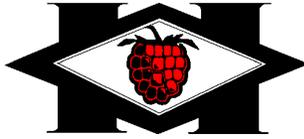


**HOPKINS PLANNING & ZONING COMMISSION**  
**AGENDA**  
**Tuesday, July 26, 2022**  
**6:30 pm**

**THIS AGENDA IS SUBJECT TO CHANGE**  
**UNTIL THE START OF THE PLANNING & ZONING COMMISSION MEETING**

- I. **CALL TO ORDER**
- II. **ADOPT AGENDA**
- III. **COMMUNITY COMMENT**
- IV. **PRESENTATIONS**
  1. Proposed Ordinance Amendment Related to Backyard Chickens
- V. **CONSENT AGENDA**
  1. Minutes of the June 28, 2022 Planning & Zoning Commission Meeting
- VI. **PUBLIC HEARINGS**
  1. 2022-08 Cambridge Towers Site Plan Review
  2. 2022-01 Enclave Site Plan Review and PUD
- VII. **OLD BUSINESS**
  1. Approve Amended Planning & Zoning Commission Bylaws
- VIII. **NEW BUSINESS**
- IX. **ANNOUNCEMENTS**
- X. **ADJOURN**



CITY OF HOPKINS

Administration

## Memorandum

To: Hopkins Planning & Zoning Commission  
Ryan Krzos, City Planner

From: PeggySue Imihy Bean

Date: July 26, 2022

Subject: Proposed Ordinance Amendment Related to Backyard Chickens

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### **PURPOSE**

Staff is proposing an amendment would allow backyard chickens for institutional buildings, change the maximum number of chickens to four universally, simplify the coop setback and size requirements, and change the length of licenses. The ordinance amendment would happen at the City Council level as no zoning code amendments are required.

### **INFORMATION**

Eisenhower Elementary has submitted a request to amend the Ordinance regarding backyard chickens, requesting chickens to be allowed for institutional buildings. Currently, Chapter 6 of the Hopkins City Code regarding animals states that chickens are only allowed for residential buildings.

This Amendment also changes several aspects of the original Ordinance, including: restrictions on the number of chickens owned based on zoning district, changing it to a maximum of four chickens. Changing the maximum coop size to 24 square feet regardless of zoning district. Changing the maximum chicken run size to 80 square feet regardless of zoning district. Changing the coop and chicken run setback minimum requirement to 10 feet, also independent of zoning district.

The Amendment simplifies license issuance; backyard chicken licenses are valid until the license holder moves, rather than expiring after two years.

### **FUTURE ACTION**

It is anticipated that the City Council will hold a first reading of the proposed Ordinance on Monday, August 1.

**CITY OF HOPKINS  
COUNTY OF HENNEPIN**

**ORDINANCE NO. 2022-1181**

**ORDINANCE AMENDING CHAPTER 6 OF THE HOPKINS CITY CODE  
REGARDING ANIMALS**

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF HOPKINS  
HEREBY ORDAINS AS FOLLOWS:**

**SECTION 1.** Section 6-30 of the Hopkins City Code is hereby amended to add the double-underlined language and delete the ~~stricken~~ language as follows:

**Sec. 6-30. Chicken licenses.**

- (a) *Purpose.* The purpose and intent of sections 6-30 through 6-32 is to permit the keeping of chickens in certain residential areas in a manner that is clean and sanitary and unlikely to become a nuisance or otherwise become detrimental to the public health, safety and welfare of the community. These sections are intended to only allow hens pursuant to the requirements contained herein and the keeping or harboring of roosters and other poultry is expressly prohibited.
- (b) *License required.* No person may keep, harbor, maintain, care for, or control chickens in the city without a license issued pursuant to this section. Chicken licenses may only be issued to persons located in requesting to keep chickens in the city's R-1 zoning districts (R-1-A, R-1-B, R-1-C, R-1-D, R-1-E).
- (c) *Application for license.* A person applying for a chicken license must supply the information required on a city-provided license application, which shall include, but not necessarily be limited to, the number of chickens to be kept, dimensions and materials of a chicken coop and/or chicken run, a site plan showing the location of a proposed chicken coop and/or chicken run in relation to other existing structures and lot lines, and a written plan for keeping the premises clean and free of waste material, objectionable odors, and predators. For non-homesteaded properties, written permission from the owner of the property must also be submitted with any license application.
- (d) *License fee.* A license fee may be established by the city and included in the city's fee schedule, and said fee must be paid at the time of making application.
- (e) *License issuance; term.* A license may be issued by the city if all requirements of the Hopkins City Code are deemed satisfied and will remain satisfied upon the issuance of the license under the circumstances proposed. A license shall be valid until the applicant moves. ~~for two years and a renewal application must be submitted by a licensee at least 30 days prior to license expiration to ensure no lapse in licensure.~~

**SECTION 2.** Section 6-31 of the Hopkins City Code is hereby amended to add the double-underlined language and delete the ~~stricken~~ language as follows:

**Sec. 6-31. Proper confinement, care and maintenance of chickens.**

- (a) *Chicken requirements.* In addition to obtaining a license, all chicken owners within the city shall adhere to the following requirements:
- (1) Only hens may be may kept, harbored, maintained, cared for, or controlled in the city. The keeping, harboring, maintaining, caring for, or controlling of roosters or any other poultry is prohibited under all circumstances.
  - (2) The maximum number of chickens allowed shall comply with the information detailed in the table below.

Maximum Number of Chickens Allowed in Residential Districts	
District	Number of Chickens Allowed
<del>R-1-A &amp; R-1-B Residential and Industrial</del>	<del>4 2 plus 1 additional chicken for every 4,356 square feet of lot area over 6,000 square feet (maximum of 4).</del>
<del>R-1-C</del>	<del>3 plus 1 additional chicken for every 4,356 square feet of lot area over 12,000 square feet (maximum of 4).</del>
<del>R-1-D &amp; R-1-E</del>	<del>4</del>

- (3) Chickens must at all times remain confined on the premises and in a chicken coop and/or chicken run located in the property's rear yard, as that term is defined in Hopkins City Code, section 102-4.
- (4) Chickens may not be located in any part of a dwelling, garage, or any other accessory structure other than a chicken coop or chicken run, except that chickens under the age of six weeks may be temporarily kept indoors for brooding purposes.
- (5) Licensees must provide city staff with access to the premises at any time requested to verify compliance with the city's chicken regulations or in response to any complaint of a violation.
- (6) The harvesting or butchering of chickens on the premises is prohibited.
- (7) Selling chickens or chicken eggs on the premises is prohibited.
- (8) No chickens may be kept or raised in a manner as to cause injury or annoyance to persons or other animals on other properties in the vicinity of the premises, whether due to noise, odor, filth, or otherwise.
- (9) All grain and food stored for the use of the chickens shall be kept in rodent-proof and leak-proof containers with tight-fitting covers.
- (10) Chicken coops and chicken runs shall be maintained in a clean and sanitary condition, and in good repair. Flies, rodents and objectionable odors shall be contained.

(11) Chicken coops and chicken runs shall be kept free of accumulated fecal matter and all collected fecal material shall be bagged and properly disposed of at least once a week. Stored fecal matter must be kept in a leak-proof container with a tight-fitting cover until removal from the premises.

(12) Chicken feces, discarded chicken feed, and dead chickens shall not be composted.

(b) *Chicken coop requirements.* All chicken coops in the city shall adhere to the following requirements:

(1) Must be constructed to adequately keep chickens in and predators out. A coop shall be fully enclosed and wind proof with a well-ventilated roof to prevent escape by chickens or entrance by migratory birds and rodents.

(2) Maximum size must comply with the information detailed in the table below and must not exceed seven feet in total height.

Maximum Size of Chicken Coop	
Maximum Number of Chickens Allowed	Maximum Size
Two (2) Chickens	Twelve (12) square feet
Three (3) Chickens	Eighteen (18) square feet
Four (4) Chickens	Twenty Four (24) square feet

(3) Be screened from view by a fence or landscaped buffer with a minimum height of four feet. A fence shall require a separate permit consistent with the standards in section 102-13. Landscaping may consist of shrubs or trees but shall provide a minimum 50 percent opacity screen when planted.

(4) Provide adequate protection from the elements and be able to be winterized. Heaters are strictly prohibited.

Chicken Coop Minimum Setback Requirements	
District	Setback from all property lines
<del>R-1-A &amp; R-1-B</del> <u>Residential and Industrial</u>	10 Feet from a side (including corner lots) or rear property line. 3 feet from a rear property line abutting an alley.
<del>R-1-C</del>	15 Feet
<del>R-1-D &amp; R-1-E</del>	20 Feet

(5) Be located in the rear yard of the premises and shall be setback at least five feet from any on-site or adjacent residential structure or business and conform with the property line setbacks detailed in the table below.

(6) May be made mobile, but must meet all requirements of this section at all times and must be returned to their proper location while unattended or after sunset.

(c) *Chicken run requirements.* All chicken runs in the city shall adhere to the following requirements:

- (1) The maximum size must comply with the information detailed in the table below and must not exceed seven feet in total height.

Maximum Size of Chicken Run	
Maximum Number of Chickens Allowed	Maximum Size
<del>Two (2) Chickens</del>	<del>Forty (40) square feet</del>
<del>Three (3) Chickens</del>	<del>Sixty (60) square feet</del>
Four (4) Chickens	Eighty (80) square feet

- (2) Must be enclosed with fencing, weather resistant/green treated wood and/or sealed with a weather resistant product and/or woven wire materials, and may allow chickens to contact the ground.
- (3) Must have a protective overhead netting to keep the chickens separated from other animals.
- (4) A fence permit may be required pursuant to Hopkins City Code, section 102-13.
- (5) Must be located in the rear yard of the premises and shall be setback at least five feet from any on-site or adjacent residential structure or business and conform with the property line detailed in the table below.

Chicken Run Minimum Setback Requirements	
District	Setback from all property lines
<del>R-1-A &amp; R-1-B</del> <u>Residential and Industrial</u>	10 Feet from a side (including corner lots) or rear property line. 3 feet from a rear property line abutting an alley.
<del>R-1-C</del>	<del>15 Feet</del>
<del>R-1-D &amp; R-1-E</del>	<del>20 Feet</del>

- (6) May be made mobile, but must meet all requirements of this section at all times and must be returned to their proper location while unattended or after sunset.

**SECTION 3.** In accordance with Section 3.03 of the City Charter and Minn. Stat. § 412.191, subd. 4, due to the significant length of this Ordinance, City staff shall have the following summary printed in the official City newspaper in lieu of the complete ordinance:

On August 16, 2022, the Hopkins City Council adopted Ordinance 2022-1181 that amends Chapter 6 of the Hopkins City Code. The purpose of amending the City Code is to allow for the chickens in all residential and institutional districts including amendments to the setbacks and license terms.

A printed copy of the ordinance is available for inspection during regular business hours at Hopkins City Hall and is available online at the City's web site located at [www.hopkinsmn.com](http://www.hopkinsmn.com).

**SECTION 4.** The effective date of this ordinance shall be the date of publication.

First Reading:	August 1, 2022
Second Reading:	August 16, 2022
Date of Publication:	August 25, 2022
Date Ordinance Takes Effect:	August 25, 2022

By: \_\_\_\_\_  
Patrick Hanlon, Mayor

ATTEST:

\_\_\_\_\_  
Amy Domeier, City Clerk

**HOPKINS PLANNING & ZONING COMMISSION  
REGULAR MEETING PROCEEDINGS  
JUNE 28, 2022**

**CALL TO ORDER**

Pursuant to due call and notice thereof a regular meeting of the Hopkins Planning & Zoning Commission was held on Tuesday, June 28, 2022 at 6:30 p.m. in the Council Chambers at City Hall, 1010 1<sup>st</sup> Street South.

Chairperson Stiele called the meeting to order with Commission Members White, Terrill, Wright and Sedoff attending. Commissioner Dyrland was absent. Also present was City Planner Krzos.

**ADOPT AGENDA**

**Motion** by Terrill. **Second** by Sedoff.

**Motion** to Adopt the Agenda as presented.

**Ayes: All.**

**Absent: Dyrland.**

**Nays: None. Motion carried.**

**COMMUNITY COMMENT**

None.

**CONSENT AGENDA**

**Motion** by Terrill. **Second** by White.

**Motion** to Approve the Consent Agenda as amended to remove Youth Member Searles listed as present at the meeting.

1. Minutes of the May 31, 2022 Planning & Zoning Commission Meeting

**Ayes: All.**

**Absent: Dyrland**

**Nays: None. Motion carried.**

**PUBLIC HEARINGS**

None.

**OLD BUSINESS**

None.

**NEW BUSINESS**

**1. Review Planning & Zoning Commission Bylaws**

City Planner Krzos provided background information on the Planning & Zoning Commission Bylaws and the proposed amendments made to the draft document. There is a required 30-day review period prior to amending the Bylaws which may be

**HOPKINS PLANNING & ZONING COMMISSION  
REGULAR MEETING PROCEEDINGS  
JUNE 28, 2022**

amended by a two-thirds vote of the Commission with City Council review and approval prior to taking effect.

After general discussion on the draft document, additional amendments suggested by the Commission included: opening the eligibility of youth members on the Commission to reside outside of Hopkins if they are enrolled in the Hopkins School District, allowing a one-time extension on the time limit for speakers during public hearings which the Chairperson or Commission would decide or vote on at the beginning of the meeting, and agreeing to a future discussion on ways to further engage the youth members.

These amendments will be incorporated by staff and a vote on the final draft of the Bylaws will take place during the July 26 Planning & Zoning Commission agenda followed by City Council review in August prior to taking effect.

**2. Election of Planning & Zoning Commission Officers for 2022/2023**

City Planner Krzos shared an overview of the nomination and election process of Planning & Zoning Commission Officers. The newly elected Officers will take their positions at the July 26, 2022 Planning & Zoning Commission meeting.

Chairperson Stiele asked the Commission for nominations for the position of Chairperson. Commissioner Sedoff nominated Commissioner White. There were no other nominations.

**Motion** by Wright. **Second** by Sedoff.

**Motion** to close Chairperson nominations.

**Ayes: All.**

**Absent: Dyrland**

**Nays: None. Motion carried.**

**Motion** by Sedoff. **Second** by Wright.

**Motion** to Elect Commissioner White for position of Chairperson.

**Ayes: All.**

**Absent: Dyrland**

**Nays: None. Motion carried.**

Chairperson Stiele asked the Commission for nominations for the position of Vice-Chairperson. Commissioner Wright nominated Commissioner Terrill. There were no other nominations.

**HOPKINS PLANNING & ZONING COMMISSION  
REGULAR MEETING PROCEEDINGS  
JUNE 28, 2022**

**Motion** by Wright. **Second** by Sedoff.

**Motion** to close Vice-Chairperson Nominations.

**Ayes: All.**

**Absent: Dyrland**

**Nays: None. Motion carried.**

**Motion** by Wright. **Second** by White.

**Motion** to Elect Commissioner Terrill for position of Vice-Chairperson.

**Ayes: All.**

**Absent: Dyrland**

**Nays: None. Motion carried.**

### **3. Outgoing Planning & Zoning Commissioner Recognition**

City Planner Krzos acknowledged and thanked outgoing members Samuel Stiele and Douglas Dyrland for their service to the Planning & Zoning Commission. Planner Krzos also invited the Commissioners to provide any advice they may have to the incoming Commissioners.

Chairperson Stiele suggested finding more opportunities for team building. Commissioner Sedoff commented on the value of training sessions and speaking up during meetings for clarification and to provide input on the topic. Commissioner Terrill complimented the way Chairperson Stiele ran the meetings and the unique viewpoints each Commissioner brings to a topic. Commissioner White commented on the respectful way the Commission has approached controversial agenda items.

### **ANNOUNCEMENTS**

City Planner Krzos informed the Commission about a joint training session on July 21 along with the Park Board members.

Commissioner Sedoff questioned where in the process the zoning code rewrite is. Planner Krzos stated that the first reading of the ordinance took place at the June 20 City Council meeting, which will be followed by a second reading on July 19 and publication and implementation on July 28.

### **ADJOURNMENT**

**Motion** by White. **Second** by Terrill.

**Ayes: All.**

**Absent: Dyrland.**

**Nays: None. Motion carried.**

**HOPKINS PLANNING & ZONING COMMISSION  
REGULAR MEETING PROCEEDINGS  
JUNE 28, 2022**

The meeting adjourned at 7:03 p.m.

Respectfully submitted,  
Courtney Pearsall, Administrative Assistant

ATTEST:

\_\_\_\_\_  
Nathan White, Chair

DRAFT

July 26, 2022



Planning Application 2022-08

## Site Plan Review for Renovation of 1301 Cambridge Street Cambridge Towers

**Proposed Action:** Staff recommends the Planning & Zoning Commission adopt the following motion: Move to adopt Planning & Zoning Commission Resolution 2022-05, recommending the City Council Approve the Site Plan application from Hopkins Apartments LLC to rehabilitate the property located at 1301 Cambridge Street (PID 19-117-21-11-0126), subject to conditions.

### **Overview**

The applicant, Link Wilson of Kaas Wilson Architects (on behalf of Hopkins Apartments LLC), requests site plan approval to allow renovation of the property located at 1301 Cambridge Street. The proposal consists of converting 4 existing offices to 4 apartment units, recladding portions of the exterior of the building, and installation of exterior amenities and landscaping. Based on the findings in this report, staff recommends approval of this request subject to the conditions detailed in the attached resolutions.

### **Primary Issues to Consider**

- Background
- Applicable Zoning
- Site Plan Review
- Alternatives

### **Supporting Documents**

- Planning & Zoning Resolution 2022-05
- Applicant's Letter
- Plans & Elevations

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Ryan Krzos, AICP  
City Planner

Financial Impact: \$ <u> N/A </u> Budgeted: <u> </u> Y/N <u> </u> Source: <u> </u>
Related Documents (CIP, ERP, etc.): <u> </u>
Notes:

## **BACKGROUND**

**Development Proposal.** Cambridge towers is located to the east of Blake Road and South of Highway 7. The owner of the subject property, Hopkins Apartments, LLC, has recently started repairs to the parking structure that spans much of the site. In the process of working on said repairs, the exterior stucco on the east and west elevations was found to be beyond its useful life. Accordingly, the owner is requesting replacement of the existing stucco with a combination of cement board siding and metal panels. The existing concrete surfaces of the structure would not be replaced. Site plan review is required for this type of exterior modification. The property owner is also proposing additional changes to the exterior including addition of landscaping plantings, creation of resident amenities on an existing plaza to the east of the building, and additional exterior lighting.

In conjunction with exterior changes, the owner is also requesting to renovate floor area in the building; principally on the first level. The original building was built with eight office suites on the first level. Throughout the years, a number of these offices were converted to residential units or storage areas. Currently, the first level is laid out in a manner that allows for open access to residential areas from the office suites, leading to tenant safety concerns. As result the owner is requesting to renovate the first floor to convert four existing office spaces to residential units, renovate the existing first floor units, and create additional interior common areas.

**Neighborhood Meeting.** Chapter 7 of the City's Legislative Policy Manual requires applicants for certain types of zoning applications to hold a neighborhood meeting in addition to the City's required public hearing process. The purpose of the neighborhood meeting is to expand and enhance the dissemination of information to the residents of the City and to encourage involvement by residents in the planning process. The meeting was held on July 21<sup>st</sup> in the Cambridge Towers community room. A summary of the meeting and any comments expressed will be provided to the Planning & Zoning Commission during the public hearing.

**Comments Received Before the Planning & Zoning Commission Public Hearing.** This site plan review application requires a public hearing. As required, the City published notice of this public hearing in the local paper and mailed notices directly to those properties within 500' of the subject property. As of the writing of this report, the City has received no comments on this item. Staff will provided an update on all public comments received to the Planning & Zoning Commission during the public hearing.

## **APPLICABLE ZONING**

The applicant is requesting that this application be reviewed against the updated zoning code which will be in effect prior to the City Council's review and action. The existing building, constructed in the 1970's, conflicts with a significant number of provisions in the new Zoning Ordinance. However, the property possesses a legally nonconforming status with regard to those conflicts since it was established prior to the new code taking effect. With a legally nonconforming property, in general, one is allowed to continue the use, and make certain improvements provided those discrepancies with the code are not made worse or furthered. Staff finds that the requested interior and exterior modifications not only bring the project closer into compliance with the current zoning standards, but also create more livable environment for

residents of the building.

### **SITE PLAN REVIEW**

Standards for reviewing site plan applications are detailed in Article 13 of Development Code. This section establishes site plan review procedures to make a determination of whether proposed buildings, uses, and structures comply with this development code and with other applicable city regulations. Site plan review is required for any developments that include the reconstruction, replacement, or remodeling of material on 50% or more on any part of the exterior of an existing building. In this case, the proposed project includes replacing more than 50% of the west and east side of the building.

Site plan review applications are considered quasi-judicial actions. In such cases, the City is acting as a judge to determine if the regulations within the Comprehensive Plan, Zoning Ordinance or Subdivision Ordinances are being followed. Generally, if this application meets the City's established requirements, it should be approved. Staff's review of the relevant standards that apply to this application is provided below. As previously noted, the scope of the review was limited to just those elements effected by the proposed changes such as building materials and parking, since the unaffected element are protected as legally nonconforming.

**Land Use and Zoning Standards.** The proposed renovation allows for continuation of the existing multiple household living building generally consistent with the subject property's future land use and zoning designation. The subject property is guided Activity Center by the Comprehensive Plan and zoned NX2, General Residential Mix. Multiple Housing Living Unit buildings are a permitted use in the MX2 zone. Residential density in the Activity Center designation is 20-60 units per acre. The subject site is 1.89 acres. With the addition of a net of four residential units, 120 total units result, equating to a density of 63.5 units per acre. This would marginally exceed the specified density of the property's Comprehensive Plan designation. However, in staff's view the changes do not represent an intensification of uses approved for this property; and thus does not represent that type of development/redevelopment activity the Plan speaks to. This determination would not hold were this a teardown and reconstruction of the building or even a building addition to accommodate more units. Furthermore, the proposed project is consistent with a number of the goals and policies of the plan including the goal of supporting and strengthening the city's residential areas with reinvestment.

**Materials.** Building material requirements are specified in the code with standards based on the orientation of the elevation. The proposed recladding would occur on the east and west elevations, which are considered side or non-street facades. Non-street façades have the widest pallet of allowed materials. The new materials proposed include vertical seem metal panels, and two varieties of lap cement board siding. Said materials are allowed on non-front facades without limitation to the extent of their use. The north and south facing facades would remain unchanged.

**Vehicle Parking.** Parking standards are detailed in Article 9 – Parking and Mobility. The building, inclusive of the net new residential units, would exceed the minimum number of parking stalls required. Parking is required at a ratio of one stall per efficiency and 1 bedroom unit and two stalls per 2 or more bedroom units. As proposed, there would be 124 stalls required based on 96 efficiency and 1 bedroom units, and 14 – 2 bedroom units. A total of 168

stalls are provided with 38 surface stalls and 130 covered garage stalls.

**Bicycle Parking.** Bicycle parking is required at a ratio of 1.1 stalls per unit. The Zoning Ordinance stipulates that in instances where expansions are proposed to existing buildings or uses, only the new area is required to comply with parking standards. As such, bicycle parking standards should be applied to the four net new units, resulting in a total of four bicycle stalls being required. Staff is recommending a condition requiring that the applicant provide four stalls meeting the requirements for longer term parking on revised plans.

**Landscaping.** A significant number of new plantings are provided in the area between and the building and parking area and the Cambridge Street right-of-way. These plantings are in area of the existing front yard, and frame a new seating area connected to the sidewalk by way of a new paved connection. Staff recommends a condition of approval require the applicant to provide a landscape and pedestrian/streetscape letter of credit in a form acceptable to the City Attorney for 125% of the value of all improvements. The City will hold the letter of credit until the plantings have survived at least one growing season

**Impervious Coverage.** The NX2 zoning district has an impervious area coverage maximum of 60%. The existing condition exceeds this requirement with 85.7% of the site covered by building and/or paved surfaces. The proposed site improvements would result in a slight net reduction in the amount of impervious surface, down to 85.5%. As previously noted the improvements are allow to be made provided the site moves closer to compliance with the 60% maximum.

**Exterior Lighting.** Additional site lighting is proposed as pole lights, bollard, and wall mounted lighting on and around the building and parking area. The proposed lighting design would meet the limitation on the amount of light spillover onto adjoin properties and mounting height requirements. However, the lighting design proposes several uplights mounted on the building 45 feet above the ground. This type of lighting would conflict with the code requirement that fixtures be shielded to prevent upward trespass of light. It should be noted that lessor intensity lighting, those not exceeding 1,000 lumens would be exempt from the shielding standards. As a result, staff is recommending a condition that the uplights be removed from the plan or revised to use a lessor intensity light.

#### **ALTERNATIVES**

1. Recommend approval of the site plan application. By recommending approval, the City Council will consider a recommendation of approval.
2. Recommend denial of the site plan application. By recommending denial, the City Council will consider a recommendation of denial. Should the Planning & Zoning Commission consider this option, it must also identify specific findings that support this alternative.
3. Continue for further information. If the Planning & Zoning Commission indicates that further information is needed, the items should be continued.

**CITY OF HOPKINS**  
**Hennepin County, Minnesota**

**PLANNING & ZONING COMMISSION RESOLUTION 2022-05**

**A RESOLUTION RECOMMENDING THE CITY COUNCIL APPROVE THE SITE PLAN APPLICATION TO RENOVATE THE PROPERTY LOCATED AT 1301 CAMBRIDGE STREET (PID 19-117-21-11-0126), TO CONVERT EXISTING BUILDING SPACE INTO RESIDENTIAL UNITS, RE-CLAD PORTIONS OF THE BUILDING EXTERIOR, AND EXTERIOR SITE IMPROVEMENTS, SUBJECT TO CONDITIONS**

**WHEREAS**, the applicant, Link Wilson of Kaas Wilson Architects on behalf of Hopkins Apartments LLC, initiated an application for site plan approval to Renovate the Property Located at 1301 Cambridge Street (PID 19-117-21-11-0126). The proposal consists of converting 4 existing offices to 4 apartment units, recladding portions of the exterior of the building, and installation of exterior amenities and landscaping, and;

**WHEREAS**, the subject property is legally described as Lot 2, Block 1, Knollwood Crossings, Hennepin County, Minnesota; and

**WHEREAS**, the procedural history of the application is as follows:

1. That the above stated application was initiated by the applicant on June 24, 2022;
2. That the Hopkins Planning and Zoning Commission, pursuant to published and mailed notice, held a public hearing on the application and reviewed such application on July 26, 2022: all persons present were given an opportunity to be heard; and,
3. That written comments and analysis of City staff were considered; and,

**WHEREAS**, staff recommended approval of the above stated application based on the findings outlined in the staff report dated July 26, 2022.

**NOW, THEREFORE, BE IT RESOLVED** that the Planning & Zoning Commission of the City of Hopkins hereby recommends the City Council approve the Site Plan application from Hopkins Apartments LLC to rehabilitate the property located at 1301 Cambridge Street (PID 19-117-21-11-0126), subject to the conditions listed below.

1. Compliance with the applicable standards of the NX2, General Residential Mix Zone.
2. Approval of all necessary permits from the Building, Engineering and Fire Departments.
3. Submittal of revised lighting plan removing proposed uplighting or revision to fixtures having output of less than 1,000 lumens.
4. Provide a landscape letter of credit equal to 1.5 times the cost of all plantings. The City shall hold this security until all plantings have survived at least one full growing season.
5. Addition of at least four bicycle parking spaces all of which must meet the Long-Term Bicycle Parking and Storage Spaces requirements.

6. Submittal of fence details prior to building permits.
7. If applicable, approval of the development by the Minnehaha Creek Watershed District and conformance with all related conditions.
8. Payment of all applicable development fees including, but not limited to SAC and City Attorney fees.

Adopted this 26<sup>th</sup> day of July, 2022.

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Nathan White, Chair

# MEMORANDUM



Date: June 23, 2022

Attention: City of Hopkins Planning Staff

Re: Cambridge Tower Narrative

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## RESIDING & PERMANENT PARKING REQUEST

### OUTLINE

1. Project History
2. History of Transaction
3. Update on Current Garage Resurfacing & Wall Shoring
4. Construction Parking
5. Failing Stucco
6. Interior Remodel
7. Overall Parking & Site Proposal
8. Conclusion

---

### 1. Project History

The Cambridge Towers apartments, was designed in 1975 and opened in late 1976. During this time, it preceded the City of Hopkins parking ratio requirements of 2 stalls per unit which was adopted in 1978.

The building's original design had 119 multi-family units with an additional 4 commercial spaces on the first floor. Given today's environment, these commercial spaces appear to be a security risk for the residents.

## 2. History of Transaction

Brian Fetterman, a Minnesota native & IPG President, purchased a large portfolio of Minnesota properties in late 2019. At some time prior to this transaction, there was a sell-off of an adjacent property to the west where 26 parking stalls that sits within the Cambridge Towers property line were included. Therefore, when **IPG Living** purchased the Cambridge Tower, with no knowledge of the exclusion of the 26 stalls, there was a parking challenge based on the parking requirements of the current zoning ordinance. Additionally, the below grade parking garages began to show signs of structural movement.



## 3. Update on Current Garage Resurfacing & Wall Shoring

IPG Living retained Kaas Wilson Architects and Braun Intertec to survey the garage and verify structural stability and propose a plan to improve parking on the site.

In October of 2021, a permit was pulled by Langerman Construction to repair the garage structure and to also make subtle site improvements such as adding surface parking on the North and East of the property, as well as landscaping and lighting improvements.

23 parking stalls were added to the north side of the property that was previously underutilized, as part of Phase 1 of the site improvements.

## 4. Construction Parking

Currently there is an agreement with Commonbond Communities across the street, at address 8815 Minnesota Highway 7, St Louis Park for temporary parking.

IPG Living would like to contract with Frana Construction who will be building on the above mentioned site for 15 overnight stalls until October 31<sup>st</sup>, 2022 when the garage remodel is expected to be completed.

## 5. Failing Stucco

As the waterproofing process began while the underlying garage structure is being solidified, we had to remove stucco in order to waterproof up the wall. As a result of this process, we have found that the existing stucco is beyond its useful life and must be replaced.

Existing city ordinance asks for brick to be used on the project. However, as confirmed by our Structural Engineer in letter attached, demonstrates that we need an alternative to brick. The building will require a lighter exterior cladding to keep the structure intact.

**Variance: Exterior Cladding – Sec. 102-276. Architectural Standards**

## 6. Interior Remodel

As Langerman Construction, Kaas Wilson and IPG are on the site continuously, we learn more and more about this property and wish to make strategic improvements to enhance the living quality of the residents.

As part of the site updates, we are also asking to make improvements to the interior. This would require removal of the existing offices that pose as a security risk and update these spaces with a combination of amenities and dwelling units. The total number of entities in the building will remain the same at 123.

Thus, as part of this proposal, we are requesting to convert 4 existing offices to 4 apartment units and also update 5 unused units on first floor to meet today's Accessibility and Adaptability guidelines as well as new unit bathroom fixtures and kitchen/bath finishes.

## 7. Overall Parking & Site Proposal

Per the new zoning ordinance ( In-Review), the current parking count proposed will meet the requirements stated in Article 9. Please see plans for required parking count & final proposed total.

As part of the Phase 1 site improvements, parking was introduced on the east side of the site. However, in discussion with the city, the site was lacking in total open space that would meet existing ordinance. Therefore, we would like to propose a larger plaza and open space on the east

side to meet the 1:1 ratio requirement in the current ordinance. Please see plans for open space ratio calculation.

## **8. Conclusion**

These improvements are not meant to reposition the property into a luxury/high-end apartment complex. Rather, it is a much needed maintenance and repair of both interiors and exteriors that will improve and enhance residents livelihood and experience.

We are looking for planning commission and council to approve a beautiful exterior cladding design to enhance the aesthetic but to also enhance energy saving through new windows.

Additionally, we are looking to address interior safety concerns within the building, and update these spaces to amenity and apartment units.

Lastly, we would also like to create recreation spaces to the east side of the building that would serve different resident interests and add a landscape screen along the east property line to be respectful of our neighbors.

# Cambridge Tower - Siding & Interior Remodel

1301 Cambridge St, Hopkins, MN 55343



1301 American Blvd. E.  
Suite 100  
Bloomington, MN 55425  
tel: (612) 879-6000  
fax: (612) 879-6666  
www.kaaswilson.com

Civil/Landscape:  
Civil Site Group Inc.  
4931 W 35th St. Suite 200  
St. Louis Park, MN 55416  
Contact: Matt Pavsek  
O: (612) 615-0060  
mpavsek@civilsitegroup.com

Structural:  
Braun Intertec  
1826 Buerkle Road  
St. Paul, MN 55110  
Contact: Kim Deibel, PE  
C: (651) 245-3876  
KDeibel@braunintertec.com

Mechanical (Design/Build):  
A.R. Engh Mechanical  
Contact: Michael Melz  
(763) 229-4667 mmelz@areng.com  
Electrical (Design/Build):  
Oaks Electric  
Contact: Dewey (612) 366-6574

General Contractor:  
Langerman Exteriors  
8416 Xerxes Ave. N.  
Brooklyn Park, MN 55444  
Contact: Troy Poirier  
(612) 578-7709  
troypl@langermanexteriors.com

## Cambridge Tower - Siding & Interior Remodel

1301 Cambridge St, Hopkins, MN 55343

## Sage Apartment Communities

18006 Sky Park Circle Irvine, CA 92614

Project Number 22025

Date 06/24/2022

Drawn By Adam S.

Checked By Link W.

**NOT FOR CONSTRUCTION**

Date

Revision

Rev. No.

Cover Sheet

As indicated

A000

ABBREVIATIONS		HATCH KEY	
AC AIR CONDITIONER	GAL GALLON	R RISER	[Pattern] EARTH
ACUST ACOUSTIC/ACOUSTICAL	GALV GALVANIZED	R&S ROD & SHELF	[Pattern] GRANULAR FILL
ACT ACOUSTIC TILE	GAR GARAGE	RAD RADIATION/RADIUS	[Pattern] GYPSUM BOARD
ADH ADHESIVE	GB GRAB BAR	RB RESILIENT BASE	[Pattern] SAND
AFF ABOVE FINISH FLOOR	GC GENERAL CONTRACTOR	RC RESILIENT CHANNEL	[Pattern] CONCRETE
AGGR AGGREGATE	GEN GENERAL	RCT RUBBER COMPOSITION TILE	[Pattern] CONCRETE MASONRY UNIT
ALT ALTERNATE	GI GALVANIZED IRON	RD ROAD/ROUND/ROOF DRAIN	[Pattern] BRICK/ MANUFACTURED STONE
ALUM ALUMINUM	GL GLASS/GLAZING	RECP RECEPTACLE	[Pattern] RIGID INSULATION OR FOAM/POURED IN PLACE INSUL
AP ACCESS PANEL	GOVT GOVERNMENT	REC RECESSED	[Pattern] STEEL
ARCH ARCHITECTURAL	GPBD GYPSUM WALLBOARD	REF REFERENCE	[Pattern] ROUGH WOOD
ASPH ASPHALT	GPM GALLON PER MINUTE	REFRIG REFRIGERATOR	[Pattern] WOOD BLOCKING OR SHIM
AVE AVENUE	GR GRADE	REG REGULAR/REGISTER	[Pattern] PLYWOOD
BD/BS BOARD/BOARDS	GRG GRATING	REINF REINFORCE/REINFORCING	[Pattern] BATT INSULATION (INSUL-10)
BFE BOTTOM OF FOOTING	GS GREASE SHIELD	REQD REQUIRED	[Pattern] WOOD
BITUM BITUMINOUS	GYP GYPSUM	RESIL RESILIENT	[Pattern] STUD WALL
BKT BRACKET	HB HOSE BIB	RET RETURN	[Pattern] QUARRY OR CERAMIC TILE
BLDG BUILDING	HC HOLLOW CORE	RH RETURN HOOD/RIGHT HAND	(These patterns are scaled for 1-1/2"= 1'-0" details)
BLK BLOCK	HD HEAD	RFG ROOFING	
BLKG BLOCKING	HDRL HANDRAIL	RM ROOM	
BLVD BOULEVARD	HDWD HARDWOOD	RO ROUGH OPENING	
BM BEAMBENCH MARK	HDW HARDWARE	RS REDUCER STRIP	
BOT BOTTOM	HM HOLLOW METAL	RWD REDWOOD	
BR BEDROOM	HORIZ HORIZONTAL	RWL RAIN WATER LEADER	
BRG BEARING	HR HOUR	S SOUTH	
BRK BRICK	HT HEIGHT	SAN SANITARY	
BSMT BASEMENT	HWY HIGHWAY	SB SPLASH BLOCK	
BTWN BETWEEN	ID IDENTIFICATION/INSIDE DIA	SC SOLID CORE	
CAB CABINET	IN INCH	SCHED SCHEDULE	
CB CATCH BASIN	INC INCLUDE	SD SOAP DISH	
CEM CEMENT	INC INCORPORATE	S DISP SOAP DISPENSER	
CFB CEMENT FIBER BOARD	INFO INFORMATION	SEC SECOND	
CG CORNER GUARD	INSUL INSULATE/INSULATION	SECT SECTION	
CIP CAST IRON PIPE	INT INTERIOR	SH SHELF/SHINGLES	
CJ CONTROL JOINT	INV INVERT	SHR SHOWER	
CL CENTER LINE	JAN JANITOR	SHT SHEET	
CLG CEILING	JCT JUNCTION	SHTG SHEATHING	
CLKG CAULKING	JT JOINT	SID SIDING	
CLO CLOSET	JST JOIST	SIM SIMILAR	
CMU CONC MASONRY UNIT	KD KNOCK DOWN	SLD SLIDING	
CONR COUNTER	KITC KITCHEN	SM SMOOTH (FINISH)	
CO COMPANY	L LINEN	SND SANITARY NAPKIN DISPENSER	
COL COLUMN	LAB LABORATORY	SNR SANITARY NAPKIN RECEPTACLE	
COMB COMBINATION	LAD LADDER	SPEC SPECIFICATION	
COMP COMPOSITION	LAM LAMINATE	SQ SQUARE	
CONC CONCRETE	LAT LATTITUDE	SS SERVICE SINK	
CONST CONSTRUCTION	LAV LAVATORY	SSA SINGLE STRENGTH A	
CONT CONTINUOUS	LBS LBS	S STL STAINLESS STEEL	
CONTR CONTRACTOR	LBR LUMBER	ST STREET	
CORP CORPORATION	LD LOAD	STD STANDARD	
CORR CORRIDOR	LDS LOADING	STL STEEL	
CPT CARPET	LG LENGTH	STOR STORAGE	
CR CURTAIN ROD	LH LEFT HAND	STR STRINGER	
CSK COUNTERSINK	LIB LIBRARY	STXT SPRAY TEXTURE	
CT CERAMIC TILE	LIN LINOLEUM	SUB FL SUBFLOOR	
CTOP COUNTER TOP	LDY LAUNDRY	SUSP SUSPENDED	
CU FT CUBIC FOOT	LOA LENGTH OVERALL	SVV SHEET VINYL	
CU IN CUBIC INCH	LONG LONGITUDE	S4S SURFACED FOUR SIDES	
CU YD CUBIC YARD	LR LIVING ROOM	T TREAD	
D DRYER	LT LIGHT	T&G TONGUE & GROOVE	
DBL DOUBLE	MACH MACHINE	TB TOWEL BAR	
DEPT DEPARTMENT	MAS MASONRY	TC TOP OF CURB	
DET DETAIL	MATL MATERIAL	TECH TECHNICAL	
DF DRINKING FOUNTAIN	MAX MAXIMUM	TEL TELEPHONE	
DIA DIAMETER	MC MEDICINE CABINET	TEMP TEMPERED	
DIAG DIAGONAL	MECH MECHANICAL	TERR TERRAZZO	
DM DIMENSION	MEMB MEMBRANE	TEX TEXTURE	
DIV DIVISION	MEMO MEMORANDUM	TFE TOP OF FOOTING ELEV	
DN DOWN	MEZZ MEZZANINE	THRESH THRESHOLD	
DPRF DAMPPROOF	MFG MANUFACTURED	THRU THROUGH	
DS DOWNSPOUT	MFR MANUFACTURER	TK BD TACKBOARD	
DWG DRAWING	MH MANHOLE	T.O TOP OF	
DWR DRAWER	MIN MINIMUM	TPH TOILET PAPER HOLDER	
EA EACH	MIR MIRROR	TRANS TRANSOM	
EIFS EXTERIOR INSULATION & FINISH SYSTEM	MISC MISCELLANEOUS	TV TELEVISION	
EL ELEVATION	MLDG MOULDING	TW TOP OF WALL	
ELEC ELECTRIC/ELECTRICAL	MO MASONRY OPENING	TYP TYPICAL	
ELEV ELEVATOR	MOD MODULAR	UL UNDERWRITER'S LAB, INC UNLESS NOTED OTHERWISE	
ENGR ENGINEER	MTL METAL	VAN VANITY	
ENT ENTRANCE	MTD MOUNTED	VB VAPOR BARRIER/VINYL BASE	
EQ EQUAL	MULL MULLION	VEN VENEER	
EQUIP EQUIPMENT	N NORTH	VENT VENTILATOR	
EST ESTIMATE	NC NOT IN CONTRACT	VERT VERTICAL	
EW EACH WAY	NCH NUMBER	VEST VESTIBULE	
EWC ELECTRIC WATER COOLER	NOM NOMINAL	VY VERIFY	
EX EXISTING	NTS NOT TO SCALE	VIN VINYL	
EXC EXCAVATE	OA OVERALL	VNL VINYL	
EXH EXHAUST	OC ON CENTER	VVC VINYL WALL COVERING	
EXP JT EXPANSION JOINT	OD OVERFLOW DRAIN	VVP VITRIFIED CLAY PIPE	
EXT EXTERIOR	OFF OFFICE	VCT VINYL COMP TILE	
F TO F FACE TO FACE	OPNG OPENING	W WESTWASHER	
FAB FABRICATE	OPP OPPOSITE	WI WITH	
FD FLOOR DRAIN	ORIG ORIGINAL	W/O WITHOUT	
FDN FOUNDATION	OSB ORIENTED STRAND BOARD	WC WATER CLOSET	
FEC FIRE EXTINGUISHER CABINET	OZ OUNCE	WD WOOD	
FEP FINISHED END PANEL	P&G PITCH & GRAVEL	WDW WINDOW	
FE FIRE EXTINGUISHER	PASS PASSENGER	WI WROUGHT IRON	
FF FINISH FACE	PCF POUNDS PER CUBIC FOOT	WP WATERPROOF	
FH FIRE HOSE	PED PEDESTRIAN TRAFFIC COATING	WR WATER RESISTANT	
FIG FIGURE	PER PERIMETER	WS WEATHERSTRIP	
FIN FINISH FINISHED	PERF PERFORATE	WSC WAINSCOTING	
FIX FIXTURE	PERP PERPENDICULAR	WT WEIGHT	
FL FLOOR	PIL PILASTER	WWF WELDED WIRE FABRIC	
FLASH FLASHING	PL PLATE	YD YARD	
FLUOR FLUORESCENT	PLAS PLASTER		
FM FACE OF MASONRY	PLMB PLUMBING		
FOW FACE OF WALL	PLYWD PLYWOOD		
FPRF FIREPROOF	PNEU PNEUMATIC		
FR FRAME	POL POLISHED		
FRP FIBER REINFORCED POLYMER	PORC PORCELAIN		
FS FACE STUD	PSF POUNDS PER SQUARE FOOT		
FSH FACE OF SHEATHING	PSI POUNDS PER SQUARE INCH		
FT FOOT/FEET	PT PAINT/POINT		
FTG FOOTING	PTD PAPER TOWEL DISPENSER		
FURN FURNISH	PTN PARTITION		
FURR FURRING	PREFAB PREFABRICATED		
F.V. FIELD VERIFIED	PREFIN PREFINISHED		
G GAS	PROP PROPERTY		
GA GAUGE	PUR PURLINS		
	QR QUARTER/QUARTER-ROUND		
	QT QUARRY TILE		
	QTY QUANTITY		



SITE MAP



ARTISTIC RENDERING OF PROPOSED NEW CLADDING

### PROJECT SCOPE

- Proposal to add parking stalls and exterior amenity on a back deck that prior to renovation was an open concrete patio, owner will dex -o -tex treat the drivable surface with yearly check ins with Braun Intertec
- Proposal to Reside and replace windows on the exterior of the building The reside will include decorative up lighting and backlit building signage. All other monument signage will be removed.
- Proposal to renovate the first floor and to convert 4 empty office spaces to apartment units and renovate other first floor units to be adaptable with one accessible. No units in the building comply with MN Accessibility Code

Drawing Index			
Sheet Number	Sheet Name	Original Issue Date	Current Revision Date
A000	Cover Sheet	06/24/2022	
V1.0	SITE SURVEY	05/24/2021	
C2.0	SITE PLAN	06/24/2022	
C3.0	GRADING PLAN	06/24/2022	
L1.0	LANDSCAPE PLAN	06/24/2022	
A030	Existing - Levels 1 + 2	06/24/2022	
A200	Proposed - Level 1	06/24/2022	
A201	Proposed - Level 2	06/24/2022	
A500	Exterior Elevations	06/24/2022	
A501	Exterior Elevations	06/24/2022	
A900	Photography & Renderings	06/24/2022	
A901	Photography & Renderings	06/24/2022	
--	Photometric Plan	06/23/2022	

### UNIT MIX (RENOVATED ONLY)- GROSS AREA

Name	Count	Unit Gross Area	
		Main Floor	%
0 BR (Studio)			
Unit 0-0	3	519 ft²	30%
1 BR			
Unit 1-0	1	733 ft²	10%
Unit 1-1	1	719 ft²	10%
Unit 1-2 - Type A	1	722 ft²	10%
2 BR			
Unit 2-0	2	1,239 ft²	20%
Unit 2-1	2	1,252 ft²	20%
Grand total	10		

### PARKING

Level	Type	Count
Level -1	Garage	130
Level 1	Plaza East	1
Level 1	Plaza West	37
		168

### PARKING CALCULATIONS

PER HOPKINS, NEW ZONING ORDINANCE ARTICLE 9: PARKING & MOBILITY

REQUIRED: 1 / 1 BR UNIT  
2 / 2 BR UNIT

EXISTING  
1 BR - 90 UNITS = 90 stalls  
2 BR - 10 UNITS = 20 stalls

RENOVATED  
1 BR - 6 UNITS = 6 stalls  
2 BR - 4 UNITS = 8 STALLS

**TOTAL: 124 PARKING STALLS REQ.**

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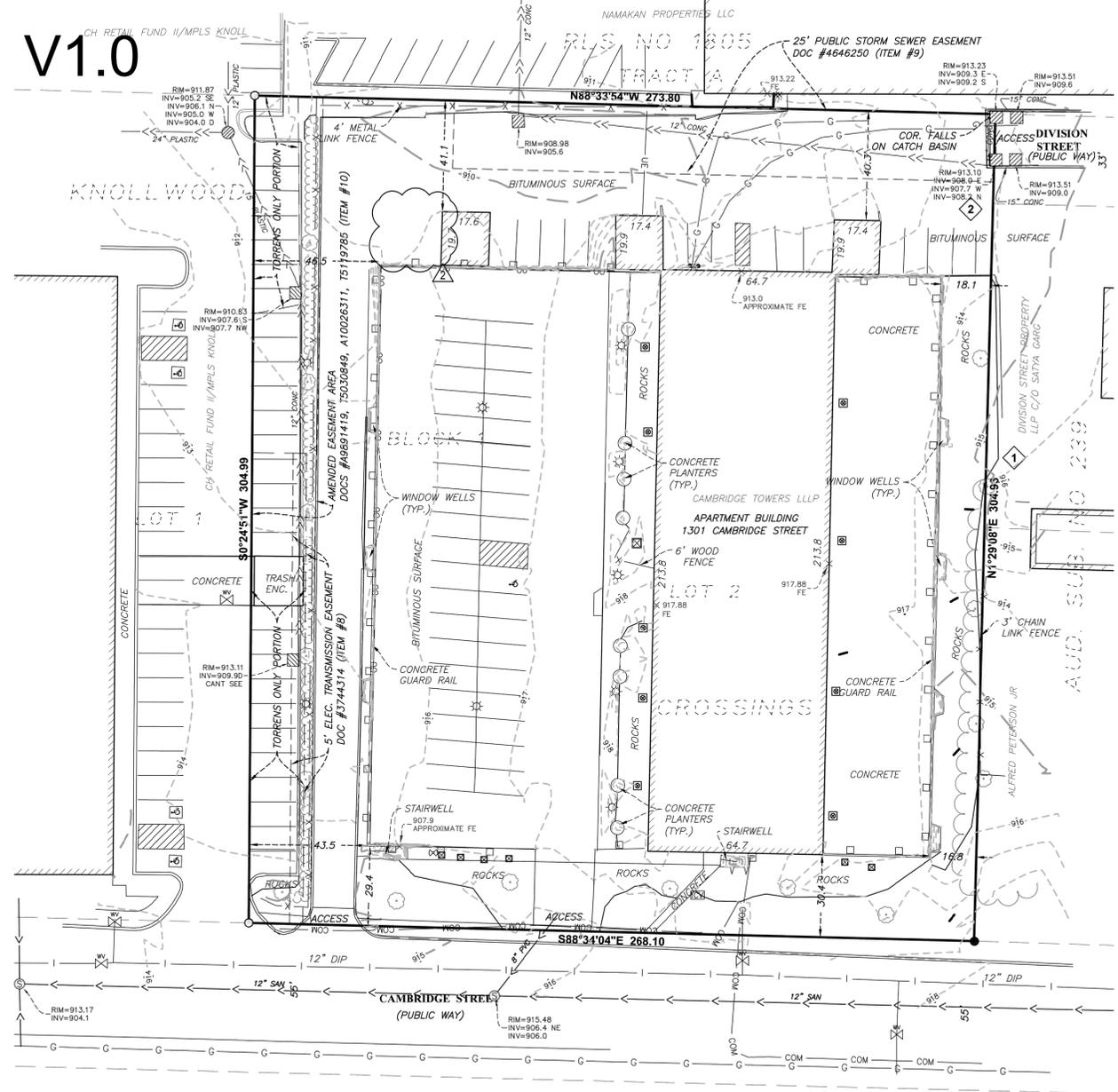
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Copyright Kaas Wilson Architects

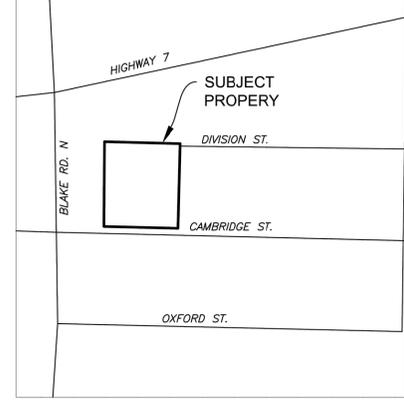
Plot Date & Time: 26 August 2021 2:35 PM

REVISION SUMMARY	
DATE	DESCRIPTION
8/26/21	ADDENDUM 2

### SITE SURVEY

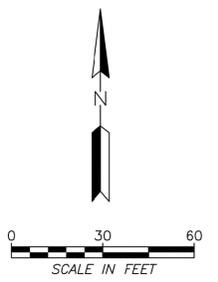


### VICINITY MAP



### LEGEND

- SET 3/4"ODx14" IRON PIPE WITH PLASTIC CAP 43055 OR MAG NAIL W/WASHER
- FOUND MONUMENT
- ⊗ GAS METER
- ⊗ VENT
- ⊗ TRAFFIC SIGN
- ⊗ BOLLARD/POST
- ⊗ LIGHT POLE
- ⊗ HANDICAP PARKING SPACE
- ⊗ DECIDUOUS TREE
- ⊗ AIR CONDITIONER UNIT
- ⊗ HYDRANT
- ⊗ WATER GATE VALVE
- ⊗ AUTO SPRINKLER
- X — FENCE LINE
- G — UNDERGROUND GAS LINE
- COM — UNDERGROUND COMMUNICATION LINE
- UE — UNDERGROUND ELECTRIC LINE
- TREE LINE
- BUILDING
- SANITARY SEWER
- STORM SEWER
- WATERMAIN
- ⊗ SANITARY SEWER MANHOLE
- ⊗ STORM SEWER MANHOLE
- ⊗ STORM SEWER INLET
- ⊗ STORM SEWER INLET



### PROPERTY DESCRIPTION

Description as provided in Old Republic National Title Insurance Company Commitment No. 70RTE744502A supplemental No. 2 which has an effective date of June 27, 2018 at 7:00 A.M.

Lot 2, Block 1, Knollwood Crossings, according to the recorded plat thereof, and situate in Hennepin County, Minnesota.

Abstract and Torrens property

The Torrens portion more particularly described as follows:

That part of Lot 2, Block 1, Knollwood Crossings, embraced within the following described land:

That part of Lot 68, Auditor's Subdivision No. 239, Hennepin County, Minn., described as follows: Beginning at a point on the West line of said Lot 68 distant 122.41 feet South from the Northwest corner of said Lot 68; thence South along said West line 12.56 feet, more or less, to a point 225 feet North from the Southwest corner of said Lot 68; thence East, at a right angle 208 feet; thence South, at a right angle 173.72 feet, more or less, to the North line of the South 55 feet of said Lot 68; thence East along said North line to the West line of the East 140 feet of said Lot 68; thence North along the last mentioned West line to the North line of said Lot 68; thence West along the North line of said Lot 68 to a point 204 feet East from the Northwest corner of said Lot 68; thence South, deflecting to the left 91 degrees 59 minutes 00 seconds, a distance of 76.65 feet; thence West a distance of 209.58 feet, more or less, to the point of beginning; Except that part of the above described land designated as Parcel 33A on Hennepin County right-of-way map No. 2 recorded in the office of the County Recorder as Doc. No. 4353187.

Abstract and Torrens Property  
The registered portion of the property is evidenced by Certificate of Title No. 1361441

### NOTES CORRESPONDING TO SCHEDULE B - 2

- Items corresponding to Schedule B Section 2 as provided in Old Republic National Title Insurance Company Commitment No. ORTE744502 supplemental No. 2 which has an effective date of June 27, 2018 at 7:00 A.M.
- Items 2-7 and 12-25 are not survey related and are not addressed herein.
- Item 1. Any discrepancies, conflicts, easements, boundary line disputes, encroachments or protrusions, or overlapping of improvements which would be disclosed by an inspection and accurate survey of the premises. - THE SURVEYOR HAS MADE A GOOD FAITH EFFORT TO DISCLOSE ANY ISSUES DESCRIBED ABOVE THAT WERE OBSERVED DURING THE COURSE OF THE SURVEY.
- Item 8. Easement to construct, operate and maintain lines for the transmission of electrical energy together with incidental rights thereof in favor of Northern States Power Company as evidenced by Easement filed November 4, 1968 as Document No. 3744314. - SAID EASEMENT IS SHOWN HEREON
- Item 9. Easement for installation, maintenance and repair of public storm sewer in favor of the City of Hopkins as evidenced by Quit Claim Deed filed May 29, 1981 as Document No. 4646250. - SAID EASEMENT IS SHOWN HEREON
- Item 10. Terms, conditions and easements of Easement Agreement dated December 27, 2012, filed January 8, 2013 as Document No. 9891419.
- The above instrument was filed in the office of the Registrar of Titles on January 8, 2013 as Document No. 5030849.
- The above easement was amended by First Amendment to Easement Agreement filed November 8, 2013 as Document No. 10026311.
- The above instrument was filed in the office of the Registrar of Titles on September 27, 2013 as Document No. 5119785.
- SAID EASEMENTS ARE SHOWN HEREON

### TABLE "A" OPTIONAL ITEMS

- Property corner markers were placed as shown.
- Property address: 1301 Cambridge Street Hopkins, MN.
- Flood zone classification: this property is located in Zone X of the FEMA Flood Insurance Rate Map Number 27053C0342F, which has an effective date of 11/4/2016.
- Gross land area: 1.89 Acres
- Elevations and surface contours are shown hereon and are relative to the NAVD88 vertical datum
- Zoning classification: No zoning report or letter was provided by the client
- Setbacks: No zoning report or letter was provided by the client
- Exterior building dimensions shown are the exterior facade at chest height. underground footings and foundations and roof lines/eaves may extend outside the building lines shown.
- The surveyor has made their best effort to depict all above ground visible features hereon.
- There are 79 standard and 1 handicap parking spaces on the subject property.
- There were no underground utility plans and/or reports provided by the client.
- An underground utility locate request was placed (Gopher State One Call Ticket No. 211320810. Stantec is not responsible for unresponsive, inaccurate or incomplete markings.
- Names of owners of adjoining lands were obtained from the Hennepin County GIS website.
- There were no observable signs of recent construction or earthmoving on the subject property at the time of survey.
- The surveyor is not aware of any wetland delineations being conducted on the subject property.
- Plottable offsite easements (if any) are shown hereon.

### STATEMENT OF POSSIBLE ENCROACHMENTS

- The following possible encroachment notes are intended to draw the users attention only, the surveyor does not guarantee that the items noted below are in fact encroachments or that all possible encroachments are shown hereon.
- ① Rock landscaping extends onto neighboring property to the northeast.
  - ② Shared bituminous paving allows for ingress/egress across the subject property from the neighboring property to the northeast.

### CERTIFICATION

To: BLF Holdings LLC, a Washington limited liability company, Fannie Mae, its successors and/or assigns, Wells Fargo Bank, National Association, its successors and/or assigns, and Old Republic National Title Insurance Company: This is to certify that this map or plat and the survey on which it is based were made in accordance with the 2021 Minimum Standard Detail Requirements for ALTA/NSPS Land Title Surveys, jointly established and adopted by ALTA and NSPS, and includes Items 1, 2, 3, 4, 5, 6a, 6b, 7a, 8, 9, 11a, 13, 16, 18, and 19 of Table A thereof.

Date of fieldwork: 8/2/2018

*Chris Ambourn* 5/24/2021 REVISED 8/26/2021... Removed 2 parking stalls at NW corner of parking deck  
Chris Ambourn, MN. License 43055 Date

### GENERAL NOTES

- Bearings shown hereon are based on the Hennepin County Coordinate System relative to the NAD83(11) control adjustment.
- Elevations and contours shown hereon were established with GPS and are relative to the NAVD88 vertical datum.



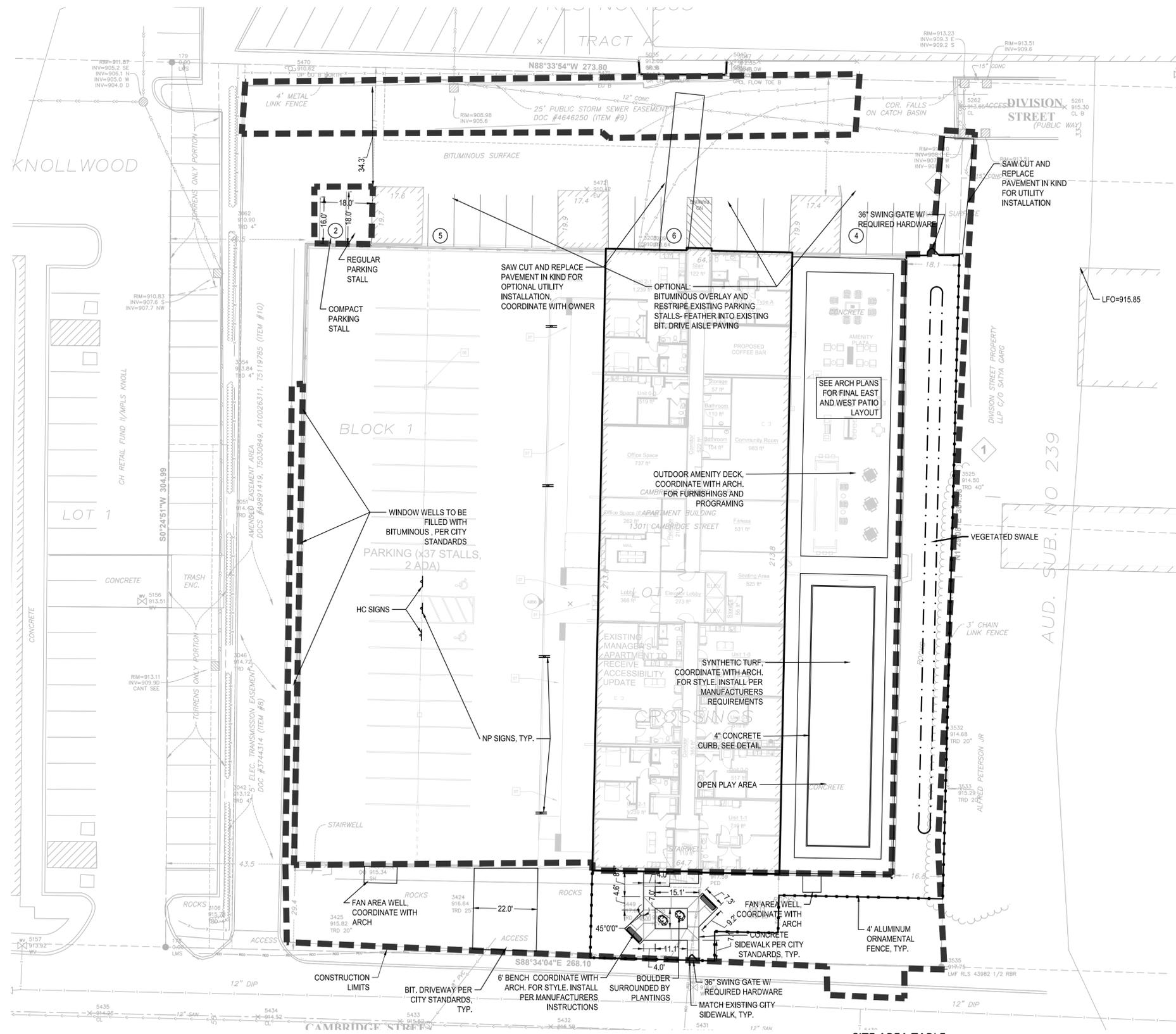
CLIENT NAME		PROJECT TITLE	
SAGE MANAGEMENT		CAMBRIDGE TOWERS ALTA/NSPS LAND TITLE SURVEY	
DWN BY	CHK'D	APP'D	DWG DATE
RWN	XXX	XXX	MAY 2021
PROJECT NO.		SHEET NO.	
227704046		1 OF 1	

**SITE LAYOUT NOTES:**

- ALL EXISTING UTILITY LOCATIONS SHOWN ARE APPROXIMATE. CONTACT "GOPHER STATE ONE CALL" (651-454-0002 OR 800-252-1166) FOR UTILITY LOCATIONS, 48 HOURS PRIOR TO CONSTRUCTION. THE CONTRACTOR SHALL REPAIR OR REPLACE ANY UTILITIES THAT ARE DAMAGED DURING CONSTRUCTION AT NO COST TO THE OWNER.
- CONTRACTOR SHALL VERIFY LOCATIONS AND LAYOUT OF ALL SITE ELEMENTS PRIOR TO BEGINNING CONSTRUCTION, INCLUDING BUT NOT LIMITED TO, LOCATIONS OF EXISTING AND PROPOSED PROPERTY LINES, EASEMENTS, SETBACKS, UTILITIES, BUILDINGS AND PAVEMENTS. CONTRACTOR IS RESPONSIBLE FOR FINAL LOCATIONS OF ALL ELEMENTS FOR THE SITE. ANY REVISIONS REQUIRED AFTER COMMENCEMENT OF CONSTRUCTION, DUE TO LOCAL ADJUSTMENTS SHALL BE CORRECTED AT NO ADDITIONAL COST TO OWNER. ADJUSTMENTS TO THE LAYOUT SHALL BE APPROVED BY THE ENGINEER/LANDSCAPE ARCHITECT PRIOR TO INSTALLATION OF MATERIALS. STAKE LAYOUT FOR APPROVAL.
- THE CONTRACTOR SHALL OBTAIN ALL NECESSARY PERMITS PRIOR TO CONSTRUCTION, INCLUDING A RIGHT-OF-WAY AND STREET OPENING PERMIT.
- THE CONTRACTOR SHALL VERIFY RECOMMENDATIONS NOTED IN THE GEO TECHNICAL REPORT PRIOR TO INSTALLATION OF SITE IMPROVEMENT MATERIALS.
- CONTRACTOR SHALL FIELD VERIFY COORDINATES AND LOCATION DIMENSIONS OF THE BUILDING AND STAKE FOR REVIEW AND APPROVAL BY THE OWNERS REPRESENTATIVE PRIOR TO INSTALLATION OF FOOTING MATERIALS.
- LOCATIONS OF STRUCTURES, ROADWAY PAVEMENTS, CURBS AND GUTTERS, BOLLARDS, AND WALKS ARE APPROXIMATE AND SHALL BE STAKED IN THE FIELD, PRIOR TO INSTALLATION, FOR REVIEW AND APPROVAL BY THE ENGINEER/LANDSCAPE ARCHITECT.
- CURB DIMENSIONS SHOWN ARE TO FACE OF CURB. BUILDING DIMENSIONS ARE TO FACE OF CONCRETE FOUNDATION. LOCATION OF BUILDING IS TO BUILDING FOUNDATION AND SHALL BE AS SHOWN ON THE DRAWINGS.
- THE CONTRACTOR SHALL SUBMIT SHOP DRAWINGS OR SAMPLES AS SPECIFIED FOR REVIEW AND APPROVAL BY THE ENGINEER/LANDSCAPE ARCHITECT PRIOR TO FABRICATION FOR ALL PREFABRICATED SITE IMPROVEMENT MATERIALS SUCH AS, BUT NOT LIMITED TO THE FOLLOWING, FURNISHINGS, PAVEMENTS, WALLS, RAILINGS, BENCHES, FLAGPOLES, LANDING PADS FOR CURB RAMPS, AND LIGHT AND POLES. THE OWNER RESERVES THE RIGHT TO REJECT INSTALLED MATERIALS NOT PREVIOUSLY APPROVED.
- PEDESTRIAN CURB RAMPS SHALL BE CONSTRUCTED WITH TRUNCATED DOME LANDING AREAS IN ACCORDANCE WITH A.D.A. REQUIREMENTS-SEE DETAIL.
- CROSSWALK STRIPING SHALL BE 24" WIDE WHITE PAINTED LINE, SPACED 48" ON CENTER PERPENDICULAR TO THE FLOW OF TRAFFIC. WIDTH OF CROSSWALK SHALL BE 5' WIDE. ALL OTHER PAVEMENT MARKINGS SHALL BE WHITE IN COLOR UNLESS OTHERWISE NOTED OR REQUIRED BY ADA OR LOCAL GOVERNING BODIES.
- SEE SITE PLAN FOR CURB AND GUTTER TYPE, TAPER BETWEEN CURB TYPES-SEE DETAIL.
- ALL CURB RADI ARE MINIMUM 3' UNLESS OTHERWISE NOTED.
- CONTRACTOR SHALL REFER TO FINAL PLAT FOR LOT BOUNDARIES, NUMBERS, AREAS AND DIMENSIONS PRIOR TO SITE IMPROVEMENTS.
- FIELD VERIFY ALL EXISTING SITE CONDITIONS, DIMENSIONS.
- PARKING IS TO BE SET PARALLEL OR PERPENDICULAR TO EXISTING BUILDING UNLESS NOTED OTHERWISE.
- ALL PARKING LOT PAINT STRIPPING TO BE WHITE, 4" WIDE TYP.
- BITUMINOUS PAVING TO BE "LIGHT DUTY" UNLESS OTHERWISE NOTED. SEE DETAIL SHEETS FOR PAVEMENT SECTIONS.
- ALL TREES THAT ARE TO REMAIN ARE TO BE PROTECTED FROM DAMAGE WITH A CONSTRUCTION FENCE AT THE DRIP LINE. SEE LANDSCAPE DOCUMENTS.
- ALL EXISTING UTILITY LOCATIONS SHOWN ARE APPROXIMATE. CONTACT "GOPHER STATE ONE CALL" (651-454-0002 OR 800-252-1166) FOR UTILITY LOCATIONS, 48 HOURS PRIOR TO CONSTRUCTION. THE CONTRACTOR SHALL REPAIR OR REPLACE ANY UTILITIES THAT ARE DAMAGED DURING CONSTRUCTION AT NO COST TO THE OWNER.

**SITE PLAN LEGEND:**

- SPECIALTY PAVEMENT (IF APPLICABLE) - PROVIDE BID FOR THE FOLLOWING OPTIONS, INCLUDE VARIATIONS OF BASE MATERIAL AND OTHER NECESSARY COMPONENTS.
  1. STAMPED & COLORED CONCRETE
  2. CONCRETE PAVERS
 MAKERS, COLORS, MODELS, & PATTERN TO BE INCLUDED IN SHOP DRAWING SUBMITTAL PRIOR TO CONSTRUCTION.
- PERVIOUS PAVEMENT (IF APPLICABLE) - CONCRETE PAVEMENT PERVIOUS SYSTEM. INCLUDE ALL BASE MATERIAL AND APPURTENANCES AS SPECIFIED PER MANUFACTURER SPECIFICATIONS & INSTRUCTIONS.
 MAKE: BELGARD, OR EQUIVILANT  
 MODEL: AQUASTONE, OR EQUIVILANT  
 COLOR: T.B.D. - PROVIDE SAMPLES, SHOP DRAWINGS & PRODUCT DATA REQUIRED PRIOR TO CONSTRUCTION.
- LIGHT DUTY BITUMINOUS PAVEMENT (IF APPLICABLE). SEE GEOTECHNICAL REPORT FOR AGGREGATE BASE & WEAR COURSE DEPTH, SEE DETAIL.
- HEAVY DUTY BITUMINOUS PAVEMENT (IF APPLICABLE). SEE GEOTECHNICAL REPORT FOR AGGREGATE BASE & WEAR COURSE DEPTH, SEE DETAIL.
- CONCRETE PAVEMENT (IF APPLICABLE) AS SPECIFIED (PAD OR WALK) SEE GEOTECHNICAL REPORT FOR AGGREGATE BASE & CONCRETE DEPTHS, SEE DETAIL.
- PROPERTY LINE
- CONSTRUCTION LIMITS
- CURB AND GUTTER-SEE NOTES (T.O.) TIP OUT GUTTER WHERE APPLICABLE-SEE PLAN
- TRAFFIC DIRECTIONAL ARROW PAVEMENT MARKINGS (IF APPLICABLE)
- SIGN AND POST ASSEMBLY (IF APPLICABLE). SHOP DRAWINGS REQUIRED.  
 HC = ACCESSIBLE SIGN  
 NP = NO PARKING FIRE LANE  
 ST = STOP  
 CP = COMPACT CAR PARKING ONLY
- ACCESSIBILITY ARROW (IF APPLICABLE) DO NOT PAINT.



**SITE AREA TABLE:**

SITE AREA CALCULATIONS		EXISTING CONDITION		PROPOSED CONDITION	
BUILDING COVERAGE	45,767	SF	55.4%	45,767 SF	55.4%
ALL PAVEMENTS	25,015	SF	30.3%	24,901 SF	30.1%
ALL NON-PAVEMENTS	11,840	SF	14.3%	11,954 SF	14.5%
<b>TOTAL SITE AREA</b>	<b>82,622</b>	<b>SF</b>	<b>100.0%</b>	<b>82,622 SF</b>	<b>100.0%</b>

IMPERVIOUS SURFACE		EXISTING CONDITION		PROPOSED CONDITION	
EXISTING CONDITION	70,782	SF	85.7%	70,668 SF	85.5%
PROPOSED CONDITION	70,668	SF		70,668 SF	85.5%
DIFFERENCE (EX. VS PROP.)	-114	SF	-0.1%		

**CITY OF HOPKINS SITE SPECIFIC NOTES:**

- RESERVED FOR CITY SPECIFIC NOTES.

**CAMBRIDGE TOWER APARTMENTS**

1301 CAMBRIDGE ST., HOPKINS, MN 55343  
**KAAS WILSON ARCHITECTS**  
 1301 AMERICAN BLVD. E, SUITE 100, BLOOMINGTON, MN 55425

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.  
  
 Matthew R. Pavak  
 DATE 6/24/22 LICENSE NO. 44263

**ISSUE/SUBMITTAL SUMMARY**

DATE	DESCRIPTION
06/10/21	BID SET
06/20/21	WATERSHED SUBMITTAL
08/20/21	PERMIT SET
02/24/22	WATERSHED SUBMITTAL
02/20/21	WATERSHED SUBMITTAL
06/24/22	SITE PLAN REVIEW - PHASE II

DRAWN BY: MW, KW, JS REVIEWED BY: MP  
 PROJECT NUMBER: 20282

**REVISION SUMMARY**

DATE	DESCRIPTION
6/25/21	ADDENDUM 1
8/28/21	ADDENDUM 2

**SITE PLAN**



Know what's below.  
Call before you dig.



1" = 20'-0"  
 10'-0" 0 20'-0"

**C2.0**

**GENERAL GRADING NOTES:**

- ALL EXISTING UTILITY LOCATIONS SHOWN ARE APPROXIMATE. CONTACT "GOPHER STATE ONE CALL" (651-454-0002 OR 800-252-1166) FOR UTILITY LOCATIONS, 48 HOURS PRIOR TO CONSTRUCTION. THE CONTRACTOR SHALL REPAIR OR REPLACE ANY UTILITIES THAT ARE DAMAGED DURING CONSTRUCTION AT NO COST TO THE OWNER.
- SEE SITE PLAN FOR HORIZONTAL LAYOUT & GENERAL GRADING NOTES.
- THE CONTRACTOR SHALL COMPLETE THE SITE GRADING CONSTRUCTION (INCLUDING BUT NOT LIMITED TO SITE PREPARATION, SOIL CORRECTION, EXCAVATION, EMBANKMENT, ETC.) IN ACCORDANCE WITH THE REQUIREMENTS OF THE OWNER'S SOILS ENGINEER. ALL SOIL TESTING SHALL BE COMPLETED BY THE OWNER'S SOILS ENGINEER. THE CONTRACTOR SHALL BE RESPONSIBLE FOR COORDINATING ALL REQUIRED SOIL TESTS AND INSPECTIONS WITH THE SOILS ENGINEER.
- GRADING AND EXCAVATION ACTIVITIES SHALL BE PERFORMED IN ACCORDANCE WITH THE NATIONAL POLLUTION DISCHARGE ELIMINATION SYSTEM (NPDES) PERMIT REQUIREMENTS & PERMIT REQUIREMENTS OF THE CITY.
- ALL EXISTING UTILITY LOCATIONS SHOWN ARE APPROXIMATE. CONTACT "GOPHER STATE ONE CALL" (651-454-0002 OR 800-252-1166) FOR UTILITY LOCATIONS, 48 HOURS PRIOR TO CONSTRUCTION. THE CONTRACTOR SHALL REPAIR OR REPLACE ANY UTILITIES THAT ARE DAMAGED DURING CONSTRUCTION AT NO COST TO THE OWNER.
- PROPOSED SPOT GRADES ARE FLOW-LINE FINISHED GRADE ELEVATIONS, UNLESS OTHERWISE NOTED.
- GRADES OF WALKS SHALL BE INSTALLED WITH 5% MAX. LONGITUDINAL SLOPE AND 1% MIN. AND 2% MAX. CROSS SLOPE, UNLESS OTHERWISE NOTED.
- PROPOSED SLOPES SHALL NOT EXCEED 3:1 UNLESS INDICATED OTHERWISE ON THE DRAWINGS. MAXIMUM SLOPES IN MAINTAINED AREAS IS 4:1.
- PROPOSED RETAINING WALLS, FREESTANDING WALLS, OR COMBINATION OF WALL TYPES GREATER THAN 4' IN HEIGHT SHALL BE DESIGNED AND ENGINEERED BY A REGISTERED RETAINING WALL ENGINEER. DESIGN DRAWINGS SHALL BE SUBMITTED FOR REVIEW AND APPROVAL PRIOR TO CONSTRUCTION.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR MAINTENANCE OF GRADE STAKES THROUGHOUT THE DURATION OF CONSTRUCTION TO ESTABLISH PROPER GRADES. THE CONTRACTOR SHALL ALSO BE RESPONSIBLE FOR A FINAL FIELD CHECK OF FINISHED GRADES ACCEPTABLE TO THE ENGINEER/LANDSCAPE ARCHITECT PRIOR TO TOPSOIL AND SODDING ACTIVITIES.
- IF EXCESS OR SHORTAGE OF SOIL MATERIAL EXISTS, THE CONTRACTOR SHALL TRANSPORT ALL EXCESS SOIL MATERIAL OFF THE SITE TO AN AREA SELECTED BY THE CONTRACTOR, OR IMPORT SUITABLE MATERIAL TO THE SITE.
- EXCAVATE TOPSOIL FROM AREAS TO BE FURTHER EXCAVATED OR REGRADED AND STOCKPILE IN AREAS DESIGNATED ON THE SITE. THE CONTRACTOR SHALL SALVAGE ENOUGH TOPSOIL FOR RESPREADING ON THE SITE AS SPECIFIED. EXCESS TOPSOIL SHALL BE PLACED IN EMBANKMENT AREAS, OUTSIDE OF BUILDING PADS, ROADWAYS AND PARKING AREAS. THE CONTRACTOR SHALL SUBCUT CUT AREAS, WHERE TURF IS TO BE ESTABLISHED, TO A DEPTH OF 6 INCHES. RESPREAD TOPSOIL IN AREAS WHERE TURF IS TO BE ESTABLISHED TO A MINIMUM DEPTH OF 6 INCHES.
- FINISHED GRADING SHALL BE COMPLETED. THE CONTRACTOR SHALL UNIFORMLY GRADE AREAS WITHIN LIMITS OF GRADING, INCLUDING ADJACENT TRANSITION AREAS. PROVIDE A SMOOTH FINISHED SURFACE WITHIN SPECIFIED TOLERANCES, WITH UNIFORM LEVELS OR SLOPES BETWEEN POINTS WHERE ELEVATIONS ARE SHOWN, OR BETWEEN SUCH POINTS AND EXISTING GRADES. AREAS THAT HAVE BEEN FINISH GRADED SHALL BE PROTECTED FROM SUBSEQUENT CONSTRUCTION OPERATIONS, TRAFFIC AND EROSION. REPAIR ALL AREAS THAT HAVE BECOME RUTTED BY TRAFFIC OR ERODED BY WATER OR HAS SETTLED BELOW THE CORRECT GRADE. ALL AREAS DISTURBED BY THE CONTRACTOR'S OPERATIONS SHALL BE RESTORED TO EQUAL OR BETTER THAN ORIGINAL CONDITION OR TO THE REQUIREMENTS OF THE NEW WORK.
- PRIOR TO PLACEMENT OF THE AGGREGATE BASE, A TEST ROLL WILL BE REQUIRED ON THE STREET AND/OR PARKING AREA SUBGRADE. THE CONTRACTOR SHALL PROVIDE A LOADED TANDEM AXLE TRUCK WITH A GROSS WEIGHT OF 25 TONS. THE TEST ROLLING SHALL BE AT THE DIRECTION OF THE SOILS ENGINEER AND SHALL BE COMPLETED IN AREAS AS DIRECTED BY THE SOILS ENGINEER. THE SOILS ENGINEER SHALL DETERMINE WHICH SECTIONS OF THE STREET OR PARKING AREA ARE UNSTABLE. CORRECTION OF THE SUBGRADE SOILS SHALL BE COMPLETED IN ACCORDANCE WITH THE REQUIREMENTS OF THE SOILS ENGINEER. NO TEST ROLL SHALL OCCUR WITHIN 10' OF ANY UNDERGROUND STORM RETENTION/DETENTION SYSTEMS.
- TOLERANCES
  - THE BUILDING SUBGRADE FINISHED SURFACE ELEVATION SHALL NOT VARY BY MORE THAN 0.30 FOOT ABOVE, OR 0.30 FOOT BELOW, THE PRESCRIBED ELEVATION AT ANY POINT WHERE MEASUREMENT IS MADE.
  - THE STREET OR PARKING AREA SUBGRADE FINISHED SURFACE ELEVATION SHALL NOT VARY BY MORE THAN 0.05 FOOT ABOVE, OR 0.10 FOOT BELOW, THE PRESCRIBED ELEVATION OF ANY POINT WHERE MEASUREMENT IS MADE.
  - AREAS WHICH ARE TO RECEIVE TOPSOIL SHALL BE GRADED TO WITHIN 0.30 FOOT ABOVE OR BELOW THE REQUIRED ELEVATION, UNLESS DIRECTED OTHERWISE BY THE ENGINEER.
  - TOPSOIL SHALL BE GRADED TO PLUS OR MINUS 1/2 INCH OF THE SPECIFIED THICKNESS.
- MAINTENANCE
  - THE CONTRACTOR SHALL PROTECT NEWLY GRADED AREAS FROM TRAFFIC AND EROSION, AND KEEP AREA FREE OF TRASH AND DEBRIS.
  - CONTRACTOR SHALL REPAIR AND REESTABLISH GRADES IN SETTLED, ERODED AND RUTTED AREAS TO SPECIFIED TOLERANCES. DURING THE CONSTRUCTION, IF REQUIRED, AND DURING THE WARRANTY PERIOD, ERODED AREAS WHERE TURF IS TO BE ESTABLISHED SHALL BE RESEEDED AND MULCHED.
  - WHERE COMPLETED COMPACTED AREAS ARE DISTURBED BY SUBSEQUENT CONSTRUCTION OPERATIONS OR ADVERSE WEATHER, CONTRACTOR SHALL SCARIFY, SURFACE, RESHAPE, AND COMPACT TO REQUIRED DENSITY PRIOR TO FURTHER CONSTRUCTION.

**GRADING PLAN LEGEND:**

- 1125 EX. 1" CONTOUR ELEVATION INTERVAL
- 1137 1.0' CONTOUR ELEVATION INTERVAL
- 41.26 SPOT GRADE ELEVATION (GUTTER/FLOW LINE UNLESS OTHERWISE NOTED)
- 891.00 G SPOT GRADE ELEVATION GUTTER
- 891.00 TC SPOT GRADE ELEVATION TOP OF CURB
- 891.00 BS/TS SPOT GRADE ELEVATION BOTTOM OF STAIRS/TOP OF STAIRS
- 891.00 ME SPOT GRADE ELEVATION MATCH EXISTING
- ⊙ GRADE BREAK - HIGH POINTS
- ▬ CURB AND GUTTER (T.O. = TIP OUT)
- E.O.F.=1135.52 EMERGENCY OVERFLOW



Know what's below.  
Call before you dig.



1" = 20'-0"  
0 20 40  
10'-0" 0 20 40  
6/24/22 11:00:26 AM

**CAMBRIDGE TOWER APARTMENTS**  
PROJECT  
1301 CAMBRIDGE ST., HOPKINS, MN 55343  
**KAAS WILSON ARCHITECTS**  
1301 AMERICAN BLVD. E, SUITE 100, BLOOMINGTON, MN 55425

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

*Matthew R. Pavak*  
Matthew R. Pavak  
DATE 6/24/22 LICENSE NO. 44263

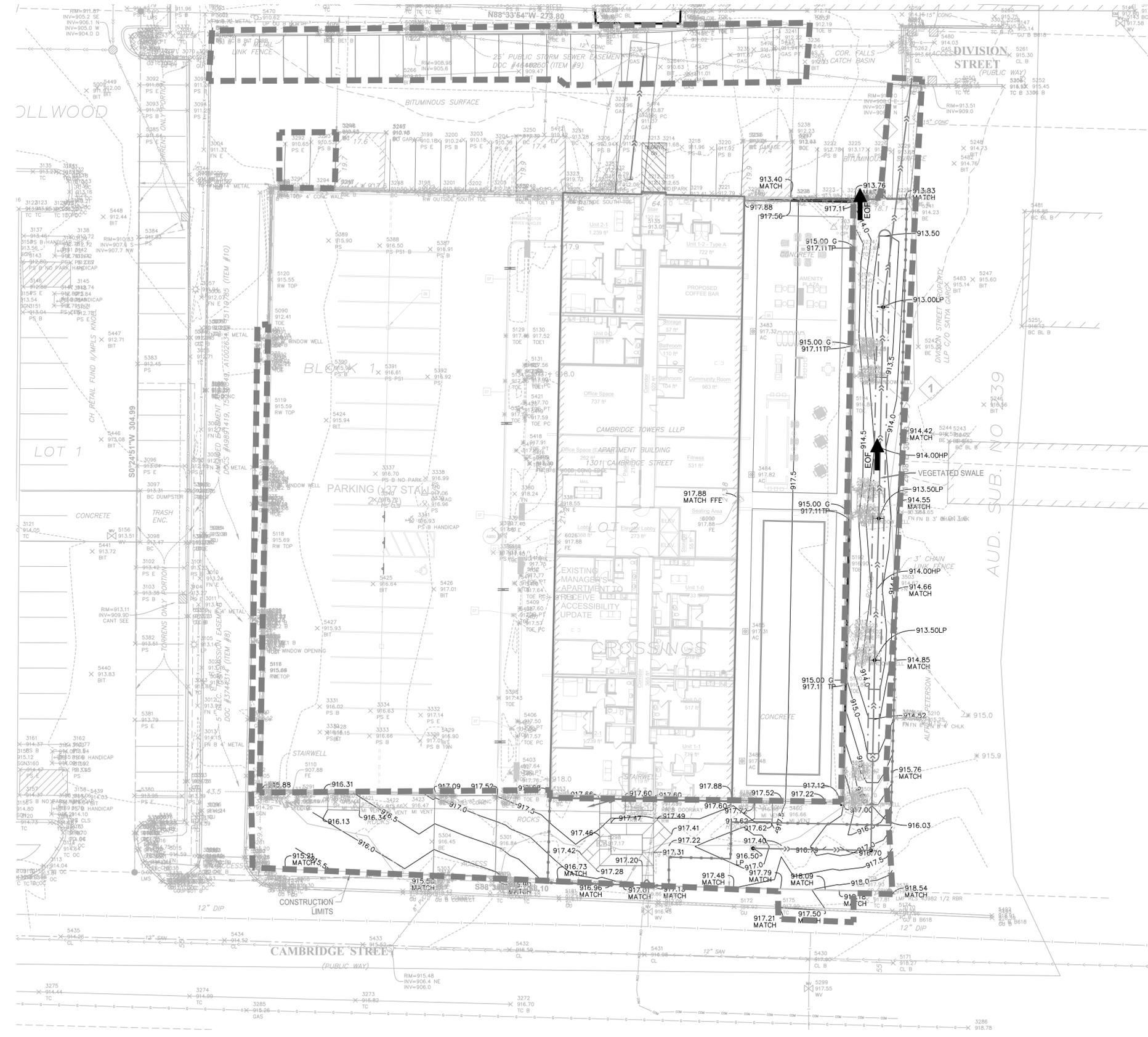
ISSUE/SUBMITTAL SUMMARY	
DATE	DESCRIPTION
06/17/21	BID SET
8/20/21	WATERSHED SUBMITTAL
9/20/21	PERMIT SET
8/24/2021	WATERSHED SUBMITTAL
9/22/2021	WATERSHED SUBMITTAL
06/24/22	SITE PLAN REVIEW - PHASE II

REVISION SUMMARY	
DATE	DESCRIPTION
6/25/21	ADDENDUM 1

DRAWN BY: MW, KW, JS REVIEWED BY: MP	
PROJECT NUMBER: 20282	

**GRADING PLAN**

**C3.0**



**CITY OF HOPKINS GRADING NOTES:**  
1. RESERVED FOR CITY SPECIFIC GRADING NOTES.

**EROSION CONTROL NOTES:**  
SEE SWPPP ON SHEETS SW1.0 - SW1.3

**LANDSCAPE NOTES:**

- ALL EXISTING UTILITY LOCATIONS SHOWN ARE APPROXIMATE. CONTACT "GOPHER STATE ONE CALL" (651-454-0002 OR 800-252-1166) FOR UTILITY LOCATIONS, 48 HOURS PRIOR TO CONSTRUCTION. THE CONTRACTOR SHALL REPAIR OR REPLACE ANY UTILITIES THAT ARE DAMAGED DURING CONSTRUCTION AT NO COST TO THE OWNER.
- WHERE SHOWN, SHRUB & PERENNIAL BEDS SHALL BE MULCHED WITH 4" DEPTH (MINIMUM AFTER INSTALLATION AND/OR TOP DRESSING OPERATIONS) OF SHREDDED CEDAR MULCH.
- ALL TREES SHALL BE MULCHED WITH SHREDDED CEDAR MULCH TO OUTER EDGE OF SAUCER OR TO EDGE OF PLANTING BED, IF APPLICABLE. ALL MULCH SHALL BE KEPT WITHIN A MINIMUM OF 2" FROM TREE TRUNK.
- IF SHOWN ON PLAN, RANDOM SIZED LIMESTONE BOULDERS COLOR AND SIZE TO COMPLIMENT NEW LANDSCAPING. OWNER TO APPROVE BOULDER SAMPLES PRIOR TO INSTALLATION.
- PLANT MATERIALS SHALL CONFORM WITH THE AMERICAN ASSOCIATION OF NURSERYMEN STANDARDS AND SHALL BE OF HARDY STOCK, FREE FROM DISEASE, DAMAGE AND DISFIGURATION. CONTRACTOR IS RESPONSIBLE FOR MAINTAINING PLUMPNESS OF PLANT MATERIAL FOR DURATION OF ACCEPTANCE PERIOD.
- UPON DISCOVERY OF A DISCREPANCY BETWEEN THE QUANTITY OF PLANTS SHOWN ON THE SCHEDULE AND THE QUANTITY SHOWN ON THE PLAN, THE PLAN SHALL GOVERN.
- CONDITION OF VEGETATION SHALL BE MONITORED BY THE LANDSCAPE ARCHITECT THROUGHOUT THE DURATION OF THE CONTRACT. LANDSCAPE MATERIALS PART OF THE CONTRACT SHALL BE WARRANTED FOR ONE (1) FULL GROWING SEASONS FROM SUBSTANTIAL COMPLETION DATE.
- ALL AREAS DISTURBED BY CONSTRUCTION ACTIVITIES SHALL RECEIVE 4" LAYER TOPSOIL AND SOD AS SPECIFIED UNLESS OTHERWISE NOTED ON THE DRAWINGS.
- COORDINATE LOCATION OF VEGETATION WITH UNDERGROUND AND OVERHEAD UTILITIES, LIGHTING FIXTURES, DOORS AND WINDOWS. CONTRACTOR SHALL STAKE IN THE FIELD FINAL LOCATION OF TREES AND SHRUBS FOR REVIEW AND APPROVAL BY THE LANDSCAPE ARCHITECT PRIOR TO INSTALLATION.
- ALL PLANT MATERIALS SHALL BE WATERED AND MAINTAINED UNTIL ACCEPTANCE.
- REPAIR AT NO COST TO OWNER ALL DAMAGE RESULTING FROM LANDSCAPE CONTRACTOR'S ACTIVITIES.
- SWEEP AND MAINTAIN ALL PAVED SURFACES FREE OF DEBRIS GENERATED FROM LANDSCAPE CONTRACTOR'S ACTIVITIES.
- REPAIR AT NO COST TO THE OWNER IRRIGATION SYSTEM DAMAGED FROM LANDSCAPE CONSTRUCTION ACTIVITIES.
- PROVIDE SITE WIDE IRRIGATION SYSTEM DESIGN AND INSTALLATION. SYSTEM SHALL BE FULLY PROGRAMMABLE AND CAPABLE OF ALTERNATE DATE WATERING. THE SYSTEM SHALL PROVIDE HEAD TO HEAD OR DRIP COVERAGE AND BE CAPABLE OF DELIVERING ONE INCH OF PRECIPITATION PER WEEK. SYSTEM SHALL EXTEND INTO THE PUBLIC RIGHT-OF-WAY TO THE EDGE OF PAVEMENT/BACK OF CURB.
- CONTRACTOR SHALL SECURE APPROVAL OF PROPOSED IRRIGATION SYSTEM INCLUDING PRICING FROM OWNER, PRIOR TO INSTALLATION.

**CAMBRIDGE TOWER APARTMENTS**

1301 CAMBRIDGE ST., HOPKINS, MN 55343

**KAAS WILSON ARCHITECTS**

1301 AMERICAN BLVD. E, SUITE 100, BLOOMINGTON, MN 55425

PROJECT

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED LANDSCAPE ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.

*Robert L. Binder*  
Robert L. Binder  
DATE 6/24/22 LICENSE NO. 25821

**ISSUE/SUBMITTAL SUMMARY**

DATE	DESCRIPTION
08/10/21	BID SET
08/20/21	WATERSHED SUBMITTAL
08/20/21	PERMIT SET
08/24/21	WATERSHED SUBMITTAL
08/24/21	WATERSHED SUBMITTAL
06/24/22	SITE PLAN REVIEW - PHASE II

DATE	DESCRIPTION
6/25/21	ADDENDUM 1

DRAWN BY: MW, KW, JS REVIEWED BY: MP

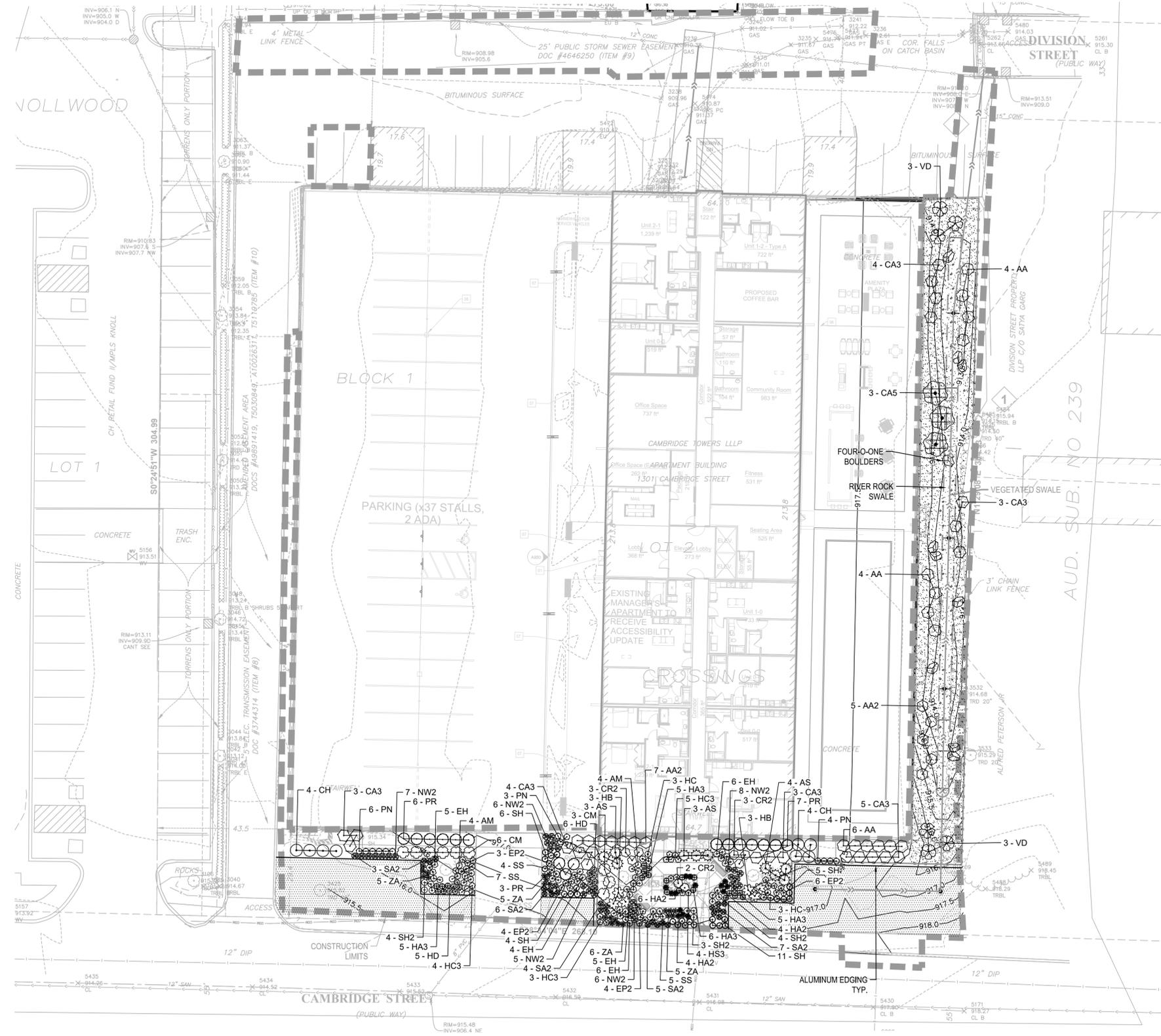
PROJECT NUMBER: 20282

**REVISION SUMMARY**

DATE	DESCRIPTION
6/25/21	ADDENDUM 1

**LANDSCAPE PLAN**

**L1.0**



**PLANT SCHEDULE**

SHRUBS	QTY	COMMON / BOTANICAL NAME	SIZE	NATIVE PLANTS	POLLINATOR FRIENDLY
AA	14	Regent Serviceberry / Amelanchier alnifolia 'Regent'	#5 CONT	NATIVE CULTIVAR	Y
AA2	12	Autumn Magic Black Chokeberry / Aronia melanocarpa 'Autumn Magic'	#5 CONT	NATIVE	Y
CH	8	Hummingbird Summerweet / Clethra alnifolia 'Hummingbird'	#5 CONT	NOT NATIVE	Y
CM	9	Muskingham Gray Dogwood / Cornus racemosa 'Muskingham'	#2 CONT	NATIVE CULTIVAR	N
CA3	22	Arctic Fire Dogwood / Cornus sericea 'Arctic Fire'	#5 CONT	NATIVE CULTIVAR	Y
CA5	3	American Hazelnut / Corylus americana	#5 CONT	NATIVE	Y
PR	16	Raspberry Lemonade Ninebark / Physocarpus opulifolius 'ZLEYAZ2'	#5 CONT	NATIVE CULTIVAR	Y
VD	6	Arrowwood Viburnum / Viburnum dentatum 'Arrowwood'	#5 CONT	NATIVE	Y

**GRASSES**

QTY	COMMON / BOTANICAL NAME	SIZE	NATIVE PLANTS	POLLINATOR FRIENDLY
26	Butterfly Grass / Elymus hystrix	#1 CONT	NATIVE	Y
21	All Gold Japanese Forest Grass / Hakonechloa macra 'All Gold'	#1 CONT	NOT NATIVE	N
13	Northwind Switch Grass / Panicum virgatum 'North Wind'	#1 CONT	NATIVE CULTIVAR	Y
16	Smoke Signal Little Bluestem / Schizachyrium scoparium 'Smoke Signal'	#1 CONT	NATIVE CULTIVAR	Y
26	Prairie Dropseed / Sporobolus heterolepis	#1 CONT	NATIVE	Y

**PERENNIALS**

QTY	COMMON / BOTANICAL NAME	SIZE	NATIVE PLANTS	POLLINATOR FRIENDLY
10	Sun King Anemone / Anemone cordata 'Sun King'	#2 CONT	NOT NATIVE	N
8	Montgomery False Spiraea / Astilbe japonica 'Montgomery'	#1 CONT	NOT NATIVE	Y
8	Hillside Black Beauty Snakeroot / Cimicifuga racemosa 'Hillside Black Beauty'	#1 CONT	NOT NATIVE	Y
17	PowWow White Coneflower / Echinacea purpurea 'PAST02918 TM'	#1 CONT	NATIVE CULTIVAR	Y
12	Grande Coral Bells / Heuchera 'TNEUGB'	#1 CONT	NOT NATIVE	Y
6	Caramel Coral Bells / Heuchera x 'Caramel'	#1 CONT	NOT NATIVE	Y
4	Lemon Supreme Coral Bells / Heuchera x 'Lemon Supreme'	#1 CONT	NOT NATIVE	Y
14	Blue Angel Hosta / Hosta x 'Blue Angel'	#1 CONT	NOT NATIVE	N
6	Blue Mammoth Hosta / Hosta x 'Blue Mammoth'	#1 CONT	NOT NATIVE	N
11	Diamonds are Forever Hosta / Hosta x 'Diamonds are Forever'	#1 CONT	NOT NATIVE	N
32	Walkers Low Catmint / Nepeta x faasseni 'Walkers Low'	#1 CONT	NOT NATIVE	Y
25	Showy Stemonax / Sedum spectabile 'Autumn Fire'	#1 CONT	NOT NATIVE	Y
11	Helen von Stein Lamb's Ear / Stachys byzantina 'Helen von Stein'	#1 CONT	NOT NATIVE	Y
21	Golden Alexander / Zizia aurea	#1 CONT	NATIVE	Y

**PLANT SCHEDULE**

GROUND COVERS	COMMON / BOTANICAL NAME	SIZE
Washed River Rock	Decorative Rock Feature	Mulch
Washed River Rock	uniform in size, composed of round rocks that may be varied in color.	Mulch
Shooting Star No Mow Fine Fescue Mix / No Mow Seed Mix		Seed Mix
Blue Grass Based / Sod	Commercial grade, locally grown, 'Big Roll' preferred	Sod



Know what's below.  
Call before you dig.



1" = 20'-0"  
10'-0" 0 20'-0"



**NOT FOR  
CONSTRUCTION**

Date

Revision

Rev. No.

Proposed - Level  
1

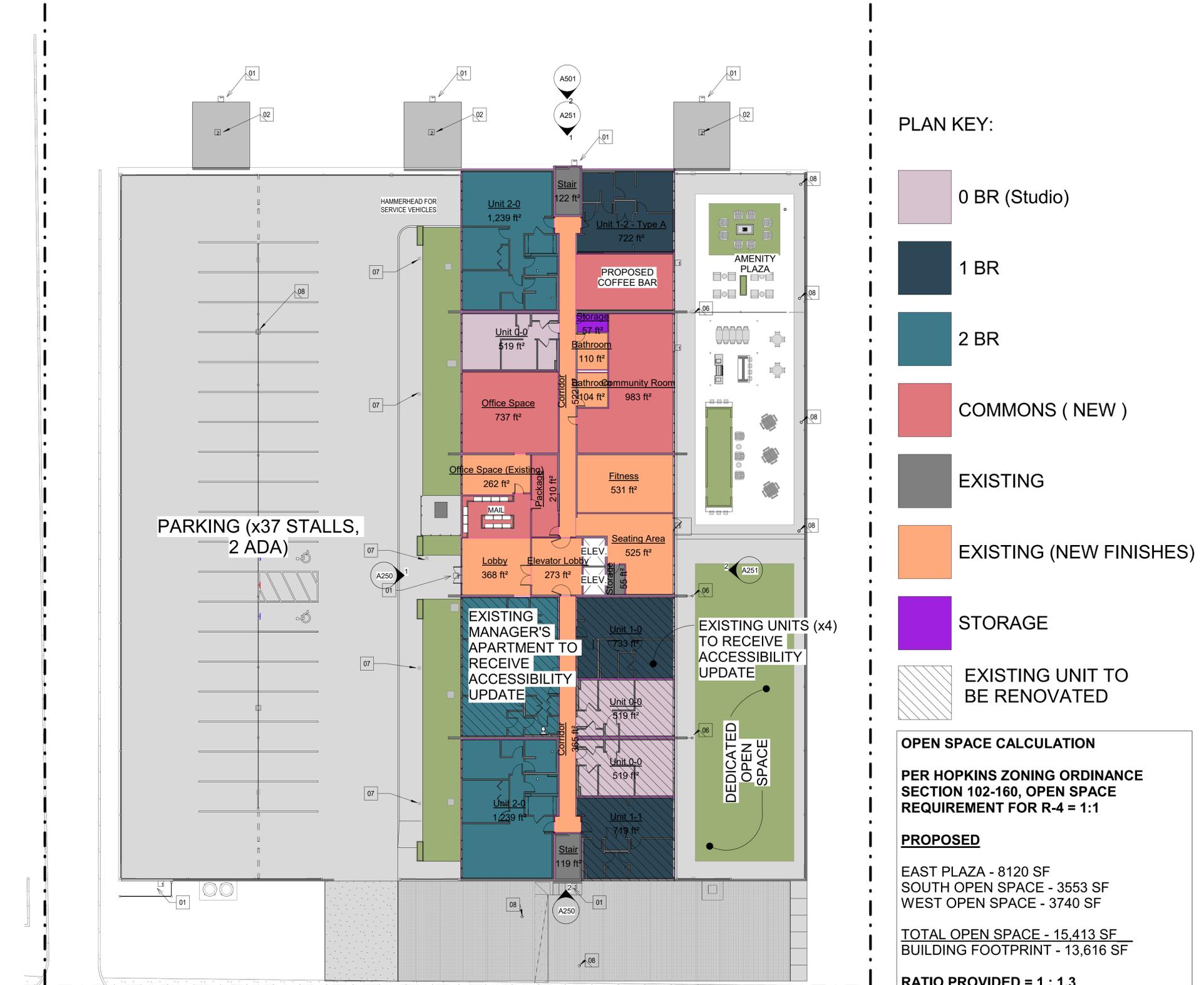
1/16" = 1'-0"

**A200**

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Architects



1 Level 1  
1/16" = 1'-0"



**Cambridge Tower - Siding & Interior Remodel**

1301 Cambridge St, Hopkins, MN 55343

**Sage Apartment Communities**

18006 Sky Park Circle Irvine, CA 92614

Project Number	22025
Date	06/24/2022
Drawn By	Adam S.
Checked By	Link W.

**NOT FOR CONSTRUCTION**

Date

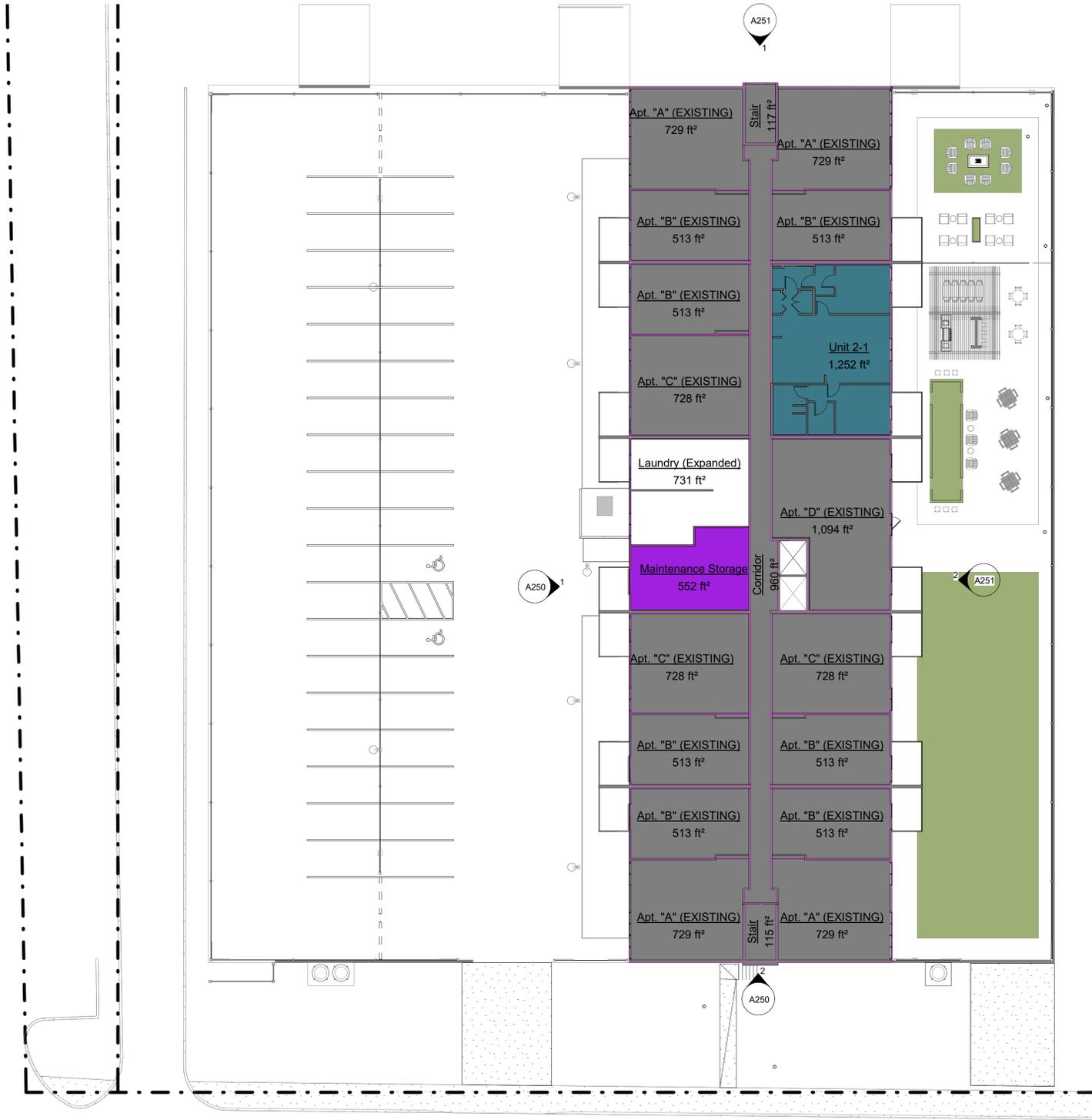
Revision

Rev. No.

Proposed - Level 2

1/16" = 1'-0"

**A201**



**PLAN KEY:**

- 2 BR
- EXISTING
- STORAGE



1 Level 2  
1/16" = 1'-0"

### Cambridge Tower - Siding & Interior Remodel

1301 Cambridge St, Hopkins, MN 55343

### Sage Apartment Communities

18006 Sky Park Circle Irvine, CA 92614

Project Number 22025

Date 06/24/2022

Drawn By Adam S.

Checked By Link W.

**NOT FOR CONSTRUCTION**

Date

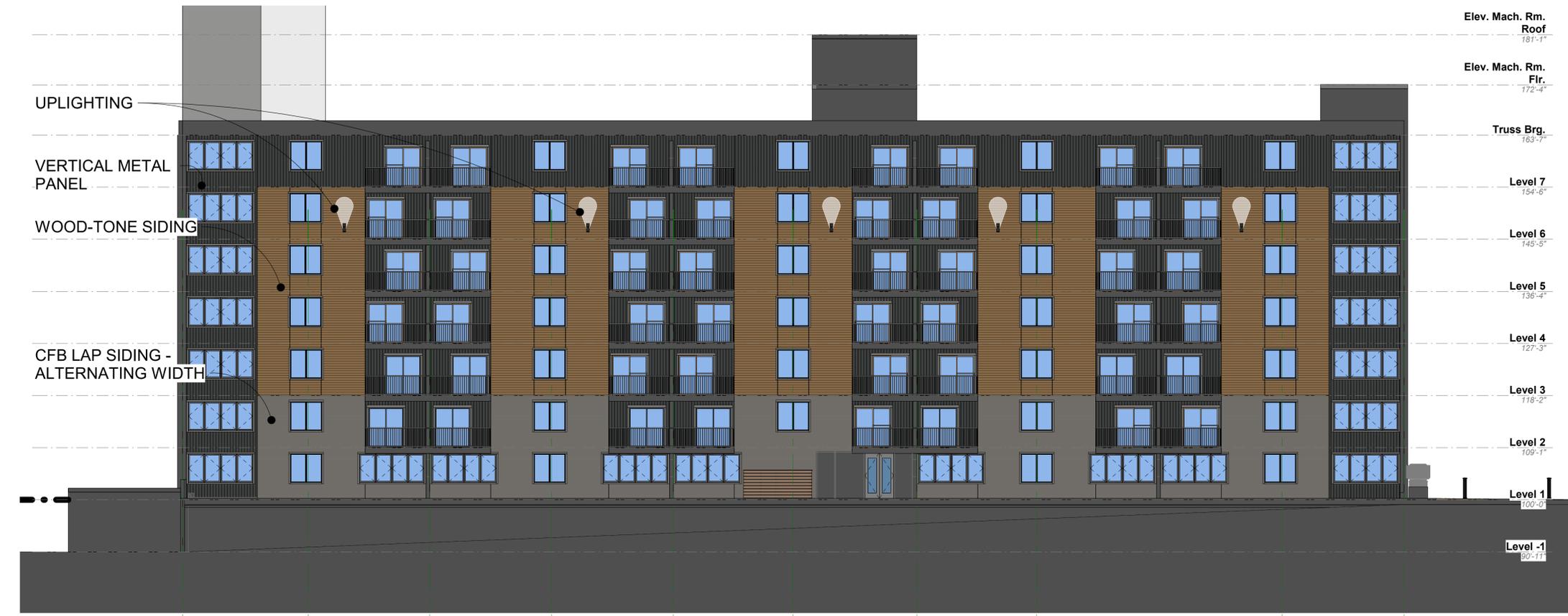
Revision

Rev. No.

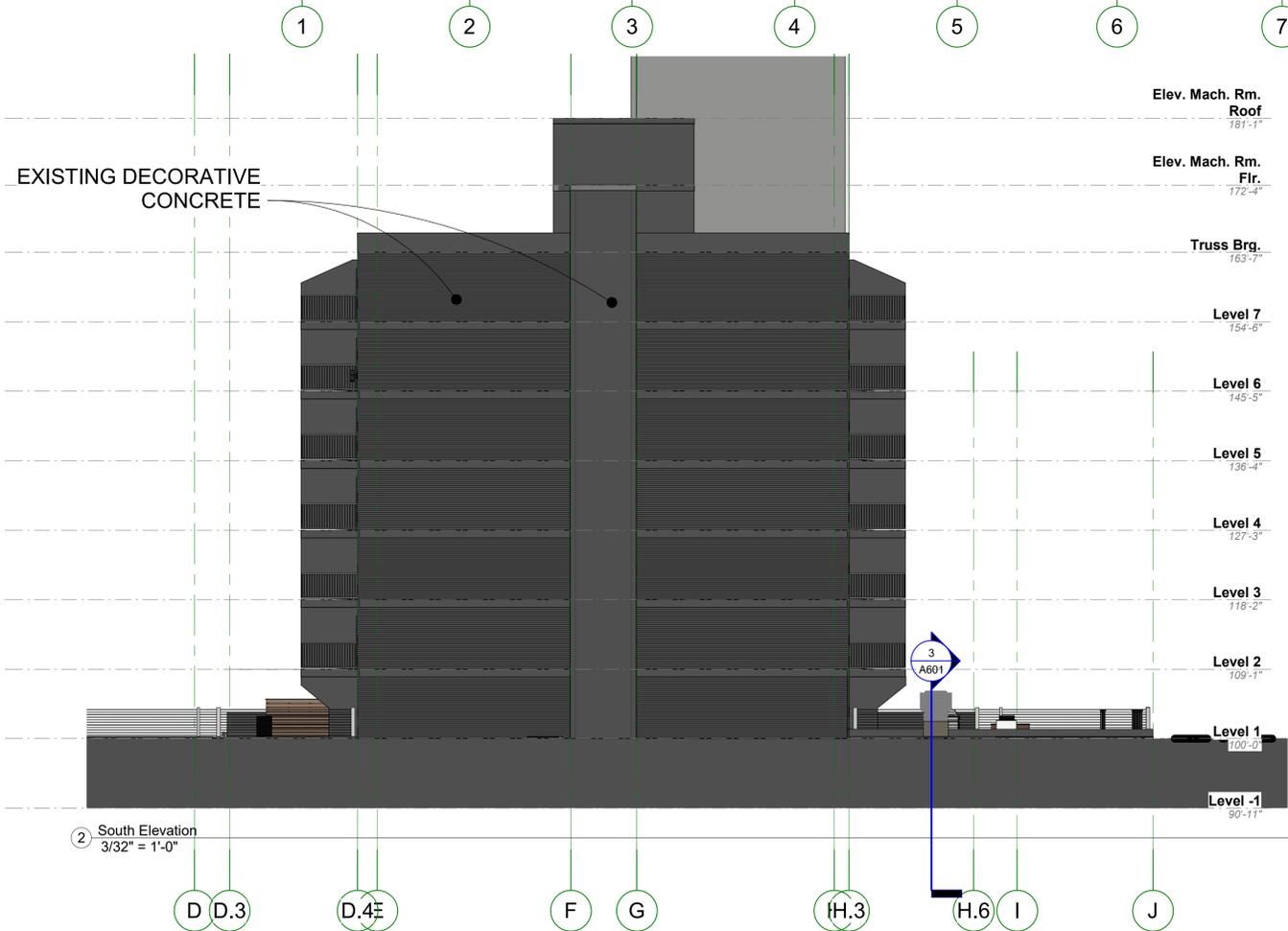
### Exterior Elevations

As indicated

# A500



① West Elevation  
3/32" = 1'-0"



② South Elevation  
3/32" = 1'-0"

### EXTERIOR MATERIALS

### % COVERAGE

	CFB WOODLOOK LAP SIDING	17.2%
	CFB ALTERNATING LAP SIDING	10.8%
	VERTICAL METAL PANEL	24.2%
	GLAZING	23.6%
	EXISTING DECORATIVE CONCRETE	24.2%

### Cambridge Tower - Siding & Interior Remodel

1301 Cambridge St, Hopkins, MN 55343

Sage Apartment Communities  
18006 Sky Park Circle Irvine, CA 92614

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NOT FOR CONSTRUCTION

Date

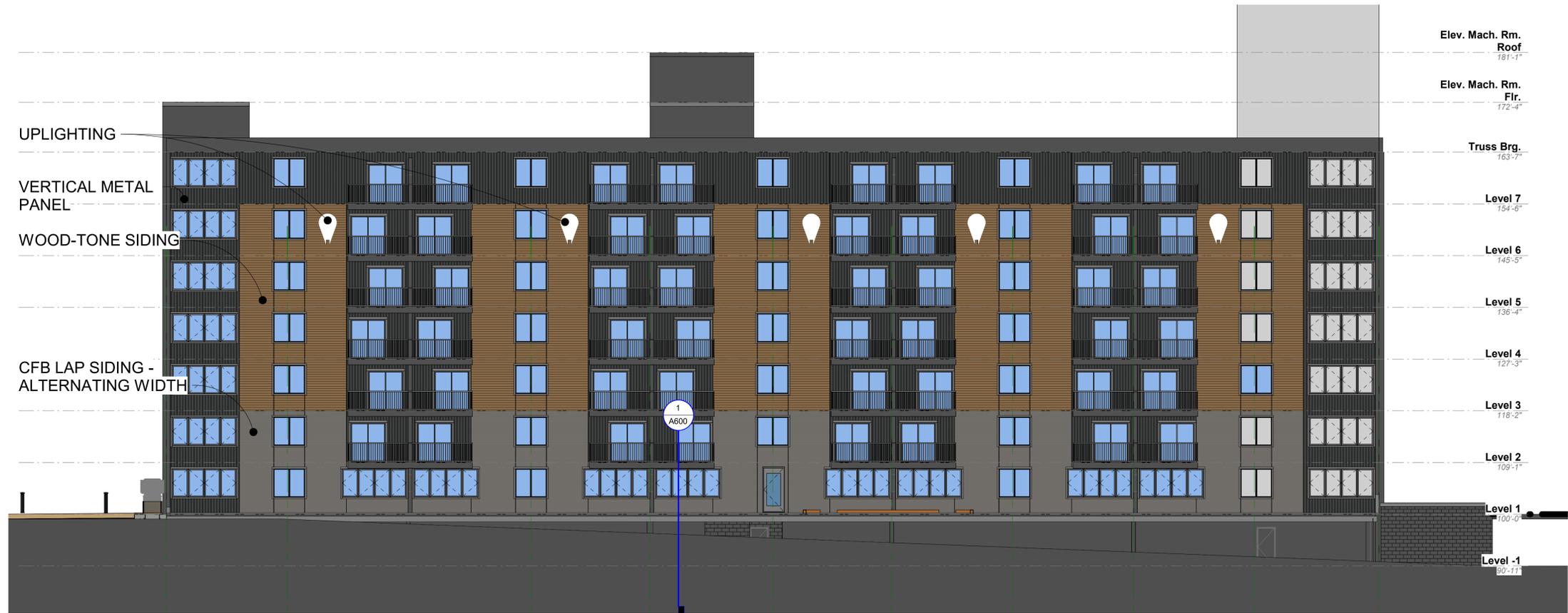
Revision

Rev. No.

Exterior Elevations

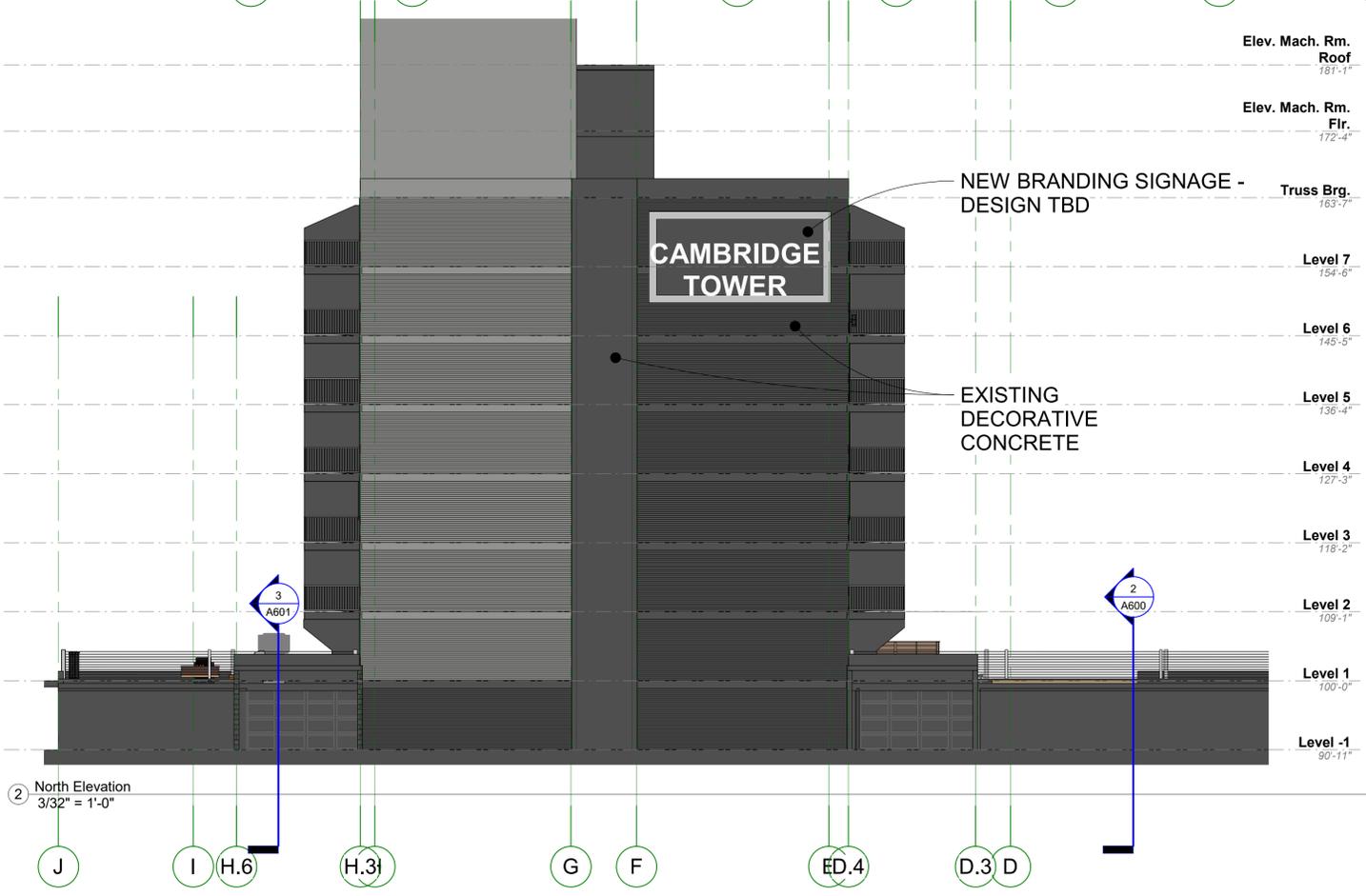
As indicated

# A501



1 East Elevation  
3/32" = 1'-0"

11 10 8 7 6 5 4 3 2 1



2 North Elevation  
3/32" = 1'-0"

EXTERIOR MATERIALS		% COVERAGE
	CFB WOODLOOK LAP SIDING	17.2%
	CFB ALTERNATING LAP SIDING	10.8%
	VERTICAL METAL PANEL	24.2%
	GLAZING	23.6%
	EXISTING DECORATIVE CONCRETE	24.2%

**NOT FOR  
CONSTRUCTION**

Date

Revision

Rev. No.

Photography &  
Renderings

**A900**



NORTHWEST VIEW - EXISTING



NORTHWEST VIEW - PROPOSED



SOUTHWEST VIEW - EXISTING



SOUTHWEST VIEW - PROPOSED

**Cambridge Tower  
- Siding & Interior  
Remodel**

1301 Cambridge St, Hopkins, MN  
55343

**Sage Apartment  
Communities**  
18006 Sky Park Circle Irvine, CA  
92614

Project Number 22025

Date 06/24/2022

Drawn By Adam S.

Checked By Link W.

**NOT FOR  
CONSTRUCTION**

Date

Revision

Rev. No.

Photography &  
Renderings

**A901**



ENTRY CLOSEUP - EXISTING



ENTRY CLOSEUP - PROPOSED

Luminaire Schedule							
Symbol	Qty	Label	Arrangement	LLF	Description	Arr. Watts	Lum. Lumens
	5	AA4	Single	0.900	NLS NOV-2-T4-32L-7-35K MOUNT ON 10FT POLE	71	7526
	10	BB	Single	0.900	NLS SSX-4-6R-SL-16L-7-35K SEASIDE BOLLARD 42	35	2030
	3	CC5	Single	0.900	NLS GRD-T5-20L-35K SURFACE MOUNT AT APPROX 9FT	67	6164
	2	DD5	Single	0.900	NLS NV-2-T5-80L-7-35K MOUNT ON 20FT POLE WITH 2FT BASE	168	19713
	4	FF2	Single	0.900	NLS NV-W-T2-16L-1-35K-UNV WALL MOUNT AT APPROX 12FT	56.06	5970
	10	GG	Single	0.900	LIGMAN VK-30002-M-W35 WALL MOUNT AT APPROX 45FT IN UPLIGHT POSITION	27.9	2435
	10	WP4	Single	0.900	NLS NV-W-T4-16L-35-40K-UNV WALL MOUNT AT 8FT	19	2618

Calculation Summary							
Label	CalcType	Units	Avg	Max	Min	Avg/Min	Max/Min
SITE GROUND	Illuminance	Fc	1.77	12.0	0.0	N.A.	N.A.
WEST PARKING	Illuminance	Fc	2.10	3.4	1.1	1.91	3.09



TYPE AA



TYPE BB



TYPE CC



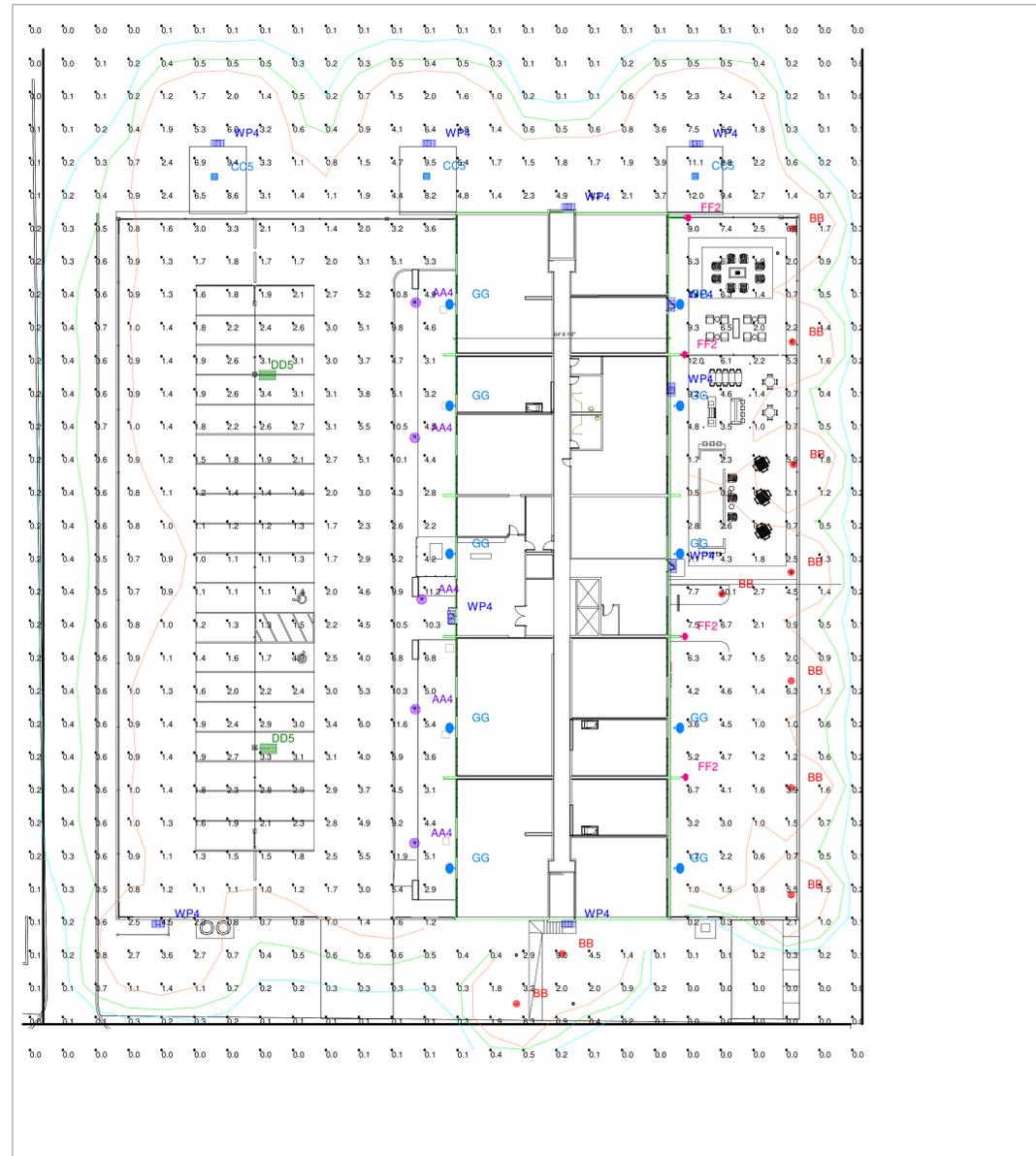
TYPE DD



TYPE FF & WP



TYPE GG



Plan View  
Scale: 1 inch= 25 Ft.

GENERAL NOTES:

A. PULSE PRODUCTS DOES NOT ASSUME RESPONSIBILITY FOR THE INTERPRETATION OF THIS CALCULATION OR COMPLIANCE TO THE LOCAL, STATE, OR FEDERAL LIGHTING CODES OR ORDINANCES.

B. LIGHTING LAYOUT IS NOT INTENDED FOR CONSTRUCTION DOCUMENTS BUT ONLY TO ILLUSTRATE THE PERFORMANCE OF THE PRODUCT.

C. ALL READINGS/CALCULATIONS SHOWN ARE SHOWN ON OBJECTS/SURFACES.



#	Date	Comments

#	Date	Revisions

Drawn By: SANDY  
Checked By: RICK  
Date: 6/23/2022  
Scale: AS NOTED

CAMBRIDGE TOWERS  
HOPKINS, MN



### **BACKGROUND**

**Development Proposal.** The 1.88 acre subject property was originally platted as part of the West Minneapolis Addition in 1887. The existing Hopkins Cinema 6 Movie Theatre was constructed in 1995 as part of a redevelopment of this property which included the movie theatre, three retail spaces and a 5,000 square foot casual dining restaurant. The movie theatre property was owned by the Beard Group who leased it to the Mann Theatres Group. Prior to 1995, the site was occupied by the Suburban Chevrolet automobile dealership.

The Hopkins Housing and Redevelopment Authority (HRA) purchased the subject property from Suburban Chevrolet and sold it to the Beard Group in 1995 and executed a development agreement with the developer (the Beard Group) which included both financial and site and building design requirements for the project. The financial requirements created Tax Increment District 1-2 encompassing the subject property which generated tax increment dollars to offset public costs in conjunction with redeveloping the site. That TIF District obligation ended in 2020.

On November 20, 2020, Mann Theatre – Hopkins Cinema 6 permanently closed its business due primarily to the continuing COVID-19 pandemic. In 2021, the City reviewed a concept plans related to redevelopment of the site brought forward by a different developer.

Enclave Companies recently secured an agreement to purchase the site, and is now seeking land use approvals. The redevelopment would provide a residential mix of 67 alcove, 22 studio, 47 one-bedroom, and 14 two-bedroom market rate apartments; and 5,382 square feet of commercial space on the ground floor accessed from Mainstreet. Those discussions focused on the comprehensive plan goals and policies, site design, building height, density, ground floor uses, parking, exterior materials, overall architectural design and building mass, balconies and the design and intended use of the ground floor commercial space.

**Neighborhood Meeting.** Chapter 7 of the City’s Legislative Policy Manual requires applicants for certain types of zoning applications to hold a neighborhood meeting in addition to the City’s required public hearing process. The purpose of the neighborhood meeting is to expand and enhance the dissemination of information to the residents of the City and to encourage involvement by residents in the planning process. The meeting was held on July 20th at Bear Cave Brewing. A summary of the meeting is included as an attachment.

**Public Comment.** This site plan review, conditional use permit, and planned unit development rezoning application requires a public hearing. The City published notice of this public hearing in the local paper and mailed notices directly to those properties within 500’ of the subject property. As of the writing of this report, the City had received eight comments on this item. The submitted public comments are included as an attachment. Staff will provided an update on all public comments received to the Planning & Zoning Commission during the public hearing.

**Legal Authority.** This proposal includes three different types of land use applications. The planned unit development rezoning application is considered a legislative action. When considering a legislative action, the City is assigning zoning classifications or creating development standards to regulate the development of certain types of use and/or structures. Under the law, the City has wide flexibility to create standards that will ensure the type of development it desires; however, these regulations must be reasonable and supported by a rational basis relating to promoting the public health, safety and welfare.

By comparison, site plan and conditional use permit applications are considered quasi-judicial actions. For this type of application, the City is acting as a judge to determine if the regulations within the Comprehensive Plan, Zoning Ordinance and Subdivision Ordinance are being followed. Generally, if the applications meet these requirements they should be approved.

**PLANNED UNIT DEVELOPMENT REVIEW**

The purpose of a planned unit development is to allow flexibility from traditional development standards in return for a higher quality development. Typically, the City looks for a developer to exceed other zoning standards, building code requirements or meet other goals of the Comprehensive Plan. In exchange for the flexibility offered by the planned unit development, the applicant is expected to detail how they intend to provide a higher quality development or meet other City goals.

The requested rezoning of the site from B-2, Central Business District to B-2, Central Business District with a Planned Unit Development (PUD) would allow the applicant to deviate from some of the zoning regulations as detailed in the table below. The applicant is seeking this flexibility in exchange for the project delivering a pedestrian connection from 12<sup>th</sup> Avenue South to 11<sup>th</sup> Avenue South, pedestrian level art installation, and a building design that includes design and amenity features above and beyond minimal requirements.

<b>Requested Planned Unit Development Deviations</b>		
<b>Zoning Category</b>	<b>Zoning Requirement</b>	<b>Requested Deviation</b>
Conditional Use Permit	Residential Dwellings Prohibited On 1 <sup>st</sup> Floor	Allow Residential Dwellings on First Floor
	One underground space per unit	130 underground stalls proposed. 20 stalls located in surface lot, and conceptual agreement on lease of 40 stalls in municipal garage
	Density limited to allowance for R-4 (44 unit/ac)	79.6 units per acre in accordance with guided range of 20-100 units per acre in the Downtown Center
Off-street Parking:	2 stalls per unit	1.26 stalls per unit
Building Height	Four Stories or 45 ft	47.9 ft as measured along Mainstreet

**CONDITIONAL USE PERMIT REVIEW**

The B-2, Central Business District allows residential uses as a conditional use. In evaluating conditional use permit (CUP) applications, the Planning & Zoning Commission and City Council shall consider and require compliance with the general standards for conditional use permits found in City Code Part III, Chapter 102, Article III, Section 102-94 and the specific standards for residential uses in the B-2 district detailed in City Code Part III, Chapter 102, Article VII, Section 102-216. The general conditional use permit standards are similar to the site plan review standards and analyzed in that section below. The specific CUP standards for residential uses in the B-2 district are reviewed below. With the exceptions noted in this staff report, staff finds the proposed development consistent with the CUP requirements.

1. That residential dwelling units abutting a right-of-way of 50 feet or more in width cannot occupy the first floor.

*Finding:* As proposed, this development would not meet this standard as it includes residential uses on the ground floor. The applicant is seeking a deviation from the requirement as a part of the Planned Unit Development request.

2. That there is at least one underground parking space per unit.

*Finding:* The applicant's plans would not conform to this standard as it includes 150 units and only 130 underground parking stalls. However, the applicant is seeking relief from this standard through the Planned Unit Development.

3. That all dwellings must have an entrance leading directly out of the building.

*Finding:* The applicant's plans conforms to this standard as each unit will have an entrance leading directly out of the building through the internal hallway system.

4. That the density allowed shall be as in an R-5 District.

*Finding:* The applicant's plans do not conform to this standard and as such the request includes a deviation from this standard as a part of the Planned Unit Development. The R-5 district allows densities up to 44 units per acre. The subject property is 1.88 acres in size and the applicant is proposing to build 150 units; resulting in a density of 79.6 units per acre. It should also be noted that the site is guided by the 2040 Comprehensive Plan as Downtown Center. The Downtown Center is guided as allowing density generally between 20-100 units per acre – this site is outside of the ¼ mile buffer from the Downtown light rail transit station which would allow additional density. Density is qualified in the plan by envisioning a transition from the higher end of the range in the core; down to the lower end of the range at the periphery where an interface with lower density residences occurs.

### **SITE PLAN REVIEW**

The zoning regulations establishes site plan review procedures and provides regulations pertaining to the enforcement of site design standards consistent with the requirements in Article IV, Section 102-128. These procedures are established to promote high quality development, to ensure the long-term stability of neighborhoods and enhance the built and natural environment within the city as new development and redevelopment activities occur. In this case, site plan review is required to review construction of a new building.

**Land Use.** The 2040 Comprehensive Plan – Cultivate Hopkins guides the subject property as Downtown Center. According to the comprehensive plan, the City envisions this area as the central economic, social and civic district for Hopkins and the region. Maintaining downtown Hopkins' unique identity and sense of place must be a central consideration when planning for future growth. Mixed uses (vertical or horizontal) are encouraged. Overall, this land use category should include medium to larger scale neighborhood and regional uses at a densities between 20 to 100 units per acre.

As noted above, the density standards in the Downtown Center future land use category are intended to allow for a transition of density. The highest densities (75 to 150 units per acre) are intended for the area within ¼ mile of the Downtown station. Examples include Gallery Flats which has a density of 90 units per acre or the Moline which has a density of 97 units per acre.

**Hopkins Apartments - Rezoning, Conditional Use Permit & Site Plan Review**

**Page 5**

The area from ¼ mile to ½ mile of the Downtown station (including Mainstreet) is intended to have more moderate densities (20 to 100 units per acre). The 1-3 level commercial buildings along Mainstreet serve as the next transition level before stepping down to the Avenues single family neighborhood north of 1st Street North. Staff finds that generally the proposed mixed use residential and commercial apartment building is consistent with the subject property’s future land use designation and density requirements.

**Zoning.** The subject property is zoned B-2, Central Business District and is also located within the Downtown Overlay district. The Downtown Overlay District details the site design and architectural standards for Mainstreet and the surrounding Downtown area. The spirit and intent of the overlay district is to preserve the small-town, unique character of Mainstreet Hopkins; complement the existing historic architecture; enhance the pedestrian orientation of Downtown Hopkins; encourage streetscape design that is inviting and on a human scale; and communicate the community’s vision for the Mainstreet area. The established zoning standards intended to cultivate this vision are reviewed below.

**Building Height.** New buildings, building additions, and redeveloped or remodeled buildings must complement the existing pattern of building heights. The applicant’s plans call for a 4-story building which would measure 47.9’ along the average grade of Mainstreet. Buildings in the Overlay District may not exceed four stories or 45 feet in height. The four stories of the proposed building is consistent with the City’s zoning standards. However, the overall building height would exceed the 45 foot limitation. The applicant is seeking relief from this standard as a part of their Planned Unit Development request. For reference a building height comparison table is provided below

<b>Building Height Comparison</b>	
<b>Building</b>	<b>Existing Height</b>
CitiGables	52’ (South Side) 37’ 6” (height along 12 <sup>th</sup> Ave South)
Hopkins Cinema 6	49’ (Top of Marquee Along Mainstreet) 34’ (Top of Building Along 11 <sup>th</sup> Ave South)
Hopkins Center for the Arts	52’ (Utility Room Along Alley) 38’(Mainstreet)
Thirty Bales	20’
Wild Boar	20’
Kiddywampus	18’
Hopkins Parking Garage	36’ (Top of Stairway)
Roger’s Service & Sales	15’ 6”
Bear Cave Brewing	24’ (Mainstreet)
Wells Fargo Building	64’ (To Recessed Utility Room) 50’ to Roof Along 1 <sup>st</sup> South*
Marketplace Lofts	55’ 8”
Marketplace & Main Apts	55’ 8”
Raspberry Ridge II	44’

**Building Setback.** Buildings in the Overlay District are required to together create the wall of buildings effect associated with traditional Main Street areas. The applicant’s plan generally conform to this standard with the new building positioned near its northern (Mainstreet) and

western (12<sup>th</sup> Avenue South) property lines in a roughly similar configuration to the theater building and in generally following the surrounding downtown development pattern.

In addition, the B-2 district provides more detailed setbacks for each side of the building. Those standards require a 1 foot front, zero foot side, and a rear yard setback equaling the greater of 25' or ½ the height of the building. The proposed building complies these standards with front (Mainstreet) setback ranging from 4'-1" to 12'-1". The proposed side setbacks are 13'-11" on the west street side (12<sup>th</sup> Avenue South), and 12'-8" east street side (11<sup>th</sup> Avenue South). A rear setback of 29'-2" is proposed on the south side; which complies with the 25' minimum.

**Floor to Area Ratio.** Floor to Area Ratio (FAR) is a measurement of density calculated by dividing the total floor area of a building by the total lot area of the parcel on which the building is located. The B-2 District has a maximum Floor to Area Ratio of 6.0. As proposed, the site has a FAR of 1.63 (inclusive of the Thirty Bales building) which falls within this zoning standard.

**Roofs and Parapets.** Rooflines are required to mimic the separate yet complementary character and design of historic Main Street buildings. Sloped roofs are not allowed unless the roof form is concealed by a parapet or false front. Exceptions may be granted if the sloped roof is used on top of a multi-story building to help reduce the overall height of the facade and define the residential character of the upper floors. The applicant's plans appear to conform to this standard with varying rooflines and a fourth story amenity deck along Mainstreet. The roofline along 12<sup>th</sup> Avenue South is broken into several sections with varying heights. Lastly, the proposed design includes multiple shadow lines at the cornice to enhance the roof line and provide an appropriate "top" to the building.

**Utility Areas, Mechanical Equipment and Screening.** Utility areas, mechanical equipment, and screening are required to be designed so that they do not detract from the aesthetic appeal of the district. The screening of exterior trash, storage areas, service yards, loading areas, transformers, heating, and air conditioning units must use the same materials, color and/or style as the primary building in order to be architecturally compatible with the primary building and the building it is adjacent to. If the utility area is separate from the building it serves, it should be consistent with the city streetscape theme. All roof equipment will be screened from public view so as not to be visible from the street. All exterior trash and storage areas, service yards, loading areas, heating, and air conditioning units must be screened from view. Camouflaging heating and air conditioning units is an acceptable screening method.

The applicant's plans show an interior trash storage area in the new building that would be accessed within the surface parking/courtyard area. The plans appear to include architectural roofline elements that should meet the screening standards above for roof mounted equipment. Lastly, the applicant's plans also shows a transformer at the south west corner of the building that would be screened by way of plantings.

**Facades.** To break up the monotonous appearance of long facades, the exterior of buildings are to be designed with visual breaks. A building more than 45 feet in width will be divided into increments of no more than 45 feet through articulation of the facade. This can be achieved through combinations of the following techniques: divisions or breaks in materials; window bays, separate entrances and entry treatments; variation in roof lines; or building setbacks. The proposed building conforms to the standard of division into 45 ft wide sections. Each section is separated by articulation through relief in the setback of the building. Recesses in the building

along the 12<sup>th</sup> Avenue façade are utilized to incorporate balconies for individual units.

**Windows and Doors.** The Downtown Overlay District requires that a minimum of 30 percent of the ground level façade and side of buildings adjacent to public streets consist of transparent materials. Windows are required on upper levels, and should provide privacy while aesthetically and functionally serving the building. Reflective glass or glass tinted more than 40 percent is not allowed. The applicant’s plan indicate that the Mainstreet ground floor will be 64 percent transparent (glass) material. Furthermore, the 11<sup>th</sup> Avenue South ground floor is proposed at 47 percent and the 12<sup>th</sup> Avenue South ground floor is 54 percent. The proposed building’s main entrance is within a set of storefront windows and is directly connected to the sidewalk along Mainstreet. A secondary entrance for residents is located along the west side of the building and is framed by sidelight and transom windows.

**Materials and Detailing.** The Downtown Overlay District requires building renovations be constructed to be long lasting and use materials that maintain the distinct character and harmony of the downtown. Staff has interpreted this to require a majority brick or similar on the street sides of building along or adjacent to a public right-of-way. Staff finds the proposed materials and their percentage within the overall composition meet this requirement. The mix of exterior materials for each side of the proposed building are illustrated in the table below.

Exterior Building Materials Abutting a Public Street				
Material	North (Mainstreet)	East* (11 <sup>th</sup> Ave. S.)	West (12 <sup>th</sup> Ave. S.)	South (CitiGables)
Masonry	68%	39%*	65%	33%
Wood Look Panel	10%	0%*	1%	0%
Fiber Cement	22%	61%*	34%	67%

*\*Inclusive of interior of courtyard. The portion of the façade abutting the right-of-way would be majority masonry*

**Streetscape.** The streetscape shall be uniform so that it acts to provide continuity throughout the downtown. When a redevelopment project disturbs existing streetscape elements, those items must be replaced with approved city streetscape elements compatible with the character of downtown Hopkins.

The City has a specific streetscape theme along Mainstreet (lighting, sidewalks, street furniture and the like). Both the Planning and Engineering staff find that existing streetscape elements along 12<sup>th</sup> Avenue shall not be disturbed by this project. According to the applicant’s narrative, this project will not impact the existing streetscape elements along Mainstreet and the existing lighting and mature trees in these areas will be protected. Additionally, the applicant’s proposal includes a number of art installations in support of their Planned Unit Development application that would create further street level interest.

Staff’s recommendation includes a stipulation encouraging the applicant to explore modifications that would create walk out units along 11th Street to further enhance street level activity and provide additional eyes on the street, and as a continuation of the condition found on the adjoining CitiGables building.

**Landscaping.** The applicant’s landscape plan includes significant plantings throughout the site and meets the City’s minimum landscaping requirements. To insure the installation and survival of the required landscaping, the applicant shall be required to provide a landscape letter of credit

equal to 1.5 times the cost of all plantings. The City shall hold this security until all plantings improvements are installed and have survived at least one full growing season.

**Pedestrian & Bicycle Access.** Overall, the site should have good pedestrian and bicycle access that supports the City's transit supportive and pedestrian friendly vision for Downtown and the areas with proximity to a light rail station. As previously noted, the proposed building's main entrance will be directly connected to the sidewalk along Mainstreet and the rest of the City's sidewalk system. The applicant's plans also call for a private sidewalk connecting 11<sup>th</sup> and 12<sup>th</sup> Avenues south of the building which will be lit for safety and buffered from the adjoining property by tree plantings. The applicant's plans also proposed interior bicycle racks for 88 bikes as well as 20 exterior bike racks for tenants and for use by the public in support of their Planned Unit Development application.

**Vehicle Parking.** The City's off-street parking standards are detailed in both Article XV – Off-Street Parking and Section 102-560 of the Downtown Overlay district. Residential parking requirements are detailed in the conditional use permit section (1 underground space for each unit). The off-street parking standards also requires multi-family uses to provide at least two spaces per unit. No off-street parking stalls are required for commercial uses. Based on these standards, the site is required to have 300 parking stalls. All totaled, the development will have 190 parking stalls (30 surface, 120 enclosed, and 40 leased stalls in the municipal garage per an agreement in principal with the City) for a parking ratio of 1.26 stalls/unit. For comparison sake, the updated zoning code would require a ratio of 1.2 stalls per residential unit in the Downtown Mixed Use District. Lastly, the applicant has indicated that electric vehicle charging stations and conduit for future stations will be provided in the underground parking area in support of their planned unit development request.

**Signage.** The applicant's plans show conceptual signage, but not a specific sign plan. All signs must be approved through a separate administrative permit subject to conformance with the standards of the B-2 district and sign regulations contained in Article XXI - Signs.

**Engineering Comments.** In regards to the proposed development, Engineering and Public Works department has the following comments:

- 11th Avenue South is scheduled for rehabilitation in 2024, the applicant should coordinate any work in the right-of-way with this street project.
- Water and sewer capacities are not an issue, there are large diameter trunk mains available.
- A permit is required for work within the City Right-of-way.
- Watershed District approval of the project is required.
- Trees and tree grate on Mainstreet does not need to be protected or replaced. Trees and grates on 12th Avenue will need to be protected or replaced.
- Paver sidewalk sections will need to be protected or replaced.

## **ALTERNATIVES**

1. Recommend approval of the rezoning, site plan and conditional use permit applications. By recommending approval of these applications, the City Council will consider a recommendation of approval.
2. Recommend denial of the rezoning, site plan and conditional use permit applications. By

## Hopkins Apartments - Rezoning, Conditional Use Permit & Site Plan Review

### Page 9

recommending denial of these applications, the City Council will consider a recommendation of denial. Should the Planning & Zoning Commission consider this option, it must also identify specific findings that support this alternative.

3. Continue for further information. If the Planning & Zoning Commission indicates that further information is needed, the items should be continued.

**CITY OF HOPKINS**  
**Hennepin County, Minnesota**

**PLANNING & ZONING COMMISSION RESOLUTION 2022-06**

**A RESOLUTION RECOMMENDING THE CITY COUNCIL APPROVE AN ORDINANCE  
REZONING THE PROPERTY WITH PID 24-117-22-34-0249 FROM B-2, CENTRAL  
BUSINESS DISTRICT TO B-2, CENTRAL BUSINESS DISTRICT WITH A PLANNED UNIT  
DEVELOPMENT, SUBJECT TO CONDITIONS**

**WHEREAS**, the applicant, Enclave Companies, initiated an application requesting to rezone the property along Mainstreet Between 11th Avenue South and 12th Avenue South (PID 24-117-22-34-0249) from B-2, Central Business District to B-2, Central Business District with a Planned Unit Development (PUD), subject to conditions, and

**WHEREAS**, this property is legally described in Exhibit A; and

**WHEREAS**, the procedural history of the application is as follows:

1. That the above stated application was initiated by the applicant on June 24, 2022; and,
2. That the Hopkins Planning & Zoning Commission, pursuant to published and mailed notice, held a public hearing on the application and reviewed such application on July 26, 2022: all persons present were given an opportunity to be heard; and,
3. That written comments and analysis of City staff were considered; and,

**WHEREAS**, staff recommended approval of the above stated application based on the findings outlined in the staff report dated January 26, 2022.

**NOW, THEREFORE, BE IT RESOLVED** that the Planning & Zoning Commission of the City of Hopkins hereby recommends the City Council approve an ordinance rezoning the property along Mainstreet Between 11th Avenue South and 12th Avenue South (PID 24-117-22-34-0249) from B-2, Central Business District to B-2, Central Business District with a Planned Unit Development (PUD), subject to the conditions listed below.

1. Execution of a Planned Unit Development Agreement.
2. Approval of the associated conditional use permit to allow a residential use in the B-2, Central Business District and conformance with all related conditions.
3. Approval of the associated site plan application and conformance with all related conditions.
4. Approval of the development by the Nine Mile Creek Watershed District and conformance with all related conditions.

Adopted this 26th day of July, 2022.

\_\_\_\_\_  
Nathan White, Chair

EXHIBIT A  
Legal Description of subject property

Tract A:

Lots 1 through 6 inclusive, Block 7,

That part of the North Half of the adjoining vacated East-West alley in said Block 7 lying between the extension across it of the West line of said Lot 1 and the East line of Lot 26, in said Block 7,

That part of the vacated East-West alley lying North of the center line of said alley and between the extension across it of the East line of Lot 6 and the East line of Lot 26, all in Block 7, "West Minneapolis". According to the recorded plat thereof, and situate in Hennepin County, Minnesota. Being registered land as is evidenced by Certificate of Title No. 834358.

Tract B:

Lot Twenty-three (23) except the South 25 feet thereof, front and rear, and all of Lots Twenty-four (24), Twenty-five (25), and Twenty-six (26), Block Seven (7), West Minneapolis, according to the recorded plat thereof, and situate in Hennepin County, Minnesota, together with that part of the South half of the vacated East-West alley in said Block 7 lying between the extension across it of the West line of Lot 26 and the center line of the North-South alley in said Block 7 and together with that part of the West half of the vacated North-South Alley in said Block 7 lying between the extensions across it of the South line of Lot 23 except the South 25 feet thereof and the North line of said Lot 26.

Abstract Property

Tract C:

Lots Seven (7), Eight (8), Nine (9) and Ten (10), Block Seven (7), West Minneapolis, except the South 25 feet of said Lot 10, according to the recorded plat thereof, and situate in Hennepin County, Minnesota, together with that part of the East half of the vacated North-South alley in said Block Seven (7) lying between the extensions across it of the South line of Lot 10 except the South 25 feet thereof and the North line of said Lot 7 and together with that part of the South half of the vacated East-West alley in said Block 7 lying between the extensions across if of the East line of said Lot 7 and the Center line of the North-South alley in said Block 7.

Abstract Property.

**CITY OF HOPKINS**  
**Hennepin County, Minnesota**

**PLANNING & ZONING COMMISSION RESOLUTION 2022-07**

**A RESOLUTION RECOMMENDING THE CITY COUNCIL APPROVE  
A CONDITIONAL USE PERMIT ALLOWING A RESIDENTIAL USE IN THE B-2, CENTRAL  
BUSINESS DISTRICT ON THE PROPERTY WITH PID 24-117-22-34-0249,  
SUBJECT TO CONDITIONS**

**WHEREAS**, the applicant, Enclave Companies, initiated an application for a conditional use permit allowing a residential use in the B-2, Central Business District on the property along Mainstreet Between 11<sup>th</sup> Avenue South and 12th Avenue South (PID 24-117-22-34-0249), and;

**WHEREAS**, this property is legally described in Exhibit A; and

**WHEREAS**, the procedural history of the application is as follows:

1. That the above stated application was initiated by the applicant on June 24, 2022; and,
2. That the Hopkins Planning & Zoning Commission, pursuant to published and mailed notice, held a public hearing on the application and reviewed such application on July 26, 2022: all persons present were given an opportunity to be heard; and,
3. That written comments and analysis of City staff were considered; and,

**WHEREAS**, staff recommended approval of the above stated application based on the findings outlined in the staff report dated July 26, 2022.

**NOW, THEREFORE, BE IT RESOLVED** that the Planning & Zoning Commission of the City of Hopkins hereby recommends the City Council approve a conditional use permit allowing a residential use in the B-2, Central Business District on the property along Mainstreet Between 11<sup>th</sup> Avenue South and 12th Avenue South (PID 24-117-22-34-0249), subject to the conditions listed below.

1. Conformance with all general conditional use permit standards in City Code Part III, Chapter 102, Article III, Section 102-94 and the specific standards for residential uses in the B-2 district detailed in City Code Part III, Chapter 102, Article VII, Section 102-216.
2. Approval of the associated rezoning application and execution of a Planned Unit Development (PUD) Agreement.
3. Approval of the associated site plan application and conformance with all related conditions.
4. Approval of all necessary permits from the Building, Engineering and Fire Departments.
5. Approval of the development by the Nine Mile Creek Watershed District and conforms with all related conditions.
6. Payment of all applicable development fees including, but not limited to SAC, park dedication and City Attorney fees.

Adopted this 26<sup>th</sup> Day of July, 2022.

\_\_\_\_\_  
Nathan White, Chair

EXHIBIT A  
Legal Description of subject property

Tract A:

Lots 1 through 6 inclusive, Block 7,

That part of the North Half of the adjoining vacated East-West alley in said Block 7 lying between the extension across it of the West line of said Lot 1 and the East line of Lot 26, in said Block 7,

That part of the vacated East-West alley lying North of the center line of said alley and between the extension across it of the East line of Lot 6 and the East line of Lot 26, all in Block 7, "West Minneapolis". According to the recorded plat thereof, and situate in Hennepin County, Minnesota. Being registered land as is evidenced by Certificate of Title No. 834358.

Tract B:

Lot Twenty-three (23) except the South 25 feet thereof, front and rear, and all of Lots Twenty-four (24), Twenty-five (25), and Twenty-six (26), Block Seven (7), West Minneapolis, according to the recorded plat thereof, and situate in Hennepin County, Minnesota, together with that part of the South half of the vacated East-West alley in said Block 7 lying between the extension across it of the West line of Lot 26 and the center line of the North-South alley in said Block 7 and together with that part of the West half of the vacated North-South Alley in said Block 7 lying between the extensions across it of the South line of Lot 23 except the South 25 feet thereof and the North line of said Lot 26.

Abstract Property

Tract C:

Lots Seven (7), Eight (8), Nine (9) and Ten (10), Block Seven (7), West Minneapolis, except the South 25 feet of said Lot 10, according to the recorded plat thereof, and situate in Hennepin County, Minnesota, together with that part of the East half of the vacated North-South alley in said Block Seven (7) lying between the extensions across it of the South line of Lot 10 except the South 25 feet thereof and the North line of said Lot 7 and together with that part of the South half of the vacated East-West alley in said Block 7 lying between the extensions across if of the East line of said Lot 7 and the Center line of the North-South alley in said Block 7.

Abstract Property.

**CITY OF HOPKINS**  
**Hennepin County, Minnesota**

**PLANNING & ZONING COMMISSION RESOLUTION 2022-08**

**A RESOLUTION RECOMMENDING THE CITY COUNCIL APPROVE THE SITE PLAN  
FOR THE PROPERTY WITH PID 24-117-22-34-0249, SUBJECT TO CONDITIONS**

**WHEREAS**, the applicant, Enclave Companies, initiated an application for site plan approval to allow a 4-story, 150-unit mixed use redevelopment on the property along Mainstreet Between 11<sup>th</sup> Avenue South and 12th Avenue South (PID 24-117-22-34-0249), and;

**WHEREAS**, this property is legally described in Exhibit A; and

**WHEREAS**, the procedural history of the application is as follows:

1. That the above stated application was initiated by the applicant on June 24, 2022; and,
2. That the Hopkins Planning & Zoning Commission, pursuant to published and mailed notice, held a public hearing on the application and reviewed such application on January 26, 2022: all persons present were given an opportunity to be heard; and,
3. That written comments and analysis of City staff were considered; and,

**WHEREAS**, staff recommended approval of the above stated application based on the findings outlined in the staff report dated July 26, 2022.

**NOW, THEREFORE, BE IT RESOLVED** that the Planning & Zoning Commission of the City of Hopkins hereby recommends the City Council approve a site plan to allow a 4-story, 150-unit mixed use redevelopment on the property along Mainstreet Between 11<sup>th</sup> Avenue South and 12th Avenue South (PID 24-117-22-34-0249), subject to the conditions listed below.

1. Conformance with all applicable standards of the B-2, Central Business District and the Downtown Overlay District.
2. Approval of the associated rezoning application and execution of a Planned Unit Development (PUD) Agreement.
3. Approval of the associated conditional use permit to allow a residential use in the B-2, Central Business District and conformance with all related conditions.
4. The applicant shall demonstrate all equipment will be screened in conformance with all zoning requirements.
5. The existing streetscape elements along Mainstreet shall be maintained in their current condition or replaced at the applicant expense. The applicant shall also relocate and reuse the bicycle parking racks near the theater entrance along Mainstreet.
6. The applicant should consider modifications that would create walk out units along 11<sup>th</sup> Street.

7. Submission and approval of exterior lighting and photometric plans prior to issuance of a building permit. These plans shall cover the entire site and demonstrate downward directed light fixtures, poles no higher than twenty (20) feet and light levels equal to or less than 1.0 lumens at any non-residential property line or 0.5 lumens at any residential property line.
8. Provide a landscape letter of credit equal to 1.5 times the cost of all plantings. The City shall hold this security until all plantings have survived at least one full growing season.
9. Approval of all necessary permits from the Building, Engineering and Fire Departments.
10. Approval of the development by the Nine Mile Creek Watershed District and conformance with all related conditions.
11. Payment of all applicable development fees including, but not limited to SAC, park dedication and City Attorney fees.

Adopted this 26th day of July, 2022.

---

Nathan White, Chair

EXHIBIT A  
Legal Description of subject property

Tract A:

Lots 1 through 6 inclusive, Block 7,

That part of the North Half of the adjoining vacated East-West alley in said Block 7 lying between the extension across it of the West line of said Lot 1 and the East line of Lot 26, in said Block 7,

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Abstract Property

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Abstract Property.



P: 701.478.4300

300 23RD AVE E, SUITE 300  
WEST FARGO, ND 58078

[enclavecompanies.com](http://enclavecompanies.com)

December 21, 2021

To: The City of Hopkins

From: Enclave Companies

Please find our submissions for the upcoming Planning & Zoning meeting. Enclave has been looking for opportunities in Hopkins for several years and we are looking forward to being a part of the community. Enclave has been a very active player in the Minneapolis Metro over the past few years, with projects in Shakopee, Savage, Maple Grove, Rogers, Brooklyn Park and Richfield finished or under construction. We have 2022 projects in Bloomington, Plymouth, Roseville and Hastings in the process of entitlement. Enclave is a fully integrated development, construction and management company that is also the long-term owner of its projects. Being a good neighbor and a supportive member of communities is what we strive for in each of our projects.

We are excited to bring this updated vision for the Mann Theater redevelopment. We have been working with City staff to address some of the issues that were raised previously with this project concept. We have removed a floor from the building, reoriented the garage access, added walking paths for accessibility, and better defined our retail areas on Main Street. Our current plan is to let the retail building and its tenants remain in place as a long-term part of our overall project. We will be happy to have those tenants along with some new users be a part of this Downtown revitalization.

We look forward to bringing this forward and sharing our vision with community. We will schedule a Neighborhood Meeting in January to share our updates and answer questions from the neighbors.

Thank you for your time and consideration.

Best Regards,

A handwritten signature in blue ink, appearing to read "B. Bochman".

Brian Bochman  
Enclave Companies  
(701)212-8110  
[brian@enclavecompanies.com](mailto:brian@enclavecompanies.com)

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## I. INTRODUCTION

Brian Bochman is a developer and Andrew Moeding is the Director of Construction at Enclave Companies (established in July 2011). The property was bought by Enclave Companies from a previous developer in 2020.

On November 20, 2020, Mann Theatre – Hopkins Cinema 6 permanently closed its business due primarily to the continuing COVID-19 pandemic. As a result of this closure, Enclave Companies seeks to re-develop the Property as provided in its Preliminary Concept Plan for the proposed Hopkins Apartments Multi-Family, Mixed-Use Development (the “Project”) submitted for consideration by the City of Hopkins (the “City”).

As detailed below, the Project is a mixed-use, market rate, multi-family apartment and commercial building offering 150 residential dwelling units and 5,300 square feet of commercial space along with walking-paths, outdoor recreational areas, generous bicycle parking, and one floor of secure underground parking. The Project is designed and developed by Enclave Companies and Momentum Design Group, LLC.

### A. Enclave Companies

Founded in 2011, Enclave Companies is a fully integrated real estate development, construction and management company specializing in mixed-used, commercial, multi-family, industrial, and healthcare projects, and is officed in West Fargo, North Dakota. For each project, Enclave Companies implements its foundational values of community, creativity, and honorable innovation. Specifically, Enclave Companies invests itself as a stakeholder by upholding the highest standards of care and integrity in each community it serves. In so doing, Enclave Companies brings a creative and innovative rigor and disciplined drive to deliver a performance and work ethic that advances tradition. Finally, Enclave Companies delivers integrity by forthrightly expressing its commitment and then performing in accordance with expectations. For the past decade, Enclave Companies has successfully developed commercial and residential projects including, but not limited to, the following:

#### 1. Minnesota Project Resume.

Reside Apartments - Savage, Minnesota: <https://www.enclavecompanies.com/reside>

Caliper Apartments - Maple Grove, Minnesota:  
<https://www.enclavecompanies.com/caliper>

Fredrik Apartments - Rogers, Minnesota: <https://www.enclavecompanies.com/fredrik>

The Deco – Shakopee, Minnesota: <https://www.enclavecompanies.com/the-deco>

Stonecrest - Moorhead, Minnesota: <https://www.enclavecompanies.com/stonecrest>

Glenpond Apartments – Eagan, Minnesota: <https://www.enclavecompanies.com/glen-pond>

## 2. Projects.

Center for Special Surgery - West Fargo, ND:

<https://www.enclavecompanies.com/center-for-special-surgery>

300 Enclave - West Fargo, ND: <https://www.enclavecompanies.com/300-enclave>

Veraway Apartments - Bismark, ND:

<https://www.enclavecompanies.com/veraway-apartments>

Wild Oak Apartments - Fargo, ND: <https://www.enclavecompanies.com/wild-oak>

Silverthorne Flats - Sioux Falls, SD: <https://www.enclavecompanies.com/silvethorne-flats>

Additional representative projects may be found at <https://www.enclavecompanies.com/our-work>

### B. Momentum Design Group, LLC

Momentum Design Group, LLC is an architectural and design company based in St. Paul, Minnesota comprised of twenty-five design professionals including eight licensed architects with more than 100 years of combined experience. For nearly fifteen years, Momentum Design Group, LLC has designed and developed commercial, residential, industrial, and mixed-use properties throughout the Twin Cities metropolitan area:

Good Dwelling Mixed Use – Minneapolis, Minnesota:

<https://mdgarchitects.com/portfolio-item/good-dwelling-mixed-use/>

Ventana Apartments – Wayzata, Minnesota:

<https://mdgarchitects.com/portfolio-item/ventana/>

The Luxe Apartments at Ridgedale – Minnetonka, Minnesota:

<https://mdgarchitects.com/portfolio-item/the-luxe-apartments-at-ridgedale/>

Linden43 – Minneapolis, Minnesota:

<https://mdgarchitects.com/portfolio-item/linden-43/>

Borealis – Minneapolis, Minnesota:

<https://mdgarchitects.com/portfolio-item/borealis/>

Riverwalk Apartments – Rochester, Minnesota:

<https://mdgarchitects.com/portfolio-item/riverwalk-apartments/>

Additional representative projects may be found at [www.mdgarchitects.com](http://www.mdgarchitects.com)

## II. HOPKINS APARTMENTS, MULTI-FAMILY MIXED-USE DEVELOPMENT

### A. Project Overview and Design Challenges.

The Property is located on Mainstreet in historic Downtown Hopkins, Minnesota which poses unique design and development challenges for the Project. Among other things, the Property is located on a sloping grade with a high-water table in close proximity to neighboring buildings, and the Project will become an integral part of Mainstreet's "wall" façade and skyline comprised of many one-of-a-kind mixed-use buildings designed and built during the past 150 years. In order to preserve and enhance the historic aesthetics of Mainstreet and meet the contemplated residential and commercial needs of downtown Hopkins in the years to come, the Project has been designed to the standards of the City's Downtown Overlay District as well as the City's vision for the future development of downtown Hopkins detailed in its recent 2040 Comprehensive Plan.

The Project consists of a four-story market rate apartment building with 150 dwelling units on the first, second, third, and fourth floors, one floor of heated and secured underground parking with 120 stalls, a surface level parking lot with 30 parking stalls, and a full-suite of interior and exterior amenities including an exterior roof-top patio/sun-deck, on-site gym, dog spa, and generous bicycle parking and storage. The first floor also provides approximately 5,382 square feet of commercial space on Mainstreet and is adjacent to Thirty Bales restaurant. *See Appendix Exhibit A.*

The typical building found on Mainstreet includes storefront glazing at the street level, heavy materials to establish the base of the building with detailed masonry, and lighter materials as the building extends upwards. As shown in the attached drawings, plans, and submittals, the Project's primary frontage is detailed in three separated façade languages with smaller details to reinforce the existing architecture of Mainstreet. *See Appendix Exhibit A.*

The Project's northwest corner is designed with a masonry material resistant to salt which creates a solid base for the building. As the building extends upward, the building steps backwards to reveal an exterior roof top patio that allows for views of Main Street for the tenants. The Project's northeast corner element incorporates the traditional masonry design at the commercial level and extends upward to become a lighter, more detailed siding, similar to the traditional and historic mixed-use buildings found on Mainstreet. The Project's smaller details include decorative blade signage, metal picket railings, steel overhangs and awnings, and a trellis element on the rooftop patio. These materials and heavy design elements anchor the Northern elevation of the building, and incorporate historic elements found in buildings on Mainstreet and throughout Downtown Hopkins. *See Appendix Exhibit A.*

## 1. Homes

The Project consists of 150 dwelling units including alcove, studio, one bedroom, and two-bedroom apartments with standard finishes at different price points. Specifically, the Project offers 67 alcove apartments, 22 studio apartments, 47 one-bedroom apartments, and 14 two-bedroom apartments. All of the one-bed and two-bed units offer balconies. The 120 heated and secured underground parking stalls are dedicated for use by the families occupying the apartments. *See Appendix Exhibit A.*

## 2. Amenities.

a. Bicycle Parking and Storage: The Project provides interior bicycle racks for 88 bikes as well as 20 exterior bike racks for tenants and for use by the public. *See Appendix Exhibit A.*

b. Interior Community Amenities: The Project provides an interior community room consisting of a furnished community room with a fireplace and large flat-screen televisions along with a kitchen, dining area, beverage station, exercise room with commercial gym grade equipment, dog spa, and bicycle repair station. *See Appendix Exhibit A.*

c. Roof-Top Patio/Sun Deck: The Project provides a roof-top patio/sun deck featuring a kitchenette, gas-fueled fireplace, and televisions as well as dining areas and gas-fueled grills. *See Appendix Exhibit A.*

d. Underground Heated and Secured Parking: The Project provides 120 heated and secured underground parking stalls dedicated for use by the families occupying the apartments. *See Appendix Exhibit A at D02.*

e. Self-Service Package, Storage Lockers, and Delivery Room. *See Appendix Exhibit A.*

f. Sidewalks. The Project perimeter provides sidewalks accessing the existing public sidewalks including an added sidewalk on the southern side of the building between CitiGables and the project that connects 11<sup>th</sup> Avenue South and 12<sup>th</sup> Avenue South. *See Appendix Exhibit A.*

g. Parking Lot. The Project provides a shared surface parking lot with 30 stalls. *See Appendix Exhibit A.*

## 3. Commercial.

The Project provides approximately 5,382 square feet of commercial space on the ground floor accessible from Mainstreet. As designed, the Project contemplates three separate

commercial spaces with glass facing Mainstreet varying in size from 1,600 to 2,100 square feet for lease. This includes the corner space on 12<sup>th</sup> Avenue South and Main Street. *See Appendix Exhibit A at D02.*

**B. Project Specifications.**

**1. Gross Building Area by Floor.**

Garage	42,461 sf
1 <sup>st</sup> Floor	31,484 sf
2 <sup>nd</sup> Floor	31,087 sf
3 <sup>rd</sup> Floor	31,087 sf
4 <sup>th</sup> Floor	31,148 sf
Total Building Area	167268 sf

*See Appendix Exhibit A.*

**2. Gross Building Area Excluding Garages.**

1 <sup>st</sup> Floor	31,481 sf
2 <sup>nd</sup> Floor	31,087 sf
3 <sup>rd</sup> Floor	31,087 sf
4 <sup>th</sup> Floor	31,148 sf
Total Building Area Excluding Garages	124,807 sf

*See Appendix Exhibit A.*

**3. Residential Efficiency Ratio.**

Amenity/Common Space	4%
Egress	12%
Commercial	4%
Dwelling Units	78%
Utility	2%

*See Appendix Exhibit A.*

**4. F.A.R. Site Area.**

Site Area = 82,016 sf, or 1.88 Acres  
Gross Building Areas Excluding Garages = 133,426 sf

F.A.R.= 1.63

*See Appendix Exhibit A.*

**5. Unit Type Ratio.**

One Bedroom	47 DUs	31%
Alcove	67 DUs	45%
Studio	22 DUs	15%
Two Bedroom	14 DUs	9%
Total	150 DUs	

*See Appendix Exhibit A.*

**6. Area Per Dwelling Unit.**

Gross Area Excluding Garages	124,807 sf
150 Dwelling Units	832 sf/DU

*See Appendix Exhibit A.*

**7. Walking, Biking, Public Transportation, and Parking.**

The Project is perfectly situated for residents and the public to access stores, parks, and other amenities on foot, by bicycle, and via public transportation. Walk Score rates the Project site as both “Very Walkable” and “Very Bikeable,” the Project’s design encourages pedestrian and bike travel via sidewalks and generous bike parking and storage facilities, and the Project is located at two bus stops and within walking-distance of two contemplated light-rail stations (*i.e.*, within .27 and .50 miles respectively). *See Appendix Exhibit A at D09*

The Project also provides generous parking without increasing the level of on-street parking in the area. Specifically, the Project provides 120 heated and secure underground parking stalls to its tenants as well as 30 ground level off-street parking spaces in the lot serving the Project. Furthermore, there are no less than 717 publicly-available parking stalls maintained by the City within a two-block radius of the Project. *See Appendix Exhibit A at D10.*

### **III. ZONING, PLANNED UNIT DEVELOPMENT (PUD).**

#### **A. Zoning.**

The Property is located in the Downtown Overlay District which is within the B-2 Zoning District. As provided by the City of Hopkins, Minnesota Code of Ordinances (the “Code”), a conditional use permit is required for residential uses in the B-2 Zoning District. Code § 102-214 (b)(2), (c). As detailed below, the Project satisfies the general and particular conditional use permit standards subject to three potential minor variances which are consistent with the City’s 2024 Comprehensive Plan as well as the Downtown Overlay District standards.

Namely, the Project contemplates 82 dwelling units per acre which is consistent with the City’s 20 to 100 units per acre standard stated in its 2040 Comprehensive Plan. While the Project fully complies with the City’s 2040 Comprehensive Plan for Downtown Hopkins, it exceeds the City’s current density standard of 44 dwelling units per acre applicable to the Project under the Code. Likewise, the Project’s apartment building meets the four-story maximum for buildings located in the Downtown Overlay District. However, the Project’s design must accommodate the unique nature of the Property itself including a sloping grade, high water table, and close proximity to neighboring buildings which will require a roof-top with attendant fixtures exceeding the corollary forty-five foot maximum height requirement for buildings located in the Downtown Overlay District. Of note, there appear to be a number of existing buildings on Mainstreet with rooftops or rooftop fixtures which exceed this 45 foot standard including but not limited to the Wells Fargo Bank Building, City Gables, and the Performing Arts Center. Finally, the Code prohibits residential dwelling units abutting a right-of-way greater than 50 feet from occupying the first floor of a building. While the first floor apartments technically abuts a right-of-way greater than 50 feet, they are situated on a separate private sidewalk access above and setback from the public sidewalk, which provides adequate privacy to the tenants occupying these apartments.

As detailed below, the Project meets all the aesthetic and structural standards of the Downtown Overlay District as well as the twin goals contemplated by the 2040 Comprehensive Plan for Downtown Hopkins. Namely, (1) to maintain a viable downtown core that serves as an economic and social center for the community, and (2) to continue to grow Downtown Hopkins’ population and job base. As designed, the Project’s mixed-used residential and commercial components amply promote these vital goals, and enhances the historic Mainstreet “wall” façade and skyline.

#### **B. Planned Unit Development.**

##### **1. Considerations.**

Code § 102-673 provides the establishment of the Planned Unit Development (PUD) Zoning Districts... in areas suitable in location and character for use and application of the following considerations. As detailed below, the Project satisfies each consideration.

**a. *Variety.* Inclusion within a comprehensive site design plan a mixture of land uses, types of housing and densities.**

The Project's mixed-used residential and commercial components promote the City's twin goals of maintaining a viable downtown core that serves as an economic and social center for the community as well as growing Downtown Hopkins' population and job base. Specifically, the Project provides 150 market-rate apartment dwelling units with a full-suite of interior and exterior amenities as well as 5,382 square feet of commercial space in the heart of Downtown Hopkins. As designed, the Project meets all the applicable aesthetic and structural standards necessary for Mainstreet's historic "wall" façade and skyline. Likewise, the Project's design encourages pedestrian and bike travel via sidewalks and generous bike storage facilities, and the Project is located at two bus stops and within walking-distance of two contemplated light-rail stations which promotes the use of public transportation. Furthermore, the Project provides generous parking without increasing the level of on-street parking in the area. Specifically, the Project provides 120 heated and secure underground parking stalls to its tenants as well as 30 ground level off-street parking spaces in the lot at the Project.

**b. *Sensitivity.* Through the departure from the strict application of required setbacks, yard areas, lot sizes, minimum house sizes, minimum requirements, and other performance standards associated with traditional zoning, planned unit developments can maximize the development potential of land while remaining sensitive to its unique and valuable natural characteristics..**

As designed, the Project meets the applicable aesthetic and structural standards necessary for Mainstreet's historic "wall" façade and skyline, including the separation of the façade into different façade languages.

**c. *Efficiency.* Consolidation of areas for recreation and utility purposes.**

The mixed-use nature of the project maintains the commercial character of the mainstreet corridor while providing expanded residential capacity above and behind this commercial corridor, allowing for the concentration of living, working, and recreational space with the Downtown Core.

**d. *Density transfer.* Density requirements may be based on a number of units per acre by clustering project density:**

The residential density of the project proposes 82 units/acre, which while greater than the current 44 units/acre is within the 20 to 100 units/acre proposed in the City's 2040 Comprehensive Plan.

- e. ***District integration. The combination of uses which are allowed in separate zoning districts such as:***
  - a. ***Mixed residential in density and unit types.***
  - b. ***Integration of compatible mixed land uses.***

Again, the mixed-use nature of the Project integrates both residential and commercial uses within the building. As well, the Project brings greater versatility, walk-ability, and livability to the Downtwon Core with a design that encourages pedestrian and bike travel via sidewalks and generous bike storage facilities, and the Project is located at two bus stops and within walking-distance of two contemplated light-rail stations which promotes the use of public transportation. Furthermore, the Project provides generous parking without increasing the level of on-street parking in the area. Specifically, the Project provides 120 heated and secure underground parking stalls to its tenants as well as 30 ground level off-street parking spaces in the lot at the Project.

### **C. Particular Design Standards.**

#### **a. Standards for Residential Use in B-2 District.**

As detailed below, the Project satisfies all of the following particular standards for residential use in the B-2 District save for the R-5 density standard. However, the Project's proposed density does comply with the new density standard under the 2040 Comprehensive Plan.

- i. **Residential dwelling units abutting a right-of-way of 50 feet or more in width cannot occupy the first floor.**

While the first floor apartments technically abuts a right-of-way greater than 50 feet, they are situated on a private sidewalk separated by both setback and elevation from the public sidewalk, which provides adequate privacy to the tenants occupying these apartments. **Appendix Exhibit A.**

- ii. **There is at least one underground parking space unit.**

As detailed in the attached submittals, the Project provides at least one underground parking or surface lot parking stall per dwelling unit.

- iii. **All dwellings must have an entrance leading directly out of the Building.**

As detailed in the attached submittals, all dwelling units have access to a common corridor leading to common staircases which lead to exits from the apartment building. Units on

the first floor at the west side of the building will have direct access to the private sidewalk, which provides, in turn, access to the public sidewalk.

**iv. The density allowed shall be as in an R-5 District.**

The R-5 District density is 1,000 square feet per dwelling unit which is 43.56 dwelling units per acre. Code § 102-160 (providing “[l]ot area 1 family (sq. ft.)” is “1,000”) for R-5 District). However, the 2040 Comprehensive Plan provides a density standard of 20 to 100 dwelling units per acre. While the Project’s proposed density of 82 dwelling units per acre would exceed the current R-5 density standard, it is within the 2040 Comprehensive Plan’s 20 to 100 dwelling units per acre standard.

**b. Standards for Downtown Overlay District**

The Project is located in the “Overlay District” in Downtown Hopkins. Code § 102-546 *et seq.* governs “[a]ll newly constructed buildings or structures” in the Overlay District including “any conditional use permit, building permit, or sign permit” relating to the same. Code § 102-547 (a)(1), (c). To that end, “[n]o CUP, building permit, or sign permit shall be issued until the requirements of this chapter have been met” such that “[i]t is the applicant’s responsibility to provide the necessary information to the city staff to determine compliance with [this] section of the ordinance.” Code § 102-547 (c).

As detailed below, the Project satisfies all of the following Overlay District standards under Code § 102-546 *et seq.* save for the building height standard. In that regard, the Project will not exceed four stories, and otherwise complements the existing pattern of building heights, in compliance with this standard. However, the building height for the Project is 45 feet above grade for the majority of the building but is 47.8 feet above grade along the south elevation, which is approximately 2.8 feet greater than the building height limit of 45 feet. Of note, there appear to be several existing buildings on Mainstreet with rooftops or rooftop fixtures which exceed this 45-foot standard including but not limited to the Lot 400 Parking Ramp, the Wells Fargo Bank Building, City Gables, and the Performing Arts Center. To the extent the City requires an exception or variance to this standard, the Project satisfies the requirements for both as detailed in Section C below.

**i. Awnings.**

**Awnings may be required to enhance the historic character of Main Street while providing sun protection for display windows, shelter for pedestrians, and a sign panel for businesses.**

- (1) Length.** Awnings cannot extend across multiple storefronts and/or multiple buildings.
- (2) Materials.** Awnings must be constructed of durable, protective, and water repellant

materials. Plastic or fiberglass awnings are not allowed.

- (3) ***Lighting.*** Backlit or illuminated awnings are not allowed.
- (4) ***Projecting.*** Awnings must project a minimum of 36 inches from the building.

As detailed in the submittals, the Project satisfies this requirement. *See Appendix Exhibit A.*

ii. **Signs.**

**Signs will be architecturally compatible with the style, composition, materials, colors, and details of the building to which they are affixed and with other signs on nearby buildings, while providing for adequate identification of the business.**

- (1) ***Lighting.*** Internally illuminated signs (not including neon) are prohibited except for theater signage.
- (2) ***Prohibited.*** Pylon and monument signs are prohibited on Main Street.
- (3) ***Projecting.*** Projecting signs will have a maximum size of 12 square feet and a maximum width of three feet. Projecting signs cannot extend beyond the first floor of the building. No less than ten feet of clearance shall be provided between the sidewalk surface and the lowest point of the projecting sign.
- (4) ***Design details.*** Signs cannot block or obliterate design details, windows or cornices of the building upon which they are placed.

As detailed in the submittals, the Project satisfies this requirement. *See Appendix Exhibit A.*

**iii. Building height.**

**New buildings, buildings and additions and redeveloped or remodeled buildings will complement the existing pattern of building heights. Buildings in the Overlay District may not exceed four stories or 45 feet in height.**

As detailed in the submittals, the Project satisfies the four-story requirement. *See Appendix Exhibit A.* However, the building height for the Project is 45 feet above grade for the majority of the building but is 47.8 feet above grade along the south elevation, which is approximately 2.8 feet greater than the building height limit of 45 feet. This is due to the unique nature of the Property itself including a sloping grade, high water table, and close proximity to neighboring buildings that necessitates a higher rooftop and attendant rooftop fixtures. *See Appendix Exhibit A.* As designed, the Project in general, and the rooftop design, complements the existing historic masonry façade and skyline inherent to Mainstreet. *See Appendix Exhibit A.*

**iv. Buildings.**

**Buildings in the Overlay District will together create the wall of buildings effect associated with traditional Main Street areas.**

**The project design pushes the mass to the perimeter of the site, thus creating the desired wall of building effect.**

As detailed in the submittals, the Project satisfies this requirement with the material choices of a red brick masonry, lighter cast stone, complimenting metal panels, and fiber cement detailing. As well, the Project includes first floor storefront glazing for both the commercial and residential entries. *See Appendix Exhibit A.*

**(1) *Setback.* New construction and infill buildings must maintain the existing alignment of facades along the street front. Exceptions may be granted if the setback is pedestrian-oriented and contributes to the quality and character of the streetscape. An example would be outdoor dining.**

**(2) *Parking lots.* In instances where there are parking areas abutting the street, the sidewalk edge must be delineated with landscaping.**

As detailed in the submittals, the Project satisfies this requirement. *See Appendix Exhibit A.*

**v. Roofs and parapets.**

**Rooflines will mimic the separate yet complementary character and design of historic Main Street buildings. Sloped roofs are not allowed unless the roof form is concealed by a parapet or false front. Exceptions may be granted if the sloped roof is used on top of a multi-story building to help reduce the overall height of the facade and define the residential character of the upper floors.**

As detailed in the submittals, the Project satisfies this requirement with the siding material disruption of the masonry on floors one through three. With the building's rooftop patio being inset, the building façade's roofline is determined via the pergola that spans the width of the rooftop patio. *See Appendix Exhibit A.*

**vi. Utility areas, mechanical equipment, and screening.**

**Utility areas, mechanical equipment, and screening will be designed so that they do not detract from the aesthetic appeal of the district.**

**(1) *Materials.* The screening of exterior trash, storage areas, service yards, loading areas, transformers, heating, and air conditioning units must use the same materials, color and/or style as the primary building in order to be architecturally compatible with the primary building and the building it is adjacent to. If the utility area is separate from the building it serves, it should be consistent with the city streetscape theme.**

**(2) *Roof equipment.* All roof equipment will be screened from public view so as not to be visible from the street.**

All roof equipment will be screened from public view so as not to be visible from the street. There are two elevator rooftop overruns located at the center of the roof which are 3 to 5 feet in height, and are thus not visible from the street.

**(3) *Screening.* All exterior trash and storage areas, service yards, loading areas, heating, and air conditioning units must be screened from view.**

**Camouflaging heating and air conditioning units is an acceptable screening method.**

The Project does not include exterior trash, storage areas, service yards, or loading areas. All roof equipment will be screened from public view so as not to be visible from the street.

**vii. Facades.**

**To break up the monotonous appearance of long facades, the exterior of buildings will be designed with visual breaks. A building more than 45 feet in width will be divided into increments of no more than 45 feet through articulation of the facade. This can be achieved through combinations of the following techniques:**

- (1) Divisions or breaks in materials.**
- (2) Window bays.**
- (3) Separate entrances and entry treatments.**
- (4) Variation in roof lines.**
- (4) Building setback.**

As detailed in the attached submittals, the Project's street façades incorporate distinct visual breaks satisfying these requirements, including three separate façade languages on the north (Main Street) elevation. *See Appendix Exhibit A.*

**viii. Windows and doors.**

- (1) *Open views.* It is encouraged and may be required that windows and doors be incorporated in building designs to provide large open views into the commercial space enhancing the pedestrian experience by providing a visual connection to the use inside the building.**
- (2) *Upper level windows.* Windows are required on upper levels, and should provide privacy while aesthetically and functionally serving the building.**
- (3) *Ground level windows and doors.* A minimum of 30 percent of the ground level facade and sides of buildings adjacent to public streets shall consist of transparent materials.**

**(4) *Rear facade.*** A minimum of 15 percent of the building's rear facade facing a public right-of-way, parking area, or open space shall consist of transparent materials.

**(5) *Glass.*** Reflective glass is not allowed. Glass tinted more than 40 percent is not allowed.

As detailed in the submittals, the Project satisfies these requirements. *See Appendix Exhibit A.*

**ix. Materials and detailing.**

New buildings and structures, additions and renovations will be constructed to be long lasting and use materials and detailing that maintain the distinct character and harmony of the downtown.

**(1) *Materials.*** The following materials are not allowed on the facades or sides of buildings adjacent to public rights-of-way:

- a. Painted concrete block.
- b. Aluminum, vinyl or fiberglass siding or roofing materials.
- c. Precast concrete panels.

**(2) *Approval.*** Any exterior material used in new construction or change in exterior materials on more than 50 percent of the front, rear, or side of a building facing a public right-of-way, shall require prior approval of the planning and zoning commission and city council for compliance with the requirements of this subsection and the other provisions of this chapter.

As detailed in the submittals, the Project satisfies these requirements. *See Appendix Exhibit A.*

**x. Franchise architecture.**

**To maintain the unique character of the city downtown, buildings will not be constructed or renovated using franchise architecture. The term "franchise architecture" means building design that is trademarked or identified with a particular franchise, chain or corporation and is generic or standard in nature. Franchise architecture is not allowed. Franchises or national chains must follow the standards of this article to create a building that is compatible with downtown Hopkins.**

The Project will comply with this requirement.

**xi. Streetscape.**

**The streetscape will be uniform so that it acts to provide continuity throughout the downtown. When a redevelopment project disturbs existing streetscape elements, those items must be replaced with approved city streetscape elements compatible with the character of downtown Hopkins.**

As detailed in the submittals, the Project satisfies this requirement. *See Appendix Exhibit A.*

**xii. Lighting.**

**Lighting in the Overlay District should serve to illuminate facades, entrances, and signage to provide an adequate level of personal safety while enhancing the aesthetic appeal of the buildings. Building and signage lighting must be indirect, with the light sources hidden from direct pedestrian and motorist view. For exterior sign illumination, shaded gooseneck lamps are encouraged.**

As detailed in the submittals, the Project satisfies this requirement. *See Appendix Exhibit A.*

**xiii. Parking.**

**Parking in the Overlay District must adequately serve the users without detracting from the compact design that makes it a successful commercial center. Off-street parking must be located in the rear of buildings on Main Street.**

As detailed in the submittals, the Project satisfies this requirement. *See Appendix Exhibit A.* Also, Sambatek. will submit a Parking and Traffic Study with its application for a

conditional use permit demonstrating compliance with all applicable standards as well as the City's 2040



**SHEET INDEX:**

ARCHITECTURAL SHEETS		
SHEET	SHEET NAME	DATE ISSUED
D0	COVER SHEET	07/21/22
D1	CONCEPT DESIGN SITE PLAN	07/21/22
D2	CONCEPT DESIGN PLANS	07/21/22
D3	CONCEPT DESIGN PLANS	07/21/22
D4	CONCEPT PERSPECTIVES	07/21/22
D5	CONCEPT ELEVATIONS	07/21/22
D6	CONCEPT ELEVATIONS	07/21/22
D7	SHADOW STUDY	07/21/22
D8	BUILDING SETBACKS	07/21/22
D9	SITE CONTEXT	07/21/22
D10	SITE CONTEXT	07/21/22

**PROJECT SUMMARY**

PLANNING SUMMARY

PROPOSED ZONING CODE: R-2 LOW DENSITY MULTIPLE FAMILY  
 EXISTING ZONING CODE: B-2 CENTRAL BUSINESS

SETBACKS (AS PER CH. 102 ARTICLE XII, SEC. 102-380):  
 FRONT YARD: 1'-0"  
 SIDE YARD: 0'-0"  
 REAR YARD: 10'-0"

MAXIMUM HEIGHT: 4 STORIES  
 LOT AREA: 82,016 SF

F.A.R. SITE AREA 82,016 SF (1.88 ACRES)	
Gross Area Excluding Garages	F.A.R.
133004 SF	1.62

GROSS BUILDING AREA BY FLOOR	
Garage	42277 SF
1st Floor	31305 SF
2nd Floor	30993 SF
3rd Floor	30883 SF
4th Floor	31070 SF
Total	166628 SF

GROSS BUILDING AREA BY USE		
Amenity	7452 SF	6%
Circulation	16704 SF	13%
Commercial	5030 SF	4%
Storage	612 SF	0%
Unit	93435 SF	75%
Utility	1118 SF	1%
TOTAL (w/o GARAGE)	124351 SF	100%

TOTAL UNIT COUNT	
1 BED	46
2 BED	14
ALCOVE	72
STUDIO	18
Grand total:	150

PARKING SCHEDULE	
GARAGE	120
SURFACE LOT	30
Grand total:	150

BICYCLE COUNT SCHEDULE	
GARAGE	88
SURFACE LOT	20
Grand total:	98

**Hopkins Apartments**  
 118 Mainstreet, Hopkins, MN 55343

**DEVELOPER**  
**ENCLAVE DEVELOPMENT**

Brian Bochman 701.212.8110  
 300 23rd Ave. E. Suite 300 701.473.4300  
 West Fargo, ND 58078 brian@enclavecompanies.com

**ARCHITECT**  
**MOMENTUM DESIGN GROUP**

Jesse Hamer 612.659.5833  
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 755 Prior Avenue North, Suite 301A 651.280.8065  
 St. Paul, MN 55114 anna@mdgarchitects.com

**CIVIL ENGINEER**  
**SAMBATEK**

Brian Frank 507.328.1507  
 12800 Whitewater Dr #300 765.297.3654  
 Minnetonka, MN 55343 bfrank@sambatek.com



**SITE PLAN**  
1" = 20' 0"







2nd - 3rd Floor  
1/16" = 1'-0"



4th Floor  
1/16" = 1'-0"





NORTHEAST PERSPECTIVE



NORTHWEST PERSPECTIVE

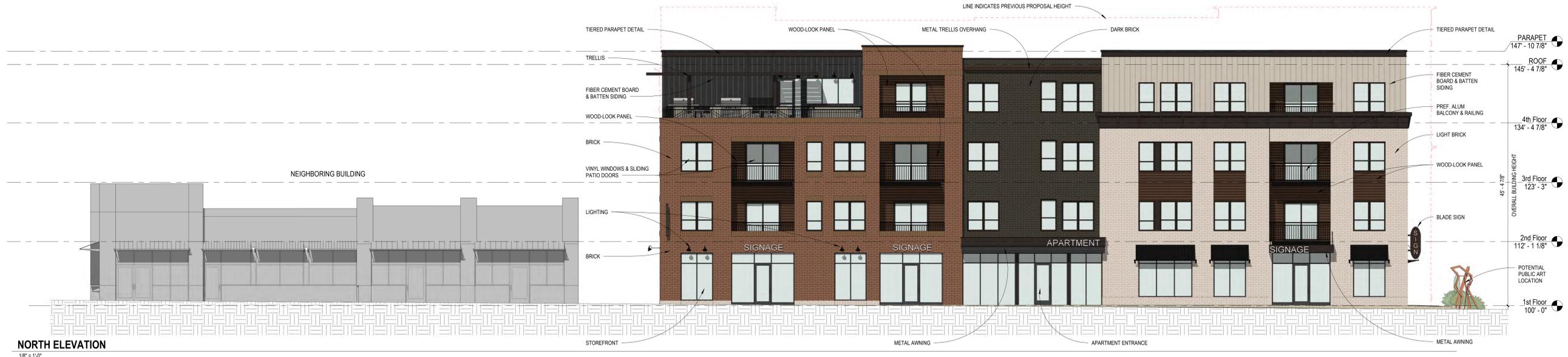


WEST PERSPECTIVE



EAST PERSPECTIVE





**NORTH ELEVATION**  
1/8" = 1'-0"



**WEST ELEVATION**  
1/8" = 1'-0"



**SOUTH ELEVATION**  
1/8" = 1'-0"



**EAST ELEVATION**  
1/8" = 1'-0"



**SOUTH ELEVATION - COURTYARD**  
1/8" = 1'-0"



**NORTH ELEVATION - COURTYARD**  
1/8" = 1'-0"

**MATERIAL PERCENTAGES - NORTH ELEVATION:**

MASONRY:	68%
WOOD-LOOK PANEL:	10%
FIBER CEMENT:	22%
<b>TOTAL SF:</b>	<b>100%</b>

**MATERIAL PERCENTAGES - EAST ELEVATION:**

MASONRY:	39%
FIBER CEMENT:	61%
<b>TOTAL SF:</b>	<b>100%</b>

**FIRST FLOOR GLAZING PERCENTAGES:**

NORTH ELEVATION:	64%
WEST ELEVATION:	54%
SOUTH ELEVATION:	54%
EAST ELEVATION:	47%
NORTH COURTYARD ELEVATION:	54%
SOUTH COURTYARD ELEVATION:	51%

AS PER CH. 102, ARTICLE XII, SECTION 102.054, "A BUILDING MORE THAN 45 FEET IN WIDTH WILL BE DIVIDED INTO INCREMENTS OF NO MORE THAN 45 FEET THROUGH ARTICULATION OF THE FACADE."

AS PER CH. 102, ARTICLE XII, SECTION 102.372, "A MINIMUM OF 60% TO A MAXIMUM OF 70% OF THE FRONT-STREET FACADE BETWEEN TWO FEET AND EIGHT FEET IN HEIGHT MUST COMPRISE CLEAR WINDOWS THAT ALLOW VIEWS OF INDOOR NON-RESIDENTIAL SPACE OR PRODUCT DISPLAY AREA. SIDE FACADES ABUTTING A PUBLIC RIGHT-OF-WAY SHALL HAVE A MINIMUM OF 30% CLEAR WINDOWS."

**MATERIAL PERCENTAGES - WEST ELEVATION:**

MASONRY:	65%
WOOD-LOOK PANEL:	1%
FIBER CEMENT:	34%
<b>TOTAL SF:</b>	<b>100%</b>

**MATERIAL PERCENTAGES - NORTH COURTYARD ELEVATION:**

MASONRY:	15%
FIBER CEMENT:	85%
<b>TOTAL SF:</b>	<b>100%</b>

**MATERIAL PERCENTAGES - SOUTH ELEVATION:**

MASONRY:	33%
FIBER CEMENT:	67%
<b>TOTAL SF:</b>	<b>100%</b>

**MATERIAL PERCENTAGES - SOUTH COURTYARD ELEVATION:**

MASONRY:	20%
FIBER CEMENT:	80%
<b>TOTAL SF:</b>	<b>100%</b>



**NEIGHBORING BUILDING UPDATES - MAIN STREET ELEVATION**



**NEIGHBORING BUILDING UPDATES - 11TH STREET ELEVATION**



SUMMER SOLSTICE @ 6AM  
1" = 30' 0"

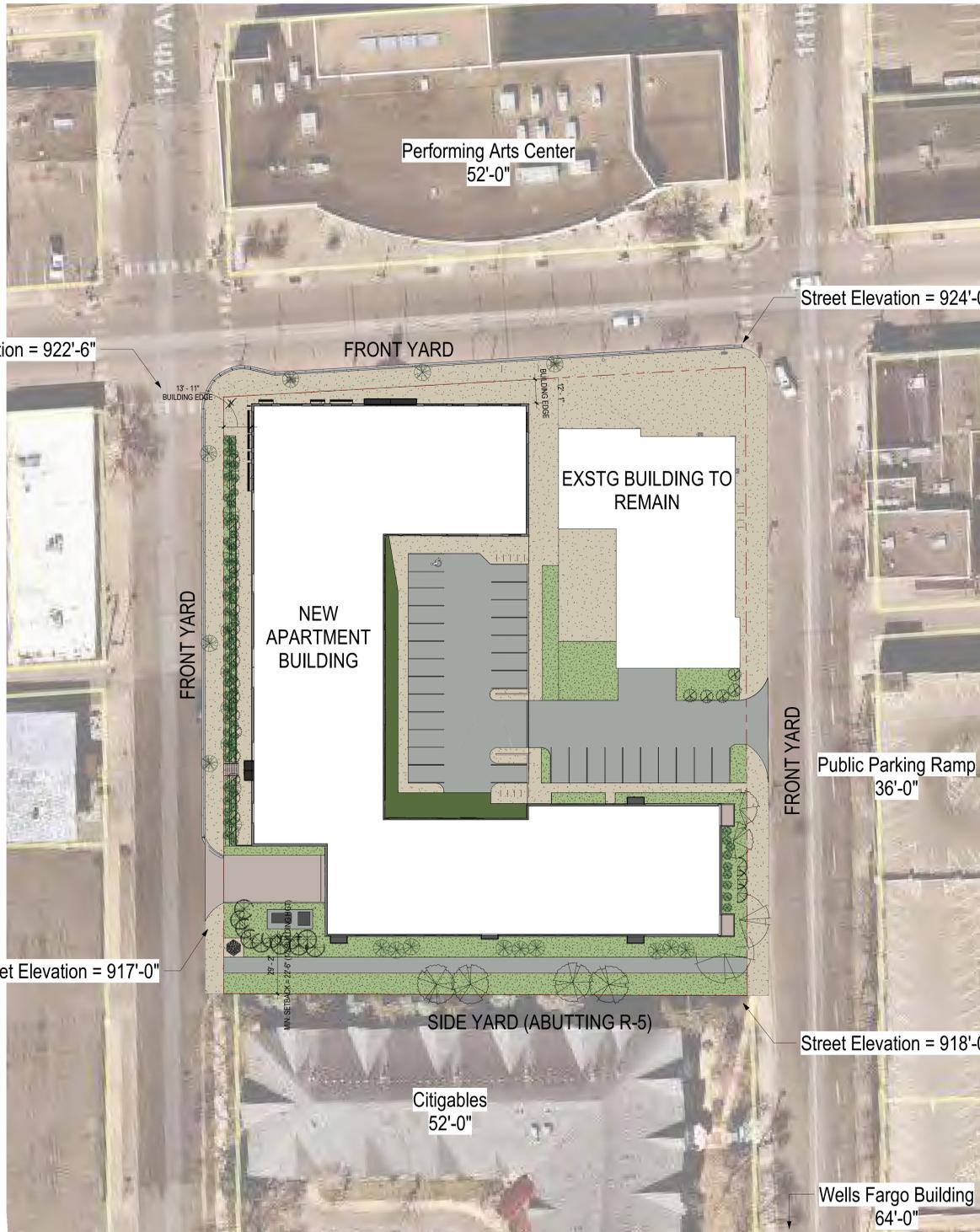


SUMMER SOLSTICE @ NOON  
1" = 30' 0"



SUMMER SOLSTICE @ 6PM  
1" = 30' 0"





First Floor - w/ Setbacks  
1" = 30'-0"



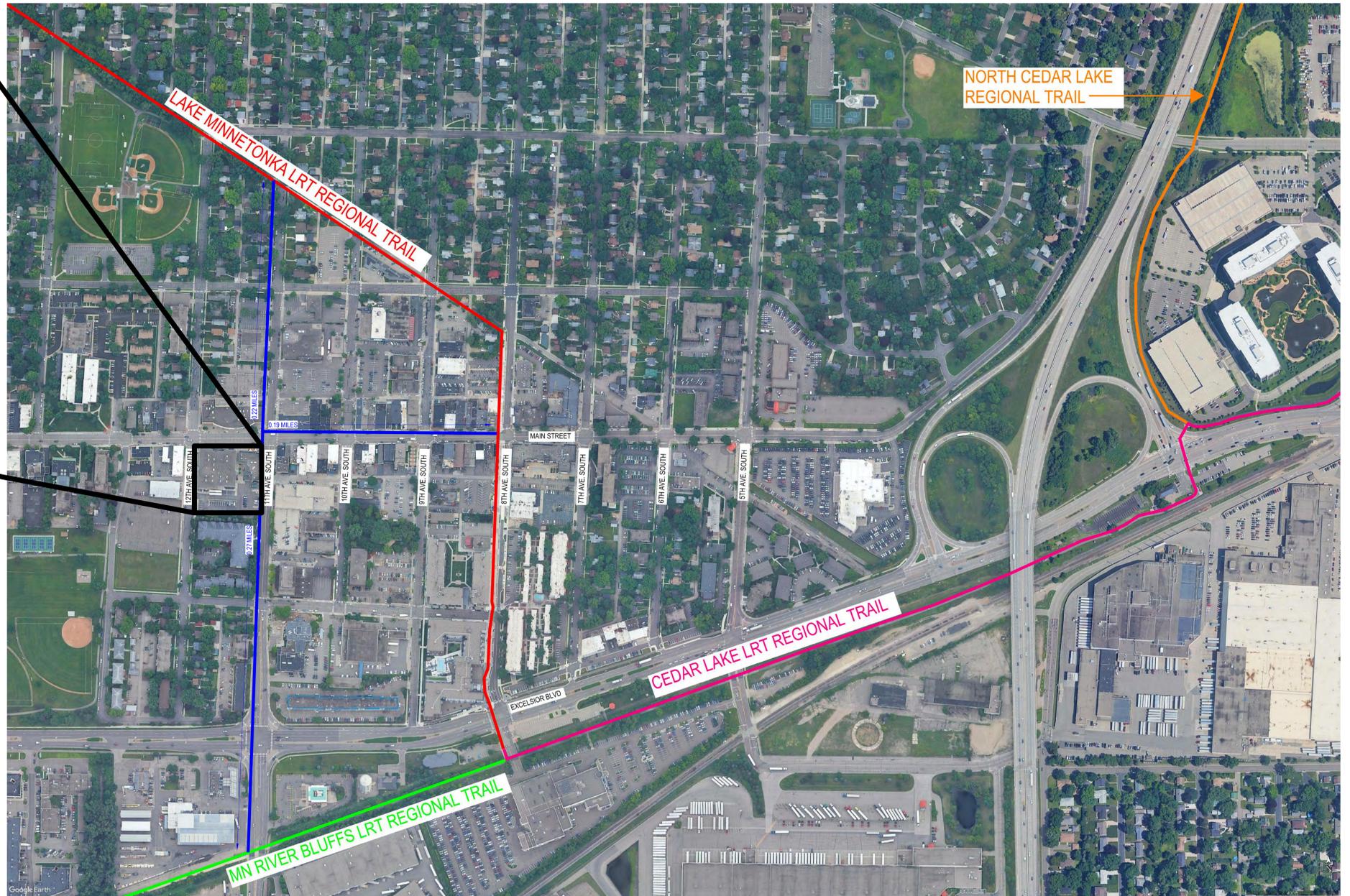
West Elevation - Building Height  
1/16" = 1'-0"

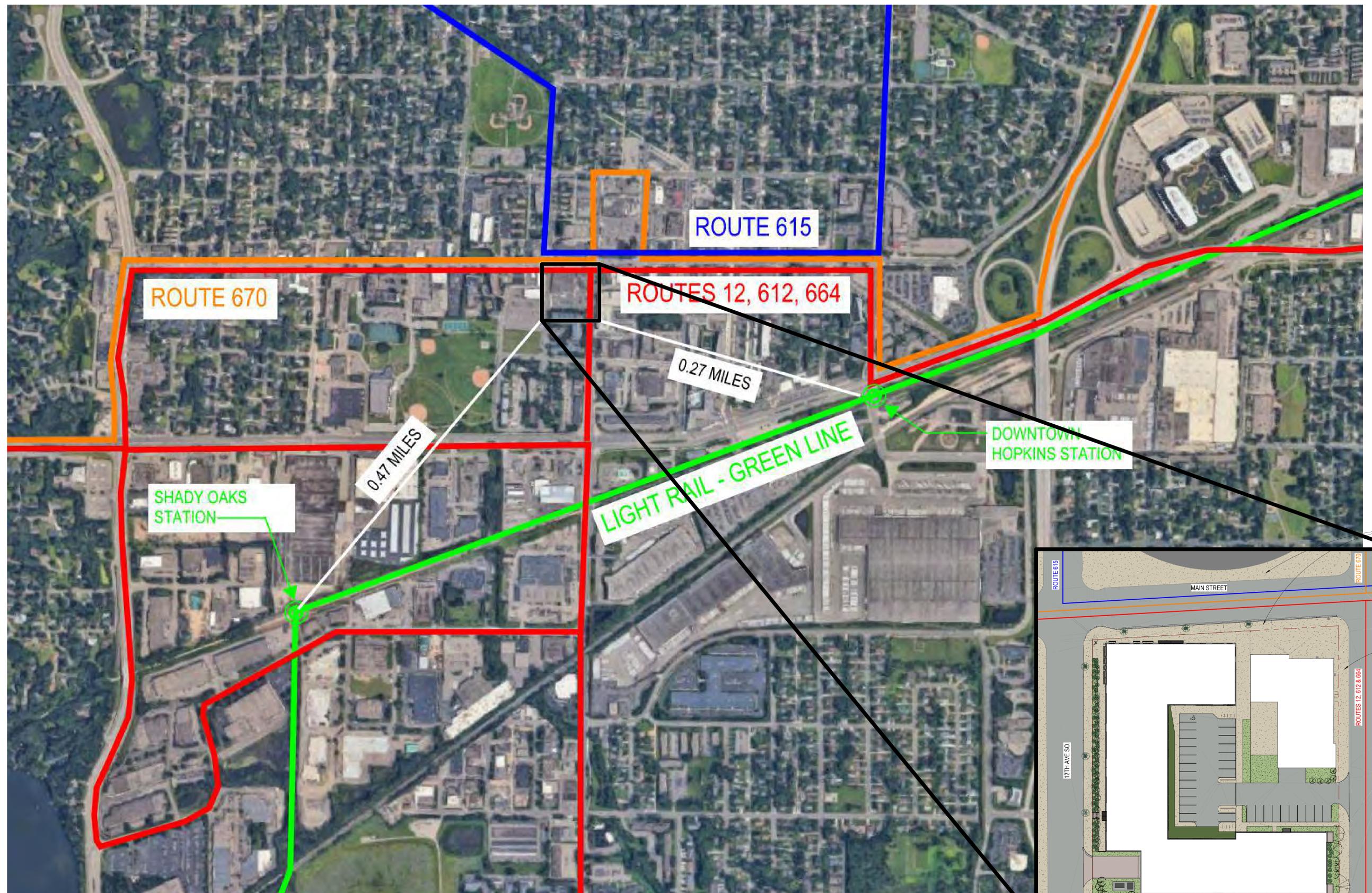
**SETBACK REQUIREMENTS FOR B-2 OVERLAY DOWNTOWN DISTRICT:**

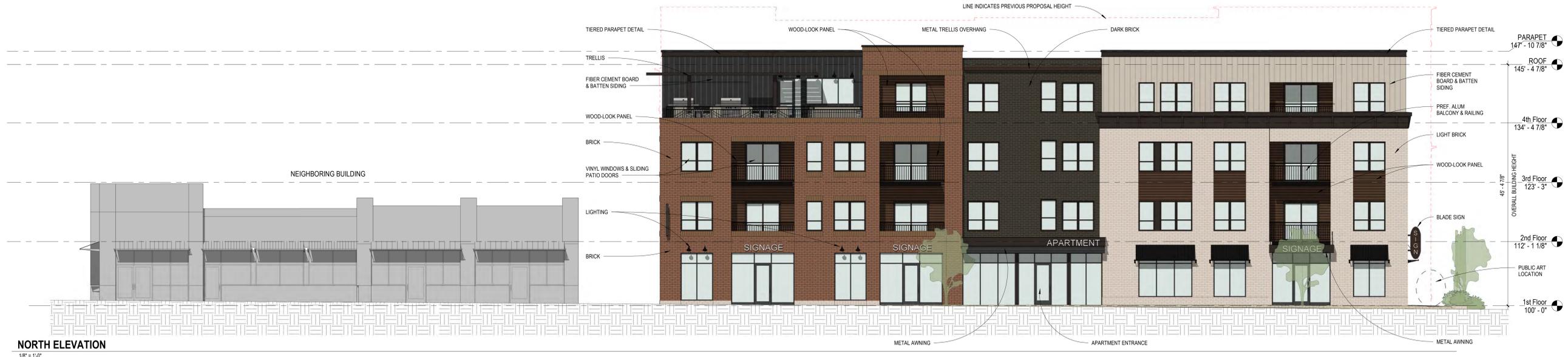
- FRONT YARD = 1'-0"**
- SIDE YARD = 0'-0"**
- REAR YARD = 10'-0"**

**SETBACK REQUIREMENTS FOR B-2:**

- FRONT YARD = 1'-0"**
  - IF ABUTTING A RESIDENTIAL DISTRICT - 1/2 REQUIREMENT OF THE ABUTTING R-DISTRICT
  - ABUTTING R-5 DISTRICT FRONT YARD = 30'-0"
- SIDE YARD = 0'-0"**
  - IF ABUTTING A RESIDENTIAL DISTRICT - SAME REQUIREMENT AS ABUTTING R-DISTRICT
  - ABUTTING R-5 DISTRICT SIDE YARD = 15'-0" OR 1/2 HEIGHT OF BUILDING (WHICHEVER IS GREATER)
- REAR YARD = 10'-0"**
  - IF ABUTTING A RESIDENTIAL DISTRICT - SAME REQUIREMENT AS ABUTTING R-DISTRICT
  - ABUTTING R-6 DISTRICT REAR YARD = 25'-0" OR 1/2 HEIGHT OF BUILDING (WHICHEVER IS GREATER)



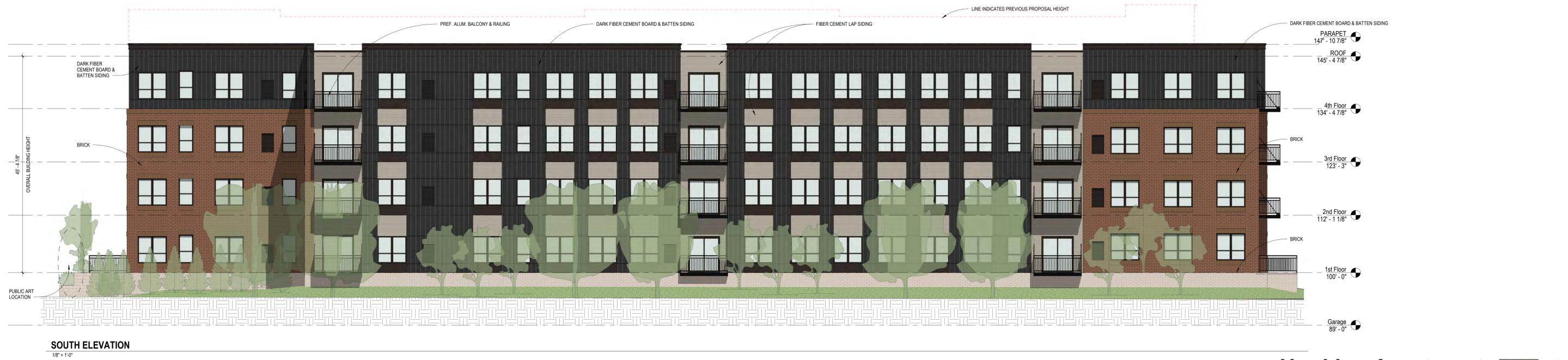




**NORTH ELEVATION**  
1/8" = 1'-0"



**WEST ELEVATION**  
1/8" = 1'-0"



**SOUTH ELEVATION**  
1/8" = 1'-0"



**EAST ELEVATION**  
1/8" = 1'-0"



**SOUTH ELEVATION - COURTYARD**  
1/8" = 1'-0"



**NORTH ELEVATION - COURTYARD**  
1/8" = 1'-0"

**From:** [Billiet, Shelly](#)  
**To:** [brian@enclavecompanies.com](mailto:brian@enclavecompanies.com)  
**Cc:** [Ryan Krzos](#); [Patrick Hanlon](#); [Alan Beck](#); [Heidi Garrido](#); [Brian Hunke](#); [Gerard Balan](#)  
**Subject:** [EXTERNAL] 1070 Hopkins  
**Date:** Tuesday, July 19, 2022 11:56:39 AM

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Hello Brian, as a resident and longtime Realtor in Hopkins (29 years) I've received numerous calls from past clients, neighbors & friends. WHY more apartments?

The rendering provided on the website is attractive, I feel you've worked hard to create something that will fit into the community, but WHY more apartments? Hopkins already has The Moline, Galaxie, 8<sup>th</sup> & Main Apartments & the Blake corridor.

Excelsior, Wayzata & Edina have all been successful in building the same style while attracting homeowners. Homeownership creates more community involvement. I have clients, friends & neighbors that would love to sell their home that they have been in for over 20+ years, if they could upscale one level living. Change it to condo's, and you have my support 100%, if another apartment building, sorry no.

In my almost 30 year as a Hopkins resident, I have seen so many wonderful improvements. This being in the heart of our town, let's make sure it is done right.

Respectfully

*Shelly Billiet. Resident*  
*213 13th Avenue N*  
*Realtor, Edina Realty*  
*sells the avenues*  
*612-240-3661*

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**From:** [M Maurer](mailto:M.Maurer@hopkingsmn.com)  
**To:** [brian@enclavecompanies.com](mailto:brian@enclavecompanies.com); [Ryan Krzos](mailto:Ryan.Krzos@hopkingsmn.com); [Gerard Balan](mailto:Gerard.Balan@hopkingsmn.com); [Alan Beck](mailto:Alan.Beck@hopkingsmn.com); [Heidi Garrido](mailto:Heidi.Garrido@hopkingsmn.com); [Patrick Hanlon](mailto:Patrick.Hanlon@hopkingsmn.com); [Brian Hunke](mailto:Brian.Hunke@hopkingsmn.com)  
**Cc:** [M Maurer](mailto:M.Maurer@hopkingsmn.com)  
**Subject:** [EXTERNAL] Fwd: Apartment complex at Hopkins Theater site ~  
**Date:** Monday, July 18, 2022 1:20:11 PM

---

Good afternoon, Hopkins Council members, Mayor, City Planner, and Enclave Companies ~ I shared an email earlier today with only one Council member (Mr. Balan) ~ now taking the time to involve all of you in my comments. I am sadly unable to attend the Wednesday July 20th meeting. I do hope to attend the July 26th meeting, but in case I cannot ~ would you please add this email to the record? I'd like a slightly different option for the Hopkins Theater site. Thank you.

[Hopkins-Apartments-Architectural-Drawings---June-27-2022-PDF \(hopkingsmn.com\)](https://www.hopkingsmn.com/DocumentCenter/View/1234567/Hopkins-Apartments-Architectural-Drawings---June-27-2022-PDF)  
Michele

----- Forwarded message -----

**From:** **M Maurer** <[greenmaurer@gmail.com](mailto:greenmaurer@gmail.com)>  
**Date:** Mon, Jul 18, 2022 at 10:12 AM  
**Subject:** Apartment complex at Hopkins Theater site ~  
**To:** <[gbalan@hopkingsmn.com](mailto:gbalan@hopkingsmn.com)>, M Maurer <[greenmaurer@gmail.com](mailto:greenmaurer@gmail.com)>

Good morning, I'm writing to you about the current plans for an apartment complex being proposed in place of the Hopkins Theater site, and am unsure if I'll be attending the community forum on July 26th. The proposed design isn't quite there for me ... does it speak to you, and reflect the quaint, cute nature of our Main Street (and historic registry)? I'm not seeing the height of the structure as helping, and I'm not seeing the architectural balance with the rest of the street. A few other thoughts and questions:

(1) Please explain why this is a necessary new apartment complex for the City's tax base. A part of me thinks the "necessary-tax-base-income-stream" argument is somewhat mute ~ Is the City gaining tax revenues from all the other new apartments on Main, those planned for next to the Church, those on the corner of Excelsior and Blake, plus the cold storage apartment locations? & I may be forgetting a few "new" apartment units - but personally it appears as if Hopkins has *plenty* of existing, new, and planned new apartments for a tax base. Please help explain why this particular block and these proposed new apartments are necessary for additional tax revenue for the City's business? That will help my understanding of this proposal.

(2) I'm sure you've done analysis, but is a new Apartment on this block the "highest and best use" for the City, and that block? I would think a medical office structure of some sort may be better suited (ortho, dental offices, outpatient surgeries, cosmetic and other medical businesses) = This type of use would help create jobs (Jobs, JOBS!) for the people that live in the other apartments and housing in Hopkins, less auto traffic, and still have people visiting the city's Main Street and eating at the restaurants, shopping, etc. ... and still a new taxable building.

I wish you continued success in helping navigate the growth of our fine city. We sure enjoyed the Raspberry Festival!

Michele Maurer

306 10th Ave N.  
Hopkins MN 55343

**From:** [Krissandra Anfinson](#)  
**To:** [Ryan Krzos](#)  
**Cc:** [Jeff Johnson](#)  
**Subject:** [EXTERNAL] Hopkins Apartments Public Hearing Comments  
**Date:** Thursday, July 21, 2022 9:32:04 AM

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Hello!

As a Hopkins resident who lives down the street from this development, I'm excited for the new building and apartments. I have many concerns about the parking allotted for the residents and businesses of this building. Before this is approved, I would please ask the city to ask the developers to allot more space for underground parking or secure spots in parking lots nearby. We are at capacity for street parking as it is and this will just exacerbate the situation, especially in winter. Parking for this building needs to be expanded or it should not be approved.

Kind regards,

Krissandra Anfinson

Sent from my iPhone

**From:** [Nate Merrill](#)  
**To:** [Ryan Krzos](#); [luke.sturm@enclavecompanies.com](mailto:luke.sturm@enclavecompanies.com); [brian@enclavecompanies.com](mailto:brian@enclavecompanies.com)  
**Cc:** [Laura Merrill](#)  
**Subject:** [EXTERNAL] Writing in support of the Enclave Project  
**Date:** Friday, July 15, 2022 6:32:13 PM

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Ryan & Luke/Brian at Enclave,

I'm writing to let you'all know I support this redevelopment of the Mann Theater lot.

I'm hoping to be at the neighborhood meeting on July 20th.

As someone who has lived less than a block south of this development for 13 years — I miss the movie theater but, believe that the movie theater is not an appropriate use of that lot, we need increased density to support the thriving mainstreet businesses.

I don't like the articulated facade of the building as planned, it looks the same as every other modern development — I was there was a way to echo the character of Historic mainstreet in the facade of the building but, I don't know how that would be done in an economical and durable way.

I know you'all will face some opposition from NIMBY type folks but, please persevere and redevelop that lot as you plan.

Thanks!  
-Nate Merrill  
125 12th ave south  
Hopkins, mn 55343  
763-439-3443

Date	Call / Email	Name	Address	Phone	Comments / Questions	For or Against	Response Given
7/14/2022	direct call	did not provide	did not provide	did not provide	saw development sign while visiting town- wanted more info, sad to lose theater but hopes something good will replace it saw development sign during Raspberry Festival - wanted more info. Glad something will be done with the vacant property. Asked if it would be mixed use and if there would be affordable units	neutral	general overview of project proposal, directed to website & provided neighborhood meeting info
7/17/2022	direct call	Ann	did not provide	612-808-0499		neutral/for	general overview of project proposal, directed to website & provided neighborhood meeting info
7/19/2022	direct call	did not provide	did not provide	did not provide	saw development sign - wanted more info. Wondering if whole building/property would be redeveloped, how many stories it will be	neutral/not specified	general overview of project proposal, directed to website & provided neighborhood meeting info
7/21/2022	VM	Dennis Roof	did not provide	612-850-8653	concerns with neighborhood meeting and parking for the development	against	did not request call back

# Neighborhood Meeting: Hopkins Theater Redevelopment

Bear Cave Meeting Room 6pm on 7/20/22

**Attendance:** See List Attached

## **Enclave Background**

*Gave a history of our company and its divisions. Detailed our entry into the Minneapolis Metro.*

## **Project History**

*Detailed the changes that have been made to the plan since the last Beard Group submission. Offered to show anyone who wanted to see the old theater space that may be curious or are thinking that it may reopen as a theater. Told them that the roof has been leaking, ceilings are collapsing and mold is growing. All seating is out, screens are down and that there is nothing in the building that is reusable. No one asked to see the building.*

## **Parking Volume**

*Onsite Parking was seen as an issue by neighboring owners at City Gables. They are concerned that we will not have adequate parking to accommodate our tenants. We discussed how that the tenants for this building will be aware of the parking situation going in and that many tenants will be coming from other "Downtown" type projects that have distant or constrained parking. We also shared that 91% of our units are studio and 1 bedroom units and that many of those will house only 1 person.*

## **Parking Structure**

*The group wanted to understand how our agreement worked with the parking ramp. I explained that we would lease 40 unassigned spaces for overnight parking. They wanted to know how long the deal lasted and I explained that we have a 5 year agreement with 3 additional 5 year options.*

## **Condo Vs. Apartments**

*We were asked why we had not looked at doing the housing in a Condo form versus market rate apartments. I explained that while we are not typically a condo developer...that*

*there are also condo laws within the state of Minnesota that make building them prohibitive for us.*

*The subject of other apartment projects in Hopkins was brought up, wanting to know if we had taken into account those numbers when we were evaluating the market. We explained that yes we had factored those new units in the mix, but that Hopkins as a whole is running at around a 2% vacancy rate. We also stated that we look at the downtown district separately from the rest of the city when we are looking at competitive projects.*

## **Pets**

*We were asked about our pet policy for our buildings. It was shared that we do allow pets in our building if they meet breed and sizing requirements. That all dogs participate in a Doggy DNA program so that if we have issues with pets/owners that we can test to see whose pet made the mess. Neighbors were encouraged to let our management team know if they are experiencing issues. Not cleaning up after your pet is a lease violation under our lease. So if we have repeat offenders they can be removed from the premises.*

## **Building Orientation/Landscape Buffer**

*Proximity between buildings was discussed for our neighbors to the south City Gables. We discussed that their current trees would not be affected and that additional trees and landscaping would be added on our side of the lot line as a part of our project.*

## **Walkway on South Side of Property**

*The walkway was discussed and several neighbors expressed concern on having the paved walkway become a "Cut through" from the Legion to the other bars on the other side. We discussed the plan for "Down Lighting" along the path for safety and that if we didn't have the path that many of those they fear will cut across would have simply done so on the grass. We also explained that the path will be used for emergency services if needed.*

## **Management**

*Oversite & Hours of operation were discussed. We shared that we have on-site management and maintenance for this site and that it has 24 hour availability for our staff if issues arise. We discussed how we do background checks, manage our community and how we strive to be good neighbors with all of those around us.*

## **Understanding TIF vs. Forgivable Loan**

*Our city assistance was asked to be explained. Most call it TIF so I explained that the City did not want to have TIF attached to the project so that the tax income would start sooner and pay off the assistance quicker. We were asked what our property taxes were expected to be and we shared that Ehlers had our taxes estimated at around \$650,000-\$700,000 over the next 15 years. The City's high tax rate was called out, but I did explain that Council was well aware of that fact and that how they structured the assistance was done to try and not add more long term TIF districts. We explained that the 1.25 million would be structured as a forgivable note that will expire when we receive our Certificate of Occupancy.*

## **Project Timing**

*Construction & Demo Timing was questioned. We shared that we are planning on starting demo and earthwork later this year once entitlements and plans are complete. The duration is expected to take 18 months.*

## **Construction Plan**

We shared that once the project starts we would give the opportunity to be a part of communications that will share schedules, key dates where deliveries could effect traffic etc.

## **Community Art Concepts**

*As a part of being in the Downtown we wanted to have options to show off local artists in our "Art Alley" between our new building and the existing 30 Bales building to try and activate the area around the 30 Bales outdoor areas. We will provide mural space where we can have local artists can feature their work. We will also try and have some space for mural and art displays for local artists inside the property as well.*

*We also talked about trying to find some options for the Cinema Marquee. We are looking into trying to repurpose the "Hopkins" part of the sign as some sort of site art.*

## **Downtown Movie Nights**

*We shared that we are working with the Performing Art Center on hosting a "Downtown Movie Night" in their main theater. The thinking is setting regular dates with different themes to feature like Classic Films, Westerns, Musicals and different Family Movie options.*

## **Retail Building Update/Tenants & Improvements**

*We stated that 30 Bales and the other buildings will be open during the construction period. They asked what improvements were planned and we shared that we are working with existing tenants and the new Halal Market to come up with a unified color scheme, awning plan and signage and that the parking and outdoor areas will be upgraded as a part of the project. Neighbors were very happy that 30 Bales will be remaining.*

## **Sustainability**

*We were asked what types of sustainable concepts are being planned for the project. We reported that we will have EV Charging Stations provided in the underground structure and that we will wire for additional stations so that we can continue to expand those offerings as the need arises. We also discussed that we looked at solar options for the building but that it was not financially feasible at this point. But that we would wire for future solar placement if/when it does become feasible.*

## **Next City Steps: City Process**

*Shared that the next steps will be Planning & Zoning next week on the 26<sup>th</sup> and that if that passes it will move on the 1<sup>st</sup> City Council Meeting in August for their approval.*

## **Additional Questions**

*We shared that any future questions or concerns can be shared with us via email or calls. Both Luke & Brian's contact info were on all of the invitations.*



# MEMO

To: Planning Commission Chair and Members

From: Ryan Krzos, AICP

Date: July 26, 2022

Subject: Approve Amended Planning and Zoning Commission Bylaws

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**Proposed Action** – Approve Amended Planning and Zoning Bylaws.

## **Overview**

The formation, powers and duties of a planning commission are established in state law, the City Charter and [Section 2-68](#) of the City Code. Generally, the establishment and organization of a planning commission is left to the local government, while the powers and duties are detailed in state statute. The current Planning & Zoning Commission Bylaws were adopted on January 26, 1988 and were last updated in 2016 to address changes in State Statute that occurred up to that time.

In May of 2021, Section 2-68 of the City Code was updated to allow for appointment of non-voting student members to the Commission. However, the Commission Bylaws were not modified to include this change. Staff prepared suggested revisions to the Bylaws to reflect this change. The draft document also proposed further revisions to reflect the Commission's current practices and operation.

At the June 28, 2022 Planning and Zoning Commission meeting the proposed amendment to the bylaws was presented and discussed. The Commission directed staff to review the eligibility of youth members, review absence policy for youth members, and specify an allowed one-time extension to public hearing presentations. These comments are addressed in the revised Bylaw document as follows:

1. Eligibility of youth members – Any resident in Hopkins or attending a school within Hopkins or in the Hopkins School District may be eligible. Staff understood this as the preferred policy of the commission, so no changes were made.
2. Absence of youth members – The Commission has a general policy for all members stating that those missing four meetings per year may be forwarded by the Chair to the Mayor and Council with a request for removal of such members from the Commission. This would apply to student members so no changes were made.
3. One-time presentation extension during public hearing – Staff drafted a revision that would allow one additional minute for public hearing presentations for speakers to raise new issues or concerns or to conclude their remarks. Staff also sought to clarify the exception to presentation time when a project or issue is expected to gather much interest. Specifically, the presentation time could be extended to no more than five minutes at the discretion of the Chair or by vote of the commission; both occurring at the onset of the public hearing.

## Planning Report 2022 P&ZC Bylaws Amendment

### Page 2

The Commission also agreed to future discussion regarding ways to engage with the youth commissioners to a greater extent. This can be the topic of a future work session should the commission be so inclined.

The process to amend the Bylaws require a two-thirds vote of the Commission with City Council review and approval required prior to taking effect.

### **Alternatives**

1. Recommend approval of the proposed Bylaws amendment with or without modifications. By recommending approval, the City Council will consider a recommendation of approval.
2. Recommend denial of the proposed Bylaws amendment. By recommending denial, the City Council will consider a recommendation of denial. If the Planning Commission considers this alternative, findings will have to be identified that support this alternative.
3. Continue for further information. If the Planning Commission indicates that further information is needed, the item should be continued.

**CITY OF HOPKINS**  
**Hennepin County, Minnesota**

**PLANNING & ZONING COMMISSION RESOLUTION NO. 2022-04**

**A RESOLUTION MAKING FINDINGS OF FACT AND RECOMMENDING THE CITY COUNCIL APPROVE AN AMENDMENT TO THE CITY OF HOPKINS PLANNING & ZONING COMMISSION BYLAWS**

**WHEREAS**, the City of Hopkins initiated an application to amend the City of Hopkins Planning & Zoning Commission Bylaws; and,

**WHEREAS**, the procedural history of the application is as follows:

1. That an application to amend the City of Hopkins Planning & Zoning Commission Bylaws was initiated by the City of Hopkins;
2. That the Hopkins Zoning and Planning Commission, reviewed such application on June 28, 2022;
3. That the Hopkins Zoning and Planning Commission reviewed the presented information regarding this item on August 30, 2016.

**NOW, THEREFORE, BE IT RESOLVED** that an application to amend the City of Hopkins Planning & Zoning Commission Bylaws is hereby recommended for approval.

Adopted this 26<sup>th</sup> day of July 2022

\_\_\_\_\_  
Nathan White, Chair

CITY OF HOPKINS  
PLANNING & ZONING COMMISSION  
BYLAWS

DRAFT

AMENDED AND APPROVED

CITY OF HOPKINS  
PLANNING & ZONING COMMISSION BYLAWS

ARTICLE I – IDENTITY

1.1 This organization shall be known as the City Planning & Zoning Commission of the City of Hopkins.

~~1.2~~—The administrative offices and mailing address of the Commission  
~~1.3~~1.2 shall be 1010 First Street South, City Hall, Hopkins, Minnesota.

ARTICLE II – ORIGIN AND POWERS

2.1 The City Planning & Zoning Commission was created by Ordinance No. 269. The Commission serves in an advisory capacity to the City Council. The Commission is also the Board of Adjustments and Appeals as provided for in the zoning code and has the powers and duties assigned to it by the zoning code and by law.

ARTICLE III – DUTIES AND OBJECTIVES

3.1 The ~~objectives of the~~ Commission is designed to serve in advisory capacity to the City Council and Administration and is further empowered to perform certain quasi-judicial functions.

3.2 The objectives of the Commission are to guide future development of land, services and facilities so as to ensure a safer, more pleasant and more economical environment for residential, commercial, industrial and public activities and so as to promote the public health, safety, morals, and general welfare, including the aesthetic, social, economic, physical and environmental quality of the entire City in the context of the metropolitan community. To bring about the achievement of these objectives the Commission shall:

- (a) Establish community development objectives and policies,
- (b) Make development plans,
- (c) Increase public understanding and acceptance of planning practices,

- (d) Coordinate development actions affecting City growth,
- (e) Make recommendations to the City Council relating to acceptance of subdivisions (Subdivision Code),
- (f) Make recommendations to the City Council regarding provisions of the Legislative Code (petitions and applications for rezoning, conditional use permits, variances, street and alley vacation, retention of tax forfeit land, etc.),
- (g) Review all matters relating to or affecting the physical development of the City,
- (h) Draft and recommend to the City Council for adoption, regulations and ordinances authorizing and empowering the enforcement of its findings and conclusions relating to the physical development of the City, and
- (i) Serve as a forum for ~~citizen~~ resident, business and community involvement and expression on the above-mentioned elements.

#### ARTICLE IV – MEMBERSHIP

- 4.1 Number. The Commission shall consist of seven persons of which no less than six shall have been a resident of the City for one year or more on the date of appointment. -At the sole discretion of the City Council, one member may be a manager, owner, or have a substantial ownership stake in a business that is located within the corporate city limits of the City of Hopkins. -The Commission shall also have one staff liaison to be appointed by the City Manager. The Commission shall also have two youth members to be appointed by the City Manager. -Each member except the staff liaison and the youth members shall have the right to vote on all matters before the Commission.
- 4.2 Terms. Member terms of office shall be for two years. Three members shall be appointed on July 1 of each odd numbered year and four shall be appointed on July 1 of each even numbered year. -Members appointed to complete a current term of office shall be considered to have served a term of office if the appointment is to an office which is less than half completed. If the appointment is to an office which is more than half completed the appointment will not be considered a term of office. -Members shall serve no more than two consecutive terms of office. -The Council member shall serve for a term of one year and may be eligible for a consecutive one-year reappointment. Youth members shall be appointed on July 1 of each year, shall be appointed for a one-year term and shall serve no more than three consecutive terms of office.

- 4.3 Removal. Members may be subject to removal by the Mayor, for cause, but only after Council approval, after notice and opportunity for a hearing before the Council. Members who discontinue legal residency in the City or fail to maintain the requirements to be eligible to serve as a business representative shall automatically be deemed to have resigned from the Commission as of the date of such discontinuance.
- 4.4 Absenteeism. If any member fails to attend four regular meetings of the Commission per year, notice of such failure may be cause for removal and forwarded by the Chair to the Mayor and Council with the request for removal of such members from the Commission.
- 4.5 Expenses. Members shall serve without salary, but cost of sending notices, preparing and distributing minutes and other clerical expenses shall be paid by the City from the general fund together with such extraordinary expenses as are authorized by the City Council.

#### ARTICLE V – OFFICERS AND DUTIES

- 5.1 Titles. The officers of this Commission shall be a Chair and, ~~Vice-Chair and Secretary.~~
- 5.2 Duties of the Chair. The chair shall preside at all meetings, appoint committees, rule on procedural questions subject to reversal by a two-thirds vote of members in attendance, exercise the same voting rights as the other commissioners, assist City Administration in preparing annual Commission budget, and carry out such other duties as are assigned by the Commission.
- 5.3 Duties of the Vice-Chair. The Vice-Chair shall act in the absence or inability of the Chair to act and in such instances shall have the powers and functions of the Chair.
- ~~5.4 Duties of the Secretary. The secretary shall oversee the notifying of all members of meetings, drafting and circulating agendas, keeping on file all official records and reports of the Commission, keeping written record of Commission meetings, transactions and actions, serving required notices of all public hearings and public meetings, maintaining and circulating information and carrying out such other duties as are assigned by the Commission.~~

## ARTICLE VI – ELECTION OF OFFICERS

- 6.1 Term. Officers shall be elected by secret ballot at the annual meeting of the Commission. Terms of office shall be for one year and no member shall hold the office of Chair or Vice-Chair for more than two years consecutively. Officers shall serve until replaced by a duly elected officer in accord with these procedures.
- 6.2 Nominating Committee. The Chair may appoint a nominating committee to report to the Commission prior to election, but nominating of officers may also be made from the floor.
- 6.3 Majority Required. Candidates for office receiving a majority vote of the entire voting membership (four) shall be declared duly elected.
- 6.4 Date of Office. New elected officers shall take office at the regular meeting in July.
- 6.5 Vacancies. Vacancies occurring in offices of the Commission shall be filled forthwith by regular election procedure.

## ARTICLE VII – MEETINGS

- 7.1 Annual Meetings. An annual organizational meeting shall be held at the regular meeting in May of each year. The annual meeting shall be devoted to the election of officers and may include amendments to the Bylaws, consideration of an annual work plan or other business as shall be scheduled by the Planning & Zoning Commission.
- 7.2 Regular Meetings. Regular meetings of the Commission shall be held on the fourth Tuesday of each month at a time and place agreed upon by the Commission at a prior meeting. At such meetings, the Commission may consider all matters properly brought before the Commission. A regular meeting may be cancelled or rescheduled by the Commission at a prior meeting, or by the Chair, the City Council or Mayor. In the event that the regular meeting date falls on a legal holiday, the meeting shall be held on the following day.
- 7.3 Special Meetings. Special meetings may be called at the discretion of the Chair, or by the written request of at least three members who shall convey such request to the staff liaisonsecretary.
- 7.4 Notice of Meetings. Notice in writing of annual meetings setting forth the time and place thereof shall be delivered to all Commission members at least twenty calendar days in advance of such meetings; notice in writing of each regular meeting shall be sent to all Commission members at least twenty calendar days in advance of such meetings; notice in writing of each regular meeting shall be sent to all Commission members at least four calendar days in advance of such meeting

and notice in writing of any special meeting shall be sent to all Commission members at least four calendar days prior to such meeting and shall state the time, place and purpose and agenda of such meeting.

#### ARTICLE VIII – PRE-MEETING PROCEDURES

- 8.1 Agenda. The agenda for each meeting of the Commission shall be developed in writing by the ~~staff liaison~~ ~~secretary~~ of the Commission, subject to approval by the Zoning Administrator and Chair.
- 8.2 Application Deadlines. No matter shall be placed on the agenda unless written request or petition, along with necessary forms, legal descriptions, maps, drawings, etc., have been submitted to the Planning Department in proper and correct form and unless the following timetable has been observed.:
- a) Matter Requiring Published Newspaper Notice: All applications and referrals, including required legal descriptions, certified sufficient petitions, maps, drawings, etc., shall be received at a date set by the ~~staff liaison~~ ~~Zoning Administrator~~ each month. Applicants shall meet informally with the ~~staff liaison~~ ~~Zoning Administrator~~ and other city staff as necessary prior to submittal of such application in order to preliminarily discuss required drawings and possible planning implications.
  - b) All other matters: For all matters other than those mentioned in (a) above, all applications and referrals, including required legal descriptions, certified sufficient petitions, maps, drawings, etc., shall be received by the Planning Department prior to the Commission meeting at which action may be taken.
- 8.3 Reference to Committee. The ~~staff liaison~~ ~~Zoning Administrator~~ and Chair may refer any matter to Commission committee before placing such matter on the agenda, and in such event the pertinent committee shall meet and consider said matter and report thereon before the Commission takes final action. Also, any three members of the Commission may, prior to or during full Commission discussion, require that a matter be considered by a Commission committee.
- 8.4 Reports. The ~~staff liaison~~ ~~Zoning Administrator~~ shall prepare a technical study or report on all matters to be heard and shall provide such reports or findings to Commission members at least four calendar days before the Commission meeting at which action may be taken.
- 8.5 Withdrawal. If a petitioner or applicant desires to withdraw a matter from the agenda, such request must be submitted to the ~~staff liaison~~ ~~secretary~~ in writing, and if any public notice has been given, any persons appearing at the noticed hearing on said petition or application shall be entitled to be heard at said hearing.

## ARTICLE IX – MEETING PROCEDURE

- 9.1 Rules of Order. Unless otherwise specifically designated, Roberts Rules of Order, as most recently revised, shall govern meeting procedures. However deliberative sessions of the Commission shall be conducted as informally as possible.
- 9.2 Quorum. A majority of the membership of the Commission (four) shall constitute a quorum for meeting purposes; however, no less than three affirmative or negative votes shall be required to transact business or make binding decisions on behalf of the Commission. Ex-officio members are eligible for the purpose of declaring a quorum but are non-voting members.
- 9.3 Conflict of Interest. Whenever a Commission member shall have a direct or indirect personal or financial interest in an application or petition before the Commission, such member shall declare such interest and shall not participate in any hearing on said matter; shall absent himself from all deliberative sessions or Commission discussion on said matter; and shall in no event vote upon said matter. When there is question as to the existence of a conflict of interest, the Chair shall make ruling thereon. The member with the conflict shall be required to leave the room during the voting.
- 9.4 Suspension of Rules. The Commission may temporarily suspend its rules by a three-fourths vote of members in attendance.
- 9.5 Appearance of Petitioner. No application or petition shall be given final approval unless the applicant or petitioner appears personally or by representative at hearing called thereon, or makes satisfactory explanation or presentation in lieu thereof. Such appearance shall not be required in matters regarding release of tax-forfeited “conservation” properties.
- 9.6 Agenda. Order of business at regular meetings shall be basically as follows:
1. Call to order.
  2. Roll call or determination of quorum.
  3. Public hearings.
  4. Consideration of minutes.
  5. Communications.
  6. Report of final disposition of matters previously before the Commission.
  7. Reports of officers and committees.

8. Consideration of matters regarding Commission action.
9. Other business.
10. Adjournment.

- 9.7 Dispensation. A motion must be made and voted upon in order to dispense with any item on the agenda. No binding or final action shall be taken on any agenda matter except at public, annual, regular, or special meetings.
- 9.8 Non-Agenda Matters. No binding or final action may be taken on any matter not on the written agenda except by unanimous vote of the members in attendance or two-thirds vote (five) of the entire membership.
- 9.9 Continuing. A continuing motion if passed has the effect of laying the matter over until the next regular meeting unless otherwise specified.
- 9.10 Tabling. A tabling motion if passed has the effect of laying the matter over indefinitely or until removed from the table.

#### ARTICLE X – PUBLIC HEARING PROCEDURE

- 10.1 Time Limits. The proponents and opponents of any petition or application shall be limited to a total presentation period of ~~thirty-two~~ minutes each, except through previous arrangement with the Chair, or by vote of the Commission.-
- 10.2 Order of Appearance. The proponents shall proceed first, and no person shall speak more than once on a matter before the Commission unless in answer to a question by a Commission member or staff member or following suspension of the rules, except that petitioner or ~~his-their~~ representative may be granted not more than seven minutes to rebut the opposition presentation.
- 10.3 Termination of Hearing. Upon close of public hearing no further presentation shall be allowed except upon suspension of the rules.

#### ARTICLE XI – SPECIALISTS

- 11.1 Special Committees & Observers. The Chair may appoint such special committees and chairpersons thereof as ~~he/she~~ they may from time to time deem necessary.

#### ARTICLE XII – POLICY

- 12.1 Policy Statement. A written statement of policy of the Commission shall be drafted and maintained at the administration offices.
- 12.2 Policy Revision. Said policy may be revised, amended or added to at any regular or special meeting by a majority of the entire membership and shall be reviewed by the Commission or a committee thereof annually.
- 12.3 Policy Availability. The staff shall advise petitioners, applicants or other interested persons of applicable portions of said policy upon request.

### ARTICLE XIII – AMENDMENT OF BY-LAWS

- 13.1 Amendment Procedure. These bylaws and rules of procedure may be amended at any regular meeting by two-thirds vote of Commissioners in attendance and notice and copies of any proposed amendments shall be given all Commissioners along with meeting notice. Each Commissioner will receive at least thirty days written notice of intent to amend, including the date, time and place such amendment will be voted on, and an exact copy of the amendment as proposed. Amendments require two-thirds vote of the entire membership (five) of the Commission for passage; and in such instance only, Commission members will be allowed to vote by written proxy. All amendments are subject to City Council review and approval prior to taking effect.

### ARTICLE XIV – EFFECTIVE DATE

- 14.1 These bylaws shall take effect ~~October 27, 2016~~ DATE, and shall supersede all bylaws which might have been earlier established for the City Planning & Zoning Commission of Hopkins.