

**Planning and Zoning Commission Work Session Minutes  
June 23, 2022  
Conference Room 1A & 1B - 1<sup>st</sup> Floor City Hall**

**Call to Order**

Commissioners Present – Carroll, MacMann, Loe, Placier, Stanton, Kimbell, and Wilson  
Commissioners Absent – Burns, Geuea-Jones  
Staff Present – Teddy, Bauer, Crockett, Kelley, C. Smith

**Introductions**

**Approval of Agenda**

Meeting agenda adopted unanimously.

**Approval of Minutes**

June 9, 2022 work session minutes adopted as presented.

**Old Business**

**UDC Text Amendment Project - Phase 4, Work Session #3**

The Commission discussed the Downtown Leadership Council (DLC) and its role. Mr. Teddy stated he is a non-voting member of the council and recently there had been issues with the DLC meeting its quorum requirements for public meetings. Chairperson Loe noted the Planning and Zoning Commission has a liaison to the DLC which currently filled by Commissioner Burns. This liaison position would be coming open again soon and anyone interested in filing the Commissioner liaison position should contact her.

Mr. Smith presented the next UDC text amendments up for consideration; drive-throughs and utility easements. Drive-throughs, or drive-up facilities, are regulated within the UDC by Section 29-4.3(i) and use-specific standard 29-3.3(jj). These existing regulations generally pertain to the location or design of stacking lanes and screening of drive-up facilities from residential property. A PowerPoint presentation (attached) detailed the objective of regulating drive-through facilities along with proposed revisions to the UDC.

The Commission requested clarification on the intent of regulating the orientation of drive-throughs, specifically prohibiting them from facing a public street. It was mentioned that some of the intent behind the regulation was to ensure there is an engaging, accessible storefront for pedestrians between the storefront and the public street.

Commissioners discussed existing drive-throughs constructed before the UDC and after its adoption. They discussed the recent Culver's PD Plan which allowed a drive-through to face a public street with additional site work done to incorporate a porte-cochère with architectural design consistent with the principal building. Commissioners and staff discussed potential safety issues with a drive-through lane bounded by a porte-cochère. In this scenario, the porte-cochère separated the drive-through lane from the bypass lane which is intended to provide for a point of egress from the drive-through stacking lane.

There was agreement that the porte-cochère should screen the service window and have a wall or screening feature that extends to the top of the porte-cochère roof. The Commission discussed various options for porte-cochères and decided that minimal guidelines would allow applicants the versatility to develop unique

designs for unique site layouts. The Commission supported proposed revisions to the UDC that would give developers this flexibility in design. Mr. Smith thanked the Commission for their time and indicated that the discussion for drive-through revisions would continue at the next work session.

#### **ADJOURNMENT**

Meeting adjourned approximately 7:00 pm

#### **ACTION(S) TAKEN:**

Motion made by Commissioner MacMann, seconded by Commissioner Kimbell, to approve the agenda as presented. Motion passed unanimously. Motion made by Commissioner MacMann, seconded by Commissioner Carroll, to approve the June 9, 2022 work session minutes as presented. Motion passed unanimously.