



Development Review Committee

Approved Minutes

Pre-Application, PL2017-246
Meeting Date: November 21, 2017
McLeod Conference Room
Bloomington Civic Plaza
1800 West Old Shakopee Road

Staff Present:

Laura McCarthy (Fire Prev, Chair) 952-563-8965	Jen Blumers (Assessing) 952-563-4749
Randy Quale (Park & Rec) 952-563-8876	Erik Solie (Env. Health) 952-563-8978
Duke Johnson (Bldg & Insp) 952-563-8959	Londell Pease (Planning) 952-563-8926
Bruce Bunker (Eng.) 952-563-4546	Michael Centinario (Planning) 952-563-8921
Tim Kampa (Utilities) 952-563-8776	Mike Hiller (Planning) 952-563-4507
Eileen O'Connell (Publ. Health) 952-563-4964	

Project Information:

Project	Crew Rest Hotel
Site Address	2357 E OLD SHAKOPEE RD, BLOOMINGTON, MN 55425 2373 E OLD SHAKOPEE RD, BLOOMINGTON, MN 55425 2349 E OLD SHAKOPEE RD, BLOOMINGTON, MN 55425 2325 E OLD SHAKOPEE RD, BLOOMINGTON, MN 55425
Plat Name	GERALDS 1ST ADDITION; 01 027 24; 01 027 24; 01 027 24;
Project Description	The applicant proposes final site and building plans, rezoning, and a comprehensive plan regarding for a sixteen suite, 32 room hotel located at 2325, 2349, 2357, and 2373 E. Old Shakopee Road. The properties are currently owned by the Metropolitan Airports Commission (MAC). The applicant would purchase these properties from MAC for redevelopment.
Application Type	Final Site and Building Plan; Rezoning; Comprehensive Plan Amendment
Staff Contact	Mike Centinario - mcentinario@BloomingtonMN.gov;(952) 563-8921
Applicant Contact	Rosemary McMonigal - (612) 331-1244; rosemary@mcmonigal.com
Post Application DRC	YES or NO (as determined during meeting)

Guests Present:

Name	Email
Rosemary McMonigal	rosemary@mcmonigal.com
Phil Hofstad	phil@mcmonigal.com

INTRODUCTION – Mike Centinario : The applicant proposes final site and building plans, rezoning, and a comprehensive plan regarding for a sixteen suite, 32 room hotel located at 2325, 2349, 2357, and 2373 E. Old

Shakopee Road. The properties are currently owned by the Metropolitan Airports Commission (MAC). The applicant would purchase these properties from MAC for redevelopment.

Strictly from a zoning perspective, the concept fits within the definition of a hotel, and would be a permitted use if the property is rezoned to a commercial zoning district. There are other divisions and review authorities that have other requirements and questions, particularly the Environmental Health Division.

Discussion/Comments:

- Randy Quale (Park and Recreation):
 - Site is sensitive due to proximity to steep slopes and Ike's Creek which supports trout. During construction robust erosion controls should be in place to protect the adjacent parkland. Establish controls that will ensure no trails or access to the ravine from the site. McMonigal asked for clarification on who would be the contact for identifying the buffer line for Ike's Creek. Staff stated the contact for LMWD is Linda Loomis. Centinario stated LMWD has existing requirements and proposed requirements that will need to be considered for the siting of the project. McMonigal stated their intent is to comply with both the proposed and existing LMWD requirements.
- Jennifer Blumers (Assessing):
 - See Comment Summary – Assessing Review #1 for details regarding property tax information and park dedication fees. Confirmed that a purchase agreement is in process, but a purchase date has not yet been agreed upon.
- Erik Solie (Environmental Health):
 - Asked McMonigal to clarify a few things about the use. McMonigal confirmed that laundry will be done on-site and the hotel is not open to the general public, but only airline industry employees. McMonigal added a commercial cooking kitchen will not be installed on the site and that no food/dining/bar will be on the premises. Disposable dinnerware will be used in the guest rooms. If any cookware is provided (pots/pans), commercial dishwashing equipment will be installed.
 - Solie handed out codes/ordinance packet to McMonigal. Encouraged her to contact him with questions.
- Duke Johnson (Building and Inspection):
 - Handed out adopted codes to representative. When approximately 80 to 90 percent of the plan sets are drawn up, please contact him to set up a preliminary plan review meeting.
- Laura McCarthy (Fire Prevention):
 - Facility will be required to be sprinklered. Emergency communications in this area of the City is lacking and will work with the applicants on installing any necessary equipment at the site to improve communications on site and in the building.
- Bruce Bunker (Engineering):
 - Noted Jen Desrude is the contact person for engineering questions. Gave the applicant her business card.
 - Platting is required and the approved plat needs to be recorded at Hennepin County prior to the issuance of a foundation or building permits.
 - Right-of-way dedication to 60 feet from centerline is required on the final plat.

- A 15 foot sidewalk and bikeway easement must be provided along all street frontages.
- McMonigal asked for clarification on potential plans to widen Old Shakopee Road. Bunker asked McMonigal to contact Jen Desrude.
- Review the LMWD requirements.
- Provide a stormwater management plan.
- Move driveway approach north to align across from driveway approach on the west side of East Old Shakopee Road.
- Hennepin County right-of-way permit is required.
- Tim Kampa (Utilities):
 - Provided ordinance materials on grease management. If a commercial kitchen or commercial dishwashing equipment is installed it may be necessary to install an exterior gravity grease interceptor.
 - All unused water services must be properly abandoned at the main. (Comment Summary – Utility Review #7)
 - Loop water system to provide increased reliability of service and reduction of head loss.
- Eileen O'Connell (Public Health):
 - Asked for confirmation the facility will be non-smoking and a breast feeding room will be available. McMonigal stated yes.
- Mike Centinario/Londell Pease (Planning):
 - Property must be reguided and rezoned. (See Comment Summary – Planning Review #2 for details) Timing with Metropolitan Council Review is critical; the City must complete its review before the Metropolitan Council will conduct its review.
 - Property must be platted. (See Comment Summary – Planning Review #3)
 - A landscape plan is required. (See Comment Summary – Planning Review #10 and #11)
 - Exterior materials requirements are detailed in Comment Summary - Planning Review #15.
 - Exterior lighting requirements are detailed in Comment Summary – Planning Review #19.
 - Freestanding garage cannot be closer to the street than the principal structure. (See Comment Summary – Planning Review #5)



Comment Summary

Application #: PL2017-246
Address: 2325, 2349, 2357, and 2373 E. Old Shakopee Road, Bloomington, MN
Request: **Final site and building plans, rezoning, and comprehensive plan regarding for a sixteen suite hotel located at 2325, 2349, 2357, and 2373 E. Old Shakopee Road**
Meeting: Pre-Application DRC - November 21, 2017

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

- 1) The hotel model is rather unique, and how the hotel is operated will help the City determine if it is a business that may be licensed within the City of Bloomington.

Strictly from a zoning perspective, the concept fits within the definition of a hotel. There are other divisions and review authorities that have other requirements and questions. Some of these questions include: Is the hotel open to the public? How will the hotel manage registrations? Will the hotel provide linens?

- 2) The property must be reguided from the Public land use designation to a commercial land use designation. Following City of Bloomington review, all land use guide plan amendments must be reviewed by the Metropolitan Council, which adds a significant amount of time to the overall review process. The City's review and the Metropolitan Council's review cannot be completed simultaneously.

The property must also be rezoning from RO-50 to a zoning district that permits hotels. Many commercial zoning districts have minimum floor area ratio (FAR) requirements. The proposed hotel would not meet the minimum FAR for several of those districts. Carefully consider which zoning district you request for the rezoning application.

- 3) Property must be platted per Chapter 22 of the City Code and the approved plat recorded at Hennepin County prior to the issuance of a foundation or building permit.
- 4) Right-of-way dedication is required on the final plat. The right of way identified as dedicated to the City appears to be greater than the City's future right of way plans.
- 5) What is the purpose of the freestanding garage? The garage may not extend beyond the face of the principle building and may not exceed 600 square feet.
- 6) The minimum sign setback is 20 feet from the property line or future right of way line.
- 7) A Minnesota licensed civil engineer must design and sign all retaining walls 4-feet high and higher and setbacks for the principle structure must be provided.
- 8) List the number of parking spaces required by city code and the number of spaces provided on the site plan. Hotels require 1.1 stalls per room. Each suite has two rooms and there is one caretaker room. The total parking requirement, for 33 rooms, is 36 stalls.
- 9) All parking stall striping must be painted white. Parking islands must be 3-feet shorter than the parking stall and 8-feet wide.

- 10) A landscape plan is required. City Code requires one tree per 2,500 square feet and one shrub per 1,000 square feet.

There are a number of mature trees on the property. If those trees are not on the prohibited tree list, and they are retained, they may count towards the City Code requirement.

- 11) A minimum 20 foot landscape yard is required along all street frontages.
- 12) A three foot high screen for a parking lot adjacent to all public streets.
- 13) Sidewalks, when immediately adjacent to parking stalls, must be 7 feet wide to account for vehicle overhang.
- 14) Trail must be 10-foot bituminous in a 15 foot bikeway and utility easement.
- 15) Exterior materials must meet Section 19.63.08. EIFS is not permitted as a primary building material. Generally, the majority of the building facade must be brick, stone, glass, architectural concrete, or stucco. Metal panels may be permitted, subject to additional staff review. Fiber cement and EIFS are secondary materials; secondary materials are limited to 15% of each facade.
- 16) All rooftop equipment must be screened equal to the height of the equipment. (Section 19.52.01)
- 17) A fully-enclosed trash and recycling room must be provided with interior access. The proposed trash room appears to meet City Code standards.
- 18) Raingardens near the bluff may be a challenge given watershed district standards. Please be sure to review existing watershed district standards.
- 19) Parking lot and exterior security lighting must meet Section 21.301.07. A minimum of 2.0 footcandles is required on the parking surface (which may be reduced to 1.0 footcandles for the outer perimeter of the parking lot. The main entrance has a minimum 10 footcandles. Initial and maintained photometric plans are required with the development application package.
- 20) After staff approval of stormwater management plans, provide an extra set of plans for staff to submit to Lower Minnesota River Watershed District.
- 21) Any food service or kitchen plans must be reviewed by the City's Environmental Health Division. Contact Erik Solie at 952.563.78978 if there would be food service.

Building Department Review - Pre-App Contact: Duke Johnson at djohnson@BloomingtonMN.gov, (952) 563-8959

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

Environmental Health Review - Pre-App Contact: Erik Solie at esolie@BloomingtonMN.gov, (952) 563-8978

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

- 1) Non-residential driveway approach is needed at both entrance/exits using Bloomington standard detail

- 2) A Minnesota licensed civil engineer must design and sign all retaining walls 4-feet high and higher and setbacks for the principle structure must be provided.
- 3) Provide a site location map for scope purposes
- 4) Provide civil plans for the project. Plan sheets may include grading, drainage, utility, erosion control, traffic control, civil site, etc.
- 5) A Minnesota licensed civil engineer must design and sign all civil plans.
- 6) A Hennepin County right-of-way permit is required.
- 7) Existing curb cuts must be removed and replaced with curb and gutter per City standard details.
- 8) Disabled parking signage and pavement markings must be placed in accordance with ADA and MMUTCD
- 9) 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
- 10) Show and label all property lines and easements on all plan sheets.
- 11) A sidewalk or trail meeting the requirements of the City Code and/or Alternative Transportation Plan must be constructed at the developer's expense.
- 12) Illustrate that sidewalks meet ADA requirements for cross slope and longitudinal grade. Construct sidewalk ramps with metal truncated domes, if required.
- 13) All parking stall striping must be painted white. Parking islands must be 3-feet shorter than the parking stall and 8-feet wide.

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

- 1) Property must be platted per Chapter 22 of the City Code and the approved plat recorded at Hennepin County prior to the issuance of a foundation or building permit.
- 2) A title opinion or title commitment that accurately reflects the state of the title of the property being platted, dated within 6 months of requesting City signatures, must be provided.
- 3) Consent to plat form is needed from any mortgage companies with property interest.
- 4) Right-of-way dedication to 60 feet from centerline is required on the final plat.
- 5) Public drainage/utility and easements must be provided on the plat.
- 6) Show and label all property lines and easements on all plan sheets.
- 7) See list of items that must be included on the preliminary plat per the Bloomington City Code, Chapter 22.
- 8) \$15 fee for certified copy of plat. Engineering staff will obtain a certified copy of the plat from Hennepin County.
- 9) A 15-foot sidewalk/bikeway easement shall be provided along all street frontages. Developer/owner shall provide legal description and Engineering staff will prepare easement document.

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

- 1) See Document Markups

- 2) A Hennepin County right-of-way permit is required.
- 3) Illustrate on plan that the clear view triangle (15' from property corner to driveway approaches) is not obstructed by landscaping or signage. Please note it appears that existing trees near the proposed southernmost driveway approach may obstruct sightlines and may need to be included in the site removals.
- 4) Existing curb cuts must be removed and replaced with curb and gutter per City standard details.
- 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) All parking stall striping must be painted white. Parking islands must be 3-feet shorter than the parking stall and 8-feet wide.
- 7) Disabled parking signage and pavement markings must be placed in accordance with ADA and MMUTCD
- 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) Install crosswalk pavement markings in accordance with MMUTCD
- 10) Provide a sidewalk connection from the building to public sidewalk or street.
- 11) A sidewalk or trail meeting the requirements of the City Code and/or Alternative Transportation Plan must be constructed at the developer's expense.
- 12) Show location of a bike rack and bike rack detail on the plan. The number of bicycle stalls to be determined by the City Engineer.
- 13) List the number of parking spaces required by city code and the number of spaces provided on the site plan.
- 14) Contact Hennepin County and coordinate the relocation of W6-1 traffic sign to allow for sufficient sightlines to/from the new driveway approach.
- 15) Move driveway approach north to align directly across from driveway approach on the west side of EOSR.
- 16) Install pedestrian crossing signing and pavement markings in accordance with MMUTCD

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) A Minnesota licensed civil engineer must design and sign all civil plans.
- 3) Utility as-builts must be provided prior to issuance of Certificate of Occupancy.
- 4) Contractor shall obtain a Public Works permit for underground work within the right-of-way. Permit is required prior to removals or installation. Contact Utilities (952-563-4568) for permit information.
- 5) 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
- 6) Utility permits are required for connections to the public storm, sanitary, and water system. Contact Utilities (952-563-8777) for permit information.

- 7) All unused water services must be properly abandoned at the main. (There are at least 4 unused services). All unused sanitary sewer services must be properly abandoned at the property line.
- 8) Contact Met Council (651-602-1378) for Sewer Availability Charge (SAC) determination.
- 9) A minimum 10-foot horizontal separation and 18-inch vertical separation is required between watermain and sewers.
- 10) Loop water system (supply from two points) to provide increased reliability of service and reduction of head loss. This will most likely involve cutting in a new 12" Valve on the City Main as part of one of the two service connections.
- 11) Provide valves for system isolation (longest interval cannot exceed 400 feet) and for building isolation without shutting down supply to hydrants.
- 12) Install hydrants to provide fire protection for entire building. Each hydrant covers 150-foot radius. There must be a Fire truck accessible hydrant within 50 ft of the Building Fire Connection.
- 13) Provide a minimum of 8-feet and a maximum of 10-feet of cover over all water lines, valves, services, etc.
- 14) Use Class 52 DIP water main for pipe 12-inches in diameter and smaller. A minimum 8 mil polywrap is required on all DIP.
- 15) Minnesota Department of Health (MDH) water permit/review may be required. Provide a copy of MDH approval letter or written confirmation from MDH that no permit/approval is required.
- 16) Minnesota Pollution Control Agency (MPCA) sanitary sewer permit/review may be required. Provide a copy of MPCA approval letter or written confirmation from MPCA that no permit/approval is required.
- 17) An inspection manhole is required on all commercial sewer services.
- 18) Use standard short cone manholes without steps.
- 19) Any new or substantial remodel of a food service facility must provide an exterior grease interceptor and grease interceptor maintenance agreement.
- 20) Install interior chimney seals on all sanitary sewer manholes.
- 21) Taps of live water mains are done by City forces and paid for and coordinated with the Contractor.
- 22) Utility and mechanical contractors must coordinate the installation of all water and sewer service pipes into the building to accommodate city inspection and testing.
- 23) Sanitary sewer mainline, clean-outs, manholes, and services must be designed with adequate depth of cover or install high-density polystyrene insulation to prevent freezing.
- 24) Use schedule 40, SDR 26, or better for PVC sewer services.
- 25) Combination fire and domestic services must terminate with a thread on flange or an MJ to flange adapter.
- 26) All components of the water system, up to the water meter or fire service equipment must utilize protective internal coatings meeting current ANSI/AWWA standards for cement mortar lining or special coatings. The use of unlined or uncoated pipe is not allowed.

- 1) After staff approval of stormwater management plans, provide an extra set of plans for staff to submit to Lower Minnesota River Watershed District.

Review Lower Minnesota River Watershed District Appendix P for current watershed district standards regarding Bluff protection and stormwater management.

<http://www.watershreddistrict.org/pdf/AppendixP-Standards_October2016.pdf>

Show top of bluff on plan as defined by the Lower Minnesota River Watershed District in Appendix P.

- 2) Show erosion control BMP locations on the plan.
- 3) A National Pollutant Discharge Elimination System (NPDES) construction site permit and Storm Water Pollution Prevention Plan (SWPPP) must be provided.

SWPPP shall follow Appendix A in the NPDES permit for the protection of Ikes Creek
- 4) Provide civil plans for the project. Plan sheets may include grading, drainage, utility, erosion control, traffic control, civil site, etc.
- 5) A Minnesota licensed civil engineer must design and sign all civil plans.
- 6) Utility as-builts must be provided prior to issuance of Certificate of Occupancy.
- 7) 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
- 8) Provide stormwater management plan meeting the requirements of Bloomington Comprehensive Surface Water Management Plan.
- 9) A maintenance agreement must be signed by the property owner and recorded at Hennepin County.
- 10) An erosion control bond is required.
- 11) Utility permits are required for connections to the public storm, sanitary, and water system. Contact Utilities (952-563-8777) for permit information.

Parks and Recreation Review - Pre-App Contact: Randy Quale at rquale@BloomingtonMN.gov, (952) 563-8876

- 1) Need to provide robust erosion controls during construction to protect the ecologically-sensitive ravine to the east, which features a spring fed stream that supports trout. Need to restrict any trails emanating from the property down the banks of the ravine to prevent erosion and other ecological impacts. The walk & bike trail along E. Old Shakopee Rd. should be a minimum of 10' wide and a bituminous surface is preferred.

Assessing Review - Pre-App Contact: Kent Smith at ksmith@BloomingtonMN.gov, (952) 563-8707

- 1) The properties are currently exempt from property taxation. If purchased by June 30th, 2018 they will be taxable for payable 2019. This development will require platting, which will trigger park dedication. Preliminary estimate would be approximately \$3,300, based on information supplied. A park dedication intake form will need to be supplied prior to final calculation.