

MINUTES
PLANNING & ZONING COMMISSION

The Brandon Planning & Zoning Commission met in regular session at 6:30 p.m. on November 2, 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 Alderman Tim Jorgenson, Building Official Paul Clarke, City Engineer Tami Jansma and Development Director Patrick Andrews. Absent: Mayor Harry Buck and City Administrator Bryan Read.

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

Commissioner Nichols moved Commissioner Heidbrink seconded to approve the consent calendar which contained the following items: a plat of Graff's Addition Lots 1 & 2 in Lot A-1; a plat of Rovang Industrial Park Addition Lots 4B, 5 & 6 Block 2 and a plat of Stone Ridge Estates Lot 9 Block 13, Lots 15-26 Block 14, Lots 1 & 5 Block 15 and Lots 13-15 Block 16. Motion carried.

Commissioner Thiele moved Commissioner Noem seconded to approve the minutes of the October 19, 2023 regular meeting. Motion carried.

A public hearing was held, as advertised, to consider a Home Occupation Permit Application for 401 S. 7th Avenue. Applicant Amanda Aaseng was present for discussion. Amanda is wanting to open an in-home daycare. Property is currently not fenced, but plan to add a fence in the spring of 2024; no other employees, kids would stay inside until property is fenced. Brita Barns, 900 E. Aspen Blvd. was present for discussion. Commissioner Heidbrink moved Commissioner Nichols seconded to approve the application with the condition that the children are kept inside until a fence is installed on the property. Motion carried.

A public hearing was held, as advertised, to consider a Conditional Use Application for 1313-1321 E. Ash Place. Pat Schwebach, JSA Engineers, was present for discussion on behalf of the applicant. Applicant is requesting a second driveway to E. Ash Place, which requires a Conditional Use per the Zoning Ordinance. Commissioner Heidbrink had safety concerns with the placement of the trash enclosure being so close the mutual access easement on the west side of the property and would like some traffic control added. Commissioner Heidbrink moved Commissioner Nichols seconded to approve the Conditional Use Application as presented, with the condition that the City Engineer completes a traffic control study. Motion carried.

An annexation request was presented for Bosch Farms LLC. Tract 8 Burkman Addition S1/2 NW1/4 36-102-48 Brandon Township 102-48. Request to keep the property as Rural Township District Status, for tax purposes. Scott Tripp, Supervisor for the Brandon Township, was present for discussion. Dean Herll, Treasurer for the Brandon Township, was present for

discussion. Commissioner Noem moved Commissioner Nichols seconded to approve the annexation request and made a “do pass” recommendation to the City Council. Motion carried.

An annexation request was presented for Chestnut Ridge Development. Commissioner Heidbrink moved Commissioner Nichols seconded to approve the annexation request and made a “do pass” recommendation to the City Council. Motion carried.

An annexation request was presented for Brandon Valley School District. Commissioner Heidbrink moved Commissioner Schoeneman seconded to approve the annexation request and made a “do pass” recommendation to the City Council. Motion carried.

Building permits for October were presented: #20230498 - \$20230532. No action required.

At 7:15 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