTING BRIDGE
E04	EXISTING TREES (TYPICAL)
E05	EXISTING MECHANICAL/ELECTRICAL EQUIPMENT
E06	EXISTING PARKING STRUCTURE
E07	EXISTING PATHWAYS & PARKING

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PRELIMINARY DRAWINGS

OVERALL SITE PLAN