

Avon Township Planning Commission Meeting – January 28, 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 – December 17, 2025
6. Public Hearing – *none scheduled*
7. Public Comments
8. Scheduled Business
 - a. Frie – variance request (*see excerpts from minutes of May 2025 PC & June 2025 Supervisors meetings below*)
 - b. Hunting law change – Town response?
 - c. 2025 Permits (to County) – Anstine (variance denied), At Home Rentals/Liveringhouse (variance approved); Winkels (variance approved); others?
 - d. Road plan discussion – for info, see the Management Plan, Road Inventory, and *Road Manual* on the website (<https://www.avontownshipmn.gov/inside-avon-township/roads>);
9. Other Business (*added at meeting*)
 - a.
 - b.
10. Policy Review
 - a. Form Review – Certificate of Compliance; add Plat review?
 - b.
11. Old Business
 - a.
12. Reports/Announcements
 - a.
 - b.
13. Announcement of next scheduled meeting: February 25, 2026 @ 7:00 PM
14. Other Upcoming Meetings/Events
 - a. Board of Audit Meeting – February 4, 2026; 6:00 PM
 - b. Supervisors Meeting – February 4, 2026; 7:00 PM
 - c. Township Day at the Capitol – March 2, 2026
 - d. Town Hall open to accept absentee ballots – March 7, 2026; 10 AM – 12 PM
 - e. Public Accuracy Test – March 7, 2026; 10:15 AM
 - f. Town Hall open to accept absentee ballots – March 9, 2026; 1-5 PM
 - g. Township election (2-8 PM) & Annual Meeting (8:15 PM) – March 10, 2026
15. Adjourn

Note: *The complete agenda is available at www.avontownshipmn.gov.* 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).

Re Frie Variance: From May 28, 2025 PC Minutes

Business:

1. **Frie Variance** – Ms. Cindy Frie, 34139 Lower Spunk Lane (03.01227.0007), appeared at the meeting to request a variance to construct an addition to the garage that would be closer to the road than is currently permitted by ordinance. She currently has a one-car garage and she wants to expand it to accommodate 2 vehicles. She would like to add 12-14 feet to the existing garage (excluding a 16-inch overhang). The addition would be about 23 feet from the center-of-the-road (COR). The existing driveway will be torn-up this summer as a part of a septic system replacement. Utilities may have to be moved including burying her electrical lines. Ms. Frie was told that the Town usually prefers to keep structures aligned with existing ones and the neighbors. Other concerns are that that there could be damage by the snowplow and safety relative to backing out of the garage into the road. Saupe said that this request might be a 'hard sell' to the Supervisors because of how close the addition would be to the road.

Saupe moved to recommend to the Supervisors to set a public hearing on June 25, 2025 at 7:15 PM to consider a request by Ms. Cindy Frie, 34139 Lower Spunk Lane (03.01227.0007), for a variance to construct an addition to a garage on her property that is 40 feet closer to the center-of-the-road than is currently permitted (Section 9.9.9A(3) of Ordinance #6). Yurczyk second. All in favor. Motion carried. Ms. Frie was asked to mark the proposed position of the new garage so it could be inspected.

Re Frie Variance: From June 4, 2025 Supervisors Minutes

Planning Commission (PC) Report – presented by Lori Yurczyk, Vice-Chair.

1. **Frie Variance** – Wensmann reported that Ms. Cindy Frie (34139 Lower Spunk Lane, Avon) appeared at the PC meeting, and she was also at tonight's meeting, to request a variance for a garage addition that would be 23'

from the center-of-the-road. The PC recommends setting a public hearing for a variance. The PC advised Ms. Frie that a variance for a garage so close to the road is not guaranteed for approval. Ms. Frie is still developing a plan for the garage addition and will need a survey prior to any public hearing. The Supervisors agreed that this variance is not guaranteed and that Ms. Frie will need to justify why a proposed garage addition needs to be so close to the road. Ms. Frie decided to put her request for a variance on hold to give more time to develop a plan and have a survey done. She signed a document agreeing to a temporary hold on the 60-day rule. Blonigen moved to authorize the Clerk to set a public hearing at a PC meeting to consider a variance for a garage for Ms. Cindy Frie, once Ms. Frie is ready to proceed. Klocker second. Both in favor. Motion carried.

Current CC Form

AVON TOWNSHIP
16881 Queens Road; Avon, MN 56310

CERTIFICATE OF COMPLIANCE

Name of Property Owner(s) _____

Property Owner (Mailing Address & Contact Information)

Street/Box _____ City _____ State _____
Zip code _____ Phone _____ email _____

Property Location: Township 125 Range 30 Section _____ **Zoning District** _____

PID _____

Address (if different than mailing address) _____

Legal description of property to be certified: (attach if necessary)

Property Owner signature _____ **date** _____

I, _____ (*Chairperson of the Avon Township Board of Supervisors; print name*), hereby certify that the property owner(s), or a designated legal representative, requested necessary action to certify that the above-described property is in compliance with applicable Avon Township ordinances and related documents in effect on the signature date.

I further certify that the Avon Township Board of Supervisors considered this request and the recommendation from the Planning Commission and approve this request as being in compliance with the requirements of Avon Township ordinances and related documents in effect on the signature date, subject to the following conditions:

Township Approval

Signature _____ **date:** _____

Print _____
Chair or Acting Chair, Avon Township Board of Supervisors

Attest

Signature: _____ **date:** _____

Print (name/title) _____

Update: March 2022

Fee: \$25.00 Receipt No.: _____

County Administrative Subdivision Form: <https://content.civicplus.com/api/assets/c214796d-fdfb-4af0-b3d0-912147847946?cache=1800>

shotgun zone changes

From: Stearns County Township Officers <stearnscountownofficers@gmail.com>
Sent: Sun, Jan 11, 2026 at 5:47 pm
To: undisclosed-recipients

Clerks- Please share this with your Supervisors:

This email is being sent to inform you of an upcoming change to deer hunting in Minnesota. Effective 1-1-26, the MN legislature passed a law to eliminate the shotgun zone in Minnesota and allow all hunters to hunt deer with rifles. The law does allow for each individual county to opt out of the rifles and keep shotguns in their county. We are finding that a majority of non-hunting, rural residents of Stearns County are not aware of this upcoming change, so we wanted to make sure all of you are aware of this upcoming change.

Several townships have discussed this issue at their monthly meeting and are sending letters to the County Commissioners on what they believe should be done.

Please let us know if you have any questions.

DRAFT 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:

16. **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.
17. **Road Plan** – will wait until Blonigen is available and is finished working on roads spreadsheet.
18. **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.
19. **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: _____