

MINUTES
REGULAR MEETING – PLANNING COMMISSION
Wednesday, July 5, 2023 – 6:00 p.m.
Mississippi Room, Monticello Community Center

Commissioners Present: Chair Paul Konsor, Vice Chair Andrew Tapper, Eric Hagen, Melissa Robeck
Commissioners Absent: Teri Lehner
Council Liaison Present: Councilmember Charlotte Gabler
Staff Present: Angela Schumann, Steve Grittman, Hayden Stensgard

1. General Business

A. Call to Order

Chair Paul Konsor called the regular meeting of the Monticello Planning Commission to order at 6:00 p.m.

B. Roll Call

Mr. Konsor called the roll.

C. Consideration of Additional Agenda Items

None

D. Approval of Agenda

ANDREW TAPPER MOVED TO APPROVE THE JULY 5, 2023 REGULAR MEETING AGENDA. PAUL KONSOR SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY, 4-0.

E. Approval of Meeting Minutes

• **Joint Workshop Meeting Minutes—June 6, 2023**

ANDREW TAPPER MOVED TO APPROVE THE JUNE 6, 2023 JOINT WORKSHOP MEETING MINUTES. PAUL KONSOR SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY, 4-0.

• **Regular Meeting Minutes—June 6, 2023**

ANDREW TAPPER MOVED TO APPROVE THE JUNE 6, 2023 REGULAR MEETING MINUTES. PAUL KONSOR SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY, 4-0.

F. Citizen Comment

None

2. Public Hearings

- A. Consideration of a request for Conditional Use Permit for a second drive-through service as an accessory use in the B-4, Regional Business District.**
Applicant: Monticello Ventures KS, LLC.

City Planner Steve Gritman provided an overview of the agenda item to the Planning Commission and the public. The Culver's site received a Conditional Use Permit in 2004 to allow the operation of a convenience fast food establishment in the B-4, Regional Business District. Per the current zoning ordinance, it is required to obtain a conditional use permit for drive-through services as an accessory use. The applicant seeks to add a second drive-through aisle adjacent to the current drive-through aisle, along the property line abutting TH 25. A portion of the proposed second drive-through aisle appears to be located within the 6-foot drainage and utility easement established by the plat. As a condition of approval, staff has requested they widen the buffer in that vicinity. If necessary, the applicant will be required to enter into an encroachment agreement if the request is approved by the City Council.

Eric Hagen asked if staff was aware of any other trash enclosures as close to public right-of-way as the proposed trash enclosure location for this project. Mr. Gritman clarified that Perkin's has a trash enclosure close to the right-of-way, though generally trash enclosures are screened away from public view or tucked up near the building.

Mr. Konsor asked for clarification on staff's recommendation to shift the trash enclosure "significantly" closer to the building. Mr. Gritman clarified staff did not elect to use a specific number of feet closer to the building, but it would be staff's intent to work with the applicant, since the applicant has the best understanding of operations on site.

Mr. Hagen noted and appreciated the high-quality materials and plans for the new trash enclosure on site.

Mr. Hagen asked about condition #5 as part of Exhibit Z, and if it was staff's intent to regulate "ease of use and maintenance". Mr. Gritman clarified that it is not staff's intent to interfere with the operation factors of the use, but the external impacts of the operation itself is a zoning consideration.

Mr. Konsor opened the public hearing portion of the agenda item.

Applicant Eric Knott addressed the Planning Commission and the public. Mr. Knott noted that as drive-through services have become more popular over time, an added drive-aisle will accommodate the increased activity. Mr. Knott also noted that it would be in his and the employees' interests to have the trash enclosure closer to the building as staff noted.

Mr. Konsor asked the applicant if he believed the added drive-aisle would speed up all operations of the drive-through, or just the ordering portion. Mr. Knott said that it will certainly speed up the ordering process and as more orders are taken at a time, it should speed up the cooking and serving process as well.

Mr. Hagen asked if it was the applicant's intent to move the trash enclosure closer to the building. Mr. Knott said that if it can be against the building facing West, that

would be the most ideal. He noted he would have to verify how close the enclosure can be to an electric transformer in the vicinity.

Mr. Konsor closed the public hearing portion of the agenda item.

Andrew Tapper asked who the encroachment agreement for the drive aisle would be executed between. Mr. Grittmann noted the encroachment agreement would be between the property owner and the City.

ERIC HAGEN MOVED TO RECOMMEND APPROVAL OF THE AMENDMENT TO CONDITIONAL USE PERMIT FOR AMENDED DRIVE-THROUGH FACILITY BASED ON FINDINGS IN RESOLUTION NO. PC-2023-21 AND SUBJECT TO THE CONDITIONS IN EXHIBIT Z. ANDREW TAPPER SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY, 4-0.

3. Regular Agenda

None

4. Other Business

A. **Community Development Director's Report**

Community Development Director Angela Schumann provided an overview of the agenda item to the Planning Commission and the public.

There were some questions and discussion on the Downtown Roadway and Pedestrian Improvement plans that were included in the Director's report.

5. Adjournment

ANDREW TAPPER MOVED TO ADJOURN THE REGULAR MEETING OF THE MONTICELLO PLANNING COMMISSION. ERIC HAGEN SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY, 4-0. MEETING ADJOURNED AT 6:43 P.M.