

**MINUTES  
PLANNING & ZONING COMMISSION**

The Brandon Planning & Zoning Commission met in regular session at 6:30 p.m. on September 7, 2023 at the Brandon City Council Chambers.

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

Vice-Chairperson Alica Thiele chaired the meeting.

Commissioner Heidbrink moved Commissioner Toates seconded to approve the agenda as amended. Motion carried.

Commissioner Nichols moved Commissioner Noem seconded to approve the minutes of the August 17, 2023 regular meeting as amended. Motion carried.

At 6:34 p.m. Commissioner Nichols moved Commissioner Toates seconded to adjourn the Planning & Zoning Commission meeting. Motion carried.

Vice- Chairperson Thiele called the meeting of the Board of Adjustment to order.

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

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

A public hearing was held, as advertised, to consider a Variance Application for 1100 E. Holly Blvd. Applicants Dick Rogen and Alex Rogen, Horizon Pet Care, 1100 E. Holly Blvd. were present for discussion. Regan Duvall, Jans Corporation, was also present for discussion. Regan described the project that the property owners are proposing. Horizon Pet Care owners are wanting to expand their employee & customer parking lot, which would encroach the required side and rear yard setbacks as required by City Ordinance. The west side will maintain the required 15' side yard setback. Barb Fish, 1401 S. Parkview Place, was present for discussion. Commissioner Heidbrink moved Commissioner Nichols seconded to approve the variance with the following exceptions: the west side setback remains 15', the north setback remains a minimum of 10' and the east side setback north of the existing parking lot maintains a 7' setback provided that the existing curb & gutter along the east side of the parking lot remains in place. Motion carried.

At 8:01 p.m., having no further business, Commissioner Nichols moved Commissioner Toates seconded to adjourn the Board of Adjustment meeting. Motion carried.

At 8:01 p.m. Vice-Chairperson Thiele reconvened the Planning & Commission meeting.

Discussion held on possible revisions to Ordinance #678 and Chapter 15-6.

Discussion held on setbacks for buildings that are over 35' in height. Should the setback be measured to the portion of the building that exceeds 35' or the entire building?

Building permits for August were presented: #20230354 - #20230419. No action required.

At 8:19 p.m. having no further business, Commissioner Nichols moved Commissioner Heidbrink seconded to adjourn the Planning & Zoning Commission meeting. Motion carried.

Respectfully Submitted,

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Melissa Labahn  
Recording Clerk

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Patrick Andrews  
Development Director