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: June 09, 2026

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AGENDA ITEMS:

9:00 – Hershey's, Marty Canning

ATTENDANCE:

See attached Attendance Sheet for 2026-06-09

MEETING NOTES:

Hershey's, Marty Canning:

Project Summary:

- Hershey's, located at 2910 Commerce Street, is looking to renovate / expand and occupy the existing building to the south of the main building. The building being discussed is located at 2915 Commerce Drive. The intent is to divide the building in half and convert a portion of the building into a wastewater pre-treatment facility.
- A covered extension will be placed on the south side of the existing building to house the equipment needed for the pre-treatment process.
- A portion of the building will be used for chemical delivery and sludge removal.
- The building does not contain a fire suppression system at this time but one will be added during the renovation process.
- Additional parking will be added to the site.

Planning:

- The proposed drives, located near the north-east corner and the east side of the building are not advisable and will need to be relocated or the site redesigned.
    - The drive near the north-east corner of the building exits too close to the intersection and will most likely cause problems if traffic flow increases on the roadway. The drive would also have a conflict with an existing fire hydrant in the area that would require the hydrant to be relocated.
    - The drive to the east of the building will be crossing a development non-access easement that is to prevent additional access points onto Pioneer Drive.
- Per Marty the proposed crosswalk across Commerce Street will be relocated to better line up with the employee entrance to the main building located on the north side of the roadway.
    - Hershey's has indicated they are preparing to install crosswalk / pedestrian signs in the area.

    - The designer will relocate the sidewalk to place it further away from the roadway edge in order to avoid snow being rolled onto the sidewalk when the roadway is plowed.
- Ty Adley has been in contact with the pipeline company regarding development near their pipeline. Once more information is obtained he will pass along the information.
    - Any drive crossing the pipeline must cross at a 90-degree angle to the pipeline.
- Parking lots need to be designed with 10' by 20' parking spaces and a minimum of 25' wide isles.
- Refer to Article 6, Section F, 3 of the Plymouth Zoning Ordinance for more information pertaining to screening requirements.
- The access drive to the west the existing building in located in a 50-foot wide ingress/egress easement.
    - Contact Greg Hildebrand with the Marshall County Economic Development Corporation regarding the property around this easement.
- To save time the designer is encouraged to submit a plan set and apply for a local building permit at the same time as the plans are submitted to the State of Indiana.
- A local building permit can not be approved until the Building Commissioner receives the State of Indiana Design Release, drainage and SWPPP plans are approved and all tap fees are paid.
- All contractors are to be listed on the building permit application.

Emergency Services:

- An Emergency Key Lock Box is required. Refer to the link provided https://www.plymouthin.com/egov/documents/1779883701_62298.pdf for more information.

Transportation:

- Any new drives that are added will require a driveway permit.
- It is preferred that the street is not cut but if it does need to be cut the contractor will need a street-cut permit.
- Potholing within the street requires a street cut-permit.

Utilities:

- Utility connection fees will need to be addressed once more information is available on pipe sizes and utility requirements.
- A backflow preventer is required. The backflow device will need to be inspected every year by a qualified inspector with report results provided to the Water Department.
- The developer may use poly when installing the new water main to the existing building. When using poly there must be a locate wire placed during the installation.
- It is preferred that the sidewalk is not placed over the water main.

Drainage:

- This site has a previous stormwater drainage system that will need to be accounted for during the site redesign and expansion.
- The drainage system will need to be designed to hold a 100-year storm event with a 10-year undeveloped release rate.

- If the area of disturbance is equal to or greater than 1-acre you will need to prepare a Storm Water Pollution Prevention Plan (SWPPP).
- Refer to https://www.plymouthin.com/department/index.php?structureid=39 for drainage / stormwater plan preparation and stormwater quality requirements.
- There is a drainage and SWPPP review fee associated with the submission of review plans. There are financial guarantee requirements associated with drainage and SWPPP plans. This financial guarantee can be either cash or a bond.

General:

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END OF MEETING

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TRC MEETING ATTENDANCE SHEET: June 09, 2026

AGENDA ITEMS: **WWTP Meeting Room**

9:00 A.M. **900 Oakhill Ave**

9:00 - Hersheys, Marty Canning

ATTENDANCE:

MAYOR:	Robert Listenberger	[ ]
CITY ATTORNEY:	Jeff Houin	[✓]
CITY ENGINEER:	Dan Sellers	[✓]
ENGINEER TECH.:	River Watson	[ ]
ZONING ADMINISTRATOR:	Dennis Manuwal	[✓]
STREET SUPERINTENDENT:	Jim Marquardt	[ ]
ASSISTANT STREET SUPERINTENDENT	Tim Bittinger	[✓]
UTILITY SUPERINTENDENT:	Donnie Davidson	[✓]
WATER ASST. SUPERINTENDENT:	Mike Vollrath	[ ]
GIS:	Chris Marshall	[✓]
POLICE CHIEF:	John Weir	[ ]
FIRE CHIEF:	Steve Holm	[ ]
FIRE INSPECTOR:	Rod Miller	[ ]
PARK SUPERINTENDENT:	Mike Hite	[ ]
PLAN DIRECTOR:	Ty Adley	[✓]
	Doug Feece	[ ]
	Fred Webster	[ ]
	Mark Gidley	[ ]

OTHER ATTENDANCE NAME	COMPANY	E-MAIL
MarthaCanning	The Hershey Co	MJcanning@hersheys.com
Billy Kempter (Virtual)		
Dan Werner (Virtual)		
Ann-Margaret Deavers (Virtual)		
Joe Crawford (Virtual)		
Mark Naylor (Virtual)		