

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

The Brandon Planning & Zoning Commission met in regular session at 6:30 p.m. on August 1, 2024 at the Brandon City Council Chambers.

Roll call was taken. Members present were Commissioners Brian Heidbrink, 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 Megan Bassett, Mayor Harry Buck, City Administrator Bryan Read and City Engineer Tami Jansma.

No audio recording of meeting.

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

Commissioner Thiele moved Commissioner Heidbrink seconded to approve the minutes of the July 18, 2024 regular meeting as amended. Motion carried.

A public hearing was held, as advertised, to consider a Home Occupation Permit Application for 420 E. Meadowlark Circle. Applicants Patricia & Frank Belanger was present for discussion. Patricia is wanting to open a home based business where she would provide individual makeovers for professional females looking to upgrade their look. Would be by appointment only, one client at a time for 2-4 hours, 5-20 wardrobe items. Pat Hammond, 401 E. Meadowlark Circle, was present for discussion. Pat had concerns with parking in the cul-de-sac, but spoke directly with the applicants at their home, and therefore have no concerns with the application as presented. Paul Runia, 408 E. Meadowlark Circle, was present for discussion. Paul asked how long they plan to be in business providing this service. Applicant stated they are working on liquidating their current inventory from their previous residence, so possibly 1-2 years approximately. Commissioner Toates moved Commissioner Heidbrink seconded to approve the Home Occupation Permit Application as presented with the following conditions: no more than 2 people at a time, only parking in the driveway not blocking the sidewalk and hours before 6:00pm. Motion carried.

A public hearing was held, as advertised, to consider a Home Occupation Permit Application for 120 W. River Oak Court. Applicant Brittany Russell was present for discussion. Brittany is wanting to open an in home daycare. Plans to have 6 children, including her own. Property is fenced. Commissioner Thiele moved Commissioner Heidbrink seconded to approve the Home Occupation Permit Application as presented. Motion carried.

Building permits for July were presented: #20240313 - #20240388. No action required.

At 7:00 p.m. having no further business, Commissioner Heidbrink moved Commissioner Toates 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