

**City Council
Agenda Item 10.D
Meeting of July 14, 2025**



Title: Interim use permit for a portable classroom at Glen Lake Elementary School, 4801 Woodridge Road

Report from: Susan Thomas, AICP, City Planner

Submitted Through: Julie Wischnack, FAICP, Community Development Director
Erik Nilsson, City Attorney
Mike Funk, City Manager

Presenter: Susan Thomas, AICP, City Planner

Action Requested: Motion

Form of Action: Resolution

Votes needed: 4 votes

Summary Statement

The Hopkins School District is proposing the installation of a portable classroom at Glen Lake Elementary School. The 960-square-foot temporary structure, intended as a student tutoring space, would be located over an existing paved area on the site. A small building addition would replace the temporary space if a November 2025 referendum is successful. An interim use permit is required.

Recommended Action

Motion to adopt the resolution.

Strategic Plan Relatability

N/A

Financial Consideration

No

Background

Planning commission consideration

The proposal is on the planning commission's July 10, 2025, consent agenda. The staff report from that meeting, along with various plans and documents describing the proposal, is attached. (At the time of publication of this report, the planning commission has not been held.) Staff is recommending approval of the proposal as:

- The subject property is zoned R-1. Within the R-1 zoning district, educational institutions and public buildings are conditionally permitted uses. The proposed portable classroom is similar to both an educational institution and a public building.
- The use and its location are reasonable. The temporary student tutoring space would be installed

over an existing impervious surface and would have a greater setback from property lines than the existing school building. The structure is unlikely to have any impact on adjacent properties.

- The structure would meet all IUP standards.

The planning commission's vote on this proposal will be provided to the council via a change memo on July 14, 2025.

ATTACHMENTS:

[Project Information](#)

[Resolution](#)