

Avon Township Planning Commission Meeting – August 27, 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 – *July 30, 2025*
6. Public Hearing – *none*
7. Public Comments
8. Scheduled Business
 - a. Variance Request for non-conforming garage (*too close to the road*) – Diehl (17083 Upper Spunk Lake Road) – no documents/application available
 - b. Town Hall Use guidelines update – see website: Inside/Roads/Road Management Plan, Road Inventory, Road Manual (<https://www.avontownshipmn.gov/inside-avon-township/roads>)
 - c. Road plan discussion
 - d.
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: *September 24, 2025 @ 7:00 PM*
14. Other Upcoming Meetings/Events
 - a. Supervisors Meeting – September 3, 2025
 - b. District 742 School Board Election – November 11, 2025
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

July 30, 2025

Avon Township Hall (16881 Queens Road, Avon 56310)

Call to Order: Chair Andrew Wensmann 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, Andrew Wensmann, and Stephen Saupe. Absent – Lori Yurczyk. There was a quorum.

Approval of Agenda: Blonigen moved to approve the agenda as presented. Martini second. All in favor. Motion carried.

Minutes: Blonigen moved to approve the minutes from the May 25, 2025 meeting as presented. Martini second. All in favor. Motion carried.

Public Hearings: none.

Public Comments: none.

Business:

16. **Subdivision Request – Angulski.** Mr. Kevin Angulski (19467 St. Anna Drive, Avon) appeared at the meeting to request a Certificate of Compliance for a subdivision. At the last meeting, Mr. Angulski presented a request for approval of a preliminary plat (The Edge) in which he proposed dividing his existing parcel (03.00798.0003) into three parcels including a 2-acre parcel with the existing shouse (Lot 1, Block 1), a one-acre parcel in the NW corner (Lot 1, Block 2), and a 17-acre parcel (Outlot A). At their July meeting the Supervisors were not supportive of the preliminary plat and recommended to Mr. Angulski to consider an administrative subdivision. The PC review the proposed subdivision. Mr. Angulski proposes to split the parcel into a 2-acre parcel with the home site and an 18-acre parcel. The larger parcel would have an easement to access Mr. Angulski's adjacent property in Albany Township.

Saupe was concerned about how small a parcel the Town is willing to approve in the A40. He was concerned that it would set a precedent that could ultimately affect the agricultural character of the township. Blonigen recalled that, at their last meeting, the Supervisors had suggested this proposed plan to Mr. Angulski. The possibility of an agricultural easement on an unbuildable parcel was suggested. Wensmann appreciated the concern of splitting a small parcel, but didn't think it would set a precedent in this situation. Mr. Angulski stated that the small parcel meets County guidelines. Saupe noted that the question that was being debated is whether this is acceptable to the Township.

Blonigen moved to recommend to the Supervisors the approval of a Certificate of Compliance for Mr. Kevin Angulski to subdivide his property at 19467 St. Anna Drive (03.00798.0003). Martini second. Three in favor. One (Saupe) opposed. Motion carried.

17. **Preliminary Plat Request – Angulski.** Ms. Deb Angulski (19263 St. Anna Drive, Avon; 03.00798.0000) appeared at the meeting to request approval of a preliminary plat for Angulski Addition. She proposes splitting her 31.8-acre parcel into a 3.2-acre parcel with the existing residence and the remainder of the

property, which she plans to sell to her neighbor. The same issues (*i.e.*, parcel size, precedent) were raised concerning this proposal as in the subdivision proposal by Kevin Angulski. Ms. Angulski said that there was no additional building credit associated with the remaining 28.56 acres that will be sold to the neighbor. Martini moved to recommend to the Supervisors approval of the preliminary plat, Angulski Addition. Blonigen second. Three in favor. One (Saupe) opposed. Motion carried.

18. **Certificate of Compliance – Thell.** Pamela & Daniel Thell, 18446 Co Rd 9, appeared at the meeting to request approval of Certificate of Compliance to attach approximately 4 acres they will purchase from their neighbors to their property. After discussion, the PC identified no concerns with this proposal. Martini moved to recommend to the Supervisors to approve a Certificate of Compliance for Pamela and Daniel Thell to attach 4 acres to their property at 18446 Co Rd 9. Blonigen second. All in favor. Motion carried.
19. **Town Hall Use Review** – the Supervisors authorized the PC to review the policies for using the Town Hall. PC members researched policies of other townships. Saupe reported that Wakefield Twp doesn't rent their hall for the same reasons that our township has restricted use. Lynden rents their hall for a fee of \$50 with a \$100 damage deposit. No alcohol or smoking is allowed. They have developed a rental contract in conjunction with their Town attorney. A neighbor serves as caretaker and receives \$25. Lynden Twp rents their hall but it doesn't get much use because the kitchen is not great and there are better, nearby venues.

Blonigen contacted four other townships. He reported that two do not rent their facility. One charges \$200/\$100 (non-residents/residents) with a \$100 deposit. A neighbor serves as caretaker. The other Town rents only to residents and charges \$150, of which \$50 is returned if the facility is clean after use. Martini reported that St. Joseph Twp does not rent their hall, but does allow rental of their outdoor pavilion.

The current Town policy only allows non-profit, youth-oriented groups (*i.e.*, scouts), and an occasional government meeting. Saupe suggested changing the policy to allow for 'civic' organizations to use the hall, but not for 'social' events. There was agreement to maintain the policy of no alcohol and no smoking. There would likely be a fee, especially for regular meetings, though the fee could be waived. A fee could be used to pay the caretaker. The caretaker should check the hall immediately after use.

Blonigen moved to recommend to the Supervisors to allow use of the Town Hall by civic organizations whose membership includes a Township resident, to require a nominal fee to pay the caretaker who will open/close, check and clean after use, and if the meeting results in more than 10 minutes of the caretaker's time, the group would not be permitted to use the hall again. Saupe second. Three in favor. One (Martini) opposed. Motion carried. If the Supervisors approve this recommendation, then details of use would need to be worked out.

20. **Joint Planning Board Meeting** – will be held tomorrow night to discuss the renewal of the Orderly Annexation Agreement, a proposal for a Shorewood Drive subdivision, and an Xcel substation. The PC discussed potential concerns for the Township. Blonigen suggested that the OAA document include a provision to index tax collection for inflation. He also suggested that the percent of residents in a neighborhood in favor of annexation could be increased. A concern was raised that the map expands the annexation area. It appears that the location of the substation is in the shoreland district, which means that the County will likely handle the permitting rather than the Joint Planning Board.
21. **Road Plan** – The Supervisors requested the PC review and develop a road maintenance plan. The plan could be modeled after the one done by the County. Wensmann suggested that a road plan would be a good idea and would provide an idea of how to budget, though he noted that any plan would be affected by unanticipated issues that could develop. Blonigen suggested that the analysis should include a look back at past road work to analyze past successes and failures to ensure the best outcome for future projects. He also

recommended that the Township try to piggyback on County projects to get some buying power. The PC decided to review/edit the Township Road Maintenance Plan that was completed in 2021, and then create a listing of road projects. The goal will be to complete the plan by the end of the year.

Reports/Announcements:

- **Signs** – road construction signs are still on the road. Blonigen inquired whether or not they belong to the Township or contractor. Saupe will follow up.
- A black bear was recently sighted during daylight hours in the Township. It was even observed swimming across Middle Spunk Lake.

Next Meeting: The next PC meeting is August 27, 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):

- Joint Planning Board Meeting – July 31, 2025; 7 PM; Avon City Hall
- Supervisors Meeting – August 13, 2025; 7 PM.
- District 742 School Board Election – November 11; 7 AM – 8 PM.

Adjournment: Martini moved to adjourn the meeting at about 8:37 PM. Blonigen second. Meeting adjourned.

Respectfully submitted,
Stephen G. Saupe, Clerk

date: August 1, 2025

Approval:

Andrew Wensmann, *Planning Commission Chair – signature*

date: _____

Township of Avon

Application to Use the Avon Township Hall

A. Requested use date(s) _____

Requested use time(s) _____

B. Purpose of use (describe function and estimated number of people)

C. Name of organization _____

D. Address of organization _____

E. Type of organization (circle one): government / non-profit/ private / other ()

F. Description of type and purpose of organization _____

G. Responsible agent _____

a. Address _____

b. Phone (home) _____ Cell _____

c. Email _____

I, _____ (print name), have read and understand the rules and policies governing the use of the Avon Township Hall facilities and, as the responsible agent, accept both personally and for my organization, full liability for compliance with them, including financial responsibility. Furthermore, on behalf of my organization, I hereby release and hold harmless the Township of Avon for any and all claims for damages or injury related to the requested use.

Responsible Agent Signature _____ date _____

Township of Avon Policy for Use of the Town Hall

Non-profit, youth-oriented organizations may use Avon Township Hall facilities located at 16881 Queens Road, Avon, MN 56310 for meetings and events when available. Priority use for the building belongs to the Township Boards and Committee. The use by Township Boards and Committees takes precedence over any other use, and other uses may be cancelled if a Township meeting must be scheduled. All scheduling of public use will be arranged through the Township Clerk. No use, which in the judgment of Township officials could cause damage to Township property or disruption of Township operations, is permitted.

Rules

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

1. Each group/person using the facility shall be financially responsible for any damage caused to Township property, Township buildings, or the contents of buildings.
2. After use, the building shall be returned to the condition in which it was found including:
 - a. Appropriate clean-up of tables, chairs, kitchen counters, and sinks
 - b. Restoration of chairs/tables to their original locations
 - c. Removal of trash generated
 - 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
3. 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.
4. A damage deposit will be required; the amount to be determined by Township officials.
5. 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: 2017)