

**AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING**

**TUESDAY, NOVEMBER 1, 2022 – 7:00 P.M.
CITY HALL**



- A. Call to Order**
- B. Pledge of Allegiance**
- C. Roll Call**
- D. Public Comment**
- E. Adopt Agenda**

F. Proclamations/Commendations/Certificate Award

G. Approve City Council Minutes

- 1. October 18, 2022- Regular Meeting of the City Council
- 2. October 18, 2022- Committee of the Whole Meeting

H. Announcements

1. CITY OFFICES CLOSED

Friday, November 11, 2022

(In Observance of Veterans Day)

2. Committee of the Whole

Tuesday, November 15, 2022 at 5:00 p.m.

3. City Council Meeting

Tuesday, November 15, 2022 at 7:00 p.m.

4. Canvass Board Meeting

Tuesday, November 15, 2022

(Immediately following the City Council Meeting)

5. Planning Commission Meeting

Tuesday, November 15, 2022

(Immediately following the Canvass Board Meeting)

I. Council Committee Reports

J. Public Hearings

K. Business Items

City Administrator Josi Wood

- 1. ORD-XXX An Ordinance Amending City Code Chapter 8; City Council
- 2. ORD-XXX An Ordinance Amending City Code Chapter 87; Keeping of Certain Animals

Community Development Director Stephanie Hillesheim

- 3. Resolution 2022-XXX Approving Site Plans for an Industrial Building for American First CDL Academy
- 4. Resolution 2022-XXX Approving a Comprehensive Plan Zoning/ Map Amendment to Rezone PID 16.021.0200 to R-1A
- 5. Resolution 2022-XXX Approving a Zoning Ordinance Text Amendment to Include Horse Stables under Conditional Uses in the R-1A Zoning District
- 6. Resolution 2022-XXX Approving a Conditional Use Permit for Horse Stables on PID 16.021.0200

L. Approve Consent Agenda

1. Payroll in the Amount of \$120,083.47 and Accounts Payable in the Amount of \$327,157.78
2. Memo: Personnel Policy Update 4.07 Selection Process
3. Resolution 2022-XXX Approving the Hire of Liquor Store Clerk II Heather Behm
4. Resolution 2022-XXX Approving New Hire Full-Time Police Officer Noah Heiller
5. Resolution 2022-XXX Accepting Donation from Strike Life Tributes
6. Resolution 2022-XXX Accepting Donation from Rosewood Senior Living
7. Resolution 2022-XXX Accepting Donation from Laureen Simons
8. Resolution 2022-XXX Approving Contracted Services and Volunteers at Illuminate Isanti
9. Resolution 2022-XXX Approving Eagle Scout Project in Bluebird Park
10. Memorandum of Understanding Between the City of Isanti and Law Enforcement Labor Services, Inc. Local #217

M. Other Communications

N. Closed Session

1. City Administrator Annual Performance Review

O. Adjournment

**MINUTES
CITY OF ISANTI
CITY COUNCIL MEETING**

**TUESDAY, OCTOBER 18, 2022 – 7:00 P.M.
CITY HALL**



G.1.

Mayor Johnson called the meeting to order at 7:00 p.m.

The Pledge of Allegiance was recited.

Members Present: Mayor Jeff Johnson, Councilmembers: Jimmy Gordon, Paul Bergley, Steve Lundeen and Dan Collison

Members Absent: None

Staff Present: City Administrator Josi Wood, City Clerk Jaden Strand, Community Development Director Stephanie Hillesheim, Community Development Specialist Ryan Saltis, Finance Director Mike Betker and Chief of Police Travis Muyres

Others Present: Commissioner Mike Warring

D. Public Comment

None

E. Adopt Agenda

Motion by Lundeen, seconded by Bergley to adopt the agenda as presented. Motion carried unanimously.

F. Proclamations/Commendations/Certificate Award

1. Breast Cancer Awareness

Mayor Johnson read the proclamation.

G. Approve City Council Minutes

1. October 4, 2022- Regular Meeting of the City Council

Motion by Lundeen, seconded by Bergley to approve minutes as presented. Motion carried unanimously.

H. Announcements

- 1. Parks, Recreation and Culture Board**
- 2. City Council Meeting**
- 3. Economic Development Authority Meeting**

Tuesday, October 25, 2022 at 6:00 p.m.
Tuesday, November 1, 2022 at 7:00 p.m.
Tuesday, November 1, 2022
(Immediately following the City Council Meeting)

I. Council Committee Reports

None

J. Public Hearings

None

K. Business Items

City Administrator Josi Wood

1. **ORD-775** Amending the City Zoning Code Ordinance Chapter 445, Section 2 Titled Definitions and Section 15 Titled Fencing, Screening, and Landscaping

CDD Hillesheim shared that the presented ordinance amendment is an amendment to zoning code ensuring consistency, clearing up contradictions, and to clarify requirements in zoning districts.

Motion by Lundeen, seconded by Gordon to approve ordinance as presented. Motion carried unanimously.

Community Development Director Stephanie Hilleshiem

2. Resolution **2022-180** Acceptance of MN DNR Outdoor Recreation Grant

CDD Hillesheim shared that the presented resolution is for the acceptance of the MN DNR Outdoor Recreation Grant for the Splash Park. The City was awarded the maximum grant amount of \$300,000.00.

Motion by Lundeen, seconded by Collison to approve resolution as presented. Motion carried unanimously.

L. Approve Consent Agenda

1. Payroll in the Amount of \$121,212.63 and Accounts Payable in the Amount of \$333,529.98
2. **Resolution 2022-181** Appointing Election Judges for the 2022 General Election
3. **Resolution 2022-182** Approving Contract for Commercial Liability Insurance Representative
4. **Resolution 2022-183** Accepting Donation from Rum River BMX
5. **Resolution 2022-184** Accepting Donation from Surface Specialists Metro MN
6. **Resolution 2022-185** Accepting Donation from Serenity Circle Counseling
7. **Resolution 2022-186** Accepting Donation from Lit'l Sprouts Childcare Center
8. **Resolution 2022-187** Accepting Donation from Advanced Telemetry Systems
9. **Resolution 2022-188** Accepting Donation from Falcon National Bank
10. **Resolution 2022-189** Accepting Donation from Minnco Credit Union
11. **Resolution 2022-190** Accepting Donation from Northwoods Electric

City Council recognized the businesses for their generous donations for Illuminate Isanti.

Motion by Lundeen, seconded by Bergley to approve consent agenda as presented. Motion carried unanimously.

M. Other Communications

1. September Police Department Report

2. September Code Enforcement Report
3. September Building Inspector Report
4. October Engineering Project Status Report

Adjournment

A motion was made by Lundeen, seconded by Bergley to adjourn. Motion carried unanimously.

Meeting adjourned at 7:09 p.m.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Jaden Strand". The ink is dark and the signature is written on a light-colored background.

Jaden Strand
City Clerk

**MINUTES
CITY OF ISANTI
COMMITTEE OF THE WHOLE MEETING**



**TUESDAY, OCTOBER 18, 2022 – 5:00 P.M.
CITY HALL**

Mayor Johnson called the meeting to order at 5:00 p.m.

Members Present: Mayor Jeff Johnson, Councilmembers: Jimmy Gordon, Paul Bergley, Steve Lundeen and Dan Collison

Members Absent: None

Staff Present: City Administrator Josi Wood, City Clerk Jaden Strand, Public Services Director Matt Sylvester; Community Development Specialist, Community Development Director Stephanie Hillesheim, Finance Director Mike Betker and Chief of Police Travis Muyres

D. Public Comment

None

E. Committee Meeting Items

1. Private Well Water Testing Discussion

- Committee discussed well water testing for private wells.
- Consensus from Committee include:
 - That Staff send out annual notices that the City recommends private wells be tested annually, but that it is not a requirement.
 - Retain in City Code that if the well fails, it is required to hook up to City water.
 - Amend City Code to remove the current testing requirement.

2. Illuminate Isanti Update

- Committee discussed the pricing structure and ticket fees for Illuminate Isanti.
- Consensus from Committee include:
 - Ticket pricing for children under 6 years of age are free, Ages 6-12; \$5.00, adults ages 12 years and up; \$12.00. The ticket prices will include the Eventbrite processing fee.
 - Staff to look into the possibility of a discount for Cambridge-Isanti school students.
 - Staff to create \$2 off discount coupon for military/veterans and Senior 62 years of age and older.
 - Staff to create \$2 off discount coupon for adult tickets at Isanti Liquor.

3. Meetings and Agenda Discussion

- Information was shared with Committee regarding the new packet management system that is planned to go live January 2023.
- Committee discussed the Planning Commission meeting time.
- Consensus from Committee is for Planning Commission meetings to start at 6:00 p.m. beginning January 2023.

4. Proclamations Discussion

- Committee discussed what the process for proclamations should be.
- Consensus from Committee to amend City Code to reflect proclamations are at the discretion of the mayor.

5. Police Updates

- Information was shared with Committee.

6. 2023 Budget Discussion

- Information was shared with Committee including updated insurance costs and other updated numbers since the preliminary budget was presented.

7. Moratorium Update

- Information was shared with Committee regarding where Isanti County was at with their discussions on the THC moratorium topic.

8. Hunting Along Rum River Drive

- Committee discussed if hunting should be allowed on Rum River Drive.
- Consensus from Committee is not to allow and follow only regulations that are permitted within City Code.

F. Adjournment

Motion by Lundeen, seconded by Bergley to adjourn. Motion carried unanimously.

Meeting was adjourned at 6:37 p.m.

Respectfully Submitted.

A handwritten signature in cursive script that reads "Jaden Strand". The signature is written in dark ink on a light-colored background.

Jaden Strand
City Clerk



Request for City Council Action

To: Mayor Johnson and Members City Council
From: Jaden Strand, City Clerk
Date: November 1, 2022
Subject: ORD-XXX An Ordinance Amending Chapter 8; City Council

Background:

At the October 18, 2022 Committee of the Whole meeting, Committee discussed the process for proclamations. Consensus from Committee is to amend city code to reflect that proclamations are at the discretion of the Mayor. The attached ordinance amendment reflects this as well as that proclamations will be adopted by majority of Council through adoption of the agenda.

Request:

Staff is requesting action on this item.

Attachment:

- ORD-XXX An Ordinance Amending Chapter 8; City Council

ORDINANCE NO. XXX

AN ORDINANCE AMENDING ORDINANCE NO. 707; ADOPTED ON JUNE 18, 2019 AND TITLED CITY COUNCIL

THE CITY COUNCIL OF ISANTI DOES ORDAIN AS FOLLOWS:

Section 1 – Amendment. Ordinance No. 707 is hereby amended as follows:

Chapter 8

City Council

§8-30 Mayor and City Proclamations.

~~Except as otherwise provided by law, all mayoral and City proclamations recognizing events, persons, and official observances shall be adopted by a majority of Council members present at the meeting where such proclamation is presented for adoption.~~
Proclamations recognizing events, persons, and official observances shall be at the discretion of the Mayor. The City Administrator shall place such proclamations on the Council agenda which shall be adopted by a majority of the Council members with adoption of the Council agenda.

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Section 2 – Effective Date.

This ordinance shall take effect upon its passage and publication in the official City newspaper.

Adopted by the City Council this 1st day of November 2022.

Mayor Jeff Johnson

Attest:

Jaden Strand
City Clerk

Posted on:10/20/2022
Adopted on:
Published on:
Effective Date:



Request for City Council Action

To: Mayor Johnson and Members of City Council
From: Ryan Saltis, Community Development Specialist
Date: November 1st, 2022
Subject: Ordinance Amending Chapter 87: “Keeping of Certain Animals” to include regulations for Horses

Background:

A presentation was given at the October 18, 2022 Planning Commission Meeting by the City’s Community Development Specialist and explained the proposed regulations for Horses. City staff researched surrounding communities’ regulations for horses and created specific regulations that would reflect Isanti’s existing Zoning Districts and City Code language for other animals.

The added language to City Code Chapter 87 Article 1 includes the following:

§87-1.5 Horses

The City allows the keeping of horses on residential properties, subject to the following requirements:

- A. Must be located in an R-1A Residential Rural Zoning District.
- B. Must have at least 30 acres of land between 1 or more adjacent parcels under the same ownership.
- C. There shall be no more than 1 horse per 2 acres of land.
- D. A Conditional Use Permit is required for horse stables within the R-1A Residential Rural Zoning District.
- E. Stables are required and shall:
 - (1) Be located at least 50 feet from a side or rear property line.
 - (2) Not be located in a drainage or utility easement or in a shoreland protection area or in a wetland setback area.
 - (3) Be at least 100 feet from any residential dwelling on any adjacent property.
 - (4) The property owner shall maintain the stable such that they are in good shape, not unsightly and free from major defects.
- F. The owner must keep the horses in a fenced area. Fence type shall be reviewed by City Staff.
- G. The property owner shall properly store all animal feed such to ensure that it does not attract insect or rodents.

- H. The property owner shall dispose of all animal waste in an appropriate manner on a weekly basis.
- I. Manure stockpiles shall:
 - (1) Be located at least 50 feet from a side or rear property line.
 - (2) Not be located in a drainage or utility easement or in a shoreland protection area or in a wetland setback area.
 - (3) Be at least 100 feet from any residential dwelling on any adjacent property.
 - (4) Have a management plan that meets requirements set by the Minnesota Pollution Control Agency.
- J. No person may ride or drive an animal regulated under this article after sunset or below sunrise along or crossing a public way without appropriate lighting or reflectorized clothing.
- K. No person, firm, or corporation will permit any animal regulated under this article to run at large within the city. Any such animal will be deemed “at large” when it is off the premises owned or rented by its owner and unattended by the owner or any agent or employee of the owner.
- L. The animal control authority, any peace officer of the state, and any other personnel under the direction and control of the city, or any agent of the city, may impound any such animal found at large as regulated by Minn. Stats. § 374.14.

Request: Consider adopting the attached Ordinance Amendment

Attachments

- ORD-XXX An Ordinance Amending Chapter 87; Keeping of Certain Animals

ORDINANCE NO. XXX

AN ORDINANCE AMENDING ORDINANCE 763 ADOPTED ON JULY 20, 2021, ORDINANCE NO. 757 ADOPTED ON JULY 6, 2021, ORDINANCE NO. 755 ADOPTED MAY 4, 2021, ORDINANCE NO. 738 ADOPTED ON OCTOBER 15, 2020, ORDINANCE NO. 709 ADOPTED SEPTEMBER 3, 2019 AND TITLED CHAPTER 87 ARTICLE I KEEPING OF CERTAIN ANIMALS

THE CITY COUNCIL OF THE CITY OF ISANTI DOES ORDAIN:

Section 1- Amendment Ordinance 763, Ordinance 757, Ordinance 755, Ordinance 738, Ordinance 739 and Ordinance 709, codified in Chapter 87 of City Code, are hereby amended as follows:

Chapter 87
KEEPING OF CERTAIN ANIMALS

§87-1 Prohibited Animals

No person, firm or corporation shall keep, harbor, feed or raise cows, hogs or any other livestock, chicks or poultry, not in accordance with this chapter, in the City of Isanti.

§87-1.5 Horses

The City allows the keeping of horses on residential properties, subject to the following requirements:

- A. Must be located in an R-1A Residential Rural Zoning District.
- B. Must have at least 30 acres of land between 1 or more adjacent parcels under the same ownership.
- C. There shall be no more than 1 horse per 2 acres of land.
- D. A Conditional Use Permit is required for horse stables within the R-1A Residential Rural Zoning District.
- E. Stables are required and shall:
 - (1) Be located at least 50 feet from a side or rear property line.
 - (2) Not be located in a drainage or utility easement or in a shoreland protection area or in a wetland setback area.
 - (3) Be at least 100 feet from any residential dwelling on any adjacent property.
 - (4) The property owner shall maintain the stable such that they are in good shape, not unsightly and free from major defects.
- F. The owner must keep the horses in a fenced area. Fence type shall be reviewed by City Staff.
- G. The property owner shall properly store all animal feed such to ensure that it does not attract insect or rodents.
- H. The property owner shall dispose of all animal waste in an appropriate manner on a weekly basis.

- I. Manure stockpiles shall:
 - (1) Be located at least 50 feet from a side or rear property line.
 - (2) Not be located in a drainage or utility easement or in a shoreland protection area or in a wetland setback area.
 - (3) Be at least 100 feet from any residential dwelling on any adjacent property.
 - (4) Have a management plan that meets requirements set by the Minnesota Pollution Control Agency.
- J. No person may ride or drive an animal regulated under this article after sunset or below sunrise along or crossing a public way without appropriate lighting or reflectorized clothing.
- K. No person, firm, or corporation will permit any animal regulated under this article to run at large within the city. Any such animal will be deemed “at large” when it is off the premises owned or rented by its owner and unattended by the owner or any agent or employee of the owner.
- L. The animal control authority, any peace officer of the state, and any other personnel under the direction and control of the city, or any agent of the city, may impound any such animal found at large as regulated by Minn. Stats. § 374.14.

Section 2- Effective Date.

This Ordinance takes effect upon its passage and publication in the official newspaper of the City of Isanti.

Adopted by the City Council this 1st day of November 2022.

Mayor Jeff Johnson

Attest:

Jaden Strand
City Clerk

Posting Date:
Reading Date
Publication Date:
Effective Date:



Request for City Council Action

To: Mayor Johnson and Members of City Council
From: Ryan Saltis, Community Development Specialist
Date: November 1st, 2022
Subject: Site Plan Approval for an Industrial building for American First CDL Academy, Inc. located on a vacant lot in the Industrial Park District at PID 16.029.1400

Background:

A presentation was given at the October 18, 2022 Planning Commission Meeting by the City's Community Development Specialist in regards to the site plans for the CDL Truck Driving School located in the Industrial Park District at PID 16.029.1400. It was explained that the site will be accessed from an easement off of East Dual Blvd NW and will consist of a 7,000 sq ft building and a 100,000 sq ft driving practice area. Discussion was had between City Staff and Planning Commission Members regarding the easement access, parking stall lengths, driveway widths and surfacing.

A surrounding property owner, Becky Balk of 411 Hillock St NE was present at the public hearing and asked about potential noise from the truck driving school and potential hours of operation. Staff pointed out that a privacy fence will be required as a buffer in between the Residential and Industrial uses. The Planning Commission members assumed that the driving of trucks would most likely be limited to daylight hours. Staff confirmed that there is a noise section of City Code that would be in effect for the truck driving school. Staff pointed out several other conditions of approval that will protect surrounding residences. The applicants were not present at the meeting. No one else from the public spoke at the public hearing. Motion for approval of the site plans for a truck driving school was made by Bergley and seconded by Collison, motion passed 6-0.

Request: Consider adopting the resolution.

Attachments

- Resolution
- Planning Commission Report with Exhibits

RESOLUTION 2022-XXX

A RESOLUTION APPROVING THE SITE PLANS FOR AMERICAN FIRST CDL ACADEMY WITHIN THE I-1 INDUSTRIAL PARK ZONING DISTRICT LOCATED AT PID 16.029.1400

WHEREAS, American First CDL Academy (applicant) has requested approval for a Site Plans for a Truck Driving School at PID 16.126.0070; and,

WHEREAS, the property is located in the I-1 Industrial Park zoning district; and,

WHEREAS, Motor Vehicle Repair Facilities are a Permitted Use in the I-1 Industrial Park zoning district; and,

WHEREAS, under Isanti Zoning Code Section 18, Subd.2(A) the construction of a new building is required to obtain approval of the Site Plan/Building Appearance; and,

WHEREAS, the City of Isanti Planning Commission recommended approval of the Site Plans on October 18, 2022; and,

WHEREAS, the City of Isanti City Council reviewed the requested Conditional Use Permit at its regularly scheduled meeting on November 1, 2022;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, that the requested Site Plans be hereby APPROVED subject to the following conditions:

1. Privacy Fencing or screening shall be provided along the east property line for a buffer between this industrial property and abutting residential property
2. A handicapped accessible parking stall is required and shall be designated using striping and signage
3. Parking stalls shall be at least 9 ft in width and 25 ft in length to comply with the city's parking stall dimension chart found in Section 17 of the City Zoning Ordinances
4. One-way drive aisle widths for 45-degree angle parking shall be at least 13 ft if the parking lot gets altered due to extended stall length requirements
5. Directional striping is required for the paved parking area due to the 45-degree angled stalls and one way circulation
6. Trash receptacle shall be designated on site plans and fenced or screened by a permanent structure in accordance with Section 14, Subdivision 3 of the City's Zoning Ordinances.
7. Trash enclosure shall be illuminated for the safety of employees
8. Lighting Designs shall follow requirements in Subdivision 5 Outdoor Lighting Standards of Section 14 of Isanti's City Zoning Ordinances.
9. Landscaping trees and plantings shall follow Section 15 of the City's Zoning Ordinances.
10. All signs shall need a sign permit when applicable to determine dimensions and locations and shall follow Section 16 of the City's Zoning Ordinances

11. Applicant shall apply for all permits associated with the building including a building permit, mechanical permit, plumbing permit, electrical permit, and sewer and water hookup.
12. All other conditions listed in the Fire Chief's memo, dated 9/30/2022
13. All other conditions listed in the City Engineer's memo, dated 10/3/2022

This Resolution is hereby approved by the Isanti City Council this 1st day of November, 2022

Mayor Jeff Johnson

Attest:

Jaden Strand
City Clerk



MEMORANDUM

TO: Planning Commission

FROM: Ryan Saltis, Community Development Specialist

DATE: October 18, 2022

SUBJECT: Site Plan Review for an Industrial building for American First CDL Academy, Inc. located on a vacant lot in the Industrial Park District at PID 16.029.1400

Request: The applicant, American First CDL Academy is requesting site plan approval for a proposed industrial building located at PID 16.029.1400 for a truck driving school.

Overview/Background: The applicant would like to construct an industrial building on a 4-acre vacant lot located in the Industrial Park District. This parcel is currently zoned I-1 Industrial Park District in which an "Office-Warehouse" and a "Motor Vehicle Repair Facility" are permitted uses. Access to the site will be from East Dual Blvd NE by way of a city-owned easement.

The building is intended to provide offices, classrooms and garage space for the Truck Driving School. The building is proposed to be single story in height and roughly 7,036 square feet. A majority of the site of roughly 100,000 square feet is proposed to be designated driving practice area. Eighteen parking stalls are displayed on the site plans, with these one-way parking stalls oriented at a 45-degree angle. A stormwater pond is shown on site plans near the north property line and will have three catch basins located in the parking lot and driving practice area. A 1 ft high retaining wall is proposed along the western perimeter of the site in between the building and the ditch.

Analysis of Application: The site plan for the building shall comply with the following requirements for the I-1 Industrial Park District:

Lot Requirements

- Lot Size Minimum .5 acre
- Minimum Width of Lot at ROW 100 ft
- Minimum landscaping 25% of total lot area

The area of the parcel is roughly 4 acres in size and exceeds the lot size minimum. The site will meet the minimum landscaping requirements and be under 75% impervious surface.

Setbacks – Principal Building

- Front Yard Setback 30 feet
- Side Yard Setback 15 feet
- Rear Yard Setback 30 feet

The proposed building will be located on the north east corner of the site and will meet all required setbacks for the I-1 zoning district.

Impervious Surface Coverage

There shall be a required minimum of twenty-five percent (25%) reservation of the total lot area for landscaping use. A landscaping plan must be submitted to and be approved by the Planning Commission or its designee.

Impervious surfaces on site will include the building, paved asphalt parking lot, concrete walkways and Class 5 gravel driving surfaces. Roughly 68% of the development is intended to be impervious surface. The landscaping requirement of 25% of the total lot area as green space will be met.

Surfacing

All areas devoted for parking space and driveways shall be surfaced with asphalt, concrete, or other surface materials, as approved by the City Engineer, suitable to control dust and drainage. All parking areas shall be designed to control surface runoff to adjacent properties either with curbing or grading techniques.

The parking areas are proposed to be surfaced with bituminous pavement. Concrete aprons and sidewalks are proposed around the front of the building leading to the entrance.

Curbing

Except for single-family dwellings, two-family dwellings, and townhouses, all parking areas located in the R-1, R-2, R-3, and R-4 as well as B-1, B-2, B-3, CBT, RC, I-1, or S-1 zoning districts must have curb and gutter around the perimeter of the parking lot.

Concrete curbing and gutters will extend around the perimeter of the parking lot and paved area leading to the site. Additional curbing comments can be found in the City Engineer's report attached to this memo.

Parking Lot Setbacks

- Front Yard Setback 10 feet
- Rear Yard Setback 10 feet
- Street Side Yard Setback 10 feet
- Side Yard Setback 10 feet

Parking areas on site will meet the required 10-foot setbacks from all property lines.

Parking Standards

Number of Required Parking Spaces

The following minimum number of off-street parking and loading spaces shall be provided and maintained:

Industrial Uses

Industrial Uses

Manufacturing, assembly, processing, research, experimental or testing stations	1.25 spaces for each employee on the major shift or 1 space for each 500 sq/ft whichever is greater (Ord. No. 617)
Wholesale business establishments	1.25 spaces for each employee on the major shift plus 1 space for each company vehicle
Warehouse / Storage	1 space per 1,500 square feet of floor area (Ord. No. 617)

Based on this number of required parking spaces standard and the use of the building, the site will be required at least 14 parking spaces (7,000 sf building / 500 sf per parking space) in which one stall would need to be designated as handicap accessible. The site plans indicate 18 total parking stalls, in which one parking stall will need to be designated as handicap accessible. A handicapped accessible sign and striping is required in this parking stall. The site plans meet the required number of parking spaces for the development.

Stall, Aisle and Driveway Design

- A. Except in the case of single-family dwellings, two-family dwellings, and townhouses, parking areas shall be designed so that circulation between parking aisles or driveways occurs within the designated parking lot and does not depend upon a public street or alley, and such design does not require backing into the public street.
- B. Except in the case of single family and two-family dwellings, and townhouses, parking areas shall comply with the following standards:

TABLE 9: Parking Lot and Parking Stall Dimensions

Angle of Parking	Stall Width	Curb Length Per Car	Stall Length	Aisle Width One Way	Aisle Width Two Way
90 degrees	9 feet	9 feet	19 feet	26 feet	26 feet
75 degrees	9 feet	9 feet	20 feet	23 feet	24 feet
60 degrees	9 feet	10 feet	22 feet	18 feet	24 feet
45 degrees	9 feet	12 feet	25 feet	13 feet	24 feet
0 degrees	9 feet	22 feet	19 feet	12 feet	24 feet

The site features 45-degree parking stalls and will have one-way traffic. Stall dimensions on site plans are not listed but will have to meet the requirements of 9 ft in width and 25 ft in length. The drive aisle width is 18 ft 2 in and will meet the required aisle width for one-way traffic of 13 ft. Directional striping will be required due to one way circulation of the 45-degree angled parking.

Lighting

Any lighting used to illuminate off-street parking areas, signage, or buildings shall be directed away from residential properties and shall meet the standards as stipulated within Section 14 of this Ordinance.

Outdoor Lighting Standards

- A. Prohibited Lighting: No use or structure shall be operated or occupied as to create light or glare in such an amount or to such a degree or intensity as to constitute a hazardous condition, or as to unreasonably interfere with the use and enjoyment of property with by any person or normal sensitivities, or otherwise as to create a public nuisance.
- B. Minimum Standards: All uses shall comply with the following standards except as otherwise provided in this section:
 - 1. Lighting fixtures shall be effectively shielded and arranged so as not to shine directly on any residential property. Lighting fixtures not of a cutoff type shall be subject to the following:
 - a. Maximum initial lumens generated by each fixture shall not exceed two thousand (2,000) lumens (equivalent to a one hundred fifty (150) watt incandescent bulb).
 - b. Mounting heights of such fixtures shall not exceed fifteen (15) feet.
 - 2. Lighting shall not create a sensation of brightness that is substantially greater than ambient lighting conditions so as to create annoyance, discomfort, or decreased visual performance or visibility.
 - 3. Lighting shall not directly or indirectly cause illumination or glare in excess of one-half (1/2) foot candle measured at the closest residential property line and five (5) foot-candles measured at the street curb line or non-residential property line nearest the light source.
 - 4. Lighting shall not create a hazard for vehicular or pedestrian traffic.
 - 5. Lighting of building facades or roofs shall be located, aimed, and shielded so that light is directed only onto the façade or roof.

6. Lighting shall be maintained stationary and constant in intensity and color, and not be of a flashing, moving, or intermittent type.
7. Business and industrial zoned property must light the trash enclosure areas for the safety of their employees.

An exterior lighting plan was not included in the submittal. A lighting/photometrics plan is required that will show lighting types that are proposed on site. All lighting types proposed shall be downlit and designed to reduce glare. These light sources will have to meet all criteria listed in Section 14 of the City Zoning Ordinance.

Building Design and Construction

- A. The design and location of the buildings constructed on a lot shall be attractive and shall complement existing structures and the surrounding natural features and topography with respect to height, design finish, color, size and location.
- B. Load bearing structural components shall be steel or structural concrete. Other materials of greater strength may be used if expressly allowed by the City Council.
- C. Architecturally and aesthetically suitable building materials shall be applied to, or used on, all sides of all buildings that are adjacent to other existing or future structures or roads. Exterior walls of iron, aluminum, or wood will be permitted only with the specific written approval of the City Council. Exterior walls of masonry, concrete and glass are encouraged. Colors shall be harmonious and compatible with colors of the natural surroundings and other adjacent buildings.
- D. All exterior wall finishes on any building shall be comprised of any one or a combination of the following materials:
 1. Face brick
 2. Natural stone
 3. Glass
 4. Specially designed pre-cast concrete units, if the surfaces have been integrally treated with an applied decorative material or texture.
 5. Factory fabricated, finished 26 Ga. Metal panel
 6. Decorative concrete block approved by the City Council.
 7. Architectural metal accent panels, generally with a value greater than pre-cast concrete units, and as specifically approved by the City Council.
 8. When material noted in (5) above is used, there shall be a wainscot of material noted in (1), (2.) or (6) above, Wainscot shall be located across a minimum of 50% of the linear perimeter of the building and shall be located where most visible from streets and as specifically approved by

the City Council. Minimum wainscot height shall be one-third of the sidewall height and/or specifically approved by the City Council.

9. Other materials as approved by the City Council and in conformance with existing design and character of the Property.

Exterior building materials were not included on plans but visuals were provided to understand the look of the building. From the architectural drawings, it appears that the building is proposed to have red metal roofing and neutral siding with concrete block around the base of all sides of the building. The exterior siding and wainscoting will be a neutral tan color and will be consistent with will surrounding buildings in the Industrial Park District.

Screening, and Landscaping

- A. Fencing and Screening. Fencing and screening of the following shall be in accordance with Section 15 of this Ordinance.

1. The ground level view of mechanical utilities shall be completely screened from adjacent properties and streets, or designed to be compatible with the architectural treatment of the principal structure.

Mechanical equipment is not displayed on site plans. If mechanical equipment is on the exterior of the building, site plans shall be altered to show the location of the equipment.

2. External loading and service areas shall be completely screened from the ground level view of adjacent residential and commercial properties, and adjacent streets.

There are three large garage doors on the building that can be used for loading and service areas. A building of this size (under 100,000 square ft) does not require a designated loading area.

3. When abutting or directly across the street from a Residential District, a fencing and/or screening is required.

The site abuts a residential property to the east and a privacy fence will be required as screening.

4. Refuse and Garbage receptacles shall be stored within the principal structure, within an attached structure accessible from the principal structure, or totally fenced or screened in accordance with this ordinance.

An outdoor trash enclosure is required for this Industrial site. Site Plans do not show a location where this trash enclosure will be placed. Site plans must be modified to show the location of the enclosure for staff review. The enclosure shall meet performance standards set in Section 14, Subdivision 3 of the City Zoning Ordinances.

5. Light from automobile headlights and other sources shall be screened when adjacent to a residential district.

The site is adjacent to a residential property to the east of the site. Screening will need to be provided with a privacy fence to protect from glare of vehicle headlights.

Landscaping

Non-Residential Requirements. In addition to the general requirements noted, properties located within non-residential districts, shall be subject to the following regulations.

Minimum Landscaping Requirements. All open areas of a lot which are not used or improved for required building areas, parking areas, building expansion areas, drives, sidewalks, storage, or similar hard surface materials shall be landscaped with a combination of sod, overstory trees, understory trees, shrubs, flowers, ground cover materials and/or other similar site design features or materials in a quantity acceptable to the City.

Maintenance of Landscaping. The owner, tenant, and their respective agents shall be responsible for the maintenance of all landscaping provided on the parcel(s) in a condition presenting a healthy, neat, and orderly appearance; free from refuse and debris. Plants and ground cover that are required by an approved site or landscape plan and which have died shall be replaced within three (3) months from receipt of notification by the City. The time for compliance may be extended to nine (9) months, due to seasonal weather conditions.

Soil Requirements. A minimum of four (4) inches of topsoil shall be provided upon all lots.

Turf Requirements. All areas disturbed by new construction or not covered by established lawn or turf shall be sodded. Those areas to be maintained as natural areas as provided for within a developer's agreement or any wetlands that may be located on the property are exempt from this provision. The Building Official may waive this requirement upon inspection of the property.

Tree Requirements.

- a. Landscaping shall provide for an appropriate mix of plantings around the exterior footprint of all buildings. Landscaping shall improve the appearance of the structure and break up large unadorned building elevations. Plantings are not intended to obscure views of the building or accessory signage.
- b. Where undeveloped or open areas of a site are located adjacent to a public right-of-way, the plan shall provide for deciduous trees. A minimum of one (1) tree per fifty (50) feet of street frontage is required. The city may approve an alternative if such alternative appears to meet the intent of this article.
- c. In addition to deciduous and coniferous trees; shrubs, ornamental trees, perennials and annual flowers and bulbs as well as ornamental grasses and ground cover shall be used to compliment the landscape plan.

- d. Trees shall be of varying species and shall be in accordance with the City Tree Lists, as presented within the Section. If four (4) or more trees are used, the trees shall be of at least three (3) different species. If seven (7) or more trees are planted, trees shall be of at least four (4) different species. Other types of trees not listed on the City Tree Lists may be permitted at the discretion of City Staff.

There was not a separate landscaping plan submitted. Civil plans show plantings and trees proposed near the south entrance of the building. The City Landscaping Ordinance requires that the site have at least 8 trees based on the lot frontage calculation (1 tree per 50 ft of lot frontage). Tree and planting species shall comply with Section 15 of the City's Zoning Ordinances. Sod shall be planted on all areas not disturbed by new construction or not already covered by established lawn or turf.

Refuse and Trash Receptacle Enclosures

- A. Refuse. All lots within all zoning districts shall be maintained in a neat and orderly manner. No rubbish, salvage materials, junk, or miscellaneous refuse shall be openly stored or kept in the open when the same is construed by the City Council to be a menace or nuisance to the public health, safety, or general welfare of the City, or to have a depressing influence upon property in the area.
- B. Trash Dumpsters and Garbage Receptacles Required: All new uses and buildings in all zoning districts, with the exception of the "R-1", "R-2", and "R-3A" Districts; shall have trash dumpsters or garbage receptacles provided on the parcel or lot and be adequately screened and enclosed. The location of trash dumpsters and garage receptacles shall be approved during the site plan approval process.
- C. Standards for Trash Enclosures: Trash dumpsters and garbage receptacles shall be screened from all lot lines and public roadways, in accordance with the following provisions:
1. The screening devices shall be designed so that they are architecturally harmonious with the principal structures on the site and shall meet the requirements as specified in Section 15 of this Ordinance.
 2. Trash enclosures shall be lit.
 3. Trash enclosures shall be of an adequate size to accommodate all refuse and recyclables.
- D. Enclosure and Receptacle Maintenance Required: Fencing and landscaping for trash dumpsters and garbage receptacles shall be maintained in good condition and shall be kept litter-free at all times.

The trash receptacle location is not designated on site plans. The receptacle will have to be enclosed, fenced or screened. The trash receptacle/enclosure shall follow the regulations set in Section 14, Subdivision 3 of the City's Zoning Ordinances. The trash enclosure shall also be illuminated for the safety of employees.

Signs

Signs will need to be applied for separately from the site plans. All signs will need to follow criteria listed in Section 16 of the City's Zoning Ordinances. Permits will be needed for approval of location and dimensions determined at a later date.

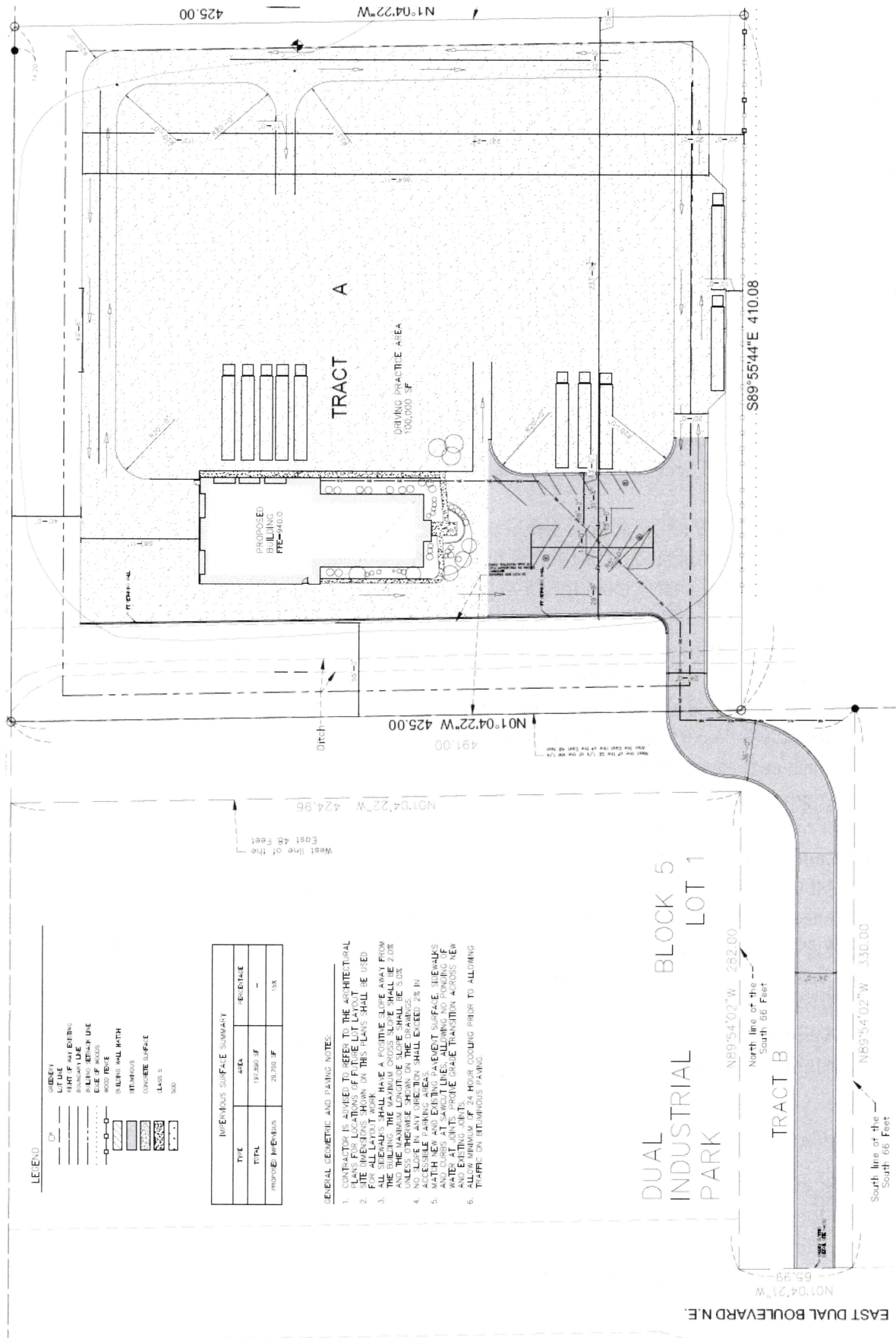
Staff Recommendation: Staff recommends approval of the proposed Special Tools manufacturing building located at PID 16.159.0010 with the following conditions:

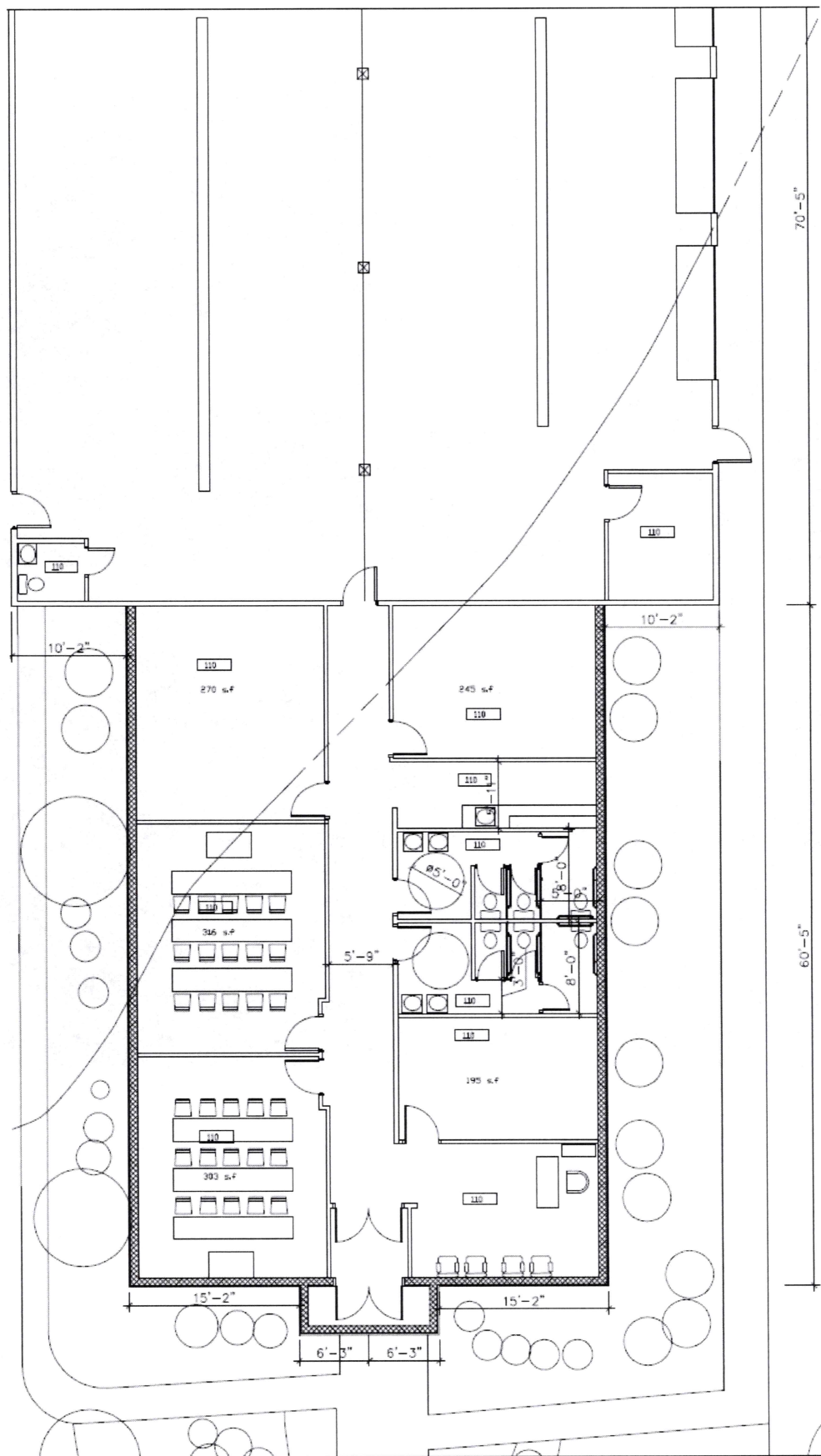
Conditions:

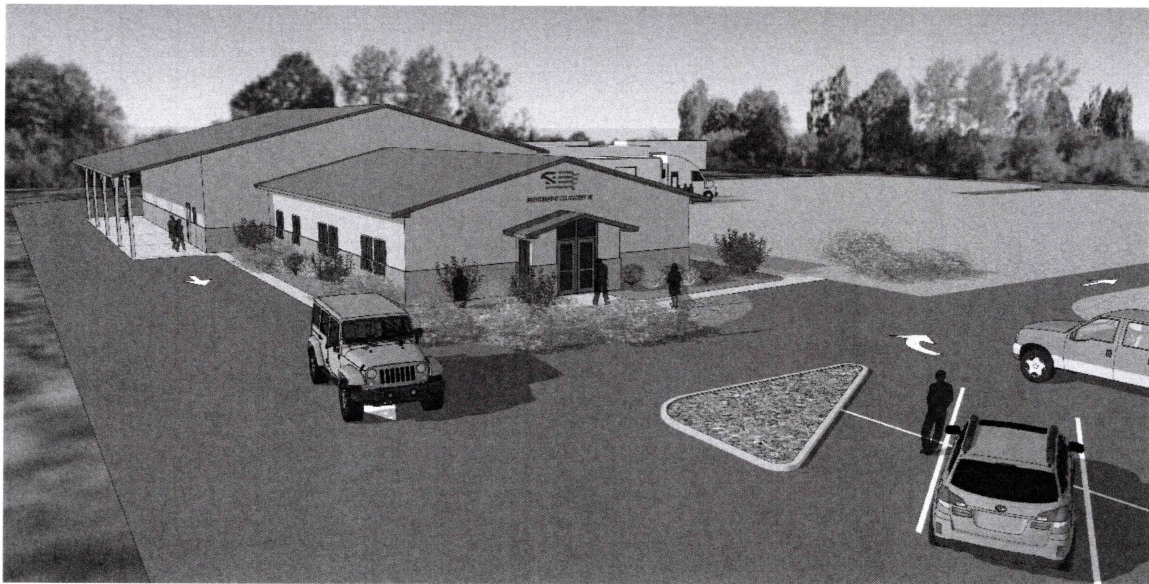
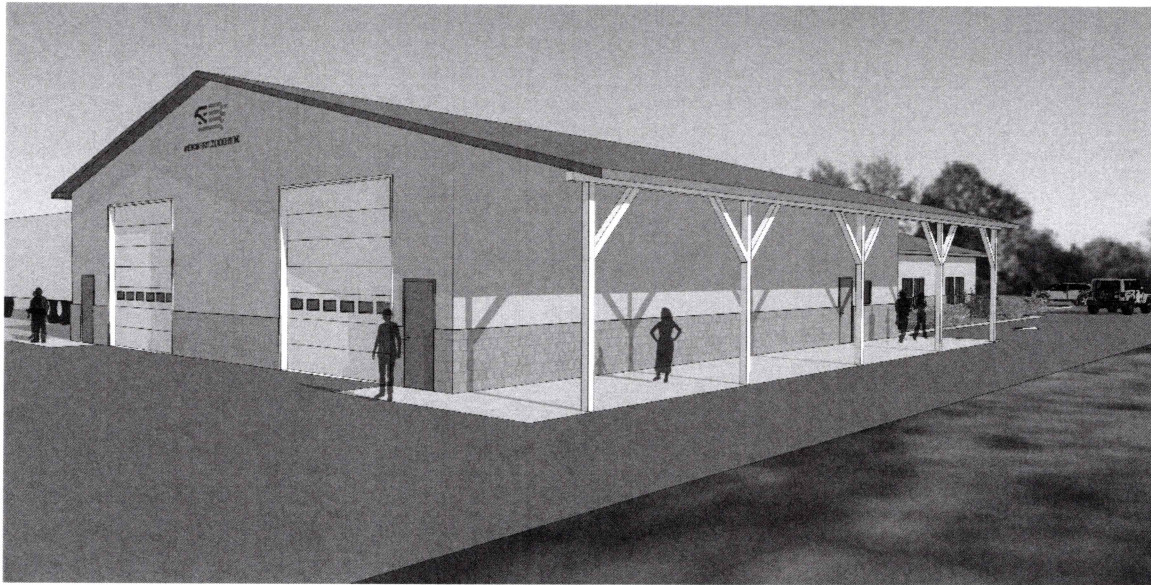
- Privacy Fencing or screening shall be provided along the east property line for a buffer between this industrial property and abutting residential property
- A handicapped accessible parking stall is required and shall be designated using striping and signage
- Parking stalls shall be at least 9 ft in width and 25 ft in length to comply with the city's parking stall dimension chart found in Section 17 of the City Zoning Ordinances
- One-way drive aisle widths for 45-degree angle parking shall be at least 13 ft if the parking lot gets altered due to extended stall length requirements
- Directional striping is required for the paved parking area due to the 45-degree angled stalls and one way circulation
- Trash receptacle shall be designated on site plans and fenced or screened by a permanent structure in accordance with Section 14, Subdivision 3 of the City's Zoning Ordinances.
- Trash enclosure shall be illuminated for the safety of employees
- Lighting Designs shall follow requirements in Subdivision 5 Outdoor Lighting Standards of Section 14 of Isanti's City Zoning Ordinances.
- Landscaping trees and plantings shall follow Section 15 of the City's Zoning Ordinances.
- All signs shall need a sign permit when applicable to determine dimensions and locations and shall follow Section 16 of the City's Zoning Ordinances
- Applicant shall apply for all permits associated with the building including a building permit, mechanical permit, plumbing permit, electrical permit, and sewer and water hookup.
- All other conditions listed in the Fire Chief's memo, dated 9/30/2022
- All other conditions listed in the City Engineer's memo, dated 10/3/2022

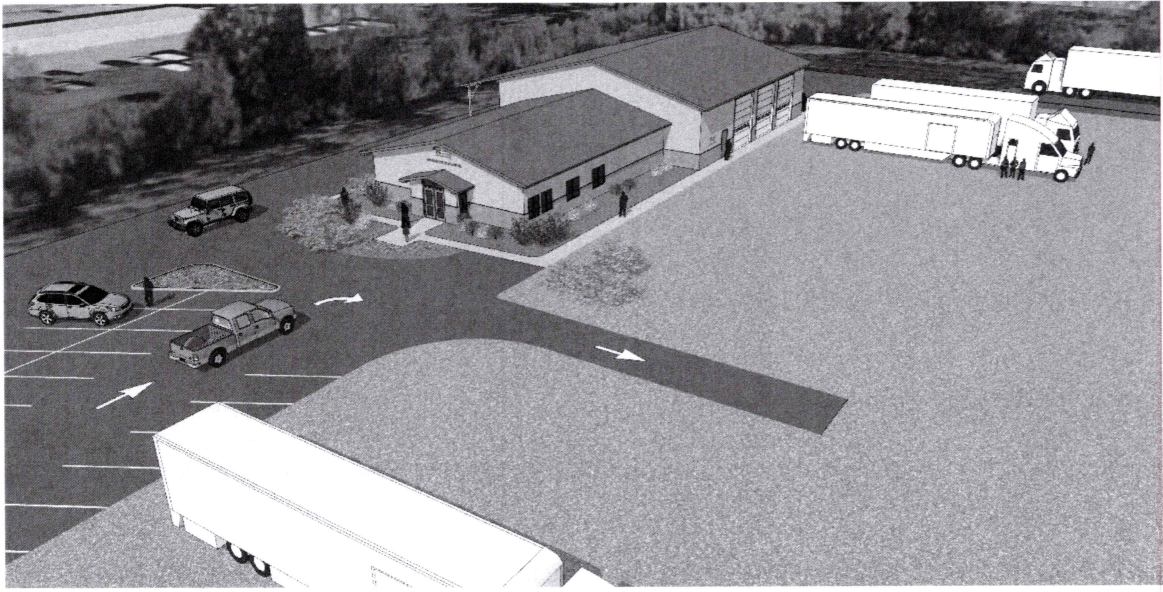
Attachments:

- Site Plans
- Floor Plans
- Exterior Elevations
- Fire Chief's Memo Dated 9/30/2022
- City Engineer's Memo Dated 10/3/2022



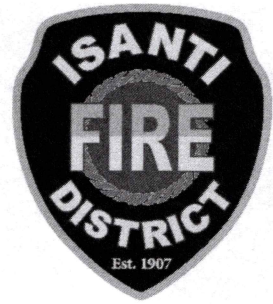






September 30, 2022

City of Isanti Planning Commission
110 1st Ave NW
Isanti, MN 55040



RE: American First CDL Academy, Inc

City of Isanti Planning Commissioners,

Isanti Fire District has reviewed the proposed truck driving school business to be built on parcel 1 60291 400 by American First CDL Academy, Inc.

Isanti Fire supports the conditions outlined in the September 21, 2022 plans ensuring the below, and all City fire codes are conforming per City of Isanti Code 111-113: *Adoption of MN State Fire Code*.

Due to the unique entrance to the facility, we seek compliance with Section 503 of the MN State Fire Code; *Fire Access Roads* and Appendix D, *Fire Apparatus Access Roads*. Continuing with a minimum 20' width with 28' radius **would require** signage per Appendix D, 103.6 *Fire Lane Signs*.

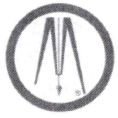
We request to confirm the entrance driveway radius dimensions prior to continuation.

Please contact me for further clarity if needed.

Sincerely,

A handwritten signature in black ink, appearing to be "Alan Jankovich", written over a faint circular stamp.

Alan Jankovich | Fire Chief
Isanti Fire District



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MEMORANDUM

Date: October 3, 2022
To: Stephanie Hillesheim, Community Development Director
From: Jason W Cook, P.E.
City Engineer
Subject: Truck Driving School – Site Plan Review
City of Isanti, MN
Project No.: 0R1.126218

We have reviewed the Site Plan and supporting documents entitled “Truck Driving School” with a preliminary stamp and dated of 9/21/2022.

The plan includes the construction of a new building, parking lot and a storm sewer system with a pond.

We have reviewed the submitted documents and have the following comments:

Site Plan:

1. Sheet C-2 Survey Plan:
 - a. Survey topo will be needed along the entire entrance road and connection points.
2. Sheet C-3 – Civil Site Plan:
 - a. Class 5 surface is considered impervious. Update the impervious area table and percentage.
 - b. No curb is needed along the entrance road that falls within the City owned “Tract B”.
 - i. Survey and proposed grades are needed along the entrance road.
 - c. The 1-foot tall wall along the west side of the site seems unnecessary and hazardous. Recommend a curb run along the entire west side to prevent vehicles from going into ditch.
 - d. A perimeter privacy fence is required around the perimeter of the site if the entire drivable surface is not paved and perimeter curb installed.
 - e. The 10-foot radius circles around the two inlets shall be paved (concrete or bituminous)
3. Sheet C-4 – Erosion & Sediment Control Plans:
 - a. Show impervious lined pond as there is not 3 feet of separation from the water table.
 - i. Show erosion control blanket and seed type where slopes are 4:1 or greater including around pond and embankment slopes down to ditch.
 - ii. Show sod locations
 - iii. Show silt fence along west side of wall at top of ditch slope.



- b. The gravel surface cannot drain away from the site. The entire west side of the building appears to sheet drain directly to the ditch.
- 4. Sheet C-6 – SWPPP:
 - a. Submit City SWPPP checklist (attached)
 - b. Submit NPDES Permit to City prior to beginning work.
- 5. Sheet C-7 – Grading Plan:
 - a. Show spot elevations on the proposed curb & gutter with slopes called out.
 - b. Show slope labels on the proposed gravel and around the perimeter of the gravel on the proposed grass surfaces to match existing.
 - c. Call out low elevation between the two inlets, it should not be more than 0.5' above the proposed rims.
 - d. Call out low elevation along the north edge of the proposed gravel where the north inlet would overflow. It should not be more than 0.5' above the proposed rim.
 - e. Call out EOF of pond to ditch, set at lowest rim elevation of structures in the parking lot.
 - f. Show elevations, grades, and matching existing surfaces along the entire entrance drive.
- 6. Sheet C-8 – Utility Plan:
 - a. Show how sewer and water services will connect to existing mains.
 - i. Call out tee into existing watermain in street, add gate valve on east side of new tee.
 - ii. Call out saddle wye onto existing sanitary sewer main or core & boot into manhole. Verify pipe size between manhole on Tract B and manhole in street.
 - b. Keep utilities at least 5 feet from any property line. (2" sanitary clips close to property corner at entrance curve.)
 - c. 2" sanitary is a forcemain, no cleanouts apply, may need air relief if high point after ditch. Call out inverts along forcemain keep 8 feet deep. Call out 8 feet below bottom of ditch at a minimum at the crossing.
 - d. Call out water service inverts along service run. Keep 8 feet deep. Call out 8 feet below bottom of ditch at a minimum at the crossing.
 - i. Does the building need an irrigation system? Will the 1.5" water service line provide enough water?
 - e. Show curb stop where the water service crosses the property line before the ditch. Call out small casting to cover curb stop as it will be in the pavement.
 - f. Call out 8" watermain inverts. Keep 8-feet deep.
 - g. Call out hydrant finished ground elevation, valve, fittings, 6" wmn length, etc.



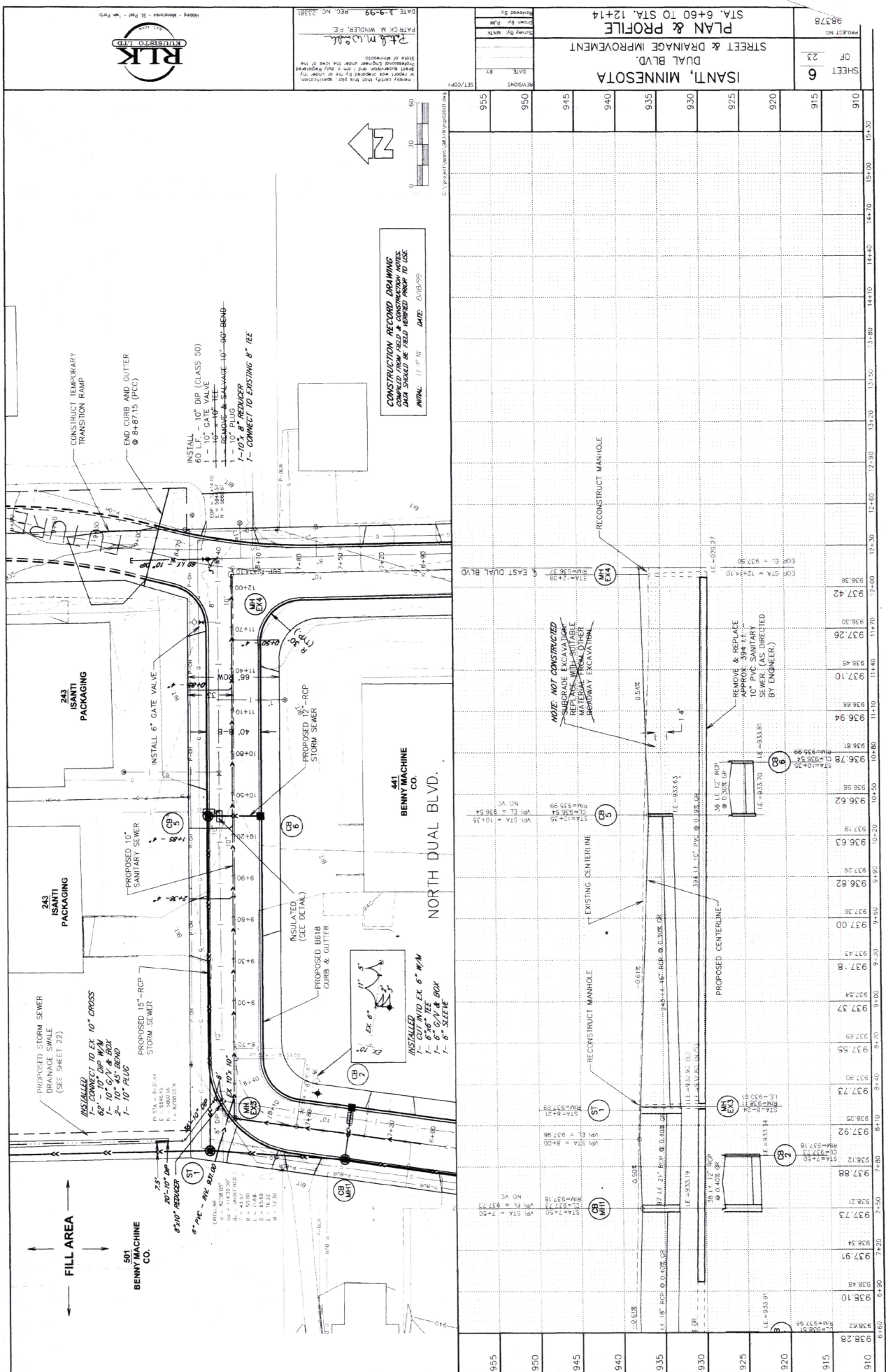
- h. Water service to UPS will be hit from new main installation. See attached record drawing. Show reconnecting UPS service and installing curb stop at north property line of tract B where service crosses onto UPS property.
 - i. Storm sewer discharge pipe from the pond shall be a minimum 12" diameter. Install skimmer structure for rate control under 12" flow rates. Slope should also be at a minimum self-cleaning velocity.
 - j. The two inlet structures in gravel shall have a 2-foot sump to collect the class 5 sediment washout.
7. Sheet C-9 – Details:
- a. Call out gravel pavement section. Should not be less than 8".
 - b. Use attached valley gutter detail.
 - c. Submit City SWPPP checklist (attached)
 - d. Submit NPDES Permit to City prior to beginning work.

Stormwater Modeling:

- 1. Submit subcatchment maps for the existing and proposed models. Need to catch all new impervious area created on the 4 acre parcel and run through pond prior to discharge to ditch.
- 2. Submit summary table of 2, 10, and 100 year storm event flow rates pre and post development.

We recommend approval of the site plan once the above items are addressed.

Please contact me if you have any questions.



RECD FEB 9 2000



Request for City Council Action

To: Mayor Johnson and Members of City Council
From: Ryan Saltis, Community Development Specialist
Date: November 1st, 2022
Subject: Zoning Ordinance Text Amendment to allow the keeping of horses in the R-1A zoning district, a rezoning of PID 16.021.0200 to Residential Rural and CUP approval for horse stables in the R-1A Zoning District.

Background:

A presentation was given at the October 18, 2022 Planning Commission Meeting by the City's Community Development Specialist and explained the zoning ordinance text amendment, comp plan text/map amendment and CUP approval for horse stables and why the changes need to be made for this request. Staff explained that they believe horses should be allowed with regulations within the R-1A Residential Rural Zoning District. Regulations for horses were discussed between staff and Planning Commission members. As presented, horses would be allowed on parcels of 30 or more acres within the R-1A zoning district and 1 horse would be allowed for every 2 acres of land. The parcel in question would also have to be rezoned from R-1 to R-1A to fit a Rural Residential designation. "Horse Stables" would be added as language under Conditional Uses within the R-1A zoning district. This would provide the applicants the ability to construct horse stables as the principal use on this parcel, and the horse stables would have to meet the minimum requirements for allowing a CUP. This would mean that each person who would like to have horse stables in the future will have to pass the Planning Commission and City Council to determine the location of the stables and that they don't negatively impact surrounding properties. The CUP regulations were analyzed for this specific request and location, and was determined that the stables would not negatively impact the area or surrounding properties/homeowners.

A surrounding property owner, Lynn Swanson was present at the public hearing. Mr. Swanson stated that he believes that this would be a good use for the parcel in that it is a rural area and horses should be allowed. The applicant Stephanie Neumann was also present at the meeting and available for questions from the Planning Commission. The Planning Commission asked what their goals are for the property altogether. Stephanie said that they hope to have private stables and an indoor riding barn along the north side of the parcel and could potentially build a house in the future. Planning Commission members asked if the regulations for horses are reasonable and make sense for what they are looking to accomplish. The applicant said that they could meet the regulations proposed to be put in place for horses. Motion for approval of the Zoning Ordinance Text Amendment, Comp Plan Text/Map Amendment and CUP for horse stables by Lundeen and seconded by Collison, motion passed 6-0.

Request: Consider adopting the attached resolutions.

Attachments

- Resolutions
- Planning Commission Report with Exhibits

RESOLUTION 2022-XXX

A RESOLUTION APPROVING A COMPREHENSIVE LAND USE PLAN AMENDMENT FOR PID 16.021.0200 FROM R-1 SINGLE FAMILY RESIDENTIAL TO R-1A RESIDENTIAL RURAL DISTRICT

WHEREAS, Stephanie Neumann (applicant) has requested approval for a Comprehensive Land Use Plan Amendment for PID 16.021.0200; and,

WHEREAS, PID 16.021.0200 is currently guided in the Comprehensive Land Use Plan as R-1 Single Family Residential; and,

WHEREAS, the designation of these parcels shall be changed to be guided for R-1A Residential Rural District; and,

WHEREAS, under Isanti Zoning Code Section 21, Article 1 a Comprehensive Land Use Amendment is required to obtain approval of the Planning Commission and City Council; and,

WHEREAS, the Planning Commission and City Council have considered possible adverse effects of the proposed amendment and the judgement of the Planning Commission and City Council with regard to the application shall be based upon, but is not limited to the following factors:

1. The proposed action has been considered in relation to the specific policies and provisions of and has been found to be consistent with the City Comprehensive Plan, including public facilities and capital improvement plans.
2. The proposed action meets the purpose and intent of this Ordinance or in the case of a map amendment; it meets the purpose and intent of the individual district.
3. There is adequate infrastructure available to service the proposed action.
4. There is an adequate buffer or transition provided between potentially incompatible districts.

WHEREAS, the City of Isanti Planning Commission recommended approval of the Comprehensive Land Use Plan Amendment on October 18, 2022; and,

WHEREAS, the City of Isanti City Council reviewed the requested Comprehensive Land Use Plan Amendment at its regularly scheduled meeting on November 1, 2022;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, that it adopts the Comprehensive Land Use Plan Amendment.

This Resolution is hereby approved by the Isanti City Council this 1st day of November, 2022

Mayor Jeff Johnson

Attest:

Jaden Strand, City Clerk

RESOLUTION 2022-XXX

A RESOLUTION APPROVING A ZONING ORDINANCE TEXT AMENDMENT TO INCLUDE “HORSE STABLES” AS A CONDITIONAL USE WITHIN THE R-1A RESIDENTIAL RURAL ZONING DISTRICT

WHEREAS, Stephanie Neumann (applicant) has requested approval for a Zoning Ordinance Text Amendment to include “Horse Stables” under Conditional Uses within the R-1A Residential Rural zoning district; and,

WHEREAS, Section 6, Article 6: “R-1A” Residential Rural District, Subdivision 4 lists Conditional Uses within this Zoning District; and,

WHEREAS, “Horse Stables” will require a Conditional Use Permit in the R-1A zoning district and each request will be reviewed by the Planning Commission and City Council; and,

WHEREAS, Section 21, Article 1: Amendments (Text and Map) of the Zoning Ordinance establishes factors that the judgement of the Planning Commission shall be based upon when reviewing a Zoning Ordinance Text Amendment request; and

WHEREAS, the City of Isanti Planning Commission recommended approval of a Zoning Ordinance Text Amendment for “Horse Stables” on October 18, 2022; and,

WHEREAS, the City of Isanti City Council reviewed the requested Zoning Ordinance Text Amendment at its regularly scheduled meeting on November 1, 2022;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti that Section 6, Article 6, Subd. 4 of the City Zoning Ordinances be hereby Amended to include the following:

- A. ~~H.~~ Bed and Breakfast establishments subject to those standards as provided within Section 13 of this Ordinance.
- B. ~~I.~~ Cemetery.
- C. ~~J.~~ Community recreation.
- D. ~~K.~~ Educational institutions.
- E. ~~L.~~ Public buildings.
- F. ~~M.~~ Religious institutions.
- G. ~~N.~~ Telecommunication towers and antennas. Standards as provided in Section 13 shall be met; in addition to the following stipulation.
 - 2. Towers and antennas located within the “R-1A” Single-Family Rural District are limited to municipal functions and applications only.

H. Adult Day Center serving twelve (12) or fewer persons. (Ord. No. 594)

I. Horse Stables

This Resolution is hereby approved by the Isanti City Council this 1st day of November, 2022

Mayor Jeff Johnson

Attest:

City Clerk Jaden Strand

RESOLUTION 2022-XXX

A RESOLUTION APPROVING THE CONDITIONAL USE PERMIT FOR HORSE STABLES WITHIN THE R-1A RESIDENTIAL RURAL ZONING DISTRICT LOCATED AT PID 16.021.0200

WHEREAS, Stephanie Neumann (applicant) has requested approval for a Conditional Use Permit for “Horse Stables” at PID 16.021.0200; and,

WHEREAS, the property has been rezoned from R-1 Single Family Residential to R-1A Residential Rural zoning district; and,

WHEREAS, the proposed Conditional Use Permit is contingent on the City Council passing the amended zoning ordinance text amendment which includes “Horse Stables” as a Conditional Use in the R-1A zoning district; and,

WHEREAS, Section 21, Article 2: Conditional Use Permits, Subdivision 3(D) of the Zoning Ordinance establishes factors that the judgement of the Planning Commission shall be based upon when reviewing a Conditional Use Permit request as well as Section 21, Article 2: Conditional Use Permits, Subdivision 4 General Performance Standards of the Zoning Ordinance establishes additional general standards that shall be used to evaluate any proposed Conditional Use Permit request; and

WHEREAS, the proposed use for Horse Stables meets all of the General Performance Standards of the Zoning Ordinance; and,

WHEREAS, the City of Isanti Planning Commission recommended approval of a Conditional Use Permit for Horse Stables on October 18, 2022; and,

WHEREAS, the City of Isanti City Council reviewed the requested Conditional Use Permit at its regularly scheduled meeting on November 1, 2022;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, that it adopts the Findings of Fact and Conclusion related to the requested Conditional Use Permit for Horse Stables at PID 16.021.0200;

BE IT FURTHER RESOLVED that the requested Conditional Use Permit be hereby APPROVED subject to the following conditions:

1. Applicant shall apply with the City for all permits associated with the horse stables
2. The proposed Zoning Ordinance Amendment to include “Horse Stables” as a Conditional Use in the R-1A Zoning District gets approved by the City Council
3. Proposed building and associated site construction shall conform with the current editions of the MN State Building and Fire Codes unless the structure and associated parcel are properly classified as agricultural to meet the agricultural building exemption.

4. Under an agricultural exemption, the building can only be used for private use and could not be considered as open to the public for boarding services and events such as; classes, trainings, seminars, etc.
5. A SWPPP (Stormwater Pollution Prevention Plan) shall be submitted if there is greater than 1 acre of land disturbed for construction.

This Resolution is hereby approved by the Isanti City Council this 1st day of November, 2022

Mayor Jeff Johnson

Attest:

Jaden Strand

City Clerk

FINDINGS OF FACT AND CONCLUSION

Request

Request by Stephanie Neumann for a Conditional Use Permit for Horse Stables located at PID 16.021.0200 within the R-1A Residential Rural District.

Findings of Fact

1. The applicant is requesting approval of a Conditional Use Permit for Horse Stables for the property located at PID 16.021.0200.
2. The Property is zoned R-1A, Rural Residential District.
3. A public hearing on the matter was scheduled before the City of Isanti Planning Commission on October 18, 2022 at 7:00 p.m. at City Hall within the City Council Chambers.
4. Notice of the Conditional Use Permit application was published with the *County Star* on October 6, 2022. Notices were sent to all property owners located within 350 feet of the aforementioned address.
5. Section 21, Article 2: Conditional Use Permits, Subdivision 3(D) of the Zoning Ordinance establishes factors that the judgement of the Planning Commission shall be based upon when reviewing a Conditional Use Permit request as well as Section 21, Article 2: Conditional Use Permits, Subdivision 4 General Performance Standards of the Zoning Ordinance establishes additional general standards that shall be used to evaluate any proposed Conditional Use Permit request.

Conclusions

1. In review of the standards established in Section 21, Article 2, Conditional Use (D); the following conclusions have been made (*conclusions to each requirement are shown in italics*):
 - A. The proposed action has been considered in relation to the specific policies and provisions of and has been found to be consistent with the goals and objectives of the Comprehensive Plan, including public facilities and capital improvement plans.
The intended use of the parcel for horse stables and pasture will not bring major change to the area. A majority of the land will be used for pastures and grazing land for horses and a building for indoor horse stables is proposed on the north end of the property. While evaluating the request and comparing it to the goals of the City's Comprehensive Plan, the intended use does not negatively affect surrounding properties and there will be no change needed to public facilities and capital improvement plans.

- B. The proposed action meets the purpose and intent of this Ordinance and the underlying zoning district.

The proposal of horse stables on this parcel will meet the purpose and intent of the R-1A Residential Rural zoning district in that the inclusion of the horse stables will keep this land for the enjoyment of a rural lifestyle and the indoor stables would consist of minor low-density development.

- C. The establishment, maintenance or operation of the conditional use will promote and enhance the general public welfare and will not be detrimental or endanger the public health, safety, morals, or comfort.

The stables will not be detrimental or endanger the public. Specific regulations for the keeping of horses (found in the Text Amendment section) will further protect the public for the upkeep and maintenance of the operation.

- D. The conditional use will not be injurious to the use and enjoyment of other property within the immediate vicinity for the purposes already permitted; nor substantially diminish or impair property values within the neighborhood.

The stables will not impact the enjoyment of surrounding properties and is not expected to diminish or impair property values within the area.

- E. The establishment of the conditional use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district.

Due to the location of the parcel, it is not presumed that normal and orderly development and improvement would be affected by this conditional use.

- F. Adequate public facilities and services are available or can be reasonably provided to accommodate the use which is proposed.

Public facilities and services would not be negatively impacted and would be able to accommodate the use as necessary.

- G. The conditional use shall, in all other respects, conform to the applicable regulations of the district in which it is located.

The stables will have to meet requirements found in the R-1A zoning district for setbacks for a principal building. Plans for the stables will need to be approved by city staff at the time of building permit submittal.

- H. The conditional use complies with the general and specific performance standards as specified by within this Article.

The proposed conditional use will comply with the general and specific performance standards specified within this Article.

Decision

The City of Isanti Planning Commission reviewed the request after a public hearing was held on October 18, 2022. The staff memo, and attachments shall be made part of the Findings of Fact and Conclusion.

Planning Commission Recommendation: Motion by Lundeen, seconded by Collison to recommend approval of the Conditional Use Permit for Horse Stables at PID 16.021.0200.



MEMORANDUM

TO: Planning Commission

FROM: Ryan Saltis, Community Development Specialist

DATE: October 18, 2022

SUBJECT: Zoning Ordinance Text Amendment to allow the keeping of horses in the R-1A zoning district, a rezoning of PID 16.021.0200 to Residential Rural and CUP approval for horse stables in the R-1A Zoning District.

Request: The applicant, Stephanie Neumann is requesting a Zoning Ordinance Text Amendment to allow for the keeping of horses in a R-1A zoning district, a comprehensive plan text/map amendment to rezone PID 16.021.0200 to R-1A Residential Rural and to approve a conditional use permit for a horse stable within the R-1A zoning district.

Overview/Background: The applicant would like to construct horse stables for private boarding on a 38.1-acre vacant lot located just within Isanti's limits along the northeast border. Currently, horses are considered prohibited animals in Isanti according to Chapter 87 of City Code. Staff have researched how surrounding municipalities regulate horses, and have discussed regulations that would be beneficial to the Isanti community. In order to fulfill the request for horse stables on this property, multiple changes have to be made within the City Zoning Ordinances and a section in city code will need to be added to allow and regulate the keeping of horses.

The parcel is currently zoned R-1 "Single Family Residential" and is proposed to be rezoned to the R-1A "Residential Rural Zoning District". The R-1A zoning district provides less restrictions than an R-1 district, due to the size and location of these parcels.

Analysis of Application: The analysis of the request is broken up in sections for the Rezoning, Comprehensive Plan/Zoning Text and Map Amendment, Conditional Use Permit and the proposed horse regulations in city code. Voting shall take place for each request as they are separate items.

Rezoning/Map Amendment

The current zoning of PID 16.021.0200 is R-1 “Single Family Residential” and is proposed to be rezoned to R-1A “Residential Rural Zoning District”. The R-1A zoning district was created with the intent of providing residential development while keeping the enjoyment of a rural lifestyle. Staff believes that this zoning district would be the right designation for horses based on larger lot sizes and the location of the parcels on the exterior borders of city limits. The PID in question is just within city limits along the northeast border with Isanti Township. A Rezoning also constitutes a change to the current zoning map and also land use maps within the City’s Comprehensive Plan.

A rezoning request is determined by the judgement of the Planning Commission and shall be based upon the following factors:

1. The proposed action has been considered in relation to the specific policies and provisions of and has been found to be consistent with the City Comprehensive Plan, including public facilities and capital improvement plans.

The intended use of the parcel for horse stables and pasture will not bring major change to the area. A majority of the land will be used for pastures and grazing land for horses and a building for indoor horse stables is proposed on the north end of the property. While evaluating the request and comparing it to the goals of the City’s Comprehensive Plan, the intended use does not negatively affect surrounding properties and there will be no change needed to public facilities and capital improvement plans.

2. The proposed action meets the purpose and intent of this Ordinance or in the case of a map amendment; it meets the purpose and intent of the individual district.

The parcel meets the minimum lot requirements for the R-1A “Residential Rural” zoning district in that it is over 1 acre in size. The R-1A requirements will need to be amended to allow horse stables as a Conditional Use to fulfill the intent of the rezoning and is analyzed in this report in a following CUP section.

3. There is adequate infrastructure available to service the proposed action.

The intended use will not require infrastructure changes to accommodate the request.

4. There is an adequate buffer or transition provided between potentially incompatible districts.

The parcel is completely surrounded by properties zoned R-1 “Single Family Residential”. The golf course which is currently not operating surrounds the south and west boundaries. Vacant land and one residential property surround the parcel to the north and east. City staff believes that there is an adequate buffer and natural transition of surrounding uses based on the size of the parcels and locations of existing residences.

Conditional Use Permit – Horse Stables

Staff believes that horse stables shall require a Conditional Use Permit in the R-1A zoning district. Each request will be reviewed by the Planning Commission and City Council to ensure that the use is not detrimental to surrounding properties and to determine the suitability of the use in regards to the general welfare, public health and safety.

The Planning Commission shall hold a public hearing and consider possible adverse effects of the proposed Conditional Use. The judgment of the Planning Commission shall be based upon, but is not limited to the following factors:

1. The proposed action has been considered in relation to the specific policies and provisions of and has been found to be consistent with the goals and objectives of the Comprehensive Plan, including public facilities and capital improvement plans.

Response found above in “Rezoning” section.

2. The proposed action meets the purpose and intent of this Ordinance and the underlying zoning district.

The proposal of horse stables on this parcel will meet the purpose and intent of the R-1A Residential Rural zoning district in that the inclusion of the horse stables will keep this land for the enjoyment of a rural lifestyle and the indoor stables would consist of minor low-density development.

3. The establishment, maintenance or operation of the conditional use will promote and enhance the general public welfare and will not be detrimental or endanger the public health, safety, morals, or comfort.

The stables will not be detrimental or endanger the public. Specific regulations for the keeping of horses (found in the Text Amendment section) will further protect the public for the upkeep and maintenance of the operation.

4. The conditional use will not be injurious to the use and enjoyment of other property within the immediate vicinity for the purposes already permitted; nor substantially diminish or impair property values within the neighborhood.

The stables will not impact the enjoyment of surrounding properties and is not expected to diminish or impair property values within the area.

5. The establishment of the conditional use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district.

Due to the location of the parcel, it is not presumed that normal and orderly development and improvement would be affected by this conditional use.

6. Adequate public facilities and services are available or can be reasonably provided to accommodate the use which is proposed.

Public facilities and services would not be negatively impacted and would be able to accommodate the use as necessary.

7. The conditional use shall, in all other respects, conform to the applicable regulations of the district in which it is located.

The stables will have to meet requirements found in the R-1A zoning district for setbacks for a principal building. Plans for the stables will need to be approved by city staff at the time of building permit submittal.

8. The conditional use complies with the general and specific performance standards as specified by within this Article.

The proposed conditional use will comply with the general and specific performance standards specified within this Article.

Text Amendments:

The request to keep horses and build stables on this property require amendments to both the zoning ordinances and also the city code. Changes to the text are indicated below either by having a line through the words if text is being removed and underlined if text is being added. These changes have been separated by zoning ordinance amendments and city code amendments and are analyzed below:

Zoning Ordinance Amendments:

- The term “Horse Stables” must be added to the list of Conditional Uses within the R-1A Zoning District:

ARTICLE SIX: “R-1A” RESIDENTIAL RURAL DISTRICT

Subdivision 4: Conditional Uses

The following are conditional uses allowed in the “R-1A” Single-Family Residential Rural District and shall require a Conditional Use Permit based upon the procedures set forth and regulated by Section 21 of this Ordinance. Additional specific standards and criteria may be cited for respective conditional uses and a request shall be evaluated based upon those additional standards and criteria.

I. Horse Stables

City Code Amendments:

- “Horses” must be regulated and added to Article 1 Keeping of Certain Animals within Chapter 87 of City Code:

§ 87-1.5 Horses.

The City allows the keeping of horses on residential properties, subject to the following requirements:

- A. Must be located in an R-1A Residential Rural Zoning District.
- B. Must have at least 30 acres of land between 1 or more adjacent parcels under the same ownership.
- C. There shall be no more than 1 horse per 2 acres of land.
- D. A Conditional Use Permit is required for horse stables within the R-1A Residential Rural Zoning District.
- E. Stables are required and shall:
 - (1) Be located at least 50 feet from a side or rear property line.
 - (2) Not be located in a drainage or utility easement or in a shoreland protection area or in a wetland setback area.
 - (3) Be at least 100 feet from any residential dwelling on any adjacent property.
 - (4) The property owner shall maintain the stable such that they are in good shape, not unsightly and free from major defects.
- F. The owner must keep the horses in a fenced area. Fence type shall be reviewed by City Staff.
- G. The property owner shall properly store all animal feed such to ensure that it does not attract insect or rodents.
- H. The property owner shall dispose of all animal waste in an appropriate manner on a weekly basis.
- I. Manure stockpiles shall:
 - (1) Be located at least 50 feet from a side or rear property line.
 - (2) Not be located in a drainage or utility easement or in a shoreland protection area or in a wetland setback area.
 - (3) Be at least 100 feet from any residential dwelling on any adjacent property.

- (4) Have a management plan that meets requirements set by the Minnesota Pollution Control Agency.
- J. No person may ride or drive an animal regulated under this article after sunset or below sunrise along or crossing a public way without appropriate lighting or reflectorized clothing.
- K. No person, firm, or corporation will permit any animal regulated under this article to run at large within the city. Any such animal will be deemed “at large” when it is off the premises owned or rented by its owner and unattended by the owner or any agent or employee of the owner.
- L. The animal control authority, any peace officer of the state, and any other personnel under the direction and control of the city, or any agent of the city, may impound any such animal found at large as regulated by Minn. Stats. § 374.14.

City staff have researched surrounding cities regulations for the keeping of horses and the regulations above have been modified to better fit the City of Isanti while staying consistent with language from other regulated animals within City Code.

Staff Recommendation: Staff recommends approval of the Zoning Ordinance Text Amendment to allow the keeping of horses in the R-1A zoning district, a rezoning of PID 16.021.0200 to R-1A Residential Rural and Conditional Use Permit approval for horse stables in the R-1A Zoning District.

Attachments:

- Site Plans



City of Isanti

Gross Payroll	103,631.73
Social Security & Medicare	6,088.23
Public Employees Retirement	10,363.51
Total City Expense	<u>120,083.47</u>

Pay Date 10/28/2022

Pay Period 22 (10/9-10/22/22)

Report Criteria:

Report type: Summary

Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
10/22	10/18/2022	59427	494	ALLINA HEALTH SYSTEM	603-20200	252.25
10/22	10/18/2022	59428	1858	ASTLEFORD INTERNATIONAL	101-20200	993.10
10/22	10/18/2022	59429	9	BERNICKS PEPSI-COLA	609-20200	3,158.30
10/22	10/18/2022	59430	2319	BREAKTHRU BEVERAGE OF MN	609-20200	4,451.44
10/22	10/18/2022	59431	1792	CARLOS CREEK WINERY	609-20200	1,560.00
10/22	10/18/2022	59432	1815	CENTURYLINK	602-20200	535.57
10/22	10/18/2022	59433	918	CRYSTAL SPRINGS ICE	609-20200	187.20
10/22	10/18/2022	59434	8	DAHLHEIMER DISTRIBUTING CO	609-20200	16,138.17
10/22	10/18/2022	59435	2478	EAST CENTRAL ENERGY	101-20200	42.85
10/22	10/18/2022	59436	3159	ELM CREEK BREWING	609-20200	152.00
10/22	10/18/2022	59437	2933	FALCON NATIONAL BANK	228-20200	13,656.72
10/22	10/18/2022	59438	912	FASTENAL COMPANY	101-20200	458.31
10/22	10/18/2022	59439	739	HACH COMPANY	601-20200	438.96
10/22	10/18/2022	59440	3260	IMAGE CONTRACTING	505-20200	8,000.00
10/22	10/18/2022	59441	7	JOHNSON BROTHERS LIQUOR CO	609-20200	25,274.80
10/22	10/18/2022	59442	2647	JOHNSON CONTROLS	101-20200	578.40
10/22	10/18/2022	59443	5	KAWALEK TRUCKING	609-20200	359.60
10/22	10/18/2022	59444	3259	KIELSER POLICE SUPPLY	101-20200	429.00
10/22	10/18/2022	59445	3253	KINMOUNT EXTERIORS LLC	101-20200	16,291.50
10/22	10/18/2022	59446	1282	LEAF TOWING & RECOVERY	220-20200	200.00
10/22	10/18/2022	59447	2762	LEGACY SECURITY TECHNOLOGY INC	609-20200	416.00
10/22	10/18/2022	59448	1479	LOFFLER COMPANIES INC	108-20200	238.45
10/22	10/18/2022	59449	3096	MARIE RIDGEWAY LICSW LLC	101-20200	230.00
10/22	10/18/2022	59450	3117	MAVERICK WINE LLC	609-20200	724.00
10/22	10/18/2022	59451	17	MCDONALD DISTRIBUTING CO	609-20200	16,309.25
10/22	10/18/2022	59452	616	MENARDS - CAMBRIDGE	228-20200	414.10
10/22	10/18/2022	59453	2953	MIDCONTINENT COMMUNICATIONS	609-20200	314.18
10/22	10/18/2022	59454	1536	MINNESOTA DEED	219-20200	833.33
10/22	10/18/2022	59455	2080	MVTL LABORATORIES INC	602-20200	746.23
10/22	10/18/2022	59456	3122	NEW FRANCE WINE COMPANY	609-20200	684.00
10/22	10/18/2022	59457	2992	NEXTERA COMMUNICATIONS	609-20200	305.02
10/22	10/18/2022	59458	3149	ORIGIN WINE & SPIRITS	609-20200	136.00
10/22	10/18/2022	59459	44	PHILLIPS WINE & SPIRITS INC	609-20200	4,691.25
10/22	10/18/2022	59460	3120	ROOTSTOCK WINE COMPANY	609-20200	211.08
10/22	10/18/2022	59461	1361	STAPLES ADVANTAGE	101-20200	62.73
10/22	10/18/2022	59462	73	STAR	101-20200	11.03
10/22	10/18/2022	59463	2441	TACTICAL SOLUTIONS	101-20200	236.00
10/22	10/18/2022	59464	626	THE WINE COMPANY	609-20200	311.00
10/22	10/18/2022	59465	1946	TRADEWINDS HEATING AIR	101-20200	165.79
10/22	10/18/2022	59466	42	VIKING COCA-COLA BOTTLING CO	609-20200	544.85
10/22	10/18/2022	59467	1286	VINOCOPIA INC	609-20200	1,494.71
10/22	10/18/2022	59468	4	WATSON CO INC	609-20200	2,196.60
Grand Totals:						124,433.77

Report Criteria:

Report type: Summary

Check.Type = {<>} "Adjustment"

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10/22	10/26/2022	59476	3261	ANIMATED LIGHTING INC	228-20200	2,265.00
10/22	10/26/2022	59477	692	ARC IRRIGATION LLP	104-20200	134.22
10/22	10/26/2022	59478	1141	ASSURANT EMPLOYEE BENEFITS	861-20200	543.35
10/22	10/26/2022	59479	53	BELLBOY CORPORATION	609-20200	3,104.15
10/22	10/26/2022	59480	9	BERNICKS PEPSI-COLA	609-20200	1,834.44
10/22	10/26/2022	59481	2319	BREAKTHRU BEVERAGE OF MN	609-20200	575.50
10/22	10/26/2022	59482	602	BURNET TITLE	601-20200	135.18
10/22	10/26/2022	59483	120	CONNEXUS ENERGY	101-20200	20,325.83
10/22	10/26/2022	59484	2583	CONTINENTAL RESEARCH CORP	101-20200	263.00
10/22	10/26/2022	59485	918	CRYSTAL SPRINGS ICE	609-20200	312.50
10/22	10/26/2022	59486	8	DAHLHEIMER DISTRIBUTING CO	609-20200	13,029.85
10/22	10/26/2022	59487	2809	DAHLHEIMER, PAMELA	101-20200	175.00
10/22	10/26/2022	59488	3265	DAVID STEWART	101-20200	53.69
10/22	10/26/2022	59489	1941	DELTA DENTAL	861-20200	3,478.60
10/22	10/26/2022	59490	3010	EVERPINE LAND HOLDINGS	601-20200	14.89
10/22	10/26/2022	59491	2933	FALCON NATIONAL BANK	228-20200	19,866.96
10/22	10/26/2022	59492	3263	FREEDOM MORTGAGE	601-20200	25.18
10/22	10/26/2022	59493	3262	IRONI, BRENDAN	601-20200	5.04
10/22	10/26/2022	59494	1891	ISANTI AREA JOINT FIRE DISTRICT	101-20200	68,270.28
10/22	10/26/2022	59495	1563	ISANTI ELECTRIC INC	101-20200	2,210.33
10/22	10/26/2022	59496	113	ISANTI TIRE & AUTO CARE INC	101-20200	25.00
10/22	10/26/2022	59497	7	JOHNSON BROTHERS LIQUOR CO	609-20200	8,545.75
10/22	10/26/2022	59498	3245	JP BROOKS	601-20200	30.69
10/22	10/26/2022	59499	5	KAWALEK TRUCKING	609-20200	156.00
10/22	10/26/2022	59500	2587	LEAGUE OF MN CITIES	614-20200	759.40
10/22	10/26/2022	59501	2762	LEGACY SECURITY TECHNOLOGY INC	609-20200	3,328.80
10/22	10/26/2022	59502	2435	LINDBERG LAW OFFICE PA	601-20200	58.40
10/22	10/26/2022	59503	131	MACQUEEN EQUIPMENT INC	602-20200	547.36
10/22	10/26/2022	59504	3117	MAVERICK WINE LLC	609-20200	953.00
10/22	10/26/2022	59505	17	MCDONALD DISTRIBUTING CO	609-20200	4,877.11
10/22	10/26/2022	59506	2208	MINNESOTA EQUIPMENT INC	101-20200	26.22
10/22	10/26/2022	59507	2906	MOUA, MOA	601-20200	57.62
10/22	10/26/2022	59508	617	PAUSTIS WINE COMPANY	609-20200	1,358.25
10/22	10/26/2022	59509	44	PHILLIPS WINE & SPIRITS INC	609-20200	1,068.21
10/22	10/26/2022	59510	12	POSTMASTER	603-20200	184.00
10/22	10/26/2022	59511	3264	REITZER, CHAD	601-20200	22.01
10/22	10/26/2022	59512	2518	SEMLER CONSTRUCTION INC	601-20200	64.24
10/22	10/26/2022	59513	2396	SOUTHERN GLAZERS OF MN	609-20200	22,741.41
10/22	10/26/2022	59514	1442	ST LOUIS MRO INC	603-20200	75.50
10/22	10/26/2022	59515	315	ST PAUL STAMP WORKS	101-20200	34.60
10/22	10/26/2022	59516	2834	SUN MECHANICAL INC	601-20200	11,496.71
10/22	10/26/2022	59517	2598	T.A. SCHIFSKY & SONS INC	101-20200	222.75
10/22	10/26/2022	59518	1290	THE AMBLE GROUP	602-20200	402.48
10/22	10/26/2022	59519	1503	THE AMERICAN BOTTLING COMPANY	609-20200	240.00
10/22	10/26/2022	59520	1762	THE TITLE GROUP	601-20200	27.71
10/22	10/26/2022	59521	2251	TITLE SMART INC	601-20200	47.99
10/22	10/26/2022	59522	2944	UNIFIRST CORPORATION	609-20200	739.05
10/22	10/26/2022	59523	42	VIKING COCA-COLA BOTTLING CO	609-20200	312.65
10/22	10/26/2022	59524	4	WATSON CO INC	609-20200	2,622.27
10/22	10/26/2022	59525	780	WINE MERCHANTS	609-20200	120.00
10/22	10/26/2022	59526	2872	WINEBOW	609-20200	582.98

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
Grand Totals:						202,724.01

Dated:

Mayor:

City Council:

City Recorder:

Report Criteria:

Report type: Summary

Check.Type = {<>} "Adjustment"



Memo for City Council

To: Mayor Johnson and Members of the City Council
From: Katie Grotte, Human Resources Director
Date: November 1, 2022
Subject: Employee Personnel Policy- Updates

Background:

The below statement is red has been added to the personnel policy for clarification purposes only. Standard practice of job offers has not changed.

4.07 Selection Process

The selection process will be a cooperative effort between the City Administrator, Human Resources, and the Department Head, subject to final hiring approval of the City Council. All pre-employment job offers will be negotiated by the City Administrator prior to approval at a City Council meeting. Any, all, or none of the candidates may be interviewed. Selected candidate(s) for a position will be finalized by resolution indicating the title, anticipated start date, salary, and other applicable details.

The process for hiring seasonal and temporary employees may be delegated to the appropriate supervisor with each hire subject to final City Council approval. Except where prohibited by law, seasonal and temporary employees may be terminated by the supervisor at any time, subject to City Council approval.

The City has the right to make the final hiring decision based on qualifications, abilities, experience, and the City of Isanti's needs.

RESOLUTION 2022-XXX

APPROVING THE HIRE OF LIQUOR STORE CLERK II FOR HEATHER BEHM

WHEREAS, the City Council of the City of Isanti approves hiring of all employees; and,

WHEREAS, the City Council has approved the part-time Liquor Store Clerk II positions; and,

WHEREAS, the interviewing team has selected Heather Behm as the most qualified candidate for the position; and,

WHEREAS, the offer is contingent upon successfully passing a background investigation;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, as follows:

1. Human Resource Director has offered the Liquor Store Clerk II position to Heather Behm.
2. This position is part-time, non-exempt, and not eligible for benefits.
3. The start date will be October 24, 2022.
4. The wage will start at Step 1 of the wage scale at \$14.9056.
5. This position is non-exempt and not eligible for benefits.
6. This position will be scheduled up to 29 hours per week.
7. Human Resources Director is to complete all required documentation for the completion of the employment offer and place a copy of this Resolution in the employee's personnel file for future reference.

This resolution is hereby approved by the Isanti City Council this 1st day of November 2022.

Attest:

Mayor Jeff Johnson

Jaden Strand
City Clerk

RESOLUTION 2022-XXX

**APPROVING THE OFFER FOR FULL-TIME POLICE OFFICER NOAH
HEILLER**

WHEREAS, the City Council of the City of Isanti is required to approve all new employee offers; and,

WHEREAS, the City Council approved to advertise and accept applications to fill a full-time Police Officer position; and,

WHEREAS, the Chief of Police and interview panel selected Noah Heiller as the most qualified candidate for the open full-time Police Officer position; and,

WHEREAS, the candidate's offer is contingent on successfully completing and passing a Police Officer background investigation, medical evaluation, drug test and psychological evaluation;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, as follows:

1. That Human Resources has offered the full-time Police Officer position to Noah Heiller for the City of Isanti and shall be eligible to start in that position after successfully meeting all conditions of pre-employment evaluations.
2. That Noah Heiller shall start at Step 6 of the current wage scale in the 2020-2022 Collective Bargaining Agreement #217 and eligible for all benefits offered by the City of Isanti.
3. 80 hours of front-loaded sick time to start, but not to accrue until 10 months of employment has been completed.
4. That Noah Heiller shall be on probationary status per the Personnel Policy and current Collective Bargaining Agreement #217.
5. Noah Heiller start date is effective November 1, 2022 or after.
6. That Human Resources is directed to complete all required documentation for the completion of the employment offer.
7. That Human Resources is directed to forward an executed copy of this resolution to the employee and place a copy in the employee's personnel file for future reference.

This Resolution is hereby approved by the Isanti City Council this 1st day of November 2022.

Attest:

Mayor Jeff Johnson

Jaden Strand
City Clerk



Memo for Council Action

To: Mayor Johnson and Members of the City Council
From: Jordan Clementson, Parks, Recreation, and Events Coordinator
Date: November 1, 2022
Subject: Accepting Donation from Strike Life Tributes

Background:

In preparation for Illuminate Isanti, city staff have been soliciting donations from local business to sponsor the event. Strike Life Tributes has graciously donated \$500.00 to be a participating sponsor. We thank them for their support of Illuminate Isanti.

Request:

Staff is requesting action on this item.

Attachments:

- Res-XXX- Parks – Accepting Donation from Strike Life Tributes

RESOLUTION 2022-XXX

ACCEPTING DONATION FROM STRIKE LIFE TRIBUTES

WHEREAS, Strike Life Tributes has donated \$500.00 to be named a Participating Sponsor of Illuminate Isanti;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to hereby accept the donation from Strike Life Tributes.

This Resolution is hereby approved by the Isanti City Council this 1st day of November 2022.

Attest:

Mayor Jeff Johnson

Jaden Strand
City Clerk



Memo for Council Action

To: Mayor Johnson and Members of the City Council
From: Jordan Clementson, Parks, Recreation, and Events Coordinator
Date: November 1, 2022
Subject: Accepting Donation from Rosewood Senior Living

Background:

In preparation for Illuminate Isanti, city staff have been soliciting donations from local business to sponsor the event. Rosewood Senior Living has graciously donated \$300.00 to purchase a light display. We thank them for their support of Illuminate Isanti.

Request:

Staff is requesting action on this item.

Attachments:

- Res-XXX- Parks – Accepting Donation from Rosewood Senior Living

RESOLUTION 2022-XXX

ACCEPTING DONATION FROM ROSEWOOD SENIOR LIVING

WHEREAS, Rosewood Senior Living has donated \$300.00 to purchase a light display for Illuminate Isanti;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to hereby accept the donation from Rosewood Senior Living.

This Resolution is hereby approved by the Isanti City Council this 1st day of November 2022.

Attest:

Mayor Jeff Johnson

Jaden Strand
City Clerk



Memo for Council Action

To: Mayor Johnson and Members of the City Council
From: Jordan Clementson, Parks, Recreation, and Events Coordinator
Date: November 1, 2022
Subject: Accepting Donation from Laureen Simons

Background:

Laureen Simons completed the Memorial Giving/Donation application and submitted payment of \$1,500.00 to donate a tree and a park bench in memorial of Rose (Williams) Beck. The bench and tree are to be placed near the playground at Bluebird Park. Bench cost not to exceed \$1000.00 and the tree cost is not to exceed \$500.00. The City will purchase and install the bench and guarantee it for ten years. The City will purchase and plant a 2.5" caliper balled and burlapped tree and guarantee the health of it for three years, replaced once.

Request:

Staff is requesting action on this item.

Attachments:

- Res-XXX- Parks – Accepting Donation from Laureen Simons

RESOLUTION 2022-XXX

ACCEPTING DONATION FROM LAUREEN SIMONS

WHEREAS, Laureen Simons donated \$1,500.00 to have a park bench and tree placed near the Bluebird Park playground in memorial of Rose (Williams) Beck; and,

WHEREAS, City staff will purchase a park bench with engraving stating “IN LOVING MEMORY” “ROSE (WILLIAMS) BECK”; and,

WHEREAS, in accordance with the Park and Feature Naming Policy, the City will guarantee the bench for ten years.

WHEREAS, City staff will purchase and plant a 2.5” caliper balled and burlapped tree; and,

WHEREAS, in accordance with the Park and Feature Naming Policy the City will guarantee the health of the tree for three years (replaced once);

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to hereby accept the donation from Laureen Simons.

This Resolution is hereby approved by the Isanti City Council this 1st day of November 2022.

Attest:

Mayor Jeff Johnson

Jaden Strand
City Clerk

RESOLUTION 2022-XXX

**RESOLUTION APPROVING INDEPENDENT CONTRACTED SERVICES AND
VOLUNTEERS TO COLLECT DONATIONS AT ILLUMINATE ISANTI**

WHEREAS, Council approved the budget and concept for the holiday lighting event, Illuminate Isanti; and,

WHEREAS, the event will be 10 days with multiple vendors, kid's activities, food trucks and be ticketed; and,

WHEREAS, independent contractors will be used as attendants to assist staff and the event where needed; and,

WHEREAS, there will be a maximum of ten independent contracted individuals receiving individual amounts, not to exceed, \$600.00; and,

WHEREAS, funding is outlined within the allocated event budget; and,

WHEREAS, to encourage volunteer opportunities and involvement of non-profit community organizations, staff has dedicated one display element that is interactive for a photo opportunity that volunteers will be permitted to receive unsolicited donations by using a donation box;

WHEREAS, donations received by the volunteer organizations will not be part of City funds nor be reported to the City;

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ISANTI, MINNESOTA to allow independent contractors and volunteers at Illuminate Isanti per this Resolution.

This resolution was duly adopted by the Isanti City Council this 1st day of November, 2022.

Mayor Jeff Johnson

Jaden Strand
City Clerk



Memo for Council Action

To: Mayor Johnson and Members of the City Council
From: Jordan Clementson, Parks, Recreation, and Events Coordinator
Date: November 1, 2022
Subject: Eagle Scout Project Proposal - Gaga Ball Pit by Will Wood

Background:

On October 17th, 2022 City Staff received an Eagle Scout project request by Will Wood, Troop 16.

Will would like to build a Gaga Ball Pit to help the City add more recreation opportunities for youth in Bluebird Park. Having activities available will bring more youth of varying ages to the park. The project would be in the Spring with completion by end of May, 2023. Will plans to build a Gaga Ball Pit custom and use a local metal manufacturing Isanti business for the brackets. The cost to the City would be \$600 or less.

An Eagle Scout Service Project is an opportunity for a Scout in Scouts of America to demonstrate service and leadership of others while performing a project for the benefit of a community or organization. The Scout must propose a plan, share the benefit and execute the project using skills they have gained throughout their scout journey.

Gaga is a fast paced, high energy sport played in an octagonal pit. The game is played with a soft foam or rubber ball and combines the skills of dodging, striking, running, and jumping, while trying to hit opponents with a ball below the knees. Players need to keep moving to avoid getting hit by the ball. This sport is becoming more and more popular and is often added to recreational areas within cities, churches, campgrounds, camps and more.

The Park, Recreation and Culture Board was in support of this project and voted 3-0 at its October 25th, 2022 meeting to move it to the City Council for their approval.

Request:

Staff is requesting action on this item.

Attachments:

- Res-XXX- PARKS – Wood- Eagle Scout Project
- Gaga Ball Pit Proposed Locations Map
- Gaga Ball Pit Pictures

RESOLUTION NO. 2022-XXX

A RESOLUTION AUTHORIZING WILL WOOD TO CONSTRUCT A GAGA BALL PIT IN BLUEBIRD PARK AS PART OF A 2023 EAGLE SCOUT PROJECT

WHEREAS, on October 17, 2022, the City of Isanti had received a request from Will Wood for the placement of a gaga ball pit located at 201 Isanti Parkway NW in Bluebird Park as part of his 2023 Eagle Scout Project; and,

WHEREAS, the City of Isanti owns the property located at 201 Isanti Parkway NW; and,

WHEREAS, Mr. Wood had prepared a written request outlining the specifications for what he intends to build; and,

WHEREAS, Mr. Wood would obtain all materials necessary to complete the project before the project begins; and,

WHEREAS, the Parks, Recreation, and Culture Board voted 3-0 to recommend moving this project forward for City Council approval,

WHEREAS, the Parks, Recreation, and Culture Board will select final placement of the gaga ball pit; and,

WHEREAS, the City Council must review and approve any improvements that would occur on City owned property as well as authorize any funding requests associated with such projects; and,

WHEREAS, the City of Isanti Public Works would maintain the gaga ball pit upon completion of the project; and,

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota authorizes Will Wood to donate labor to construct a gaga ball pit located at 201 Isanti Parkway NW.

BE IT FURTHER RESOLVED by the City Council of the City of Isanti, Minnesota hereby approves the request for funding for such project, in an amount not to exceed \$600.00 to be provided from 101-45300-404 Repairs/Maintenance/Machinery/Equipment.

This resolution was duly adopted by the Isanti City Council this 1st day of November 2022.

Mayor Jeff Johnson

ATTEST:

Jaden Strand
City Clerk

Gaga Ball Pit Proposed Locations



- | | |
|---|--|
| 1- Potential to put VB courts here in future | 7- Splashpad will be in this area |
| 2- Good spot | 8- Too close to parking with balls leaving the pit |
| 3- Good spot | 9- Concrete isn't a good option due to knuckles scraping ground during game play. Sand is preferred. |
| 4- Good spot | 10- Ok spot, pine needles could be in issue every fall |
| 5- Too close to picnic shelter with balls leaving the pit | 11- Good spot |
| 6- Too close to parking lot | 12- Skating rink exists in this spot |





**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE CITY OF ISANTI
AND
LAW ENFORCEMENT LABOR SERVICES, INC. LOCAL #217**

This Memorandum of Understanding ("MOU") is made by and between the City of Isanti, Minnesota ("City") and Law Enforcement Labor Services, Inc., Local #217 ("Union").

WHEREAS, the City and the Union are parties to a collective bargaining agreement ("CBA") effective January 1, 2023 through December 31, 2025, setting forth terms and conditions of employment for City police officers, including a provision for calculating longevity credit for prior law enforcement experience (Article 17.8); and,

WHEREAS, the City desires to calculate the prior experience of each officer the same for clarity and consistency as follows:

Prior full-time work experience will be calculated using whole months that are equivalent to years (total months / 12). One (1) day or thirty-one (31) days in a single month will count as credit for an entire month. The longevity credit will be applied (*1-year prior full-time experience = 0.5 years longevity credit*). Then years of longevity credit would always be rounded up.

Example: 105 months of prior service equals 8.75 years. 0.5 years credit would be 4.38 years. Then the calculated years of longevity credit would be rounded up to the nearest whole number, 5 years.

In this example, upon completion of the officer's 5th year of service with Isanti, they would have 10 years of service total, per this calculation method. Upon completion of the 10th, 15th and 20th year of service, which would include the calculated years of service credit detailed above, 2%, 4% or 6% longevity would be applied per the contract, Article 17.4, to the base wage for the respective officer.

NOW THEREFORE, the parties agree as follows:

1. Notwithstanding the language of Article 17.8, longevity shall be calculated using the following calculation method
 - A. Prior full-time work experience will be calculated using whole months. One (1) day or thirty-one (31) days in a single month will count as credit for an entire month.
 - B. The total number of whole months shall then be divided by 12 for purposes of determining the number of years to be used in the calculation.
 - C. The number of years of longevity credit shall be rounded up.
 - D. The rounded up years shall then be used to calculate the longevity credit (*e.g., 1-year prior full-time experience = 0.5 years longevity credit*).

2. This MOU constitutes the entire agreement between the parties relating to the matters identified herein. No party has relied upon any oral statements or promises that are not set forth in this document. No changes to this MOU will be valid unless they are in writing and signed by the parties.
3. This MOU shall be effective January 1, 2023- December 31, 2025, or until a successor collective bargaining agreement is ratified and approved, whichever is later
4. The parties agree that this MOU shall not be considered precedent setting, constitute a past practice, or be used as evidence in any proceeding involving the City and the Union other than for purposes of enforcement of this MOU.
5. This MOU shall for all purposes be deemed to have been mutually drafted.

IN WITNESS WHEREOF, the parties have caused this Memorandum of Understanding to be executed this _____ day of _____, 2022.

For City of Isanti:

Jeff Johnson, Mayor

Josi Wood, City Administrator

For LELS Local #217:

Brian Bone

LELS Business Agent

Red Mc

LELS Union Steward