

# Avon Township Planning Commission Meeting – May 27, 2026

## 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 – April 29, 2026
6. Public Hearing –
7. Public Comments
8. Scheduled Business
  - a. Oaths of Office
  - b. Election of Officers
  - c.
9. Other Business (*added at meeting*)
  - a.
  - b.
10. Policy Review
  - a. Form Review – Certificate of Compliance editing; (Next meeting: Plat review?)
  - b.
11. Old Business
  - a. Roads – algorithm, etc.
  - b.
12. Reports/Announcements
  - a. Pierskalla/Ramler pit – Bond
  - b.
13. Announcement of next scheduled meeting: June 24, 2026 @ 7:00 PM
14. Other Upcoming Meetings/Events
  - a. Supervisors Meeting – June 3, 2026; 7:00 PM
15. Adjourn

Note: *The complete agenda is available at [www.avontownshipmn.gov](http://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).*

## **DRAFT Minutes of the Meeting of the Avon Township Planning Commission**

**April 27, 2026**

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 – Craig Blonigen, Kelly Caspers, Kelly Martini, and Andrew Wensmann. There was a quorum. Stephen Saupe was also present. Though the Supervisors had intended to reappoint Saupe to the PC, it has not yet been formally done so his term was expired.

**Approval of Agenda:** A certificate of compliance for Daniel Meyer was added to the agenda. Blonigen moved to approve the agenda as amended. Caspers second. All in favor. Motion carried.

**Minutes:** Martini moved to approve the minutes from the March 25, 2026 meeting as presented. Blonigen second. All in favor. Motion carried.

**Public Hearings:** Frie Variance

At about 7:15 PM, Wensmann opened a public hearing to consider a variance for Cindy Frie, 34139 Lower Spunk Lane, PID 03.01227.0007, to construct an addition that would extend 8 additional feet from her garage and would be 33 feet closer to the center of the road than is currently permitted by Section 9.9.9.A(3) of Avon Township Ordinance #6.

The Clerk reported that the meeting had been published and posted, including on the Town website, and that 19 letters had been sent to those with property within at least 500 feet. One letter was returned undelivered. No comments from the public were received, nor did anyone attend other than the applicant attend the public hearing.

Ms. Frie provided a brief outline of the project. Since she had been to previous meetings, little introduction was required. Frie said that the addition will be about 5 feet closer to the road than her neighbor. She will enter from the north, not directly from the street. Blonigen noted that Ms. Frie had changed the entrance of garage and size in response to previous Town concerns. No further comments were received. Blonigen moved to close the public hearing. Caspers second. All in favor. Motion carried.

The PC considered the Findings of Facts and decided that: (a) The proposed use is allowed in the zoning district in which the subject property is located; (b) The variance is in harmony with the general purpose and intent of the applicable ordinance(s); (c) the variance is consistent with the comprehensive plan; (d) The property owner proposes to use the property in a reasonable manner; (e) The plight of the landowner is created by the property owner or a previous owner because the addition could be smaller; (f) The variance, if granted, will alter the essential character of the locality because the addition will be closer to the road than neighbors; and (g) The need for the variance involves more than economic hardship.

Blonigen moved to recommend to the Supervisors approval of a variance for Cindy Frie, 34139 Lower Spunk Lane, PID 03.01227.0007, to construct an addition to her garage that would extend no more than 8 additional feet from her garage, that any new structure would be no closer than 33 feet to the center of the road, and that an Avon Township Access permit is obtained prior to beginning any work. Martini second. All in favor. Motion carried. Saupe was opposed to the variance, but because he was not formally reappointed his term hadn't begun, so his

vote is not included.

**Public Comments:** LeRoy Gondringer noted that there is a large pothole on Quaker Road, near Schirmers drive, that is in need of repair. It could be potentially dangerous for a passing vehicle.

**Business:**

16. **Meyer Certificate of Compliance** – Mr. Daniel Meyer (13958 325<sup>th</sup> St.) appeared at the meeting to request a certificate of compliance to split parcel 03.01137.0003 (14270 325<sup>th</sup> St.) into two tracts – Tract A with 10.01 acres that includes the dwelling, and Tract B with 50.96 acres. He said that we would probably attach Tract B to parcel 03.01137.0000 (13958 325<sup>th</sup> St.) to the east. Blonigen and Wensmann said they saw no issues with the request. It was not clear if, or how many building entitlements, may be associated with Tract B. Also, the proposal does not appear to create spot zoning or impact existing building restrictions, as the area consists primarily of field, swamp, and woods. Blonigen moved to the recommend to the Supervisors approval of a Certificate of Compliance for Daniel Meyer to split parcel 03.01137.0003 (14270 325<sup>th</sup> St.) into two tracts. Caspers second. All in favor. Motion carried.
17. **Caspers Joins PC** – this was the first meeting for Kelly Caspers. Though new PC members have taken an oath of office at various times in the past, the Town has not done so in recent years. The PC suggested that there should be an oath of office for new members. This could occur at the next meeting. Ms. Caspers was issued a Township laptop for use and provided log-in instructions.
18. **Road Specifications** – the Town engineer, Mr. Jeremy Mathiasen (StanTec) provided a review of the township road specifications document. He suggested several changes. The PC recommend adoption of the document.
19. **Form Review** – the PC reviewed the current Certificate of Compliance form. Several recommendations were made including: adding an applicant statement; a list of items required for submission; and increasing the fee to \$50. The Clerk will revise the current draft and return it to the meeting for final discussion before forwarding to the Supervisors.

**Old Business/Policy Reviews/Reports/Announcements:**

- LeRoy Gondringer said that the County Board of Adjustment rejects a proposal if there is just one “no” listed in the Findings of Facts.
- Blonigen reported that he had been on Queens Road with a representative from Knife River who suggested that if it is resurfaced the shoulders should be no wider than two feet, the road is deeply milled (twice) to remove about 4 inches of material, and then 4 inches of new surface is overlaid. He also said a full reconstruction and wider ditches or additional culverts would require Army Corps of Engineers approval. He also recommended jetting out a plugged culvert. Blonigen noted that current prices appear lower due to reduced activity in the industry and that
- Everyone is alerted that there have been several reported email scams/phishing involved County personnel – everyone is cautioned about responding to suspicious emails.

**Next Meeting:** The next PC meeting is May 27, 2026 at 7:00 PM (*see ‘Call to Order’ for the Zoom log-in*).

**Adjournment:** Martini moved to adjourn the meeting at about 8:27 PM. Blonigen second. All in favor. Motion carried.

**Other Meetings:** Other upcoming meetings/events include (see 'Call to Order' for the Zoom log-in):

- Supervisors Meeting – April 1, 2026
- Local Board of Appeals & Equalization – April 13, 6 PM

**Respectfully submitted,**  
Stephen G. Saupe, Clerk

**date:** May 1, 2026

**Approval:**

\_\_\_\_\_  
Andrew Wensmann, *Planning Commission Chair – signature*

**date:** \_\_\_\_\_

# 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*)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Applicant Statement:** *Please describe what is requested and the purpose of the request. Append an additional page if necessary.*

Property Owner signature \_\_\_\_\_ date \_\_\_\_\_

**Submission Requirements:** *To obtain a Certificate of Compliance for a subdivision from Avon Township, the applicant must:*

- Complete the above application;
- Append a survey showing the proposed request. The survey should include any existing buildings, etc.; and
- Provide a legal description of the property from the Abstract, Deed or Title (*append*).

*Once these materials are provided, the Planning Commission will discuss the request at a regular-scheduled meeting (last Wednesday of the month). The PC then makes a recommendation to the Avon Township Board of Supervisors who meet the following week (first Wednesday), who make a final decision and provided a signed copy of the Certificate to the applicant if approved. In rare situations or if the applicant requests and pays for an expedited review, the request for a Certificate of Compliance can bypass the PC review stage and be directly heard by the Supervisors.*

**Township Approval**

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:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_ date: \_\_\_\_\_

Print \_\_\_\_\_  
*Chair or Acting Chair, Avon Township Board of Supervisors*

**Attest**

Signature: \_\_\_\_\_ date: \_\_\_\_\_

Print (*name/title*) \_\_\_\_\_

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