

PLYMOUTH PLAN COMMISSION

February 6, 2024

The Plymouth Plan Commission met in regular session in the Council Chambers of the City Building, 124 North Michigan Street, Plymouth, Indiana on February 6, 2024, at 7:00 p.m.

Commission President Doug Feece called the meeting to order for Commissioners Alex Eads, Mark Gidley, Shiloh Carothers Milner, Linda Secor, Dan Sellers, and Fred Webster answering roll call whom were physically present. Commissioners Randy Longanecker, Beth Pinkerton, Angela Rupchock-Schafer, and Paul Wendel were absent. Others present were Advisory Member Dave Hostetler, Building Commissioner Dennis Manuwal Jr. and City Attorney Jeff Houin. The public was able to see and hear the meeting through Microsoft Teams.

Commissioners Webster and Eads moved and seconded to approve the minutes of last regular meeting of January 2, 2024. The motion carried.

Commissioners Webster and Eads moved and seconded to appoint Mark Gidley to be their Representative for the Board of Zoning Appeals. The motion carried.

Deputy Clerk-Treasurer Williams Administered an Oath of Office to the following members:

- Dan Sellers
- Mark Gidley
- Shiloh Carothers Milner

The following legal notice was advertised in the Pilot Newspaper on January 25, 2024:

**NOTICE OF  
PUBLIC HEARING**

The Plan Commission of the City of Plymouth, Indiana will hold a public hearing on February 6, 2024 at 7:00 p.m. in the Council Chambers of the City Building, 124 N. Michigan St. (Garro St. entrance), Plymouth, Indiana on the following matters:

**PC 2024-01:** Plymouth Community School Corp, 611 Berkley St., Plymouth, IN 46563: A Minor Subdivision plat for three (3) lots on parcels 50-42-92-304-686.000-019, 50-42-92-304-655.000-019 and 50-42-92-304-657.000-019, located at 611 Berkley St., Plymouth, IN 46563, zoned R-3, Traditional Residential District. Information on these matters may be obtained at the office of the Clerk-Treasurer, 124 N. Michigan St., Plymouth, IN, and

116  
Legals

telephone #574-936-2124. Written objections to the proposal filed at the Clerk-Treasurer's office will be considered and oral comments will be heard. The hearing may be continued from time to time as may be found necessary. If you are disabled and need

116  
Legals

special accommodations, please call the ADA Coordinator at 574-936-2948. Kyle Williams, Recording Secretary, Plan Commission, January 25, 2024

January 25, 2024 PN353310 hspaxlp

**PC 2024-01:** Plymouth Community School Corp, 611 Berkley St., Plymouth, IN 46563: A Minor Subdivision plat for three (3) lots on parcels 50-42-92-304-686.000-019, 50-42-92-304-655.000-019 and 50-42-92-304-657.000-019, located at 611 Berkley St., Plymouth, IN 46563, zoned R-3, Traditional Residential District.

City Attorney Houin reviewed the findings of fact and the request from the applicant. He read the applicant's letter aloud. See attached letter below.

PLYMOUTH PLAN COMMISSION  
February 6, 2024



December 15, 2023

Plymouth Board of Zoning Appeals

City Hall

Plymouth, IN 46563

Plymouth High School

Letter of Intent

To the Honorable Board:

This request for variances is brought about by the need of Plymouth High School to secure funding for projects that are scheduled for construction in the near future. In order to secure this funding, certain parts of the High School will need to be placed upon separate parcels that can be transferred to another Plymouth High School entity such as the Plymouth High School Building Corporation.

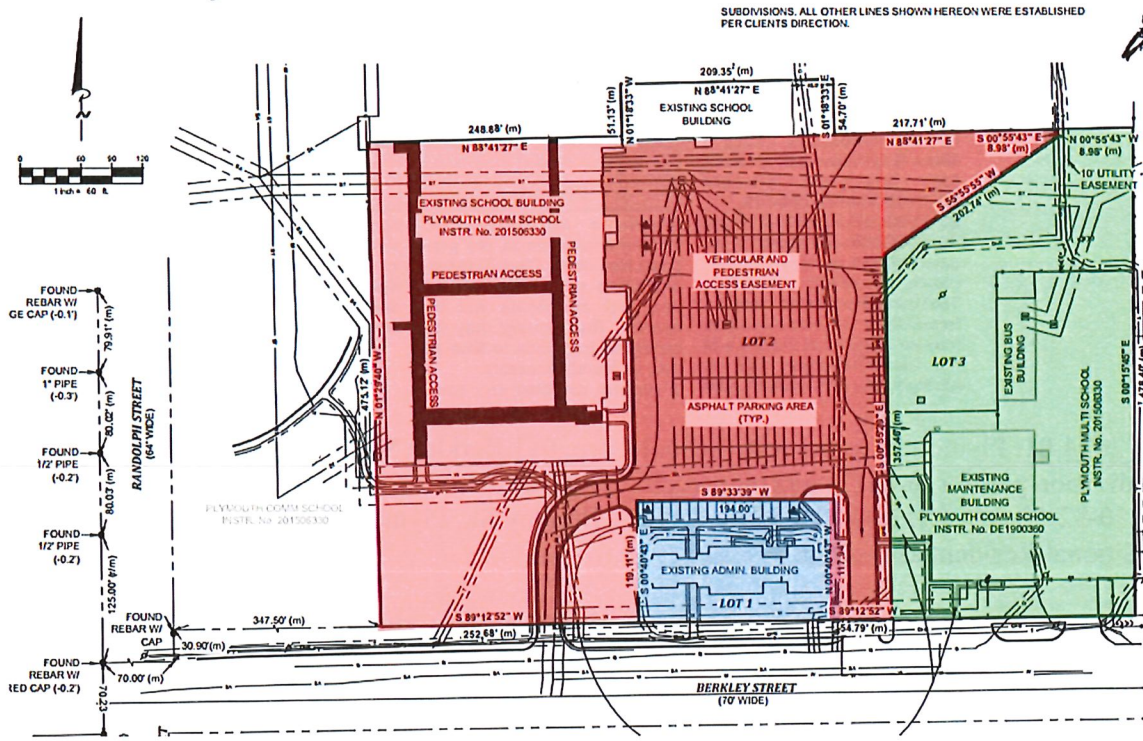
That entity would then be able to secure financing for upcoming projects based on the value of the property that would be subject to any finance agreement. Any variances granted by the Board would allow the property to proceed to Minor Subdivision where the parcels would be created and made available.

During the platting process, appropriate easements would be created on the plat which would allow for utilities to cross the property to serve other parts of the High School and would allow vehicular and pedestrian access across the property for the necessary flow of traffic on an everyday basis.

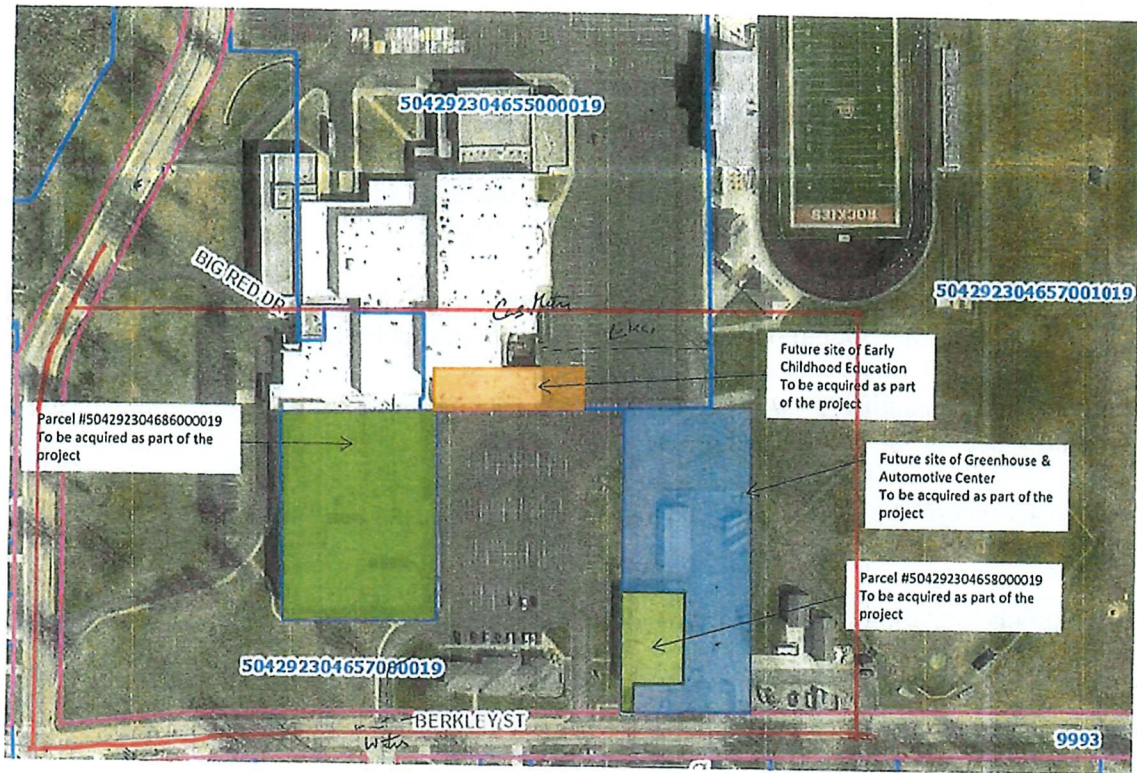
The variances that are being requested in this petition are the first step in securing funding for the expansion of the Plymouth High School. If there are any questions, please contact me at your convenience. Sincerely,

J. Bernard Feeney, PS  
Wightman Associates

**Key:**  
 Lot 1 – Blue  
 Lot 2 – Red  
 Lot 3 - Green



## Marshall County Career Innovation Center



Houin states this process was also discussed during the Technical Review Committee (TRC) meeting on January 23, 2024. He explains the key point is that the project doesn't propose any alterations to the structure of the building, nothing to the interior corridors, or the ingress/egress of the building. He states it is simply replating the parcel lines so they can separate out part of the school property and transfer it to the Plymouth Community Building Corporation for bond financing purposes. He states it is prohibited under Indiana law for schools to take on debt so in order to do bond financing, they set up a Building Corporation, and in this case there is already one existing which he anticipates them using for this project. He states the Building Corporation issues the debt and then leases the property back to the School Corporation in order to make lease payments and bond payments. He restates that is the entire purpose of this project as there will be no changes to the infrastructure, facility, roads, drainage, etc. He states from the outside you will not see any changes to the property. He states part of Booker's recommendation was to approve the request as he notes, "For the reasons I stated, there are no changes to the structure, so this will improve the High School Building and improve the surrounding neighborhood, along with the character of the neighborhood. Because there are no changes, there is no issue with drainage or disposal of waste and elimination of other blighting characteristics." He states for the first finding which reads, "The Commission shall determine if the plat conforms to the principles and standards required by the Subdivisions," that with the variance approved from the Board of Zoning Appeals the prior month, that this is already in compliance with that variance.

Webster asks if we are adding on to the buildings that are there currently. Houin disagrees. Webster asks if it will be the same buildings that are there right now with the same square footage.

## PLYMOUTH PLAN COMMISSION

February 6, 2024

Houin responds in agreeance and states that it is not a part of the submission, but the School indicated that it will all be renovation of the interior classroom space to upgrade it for new uses.

Webster asks for clarification that they will be reusing some of the existing space for this.

Houin responds in agreeance as it is in conjunction with the North Central CTE Vocational Cooperative and the Lifelong Learning Network Institute to create space for the Marshall County Career Innovation Center. He states they are going to renovate some of the classrooms to accommodate each educational field offered but that will all be done renovating existing space.

Webster states from his understanding as he was sitting in the back for the Board of Zoning Appeals (BZA) meeting that they would be adding on to the south of that building.

Houin responds by stating they are not. He states there are proposals in the future to add outdoor playground space for the Early Childhood courses.

Webster asks where the Early Childhood supposed to go in at. He asks if it will be a part of the administration building.

Houin responds by stating it will be a part of the High School and it will not be a part of the administration building.

Webster asks if the administration building will be staying as is. Houin agrees.

Gidley asks if there was a proposal for a greenhouse.

Houin responds by stating that was the other thing he was wanting to mention. He states there was talk about a future addition of a greenhouse or another building space but right now that is just speculation and not a part of this project.

Webster asks for clarificaiton that they will not be needing a new drainage plan for this. Houin agrees. Webster asks if they have enough parking spaces to accommodate the influx of students coming in from all over.

Houin responds by stating at the TRC meeting the issue was not raised. He states most of the students who come in from other schools would be bussed in from other schools.

### **Bernie Feeny (1405 N. Michigan Street, Plymouth, IN 46563)**

Feeny states he is a registered land surveyor with Wightman Associates. He states he is here this evening on behalf of Plymouth Community School Corporation. He states he is here with his associate James McLaughlin and their Project Manager with Community Development. He states the funding that the Plymouth Community Building Corporation will be seeking will be for improvements to the south end of the building. He references the above colored Marshall County Career Innovation Center map and lists each location. He states there are a number of easements from the utilities across the platform, as well as parking and pedestrian access. He states the northwest corner of the south side of the school is where the variance was needed, along with the area shown in ornage as the Early Childhood Development Center. He states those are all lines that go through the existing building, where the

PLYMOUTH PLAN COMMISSION

February 6, 2024

variances were needed. He states now that they have those variances from the January meeting of the BZA, that this plat can be presented to you for consideration. He explains the purpose of this plat is to allow Plymouth Community Building Corporation to secure funding for future projects. He states it allows everyone to understand what the parcels are to be used for as bonding for these loans. He states this makes it much easier for people to see and understand all of the parcels that are being offered. He states the administration building will not be used for one of these lots, but because they were going all the way around it, they had to include it as a lot on this plan.

Webster asks for clarification on the administration lot that they are only cleaning it up on this plat and not using it for bonds. Feeney agrees.

Commissioners Gidley and Eads moved and seconded to open the public hearing. The motion carried.

There were no comments at this time.

Commissioners Webster and Milner moved and seconded to close the public hearing. The motion carried.

Commissioners Gidley and Webster moved and seconded to approve PC 2024-01 as presented. The motion passed by roll call vote.

Yes: Eads, Gidley, Milner, Secor, Sellers, Webster, and Feece

No: None

Absent: Longanecker, Pinkerton, Rupchock-Schafer, Wendel

**Other Business:**

Houin states it is not on your agenda tonight but there will be a standing item on your agenda for the Comprehensive Plan Advisory Committee Updates. He states the update currently and as explained before when the Comprehensive Plan was approved at the end of last year that it calls for an Advisory Committee to meet regularly to review progress of the plan and update both the Plan Commission and the City Council. He explains that they did hold their first meeting and he went through a couple of action items. He states they begun preparing a formal resolution to create a structure for the Committee and for membership, he believes it should include some standing members including the City Attorney, Plan Consultant, one representative appointed by the Plan Commission, and one representative appointed by the City Council. He explains that beyond that membership will be open to anyone who is interested in taking part in the process and they are identifying some specific areas they would like represented. He states with that it would be good to think about who among you that you might appoint to join that Advisory Committee. He states the item that was discussed was priorities for action on the Comprehensive Plan and it was agreed that the first priority is to begin work to revise and update our City Zoning Ordinance. He states there were several goals identified in the plan that were simply not possible until they make changes to the zoning ordinance and there are other things that could be cleaned up to make it more efficient reflecting the future goals of the city. He states when Booker gets back, they will meet and start that process and may ask for your input along the way. He states they will be consulting with you to get your input as the Plan Commission and to advise to you what they are proposing for amendments to the zoning ordinance.

Webster asks who the board members are.

PLYMOUTH PLAN COMMISSION

February 6, 2024

Houin responds by stating it consisted primarily of members of the Steering Committee and he cannot give an exhaustive list right now but it was a pretty full room. He states they also opened it up to other committee members who are business people who are interested in development in the city. He states since the Advisory Committee has no authority to take any action that all they can do is come back and make recommendations. He states the membership then was decided to not be a formal membership. He explains there are some individuals that they do definitely want to be a part of that but beyond that it will be a fluid membership.

Webster asks how many members they are looking at for this.

Houin responds by stating they have not identified a specific minimum or maximum other than those four members that they want to include. He states the membership may grow or shrink dependent upon availability. He states they also anticipate that the meetings will meet monthly initially and once they get established, they may form subcommittees to do the actual, and the advisory committee may not need to meet as often. He explains some of that is still to be as determined once they start getting into the work.

Gidley asks if this will still include a new zoning district map.

Houin responds by stating it can. He states the Comprehensive Plan does make recommendations for changes to the way zoning areas are defined and if you look at the map in the plan, it doesn't have clear definitions on where those areas end and begin. He states it is more of a general guideline for the types of development that are recommend in that area. He states the next step is to look at the zoning ordinance and see if they actually want to change those boundaries, change the description, style of ordinance, and there may be discussions about moving away from a strictly Euclidean regime to a more form-based zoning. He expresses there is still a lot to be determined and all they know is they need to start the process so they can figure out what makes the most sense.

Gidley asks what the timeline is before they adopt something. He asks if it will be within a year.

Houin responds by stating sooner rather than later. He states part of the discussion is on whether or not they could accomplish this all within house or if they will need to hire a consultant. He states it is way too early to answer those questions.

There was discussion about who created the prior zoning ordinance, along with some complications to the current zoning ordinance.

With there being no other business to come before the Commission, Commissioners Webster and Eads moved and seconded to adjourn the meeting. The motion carried and the meeting adjourned at 7:35 p.m.

  
\_\_\_\_\_  
Kyle Williams, Recording Secretary