

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:

- 1. 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.
- 2. 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.

3. **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.
4. **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.
5. **Road Plan** – no action; moved to next meeting.
6. **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: _____