

Minutes of the Meeting of the Avon Township Planning Commission

December 18, 2024

Avon Township Hall (16881 Queens Road, Avon 56310)

Call to Order: Chair Yurczyk called to order the meeting of the Avon Township Planning Commission (PC) at 7:00 PM in the Main Chamber of the Town Hall. The meeting was available via Zoom at the URL: <https://us02web.zoom.us/j/8325486945> (PIN: AvonTown).

Pledge: The Pledge of Allegiance was recited.

Roll Call: Present – Craig Blonigen, Rich Sanoski, Stephen Saupe, and Lori Yurczyk (*Chair*). Absent: Andrew Wensmann. There was a quorum. Also present – Marion Gondringer (Acting Clerk) & LeRoy Gondringer.

Approval of Agenda: Discussions of plat signing and posts in the road right-of-way (ROW) were added to the agenda. Sanoski moved to approve the agenda as amended. Blonigen second. All in favor. Motion carried. Typos in the agenda (wrong year for meeting dates) were corrected.

Minutes: Sanoski moved to approve the minutes from the November 27, 2024 meeting as presented. Blonigen second. All in favor. Motion carried.

Public Hearings: *none*

Public Comments: *none*

Business:

1. **Access Permits. Side lot Setbacks** – The PC discussed whether there should be a Township rule to set back an access from a side lot. At the December meeting, the Supervisors seemed to agree that no rule was necessary, perhaps in part, because this rule would affect shared driveways and would make many existing non-compliant. The PC discussed this situation and generally agreed that a new access should be at least 10 feet from a side lot if there are no other mitigating circumstances, such as a shared drive or confined area or obstruction. The PC agreed that the Supervisors could approve an access being closer than 10 feet to a side lot if, after analyzing the circumstances, they decided that it was the only feasible option. The PC suggested that the language for the new rule could be included in the Access Standards under 8g.

Saupe moved to recommend to the Supervisors to amend the Access Standards to include 8.g. that would require that a new access to be set back a minimum of 10 feet from a side lot unless there are special circumstances (*i.e.*, shared driveways, confined area, obstructions) that would prevent it, and that the Supervisors could approve exceptions to the 10-foot minimum. Sanoski second. All in favor. Motion carried.

Another suggestion was to include the exemption to the set back as 8.h.

2. **Plat Signing** – there is a now a \$100 fee for signing a plat outside of a regular meeting. The PC discussed the stipend for signing. Options would be to pay the signers a meeting fee (*i.e.*, \$75) or an hourly fee (*i.e.*, \$17), or other (*i.e.*, \$25). Alternately, a special meeting could be called, in which there would be a \$400 meeting fee. An administrative fee could also be included. In the past, some township business may have been less formal, so plats may have been signed without payment of any fee. Another suggestion was to handle plat-signing as a records-search situation (*i.e.*, \$25/hour). It was questioned why the record search fee was not the same as regular hourly fee. The Township has designated who would sign the plat (see Resolution 02-07-18-4). It was suggested that the Town could potentially change who is authorized to sign-off on the plat (*i.e.*, any

Supervisor or PC member), and this might minimize the need for the plat signing fee. Sanoski moved to recommend to the Supervisors to charge a plat signing fee of \$150, which would then include a payment of \$25 to each person who signs outside of a meeting, and the remainder would be the Township administrative fee. Blonigen second. All in favor. Motion carried.

Reports/Announcements:

1. **Posts in Road ROW** – many residents are putting snow stakes in the ROW, close to the edge of the road. These presumably mark their property so that the plow avoids damaging their lawn. The fiberglass posts will snap off if the plow hits them, but metal posts can be dangerous to the plow and passing motorists. A notice was placed on the website alerting residents that it is illegal to put posts in the ROW and that residents are liable for any damage to plow equipment.

Next Meeting: The next PC meeting is January 29, 2025 at 7:00 PM (see ‘Call to Order’ for the Zoom log-in).

Other Meetings: Other upcoming meetings/events include (see ‘Call to Order’ for the Zoom log-in):

- January Supervisors meeting – January 8, 2025 (note rescheduled date)

Adjournment: Sanoski moved to adjourn the meeting at 7:51 PM. Blonigen second. Meeting adjourned.

Respectfully submitted,
Stephen G. Saupe, Clerk

date: December 21, 2024

Approval:

Lori Yurczyk, *Planning Commission Chair – signature*

date: _____