

PLAN COMMISSION

-MINUTES-

**Monday, February 2, 2026 - Commenced at 1:45 P.M. & adjourned at 1:55 P.M.
City Council Chambers – Municipal Building**

The Elkhart City Plan Commission was called to order by Jeff Schaffer at 1:45 P.M.

MEMBERS PRESENT

Dan Boecher
Andy Jones
Dave Osborne
Rochali Newbill
Bil Murray
Aaron Mishler
Jeff Schaffer

MEMBERS ABSENT

Diana Lawson

REPRESENTING THE PLANNING DEPARTMENT

Eric Trotter, Assistant Director for Planning
Kyle Anthony-Petter, Planner II

LEGAL DEPARTMENT

Maggie Marnocha, Corporation Counsel

TECHNOLOGY STAFF

Andrew Kreider

RECORDING SECRETARY

Carla Lipsey

APPROVAL OF AGENDA

Motion to approve by Osborne; Second by Jones. Voice vote carries.

APPROVAL OF MINUTES

Motion to approve by Mishler; Second by Boecher. Voice vote carries.

During our training, Schaffer noted that when making a motion to add a finding of fact, we should refer to the staff report. We need to agree with the facts presented in the staff report and consider them our findings of fact if we decide to approve an application. This is a standard procedure for the BZA. While I can suggest a motion, I believe we should start working on this based on what we learned in the training.

Mishler suggests that, at a minimum, we should clearly state the motion rather than simply saying "I." We should propose the motion directly, with someone stating, "I move to approve the minutes." Then, another

person can second the motion and make the recommendation. This way, we ensure that two individuals are involved in the process.

26-PUDA-02 PETITIONER IS BRITTANY LLC

PROPERTY IS LOCATED AT 2915 Brittany Court

Per Section 20.10.A.2, a Minor Amendment to a Final Site Plan for 2915 Brittany Court; to allow for the installation of a double drive-through, order canopy (sign) and an additional vehicle height detector.

STAFF ANALYSIS

The petitioner is requesting a Per Section 20.10.A.2, a Minor Amendment to a Final Site Plan for 2915 Brittany Court; to allow for the installation of a double drive-thru, order canopy (sign) and an additional vehicle height detector.

The petitioner is requesting the ability to establish a double drive-through lane to accommodate more cars at the restaurant. The petitioner provides in their material that the updated lane configuration allows for reduced wait times and increased efficiency. The technology maintains sequential order for the customer, so food orders are correct.

The main benefit is reduced wait time. This double lane configuration is common now with most restaurants that have drive-through windows. To accommodate the revised drive through, the perimeter parking spaces will be reconfigured to angle parking. Thus, reinforcing a counterclockwise travel path for restaurant patrons.

The request will also permit additional menu signage and a vehicle height detector for the second lane. Plus, the second lane will provide a small canopy at the order box to allow the customer to be dry at the time the order is placed. All of these items are common and expected as part of a double drive configuration.

Staff has no objection to the request.

STAFF RECOMMENDATION

The Staff recommends **approval** of the minor amendment to the Planned Unit Development, Per Section 20.10.A.2, a Minor Amendment to a Final Site Plan for 2915 Brittany Court; to allow for the installation of a double drive-through, order canopy (sign), and an additional vehicle height detector, based on the following findings of fact:

1. The Comprehensive Plan calls for this area to be developed with Mixed Land uses. The proposed use is a commercial restaurant and is compatible with the mixed land uses that surround the site.
2. The proposed development modification should not impact the adjacent properties within the PUD. The proposed drive-through modification should not negatively impact surrounding properties.
3. There is no increase in density or new use proposed. The project complies with the permitted uses in the Planned Unit Development.

Eric mentioned that there were no letters request as this is a minor amendment.

Schaffer asks if there are questions from the Commission.

Mishler is asking whether Brittany Court is maintained by the city or is a private street.

Trotter replies, private street.

Mishler continues to ask if, with the current configuration, traffic has backed up into Brittany. In my opinion, this will be a positive step for public safety.

Schaffer calls the petitioner forward.

Tray Watts, representing Springfield Signs at 4825 E. Carney in Springfield, Missouri, is speaking on behalf of the petitioner. I represent Culver's, the franchisee, on a national level. We offer the double drive-thru product, and the reasons the staff support our request.

I would like to add a reference point: if this restaurant were built today, it would include a double drive-thru. All the restaurants we are building now come equipped with a double drive-thru, as this has become the standard moving forward post-COVID. This is the reason for our request.

Schaffer stated that this item does not require a public hearing.

Schaffer calls for a motion.

Jones makes a motion to approve 26-PUDA-02 and adopt the petitioner's documents and presentation, together with the Staff's findings of fact, as the Board's findings of fact in the present petition; Second by Mishler.

Schaffer mentioned, just to note, that Rochali Newbill has arrived.

- Murray-Yes
- Osborne-Yes
- Boecher-Yes
- Jones-Yes
- Newbill-Yes
- Mishler-Yes
- Schaffer- Yes

NEW BUSINESS

26-SI-02 PETITIONER IS City of Elkhart

PROPERTY IS LOCATED AT City of Elkhart

Approval of proposed addresses for the City of Elkhart.

STAFF ANALYSIS

The Planning and Zoning Department is requesting approval of the addresses that have been reserved for structures in the City of Elkhart.

Residential

3108 Homer Avenue New Single-Family Dwelling 20-06-16-479-003.000-012

3114 Homer Avenue New Single-Family Dwelling 20-06-16-479-004.000-012

3118 Homer Avenue New Single-Family Dwelling 20-06-16-479-005.000-012
3122 Homer Avenue New Single-Family Dwelling 20-06-16-479-006.000-012
117 West Jackson Blvd, Unit 101, 102 Readdress for two added units on the first floor

Residential Subdivision

Commercial

3598 Atlas Drive- Lift Station-Public Works

Industrial

1210 D I Drive New Building 20-02-19-326-006.000-027

Schaffer asks if there are questions from the Commission.

Schaffer calls for a motion.

Jones makes a motion to approve with a Do-Pass Recommendation; Seconded by Mishler. Motion carries.

Trotter would like to thank all the members who participated in the training last week. This training was held in accordance with a council directive for the Board of Zoning Appeals (BZA) and the Plan Commission. I appreciate the members' involvement in this effort. We had good attendance, and there will be a make-up date in March for both the Plan Commission and the BZA, with sessions scheduled for the morning and afternoon.

Lipsev announced that the meeting is scheduled for March 5th.

ADJOURNMENT

Schaffer calls for a motion to adjourn the meeting. Jones approves the motion to adjourn and is seconded by Mishler. Meeting is adjourned and all are in favor.


Jeff Schaffer, President


Aaron Mishler, Vice-President