

**Minutes of the Meeting of the Joint Planning Board
of Avon Township & the City of Avon**

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 7:00 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 Deputy Clerk).

Minutes: Linn asked for a motion to approve the minutes from the May 13, 2019 meeting as presented. Motion made by Mergen to approve. Reiling second. All in favor. Motion carried.

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

Business:

Building permits in the Orderly Annexation Area:

According to our MOU with the County, the City/Town are responsible for issuing permits in the Orderly Annexation Area (OAA). In the recent past we have handled a Certificate of Compliance and a variance permit. We recently received our first request for a construction site permit (CSP) in the OAA. The County will not issue this permit for us because of potential liability. This means that the City/Town must do so. The Town could issue the CSP but has no experience – the County has taken care of Township CSP's for many years. The City could issue the CSP but has different rules that are more restrictive than Town regulations and the City doesn't usually deal with septic systems. In short, neither entity is equipped, or wants, to issue a CSP in the OAA. However, we need a solution to consider a request (*see below*) for a CSP. After considerable discussion it was decided that Austing-Traut and Saupe would follow-up and obtain:

- 1) Copies of both Stearns County and City of Avon Building Permit Application Packets
- 2) Stearns County "checklist" of regulations for standard residential permitting that would apply to the OAA including setbacks, impervious surface coverage restrictions, septic certification regulations, etc.
- 3) Information relative to hiring a third party zoning administrator (contact information, fee schedule, credentials, etc.)

Once this information is available the Joint Planning Board will be able to make a decision on how to handle CSP's in the OAA.

Consider request for a Construction Site Permit at 15593 County Road 159 (PID

03.00990.0001): William and Karen Hennen were present. They would like to decommission the existing residential dwelling on the property and utilize it as a storage/work shop type space. They also wish to obtain a permit to place a pre-manufactured home on the property for residential occupancy. It was noted that a building permit application had not yet been submitted so the sixty day rule is not applicable at this time. JPB will consider the request upon receipt of further information and consensus on how to proceed with permitting in the JPA.

Solar Gardens/Other Commercial Development:

JPB briefly discussed the impact and potential for future solar gardens/commercial developments that are not necessarily within the JPA, but are adjacent to it. Township will be looking at their future growth area at their next meeting.

Common Interest Issues/Information Sharing:

Linn mentioned that the township is hoping for increased enforcement of violations at the trailer park. Three trailers are expected to be moved by November 1st.

Continuation: Motion by Mergen to continue the meeting on Monday, November 25th at 6:00 PM at the Avon Township Hall 16881 Queens Road Avon, Second by Reiling. All in favor. Motion carried.

Respectfully submitted,

Jodi Austing-Traut, Avon City Clerk/Administrator

and

Steven Saupe, Avon Township Clerk