

**SUPPLEMENTAL PACKET**

9.C.2

**City of Afton**  
**3033 St. Croix Trl, P.O. Box 219**  
**Afton, MN 55001**

# Meeting Date Jan. 17, 2017

## Council Action Memo

To: Mayor Bend and Members of the City Council  
From: Ron Moorse, City Administrator  
Date: January 17, 2017  
Re: Brown Trout LLC Application for Variance and Minor Subdivision at 15311 Putnam Boulevard and 2573 Stagecoach Trail – **Supplemental**

---

Council member Richter requested that staff provide findings for a denial of the Brown Trout LLC application in the case that the Council determined a denial was the proper action.

### Findings for Denial

1. Putnam Boulevard was closed prior to purchase of the two parcels by Brown Trout LLC. The closure of Putnam Boulevard does not allow road access from Putnam Boulevard for the Putnam parcel.
2. During construction, the house was expanded from the plans approved on the building permit, causing the house to be located less than the required 50 feet from the side property line.  
The new house location requires the proposed lot line realignment in order to meet the required side yard setback.
3. Sec. 12-132. B. 2 provides that in order to be considered a legally nonconforming lot, a lot must have at least 60 percent of the required frontage on an improved public street for the zoning district in which it is located. The Putnam lot does not have direct access to an improved public street.
4. While the zoning code allows access to a property by an easement through an adjacent property, the code also requires each lot to have direct access onto a public road.

## GRANT WRITING COMMITTEE

### Establishment.

A Grant Writing Committee of the city is hereby established.

### Purpose and duties.

- (a) The purpose and duties of the Grant Writing Committee shall be to:
- (1) Identify and list city projects that might attract grant money.
  - (1) Suggest projects for consideration by the city council when it appears that grant funding may be available, with final adoption contingent on receipt of funding.
  - (2) Locate grants to fund city projects.
  - (3) Prepare grant applications for the City Council to consider submitting to granting authorities.

(b) When requested by the City Council or upon its own initiative the Grant Writing Committee will investigate and prepare grant applications for consideration by the Council in areas including but not limited to the following :

Preservation of the ecology of the area.

- (1) open space, stream courses, watersheds, wetlands, water bodies, shorelines and historic areas
- (2) fish and wildlife habitats.
- (3) Encouraging game reserves.  
the rural atmosphere of the city.

Maintenance of

- 1) Swamps and other low wet areas.
- (2) Lakes, streams and ponds.
- (3) Drainageways and other features of the surface water drainage pattern.
- (4) Groundwater and groundwater recharge areas.
- (5) Tree cover.
- (6) Wildlife areas.
- (7) Steep slopes.

Supporting the commercial vitality of

- (1) The businesses located in the city's commercial and industrial zones.
- (2) The home businesses located in the city's residential zones.

Construction of City infrastructure in the areas of:

- (1) Roads
- (2) Buildings
- (3) Sustainability
- (4) Communications
- (5) Digital and electronic controls and monitoring

### Composition; terms of members.

The Grant Writing Committee shall consist of five members. Members shall be appointed by the City Council for three-year terms so that no more than two of the appointments will expire on December 31 of any year. No member may serve more than two consecutive three-year terms unless the average years of service for all committee members is less than four years. A member who has served two terms and been denied a third term may be reappointed by the City Council after a one-year absence.

### Qualifications or members.

Each member and alternate member of the Grant Writing Committee shall be a resident of the city. Wherever possible, committee members should represent all geographical areas of the city at the time of appointment.

### Removal of members.

Any member of the Grant Writing Committee may be removed by a four-fifths vote of the City Council, for cause. Cause shall include, but not be limited to, having more than three unexcused absences in any one calendar year. The council may consider exceptional circumstances when applying this rule.

### Officers.

The Grant Writing Committee shall elect a chair, a vice-chair and a secretary from among its appointed members at the annual meeting each year, for a term of one year. The chair shall preside at all meetings of the committee, if present, and shall perform all other duties and functions assigned by the committee or the City Council. The vice-chair shall perform these duties in the absence of the chair. If a vacancy occurs in the chairperson's office, the vice-chair shall assume the chairperson's duties for the remainder of the year; and a new vice-chair shall be elected by the committee at a special election to be held at the next regularly scheduled committee meeting, after at least three days' written notice to each committee member. The secretary shall take the minutes of the committee meetings.

**Annual meeting.**

The Grant Writing Committee shall hold an annual meeting on the first regular meeting day in the month of January in each year, unless that day is New Year Day, in which case the annual meeting shall be held at the first regularly scheduled meeting of the committee in the month of January in each year. Such meeting shall be devoted to the election of officers and such other business as shall be scheduled.

**Annual work plan.**

The Grant Writing Committee shall meet with the City Council at the Council's second work session each year to develop an annual work plan, including a list of projects, points of interaction on projects, programs and goals for the year.

**Regular meeting.**

- (a) Regular meetings of the Grant Writing Committee shall be held at the City Hall at time selected by the Committee. The date, place and time of regular meetings of the committee will be specified by the City Council as a policy statement that will be included in the city's policy book. The intent of this section is to allow the committee meetings to be set by city policy rather than by ordinance.
- (b) No action shall be taken in the absence of a quorum except to adjourn the meeting to a subsequent date. A regular meeting may be canceled or rescheduled by the committee at a prior meeting or if there are no scheduled agenda items, ten days prior to the meeting.
- (c) All action taken by the committee shall be by the affirmative vote of a majority of the members present.

**Special meetings.**

Special meetings of the Grant Writing Committee shall be held in the city hall at a time and place designated or at a public place at the time designated and shall be called by the chairperson. Upon the written request of at least three members, the chairperson shall be required to call a special meeting to be held within seven days of the request. Written notice thereof shall be given to all members not less than three days in advance of the meeting.

**Quorum.**

A quorum of the Grant Writing Committee shall consist of a majority of members, not including vacancies.

**Voting.**

Each member of the Grant Writing Committee attending any meeting shall be entitled to cast one vote. Voting shall be by voice vote. If any member shall have a personal interest of any kind in the matter then before the committee, they shall disclose this interest and be disqualified from voting upon the matter, and the secretary shall record in the minutes that no vote was cast by such member.

**Proceedings.**

At meetings of the Grant Writing Committee, the following shall be the regular order of business:

- (1) Roll call.
- (2) Minutes of the preceding meeting.
- (3) Old and New Business as scheduled on the agenda.
- (4) Communications.
- (5) ) Adjournment.

**Rules of procedure.**

All meetings of the Natural Resources and Groundwater Committee shall be conducted in accordance with the Revised Robert's Rules of Order.

**Agenda.**

The chairperson of the Grant Writing Committee shall cause all items to be considered at any regular meeting to be placed on a written agenda by the city administrator ten days before the meeting. The city administrator shall advise the chairperson of any matters the committee must consider by council directive, ordinance or statute and shall have prepared and mailed a written agenda of all meetings to all committee members, the City Council and the public, no less than five days before each meeting.

**Records.**

Each formal action taken by the Grant Writing Committee shall be embodied in full in the minute book as a formal motion after an affirmative vote. The recommendations and findings of the committee shall be presented to the City Council at the next regularly scheduled City Council meeting. The record of meetings, actions and recommendations shall be transmitted to the city administrator for keeping and distribution.

**Member training.**

The Natural Resources and Groundwater Committee members shall be encouraged to avail themselves of training courses offered by the city, the state and other government and public training agencies and the City Council shall budget for the reimbursement of expenses incurred in training each year.