



Development Review Committee

Approved Minutes

Development Application, #PL201800048

Mtg Date: February 27, 2018

McLeod Conference Room

Bloomington Civic Plaza

1800 West Old Shakopee Road

Staff Present:

Laura McCarthy (Fire Prev, Chair) 952-563-8965
Randy Quale (Park & Rec) 952-563-8876
Tim Skusa (Bldg. & Insp) 952-563-8953
Jen Desrude (Eng.) 952-563-4862
Sara Flagstad (Eng.) 952-563-4627
Eric Wharton (Utilities) 952-563-4579
Travis Schlangen (Utilities) 952-563-8775

Kent Smith (Assessing) 952-563-8707
Eileen O'Connell (Pub Health) 952-563-4964
Erik Solie (Env. Health) 952-563-8978
Heidi Miller (Police) 952-563-4975
Londell Pease (Planning) 952-563-8926
Nick Johnson (Planning) 952-563-8925

Project Information:

Project	Westwood Community Church CUP for a Place of Assembly
Site Address	6301 CECILIA CIR, BLOOMINGTON, MN 55439
Plat Name	NINE MILE WEST 2ND ADDITION;
Project Description	Conditional Use Permit for a place of assembly.
Application Type	Conditional Use Permit
Staff Contact	Nick Johnson
Applicant Contact	Jolene Santema jsantema@cuningham.com Laura Moore lmoore@platinumproperties.com (952) 212-2788 Brian Tempas btempas@cuningham.com (612) 379-5543
PC	03/22/18
CC (tentative)	04/02/18

Guests Present:

Name	Email
Shawn Nicholson	Shawn.nicholson@westwoodcc.org
Jim Theis	Jim.theis@westwoodcc.org
Tim Remington	Tim.remington@westwoodcc.org

Introduction:

- Nick Johnson (Planning):
 - Westwood Community Church is applying for a Conditional Use Permit for a place of assembly in the Limited Industrial I-2 zoning district. The place of assembly would occupy the southern half of the building. The tenant space is 36,405 square feet. Uses within the space will include a worship/sanctuary space, café, classrooms, offices, and a commons area. With exception of sidewalk improvements for facility ingress, minimal exterior site modifications are proposed.

- Applicants clarified that the café is meant to be internal only with no public service.

Discussion/Comments:

- Randy Quale (Park and Recreation): No comment.
- Kent Smith (Assessing):
 - Although the church is exempt from property taxes, because applicant will be leasing from a taxable entity, it will remain on the tax roll.
- Erik Solie (Environmental Health):
 - Please clarify the purpose of the café.
 - Remington answered that it is meant to create a warm and welcoming ambiance for church goers. Guests will be able to get coffee and a muffin before the service.
 - Is there a plan to serve the public, such as for schools or daycares?
 - Remington clarified that no, this will not serve the general public, only church members.
 - Theis added that there could potentially be a convection oven for the cafe.
 - From a health department perspective, applicants are exempt from licensure if its used only for religious purposes. If there is ever a point it's used as a daycare or a school, Environmental Health will be involved because that is a licensed facility.
 - If the facility is rented out for an event, it's considered temporary event scenario.
 - Applicant is on the borderline of being considered exempt, so Solie is willing to meet separately to discuss possible situations in greater detail.
- Tim Skusa (Building and Inspection):
 - Skusa and Johnson discussed the site plan, north side usage and the rated wall.
 - Inquired about the use of the children's rooms.
 - Applicant clarified that the children's rooms are for Sunday school. It will likely be for 1-2 hours once a week.
 - There will need to be a code analysis on the plans for the rooms, including age groups and how many children.
 - Staff will be looking for accessibility for the building as well.
 - Johnson asked if Building and Inspection would like a pre-review meeting with the architect. Skusa replied that that is a possibility.
- Laura McCarthy (Fire Prevention):
 - Fire alarm system needs be suitable for an assembly occupancy.
 - For the Sunday school area, applicant will need to work with Building and Inspections for exiting. If there are any infant rooms, there needs to be two ways out of the room depending on how many infants are in the room (6 or more).
 - Because this is an assembly occupancy with children present, there will be limits on uses for the tenant space to the north side.
 - If there is a hazard occupancy, there may be additional review needed before any leases are signed.
 - Emergency vehicle access needs to be maintained.
 - In regards to the café and kitchen, Fire Prevention will need to see a layout and the appliances proposed to be installed. Convection ovens often times require a hood system. Applicant may want to rethink appliances that will work for stated purposes, but won't trigger a hood system.
 - Applicant would like to avoid a hood system.
 - Fire Prevention is willing to meet with applicant separately to work through this topic. Keep Nick Johnson as the primary contact.
 - McCarthy verified that applicant will continue to use the 6301 Cecilia Circle address. If suite numbers are added for multiple tenants, work with Engineering to ensure that the address conforms to the addressing requirements. Signage may need to be changed if suite numbers are added, which requires working through Planning.

- Heidi Miller (Police):
 - Who is the contact for “Worshiping without Worrying”?
 - Jim Theis. Theis added that he already has this program information.
 - For the north tenant space of the building, Miller suggested contacting Feed My Starving Children to see if they would be interested in the space. .
- Jen Desrude (Engineering) provided the Public Works comments and noted the following:
 - As interior construction work is completed, public streets cannot be used for parking or storage.
 - Bike racks need to be installed.
- Eric Wharton (Utilities):
 - See document markups.
 - Applicant will need a SAC determination from Met Council. This will require a submittal to the Met Council.
 - Both the sewer and water are through Edina. Reach out to them for requirements about adequacy of water supply for demand and fire protection.
 - Bloomington Fire Department provides fire service for this building.
 - Depending on how extensive the kitchen work is, it may trigger a need for grease interception.
 - The hydrants need to be compatible with City of Bloomington standards so they can be used with Bloomington Fire equipment.
 - Are there external civil plans?
 - Applicant clarified that they are moving an entrance to the back of the building and modifying signage, but no major changes to the parking lot.
- Eileen O’Connell (Public Health): No comment.
- Nick Johnson (Planning):
 - Interior trash and recycling facilities are required.
 - Staff has completed a preliminary parking analysis based on two occupancy scenarios: 1) worship area occupancy, and 2) commons area occupancy. The calculations resulted in a total building parking requirement of 249 parking stalls for scenario #1 and 255 parking stalls for scenario #2. There are 266 parking stalls on-site. As a result, a non-concurrent use condition for the worship area and the commons area will be necessary to maintain a Code-compliant quantity of parking. The parking calculations are based on a total parking requirement of 68 spaces for the northern vacant tenant space, which was estimated to have 13,589 square feet of office and 20,257 square feet of warehouse. Future tenants of the vacant office/warehouse space must be reviewed to ensure compliance with Section 21.301.06 of the City Code.
 - Parking lot and exterior lighting serving the place of assembly must meet Section 21.301.07 of the City Code. 190 stalls need to come up to code. Photometric lighting plans must be approved prior to building permit issuance. The lighting must be installed and inspected prior to occupancy. Full compliance is required by 2020, but this is a decision for the property owner.
 - Londell Pease added that the building can never be occupied 100% as a place of assembly; it is not allowed per code. There will always need to be another tenant. Staff discussed with Legal, and 75% is the maximum for place of assembly.



Comment Summary

Application #: PL201800048

Address: 6301 Cecilia Circle, Bloomington, MN 55439

Request: **Conditional Use Permit for a place of assembly.**

Meeting: Pre-Application DRC – December 27, 2017

Post Application DRC - February 27, 2018

Planning Commission - March 22, 2018

City Council (tentative) - April 02, 2018

Planning Review Contact: Nick Johnson at nmjohnson@BloomingtonMN.gov, (952) 563-8925

- 1) Interior trash and recycling must be provided according to City Code (Sec. 19.51) and the MN State Building Code. The facility must be a minimum of 120 square feet.
- 2) Preliminary parking analysis reveals the following parking requirement for two possible occupancy scenarios of the total building:

Worship Assembly: 249 parking stalls

Commons Assembly: 255 parking stalls

There are 266 parking stalls on-site. A non-concurrent use condition for the worship area and commons area will be necessary to maintain a Code-compliant quantity of parking. The total parking calculation is based on the northern tenant space requiring a total parking requirement of 68 spaces (13,589 square feet of office and 20,257 square feet of warehouse). If the occupancy of the northern tenant space is drastically different than the staff assumption, the use mix (office vs. warehouse) will need to be reviewed. The applicant can work with staff if clarification is needed for parking calculations and occupancy scenarios.

- 3) All future signage must comply with Article X - Sign Regulations of the City Code. Separate sign permits must be obtained.
- 4) Parking lot and exterior security lighting serving the place of assembly must meet Section 21.301.07. A minimum of 1.0 foot-candle is required on the parking surface (which may be reduced to 0.5 foot-candles for the outer perimeter of the parking lot).
- 5) Private sidewalks must be a minimum of five feet in width and a minimum of seven feet when perpendicular to parking.

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

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

- 1) Fire alarm system to meet the requirements of both an A and I occupancy if the daycare area will be used for more than 1 day a week. Otherwise meet the requirements of an assembly occupancy.
- 2) Catering kitchen will require either a type I or type II hood if appliances are capable of cooking foods that produces grease laden vapors.
- 3) Maintain emergency vehicle access road around the property.

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

- 1) 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.
- 2) Show location of a bike rack and bike rack detail on the plan.

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

- 1) See Document Markups
- 2) The water supply for this building is served by the City of Edina through a private loop with private hydrants. Adequacy of supply will need to be confirmed with Edina while the hydrants and sprinkler system will need to be reviewed by Bloomington fire officials. This building drains to the Edina wastewater collection system. If additional SACs are due to the change of use they will need to be paid upon issuance of the Bloomington Building Permit for the project.
- 3) Provide civil plans for the project. Plan sheets may include grading, drainage, utility, erosion control, traffic control, civil site, etc.
- 4) Utility permits are required for connections to the public storm, sanitary, and water system. Contact Utilities (952-563-8777) for permit information.
- 5) Contact Met Council (651-602-1378) for Sewer Availability Charge (SAC) determination. Because this building is in Bloomington, if SACs are due, SAC payment would be collected by Bloomington.

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

- 1) Although the applicant might be exempt from taxation, since they will be leasing, the property will remain on the property tax rolls.