

AGENDA
CITY OF ISANTI
PLANNING COMMISSION MEETING



TUESDAY, JANUARY 17, 2023 – 6:00 PM

- 1. Meeting Opening**
 - a. Call to Order
 - b. Pledge of Allegiance
 - c. Oath of Office
 - d. Roll Call
 - e. Agenda Modifications
 - f. Adopt the Agenda

- 2. Organization of Advisory Bodies as per the City Code of Ordinances Chapter 8**
 - a. Election of 2021 Chair
 - b. Election of 2021 Vice-Chair
 - c. Election of 2021 Secretary
 - d. Approval of Meeting Dates
 1. Establishment of the Planning Commission

- 3. Meeting Minutes**
 1. Approving the minutes from the December 20, 2022 meeting of the Planning Commission.

- 4. Public Hearing**

- 5. Other Business**

- 6. Discussion Items**
 1. Conflict of Interest Disclosure

- 7. Adjournment**



MEMO

To: Chair and Members of the Planning Commission
From: Stephanie Hillesheim, Community Development Director
Date: January 17, 2023
Subject: Establishment of the Planning Commission

Request:

Staff is requesting the Planning Commissioners review the Ordinance as it outlines the duties of the Planning Commission.

Attachment(s):

- Planning Commission.pdf

§ 8-6. Planning Commission. [Amended 3-15-2005 by Ord. No. 335]

- A. A Planning Commission is hereby established for the City of Isanti.
- B. The Planning Commission's purpose shall be to review and make recommendations to the City Council on all matters relating to physical development, including but not limited to proposed subdivisions, site plans, variances, conditional use permits, and ordinance interpretations. The Planning Commission shall annually review the capital improvements program and periodically review all development-related ordinances and plans and make recommendations to the City Council. **[Amended 2-17-2009 by Ord. No. 452]**
- C. The City Council shall have sole authority to appoint members to the Planning Commission. All members of the Planning Commission shall serve at the will of the City Council and may be removed without cause. The number of members for the Planning Commission shall be seven. Appointment to the Planning Commission shall include the Mayor and four City Council members, and the remaining members shall be citizens at large. Any City staff, as deemed necessary or advisable by the City Council, may be appointed to be non-voting ex officio members of the advisory body. **[Amended 2-17-2009 by Ord. No. 453; 5-17-2016 by Ord. No. 645; 1-3-2017 by Ord. No. 665; 7-20-2021 by Ord. No. 763; 2-15-2022 by Ord. No. 768]**
- D. The residency requirement, when selecting members of the Planning Commission, shall be that it is made up of seven persons residing within the City limits of the City of Isanti. **[Amended 2-3-2015 by Ord. No. 597]**
- E. Terms; vacancies. **[Added 2-17-2009 by Ord. No. 453; amended 3-20-2012 by Ord. No. 528; 5-17-2016 by Ord. No. 645]**
 - (1) The appointees from the citizens at large shall be appointed to serve staggered terms of three years, except as noted below, commencing on the first day of January in the year of appointment. Upon expiration of a term, the appointee shall continue until reappointed or a successor is appointed. Initial appointments pursuant to this section shall be as follows: one appointee shall be appointed for the term of one year; and one appointee for the term of two years. **[Amended 1-3-2017 by Ord. No. 665]**
 - (2) The Mayor and four Council members shall serve on the Planning Commission for a one-year term to expire on December 31 of each year. **[Amended 1-3-2017 by Ord. No. 665; 7-20-2021 by Ord. No. 763]**
 - (3) Absence from any three meetings in a twelve-month period, unless excused in advance by the Chair, constitutes a vacancy. In the event of any vacancy, the City Council shall appoint a person to complete the unexpired term.
- F. Age requirement. All appointees to the Planning Commission shall be 18 years of age or older. **[Added 3-16-2011 by Ord. No. 504]**



MEMO

To: Chair and Members of the Planning Commission
From: Ryan Saltis, Community Development Specialist
Date: January 17, 2023
Subject: Approving the minutes from the December 20, 2022 meeting of the Planning Commission.

Background:

Please review the attached draft minutes of the December 20, 2022 Planning Commission meeting.

Request:

Staff is requesting action on this item.

Attachment(s):

- Minutes - PC Meeting 12-20-22 DRAFT.docx

CITY OF ISANTI

PLANNING COMMISSION MEETING

TUESDAY, December 20, 2022

Immediately following the 7:00 P.M City Council Meeting;

1. Meeting Opening

- A. Call to Order: Chair Johnson called the meeting to order at 7:45 p.m.
- B. Pledge of Allegiance
- C. Roll Call: Members present: Jeff Johnson, Jimmy Gordon, Steve Lundeen, Paul Bergley, Alexander Collins, Arissya Simon
Members Absent: Dan Collison
Staff present: Community Development Specialist Ryan Saltis, Community Development Director Stephanie Hillesheim, City Administrator Josi Wood, City Engineer Jason Cook, City Clerk Jaden Strand
- D. Agenda Modifications: Oath of Office for Alexander Collins
- E. Adopt the Agenda
Motion to adopt the agenda by Lundeen, second by Simon motion passes 6-0.

2. Meeting Minutes

- A. Approval of Minutes from the August 16, 2022 Planning Commission Meeting, motion by Bergley, second by Simon, motion passes 6-0.

3. Public Hearing

- A. Request by Stephanie Neumann for Site Plan approval under City Ordinance 445, Section 18, said request is for Horse Stables at PID 16.021.0200.

Saltis presented the request for site plan review of horse stables, an indoor and outdoor riding arena and storage shed on PID 16.021.0200. The applicants recently were approved a rezoning of the parcel to the R-1A zoning district and a Conditional Use Permit for Horse Stables on the parcel. The proposed site plans feature an indoor riding barn, outdoor riding arena and a storage shed all located on the north section of the parcel. Setbacks for the structures will meet the R-1A zoning district minimums. The applicant, Stephanie Neumann, was present at the meeting and available for questions from staff or the Planning Commission. The Planning Commission asked about drainage and wetlands on the parcel. The applicant responded and said that the north section of the parcel where the structures are proposed to be located will have the least amount of impact on the wetlands. The city engineer questioned the plans for drainage and runoff from the driveway along the eastern edge of the parcel. The applicant said that there is already a culvert in the drainage ditch on the south of the parcel that will stay the same and that the new driveway is not expected to impact the sizing of the culvert. Staff explained that the stables are for private use only and a more extensive review would be required if it were for public use. Isanti County designates the parcel as Non-Homestead Agricultural which would be exempt from

needing several permits with the city. The applicants will still need to receive permits from the state for altering land and will also need wetland studies completed by the city's engineering firm to ensure that the wetlands will not be negatively affected. A surrounding property owner, Lynn Swanson, was present at the meeting and confirmed that the intent of the stables should not impact the wetlands on the site and that the land has been farmed for years without issues. Staff implemented conditions of approval for the project including lighting standards, permits needed, fencing, and that the building will meet state building and fire codes. The applicant stated that they could meet the regulations proposed to be put in place for the site plans. Motion for approval of the site plans for horse stables by Simon and seconded by Lundeen, motion passed 6-0.

- B. Request by the City of Isanti for a Zoning Ordinance Text Amendment under City Ordinance 445, Section 21, Article 1, said request is to amend Section 13 Article 4 "Accessory Buildings, Structures and Uses" to allow pole structured buildings in the R-1A Residential Rural Zoning District.

Saltis explained the zoning ordinance text amendment for accessory structures and why the changes need to be made for this request. It was stated that the city has received several requests from residents to allow pole buildings within city limits. A majority of these requests are for properties with at least 1 acre of land located in the R-1A "Residential Rural Zoning District". A Text Amendment is necessary to change the language in the Zoning Ordinances to allow pole buildings in the R-1A Zoning District. Jimmy Gordon of the Planning Commission asked if the sizes of the structures would be allowed to be larger than the current accessory buildings chart calls for. City staff stated that with what is presented, the maximum sizes of accessory buildings will remain the same based on the amount of acreage that a parcel has. Staff reiterated that what is proposed is for this request is that pole type buildings would be an acceptable building material in the R-1A Zoning District. Gordon asked if the sizes of the accessory buildings could be larger for pole type structures in this zoning district. Staff said that this request could be looked into by pulling acreage data for parcels in this zoning district to see if it would be beneficial for residents in this district. Gordon requested that the maximum square feet of pole structures should reflect an existing regulation that the parcel shall not have over 40% impervious surface, which would include any pole buildings that would be built on a lot. Planning Commission members agreed that this should be looked into for the next meeting to see if it makes sense for these specific areas in the city that have larger parcels. Motion for approval of the Zoning Ordinance Text Amendment to allow pole structured buildings in the R-1A Residential Rural Zoning District by Gordon and seconded by Bergley, motion passed 6-0.

- 5. Other Business:** None
- 6. Discussion Items:** None

- 7. Adjournment:** Motion by Bergley, 2nd by Lundeen to adjourn, motion passed 6-0, meeting adjourned at 8:30 p.m.

Respectfully submitted by Ryan Saltis, Community Development Specialist

DRAFT



MEMO

To: Chair and Members of the Planning Commission
From: Stephanie Hillesheim, Community Development Director
Date: January 17, 2023
Subject: Conflict of Interest Disclosure

Background:

Each year members of the City Council and advisory boards must complete a Conflict of Interest disclosure form.

Request:

Staff request review of this document and an updated signed version from any commissioners who have not updated this information in the new year.

Attachment(s):

- Conflicts of Interest 2023.docx

18.01 CONFLICT OF INTEREST POLICY

Purpose

The City Council of the City of Isanti confirms its determination that ethical standards by the employees of the City (Public Officials) are essential to the proper conduct of City affairs. By eliminating conflicts of interest and providing a guide for conduct in City matters, the City Council strives to promote the faith and confidence of the citizens of the City in their government. The following standards of conduct are intended to serve as a guideline for Public Officials in carrying out their responsibilities. This Policy is in addition to any statutory requirements, Attorney General opinions or court rulings, which prescribe allowable actions for Public Officials.

Definition

Public Officials will be defined as follows:

- All employees of the City of Isanti
- Police Reserves

Standards of Conduct

1. Public Officials:
 - a) Must not use their positions to secure special privileges or exemptions for themselves or others to intentionally jeopardize the position of employment of others;
 - b) Must not engage in, solicit, negotiate for, or promise to accept private employment nor will they render services for private interests or conduct a private business when such employment, service, or business creates a conflict with or impairs the proper discharge of their official duties;
 - c) Must not participate in deliberations in any matter before the Council, Board or Commission, which affects that Public Official's, Public Official's spouse or minor child's financial interests directly or indirectly or those of a business, profession or occupation with which the Public Official is associated. Whenever such conflict is recognized, the affected Public Officials must disclose in writing such interest prior to any discussion or vote and disqualify themselves from any further involvement pertaining to the issue;
 - d) Must not act as agent or attorney for another in any matter before the Council or any Board or Commission or before any court or administrative board in any matter in which the City is a party;
 - e) Must not directly or indirectly receive, or agree to receive, any compensation, gift or reward or gratuity as an inducement to support or influence any matter or proceeding connected with, or related to, the duties of the office. The following types of gifts are permitted under exceptions to the law:
 1. Lawful campaign contributions.
 2. Services to assist an official in the performance of official duties.
 3. Services of insignificant monetary value.
 4. A plaque or similar item.
 5. A trinket or item of insignificant monetary value.
 6. Informational material of unexceptional value.
 7. Food or beverage given at a reception, meal, or meeting by an organization before whom the recipient makes a speech or answers questions as part of a program (this exception is only available if the location of the reception, meal, or meeting is away from the recipient's place of work).
 8. Gifts given because of the recipient's membership in a group.
 9. Gifts between family members.
 - f) Must not participate in drawings or raffles at events, conferences, or seminars while attending as a City employee where financial participation is required.

- g) Must not disclose to others or use to further their personal interest confidential information acquired by them in the course of their official duties.
2. Any Public Official who is an officer, director, partner, agent, proprietor or employee of any firm or has a proprietary interest of 10 percent (10%) or more in any company, business, enterprise or corporation, partnership, labor union or association doing business with the City will make known that interest in writing as provided in the disclosure section of this Policy.
3. No Public Official nor business entity that the Public Official has a financial interest in, in excess of 10 percent (10%), will enter into any contract with the City unless otherwise authorized by law.
4. Public Officials must disclose to the governing body any relationship to another person or entity in any instance where there is a conflict of interest or could be the appearance of a conflict of interest.
5. Public Officials will not have a personal financial interest in any sales, lease, or contract that they are authorized to make in their official capacities.
6. A Public Official will not hold two positions if the positions' functions are incompatible with one another.

Disclosures

Public Officials, elected or appointed, must, no later than thirty (30) days following election or appointment to office and each year thereafter by February 1, complete the Disclosure Form and return it to the City Clerk. All subsequent applicants for appointment on Boards and Commissions will file a completed Disclosure Form together with the application form. Within thirty (30) days after the acquisition or sale of any property, each Public Official will file as a public record with the City Administrator, a list of all real property in the City owned by such person, that person's spouse, or minor child, or in which the Public Official has a beneficial interest, disclosing each individual item held, and by whom. Homestead will be excluded from the above disclosure. Each Public Official must disclose all positions as officer, director, partner, agent, proprietor or employee of any firm in which such Public Official has a proprietary interest of ten percent (10%) or more in any company, business, enterprise, corporation, partnership, labor union or association doing business with the City, and indicate with respect to each such relationship whether services are gratuitous or for compensation.

Disclosure Form

The disclosure information required by this Policy will be set forth on a form made available by the City Clerk or designee.

Discipline

Upon a signed written complaint of any person questioning adherence to this Policy or on the Council's own volition, the Council will refer the matter to the City Attorney for investigation and the City Attorney will report the results of the investigation to the Council within forty-five (45) days thereafter. A copy of such report will be furnished to the person complained against. Such person may request a hearing on this matter before the Council which request will be filed with the City Administrator not later than ten (10) days following receipt by such person of the City Attorney's report.

Upon receipt of the City Attorney's report and at the conclusion of any hearing on the matter, the Council by majority vote may dismiss the complaint as having no merit, may adopt a resolution of censure, or with respect to members of Boards and Commissions, the Council may remove a member from such Board or Commission. In the event the complaint is against a member of the Council, such member will not participate in the Council's deliberations or vote on the issue.

Violations

Any Public Official who violates the Conflict-of-Interest Law can be found guilty of a gross misdemeanor, be fined up to \$3,000, and imprisoned for up to one year. Any contract that has been made illegally is void.