

Minutes of the Meeting of the Avon Township Planning Commission

March 29, 2017

Avon Township Hall (16881 Queens Road, Avon)

Call to Order: Chairman Huston called to order the regular meeting of the Avon Township Planning Commission at 7:30 PM in the Main Chamber of the Town Hall.

Pledge: The Pledge of Allegiance was recited.

Roll Call: Present – LeRoy Gondringer, Gerry Kremers, Will Huston, Ken Mergen, and Stephen Saupe. Also in attendance: Mike Linn.

Approval of Agenda: A report on the Larson hearing at the County and a discussion on plats were added to the agenda. Mergen moved to approve the agenda as amended. Kremers second. All in favor. Motion carried.

Minutes: Mergen moved to approve the minutes from the February 22, 2017 meeting with one typographic correction (corrected the misspelling of a residents' name). Gondringer second. Four in favor. One (Kremers) abstain. Motion carried.

Public Hearings: *none scheduled.*

Scheduled Business:

1. **Chair/Vice-Chair** – Gondringer moved to elect Huston to be Chair of the Planning Commission. Mergen second. No other nominations were made. All in favor. Motion carried. Mergen moved to elect Gondringer as Vice-Chair. Huston second. No other nominations were made. All in favor. Motion carried.
2. **Joint Planning Board Agenda Items** – The Joint City/Town Planning Board meets April 10, 2017 at 7:00 PM in the Town Hall. The Planning Commission brainstormed potential agenda items for this meeting. No significant business items were identified. The Clerk will forward copies of the Joint MOU and orderly annexation agreement to Town officials.
3. **Newsletter** – Saupe recommended a monthly article in the *Enterprise* instead of a newsletter. The *Enterprise* is agreeable to the idea. The disadvantage is that residents would need to purchase the paper, but the advantages to the Town are cost, convenience, and timeliness. Mergen moved to recommend to the Supervisors a monthly column in the *Enterprise* instead of a newsletter. Gondringer second. All in favor. Motion carried.
4. **Identification of Town Needs** – To plan for long-term Town needs, the Planning Commission considered potential capital requests. The following items were recommended for consideration: more chairs for the Town Hall; a decorative cloth to be draped in front of the front tables; a disk to pull back road shoulders; a tractor (80 – 100 hp) with cab; built-in dais; plow truck; and barricades to close roads if necessary.
5. **Certificate of Compliance Form/Procedures** – The Planning Commission discussed the existing forms and procedures for issuing a Certificate of Compliance. Modifications and changes were suggested for adoption (*appended*).

Other & Old Business:

Plats – Stearns County will hold a public hearing to consider amending Ordinance 230 to allow the Environmental Services Director to sign minor plats and to allow streamline the platting process for residents/Towns. The County requested Township feedback and to complete a questionnaire. Answers to the questionnaire were discussed: (1) Yes, the Town has a subdivision ordinance; (2) Yes, the Town has a Planning Commission and it is required to review and sign both preliminary and final plats; (3) No. The Town does have a form for reviewing plats (*appended*) but there is no documented procedure for plat review; (4) A resident may need to attend up to four Town meetings for final plat signature; (5) The Town would like to reduce to the time frame for minor plats.

Planning Commission members discussed the proposed ordinance changes and concluded that; (a) it would be desirable to streamline the plat process; (b) the Town should have a role in the preliminary plat process to remain informed about activities in the Township; and (c) there was no opposition to the Stearns County Environmental Services signing final plats instead of the County Board. Kremers moved to recommend to the Supervisors streamlining the process for minor plats for residents and that the Town should maintain a review stage either before or after the preliminary plat is submitted to the County. Gondringer second. All in favor. Motion carried.

Announcements/Reports: *none*

1. Xcel has hired a company to mow along St. Anna Drive.
2. The Koop’s (Norway Road) are interested in constructing a residence on their property. There was some confusion about whether they would require a public hearing because of the LESA score of the property but apparently their previous Conditional Use Permit to construct an outbuilding is satisfactory.
3. Larson Variance – the County unanimously approved the variance request of Ashley and Erik Larson to construct a residence closer to a feedlot than is currently permitted by ordinance. They sent the Town a “thank you” card.

Adjournment: Mergen moved to adjourn the meeting at about 9:15 PM. Gondringer second. All in favor. Motion carried.

Next Meeting: The next meeting is April 26, 2017 at 7:30 PM.

Respectfully submitted,
Stephen G. Saupe Clerk

Clerk signature: _____ date: _____

Approval:

Planning Commission Chair – Will Huston

date

AVON TOWNSHIP
16881 Queens Road; Avon, MN 56310

CERTIFICATE OF COMPLIANCE

Name of property owner(s): _____

Mailing address: _____

City: _____ State: _____ Zip code: _____

Township _____ Range _____ Section _____ Zoning District _____

Legal description of property to be certified: *(attach if necessary)*

I, _____ (*Chairperson of the Avon Township Board of Supervisors*), hereby certify that the property owner(s), or a designated legal representative, requested necessary action to certify that the above-described property is in compliance with applicable Avon Township ordinances and related documents in effect on the signature date.

I further certify that the Avon Township Board of Supervisors considered this request and the recommendation from the Planning Commission and approve this request as being in compliance with the requirements of Avon Township ordinances and related documents in effect on the signature date, subject to the following conditions:

Approval:

Signature: _____ date: _____
Chair, Avon Township Board of Supervisors

Attest:

Signature: _____ date: _____

Print name/title _____

Procedure for Issuing Avon Township Certificate of Compliance

Steps to follow:

1. Provide resident with pertinent forms (*Application for Certificate of Compliance; Site Plan*)
2. Resident completes and returns to the Clerk the following:
 - 2.1. Application
 - 2.2. Site plan
 - 2.3. Certificate of Survey
 - 2.4. Application fee of \$25 (*checks payable to Avon Township*).
3. Clerk receives completed documents and fee. The Clerk verifies information is complete and issues a receipt for the application fee.
4. The Planning Commission reviews the documents and makes a recommendation to the Supervisors for approval or not.
5. The Board of Supervisors reviews the documents and recommendation from the Planning Commission. If application is complete and all ordinance requirements are met, the Supervisors approve and sign the Certificate of Compliance.
6. The Clerk provides the applicant with a signed copy of the approved Certificate of Compliance.
7. File the documents in the Avon Township file.

AVON TOWNSHIP APPLICATION FOR PLAT REVIEW

16881 Queens Road; Avon MN 56310

Application Type: _____ Preliminary Plat _____ Final Plat date: _____

Plat Location:

Property Address: _____ Parcel Number: _____

City State Zip _____ Section Number: _____

General Description of Plat: (attach copy) _____

Owner's Name _____ Phone #: _____

Owner's Signature _____

Mailing Address _____

Email Address _____

Agreement: I hereby acknowledge that I have read this application and have provided all other required documentation and state that all information is true and correct to the best of my knowledge. I further agree that all work performed will be in accordance with approved plans, specifications and conditions to abide by all of the ordinances of Stearns County and Avon Township regarding actions taken pursuant to this application. Any plans submitted herewith shall become part of the permit application. Incomplete applications shall expire six (6) months from the date of application. Signature of this application authorizes the Township Staff and Officials to enter upon the property to perform needed inspections. Entry may be without prior notice.

_____ date: _____

Printed Name of Person Submitting the Plat Signature of Person Submitting the Plat

Township Review – Planning Commission: date _____ Result: _____ Approved _____ Denied

Official Signature: _____

Conditions/Comments: _____

Township Review – Supervisors: date _____ Result: _____ Approved _____ Denied

Official Signature: _____

Conditions/Comments: _____

Amount Received: _____ **For review/signature of:** _____ Preliminary _____ Final Plat

Receipt # _____