

**JOINT PLANNING BOARD
CITY OF AVON AND AVON TOWNSHIP**

Thursday, January 20, 2022

6:30 pm

Avon City Hall

140 Stratford Street East Avon, MN 56310

Meeting Agenda

- 1) Chair calls Meeting to Order
- 2) Review/Approve Minutes from December 17, 2019
- 3) Approve Agenda
- 4) Peter Jonas 03.00941.0000 / 34759 CR 9, Avon would like an administrative subdivision to enable him to sell the buildings plus 24 acres of his property. Request is for a certificate of compliance.
- 5) Common Interest Issues/General Information Sharing
- 6) Adjourn meeting

**Minutes of the Meeting of the Joint Planning Board
of Avon Township & the City of Avon**
December 17, 2019
Avon City Hall 140 Stratford Street East Avon, MN 56310

Call to Order: The Joint Planning Board meeting was called to order by Chair Mike Linn at 6:30 P.M. in the meeting room of the Avon City Hall.

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

Minutes: Linn asked for a motion to approve the minutes from the November 25, 2019 meeting as presented.

Motion made by Reiling to approve. Glatzmaier second. All in favor. Motion carried.

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

Business:

Consider annexation of a 30 acre portion of PID 03.01110.0010 located at 32902 County Road 50 in Avon, MN and owned by Lange Properties of Avon LLC:

Mergen suggested the Joint Planning Board consider approval of the annexation with the caveat that the 6 year tax rebate provision be added pursuant to the OAA, although this property is not subject to the orderly annexation agreement. Mergen also suggested approval contingent upon a 10 year extension of the OAA. Austing-Traut stated that it would be unlikely that the city council would accept a 10 year extension of the OAA without adequate time to properly negotiate terms which would delay the annexation. Land owner attorneys expressed concern for a potential delay. Mergen stated that the township had not been receiving the 6 year tax rebates pursuant to the OAA. Austing-Traut and Mergen were both under the impression that Stearns County was handling those tax adjustments. Austing-Traut will look into the procedure for the rebates and provide payment to the Township pursuant to the OAA.

Motion Reiling to approve the annexation of the 30 acre portion of PID 03.01110.0010 (32902 County Road 50 in Avon) with the addition of the six year property tax rebate pursuant to the OAA and contingent up on city making the rebate payment to township for past annexations, second Linn. Motion carried.

Common Interest Issues/Information Sharing:

The Township Board will meet with Nancy Scott on 1/2/20 to consider hiring her for zoning administration services in the Joint Planning Area.

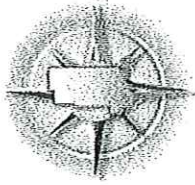
Linn updated the board regarding the trailers that were supposed to have been removed by 10/31/19. Linn indicated that the trailers had not been moved, and another trailer has since been added to the park.

Mergen asked about the status of the city/township compost site. Austing-Traut explained that the city is looking at options to attempt to eliminate abuse of the site. There have been contractors caught dumping inappropriate materials at the compost site. The city will continue to explore its options and will notify the township of its intent.

Adjourn:

Motion by Mergen to adjourn at 7:05 pm, Second by Reiling. All in favor. Motion carried.

Respectfully submitted,
Jodi Austing-Traut, Avon City Clerk/Administrator



Staff Contact: Heidi Winskowski
 Date: 10/5/2021
 Subdivision #: _____

APPLICATION AND PROCEDURES FOR ADMINISTRATIVE SUBDIVISION

Environmental Services Department
 Stearns County Service Center - 3301 County Rd 138 - Waite Park, MN 56387
 320-656-3613 or 1-800-450-0852

It is strongly recommended that applicants meet with staff to discuss proposed land subdivisions.

Property Owner	Jerome Jonas, Marvin Jonas, Lois Wooldridge			Phone	_____
Email	jmeagheronquail@aol.com (John Meagher-Sellers Agent) 320-250-2958				
Mailing Address	P.O. Box 441 Avon, MN 56310				
Parcel I.D. Number	03.00941.0000	Township	Avon	Section	21
Legal Description	Tract A-See Survey				
Is property to be subdivided Torrens?	<input checked="" type="checkbox"/> NO				<input type="checkbox"/> YES

Type of Administrative Subdivision:

- 4.1 Non Building 4.2 Building Sites > 10/20 acres 4.3 Government Lot 4.4 Quarter Quarter
 4.5 Boundary Line Correction 4.6 Attachment 4.7 Sewage Treatment System

Submission Requirements:

Certificate of Survey – Electronic version in a PDF format

- Boundary line survey of tract to be subdivided
- Legal description of tract to be subdivided
- Calculate the area of the tract to be subdivided
- Show the location of all buildings relative to the tract to be subdivided
- Show distances of buildings to property lines
- Access Easement
- Other _____

Declaration of Restriction - A sample format will be provided.

ZONING (per Ordinance 439):

- Declaration of Restriction for Development Rights

SUBDIVISION (per Ordinance 230):

- Declaration of Restriction for Conveyance for Non-Building Purposes
- Declaration of Restriction for Conveyance for Sewage System Installation

Deed – One or more deeds will be required for all land transactions.

Attachments:

- (1) Legal description of the lot, parcel or tract that will be attached;
- (2) Legal description of the lot, parcel or tract that (1) will be attached to; and
- (3) The deed shall state, "The subdivision is for the purpose of attachment, and the lot, parcel or tract to be attached, together with the lot, parcel or tract to which it is being attached shall, upon attachment, be considered as one lot, parcel or tract."

Non-Building Building Sites > 10/20 acres Government Lot ¼ ¼ Sewage Treatment System

- Residual:** Legal description of the residual lot.

Boundary Line Correction:

- (1) Legal description of boundary line correction
- (2) Statement that the purpose on the deed is for boundary line correction

Other _____

Certificate of Compliance – Some township require a certificate of compliance for administrative subdivisions.

Township requirement? NO _____ YES Township: _____ Avon

Other Documents

- _____ Access Easement: Minimum width shall be 33', shall be granted for roadway and utility purposes, must be perpetual, be binding upon the heirs, successors and assigns, have a defined legal description, contain provisions for construction, maintenance, repair, alteration and contain provisions for enforceability by the grantor/grantee.
- _____ For Boundary Line Correction, include documentation from a land surveyor, title company, attorney or other qualified professional detailing the fact why the boundary line correction is warranted.
- Highway Certificate to be recorded if subdivision is adjacent to State Highway or County Road (County to obtain if applicable)
- Sewage Treatment System locations and soil boring report (see checklist for additional explanation)
- _____ Other: _____

Park Dedication fee required? NO _____ YES
Amount: \$ _____ Receipt # _____

REVIEW PROCESS

Submit all required documents to Environmental Services. Allow **7 to 10 business days** for application review. *Documents do not need to be signed and notarized before staff review.* If one or more documents do not meet ordinance requirements, the application will be considered incomplete. The document(s) will be returned to the applicant for revision. When all documents meet ordinance requirements and the park dedication fee is paid (if applicable), administrative subdivision approval can be issued.

Recorder's Office

- Submit all required documents. Deeds and Declarations of Restrictions must be signed and notarized
- Submit the administrative subdivision approval
- Submit a copy of the Certificate of Survey (if a survey is required)
- Pay recording fees

Auditor's Office

- Reviews all documents, the subdivision approval and the Certificate of Survey (if one was required)
- Certifies that all property taxes are paid in full for the parcel subject to the subdivision
- Establishes parcels in the tax system

****Administrative subdivisions in Le Sauk Township are not subject to Environmental Services review.**

I, the undersigned, agree that I am the owner of the above-described property or am a representative of the owner of the property. Additionally, I have submitted all the required documents with this application.

Marian Jones
Applicant's Signature (or Representative)

1-6-22
Date

Application Fee: \$ 250 Receipt #: _____

Administrative Subdivisions for Building Sites on 20 acres or more

Survey shall include the following information:

YES NO

- | | | |
|-------------------------------------|-------------------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Legal description of each parcel |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Parcel area |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Existing structures and any impervious surfaces |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Distances from structures to property lines |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | The location(s) of any animal feedlot within 700 feet of the plat boundary |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | If determined necessary by the Director, a copy of the wetland delineation report of delineated wetland boundaries for all wetlands that are not public water wetlands |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Floodway, flood fringe and/or general floodplain district boundary |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Shoreland district boundary |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Identification on the survey of the location of two soil treatment and dispersal areas that support systems as described in Minnesota Rules 7080.2200 to 7080.2230 or successor rules, or site conditions described in Minnesota rules 7081.0270, subparts 3 to 7 or successor rules in addition to the site evaluation report completed by a licensed site evaluator. If the proposed use of the property does not require a sewage treatment system, this requirement may be deferred until such time that a sewage treatment system is needed |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Soil boring locations. In soil treatment design areas, soil borings must be taken to a minimum depth of seven feet below the ground surface, unless redoximorphic features or ground water is encountered prior to that depth. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | The minimum setbacks and resulting building lines |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Identification of the building envelope as set forth in Section 7.32 of Stearns County Land Use and Zoning Ordinance 439, if applicable. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Identification of the buildable lot area as set forth in Sections 5.4.7 G and H and Section 8.9 of this Ordinance; or successor ordinance |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | The location of ingress and egress to and from the proposed subdivision |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Description of equivalent land areas when the subdivision results in the transfer of development rights |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Highway certificate is required to be recorded with the subdivision documents for subdivisions that are being reviewed pursuant to Section 4.2 of this Ordinance; or successor ordinance if the subdivision is adjacent to a State Highway or County Road (County to obtain if applicable) |

