

**MINUTES  
PLANNING & ZONING COMMISSION**

The Brandon Planning & Zoning Commission met in regular session at 6:30 p.m. on November 3, 2022 at the Brandon City Council Chambers.

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

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

Commissioner Schoeneman moved Commissioner Thiele seconded to approve the consent calendar which contained the following items: a plat of Chestnut Ridge Addition Tract 1; a plat of Heartland Business Park Addition Lot 11 Block 3 and a plat of Rovang Industrial Park Lot 4 Block 2. Motion carried.

Commissioner Nichols moved Commissioner Parsons seconded to approve the minutes of the October 20, 2022 special meeting. Motion carried.

A public hearing was held, as advertised, to consider an update to the Zoning Ordinance relating to Septic Tanks. Commissioner Parsons moved Commissioner Nichols seconded to approve the ordinance change as presented and made recommendation to City Council for approval. Motion carried.

A public hearing was held, as advertised, to consider an update to the Zoning Ordinance relating to Commonly Owned Space, Parking. Commissioner Nichols moved Commissioner Thiele seconded to approve the ordinance change as presented and made recommendation to City Council for approval. Motion carried.

A public hearing was held, as advertised, to consider an update to the Zoning Ordinance relating to Duplex-Common Space, Signs. Commissioner Noem moved to Commissioner Thiele seconded to approve the ordinance change as presented and made recommendation to City Council for approval. Motion carried.

A public hearing was held, as advertised, to consider an update to the Zoning Ordinance relating to Shared Parking Regulations. Lee Schelling, 204 W. Elm Circle, was present for discussion. Commissioner Parsons moved Commissioner Nichols seconded to approve the ordinance change as presented and made recommendation to City Council for approval. Motion carried.

A public hearing was held, as advertised, to consider an update to the Zoning Ordinance relating to Parking Pad Regulations. Commissioner Nichols moved Commissioner Schoeneman

seconded to approve the ordinance change as presented and made recommendation to City Council for approval. Motion carried.

A public hearing was held, as advertised, to consider an update to the Zoning Ordinance relating to Fence Regulations. Commissioner Nichols moved Commissioner Parsons seconded to approve the ordinance change as presented and made recommendation to City Council for approval. Motion carried.

A public hearing was held, as advertised, to consider an update to the Zoning Ordinance relating to Cooperative Parking Regulations. Commissioner Parsons moved Commissioner Nichols seconded to approve the ordinance change as presented and made recommendation to City Council for approval. Motion carried.

A public hearing was held, as advertised, to consider an update to the Zoning Ordinance relating to HI-Heavy Industrial District as it relates to the rear yard setback. Commissioner Thiele moved Commissioner Nichols seconded to approve the ordinance change as presented and made recommendation to City Council for approval. Motion carried.

Discussion held on the proposed Neighborhood Business District. Patrick Andrews, Development Director, presented a draft ordinance. TJ Barthman, 1016 S. Nicholas Avenue, was present for discussion. Further discussion held on maximum building size, parking, how to eliminate headlight noise, drainage. Mike Toates, 500 E. Mayberry RFD Street, was present for discussion. Mike has concerns with the maximum building size and would prefer smaller buildings. Mike Traylor, 613 N. Tamarac Avenue, was present for discussion. Mike had concerns with maximum building size, buffers to residential. Linda Crisp, 516 N. Morning Rain Avenue, was present for discussion. Linda has concerns with 0' setbacks in this proposed district. Shawna Schipper, 601 N. Tamarac Avenue, was present for discussion. Shawna opposes daycares in this district because of noise, also opposes tattoos parlors and vet clinics. An updated draft will be presented at the next regular meeting.

A Re-Zone notice draft ordinance was presented. This would require the Zoning Administrator to mail letters to all property owners within 300' of a proposed Re-Zone Application. It was the consensus of the Commission to proceed with this zoning ordinance change, as it applies to properties located inside the city limits of Brandon.

Gas station clarification discussion. These are some conflicts/confusion in the current City Ordinance relative to gas pumps & islands for motor vehicle service stations. Patrick Andrews, Brandon Development Director, will present a draft ordinance at the next regular meeting.

Building permits for October were presented: #20220555 - #20220602. No action required.

At 7:55 p.m. having no further business, Commissioner Parsons moved Commissioner Nichols 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