

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

The Workshop Meeting of the Andover Planning and Zoning Commission was called to order by Chairperson Bert Koehler IV on July 27, 2021, 6:00 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

STANDING RULES REVIEW

The Planning & Zoning Commission is requested to discuss the following standing rules for Planning & Zoning Meetings, and if warranted, recommend modifications. Chairperson Koehler explained the standing rules are a way for the Commission to operate in an organized and efficient manner. He introduced the standing rules in the workshop packet and asked the Commission to comment and make suggestions.

The Commission discussed the proposed standing rules and made the following recommendations for changes:

- The Commission agreed to remove “Per the Rules of Order, each Commissioner is entitled to two speeches each limited to ten minutes” and “No Commissioner may speak a second time until all Commissioners have had the opportunity to speak once” from standing rule 5: Commissioner’s Comments.
- The Commission agreed to change the Meeting Cadence 4.6.1 to state: Discussion may include asking questions of staff.

FUTURE REVIEW OF STANDING RULES

Chairperson Koehler stated any Commission member can request a review of the standing rules to be added to a Workshop agenda.

ABSENT COMMISSION MEMBERS

Chairperson Koehler will contact Commissioner Hudson and Commissioner Elias to review the audio and read the Workshop packet to be informed of the standing rules.

OTHER BUSINESS

No other business.

ADJOURNMENT

Chairperson Koehler assumed a motion to adjourn the meeting at 7:05 p.m. Motion carries by unanimous consent.

Respectfully Submitted,

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