

**COON RAPIDS BOARD OF ADJUSTMENT AND APPEALS WORK SESSION MEETING
MINUTES OF AUGUST 6, 2015**

The meeting of the Coon Rapids Board of Adjustment and Appeals in work session was called to order by Chairman Vande Linde at 6:00 p.m. on Thursday, August 6, 2015, in Conference Room 3.

Members Present: Chairman Aaron Vande Linde, Commissioners Ronald Bradley, Teri Spano-Madden, Trish Thorup and Tracy Wigen

Members Absent: None.

Staff Present: Housing and Zoning Coordinator Cheryl Bennett and Assistant City Attorney Melissa Westervelt

CALL TO ORDER

Chairman Vande Linde called the work session meeting to order at 6:00 p.m.

Chairman Vande Linde noted for the record that all board members were present.

ADOPT AGENDA

MOTION BY COMMISSION SPANO-MADDEN, SECOND BY COMMISSIONER THORUP, TO ADOPT THE AGENDA. THE MOTION PASSED UNANIMOUSLY.

APPROVAL OF THE MARCH 5, 2015, WORK SESSION MEETING MINUTES

MOTION BY COMMISSIONER SPANO-MADDEN, SECOND BY COMMISSIONER THORUP TO APPROVE THE MARCH 5, 2015, WORK SESSION MINUTES AS PRESENTED. THE MOTION PASSED UNANIMOUSLY.

1. DISCUSS PROCESS REGARDING THE REVIEW AND DECISION MAKING PROCESS OF CONSIDERING VARIANCES

Assistant City Attorney Westervelt described the state's statutory requirements and City Code regulations governing the decision making process in the granting of variances from the requirements of code. The review process was discussed and members were provided a handout on the standards for granting variances. Discussion, including a question and answer period, followed.

2. DISCUSS MEETING RULES OF ORDER

Assistant City Attorney Westervelt presented information on Robert's Rules of Order, the parliamentary procedures under which official meetings of the City of Coon Rapids are conducted. She provided a handout including information on the purpose, basic principles, roles of the chair and how motions are made and debated under Robert's Rules. She also provided members with a copy of a question and answer presentation on Robert's Rules developed by the City Attorney's Office. A short discussion followed.

ADJOURNMENT

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MOTION BY COMMISSIONER SPANO-MADDEN, SECOND BY COMMISSIONER WIGEN TO ADJOURN THE MEETING. THE MOTION PASSED UNANIMOUSLY.

Chairman Vande Linde declared the work session adjourned at 6:28 p.m.

Respectfully submitted,

Cheryl Bennett

Housing and Zoning Coordinator

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