PLYMOUTH PLAN COMMISSION
June 2, 2026

The Plymouth Plan Commission met in regular session in the Council Chambers of the City Building, 124 North Michigan Street, Plymouth, Indiana, on June 2, 2026, at 6:02 p.m.

Commission Secretary Fred Webster called the meeting to order for Commissioners Melissa Christiansen, Mark Gidley, Shiloh Carothers Milner, Linda Secor, Dan Sellers, and Paul Wendel, who were physically present. Commissioners Alex Eads, Randy Longanecker, Angela Rupchock-Schafer, and Doug Feece were absent. Others present were Advisory Member Deb Johnson, Building Commissioner Dennis Manuwal Jr., City Attorney Jeff Houin, Mayor Robert Listenberger, and Plan Director Ty Adley. The public was able to see and hear the meeting through Zoom and streamed live at https://www.youtube.com/@CityofPlymouth.

Commissioners Gidley and Milner moved and seconded to approve the minutes of the last regular meeting on May 6, 2026. The motion carried.

The following legal notice was advertised in the Pilot News newspaper on May 21, 2026:

NOTICE OF PUBLIC MEETING

The Plan Commission of the City of Plymouth, Indiana will hold a meeting on June 2nd, 2026, at 6:00 p.m. in the Council Chambers of the City Building, 124 N. Michigan St. (Garro St. entrance), Plymouth, Indiana on the following matters:

PC 2026-07: Plymouth Plan Commission, 124 N. Michigan Street, Plymouth, IN 46563: An Amendment to the following sections of the Zoning Ordinance: part 1- an amendment to Article 11.060 Improvement Location Permit requirements to adjust what requires a permit, part 2- an amendment to Article 11.060 Processes Permits and Fees adjusting what is exempted from requiring an improvement location permit.

PC 2026-08: Plymouth Plan Commission, 124 N. Michigan Street, Plymouth, IN 46563: An Amendment to the following sections of the Zoning Ordinance: part 1- an amendment to Article 6.190 Public Improvement Standards amending the current emergency key box ordinance for personnel and code reference.

Information on these matters may be obtained at the office of the Clerk-Treasurer, 124 N. Michigan St., Plymouth, IN and telephone #574-936-2124.

If you are disabled and need special accommodations, please call the ADA Coordinator at 574-936-2948.

Kyle Williams, Recording Secretary, Plan Commission, May 21st, 2026.

PC 2026-07: Plymouth Plan Commission, 124 N. Michigan Street, Plymouth, IN 46563: An Amendment to the following sections of the Zoning Ordinance: Part 1- an amendment to Article 11.060 Improvement Location Permit requirements to adjust what requires a permit, Part 2- an amendment to Article 11.060 Processes Permits, and Fees adjusting what is exempted from requiring an improvement location permit.

Plan Director Adley reviewed the proposed amendments to the Zoning Ordinance.

PC 2026-07: Plymouth Plan Commission

- Proposal
  - An Amendment to the following:
  - **Section 1.** Zoning Ordinance, *Article 11, Processes, Permits, and Fees; Chapter 060,*
  - *Improvement Location Permit,* shall be amended as follows:
  - B. Permit Required
    - City of Plymouth requires that an Improvement Location Permit be obtained for the following:
      1. any structure, for any use that exceeds ~~one hundred twenty (120)~~ **two hundred (200)** square feet in area and/or has a permanent foundation (including structures other than buildings such as towers, antennas, and free standing satellite dishes),

      ~~2. 13. Roof or re-roofing~~

      ~~3. 14.~~**13.** any exterior construction that adds to or alters the height of the existing structure.
  - C. Exemptions
    - No ILP shall be required for the following types of improvements. However, any such improvement shall comply with any applicable requirements of this Ordinance, the Subdivision Control Ordinance, and any other applicable adopted standards of City of Plymouth.
      1. cosmetic (non-structural) changes to any structure including the replacement windows in existing openings, ~~re-roofing,~~ the installation of siding material, and repainting.

Webster asked if you would not need a permit to re-roof a building.

Adley replied that you currently do, and we want to retain that, but the way it read currently was that it was also found under the exemption section. He stated that one section says you need it, and one section under the exemption says that you don't need it. He explained that we were trying to rectify that, so it says that you do need it.

Webster asked how many permits we received for this during the year or in a month during the summer.

Manuwal replied that roofing permits were probably the most permits we receive. He stated he found this shortly after taking office, and most of the time, when someone comes to re-roof their house, they automatically get a permit. He stated he had one incident where someone decided they did not need a permit, but they did.

Webster asked if we had any problems with people not going through the permitting process.

Manuwal replied that he could guarantee that there were some that slipped through.

Secor asked if the owner or roofer was responsible for pulling the permit.

Manuwal replied that he recommended that any property owner make the contractor pull the permit, but it initially fell on the property owner, as it was their responsibility to verify a permit had been issued.

Webster asked if we had a list of registered contractors. Manuwal agreed.

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

There were no comments at that time.

Commissioners Sellers and Wendel moved and seconded to close the public hearing. The motion carried.

Recommendation

- The application provided was reviewed by the Technical Review Committee with no major comments from the fellow representative departments at this time outside of general utility and drainage comments for access and location. In review of the Comprehensive Plan and understanding of Responsible Growth criteria to amend the zoning map to change the property from BP (Business Park District) to C-3 (Corridor Commercial District), staff has concern of the subject property and the associated uses that would be available. Those associated uses would be more intense in the C-3 district than what would be found within the BP district. The redevelopment of the subject property likely will need to take into consideration the safety factor of accessing Michigan Street along with the constraints of being adjacent to the Municipal Airport. Based on the proposal as submitted and concerns laid out above, staff would recommend denial of the rezoning of the property from BP (Business Park District) to C-3 (Corridor Commercial District).

Commissioners Gidley and Wendel moved and seconded to provide a favorable recommendation of PC 2026-07 to the City Council based upon staff's recommendation as seen above. The motion passed by roll call vote.

In Favor: Christiansen, Gidley, Milner, Secor, Sellers, Webster, and Wendel
Opposed: N/A
Absent: Eads, Longanecker, Rupchock-Schafer, and Feece

PC 2026-08: Plymouth Plan Commission, 124 N. Michigan Street, Plymouth, IN 46563: An Amendment to the following sections of the Zoning Ordinance: Part 1- an amendment to Article 6.190 Public Improvement Standards, amending the current emergency key box ordinance for personnel and code reference.

Plan Director Adley reviewed the proposed amendments to the Zoning Ordinance.

PC 2026-08: Plymouth Plan Commission

• Proposal

- An Amendment to the following:
- **Section 1.** Zoning Ordinance, *Article 6, Development Standards; Chapter 190, Public Improvement Standards,* shall be amended as follows:
  - H. Public Utilities
    - 3. Fire hydrants, ~~Knox~~ **emergency key** boxes, bi-directional amplifier system and other firefighting infrastructure shall be installed consistent with the requirements of the Plymouth Fire Chief **(or Designee) or Building Commissioner according to the City of Plymouth Building Code**.

Webster asked for clarification on whether this expanded the use of emergency boxes.

Adley replied that this was not changing the use of emergency boxes. He stated it was changing the name from Knox Box, which was a brand name, to emergency key box. He stated the second change regarded personnel involved in the review of that code. He added that this was nothing new aside from the title of what it was and who was reviewing that code.

There were questions about emergency key boxes.

Commissioners Sellers and Milner moved and seconded to open the public hearing. The motion carried.

There were no comments at that time.

Commissioners Wendel and Christiansen moved and seconded to close the public hearing. The motion carried.

Recommendation

- The application provided was reviewed by the Technical Review Committee with no major comments from the fellow representative departments at this time outside of general utility and drainage comments for access and location. In review of the Comprehensive Plan and understanding of Responsible Growth criteria to amend the zoning map to change the property from BP (Business Park District) to C-3 (Corridor Commercial District), staff has concern of the subject property and the associated uses that would be available. Those associated uses would be more intense in the C-3 district than what would be found within the BP district. The redevelopment of the subject property likely will need to take into consideration the safety factor of accessing Michigan Street along with the constraints of being adjacent to the Municipal Airport. Based on the proposal as submitted and concerns laid out above, staff would recommend denial of the rezoning of the property from BP (Business Park District) to C-3 (Corridor Commercial District).

Commissioners Sellers and Gidley moved and seconded to provide a favorable recommendation of PC 2026-08 to the City Council based upon staff's recommendation as seen above. The motion passed by roll call vote.

In Favor: Christiansen, Gidley, Milner, Secor, Sellers, Webster, and Wendel
Opposed: N/A
Absent: Eads, Longanecker, Rupchock-Schafer, and Feece

Comprehensive Plan Update / Other Business:

Manuwal stated that the emergency key box requirements, location, and height are on the city's website under the building department.

With there being no other business to come before the Commission, Commissioners Wendel and Secor moved and seconded to adjourn the meeting. The motion carried, and the meeting adjourned at 6:19 p.m.

/s/ Kyle Williams
Recording Secretary