

Minutes of the Meeting of the Avon Township Planning Commission

May 25, 2016

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: Clerk Saupe led the Pledge of Allegiance.

Announcement of Recording: Huston announced that the meeting would be recorded. The recorder was turned on.

Roll Call: Present – LeRoy Gondringer, Will Huston, Gerry Kremers, Ken Mergen, and Stephen Saupe.

Approval of Agenda: Gondringer moved to approve the agenda as presented. Mergen second. All in favor. Motion carried.

Minutes: Gondringer moved to approve the minutes of the April 27, 2016 meeting. Kremers second. All in favor. Motion carried.

Public Hearings: *none*

Scheduled Business:

1. **Driveway Permits** – Two residents requested driveway permits. One resident was issued a permit but planned to start work immediately without formal approval. The Clerk erroneously signed the other.
2. **Driveway Permit Policies** – Members generally agreed that the Town should maintain the current policy for driveway permit approval. This means that a resident must wait for Supervisor approval before beginning any work on a driveway regardless of any construction delays.

Mergen moved to recommend to the Supervisors replace the first sentence of the existing driveway permit standards to read, “Any resident who plans to move, change the physical dimensions, or slopes of an existing driveway, or add a new driveway to his/her property requires an Avon Township driveway permit. Changing the surface material does not require a driveway permit.” Kremers second. All in favor. Motion carried.

Photographs of the driveway before and after the work should be taken; this will provide evidence to support the decision of whether or not to return the damage deposit. Recommendations for modifying the driveway permit were made.

3. **Roadwork Notification** – According to MAT document TR6000 residents should be notified when cutting brush in the road right-of-way and residents should sign a document if trees greater than 6 inches are cut. Two forms were created. Mergen recommended approval by the Supervisors. Gondringer second. All in favor. Motion carried. It was suggested to include these notifications in the Town newsletter.

Other & Old Business: *none*

Announcements/Reports:

1. There was a bike race through the Township on May 22nd. The organizers did not obtain a permit from the Township.
2. The City of Albany may have used office furniture for sale. Kremers will contact them.
3. Mr. Paul Eisenschenk is no longer working with the City.
4. Zoning changes for some properties in St. Wendel Township were approved by Stearns County.

Adjournment: Gondringer moved to adjourn the meeting at 8:47 PM. Mergen second. All in favor. Motion carried.

Next Meeting: The next meeting is June 29, 2016 at 7:30 PM.

Respectfully submitted,
Stephen G. Saupe, Clerk

Clerk signature: _____ date: _____

Approval:

Signature: _____ date _____

Print name: _____