

**MINUTES**  
**PLANNING & ZONING COMMISSION**

The Brandon Planning & Zoning Commission met in regular session at 6:30 p.m. on June 6, 2024 at the Brandon City Council Chambers.

Roll call was taken. Members present were Commissioners Megan Bassett, Brookes Noem, Rob Schoeneman, Alica Thiele and Michael Toates. Also present were Alderwoman Barb Fish, Building Official Paul Clarke and Development Director Patrick Andrews. Absent: Commissioner Brian Heidbrink, Mayor Harry Buck, City Administrator Bryan Read and City Engineer Tami Jansma.

Commissioner Noem moved Commissioner Toates seconded to approve the agenda as amended. Motion carried.

Commissioner Bassett moved Commissioner Toates seconded to approve the consent calendar which contained the following items: a plat of Bosch 2<sup>nd</sup> Addition Tract 3A and a plat of Burkman Industrial Park 2<sup>nd</sup> Addition Lots 4A & 5 Block 3. Motion carried.

Commissioner Thiele moved Commissioner Toates seconded to approve the minutes of the May 16, 2024 regular meeting. Motion carried.

A public hearing was held, as advertised, to consider a Home Occupation Permit Application for 2413 E. Hogan Lane. Applicant Tanna Anderson was present for discussion. Tanna is wanting to open a home hair salon utilizing the third stall of her garage. Approximate hours would be Tuesday-Friday, 8am-6pm. Commissioner Noem moved Commissioner Schoeneman seconded to approve the application as presented. Motion carried.

A public hearing was held, as advertised, to consider a Conditional Use Application for 300-324 S. Main Avenue. This property is owned by the City of Brandon, City Hall is located on this lot. The City recently purchased a neighboring lot and replatted all into one lot. The conditional use is required to extend the IN-Institutional District zoning into the new portion of the lot. Commissioner Toates moved to deny the application. Motion failed due to lack of a second. Commissioner Noem moved Commissioner Thiele seconded to approve the conditional use as presented. A roll call vote showed Bassett, Noem, Schoeneman, Thiele aye; Toates nay. Motion carried.

A public hearing was held, as advertised, to consider a Conditional Use Application for 2100 E. Aspen Blvd. This property is owned by the City of Brandon, Brandon Golf Course is located on this lot. The City recently purchased portions of neighboring lots and replatted all into one lot. The conditional use is required to extend the IN-Institutional District zoning into the new portion of the lot. Larry Headrick, 401 S. Country Club Avenue, was present for discussion. Commissioner Bassett moved Commissioner Noem seconded to approve the conditional use as presented. Motion carried.

A public hearing was held, as advertised, to consider changes to the Zoning Ordinance Chapters 15-6-3 and 15-6-11. Commissioner Noem moved Commissioner Schoeneman seconded to make recommendation of approval to City Council. Motion carried.

Building permits for May were presented: #20240145 - #20240228. No action required.

Discussion held on rescheduling the July 4, 2024 Planning & Zoning Commission meeting due to it falling on a holiday. It was the consensus of the Commission to cancel the July 4, 2024 regular meeting. Commissioner Thiele moved Commissioner Toates seconded to cancel the July 4, 2024 regular meeting. Motion carried.

At 7:00 p.m. having no further business, Chairperson Fish adjourned the Planning & Zoning Commission meeting. Motion carried.

At 7:00 p.m. Chairperson Fish called the Board of Adjustment meeting to order.

Roll call was taken. Members present were Commissioners Megan Bassett, Brookes Noem, Rob Schoeneman, Alica Thiele and Michael Toates. Also present were Alderwoman Barb Fish, Building Official Paul Clarke and Development Director Patrick Andrews. Absent: Commissioner Brian Heidbrink, Mayor Harry Buck, City Administrator Bryan Read and City Engineer Tami Jansma.

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

The Planning & Zoning Commission, at their regular meeting on May 16, 2024 tabled discussion to consider a Variance Application for 924 E. Redwood Blvd. Applicant Cory Kuhnert was present for discussion. Cory is requesting a reduction in the building setback on the southside of this property to construct additional storage units. The southside requires a 25' front yard setback, Cory is requesting a 10' front yard setback along this side. Commissioner Toates moved Commissioner Thiele seconded to approve the Variance Application with a 15' front yard setback along the south side of the property due to the shape of the lot. Motion carried.

At 7:14 p.m. having no further business, Commissioner Thiele moved Commissioner Toates seconded to adjourn the Board of Adjustment meeting. Motion carried.

Respectfully Submitted,

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Melissa Labahn  
Recording Clerk

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Patrick Andrews  
Development Director