

Minutes of the Meeting of the Avon Township Planning Commission

December 17, 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 7:00 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 – Stephen Saupe, Andrew Wensmann, and Lori Yurczyk. Absent – Craig Blonigen and Kelly Martini. There was a quorum.

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

Minutes: Yurczyk moved to approve the minutes from the November 26, 2025 meeting as presented. Wensmann second. All in favor. Motion carried.

Public Hearings: *none scheduled.*

Public Comments: *none.*

Business:

1. **Ritter Certificate of Compliance** – Mr. Don Winkels (32381 Co Rd 156; 03.01470.0305) appeared at the meeting to act as the representative for Mr. LeRoy Ritter. Mr. Ritter is requesting a certificate of compliance to split 55 acres from his 108-acre parcel (31912 Co Rd 9; 03.01066.0005) to sell to Mr. Winkels. The Certificate of Compliance is required by the County for the administrative subdivision. Mr. Winkels provided a survey showing the parcel that would be sold to him. It is rectangular and is in the upper right part of the parcel. He said the shape of the parcel to be split was determined by existing field roads. After consideration, Yurczyk moved to recommend to the Supervisors to approve a certificate of compliance for LeRoy Ritter for an administrative subdivision to split 55 acres from his parcel (03.01066.0005). Saupe second. All in favor. Motion carried.
2. **Road Plan** – will wait until Blonigen is available and is finished working on roads spreadsheet.
3. **Planning Commission Members** – The terms of Saupe & Yurczyk are expiring. Both said that they wanted to be considered for reappointment to another 3-year term. The current policy is that the Supervisors will complete, at their discretion, a review of PC members at the March meeting and then reappoint/appoint PC members at the April meeting. Saupe will not be able to attend the February, March and April meetings, the Deputy Clerk (Marion Gondringer) will fill-in. It was suggested that the Supervisors could appoint a temporary replacement for Saupe to ensure that there will always be quorum. Ultimately, the suggestion was not deemed necessary.
4. **Future Agenda Items** – it was suggested that the PC should review the forms used for various Town permits. The review would include creating a checklist for the applicant to show items (*i.e.*, survey, legal description) the Town requires to review and issue the permit. The checklist would be similar to those used by the County. It was recommended that the order of review would be: Certificate of compliance, Claims forms,

Conditional & Interim Use permits, Encroachment agreement, Access permit, Transfer of Development rights, and rezoning.

Old Business/Policy Reviews/Reports/Announcements:

- LeRoy Gondringer reported that he is a member of the County Planning Commission and that they are handling about 3 rezoning requests per meeting many involving spot zoning. There was agreement that the Township should not allow spot zoning.
- One of our snowplows was involved in a minor traffic accident (*other drivers' fault*). No one was injured. Klocker has inquired with the insurance company about filing a claim.

Next Meeting: The next PC meeting is January 28, 2026 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 – January 7, 2026
- Affidavits of Candidacy period – December 30, 2025 – January 13, 2026
- Town Hall open to accept affidavits of candidacy – January 13, 2026; 1-5 PM
- Township Day at the Capitol – March 2, 2026
- Town Hall open to accept absentee ballots – March 7, 2026; 10 AM – 12 PM
- Public Accuracy Test – March 7, 2026; 10:15 AM
- Town Hall open to accept absentee ballots – March 9, 2026; 1-5 PM
- Township election (2-8 PM) & Annual Meeting (8:15 PM) – March 10, 2026

Adjournment: Yurczyk moved to adjourn the meeting at about 8:30 PM. Saupe second. Meeting adjourned.

Respectfully submitted,
Stephen G. Saupe, Clerk

date: January 16, 2025

Approval:

Andrew Wensmann, *Planning Commission Chair – signature*

date: _____