

**MINUTES
PLANNING & ZONING COMMISSION**

The Brandon Planning & Zoning Commission met in regular session at 6:30 p.m. on November 17, 2022 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, City Engineer Tami Jansma and Development Director Patrick Andrews. Absent: Mayor Harry Buck and City Administrator Bryan Read.

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

Commissioner Thiele moved Commissioner Parsons seconded to approve the minutes of the November 3, 2022 regular meeting. Motion carried.

A public hearing was held, as advertised, to consider a Home Occupation Permit Application for 817 E. Magnolia Drive. Applicant's girlfriend Deann Wiley, 817 E. Magnolia Drive, was present for discussion. Deann wants to use an accessory building for her hobby of designing clay and tile. This will not be a business, no customers. It was the consensus of the Commission that a Home Occupation Permit would not be required since this is not a business. Deann withdrew the application. No further action required.

At 6:41 p.m. Commissioner Parsons moved Commissioner Heidbrink seconded to adjourn the Planning & Zoning Commission meeting. Motion carried.

Chairperson Jorgenson called the meeting of the Board of Adjustment to order.

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, City Engineer Tami Jansma and Development Director Patrick Andrews. Absent: Mayor Harry Buck and City Administrator Bryan Read.

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

A public hearing was held, as advertised, to consider a Variance Application for 708 N. Agate Avenue. Applicant Ryan Shigley, 708 N. Agate Avenue, was present for discussion. Ryan constructed a fence on his property in which the posts were on the outside instead of the inside, as required per City Ordinance. Shelby Shigley, 708 N. Agate Avenue, was present for discussion. Jerry Kerkhove, 712 N. Agate Avenue, was present for discussion. Commissioner

Parsons moved Commissioner Heidbrink seconded to deny the variance request. Motion carried.

At 7:04 p.m., having no further business, Commissioner Noem moved Commissioner Heidbrink seconded to adjourn the Board of Adjustment meeting. Motion carried.

Chairperson Jorgenson reconvened the Planning & Zoning Commission meeting.

Discussion held on the proposed Neighborhood Business District. Patrick Andrews, Development Director, presented a draft ordinance. Lee Schelling, 204 W. Elm Circle, was present for discussion. Discussion held on maximum building size, lot coverage rules, setbacks. Don DeJager, 504 E. Mayberry RFD Street. was present for discussion. TJ Barthman, 1016 S. Nicholas Avenue, was present for discussion. Shawna Schipper, 601 S. Tamarac Avenue, was present for discussion. An updated draft will be presented at the next regular meeting.

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, presented a draft ordinance. A public hearing will be scheduled at a later date.

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. A public hearing will be scheduled at a later time.

AirBNB/VRBO discussion. How many occupants, how many days of the year can it be used as a rental. Patrick Andrews, Brandon Development Director, will draft an ordinance for the next regular meeting.

Discussion held on when Commission members should be made aware that Variance, Re-Zone, Home Occupation, Conditional Use applications have been received by staff. It was the consensus of the Commission that the Zoning Administrator email these applications as they are received by staff, before the agenda would go out.

At 8:18 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