

***PLANNING AND ZONING COMMISSION REGULAR MEETING
JULY 27, 2021***

The Regular Bi-Monthly Meeting of the Andover Planning and Zoning Commission was called to order by Chairperson Bert Koehler IV on July 27, 2021, 7:07 p.m., at the Andover City Hall, 1685 Crosstown Boulevard NW, Andover, Minnesota.

Commissioners present: Karen Godfrey, Mary VanderLaan, Nick Loehlein, and Wes Volkenant

Commissioners absent: Scott Hudson and Marni Elias

Also present: City Planner Peter Hellegers
Associate Planner Jake Griffiths
Others

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

July 13, 2021 Regular Meeting

Chairperson Koehler assumed a motion to approve the July 13, 2021 Regular Meeting minutes as amended. Motion carries by unanimous consent.

CONSIDER ADOPTION OF STANDING RULES

Chairperson Koehler announced the Planning Commission had a workshop to discuss standing rules of operation and where they differ from *Robert's Rules of Order* prior to the regular meeting. He stated the Commission has chosen a method that makes sure everyone has their voice heard.

Chairperson Koehler stated there is a rule in *Robert's Rule of Order* that states each Commissioner can only speak twice on an item and is limited to 10 minutes. He explained the Commission would like to strike that rule and allow Commissioners to

speak as many times as they want, as long as they want, as long as they are respectful and stay on topic.

Motion by Volkenant, seconded by Loehlein, to approve the proposed standing rules for the Planning and Zoning Commission with two modifications to #5. Commissioners Comments: strike “per the rules of order” and “no Commissioner may” and add “Questions may be directed to staff during commissioners’ comments.”

Commissioner VanderLaan asked the Vice Chairperson to comment on the proposed motion as she will be taking over meetings when the Chairperson is not available.

Commissioner Godfrey stated she is very pleased with the way the Commission has worked together to develop standing rules and modifying *Robert’s Rule of Order* to work for the Commission. She said the standing rules will serve them well and allow the public to be heard and provide information to the City Council.

Motion carries unanimously.

OTHER BUSINESS

Mr. Griffiths updated the Commission on items they have sent to the City Council. He stated staff are working through development applications and are anticipating to bring them to meetings in August or September.

Chairperson Koehler thanked staff, the Vice Chairperson, and Mayor Bukkila for their support in developing the standing rules. He thanked the Commissioners for being frank and discussing hard topics.

ADJOURNMENT

Chairperson Koehler assumed a motion to adjourn the meeting at 7:16 p.m. Motion carries by unanimous consent.

Respectfully Submitted,

Shari Kunza, Recording Secretary
TimeSaver Off Site Secretarial, Inc.