

**MINUTES  
PLANNING & ZONING COMMISSION**

The Brandon Planning & Zoning Commission met in regular session at 6:30 p.m. on September 15, 2016 at the Brandon City Council Chambers.

Roll call was taken. Members present were Chairman Chuck Parsons, Commissioners Paul Bosch, Tim Jorgenson, Todd Stone and Linda Weber. Also present were Alderman Roger Brooks, City Building Official Paul Clarke, Mayor Larry Beesley, City Administrator Bryan Read and City Engineer Paul Sanow. Absent was Commissioner Brian Heidbrink.

Commissioner Stone moved Commissioner Bosch seconded to approve the agenda as amended. Motion carried.

Commissioner Stone moved Commissioner Jorgenson seconded to approve the consent calendar which contained the following items: a plat of Heartland Business Park Addition Lot 6 Block 2; a plat of Sunrise Estates Addition Lot 18 Block 1 and a plat of Sunrise Estates Addition Lots 2-10 & 12 Block 9. Motion carried.

Commissioner Weber moved Commissioner Jorgenson seconded to approve the minutes of the August 18, 2016 regular meeting. Motion carried.

A Home Occupation Application was presented for 220 E. Marialane Drive. Roger & Cheryl Van Noort, applicants, were present for discussion. Roger explained that they want to continue to operate a custom upholstery business out of their home. They were not aware of the home occupation permit requirement. Commissioner Weber moved Commissioner Bosch seconded to approve the application as presented. Motion carried.

Discussion was held on hard surface parking requirements and setbacks in Industrial zones. Dennis Olson, Brandon Development Foundation, was present for discussion. Concerns with the expense of paving the entire lot. No action taken.

Discussion was held on "Adjustments to Yard Regulations." Steve & Nicole Tripp, 317 E. Seth Street, were present for discussion. Concerns with there being adjustments to the front and side yard setbacks, but nothing on rear yard setbacks. No action taken. Will discuss at a future meeting.

Discussion was held on proposed changes to the Zoning Ordinance. City Council held a public hearing on September 6, 2016 and requested additional discussion on private kennels and minimum lot & yard regulations in R-2 & R-3 zoning districts from the Planning & Zoning Commission. Commissioner Parsons moved Commissioner Bosch seconded to leave the proposed changes to the private kennels as is, and made recommendation to City Council. Motion carried.

Discussion was held on the minimum lot & yard regulations in the R-2 & R-3 zoning districts. Commissioner Parsons moved Commissioner Stone seconded to change the minimum lot area in R-2 & R-3 zoning districts to 3,000 square feet per unit, and made recommendation to City

Council. Motion carried.

Building Permits for August were presented: #20160261 - #20160287. No action required.

At 7:25 p.m., Chairman Parsons moved Commissioner Stone seconded to adjourn the Planning & Zoning Commission meeting. Motion carried.

At 7:25p.m., Chairman Parsons called the Board of Adjustment meeting to order.

Roll call was taken. Members present were Chairman Chuck Parsons, Commissioners Paul Bosch, Tim Jorgenson, Todd Stone and Linda Weber. Also present were Alderman Roger Brooks, City Building Official Paul Clarke, Mayor Larry Beesley, City Administrator Bryan Read and City Engineer Paul Sanow. Absent was Commissioner Brian Heidbrink.

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

A Variance Application was presented for 301 E. Hemlock Blvd. Mark Howe, Dean's Bulk Service, was present for discussion. Applicant withdrew is request for said Variance.

A Variance Application was presented for 317 E. Seth Street. Applicant Steve Tripp was present for discussion. Scott Hjellming, contractor working for Steve Tripp, was also present. Steve wants to construct a 4-season room on the rear of his home that would encroach the required 25' rear yard setback by 12'. Commissioner Stone moved Commissioner Weber seconded to approve the variance in compliance with items A-H on the Board of Adjustment Certification of Compliance-Variiances form, and that the property owner maintain 13' from the rear property line. Motion carried.

A Variance Application was presented for 2725-2731 E. Sunburst Drive. Jack Robbins & Tom Howey were present for discussion. Applicants are requesting a required side yard setback of 10', instead of the 15' required by City Ordinance. Commissioner Stone moved Commissioner Bosch seconded to approve the variance as applied, with a 10' required side yard setback. Motion carried.

A Variance Application was presented for 2733-2739 E. Sunburst Drive. Jack Robbins & Tom Howey were present for discussion. Applicants are requesting a required side yard setback of 10', instead of the 15' required by City Ordinance. Commissioner Stone moved Commissioner Bosch seconded to approve the variance as applied, with a 10' required side yard setback. Motion carried.

At 8:49 p.m. having no further business, Commissioner Parsons moved Commissioner Stone seconded to adjourn the Board of Adjustment meeting. Motion carried.

Respectfully Submitted,

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Melissa Labahn  
Recording Clerk

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Bryan Read  
City Administrator