

**MINUTES
PLANNING & ZONING COMMISSION**

The Brandon Planning & Zoning Commission met in regular session at 6:30 p.m. on March 16, 2023 at the Brandon City Council Chambers.

Roll call was taken. Members present were Commissioners Brian Heidbrink, Thomas Nichols, Brookes Noem, Chuck Parsons, Rob Schoeneman and Alica Thiele. Also present were Alderman Tim Jorgenson, Building Official Paul Clarke and Development Director Patrick Andrews. Absent: Mayor Harry Buck, City Administrator Bryan Read and City Engineer Tami Jansma.

Commissioner Nichols moved Commissioner Heidbrink seconded to approve the agenda. Motion carried.

Commissioner Parsons moved Commissioner Heidbrink seconded to approve the consent calendar which contained the following items: a plat of Brandon 90 Plaza Addition Lot 5 Block 1; a plat of Rovang Industrial Park Addition Lots 3 & 4A Block 2 and a plat of Tallgrass Addition Lot 7 Block 6. Motion carried.

Commissioner Thiele moved Commissioner Noem seconded to approve the minutes of the March 2, 2023 regular meeting. Motion carried.

An annexation request was received from Rockford W. Schreurs & Gaila Schreurs Living Trust for the property legally described as Tract 3 Lee's Addition NE1/4 2-101-48 Splitrock Township 101-48. Commissioner Parsons moved Commissioner Nichols seconded to approve the annexation request as presented and made recommendation to City Council for approval. Motion carried.

Discussion held on IN-Institutional District as it pertains to sports venues/events centers. Patrick Andrews, Development Director, presented a draft ordinance. Further discussion held on signage in Aspen Park. No further action at this time.

Discussion held on IN-Institutional District as it pertains to Best Management Practice Facilities (BMP). Patrick Andrews, Development Director, presented a draft ordinance. Staff will discuss further.

Discussion held on Conditional Use permits and the expiration of such permits. Current ordinance states that the "conditional use permit shall expire 2 years from the date upon which it becomes effective if no work has commenced" and "shall expire either one year after the use discontinues on the premises or the principal use is changed to another permitted use in the underlying district." How should this be related to home occupations? Patrick Andrews, Development Director, presented a draft ordinance.

Discussion held on in-home daycare requirements. A request was received from a resident to allow an in-home daycare to care for foster children during the day, with a maximum of 15

children, including providers own children. Current city ordinance allows for up to 12 children, including providers own children. It was the consensus of the Commission to leave the City Ordinance as is.

Discussion held on the concept plan for the Brandon Wellness community center to be constructed at Aspen Park, as it relates to the parking requirements of City Ordinance and the Design Standards. Commissioner Heidbrink presented information from other communities to show how they handle parking for these types of facilities. No further action was taken at this time.

At 7:31 p.m. having no further business, Commissioner Nichols moved Commissioner Thiele seconded to adjourn the Planning & Zoning Commission meeting. Motion carried.

Respectfully Submitted,

Melissa Labahn
Recording Clerk

Patrick Andrews
Development Director