

**Minutes of the Meeting of the Joint Planning Board  
of Avon Township & the City of Avon**  
November 25, 2019  
(Continuation of the meeting held October 28, 2019)  
Avon Township Hall (16881 Queens Road, Avon)

**Call to Order:** The Joint Planning Board meeting was called to order by Chair Mike Linn at 6:10 P.M. in the meeting room of the Avon Township Hall.

**Roll Call:** Present: Dick Glatzmaier (City), Katie Reiling (City), Mike Linn (Town), Ken Mergen (Town). Also present: Jodi Austing-Traut (City Administrator) and Steve Saupe (Town Clerk).

**Minutes:** Linn asked for a motion to approve the minutes from the October 28, 2019 meeting as presented. Motion made by Mergen to approve with a change to strike the word “deputy” from the Town Clerk’s title. Linn second. All in favor. Motion carried.

**Agenda:** Reiling moved to approve the agenda as presented. Glatzmaier second. All in favor. Motion carried.

**Business:**

**Continuation of Discussion on Building permits in the Orderly Annexation Area:**

Nancy Scott of AllSpec Services has offered her services to handle zoning administration in the Orderly Annexation Area pursuant to the MOU and under the regulations set forth in County Zoning Ordinance. Township Officials will meet with Nancy Scott to further discuss her services and qualifications. Motion Mergen to authorize Township Officials to meet with Nancy Scott and if her services and qualifications meet the expectations of the Joint Planning Board, Township Officials are authorized to hire her on behalf of the Joint Planning Board, second Katie Reiling.

**Continuation of discussion and consideration of request for a Construction Site Permit at 15593 County Road 159 (PID 03.00990.0001):**

Karen and William Hennen will proceed with permitting subsequent to the hiring of a zoning administrator by Avon Township.

**Common Interest Issues/Information Sharing:**

Austing-Traut questioned how the Joint Planning Board would consider handling a request for annexation on a 30 acre parcel that lies outside of the primary orderly annexation area. The area is identified in the “secondary annexation area”. Joint Planning Board consensus that any parcels outside of the primary annexation area would need to be added to the primary orderly annexation area in order to be considered for annexation. Township Clerk will follow up with

Township Attorney Adam Ripple for further guidance and will subsequently follow up with City Clerk for the handling of the request.

**Adjourn:** Motion by Reiling to adjourn at 7:08 pm, Second by Mergen. All in favor. Motion carried.

Respectfully submitted,

Jodi Austing-Traut, Avon City Clerk/Administrator

*and*

Stephen Saupe, Avon Township Clerk