

**MINUTES
PLANNING & ZONING COMMISSION**

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

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

Commissioner Nichols moved Commissioner Heidbrink seconded to approve the minutes of the November 16, 2023 regular meeting as amended. Motion carried.

A public hearing was held, as advertised, to consider a Conditional Use Application for Lot 15 Block 2 Rovang Industrial Park Addition (1913 N. Plum Avenue). Applicant Jim Sternick was present for discussion. Jim is requesting a second driveway onto N. Plum Avenue, which requires a conditional use per City Ordinance. Proposed building will have two tenants, therefore the request for a second driveway to provide access and safety in/out of the property. Commissioner Noem moved Commissioner Toates seconded to approve the request for a second driveway, as presented. Motion carried.

A public hearing was held, as advertised, to consider a Re-Zone Application for 510 E. Switch Grass Trail. This is Tallgrass Park, which is owned by the City of Brandon. The City of Brandon is in the process of re-zoning all City owned properties to IN-Institutional. Emmett Keyser, 609 E. Switch Grass Trail, was present for discussion. Emmett has concerns with how broad the IN-Institutional District is as far as permitted uses go. Paul Hanson, 401 N. Pasque Flower Trail, was present for discussion. Barb Fish, Brandon City Council member, was present for discussion. Mark Bannwarth, 617 E. Switch Grass Trail, was present for discussion. Steve Johnson, 605 E. Switch Grass Trail, was present for discussion. Louis Capra, 412 N. Morning Rain Avenue, was present for discussion. Commissioner Nichols moved Commissioner Heidbrink seconded to make a recommendation of approval to the City Council. A roll call vote showed Heidbrink, Nichols, Noem, Shoeneman, Thiele, Toates aye. Motion carried.

At 7:28 p.m. Chairperson Jorgenson called the Board of Adjustment meeting 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 Alderman Tim Jorgenson, Building Official Paul Clarke, Mayor Harry Buck, City Administrator Bryan Read, City Engineer Tami Jansma and Development Director Patrick Andrews.

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

A public hearing was held, as advertised, to consider a Variance Application for 1500 E. Birch Street. Applicant Charles Bengtson, 1500 E. Birch Street, was present for discussion. Charles is requesting a variance for a rear yard covered deck that was under construction, which does not meet the required 20' rear yard setback. The site plan submitted for the building permit did show the required 20' rear yard setback, therefore the permit was issued based on that submitted plan. Commissioner Heidbrink moved Commissioner Noem seconded to deny the variance application. Motion carried.

At 7:53 p.m. having no further business, Commissioner Toates moved Commissioner Noem seconded to adjourn the Board of Adjustment meeting. Motion carried.

At 7:53 p.m. Chairperson Jorgenson reconvened the Planning & Zoning Commission meeting.

Discussion held on frontage regulations as it relates to a potential lot that wouldn't have any street frontage. How does one determine signage, access, addressing?

Building permits for November were presented: #20230537 - #20230565. No action required.

At 8:11 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