

**COON RAPIDS BOARD OF ADJUSTMENT AND APPEALS WORK SESSION MEETING
MINUTES OF MARCH 5, 2015**

The meeting of the Coon Rapids Board of Adjustment and Appeals in work session was called to order by Chairman Vande Linde at 6:15 p.m. on Thursday, March 5, 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, Assistant City Attorney Melissa Westervelt, Community Development Director Grant Fernelius, Neighborhood Coordinator Kristen DeGrande and Housing Inspector Leya Drabczak

CALL TO ORDER

Chairman Vande Linde called the work session meeting to order at 6:15 p.m.

Introductions were made for new Board members Bradley and Wigen and Community Development Director Grant Fernelius.

1. REVIEW PROCESS REGARDING SPECIAL ASSESSMENTS OBJECTION HEARINGS

Assistant City Attorney Westervelt described the process regarding the City's special assessment process and the Board's role in conducting hearings for objections to certain special assessments. She advised the Board that they are making recommendations to the City Council to affirm, modify or rescind an assessment. Ms. Westervelt described factors the Board may consider in making their recommendations. She also noted that the hearings are not public hearings requiring the opportunity for public comment, but that the Board may conduct the hearings in the manner it sees fit. She described the format of the individual hearing process and noted that past practice has been to hear objections of those present at the meeting before those cases in which the petitioner does not appear. Ms. Westervelt asked that the same deliberation process be applied regardless of whether or not the petitioner is present at the meeting.

Housing and Zoning Coordinator Bennett noted the agenda included the Oaths of Office for new members. Chairman Vande Linde will administer the Oaths of Office for Ronald Bradley and Tracy Wigen.

2. ADJOURNMENT

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

Respectfully submitted,
Cheryl Bennett
Housing and Zoning Coordinator