

Minutes of the Meeting of the Avon Township Planning Commission

November 28, 2018

Avon Township Hall (16881 Queens Road, Avon)

Call to Order: Chair Ken Mergen called to order the meeting of the Avon Township Planning Commission at 7:00 PM in the Main Chamber of the Town Hall.

Pledge: The Pledge of Allegiance was recited.

Roll Call: Present – Will Huston, Ken Mergen, Stephen Saupe, and Sheldon Tschida.

Approval of Agenda: The FFA Alumni Run and the Norway Road project were added to the agenda. Mergen moved to approve the agenda as amended. Tschida second. All in favor. Motion carried.

Minutes: Mergen moved to approve the minutes from the October 31, 2018 meeting as presented. Tschida second. Three in favor. One abstain (Huston). Motion carried.

Public Hearings: *none scheduled*

Business:

- 1. Election Debriefing/Suggestions** – The General Election went well; we received no complaints and there were no problems. The possibility of reversing the flow of traffic to make it easier for the greeter judge to see whether there is an open ePoll book station was discussed; the general consensus was to not change the layout. Saupe wants to replace the standup voting booths with built-in wooden ones that fold down from the wall behind the front desk. Roger Nelson, a write-in candidate, inquired about the number of votes he received. This information was easy to provide because the new ballot counter also optically scans and records write-ins.
- 2. Buckthorn Control** – In response to resident concerns raised at the last meeting, the Planning Commission recommends that the Town actively control European buckthorn in the road right-of-way. Our maintenance staff should be trained to identify the plant if they are unfamiliar with it and to remove it when encountered. It was suggested that an informational letter and pamphlet should be sent to adjacent residents alerting them to the existence of the problem and encouraging them to control any buckthorn on their own property.
- 3. Road Maintenance Plan** – Koopmeiners evaluated Township roads and ranked their condition from 1 (poor) to 5 (good). This information will be used to do a comprehensive study of our roads. Huston will provide a model that we can use to develop a plan.
- 4. Ebnat Driveway** – Last month, Mr. Tony Ebnat submitted an application for a permit for the driveway he installed on his property at 18424 Red Maple Drive without a permit. Since he didn't include the proper application fee, the application was tabled. His application is now complete and was discussed. One problem is that the driveway exceeds the maximum allowed. Mergen moved to recommend to the Supervisors to require Mr. Ebnat to reduce the existing drive to the legal limit and restore the grass. No second. Motion failed. Saupe moved to recommend to the Supervisors to have Mr. Ebnat attend the next PC meeting to discuss the driveway situation. Huston second. Three in favor. One opposed (Mergen). Motion carried.

- 5. **Town Hall Use** – An FFA alumni group recently requested to use the Town Hall for an upcoming summer event. The Supervisors denied the request because it appeared to be primarily a social event. The current policy is to make the Town Hall available to non-profit, especially youth-based groups, and to not compete with local venues for business for social event including parties, wedding receptions and so on. The pros (it’s a public building that should be available for use) and cons (cost, wear and tear on the building, staff involved) of this policy were discussed. The PC recommends that the Supervisors include this on the agenda of the Annual Meeting to solicit resident feedback.

- 6. **Norway Road** – Huston reported that he had a meeting with County Engineers concerning the LRIP grant to improve Norway Road. We will be required to provide an engineering plan and topographic survey. This will need to be completed soon. Mergen moved to recommend to the Supervisors to accept a quote for services by Westwood Engineering to do a topographic survey and to request quotes for construction services for the project. Saupe second. Three in favor. One abstain (Huston).

- 7. **Enterprise Contributions** – A possible topic was to remind residents to not plow snow across roads.

Announcements/Reports:

- 1. **Joint Powers Board Report** – The JPB approved a Certificate of Compliance for the proposed land split by Kathleen Yurczyk. As the documents were being prepared, questions arose about which forms to use, who should sign the forms, fees, etc. These will be discussed at the next JPB meeting.

- 2. The **Tour of Saints** will be held July 14, 2019 – we should schedule the Norway Road improvement project to avoid the tour.

- 3. **December Meeting** – Due to the lack of business, cost to the Township, and proximity to Christmas, Huston moved to recommend to the Supervisors to cancel the PC meeting scheduled for December 26, 2018 unless business arises before it needs to be published. Tschida second. All in favor. Motion carried.

Adjournment: Mergen moved to adjourn the meeting at 8:30 PM. Huston second. All in favor. Motion carried.

Next Meeting: The next meeting is December 26, 2018 at 7:00 PM.

Other Meetings: *none scheduled*

Respectfully submitted,
Stephen G. Saupe Clerk

Signature: _____ date: _____

Approval:

_____ date: _____

Planning Commission Chair – signature

Planning Commission Chair – print