



# City of Columbia, Missouri

## Meeting Minutes

### Planning and Zoning Commission

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Thursday, July 7, 2022  
5:30 PM

Work Session

Conference Rooms  
1A/1B  
Columbia City Hall  
701 E. Broadway

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#### I. CALL TO ORDER

**Present:** 7 - Tootie Burns, Anthony Stanton, Michael MacMann, Valerie Carroll, Sharon Geuea Jones, Peggy Placier and Shannon Wilson

**Excused:** 2 - Sara Loe and Robbin Kimbell

#### II. INTRODUCTIONS

#### III. APPROVAL OF AGENDA

Meeting agenda adopted unanimously.

**Approve as presented**

#### IV. APPROVAL OF MINUTES

##### June 23, 2022 Work Session

**Attachments:** [Work Session Minutes \(June 23\)](#)  
[June 23 Slides - Section 3.3\(ji\) 4](#)

June 23, 2022 work session minutes adopted as presented.

**Approve as presented**

#### V. OLD BUSINESS

##### A. UDC Text Amendment Project - Phase 4, Work Session #3 (Continued)

**Attachments:** [Staff Report to Planning and Zoning Commission](#)  
[Section 3.3\(ji\), 4.3\(i\) Drive-throughs](#)  
[Section 5.1\(g\)\(4\) Utilities](#)

Mr. Smith recapped the discussion of drive-through standards from the previous work session. He noted the proposed regulations (attached) for orientation of service windows. These regulations included a variety of options that would give developers flexibility in design. Such options included porte-cochères, landscaping, and grade changes. The Commission mentioned consideration of safety issues when reviewing drive-thru's as part of site layouts.

The proposed text amendment would allow for a traffic study to be required for any drive-thru facility located within 300 feet of an intersection. The Commission inquired as to what factors would trigger a study. Mr. Smith replied that a

determination a traffic study to be required would be made by planning and engineering staff based on site context, trip generation, and engineering factors. Staff and the Commission discussed internal vs external traffic circulation as to whether that would be an evaluation factor for drive-thru facilities.

The Commission agreed that they would prefer to see a proposed regulation that required traffic studies for drive-thru's for all conditional use permits as opposed to a case-by-case basis. Staff mentioned that trip generation factors, derived from the ITE Manual, are one of the principal factors in determining if a traffic study is necessary, per Public Works. The Commission and staff discussed how trip generation factors are used and what they are based off of. Commissioners discussed parsing out individual types of drive-through restaurants. Mr. Zenner responded that restaurant developers know what to expect for trip generation for each of their restaurants. When provided, this information is used in conjunction with the more generic ITE Manual trip factors.

#### **VI. NEXT MEETING DATE - July 21, 2022 @ 5:30 pm (tentative)**

#### **VII. ADJOURNMENT**

Meeting adjourned approximately 6:59 pm

**Motion to adjourn**