



City of Isanti, Minnesota

**NOTICE OF PROPOSED CITY ORDINANCE**

You are hereby notified that the following Proposed Ordinance will be considered by the City Council of the City of Isanti, MN at the following meeting:

**City Council Meeting:** July 21, 2026

**DATE POSTED:** June 18, 2026

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**ORDINANCE NO. XXX**

**AN ORDINANCE TO REPEAL AND REPLACE ORDINANCE NO. 460 ADOPTED ON AUGUST 5, 2009 TITLED SPECIAL EVENTS**

**THE CITY COUNCIL OF THE CITY OF ISANTI DOES ORDAIN:**

**Section 1 – Repeal and Replace** City Code Chapter 278 is hereby repealed and replaced as follows:

**Chapter 278**

**SPECIAL EVENTS**

- |   |                                     |
|---|-------------------------------------|
| § 278-1. Purpose and intent.                    | § 278-7. Granting a permit.         |
| § 278-2. Definitions.                           | § 278-8. Denial of permit.          |
| § 278-3. Permit required.                       | § 278-9. Enforcement.               |
| § 278-4. Requirements for issuance of a Permit. | § 278-10. Revocation of permit.     |
| § 278-5. Permit application procedures.         | § 278-11. Termination of permit.    |
| § 278-6. Fees, charges and promotion.           | § 278-12. Violations and penalties. |

**§ 278-1. Purpose and intent.**

The purpose of this chapter is to promote the orderly, compatible, and safe use of property for temporary special events and to assure adequate provision of parking, traffic, sanitary facilities, utilities, and safety services. Special events may be further defined and regulated in a special events policy approved by Council.

**§ 278-2. Definitions.**

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

APPLICANT — Any individual, partnership, corporation, association, society, or group seeking a special events permit from the City to conduct or sponsor a special event.

OUTDOORS — Activity conducted outside of a permanent, enclosed structure or building.

PROPERTY, PRIVATE — Any property not under ownership by the City or as listed below under the definition of "property, public."

PROPERTY, PUBLIC — Any property owned by the City, to include but is not limited to streets, rights-of-way, parks, easements, boulevards, pavilions/shelters, buildings and parking lots.

SPECIAL EVENT —

- A. Any temporary event, sponsored by or organized by one or more organizations, entities, or individuals, with the event held or to be held in full or in part:
  - a. Outdoors on City-owned land, or a public right-of-way intended for the gathering or movement of people or vehicles, and the event is open to the general public; or
  - b. Outdoors on City-owned land, a public right-of-way intended for the gathering or movement of people or vehicles, or privately-owned land, and the event is likely to impact vehicular or pedestrian traffic on a public right-of-way by increasing its hourly flow by at least 50 percent or otherwise impede the orderly, unobstructed, or free flow of vehicular or pedestrian traffic on any such right-of-way.
- B. This section shall not apply to the following:
  - a. Any permanent place of worship, stadium, athletic field, arena, theatre, auditorium, school-sanctioned events on school property, or fairs conducted pursuant to Minn. Stats.
  - b. Special events or activities permitted or licensed by State law or ordinances of the City, other than this chapter, including publicly-sponsored activities
  - c. Events taking place in a city park rental or park facility being used as its intended purpose
  - d. Events in the nature of family gatherings
  - e. Garage sales
  - f. Non-recurring auctions or estate sales
  - g. National Night to Unite events established through the City Police Department
  - h. Funeral processions
  - i. Peaceful assembly or protests pursuant to Minn. Stats.
  - j. Activities conducted by a governmental agency acting within the scope of its authority; and
  - k. Residential neighborhood block parties.

**§ 278-3. Permit required.**

No person shall conduct or allow to be conducted any special event as defined in this chapter without first obtaining a special events permit.

**§ 278-4. Requirements for issuance of a Permit.**

The following standards and information shall apply to all special events:

- A. *Maximum Number of People.* The applicant shall not sell tickets to more than the maximum number of people stated in the special event permit.
- B. *Sound Equipment.* Sound-producing equipment, including, but not limited to, public address systems, radios, phonographs, musical instruments, and other recording devices, shall not be operated at the permit location so as to be unreasonably loud or be a nuisance or disturbance to the peace and tranquility of City residents.
- C. *Sanitary Facilities.* In accordance with State Department of Health regulations and standards and local specifications, adequate sanitary facilities shall be provided that are sufficient to accommodate the projected number of persons expected to attend the event.
- D. *Security.* The applicant shall employ at its own expense such security personnel as are necessary and sufficient to provide for the adequate security and protection of the maximum number of persons in attendance at the special event and for the preservation of order and protection of property in and around the event site. No permit shall be issued unless the Chief of Police is satisfied that such necessary and sufficient security personnel will be provided by the applicant for the duration of the event.
- E. *Solid Waste Disposal.* A sanitary method of disposing of solid wastes, in compliance with State and local laws and regulations, shall be provided and shall be sufficient to dispose of the solid waste production anticipated for the maximum number of people allowed by the permit. Plans shall include a provision for holding and collecting all such waste at least once each day, sufficient trash containers, and sufficient personnel to perform such tasks.
- F. *Parking and Traffic Control.* A parking and traffic control plan for the number of persons projected to attend the event shall be submitted. Such plan shall be sufficient to ensure a free flow of traffic and make available rapid access for emergency vehicles. Further, the applicant shall provide adequate off-street parking facilities on the site or within 1,500 feet thereof to accommodate the projected number of persons expected to attend the event. When adequate off-street parking facilities are not available within 1,500 feet, the applicant may propose an alternate plan to bus attendees from a remote location.
- G. *Signs.* All signs placed for the event must be included in the sign site plan and can only be placed on the day(s) the event is held as stated on the permit application.
- H. *Mobile Food Units.* The applicant shall provide the City evidence for events on city property (or cause the food vendor to provide evidence) that all food vending operations at the event have all required food licenses from the State Department of Health, as applicable, as well as any applicable mobile food unit permit required under Chapter 245, pertaining to regulation and zoning. The applicant shall comply at all times with the applicable health codes and regulations. Proof of license shall be kept on site for immediate inspection. It is the responsibility of the applicant to retain a copy of the vendor's license for events on private property. The applicant assumes all liability for mobile food units on private property.
- I. *Fire Protection.* The applicant shall, at its own expense, take adequate steps to ensure fire protection as determined by the Fire District Chief.
- J. *Duration of Special Event.* The applicant shall operate the special event only on those days and during the hours specified on the permit, which shall not be for more than seven days, subject to any other limits imposed by other sections of the City Code or State law.

- K. *Cleanup Plan.* The applicant shall, at no cost to the City, immediately clean up, remove, and dispose of all litter or materials of any kind that are placed or left on the premises because of the event. If the applicant neglects or fails to proceed with cleanup within a two-hour period immediately following the end of the event, or if the cleanup is done in an inadequate manner, the City Administrator or his/her designee shall clean up and charge the applicant for cleanup. Not cleaning up after an event can impact approval of future events for an applicant.
- L. *Insurance.* Before the issuance of a permit, the applicant shall provide the City with a certificate of liability insurance showing proof of general liability insurance and liquor liability insurance acceptable to the City.
  - a. Applicant shall procure and maintain for the duration of the event commercial general liability insurance or equal special event coverages protecting it from claims or damages for bodily injury and property damage that may arise from or in connection with the event's operation and use of the City's property as required by State law.
  - b. If alcohol will be sold or served, the applicant must have liquor (dram shop) insurance providing coverage of at least \$1,000,000.00 per occurrence, along with the applicable license required under City Code and State law.
  - c. The City shall be endorsed as an additional insured on all liability policies. The applicant's insurance shall be primary.
  - d. The City reserves the right to modify these insurance requirements depending on the nature and scope of the event.
- M. *Claims.* The applicant shall agree to defend and hold the City harmless from claims, demands, actions or causes of actions, of any nature of character, arising out of, or related to an event authorized by a special event permit, including attorney fees and all expenses.
- N. *Damages.* The applicant shall indemnify the City for damages that may result to City property as a result of a special event.
- O. *Waiver.* The City Administrator or his/her designee may grant a waiver from the requirements of this section where the applicant shows that strict compliance with this chapter would cause an exceptional and undue hardship or, under the circumstances the requirements of this chapter are unnecessary. Such waiver shall not be granted if doing so would cause a detriment to the public health, safety, or welfare or impair the intent and purpose of the provisions of this section.
- P. *Additional Requirement.* The City Administrator or his/her designee may place any other conditions reasonably calculated to protect the health, safety, and welfare of persons attending the event or City residents.

**§ 278-5. Permit Application Procedures.**

An application for a special events permit shall be filed with the City Clerk not less than 45 days before the first date of the proposed special event. The application shall be signed by the person, persons, or parties conducting the event and shall be accompanied by the following information:

- A. The names, addresses, and other contact information for the person or persons responsible for conducting the event
- B. Date of proposed special event
- C. Type and description of the special event and a list of all activities to take place at the special event
- D. Address of proposed special event
- E. Map of routes, proposed setup/staging areas, fencing, entertainment, portable toilets, and other

related items to the special event, if applicable

- F. Name of property owner at the permit location, if different from the applicant
- G. A statement of the locations where the applicant has promoted, operated, or conducted similar events within the last five years
- H. Duration of the special event, total number of days and/or hours during which the special event is to be held
- I. Estimated number of persons to attend
- J. Any public health plans, including supplying water to the site, solid waste collection, and provision of sanitary facilities, if applicable
- K. Site plan for signs including permission from property owner(s)
- L. Fire prevention and emergency medical services plans, if applicable
- M. Security plans required when attendance is expected to exceed 1000 people and/ or alcohol or intoxicating substances are being served or permitted; plans must include:
  - a. Personnel Detail: Specify the number of security officers, volunteers, or staff, including their roles and positions.
  - b. Site Plan/Map: A detailed map showing fencing, barricades, entry/exit points, emergency vehicle access, first-aid stations, and stages.
  - c. Crowd & Access Control: Plans for bag checks, ID checks for alcohol (including wrist banding and ID scan), and managing capacity limits.
  - d. Emergency Procedures: Detailed protocols for medical emergencies, evacuations, severe weather, or security incidents (e.g., unruly participants).
  - e. Traffic & Parking: Plans for parking management, shuttle services, and street closures if necessary.
- N. Parking plans; include approval from property owner(s) if using private or exclusive property
- O. Safety plan including pedestrian crossing plans
- P. Weather contingency plan, if applicable
- Q. Construction contingency plan, if applicable
- R. Whether food or alcohol will be served at the event and if it is provided by a licensed caterer
- S. Whether gambling will be held at the event
- T. A detailed description of all public rights-of-way and private streets for which the Applicant requests the City to restrict or alter normal parking, vehicular traffic, or pedestrian traffic patterns, the nature of restrictions or alterations, and the basis
- U. A description of any services, City personnel, City equipment, and City property the Applicant requests the City to provide, including the Applicant's estimated number and type needed, and the

basis on which the estimate is made

- V. Whether any sound amplification or public address system will be used or if there will be any playing of any music or musical instruments
- W. Applicant signature and property owner's signature, if different from applicant; and
- X. Any other information requested by the City, acting through its City Administrator or his/her designee, deemed reasonably necessary in order to determine the nature of the special event and the extent of any services necessitated by the event.

**§ 278-6. Fees, Charges and Promotion.**

- A. Fees, if any, for a special events permit shall be established by the City Council in Chapter 160.
- B. The City shall also require the payment to the City of other charges for the recovery of City costs related to the special event, which may include the hourly cost for any employees working on a special event as established by the City Council and equipment charges for the use of City equipment, at usage rates as established by the City Council.
- C. In accordance with a written policy applying to special events, the City may sponsor, participate in, or otherwise support a special event, including through the waiving of fees and/or waiving the recovery of City costs, provided the City Administrator or his/her designee determines all of the following conditions are satisfied with respect to the special event. The special event must:
  - a. Be an activity that will serve as a benefit to the community as a whole and which, at the same time, is directly related to the functions of government
  - b. Be a community-wide event
  - c. Be free and open to the public
  - d. Not be an event organized for the primary purpose of political or non-secular activity
  - e. Either:
    - i. Not be a for-profit event and not be an event that pays for event staff time; or
    - ii. Be considered an event that would otherwise be provided by the City (fee for service)
  - f. Generate a positive economic impact for the City, as determined by the City; and
  - g. Generate positive media exposure and visibility for the City, as determined by the City.
- D. Any promotion of a special event by the City, including through the City social media, City web page, City publications, or by proclamation, shall be in accordance with the City's policies regarding those matters.

**§ 278-7. Granting a Permit.**

- A. The City Administrator and his/her designee(s) will review and determine whether or not a request for a special event satisfies all the conditions of this chapter and other applicable chapters of City Code. In the event the City determines the special event does not meet these criteria, the application

shall be denied.

- B. Significant road closures or traffic impacts will be brought to City Council for consideration of approval.
- C. Special event applications that request the consumption or sale of alcoholic beverages at the event must be accompanied by a Liquor License application, if required, and follow regulations as outlined in Chapter 76 of City Code and brought forth to City Council for consideration of approval. The applicant must follow all State laws pursuant to Minn. Stats. For alcoholic beverages.
- D. Special event applications that request gambling at the event must be accompanied by a Gambling Permit application and follow regulations as outlined in Chapter 178 of City Code and brought forth to City Council for consideration of approval. The applicant must follow all State laws pursuant to Minn. Stats. for gambling.
- E. If the applicant agrees to comply with the terms and conditions of the permit and all requirements of this chapter, the special event satisfies all applicable criteria and is approved through departmental review, and the City Administrator grants approval, the City Clerk shall issue the permit. Any request approved by the City Administrator that includes significant road closures, major traffic impacts, consumption or sale of alcohol, and/or gambling must also receive City Council approval prior to permit issuance.

**§ 278-8. Denial of Permit.**

- A. Without limiting any of the other provisions in this section, the City shall have the right to deny the permit if, in the judgment of the City Administrator or his/her designee, granting of a permit would adversely affect the safety, health, and welfare of the citizens of the City. Such denial may also be based upon the following circumstances:
  - a. The event would unreasonably inconvenience the general public
  - b. The event would unreasonably infringe upon the rights of abutting properties
  - c. The event would conflict with another proximate event or interfere with construction or maintenance work
  - d. There are not sufficient safety personnel or other necessary staff to accommodate the event
  - e. The event affects other issues in the public interest as identified by the City
  - f. The proposed special event violates City Zoning Code
- B. The City Clerk shall provide written notification of a denial of a special event permit. Any applicant shall have the right to appeal the denial of a special event permit to the City Council. The appeal shall be filed within five days after the receipt of the denial to the City Clerk. The City Council shall act upon the appeal at the next scheduled meeting following the receipt of the notice of appeal.

**§ 278-9. Enforcement.**

The Police Department and other such officers, employees, or agents as the City Administrator or his/her designee, shall enforce the provisions of this chapter.

**§ 278-10. Revocation of Permit.**

The permit for a special event may be revoked by the City at any time if any of the conditions necessary for the issuing of or contained in the special event permit are not complied with or if any of the provisions of this chapter are violated.

**§ 278-11. Termination of Permit.**

An applicant granted a permit under this chapter may elect to terminate the permit at will by giving written notice to the City Clerk at least seven days prior to the first day of the event or as practical as possible. If insufficient notice is given to terminate a permitted event that involved the City undertaking contracted work in connection with the event, the applicant shall pay the City for a two-hour minimum charge for the relevant staff time, and the applicant shall compensate the City for any contractual expenses incurred and losses suffered by the City as a result of the termination. The City Administrator or his/her designee has the authority to cancel or stop an event if it is deemed that the public health, safety, or welfare would be better served with additional restrictions. No special event permit may be transferred to another person or location without the prior written consent of the City Administrator or his/her designee.

**§ 278-12. Violations and penalties.**

- A. It shall be unlawful for any person or group to sponsor or conduct a special event which requires a permit pursuant to this chapter unless a valid special event permit has been issued for the event.
- B. The special event permit authorizes the applicant or sponsor to conduct only such a special event as is described in the permit, and in accordance with the terms and conditions of the permit. It shall be unlawful for the permittee or sponsor to willfully violate the terms or conditions of the permit.
- C. Any person(s) found in violation of any provision of this chapter is guilty of a misdemeanor and, upon conviction, shall be subject to penalties as set forth in Chapter 1, Article I, of this Code of the City of Isanti.

**Section 2. Effective Date.** This ordinance shall be in full force and effect from and after its passage and publication according to law.

Adopted by the City Council this 21<sup>st</sup> day of July 2026.

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Mayor Luke Merrill

Attest:

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Jaden Strand  
City Clerk/ Deputy HR Director

Posting Date: June 18, 2026  
Reading Date: July 21, 2026  
Publication Date: July 30, 2026  
Effective Date: July 30, 2026