

Review Monticello Community Center Entrepreneur Kitchen Program.

Prepared by: Parks, Arts & Recreation Director	Meeting Date: 9/21/23	<input type="checkbox"/> Regular Agenda Item
Reviewed by:	Approved by:	

ACTION REQUESTED

Review Monticello Community Center Entrepreneur Kitchen Program.

REFERENCE AND BACKGROUND

The City of Monticello developed a commercial kitchen within the Monticello Community Center in 2000. Staff have had several requests from community entrepreneurs to rent the MCC kitchen space. However, before we opened the kitchen, staff wanted to develop a rental program with policies and procedures with a recommendation from all commissions involved.

The Entrepreneur Kitchen Program will assist aspiring food entrepreneurs to become established in the market. Many potential food producers are unable to enter the market because of the high cost of constructing a certified kitchen facility. The Monticello Community Center Kitchen Entrepreneur Program offers an affordable, shared kitchen space. Our mission is to stimulate small food service business growth and development to assist entrepreneurs during the start-up phase of their organizational development through the City’s Economic Development Department. Staff have developed policy and procedures for the Entrepreneurs Kitchen Program for the PARC to review. Staff is recommending opening our commercial kitchen for small business entrepreneurs and Farmers Market vendors with Cottage Food licenses.

The Monticello Parks, Arts & Recreation Commission will develop a sub-committee for application review. Applications will be ranked based on the following criteria:

- How well developed the entrepreneur’s plan is for their food business. A plan with more detail or that is further developed will be ranked higher than a less-developed plan.
- The extent to which a proposed use of the kitchen will impact other uses of the facility (based on noise, storage needs, times of day the user will need access to the kitchen, etc.)
- How impactful acceptance to the program will be for the entrepreneur’s plan for starting their food business.

Next Steps: PARC's comments will be added, then Community Development/Planning/EDA Commissions will review the program. The goal is to have a final adoption of program at the regular City Council Meeting in December.

- I. **Budget Impact:** Increased MCC revenues.
- II. **Staff Workload Impact:** The Membership Services Manager would manage the program.
- III. **Comprehensive Plan Impact:** Community Facilities: Providing excellent community facilities.

STAFF RECOMMENDED ACTION

No formal recommendation at this time, staff is looking for general feedback with PARC member interested in sitting on a sub-committee application review team.

SUPPORTING DATA

- Kitchen Cover description
- Application
- Kitchen agreement
- Kitchen Policy