

**COON RAPIDS BOARD OF ADJUSTMENT AND APPEALS WORK SESSION MEETING
MINUTES OF AUGUST 2, 2012**

The work session meeting of the Coon Rapids Board of Adjustment and Appeals was called to order by Chairman Wessling at 8:45 p.m. on Thursday, August 2, 2012, in Conference Room 1 in City Hall.

Members Present: Chairman Gary Wessling, Commissioners Jeanette Rosand, Teri Spano-Madden, Trish Thorup and Aaron Vande Linde

Members Absent: None.

Staff Present: Housing and Zoning Coordinator Cheryl Bennett and Assistant City Attorney Doug Johnson

CALL TO ORDER

Chairman Wessling called the work session meeting to order at 8:45 p.m.

1. REVIEW PROCESS REGARDING CONTESTED HEARINGS

Assistant City Attorney Doug Johnson provided information on the procedures of conducting a contested hearing that would go before the Minnesota Court of Appeals. He noted that the Board is the first tribunal in this process. He stressed the importance of having a good record of the proceedings and suggested an outline for how the Board should conduct the hearing on a contested matter.

Mr. Johnson noted that staff would provide more formal documentation for the Board than usually presented. This documentation would include the Findings of Fact, Conclusions of Law in line with the Coon Rapids City Code and an Order. He provided an example to the Board consisting of an appeal of a decision of the Hearing Examiner.

Mr. Johnson stated it was his responsibility to make certain we are following the Court of Appeals process.

Commissioner Vande Lind requested a short outline of the process for use as a guideline for conducting the hearing. Mr. Johnson indicated he would provide the Board with same.

Commissioner Rosand asked whether participants would be affirming must they swear an oath in this process. Mr. Johnson stated the chair does not have to decide this beforehand. Commissioner Vande Lind suggested they simply affirm everyone.

2. OTHER BUSINESS

None.

3. ADJOURNMENT

Motion by Commissioner Vande Lind, Second by Commissioner Spano-Madden to adjourn the meeting.

Chairman Wessling adjourned the work session at 9:10 p.m.

Respectfully submitted,

Cheryl Bennett
Housing and Zoning Coordinator