

**DEPARTMENT OF ENGINEERING**  
**PUBLIC WORKS – STORMWATER MANAGEMENT**  
**CITY OF PLYMOUTH, INDIANA**  
900 OAKHILL AVENUE - P.O. BOX 492  
PLYMOUTH, IN 46563

PHONE 574-936-3614  
FAX 574-936-3017

**TRC MEETING NOTES:**

**DATE: September 10, 2024**

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**AGENDA ITEMS:**

- 9:00 – McKesson Title, Lynn Erickson
- 9:20 - New Song Church, Chet Gamble
- 9:40 - Digger Specialties, James Emans

**ATTENDANCE:**

See attached Attendance Sheet for 2024-9-10

**MEETING NOTES:**

**McKesson Title, Lynn Erickson:**

**Project Summary:**

- Lynn Erickson with McKesson Title presented a request by Rick Vermillion to split and combine real estate South of 12<sup>th</sup> Road, West of Muckshaw Road, adjacent to the Yellow River.
- Mr. Vermillion would like to split off a 2.36-acre portion of property that is located on the west side of the Yellow River and combine it with an adjacent 15.0 acre parcel he currently owns leaving the remaining acreage located on the east side of the Yellow River to sell. See Exhibit A for more information.

**Planning:**

- The split and combination fall under the “replat not requiring a hearing” portion of the Plymouth Zoning Ordinance.

**Emergency Services:**

- Nothing to address currently.

**Transportation:**

- Nothing to address currently.

**Utilities:**

- Nothing to address currently.

**Drainage:**

- Nothing to address currently.

**General:**

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## **New Song Church, Chet Gamble:**

### **Project Summary:**

- New Song Church is proposing to add onto the North and South sides of their existing building, increase their parking capacity, widen their existing entrance from 2-lane to 4-lane and add a secondary entrance/exit onto Richter Rd.
- New Song Church is hoping to start on the building and parking expansion soon.
- Building design plans will be sent to the City Building Commissioner at the same time they are sent to State.

### **Planning:**

- Building to be 100% sprinkled.
- No changes are being proposed for the existing parking lot.
- The parking lot lighting plan was not available prior to the meeting but was presented at the meeting.
- Refer to the Plymouth Zoning Ordinance for landscaping requirements near the building addition and within the proposed parking lot expansion.
- Parking spaces within the new parking lot expansion will be 10'x20' with ADA spaces being 9'X20' with 5' wide isles.
- Parking stop blocks are required for the new parking spaces.

### **Emergency Services:**

- The proposed center island between the lanes for the access drive along Baker St. may oppose a problem accessing the site with the fire departments larger fire equipment.

### **Transportation:**

- The expansion of the existing entrance / exit along Bater St. will not require a driveway permit.
- The proposed 24' wide Richter Rd. entrance / exit will require a driveway permit obtained through the Street Department; the cost is \$100. Per the designer the proposed driveway will consist of 1.5" surface, 3" base over 8" compacted aggregate subgrade.
- A portion of the proposed access drive onto Richter Rd. will be located within the city street right-of-way (New York St.). An agreement between New Song Church and the City of Plymouth will need to be prepared regarding the placement of a private drive on the city right-of-way.
- The main portion of the proposed access drive will not be constructed to City standards. The portion of the drive located within the right-of-way and adjacent to Richter Rd. will be constructed to City standards.
- The private access drive within city right-of-way will be maintained by New Song Church

### **Utilities:**

- The proposed drainage culvert to be located under the proposed access drive onto Richter Rd. shall be Reinforced Concrete Pipe (RCP) with matching end sections.
- The proposed widening of the entrance / exit along Baker St. will be removing an existing curb inlet casting. The removed casting shall be returned to the City of Plymouth Wastewater Department.

- No expansion of utilities is being proposed currently.

**Drainage:**

- Nothing to address currently, waiting on drainage and SWPPP designs.

**General:**

- Mr. Gamble to provide the Plymouth City Attorney with a draft deed for placing the proposed southern access drive on City right-of-way.

**Digger Specialties, James Emans:**

**Project Summary:**

- Digger Specialties will be constructing a new building and hard surface area near the south-west corner of Pioneer Dr. and Jim Neu Dr.
- The site plan includes the proposed building and hard surface area along with future build areas.
- The developer is in a rush to start the project.

**Planning:**

- The proposed building meets setback requirements.
- At this time no business signage will be placed on the building or on the site.
- Lighting and landscaping plans needed.
- Site plan needs to show parking spaces per the Plymouth Zoning Ordinance. Parking spaces are to be 10'x20' and include the appropriate number of ADA spaces.
- Building Contractor: Ace Builders – Nappanee, IN

**Emergency Services:**

- Nothing to address currently.

**Transportation:**

- Culvert located under the proposed access drive onto Pioneer Dr. shall be Reinforced Concrete Pipe (RCP) with matching end sections.

**Utilities:**

- The Wastewater Department needs to have an industrial questionnaire filled out and returned.
- City utility connection is dependent on site annexation.
- The city will not be providing sanitary sewer to the facility.
- The developer is proposing to place a private sanitary sewer connection through an easement between properties north of the development that will connect into the City Sanitary Sewer System along VanVactor Drive. Plans are needed for the private sanitary sewer and its connection into the city utility.
- The city will need a copy of the recorded sanitary sewer easement.
- During the meeting it was unclear if the development will generate process water that will be discharged into the sanitary sewer system, industrial monitoring may be necessary.
- If floor drains are placed within the building they will need to be run through an oil separator before being discharged into the sanitary sewer system. Discharge into the stormwater system is not allowed.

- It is unknown if the development will require a fire suppression sprinkler system. Developer / designer to provide information to the Utility Superintendent.
- Domestic water requirement is unknown. Developer / designer to provide information to the Utility Superintendent.
- Water service to the development will need to be wet tapped.

**Drainage:**

- Waiting on the drainage and SWPPP financial guarantee to be placed.
- The Henry-Kelver legal Tile will need to be re-routed around the site. Marshall County Surveyor is aware of the tile re-location.

**General:**

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**END OF MEETING**

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**TRC MEETING ATTENDANCE SHEET:**

**September 10, 2024**

**AGENDA ITEMS:**

**WWTP Meeting Room**

**9:00 A.M.**

**900 Oakhill Ave**

- 9:00 – McKesson Title, Lynn Erickson
- 9:20 - New Song Church, Chet Gamble
- 9:40 - Digger Specialties, James Emans

**ATTENDANCE:**

<b>CITY ATTORNEY:</b>	Jeff Houin	[ ✓ ]
<b>CITY ENGINEER:</b>	Dan Sellers	[ ✓ ]
<b>ZONING ADMINISTRATOR:</b>	Dennis Manuwal	[ ✓ ]
<b>STREET DEPT SUPT:</b>	Jim Marquardt	[ ]
<b>UTILITY DEPT SUPT:</b>	Donnie Davidson	[ ✓ ]
<b>WATER DEPT AST SUPT:</b>	Mike Vollrath	[ ]
<b>WASTEWATER &amp; SEWER AST SUPT:</b>		[ ]
<b>GIS:</b>	Chris Marshall	[ ✓ ]
<b>POLICE CHIEF:</b>	Chief Weir	[ ]
<b>FIRE CHIEF:</b>	Steve Holm	[ ]
<b>FIRE INSPECTOR:</b>	Rod Miller	[ ✓ ]
<b>PARK SUPERINTENDENT:</b>	Mike Hite	[ ]
<b>PLAN COMMISSION:</b>	Ralph Booker	[ ✓ ]
	Doug Feece	[ ]
	Fred Webster	[ ✓ ]
	Mark Gidley	[ ]

OTHER ATTENDANCE NAME	COMPANY	E-MAIL
Chet Gamble	CTG Assoc	ctgassoc@gmail.com
Rich Schreiber	New Song	rich@nysc.org
James Emans	EMANS Engineering	emanseng@mchsi.com
Lynn Erickson	McKesson Title	lynn@mcassontitle.com
Rick Vermillion	"	"