

**DEPARTMENT OF ENGINEERING**  
**PUBLIC WORKS – STORMWATER MANAGEMENT**  
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**TRC MEETING NOTES:**

**DATE: July 25, 2023**

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**AGENDA ITEMS:**

9:00 – Best One (2130, 2150 Oak Drive) - Whitney Pizzala

9:20 – Bowen Center Parking Discussion – Dennis Manuwal

**ATTENDANCE:**

See attached Attendance Sheet for 2023-07-25

**MEETING NOTES:**

**Best One (2130, 2150 Oak Drive):**

**Project Summary:**

- Best-One is interested in demolishing the stand-alone oil change building located at 2130 N. Oak Drive and move the oil change process into an addition to their service area located at 2150 N. Oak Drive.
- Proposed service area addition to be approximately 4,000 sq ft.
- Areas of asphalt may be removed to make way for additional green space if the design allows.
- The drive to the service area will be narrowed to enable better traffic flow.

**Planning:**

- It was suggested the lot located at 2130 N. Oak Drive and the lot located at 2150 N. Oak Drive be combined into a single lot. Combining two lots into a single lot can be done through a Minor Plat process and signed by the Building Commissioner.
- Combining the two lots is not required to obtain a building permit.
- 1 parking space is required per 200 sqft gross floor space plus 1-space per employee on the largest shift (See Table 6-E of the Plymouth Zoning Ordinance). The designer will assess and modify the plans to meet the requirements.
- Designer to refer to Article 6, Section 140 G for parking lot landscaping requirements.
- It is unknown if any new signs will be added at this time. If new signs are considered the designer will need to refer to the Plymouth Zoning Ordinance for guidance.
- If exterior lighting is added the designer will need to refer to the Plymouth Zoning Ordinance for guidance.

**Emergency Services:**

- Nothing to address.

**Transportation:**

- No new driveway permits are needed.
- If parking / drive curbing is utilized ensure the curb is blended into any existing curbing and is terminated in a way as to not impact any roadway.
- If needed, street cuts 4' wide (max.) and no more than 24' in length will be \$500.00 plus asphalt costs. Larger street repairs must be performed by a qualified paving contractor, who's cost above the \$500.00 base permit fee shall be paid by the person making the application. Street cuts shall be saw cut.
- If potholing of existing utilities are required in a paved area contact the Street Superintendent (574-936-2017) to obtain a Street Cut Permit for a pothole. Typically, there is a charge of \$100.00 per pothole up to a 1'x1' area.

**Utilities:**

- The floor drains within the shop area will need to be connected to a sediment / oil separator prior to entering the sanitary sewer main.
- Retiring the water service to the proposed demolished building will be done by the Plymouth Water Department.
- Retiring the sanitary service to the proposed demolished building is to be done by the developers contractor, inspected by the City, and shall be GPS with coordinates provided to the City. Visit [www.plymouthin.com](http://www.plymouthin.com) for more information regarding the retirement of utility services.

**Drainage:**

- The site development shall not exceed the hard surface presently on the site. If the hard surface will be exceeded drainage will need to be considered.

**General:**

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**Bowen Center Parking Discussion:****Project Summary:**

- The proposed new Bowen Center facility located on the corner of Pioneer Drive and Miller Drive is considering a variance from development standards to reduce the size of the parking spaces from the required 10'x20' space to a 9'x18' space for all of their standard parking spaces.
- Also being considered is reducing their proposed travel aiseways for 90-degree parking from the required 25' to 24'.

**Planning:**

- The reduction of parking space sizes and aiseways are not desired.

- The number of currently designed parking spaces exceeds the required number of spaces needed and could possibly be reconfigured.
- If the required parking space sizes cannot be achieved it was recommended that a balance between the currently designed spaces (9'x18') and standard spaces (10'x20') be considered.

**Emergency Services:**

- Emergency vehicles need the ability to navigate the parking when parked vehicles are present.

**Transportation:**

- Nothing to address.

**Utilities:**

- Nothing to address.

**Drainage:**

- Nothing to address.

**END OF MEETING**

