

**HOPKINS PLANNING & ZONING COMMISSION**

**AGENDA**

**Tuesday, November 28, 2023**

**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. CONSENT AGENDA**

1. Minutes of the October 24, 2023 Planning & Zoning Commission Meeting

**V. PUBLIC HEARINGS**

1. 2023-15 Development Code Text Amendment Related to Signage

**VI. OLD BUSINESS**

**VII. NEW BUSINESS**

1. Election of a New Vice-Chairperson
2. Education Topic: Planned Unit Developments

**VIII. ANNOUNCEMENTS**

**IX. ADJOURN**

**HOPKINS PLANNING & ZONING COMMISSION  
REGULAR MEETING PROCEEDINGS  
OCTOBER 24, 2023**

**CALL TO ORDER**

Pursuant to due call and notice thereof a regular meeting of the Hopkins Planning & Zoning Commission was held on Tuesday, October 24, 2023 at 6:30 p.m. in the Council Chambers at City Hall, 1010 1<sup>st</sup> Street South.

Chairperson Wright called the meeting to order with Commission Members Terrill, Green, Fauchald, Ilstrup, Goodlund and Nur attending. Also present was City Planner Krzos.

**ADOPT AGENDA**

**Motion** by Terrill. **Second** by Nur.

**Motion** Adopt Agenda as presented.

**Ayes: All.**

**Nays: None. Motion carried.**

**COMMUNITY COMMENT**

None.

**CONSENT AGENDA**

**Motion** by Terrill. **Second** by Goodlund.

**Motion** Approve the Consent Agenda

1. Amended minutes of the September 26, 2023 Planning & Zoning Commission

**Ayes: All.**

**Nays: None. Motion carried.**

**PUBLIC HEARING**

None.

**OLD BUSINESS**

None.

**NEW BUSINESS**

**1. 2024 Planning & Zoning Commission Work Plan**

City Planner Krzos summarized Planning & Zoning report 2023-14. The intent and purpose of the work plan is to allow for the City Council to better communicate with and follow the work of the Planning & Zoning Commission. The 2023 work plan included community education and engagement, and training opportunities. The draft 2024 work plan includes a continuation of those items. During discussion of the draft 2024 work plan, the Commission agreed that tabling at two events during the year was appropriate to continue in 2024, and expressed a desire to explore opportunities to engage with students and youth members. The Commission also discussed potential areas of focus for continued education and training, specifically the Shady Oak LRT station area plan and review the sustainable building policy.

**HOPKINS PLANNING & ZONING COMMISSION  
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**2. Educational Topic: Zoning Ordinance**

City Planner Krzos presented an overview of zoning decisions and the Hopkins zoning districts for educational purposes.

**ANNOUNCEMENTS**

City Planner Krzos updated the Commission on past projects and upcoming agenda items.

**ADJOURNMENT**

There being no further business to come before the Planning & Zoning Commission and upon a motion by Green, second by Ilstrup, the meeting was unanimously adjourned at 7:29 p.m.

Respectfully Submitted,

*Courtney Pearsall*

Courtney Pearsall, Administrative Assistant



CITY OF HOPKINS

## P&Z Report 2023-15

To: Planning and Zoning Commission Chair and Members of the Commission  
From: Ryan Krzos, City Planner  
Date: November 28, 2023  
Subject: Development Code Text Amendment for Signage

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### RECOMMENDED ACTION

**MOTION TO** Adopt Planning & Zoning Resolution 2023-16, recommending the Hopkins City Council approve an ordinance amending the Hopkins Development Code regarding signage.

### OVERVIEW

The City's Development Code contains provisions to regulate signage displayed in Hopkins. When the Development Code was updated, the signage related provisions were mostly unchanged and carried over from the prior Zoning Ordinance. While staff recognizes a more complete update of the sign code is warranted, two issues are needing more immediate consideration for amendment.

#### Sign Area Definition

One of the basic standards contained in the sign code is the amount of sign area allowed per building. The definition of "Sign area" – see below – determines how the area calculation is made. Staff finds that the underlined operational provisions of the definition are vague and unnecessarily complicate the calculation methodology.

(51) Sign area. A measurement of the area (size/square footage) within the frame of the sign, except that when the width of the frame exceeds 12 inches in the frame must be included in calculating sign area. When letters or graphics are mounted directly on a wall or fascia without a frame, the calculation of the sign's area must include the area extending 6 inches beyond the periphery formed around the letters or graphics in a plane figure bounded by straight lines. Each surface utilized to display a message or to attract attention must be measured as a separate sign. Symbols, flags, pictures, wording, figures or other forms of graphics painted on or attached to windows, walls, awnings, freestanding structures, suspended by balloons, or kites or on persons, animals, or vehicles are considered a sign and are included in calculating total sign area.

To clarify the practice staff is proposing to modify the text as follows:

Sign area. A measurement of the area (size/square footage) within the frame of the sign, excluding any structural elements outside the limits of such sign and not forming an integral part of the display. When letters or graphics are mounted

directly on a wall, fascia, canopy, or awning without a frame, the calculation of the sign's area shall be the smallest rectangle which encloses the sign message or logo. Each surface utilized to display a message or to attract attention must be measured as a separate sign. Symbols, flags, pictures, wording, figures or other forms of graphics painted on or attached to windows, walls, awnings, freestanding structures, suspended by balloons, or kites or on persons, animals, or vehicles are considered a sign and are included in calculating total sign area.

The type of building signage typically installed at present consists primarily of individual letters mounted on the exterior wall. Signage within a frame is a style generally falling out of favor for new signage. As such, the need to include frame width in sign area is much less relevant today, and thus can be clarified within definition from staff's perspective. The methodology for measuring sign area for letters mounted on a wall is remains largely the same, the language is just spelled out more clearly. The revised language is also more consistent the language used by peer communities.

### Walkway Signage

The sign code defines specific types of signs that are allowed. One such type is a driveway sign. These are smaller signs that are to be installed near driveways and typically contain wayfinding information such as "enter" "exit" or similar information. These signs are required to be within 10 feet of a driveway and are limited to 3 feet in height and 6 square feet in sign area. Slightly larger signs (8 square feet in area and 6 feet in height) are allowed internal to site driveways within larger developments. Recognizing that pedestrian travel is equally as essential to guide staff is recommending adding walkway signage to these provisions. The concept for walkway signage is similar to driveway signage except that the signs would need to be located near internal sidewalks and they would be limited to the same size. The proposed height maximum of walkway signs is 5 feet in order to allow the display at eye level.

### **Review Criteria**

In deciding Development Code text amendments, the City is acting in a legislative capacity. When considering a legislative action, the City is creating development standards to regulate land use. 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. Per the Code, in making decisions about development code text amendments, the Planning & Zoning Commission and City Council must consider all relevant factors, including at least the following:

- (1) Whether the proposed development code text amendment is in conformity with the comprehensive plan; and
- (2) Whether the proposed development code text amendment corrects an error or inconsistency or will help meet the challenge of a changed or changing condition.

### *Consistency with the Comprehensive Plan*

The Comprehensive Plan sets a land use goal to encourage all public and private developments to be well-designed, durable, human-scaled, and pedestrian oriented. Providing a clear standard for measuring the size of signage allows for consistency among applications which will contribute to better overall design. Adding the proposed walkway signage will further pedestrian orientation as wayfinding signage at walkway scale allows for efficient circulation.

### *Correcting an Error or Addressing a Changing Condition*

Staff proposes the text amendment to modify the sign area definition to address a vague and overly complicated standard. Staff proposes the addition of walkway signage to address the inconsistency between allowing driveway signs oriented toward motorists without having similar signage oriented toward pedestrians.

### **Review Procedure**

The procedure for amending the Development Code involves publication of a notice in the City's official newspaper. No comments from the public were received following publication. The Planning and Zoning Commission must also conduct a public hearing and provide a recommendation to the City Council. If so inclined, the Commission could recommend modification of the proposed ordinance, or could table the request for further information and/or study. The City Council will consider the Commission's recommendation and would need to conduct two readings of the proposed ordinance in order to adopt the amendment. Council review is tentatively scheduled to occur at the two December meetings pending Planning and Zoning Commission action on the recommendation.

### **SUPPORTING INFORMATION**

- Proposed Ordinance 2023-1204 Amending the Hopkins Development Code Regarding Signage
- Planning and Zoning Commission Resolution 2023-16

**CITY OF HOPKINS  
HENNEPIN COUNTY, MINNESOTA**

**PLANNING & ZONING COMMISSION RESOLUTION 2023-16**

**RESOLUTION RECOMMENDING THE CITY COUNCIL APPROVE AN ORDINANCE  
AMENDING CHAPTER 102 OF THE CITY CODE REGARDING SIGNAGE**

**WHEREAS**, the City of Hopkins' Development Code establishes provisions related to the installation and display of signage within the City; and

**WHEREAS**, City staff initiated an ordinance amendment to modify the definition of sign area, and to add walkway signage as an allowable sign type in the City; and

**WHEREAS**, the proposed ordinance is intended to clarify the definition of sign area which is used in the determination of the size of allowable signage; and

**WHEREAS**, the proposed ordinance also establishes a walkway sign, which is intended to allow for directional signage oriented to pedestrians circulating in and around larger properties in Hopkins; and

**WHEREAS**, the Hopkins Zoning and Planning Commission, pursuant to published notice, held a public hearing on and reviewed the proposed ordinance on November 28, 2023: all persons present were given an opportunity to be heard; and

**WHEREAS**, the written comments and analysis of City staff were considered.

**NOW THEREFORE BE IT RESOLVED**, that the Planning & Zoning Commission of the City of Hopkins hereby recommends the City Council of the City of Hopkins approve an ordinance amending Chapter 102 of the City Code Regarding Signage.

Adopted this 28th day of November, 2023.

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Andrew Wright, Chair

**CITY OF HOPKINS  
HENNEPIN COUNTY, MINNESOTA**

**ORIDNANCE 2023-1204**

**AN ORDINANCE AMENDING CHAPTER 102 OF THE HOPKINS CITY CODE  
REGARDING SIGNAGE**

**THE CITY COUNCIL OF THE CITY OF HOPKINS HEREBY ORDAINS AS FOLLOWS:**

**SECTION 1.** Hopkins City Code, Part III, Chapter 102, Article 10, Section 102-10110, is hereby amended by adding the double-underlined language as follows:

**102-10110 Driveway and Walkway Signs**

**102-10110 (a) ENTRANCES AND EXITS** One driveway sign may be installed at each vehicle entrance and exit to any lot occupied by an allowed nonresidential use or multi-unit residential building. Such signs must be located within 10 feet of the intersection of the driveway and the street right-of-way. Driveway signs may be illuminated but may not exceed 4 square feet in area or 3 feet in height.

**102-10110 (b) INTERNAL**

**(1)** Off-street parking areas with a capacity of more than 4 vehicles, multi-tenant developments and uses on lots exceeding 50,000 square feet in area may display internal site driveway signs. Such signs must be located within 10 feet of an internal site driveway or drive aisle and may not exceed 8 square feet in area or 6 feet in height.

**(2)** Developments containing multiple buildings on a lot, or lots exceeding 50,000 square feet in area may display internal walkway signs. Such signs must be located within 10 feet of an internal walkway and may not exceed 6 square feet in area or five feet in height.

**SECTION 2.** Hopkins City Code, Part III, Chapter 102, Article 10, Section 102-1010 (f) (61), is hereby amended by adding the double-underlined language as follows:

**(61) Walkway sign.** A sign located near an internal site sidewalk circulation network that provides a permanent pathway for pedestrians between public streets and building entrances.

**(62) Window sign.** Any building sign, pictures, symbol, or combination thereof, designed to communicate information about an activity, business, commodity, event, sale, or service, that is placed inside a window or upon the window panes or glass and is visible from the exterior of the window.

**SECTION 3.** Hopkins City Code, Part III, Chapter 102, Article 10, Section 102-1010 (f) (51), is hereby amended by adding the double-underlined language as follows:



**(51) Sign area.** ~~A measurement of the area (size/square footage) within the frame of the sign, except that when the width of the frame exceeds 12 inches in the frame must be included in calculating sign area. When letters or graphics are mounted directly on a wall or fascia without a frame, the calculation of the sign's area must include the area extending 6 inches beyond the periphery formed around the letters or graphics in a plane figure bounded by straight lines.~~ Each surface utilized to display a message or to attract attention must be measured as a separate sign. Symbols, flags, pictures, wording, figures or other forms of graphics painted on or attached to windows, walls, awnings, freestanding structures, suspended by balloons, or kites or on persons, animals, or vehicles are considered a sign and are included in calculating total sign area.

**SECTION 4.** The effective date of this ordinance shall be December 28, 2023.

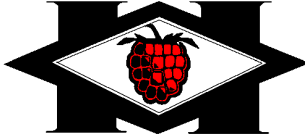
First Reading:	December 5, 2023
Second Reading:	December 19, 2023
Date of Publication:	December 28, 2023
Date Ordinance Takes Effect:	December 28, 2023

By: \_\_\_\_\_

Patrick Hanlon, Mayor

ATTEST:

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



**CITY OF HOPKINS**

To: Planning and Zoning Commission Chair and Members of the Commission  
From: Ryan Krzos, City Planner  
Date: November 28, 2023  
Subject: Election of Planning and Zoning Commission Vice-Chair

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**RECOMMENDED ACTION**

**BY MOTION:** Nominate and elect Vice-Chair of the Planning and Zoning Commission

**OVERVIEW**

With the election of Vice-Chair Ben Goodlund to the City Council the Planning & Zoning Commission must elect a new Vice-Chairperson. The process for nomination and election of officers is outlined below. The newly elected officer will take their position at the January 2024 Planning & Zoning Commission meeting.

Process to elect officers

- The current Chairperson will begin by asking the Commission for nominations for the position of Vice-Chairperson.
- Nominations do not require a "second."
- After nominations are made, there should be a motion made to close the nominations.
- A second is necessary to close the nominations.
- The Commission needs to vote to close the nominations. Ayes/Nays are needed.

If only one nomination is made, the following motion could be used:

"Move to elect \_\_\_\_\_ by unanimous consent to the position of Vice-Chairperson."

- A second to the motion is necessary.
- Ayes/Nays are needed.

If more than one nomination is made:

- The current Chairperson will request a show of hands for each nominee and record the votes.
- Based upon the show of hands, a motion should be made by the Vice-Chairperson:

"Move that \_\_\_\_\_ is elected to the position of Vice-Chairperson.

- A second to the motion is necessary.
- Ayes/Nays are needed.