

Avon Township Planning Commission Meeting – September 24, 2025

Agenda Packet

1. Call to order – 7:00 PM; Avon Township Hall, 16881 Queens Road, Avon, MN 56310
2. Pledge of Allegiance
3. Roll Call
4. Approval of agenda
5. Approval of minutes – *August 27, 2025*
6. Public Hearing – *none*
7. Public Comments
8. Scheduled Business
 - a. Kevin Angulski – consideration of a land split
 - b. At Homes Rentals – County Variance Hearing – Board of Adjustment, October 9 – regarding garage that is 8.5 feet from the side yard
(<https://stearnscounty.civicweb.net/Portal/MeetingInformation.aspx?Org=Cal&Id=6264>)
 - c. OAA Review – Address City concerns regarding feedlots
 - d. Town Hall Use guidelines – details of use
 - e. Polling Place Accessibility Grants – ideas/application?
 - f. Road plan discussion – for info, see the Management Plan, Road Inventory, and Road Manual on the website (<https://www.avontownshipmn.gov/inside-avon-township/roads>; 2025 LRIP - <https://www.dot.state.mn.us/stateaid/lrip.html>)
 - g.
9. Other Business (*added at meeting*)
 - a.
 - b.
10. Policy Review
 - a.
 - b.
11. Old Business
 - a.
12. Reports/Announcements
 - a.
 - b.
13. Announcement of next scheduled meeting: *October 29, 2025 @ 7:00 PM*
14. Other Upcoming Meetings/Events
 - a. Supervisors Meeting – October 1, 2025
 - b. “Fifth” Monday meeting – October 6, 2025; 6:30 PM; Albany Area Schools
 - c. District 742 School Board Election – November 4; 7 AM – 8 PM; Avon Town Hall
 - d.
15. Adjourn

Note: All Town Meetings are available via Zoom at <https://us02web.zoom.us/j/8325486945>. Passcode: AvonTown. The Clerk may record the proceedings of this meeting to ensure accuracy of the minutes. The recording will be deleted upon completion of the minutes and will not become public (Resolution 01-03-18).

Minutes of the Meeting of the Avon Township Planning Commission

August 27, 2025

Avon Township Hall (16881 Queens Road, Avon 56310)

Call to Order: Vice-Chair Lori Yurczyk called to order the meeting of the Avon Township Planning Commission (PC) at about 7:05 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, Kelly Martini, Stephen Saupe, and Lori Yurczyk. Absent – Andrew Wensmann. There was a quorum.

Approval of Agenda: Added to the agenda were Access Permits for Gondringer and Rasmussen, and a discussion of anti-virus software and the website. Blonigen moved to approve the agenda as amended. Martini second. All in favor. Motion carried.

Minutes: Martini moved to approve the minutes from the July 30, 2025 meeting as presented. Blonigen second. All in favor. Motion carried.

Public Hearings: none scheduled.

Public Comments: none.

Business:

16. **Variance Request – At Homes Rental LLC.** Mr. Nathan Diehl, Diehl Construction (Foley, MN) appeared at the meeting to represent Donna Liveringhouse (At Homes Rental, LLC; 401 Blattner Dr., Avon MN 56310) who is requesting a variance for a non-conforming garage at her property (17083 Upper Spunk Lake Road, Avon; PID 03.01461.0000), which is 69 feet from the center-of-the-road (COR) and approximately 19.5 feet from the road right-of-way (ROW). Avon Township Zoning Ordinance #6, section 9.9.9 A(3), states that the setback should be 30 feet from the ROW and 63 feet from the COR if the ROW cannot be established. Though the setback from the COR meets the requirements of the ordinance, the setback from the ROW does not, necessitating the variance request. The PC noted that the road does not appear to be centered in the ROW; this could cause similar problems for other residents in the area. After discussion, Saupe moved to recommend to the Supervisors approval of a variance of approximately 10.5 feet for a non-conforming garage for Donna Liveringhouse at 17803 Upper Spunk Lake Road. Blonigen second. All in favor. Motion carried.
17. **Access Request – At Homes Rental LLC.** Mr. Nathan Diehl, Diehl Construction (Foley, MN) appeared at the meeting to represent Donna Liveringhouse (At Homes Rental, LLC; 401 Blattner Dr., Avon MN 56310) who is requesting an Access Permit for a new driveway at her property (17083 Upper Spunk Lake Road, Avon; PID 03.01461.0000). Mr. Diehl presented a drawing showing that the existing home will be demolished, a new home will be built, and the existing driveway will be moved. The latter requires an Access Permit. The drawing presented showed a circular drive accessing the road in two places. The PC noted that this is not permitted. Mr. Diehl stated that the drawing will be modified and the access will be changed to meet township guidelines. Blonigen moved to recommend to the Supervisors an Access permit for Donna Liveringhouse (At Homes Rental, LLC for a new driveway approximately 16 feet wide at her property at 17083 Upper Spunk Lake Road, Avon; PID 03.01461.0000, on the condition that it meets all Avon Township Access Permit guidelines. Martini second. All in favor. Motion carried.

18. **Access Permits: Gondringer & Rasmussen** – Inquiries were received from James Gondringer and Scott Rasmussen regarding the need for an access permit. The Clerk advised them to attend a PC meeting for details and to begin the process. Neither appeared at tonight's meeting. No action taken.
19. **Town Hall Use Review** – the Supervisors authorized the PC to develop policy guidelines for allowing civic organizations to use the Hall for meetings. The PC discussed the policy guidelines and developed a revised document for Supervisor consideration. Among the suggested changes: allowing 'organizations' other than youth-oriented non-profit ones to use the hall; requiring that a member of the organization is a township resident; charging a fee of \$150 per day; requiring a \$200 damage deposit; and giving authority to the Clerk and a designated Supervisor to make decisions on use including potentially waiving fees.
20. **Road Plan** – no action; moved to next meeting.
21. **Anti-virus Software & Town Website** – It is not clear if Township computers have current anti-virus software. One program, AVAST, may be operating on Town machines. It may be difficult to purchase anti-virus software because a credit card is often required. The Clerk will follow-up to determine if our anti-virus protection still exists and if not, how to purchase protection.

The website is running an older version of Joomla. It needs updating. Our current web provider has agreed to do the update if the Town signs up for an additional two years' hosting service. Blonigen will look into local alternatives.

Reports/Announcements: none discussed.

Next Meeting: The next PC meeting is September 24, 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*):

- Supervisors Meeting – September 3, 2025; 7 PM.
- District 742 School Board Election – November 4; 7 AM – 8 PM.

Adjournment: Yurczyk adjourned the meeting at 9:10 PM.

Respectfully submitted,
Stephen G. Saupe, Clerk

date: August 30, 2025

Approval:

Andrew Wensmann, *Planning Commission Chair – signature*

date: _____

-----Original Message-----

From: "Jodi A - City of Avon" <jodi.a@cityofavonmn.com>
Sent: Tuesday, September 9, 2025 11:45am
To: "clerk@avontownship.org" <clerk@avontownship.org>
Subject: RE: OAA

Good Morning Steve,

At last night's city council meeting there was much discussion about the agreement. The council had one remaining concern that they felt should be addressed prior to them approving the document.

Regarding Page 7 Section H.2 as it relates specifically to Avon Estates (see snippet below).

City Setbacks from Farm Operations. The City will adopt measures to ensure that no new residential homes are constructed within 500 feet of structures used to house animals (or which are considered operating feedlots with livestock according to Minnesota Rules) and located on land employed and engaged in agricultural business endeavors. This provision is not intended to apply to new residential structures constructed on the same parcel as the agricultural structures.

We are not certain if the following properties within close proximity to Avon Estates might include "structures used to house animals (or considered operating feedlots with livestock)" that could fall within 500' of a new residence as we continue to build out Avon Estates to the west.

18729 Co RD 54 (Aaron Middendorf)
34114 Peach Dr (Jerome Emmerich)
18732 Co RD 54 (John Klaphake)
18918 Co RD 54 (Mitchell Herdering)
18909 Co RD 54 (Dean Mitchell)
18905 Co RD 54 (Cody Schleicher)

The city will need to make sure that we are able to build out the remainder of Avon Estates without issue.

If the above properties are indeed considered operating feedlots *or* have structures which are used to house animals and are located within 500' of Avon Estates, the city would ask that a provision be added to exclude Avon Estates *or* to change the 500' distance to a lesser amount to avoid restricting residential development in Avon Estates.

Please discuss and advise.

I plan to bring this back to city council in October.

Thank you!

Jodi Austing-Traut
City of Avon

Policy for Use of the Town Hall

Organizations may use the Avon Township Hall for meetings and events when available. The organization must be represented by at least one Township resident who will serve as the organization's agent and will be responsible for cleanup and any damage. Township use takes precedence over any other use, and other uses may be cancelled if a Township meeting must be scheduled. All scheduling and approvals will be handled by the Township Clerk and a designated Supervisor. No use, which in the judgment of Township officials could cause damage to Township property or disruption of Township operations, is permitted. A usage fee and damage deposit are required, though they may be waived at the discretion of the Township.

Rules

Rules governing the use of the Township building facilities include, but are not necessarily limited to the following:

1. A fee of \$150 per day will be charged.
2. A damage deposit of \$200 is required. After inspection, if the Hall is clean and there is no damage, the deposit will be returned.
3. Social events and parties are not permitted.
4. Each organization using the facility is financially responsible for any damage caused to Township property, buildings, or the contents of buildings
5. After use, the building will be inspected to ensure that the building is returned to the condition in which it was found including:
 - a. Appropriate clean-up of tables, chairs, kitchen counters, appliances, and sinks
 - b. Return chairs and tables to their original locations
 - c. Removal of trash
 - d. Bathrooms neat, toilets checked (flushed, not running)
 - e. Vacuuming and sweeping
 - f. Lights are all turned off
 - g. Windows all closed and locked
 - h. Fire exit door closed tightly
 - i. Entrance door locked
 - j. Thermostats returned to 50 degrees in winter or 75 degrees in summer
6. The following are prohibited from use in the Town Hall: alcohol, tobacco products, candles, fireworks or other fire-generating products, weapons or firearms, and gambling.
7. Users will be held responsible for any damage to Township property. Willful violation of these rules will lead to the loss of the eligibility to use the facility.

(last update: September 2025)

OFFICE OF THE MINNESOTA SECRETARY OF STATE

Date: August 5, 2025

To: Minnesota County Auditors League of Minnesota Cities and Minnesota Association of Townships
From: Elections Division Office of the Minnesota Secretary of State
Subject: 2025 Polling Place Accessibility Grants – Application Process Notification

Notice is hereby provided to all Minnesota counties and municipalities of a funding opportunity to support accessibility improvements to polling places for individuals with disabilities.

2023 Minnesota Laws, Chapter 62, Article 1, section 6 appropriated \$500,000 “for the secretary of state to make grants to counties and municipalities to improve access to polling places for individuals with disabilities and to provide the same opportunity for access and participation in the electoral process, including privacy and independence, to voters with disabilities as that which exists for voters with no disabilities. Funds may be used to purchase equipment or to make capital improvements to government-owned facilities. This is a onetime appropriation and is available until June 30, 2027.”

The Office of the Minnesota Secretary of State worked in consultation with the office’s Disability Advisory Council to solicit feedback on prioritization of needs to best allocate the available funds. Through those discussions, the top need identified was improved access to the buildings where polling places are located. As a result, first priority will be given to grant requests that fall into the following categories:

- Automatic/electronic door openers for entrances to government owned facilities designated for use as a polling place
- Construction of ramps for access to government-owned facilities designated for use as a polling place
- Signs that improve the access to buildings where polling places will be located
- Signs, tools, or enhancements to facilitate assistance with registration and voting outside the polling place pursuant to Minn. Stat. 204C.15 subd. 2 (curbside voting).
- Other Capital Improvements to entrances to government-owned facilities designated for use as a polling place

There will be a \$20,000.00 per jurisdiction limitation on the total amounts to be awarded for first priority, second priority, and other grants.