



# Development Review Committee

## Approved Minutes

Pre-Application, PL2017-38  
Meeting Date: March 21, 2017  
McLeod Conference Room  
Bloomington Civic Plaza  
1800 West Old Shakopee Road

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### Staff Present:

Laura McCarthy (Fire Prev, Chair) 952-563-8965	Kent Smith (Assessing) 952-563-8707
Tim Skusa (Bldg & Insp) 952-563-8953	Erik Solie (Env. Health) 952-563-8978
Jen Desrude (Eng.) 952-563-4862	Heidi Miller (Police) 952-563-4975
Randy Quale (Park & Rec) 952-563-8876	Michael Centinario (Planning) 952-563-8921
Mike Hiller (Planning) 952-563-4507	Glen Markegard (Planning) 952-563-8923

### Project Information:

Project	Forest Glen Redevelopment
Site Address	2435 E OLD SHAKOPEE RD, BLOOMINGTON, MN 55425
Plat Name	WELLS WOOD ADDITION; FOREST GLEN ADDITION;
Project Description	Redevelopment at former Forest Glen site for a 180 room hotel and a two-story, 22,000 square foot building.
Application Type	Rezoning; Preliminary Development Plan; Final Development Plan Preliminary Plat - Type II; Final Plat - Type II
Staff Contact	Mike Centinario; mcentinario@BloomingtonMN.gov; (952) 563-8921
Applicant Contact	Will Gunter; KFW Engineers(210) 979-8444 Ext: 125; WGunter@kfwengineers.com
Post Application DRC	Yes

### Guests Present:

Name	Email
Will Gunter; KFW Engineers	<a href="mailto:WGunter@kfwengineers.com">WGunter@kfwengineers.com</a>
Rick Thram; Re/Max Commercial	<a href="mailto:rick@advpluscommercial.com">rick@advpluscommercial.com</a>
BJ Patel; Baywood Hotels	<a href="mailto:Bj.patel@baywoodhotels.com">Bj.patel@baywoodhotels.com</a>
Juan Rodriguez; KFW Engineers	<a href="mailto:jrodriguez@kfwengineers.com">jrodriguez@kfwengineers.com</a>
Kurt Blorstad; Baywood Hotels	<a href="mailto:Kurt.blorstad@baywoodhotels.com">Kurt.blorstad@baywoodhotels.com</a>
Arlee Carlson; Sunde Land Surveying	<a href="mailto:arlee@sunde.com">arlee@sunde.com</a>
Nick Lambrecht; WhirlyBall Twin Cities	<a href="mailto:nick@whirlyballtwincities.com">nick@whirlyballtwincities.com</a>
Andrew Berenberg; VAA	<a href="mailto:aberenberg@vaaeng.com">aberenberg@vaaeng.com</a>

### Discussion/Comments:

- Mike Centinario (Planning):
  - Introduced the project stating the proposal is a hotel use accompanied by a second building with an entertainment use. A comment summary sheet was distributed to the applicant team.

- Randy Quale (Park and Recreation):
  - Many restrictions/requirements at this site due to proximity to steep slopes and a stream adjacent within the park ravine. The parkland is very sensitive and has watercress vegetation. Be aware there is no trail access to the parkland from the subject property. Quale suggested a vegetative landscape barrier or a fence may be sufficient to deter foot traffic from hotel guests into the parkland.
- Kent Smith (Assessing):
  - Platting is the trigger for park dedication fees. The very preliminary numbers (\$25,000) associated with the uses are included in the comment summary handout. Park dedication intake form will be provided by Centinario during application submittal process if moving forward.
- Erik Solie (Environmental Health):
  - Asked for more information about the entertainment use located on lot B. Applicant representative stated the use would be WhirlyBall (Bumper Car Sport) with a bar and restaurant component. Target market is corporate groups and youth groups with discounts with hotel stay.
  - Handed out construction guidelines and requirements associated with food use to applicant representative. Stated trash must be handled internally. Clarified hotel will have a pool and that pool will be reviewed by the State of Minnesota.
- Tim Skusa (Building and Inspection):
  - Clarified the proposed entertainment building would be a two story building and the hotel would be of wood construction and four stories.
  - Will need to review plans when they are available.
  - All handicap accessible spaces are required to be a minimum of eight feet wide and identified with signage.
  - Clarified there will be a hotel drop-off area and that valet service is not being provided.
  - Mixing guest rooms and other uses on the first floor of the hotel could be problematic due to the rating for the corridor. Will likely need to arrange for a meeting to go over some of these requirements. Asked if there is an estimate for a start date. Hotel applicant representative stated they would like to start as soon as possible.
- Laura McCarthy (Fire Prevention):
  - Three main concerns: address, access and water supply.
  - Confirmed both buildings will be assigned Old Shakopee addresses.
  - Confirmed site plan provided showed the two buildings on two separate parcels.
  - Landscaping requirements call for trees, but clarified trees planted along the emergency access road between the main road and hotel should be of types that would not reduce the required minimum 20' road width and 13' 6" height fire access to the buildings when mature.
  - Confirmed hotel will not have a full-service kitchen and will serve only a continental style breakfast.
  - Kitchen hood fire suppression system must be tied to sprinkler system in building with full-food service Fire suppression system should be designed for multiple uses and not specific for the WhirlyBall venue use as the use may change in the future. Retrofitting a system once in place is extremely costly.
  - Confirmed the hotel and entertainment uses will be served by surface parking.

- Truck specifications for Ladder 3 will be provided by Jen Desrude in Engineering to determine adequate turning radius through out the property.
- Fire department Connection (FDC) is typically near the hotel entrance, but is not required to be there. Specifics on location can be worked out during the suppression plan review process. The connection must be within 50 feet of a hydrant and cannot have parking spaces in front of the location. Hydrant coverage to be provided within 150 feet of all areas of the building.
- Heidi Miller (Police):
  - Bloomington has a history of a good relationship with the hotels in the community and is looking forward to having a good relationship with this hotel as well.
  - Crime Prevention Through Environmental Design (CPTED) is recommended.
- Jen Desrude (Engineering):
  - Driveway to East Old Shakopee Road is temporary. Will need to plan a cross access easement to the east, when that site redevelops. Show how parking lot can be reconfigured with no access to the north and cross access to the east.
  - Add eight foot sidewalk along north property line to match that on East Old Shakopee Road of South Loop Streetscape Master Plan. Also add sidewalk connections to the buildings shown on the site plan.
  - Trout stream designation and steep slopes/bluff protection must be taken into consideration and the DNR and Lower Minnesota River Watershed District will determine many requirements for this site. Timing of your submittal of the development application may be important in determining the requirements being considered by these entities. Please work with them for a clear determination of what requirements you will need to follow.
- Eileen O'Connell (Public Health):
  - O'Connell was not present but asked for clarification on whether the hotel building would be smoke free. The applicant representatives stated the interior of the hotel would likely be smoke free.
- Mike Centinario (Planning):
  - STC Rating documentation is required. Centinario will supply applicant representative with examples of other hotel conditions of approval in the South Loop District.
  - Property is currently zoned CS-1 with an AR-17 Overlay Zoning District. Crane use may require a FAA 7460 analysis.
  - Comprehensive Plan guides the site for Innovation Technology. Hotels are a permitted use. Entertainment use is a provisional use which requires the use to be a related element to a development primarily devoted to a permitted use. Architectural integration of the Lot B building with the hotel is needed to create that relationship.
  - The outcomes of the MN DNR review of the adjacent creek and the Watershed's proposed requirements could have a significant impact on site design. Continue to engage City staff and other governing bodies to understand and account for those development constraints.
  - Need a floor plan of the recreation/entertainment use to complete a parking analysis.
  - All parking lot islands must be a minimum of eight feet wide and incorporate one tree.

- If it is the intent of the applicant to be Code compliant, there can be no deviations shown on the plans. Alternative is to add a Planned Development overlay.
- Lot A does not meet the minimum lot width requirements in the CS-1 Zoning District (200 feet). Lot B does not meet the minimum lot area requirements in the CS-1 Zoning District (120,000 square feet). Is it necessary for the lot be divided into two lots? The proposed lot configuration could not be approved as presented.
- Parking lot and exterior lighting must meet Section 21.301.07.
- Clarified the applicant is intending to have the hotel have two different flags in the same building.



## Comment Summary

**Application #:** PL2017-38

**Address:** 2435 E OLD SHAKOPEE RD, BLOOMINGTON, MN 55425

**Request:** **Redevelopment at former Forest Glen site for a 180 room hotel and a two-story, 22,000 square foot building.**

**Meeting:** Pre-Application DRC - March 21, 2017

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

- 1) A number of comments relate to annotations on the site plan. Please see document markups.
- 2) The properties are zoned CS-1 Commercial Service with the Airport Zoning Overlay. The properties are guided Innovation and Technology in the Comprehensive Plan, although there is no corresponding Innovation and Technology Zoning District. The Comprehensive Plan acknowledges hospitality as an acceptable land use.
- 3) Hotels are permitted principal uses in the CS-1 district. Staff did not receive details on the Lot B use, but understand it to be a recreation/entertainment use. Recreational facilities are provisional uses, which requires the use to be a related element to a development primarily devoted to a permitted use. The freestanding Lot B building, with 162 dedicated parking stalls, if intended to be a recreational use, could not be considered a provisional use. The Lot B building should be integrated with the hotel to create a larger, interconnected development to create the relationship.
- 4) The outcome of the Minnesota DNR review of the adjacent creek and the Watershed's proposed requirements could have a significant impact on site design. Continue to engage City staff and other governing bodies to understand and account for those development constraints.
- 5) List the number of parking spaces required by city code and the number of spaces provided on the site plan. The number of parking stalls identified for the hotel meet the Code requirement. However, because the uses and their corresponding square footages for the other building were not provided, staff could not complete the parking requirement calculation.
- 6) Each parking lot island must be 8 feet wide (inside to inside measurements) and must have a minimum of one tree. A number of parking lot islands on the plan do not meet the width requirement.
- 7) The site is located in the MSP Airport Overlay Zoning District and is subject to FAA height limitations. Two and four story buildings are well below the height limits, but you most likely will need to complete an FAA 7460 analysis for construction cranes.

- 8) Provide a sidewalk connection from the building to public sidewalk or street. The public sidewalk must be consistent with South Loop design standards.
- 9) City Code requires one tree per 2,500 square feet of developable area and one shrub per 1,000 square feet of developable area.
- 10) The location of the freestanding sign does not meet the minimum 20 foot setback. Relocate sign to meet setback requirement.
- 11) Parking lot and exterior security lighting must meet Section 21.301.07. Please review City Code standards for retail and service oriented uses. An initial and maintained lighting plan, signed by an engineer or LC, will be required prior to the issuance of a building permit.
- 12) Provide detailed use characteristics for the building shown on Lot B. Use characteristics are needed to confirm the use is consistent with zoning standards and to complete a parking analysis.
- 13) Trash room must meet size requirements in Section 19.51 of the City Code.
- 14) There is a minor parking setback encroachment on the northwest corner of the site. The minimum parking lot setback is 20 feet.
- 15) Sidewalks, when next to parking stalls, must be 7 feet wide to accommodate vehicle overhand. Private sidewalks must maintain 5 feet clear.
- 16) Show location of a bike rack and bike rack detail on the plan.
- 17) Lot A does not meet the minimum lot width requirement in the CS-1 Zoning District (200 feet). Lot B does not meet the minimum lot area requirement in the CS-1 Zoning District (120,000 square feet). What is the purpose for two lots instead of one?
- 18) Exterior materials must meet Section 19.63.08. Please review these standards carefully. EIFS is not permitted as a primary material.
- 19) Please confirm proposed accessible stalls meet State of Minnesota accessibility requirements.
- 20) Park dedication will be required with the subdivision. Please complete the park dedication form provided by staff.

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

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

- 1) Provide auto turn diagram using Ladder 3 dimensions for turning radius verification for both lots.
- 2) Provide hydrant coverage within 150 feet of all areas of the buildings.

**Public Works Review - Pre-App Contact:** Jen Desrude at [jdesrude@BloomingtonMN.gov](mailto:jdesrude@BloomingtonMN.gov), (952) 563-4862

- 1) Driveway to East Old Shakopee Road is temporary. Will need to plan a cross access easement to the east, when that site redevelops. Show how parking lot can be reconfigured with no access to the north and cross access to the east

**Health Department Review - Pre-App Contact:** Eileen O'Connell at eoconnell@BloomingtonMN.gov, (952) 563-4964

- 1) Will this hotel be tobacco free? Because of the location will there be connecting sidewalks, signaled crosswalks, and safe manner to get to MOA and other area attractions such as the wildlife preserve?

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

- 1) Add Street names to plan
- 2) Show bluff protection zone limits & trout stream requirements like the 50 ft. average buffer and the 300 ft. Army Corps Individual permit line
- 3) Add 8' sidewalk along north property line to match Subarterial category (EOSR) of SoLo Streetscape Master Plan
- 4) Move sign to accommodate new sidewalk
- 5) What is this crossing of the drive aisle? If it is a pedestrian crossing, stripe out the parking stalls so people can access it and move trees so pedestrians are visible.
- 6) Parking lot end caps need to be a minimum of 8' wide
- 7) Assume this building is just a place holder. In final plan, handicap stalls need to be closer to the door
- 8) Show utilities in street - there are two CBs in this area--it may be necessary to move them or change grates
- 9) Location of Master Sign may interfere with sidewalk requirements.
- 10) South Loop sidewalk requirements
- 11) Verify with geotechnical engineer and Bloomington Water Resources that a treatment device this close to the bluff will not cause issues
- 12) This back to back angle is not recommended for sanitary sewer. Install MH
- 13) Show looped watermain system and private fire hydrants
- 14) Seal well 27W0015200 and coordinate with Bloomington Environmental Health for permits and inspection (Current status of well is Unknown)
- 15) Include Bloomington detail for Non-Res Driveway Approach with Blvd Sidewalk in final submittal
- 16) Private common driveway/access easement/agreement must be provided.
- 17) Provide civil plans for the project. Plan sheets may include grading, drainage, utility, erosion control, traffic control, civil site, etc.

- 18) A Minnesota licensed civil engineer must design and sign all civil plans.
- 19) Disabled parking signage and pavement markings must be placed in accordance with ADA and MMUTCD
- 20) 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.
- 21) 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](http://www.bloomingtonmn.gov/information-sheets-and-handouts-engineering-division)
- 22) Show and label all property lines and easements on all plan sheets.
- 23) Provide a sidewalk connection from the building to public sidewalk or street.
- 24) A sidewalk or trail meeting the requirements of the City Code and/or Alternative Transportation Plan must be constructed at the developer's expense.
- 25) 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](mailto:jdesrude@BloomingtonMN.gov), (952) 563-4862

- 1) Private common utility easement/agreement must be provided.
- 2) Private common driveway/access easement/agreement must be provided.
- 3) Existing easements must be vacated.
- 4) Property must be re-platted. Right of Way dedication and sidewalk/bikeway, and drainage/utility easements required.

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

- 1) Right-of-way dedication is required on the final plat. To include South Loop District Plaza (NW corner of site) and along East Old Shakopee Road (north property line of site).
- 2) 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](mailto:sjenkins@BloomingtonMN.gov)) for permit information.
- 3) Illustrate on plan that the clear view triangle (15' from property corner to driveway approaches) is not obstructed by landscaping or signage.
- 4) Existing curb cuts must be removed and replaced with curb and gutter per City standard details.



- 5) 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.
- 6) Provide appropriate MMUTCD references for signs proposed for circulating traffic. All private signage must be installed outside of the city right-of-way.
- 7) All parking stall striping must be painted white. Parking islands must be 3-feet shorter than the parking stall and 8-feet wide.
- 8) Disabled parking signage and pavement markings must be placed in accordance with ADA and MMUTCD
- 9) 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.
- 10) Install crosswalk pavement markings in accordance with MMUTCD
- 11) Provide a sidewalk connection from the building to public sidewalk or street.
- 12) Show location of a bike rack and bike rack detail on the plan.
- 13) List the number of parking spaces required by city code and the number of spaces provided on the site plan.
- 14) Move treatment device outside of right of way and future South Loop District Plaza area.
- 14) See Document Markups
- 15) A traffic study is required for the proposed temporary driveway approach along the north property line. Study shall review at a minimum the proposed location, impacts and interaction of the proposed access with westbound to southbound left turn queuing. Study shall also look at impacts of proposed access with northbound to eastbound right turning traffic.
- 16) Sidewalk width will need to meet City Code requirements for five foot unobstructed width (after accounting for vehicle overhang).
- 16) Non-access easement must be provided along northern property line.
- 17) Move landscaping, pond, retaining wall, or other structure out of right-of-way or easement.
- 18) A sidewalk or trail meeting the requirements of the City Code and/or Alternative Transportation Plan must be constructed at the developer's expense.

**Utility Review - Pre-App Contact:** Jen Desrude at [jdesrude@BloomingtonMN.gov](mailto: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](http://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) Contact Met Council (651-602-1378) for Sewer Availability Charge (SAC) determination.
- 8) A minimum 10-foot horizontal separation and 18-inch vertical separation is required between watermain and sewers.
- 9) Provide peak hour and average day water demand and wastewater flow estimates.
- 10) Loop water system (supply from two points) to provide increased reliability of service and reduction of head loss.
- 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.
- 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) Use schedule 40, SDR 26, or better for PVC sewer services.

- 24) Combination fire and domestic services must terminate with a thread on flange or an MJ to flange adapter.
- 25) 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.

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

- 1) 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](http://www.bloomingtonmn.gov/information-sheets-and-handouts-engineering-division)
- 2) A maintenance agreement must be signed by the property owner and recorded at Hennepin County.
- 3) A National Pollutant Discharge Elimination System (NPDES) construction site permit and Storm Water Pollution Prevention Plan (SWPPP) must be provided.
- 4) An erosion control bond is required.
- 5) Show erosion control BMP locations on the plan
- 6) List erosion control maintenance notes on the plan.
- 7) Provide a turf establishment plan
- 8) After staff approval of stormwater management plans, provide an extra set of plans for staff to submit to Lower Minnesota River Watershed District.
- 9) NPDES construction permit Appendix A requires 100' buffer from trout stream.
- 9) Stormwater management plan must be provided to meet Bloomington comprehensive surface water management plan.
- 10) See Lower Minnesota River Watershed District website for pending watershed plan amendment (Bluff and steep slopes)  
<http://www.watershreddistrict.org/>

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

- 1) The proposed hotel will require 2 separate plan reviews, 1-hotel, 2-Food area  
Provide 2 complete sets of plans, with HVAC, Plumbing and electrical, along with an Environmental Health Plan review application for any facility that requires licensing  
Provide specification sheets on all the proposed equipment to be used  
Provide a menu  
Provide details & location of external grease trap

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

- 1) Due to the need to re-plat the property, Park Dedication is triggered. Based on very preliminary information supplied, an estimate is approximately \$24,000. A Park Dedication Intake Form will be required prior to formal DRC.