



Development Review Committee

Approved Minutes

Pre-Application, PL2017-43

Meeting Date: March 28, 2017

McLeod Conference Room

Bloomington Civic Plaza

1800 West Old Shakopee Road

Staff Present:

Laura McCarthy (Fire Prev, Chair) 952-563-8965	Kent Smith (Assessing) 952-563-8707
Randy Quale (Park & Rec) 952-563-8876	Mike Thissen (Env. Health) 952-563-8981
Tim Skusa (Bldg & Insp) 952-563-8953	Heidi Miller (Police) 952-563-4975
Jen Desrude (Eng.) 952-563-4862	Michael Centinario (Planning) 952-563-8921
Tim Kampa (Utilities) 952-563-8776	Glen Markegard (Planning) 952-563-8923
Amy Schmidt (Legal) 952-563-4889	Mike Hiller (Planning) 952-563-4507

Project Information:

Project	Embassy Suites Renovation
Site Address	3500 AMERICAN BLVD E 7901 34TH AVE S
Plat Name	INTERNATIONAL AIRPORT PARK ADDITION; INTERNATIONAL AIRPORT PARK 3RD ADDN;
Project Description	Interior revovation and parking lot expansion of an existing hotel
Application Types	Preliminary/Final Plat - Type I; Rezoning; Preliminary/Final Development Plan
Staff Contact	Mike Centinario; mcentinario@BloomingtonMN.gov; (952) 563- 8921
Applicant Contact	William Griffith; (952) 896-3290; wgriffith@larkinhoffman.com
Post Application DRC	Yes

Guests Present:

Name	Email
Bill Griffith, Larkin Hoffman	wgriffith@larkinhoffman.com
Rick Blom, Sambatek	rblom@sambatek.com

Introductions: Applicant representatives introduced themselves.

Discussion/Comments:

- Mike Centinario (Planning): Applicant is proposing interior renovations converting existing conference rooms to guest rooms and parking lot expansion of an existing gravel lot.
- Griffith explained the hotel has been under-parked from a Code standpoint from the beginning. The gravel lot has been used as overflow parking for the hotel and has been legally nonconforming for a long time. The property owners have been receiving compliance letters and therefore the owners are proposing to combine the gravel lot to

the south with the hotel parcel with the goal of bringing the combined parking lot areas up to current Code with regard to parking islands, lighting, storm water retention and the like. The owners see this as significant improvements to the current site conditions. In addition, the hotel owners have had Westwood conduct two different parking studies at three or four different times so there is a good understanding of the peak demands for the site. With the addition of the second lot, the ownership believes the parking needs will be met, if not over-parked, but will still not meet the City Code requirements. Proximity to the airport, light rail, and shuttle services should be factored into the parking requirements for the site. Data from these studies can be shared with staff to develop a revised parking model.

- Randy Quale (Park and Recreation):
 - No comment.
- Kent Smith (Assessing):
 - Platting triggers park dedication, but since no expansion is proposed there is not expected to be any park dedication fees related to this proposal.
- Mike Thissen (Environmental Health):
 - No comment.
- Tim Skusa (Building and Inspection):
 - When more plans are available please provide so a review can be completed. Asked who the architect will be. Griffith stated the architect name is Rick Carrow who works for a Texas firm.
- Laura McCarthy (Fire Prevention):
 - Interior changes need to be reviewed by Fire from a sprinkler and fire alarm perspective.
 - Fire Department emergency access must be maintained around the site. Expressed concerns regarding the proposed fence and electronic gates. Asked for clarification on how the electronic gate system placement and how it works. Griffith stated he was unaware of the fence and gating system shown on the submitted plans and would have to get clarification.
 - Provide autoturn diagram using BFD ladder 3 for verification of adequate turning radius. In general, Fire is not supportive of a sliding electronic gate. Hydrant locations and water supply will be reviewed. Griffith stated he was not aware of the gating/fencing shown on plans and will encourage it be removed from the plans.
- Heidi Miller (Police):
 - Echoed concerns regarding fencing and gates.
- Jen Desrude (Engineering):
 - Provided comment summary to both applicant representatives.
 - Any work that impacts driveway entrances will require a standard non-residential driveway entrance to be installed/maintained.
 - 6 foot boulevard and 10 foot wide sidewalk is required along American Boulevard per South Loop Streetscape Plan.
 - Site is in Lower Minnesota River Watershed District. They are in the process of revising their rules, but your submittal may not be subject to the new rules if submitted prior to the district adopting those rules.
 - A MN licensed civil engineer must design and sign all civil plans.
- Tim Kampa (Utilities):

- Contact Met Council for SAC determination ASAP as to not hold up the project.
 - Hydrant locations serve a 150 foot radius and plans show some may need relocation. Work with us for these locations.
 - City will check to see if there are grease issues at the site. An external grease trap may be required. Work with the City regarding location.
- Amy Schmidt (Legal)
 - No comment.
- Mike Centinario (Planning):
 - Parking is biggest question mark for the project. More time is needed by staff to determine the approval history of the site. Griffith stated he believes he will be able to supply proof of a parking agreement documenting the use of the gravel lot for overflow parking. Centinario stated it would be helpful if he could provide a proof of parking plan. Griffith stated Jake Steen did much of the background work on this site. Markegard asked if Griffith would share the parking agreement document with staff. Griffith stated the document will be made available to Staff if it can be retrieved.
 - Preliminary and Final Plat documents were supplied by the applicant representative today.
 - Centinario echoed same concerns with a gated accesses on the east and west sides of the site, especially near the west entrance so close to ROW.
 - A condition of approval in 1984 required an indoor trash room. Based on aerial photos, it appears to be a trash enclosure which is in violation of the condition of approval. As part of this application, indoor trash will be a condition of approval. McCarty stated it could also need to be sprinklered, depending upon the access configuration.
 - Will need more details regarding if any banquet meeting rooms on other levels 2-10 will be converted. Restaurant seating counts are needed for parking space requirements.
 - Centinario asked for the room count to be confirmed.
 - Will this renovation include any exterior façade modifications? Griffith stated he did not believe so and will confirm. Centinario stated exterior material review will be required if changing the exterior of the hotel.
 - Plans show a widening of the drive lane and removing 8 parking stalls along the north property line. The access drive would be expanded to the north, which creates the need for a 10 foot deviation from City Code. Is this necessary? Griffith stated the deviation is to improve the access around the building.
 - Sidewalk adjacent to parking stalls must be a minimum of seven feet wide to accommodate vehicle overhang. Otherwise, private sidewalk must maintain 5 feet clear.
 - The parking lot yard area on the west property line does not meet the 20 foot minimum. The drive lane appears to be 24.5 feet so an adjustment can be made without a need for Code deviation.
 - There is a Code amendment (2017 Miscellaneous Issues Ordinance) in process to allow a percentage of stalls as compact that can be used to meet parking requirement, but the amendment is looking to get to Council in early May. This may possibly be in time for you to consider this in your application.
 - Reduce lengths of parking islands by three feet. (see Comment Summary Planning Review item 12)

- Photometric plans are required. (see Comment Summary Planning Review items 13-14)
- Landscaping is required for both the hotel site and the proposed parking lot area. (see Comment Summary Planning review items 15-19)
- Glen Markegard (Planning)
 - Asked the applicant representatives if there is any kind of a cross parking agreement with Park N Fly? Griffith stated there was an easement that provides access, but doesn't know if it also provided parking. He stated there was an issue with that easement as some parking was taking place in that driveway which is one of the reasons they know they need more parking. Griffith stated he does not know if Park N Fly has any right to park on the hotel site. Markegard asked if embassy Suites has any rights to park on Park N Fly property. Griffith stated he does not know. Markegard asked if parking is allowed on the access agreement. Griffith stated he believes it is allowed, but his client does not want that practice to continue once the parking expansion is in place.
 - A remote airport parking program is noted in the parking study. That use requires a Conditional Use Permit (CUP) and to do it there must be an excess of parking which is not provided on this site. Griffith stated the parking studies indicate there is excess parking once the parking expansion is complete. Markegard clarified that if excess parking is not available, the issuance of the CUP would not be possible without a Code amendment.
 - Markegard stated finding some documentation that shows the parking requirements were legally reduced over the years is going to be key. Griffith stated it was legally reduced because the proof of parking plan and a second piece will be provided. Griffith pointed out that regardless of the parking history, they have a parking study that demonstrates the parking demand has been met for the past thirty years and that now, if the stay and fly is being taken away, there really shouldn't be any parking issue at the end of the day. He added it is all approvable under the Planned Development. Griffith stated he will try to provide that history to Staff.
 - Desrude stated the parking study be performed by a neutral third party. Centinario stated City Code stipulates that a parking study be performed by a neutral third party. Griffith stated perhaps the City could commission a review of the study that has already been performed.



Comment Summary

Application #: PL2017-43

Address: 3500 AMERICAN BLVD E, 7901 34TH AVE S, BLOOMINGTON, MN 55425

Request: Interior renovation and parking lot expansion of an existing hotel.

Meeting: Pre-Application DRC - March 28, 2017

Planning Review - Pre-App Contact: Mike Centinario at mcentinario@BloomingtonMN.gov, (952) 563-8921

- 1) When the hotel was originally approved, the hotel required over 700 parking stalls by Code. In Case 3829A-84, a deviation was approved an established a required parking at 572 spaces with 334 on-site and the remaining from the shared parking ramp planned east of the hotel. Minutes reflect that applicant assured they could provide the required 572 spaces should the ramp not be constructed. It is staff's understanding that there is no access to parking to the east of the Embassy Suites site and need to piece together the history. Section 21.301.06(e)(1)(A)(i) provides potential flexibility through a parking study commissioned by the City. Further discussion on parking flexibility measures is required.
- 2) The narrative identifies a preliminary and final plat. Has the preliminary and final plat been prepared? The plat documents will be required to apply for preliminary and final plat approval.
- 3) Having gated access so close to 34th Avenue for a heavily used facility is problematic. Please provide staff with additional details regarding the gates.
- 4) A condition of approval in 1984 required an indoor trash room. Based on aerial images it appears to be a trash enclosure, which would be in violation of the condition of approval.
- 5) The occupancy chart and drawing is very helpful for the main level. Are there any banquet or meeting facilities on other levels? Are floors 2 through 10 only guest rooms? How many guest rooms would there be with the seven new rooms?
- 6) Although no physical expansion is proposed, are any building exterior changes proposed? City Code has detailed exterior materials requirements in Section 19.63.08.
- 7) Looks like there is security fencing with gates around a majority of the site? Is this just for construction or permanent?
- 8) What is the reasoning behind widening the drive lane and removing 8 parking stalls along north property line? The drive lane meets the 20 foot landscape yard. The proposed expansion would require a 10-foot deviation from City Code.
- 9) Sidewalk adjacent to parking must be 7 feet wide to accommodate vehicle overhang. (Code requires 5 feet clear. Section 21.301.04(d)(4)(B))

- 10) The parking lot yard area does not quite meet the 20 foot minimum along the west property line. Adjust to meet 20 foot landscape yard or specifically request deviation. The drive lane appears to be 24.5 feet, so an adjustment can be made without the need for a deviation.
- 11) Currently, compact stalls cannot be counted towards meeting City Code parking requirements. However, a Code amendment is in process to allow a percentage of stalls as compact to be used to meet requirement.
- 12) Reduce the length of parking islands to be 3 feet shorter than the adjacent stalls. The pedestrian walkway appears to comply with this standard, but other stalls look to be equal to parking stall length. The Fire Department has had problems with turning movements in certain points and parking islands in those locations should be shortened for improved emergency access.
- 13) Photometric plans required. The new lot must be Code Complying with minimum 1.5 foot candles interior and 0.75 along the street. Maintained is 0.81 LLF or lower. (Section 21.301.07) Will the rest of the lot be improved at the same time?
- 14) Dedicated crosswalks require two (2) times the minimum illumination level of the area where the crosswalk is located. (Section 21.301.07)
- 15) Proposed lot to be developed lot is 78,653 square feet and required 79 shrubs and 31 trees. (Section 19.52(c)(2)).
- 16) Appears landscaping is being removed from the original site. If the property is legally non-conforming with the landscaping requirements, any trees or shrubs removed must be replaced.
- 17) Will the three foot berm identified along East American Boulevard? If not, there is a small location at the corner that does not have the required 3 foot screen.
- 18) Incorporating a berm may not be possible given the streetscape/sidewalk requirements in the South Loop District.
- 19) Provide a landscaping table identifying the plant species, quantity, and planting size.

Building Department Review - Pre-App Contact: Tim Skusa at tskusa@BloomingtonMN.gov, (952) 563-8953

- 1) Provide plans and code analysis regarding the proposed revisions.

Fire Department Review - Pre-App Contact: Laura McCarthy at lmccarthy@BloomingtonMN.gov, (952) 563-8965

- 1) What type of gate system is being implement?

How will emergency responders access the property?

- 2) What type of gate system is being implement?

How will emergency responders access the property?

- 3) Provide autoturn diagrams for all emergency access areas around the property and parking areas using BFD Ladder 3 dimensions.
- 4) Fencing/gate system shall not impede access to hydrants.
- 5) Fencing/gate system shall not impede access to hydrants.

Construction/Infrastructure Review - Pre-App Contact: Jen Desrude at jdesrude@BloomingtonMN.gov, (952) 563-4862

- 1) Any work that impacts driveway entrances will require a standard non-res driveway entrance to be installed/maintained
- 2) Per the South Loop Streetscape Plan, this segment of American Blvd is a Green Street and should have a 6' boulevard and 10' walk.
- 3) Install concrete apron/commercial driveway entrance
- 4) Provide civil plans for the project. Plan sheets may include grading, drainage, utility, erosion control, traffic control, civil site, etc.
- 5) Install concrete driveway apron/commercial driveway apron
- 6) A Minnesota licensed civil engineer must design and sign all civil plans.
- 7) Existing curb cuts must be removed and replaced with curb and gutter per City standard details.
- 8) Use updated city standard details for driveways, utilities, erosion control, etc. found on the website at www.bloomingtonmn.gov/information-sheets-and-handouts-engineering-division
- 9) A sidewalk or trail meeting the requirements of the City Code and/or Alternative Transportation Plan must be constructed at the developer's expense.
- 10) Illustrate that sidewalks meet ADA requirements for cross slope and longitudinal grade. Construct sidewalk ramps with metal truncated domes, if required.

PW Admin Review - Pre-App Contact: Jen Desrude at jdesrude@BloomingtonMN.gov, (952) 563-4862

- 1) Platting comments to be given at time of plat submittal.
- 2) Private common utility easement/agreement must be provided.
- 3) Private common driveway/access easement/agreement must be provided.
- 4) Vacate existing drainage, utility, sidewalk, and bikeway easements.
- 5) New 10-foot sidewalk and bikeway easement along all street frontages along with new dedicated drainage and utility easements as approved by the City Engineer.

- 6) See list of items that must be included on the preliminary plat per the Bloomington City Code, Chapter 22.
- 7) A title opinion or title commitment that accurately reflects the state of the title of the property being platted, dated within the past 6 months, shall be provided. (Due prior to Mayor and City Manager signatures on final plat)
- 8) Consent to Plat form is needed from any mortgage companies with property interest.
- 9) \$15 fee for certified copy of plat. Engineering staff will obtain a certified copy of the plat from Hennepin County.

Traffic Review - Pre-App Contact: Jen Desrude at jdesrude@BloomingtonMN.gov, (952) 563-4862

- 1) Contractor shall obtain a Public Works permit for obstructions and concrete work within the right-of-way. Permit is required prior to removals or installation. Contact Sean Jenkins (952-563-4545, sjenkins@BloomingtonMN.gov) for permit information.
- 2) Illustrate on plan that the clear view triangle (15' from property corner to driveway approaches) is not obstructed by landscaping or signage.
- 3) Existing curb cuts must be removed and replaced with curb and gutter per City standard details.
- 4) Show and label existing street light poles, handholes, conduit, and signal interconnect on the plans. Street lighting and interconnect conduit must be exposed for city inspection prior to pouring concrete or backfilling excavation in city right-of-way.
- 5) Provide appropriate MMUTCD references for signs proposed for circulating traffic. All private signage must be installed outside of the city right-of-way.
- 6) Disabled parking signage and pavement markings must be placed in accordance with ADA and MMUTCD
- 7) Provide trip generation numbers for the site using ITE Trip Generation Standards.
- 8) All construction and post-construction parking and storage of equipment and materials must be on-site. Use of public streets for private construction parking, loading/unloading, and storage will not be allowed.
- 9) Show location of a bike rack and bike rack detail on the plan.

Utility Review - Pre-App Contact: Jen Desrude at jdesrude@BloomingtonMN.gov, (952) 563-4862

- 1) Provide civil plans for the project. Plan sheets may include grading, drainage, utility, erosion control, traffic control, civil site, etc.
- 2) Utility as-builts must be provided prior to issuance of Certificate of Occupancy.
- 3) Utility permits are required for connections or alterations to any storm, sanitary, and water system facilities. Contact Utilities (952-563-8777) for permit information.

- 4) Contact Met Council (651-602-1378) for Sewer Availability Charge (SAC) determination. Required.
- 5) The existing hydrant located off the SE corner of the building will need to be moved. Provide a plan.
- 6) Use Class 52 DIP water main for pipe 12-inches in diameter and smaller. A minimum 8 mil polywrap is required on all DIP.

Water Resources Review - Pre-App Contact: Jen Desrude at jdesrude@BloomingtonMN.gov, (952) 563-4862

- 1) A maintenance agreement must be signed by the property owner and recorded at Hennepin County.
- 2) A National Pollutant Discharge Elimination System (NPDES) construction site permit and Storm Water Pollution Prevention Plan (SWPPP) must be provided.
- 3) An erosion control bond is required.
- 4) Show erosion control BMP locations on the plan
- 5) List erosion control maintenance notes on the plan.
- 6) HDPE pipe connections into all concrete structures must be made with water tight materials utilizing an A-Lok or WaterStop gasket or boot, cast-in-place rubber boot, or approved equal. Where the alignment precludes the use of the above approved watertight methods, Con Seal 231 WaterStop sealant, or approved equal will only be allowed as approved by the Engineer.
- 7) After staff approval of stormwater management plans, provide an extra set of plans for staff to submit to Lower Minnesota River Watershed District.
- 8) Provide stormwater management plan. See Sect IV of City SWMP. Check rate control, water quality, and volume.
<https://www.bloomingtonmn.gov/sites/default/files/media/Section%204.pdf>