



# Development Review Committee

## Approved Minutes

Pre-Application, PL202100012  
Meeting Date: February 2, 2021  
(Via Webex)

### Staff Present:

- |   |   |
|---|---|
| Brian Hansen (Eng., Chair) 952-563-4543   | Jason Heitzinger (Assessing) 952-563-4512   |
| Laura McCarthy (Fire Prev.) 952-563-8965  | Mike Thissen (Env. Health) 952-563-8981     |
| Tim Skusa (Bldg & Insp) 952-563-8953      | Michael Centinario (Planning) 952-563-8921  |
| Tim Kampa (Utilities) 952-563-8776        | Glen Markegard (Planning) 952-563-8923      |
| Maureen O'Brien (Legal) 952-563-8781      | Londell Pease (Planning) 952-563-8926       |
| Rena Clark (Park & Rec) (952) 563-8890    | Mark Stangenes (Env. Health) 952-563-8980   |
| Mark Stangenes (Env. Health) 952-563-8980 | Nicholas Kelly (Public Health) 952-563-4962 |
|   | Amanda Moe (Bldg & Insp) 952-563-8961       |

### Project Information:

- |                      |   |
|----------------------|---|
| Project              | Crowne Plaza Hotel to Residential Conversion  |
| Site Address         | 3 and 4 Appletree Square  |
| Plat Name            | APPLETREE SQUARE 2 <sup>ND</sup> ADDITION   |
| Project Description  | Major Revision to the Appletree Square preliminary development plan and final development plans to convert an existing hotel to multiple-family residential at 3 & 4 Appletree Square |
| Application Type     | Major revised Preliminary and Final Development Plan  |
| Staff Contact        | Mike Centinario – <a href="mailto:mcentinario@bloomingtonmn.gov">mcentinario@bloomingtonmn.gov</a> (952) 563-8921   |
| Applicant Contact    | Michael Roebuck – <a href="mailto:mike@ronclark.com">mike@ronclark.com</a> (952) 947-3022   |
| Post Application DRC | YES   |

NOTE: To view all documents and minutes related to this review, please go to [www.blm.mn/plcase](http://www.blm.mn/plcase) and enter "PL202100012" into the search box.

### Guests Present:

Name	Email
Michael Roebuck	<a href="mailto:mike@ronclark.com">mike@ronclark.com</a>
Mike Waldo	<a href="mailto:mwaldo@ronclark.com">mwaldo@ronclark.com</a>
Carl Kaeding	<a href="mailto:carl@kaeding-group.com">carl@kaeding-group.com</a>

### INTRODUCTION – Mike Centinario (Planning):

The proposed residential and retail conversion (pharmacy with other retail spaces) requires a major revision to the development plan. The conversion from hotel to apartments is a major revision to the Appletree Square preliminary development plan (PDP). The final development plans are the plans representing the physical site changes.

**Discussion/Comments:**

**PLEASE NOTE:** Below is not a complete list of comments. Please read the comment summary and review plan mark-ups for a full list of comments.

- Renae Clark (Park and Recreation):
  - No comment.
- Jason Heitzinger (Assessing):
  - No comment.
- Mark Stangenes (Environmental Health):
  - Application for a rental license must be approved prior to occupancy.
  - Must meet all requirements from the 2012 IPMC (International Property Maintenance Code), Bloomington City Code and other applicable codes (2018 IBC (International Building Code), etc.). See specifically the living area size requirements.
- Tim Skusa (Building and Inspection):
  - If any preliminary meetings are needed, contact Building and Inspections.
  - Efficiency dwelling units must meet the requirements of 2020 MN Building Code section 1207.4.
  - Sound transmission shall meet the requirements of 2018 IBC section 1206.
- Laura McCarthy (Fire Prevention):
  - Fire alarm system to meet the requirements of the occupancy as determined by the building code for all areas including the commercial and residential upgrades.
  - All required smoke and CO detection shall be code compliant including the replacement of detectors 10 years or older.
- Brian Hansen (Engineering):
  - Maintain min. 2 foot clear zone from edge of sidewalk.
  - Show and label all property lines and easements on all plan sheets.
  - If more than 5,000 SF of new or reconstructed impervious, stormwater management required. Provide stormwater management plan meeting the requirements of Bloomington Comprehensive Surface Water Management Plan.
- Tim Kampa (Utilities):
  - Install hydrants to provide fire protection for entire building. Each hydrant covers 150-foot radius. Make sure there is an accessible hydrant within 50' of the FDC. Another hydrant is needed on the NE corner of the building.
  - Any new or substantial remodel of a food service facility must provide an exterior grease interceptor and grease interceptor maintenance agreement.
  - Many new developments are proposed or under construction in this area of the City. This has made it necessary for City staff to begin a City wide analysis of Sewer and Water system capacity for proposed development. An upgrade in sewer capacity serving this property is scheduled for American Blvd and 28th Ave S. in 2021 and 2022. Please provide proposed peak hour and average day water demand and wastewater flow estimates so City staff can evaluate if there is adequate capacity available to serve this development.
- Nicholas Kelly (Public Health):
  - Questioned whether building was smoke free.

- Applicant responded yes, it is smoke free.
- Maureen O'Brien (Legal):
  - Approximately \$172,000 owed on property for lodging taxes from previous fees.
- Cherie Shoquist (HRA):
  - Opportunity Housing Ordinance – need completed affordable housing plan. Need follow up outside of meeting for potential incentives.
- Mike Thissen (Env. Health):
  - Any changes to restaurant in bar need to contact Erik Solie regarding food licensing and requirements.
- Mike Centinario (Planning):
  - Detailed requirements due to the land use change. There are no micro-units in the city currently, which is a new opportunity, but there are some challenges.
  - Identify the number of parking stalls required and the number proposed. Staff anticipates the number of parking stalls required by City Code is dramatically higher than the proposed supply. A parking study analyzes the shared parking proposed, but a large deviation would need to be approved. An automatic 30% parking stall reduction would be applied for the residential portion of the parking requirement, if certain affordable housing levels are met, but the parking reduction would not be applied "by-right" to the restaurant and retail uses.
  - City Code requires one storage space per unit. Have areas been identified that can be retrofitted into storage rooms. Some flexibility is included through Chapter 9, Opportunity Housing Ordinance incentives, but a substantial amount of storage units would be needed. This is particularly the case given the proposed micro units, which would have little storage within the dwelling unit.
  - Locating mechanical equipment in front of the building on a major corner is sub-optimal. If a less visible location is not possible, a mechanical enclosure may serve as a public art opportunity.
  - There is limited area for snow storage and landscaping.
  - A minimum 20 foot landscape yard is required along all street frontages. The phase 2 plan does not meet this requirement and a deviation from City Code is needed. Landscaping would need to be removed for the surface parking to be constructed. Replanting may be challenging. As part of the PDP submittal, a requirement will be a conceptual landscaping plan to demonstrate landscaping can be successfully implemented.
  - There was an addition of a ramp connecting sidewalk to phase 2 retail, and staff appreciates effort to show this.
- Applicant Comments:
  - This is naturally occurring affordable housing
  - The outstanding lodging taxes are on their radar
  - The building will be smoke free
  - There will be no changes to restaurant or bar
  - For the unit size, they are asking for concession and finding a way for micro-unit to act as studio.
  - There has been recent push back on affordable housing and unit layouts. Possibly leaving 3 or 4 as extended stay?
    - Mike C responded this may help with parking but more conversation needed as parking study is underway. The study would need to be revised to reflect the amended proposal.



# Comment Summary

**Application #:** PL2021-12  
**Address:** 4 APPLETREE SQUARE, BLOOMINGTON, MN 554253 APPLETREE SQUARE, BLOOMINGTON, MN 55425  
**Request:** **Major Revision to the Appletree Square preliminary development plan and final development plans to convert an existing hotel to multiple-family residential at 3 & 4 Appletree Square**  
**Meeting:** Pre-Application DRC - February 02, 2021

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**NOTE: All comments are not listed below.  
Please review all plans for additional or repeated comments.**

**Environmental Health Review - Pre-App Contact:** Mark Stangenes at [mstangenes@BloomingtonMN.gov](mailto:mstangenes@BloomingtonMN.gov), (952) 563-8980

- 1) Garbage Enclosure Minimum Design Standards.  
Refuse storage and handling facilities, other than those identified in Section 21.301.17 (d), shall have an exterior design using building materials consistent with the primary structure. The interior shall comply with the following minimum requirements:
  - (1) for all uses other than grocery stores, restaurants or other food service facilities:
    - (A) Doors shall be designed to function properly during periods of ice and snow.
    - (B) Bump rails or bollards are required to prevent penetration of the walls by the dumpster.
  - (2) For grocery stores and food service facilities:
    - (A) Floors shall be covered with quarry tile or equivalent with integral sanitary cove base tile.
    - (B) Walls shall have a smooth non-absorbent material sealed or finished to withstand frequent cleaning.
    - (C) Bump rails or bollards are required to prevent penetration of the walls by the dumpster.
    - (D) Doors shall be designed to function properly during periods of ice and snow.
    - (E) Hose bib with back flow prevention shall be provided for cleaning the facility.
    - (F) Floor drains shall be connected to the sanitary sewer system.
    - (G) Ventilation (UMC) and heat source to maintain a temperature above a minimum of 55 degrees F
- 2) 2. Application for a rental license must be approved prior to occupancy.  
3. Must meet all requirements from the 2012 IPMC (International Property Maintenance Code), Bloomington City Code and other applicable codes (2018 IBC (International Building Code), etc.).  
" An efficiency living unit shall conform to the requirements of the code except as modified herein:
  1. The unit shall have a living room of not less than 220 square feet of floor area. An additional 100 square feet of floor area for each occupant in excess of two
  2. The unit shall be provided with a separate closet
  3. The unit shall be provided with a kitchen sink, cooking appliance and refrigerator, each having a clear working space of not less than 30 inches in front. Lights and vents req.

4. The unit shall be provided with a separate bathroom containing a water closet, lavatory and bathtub or shower. "

4. Specific items of note from 2018 IBC for Efficiency units:

5. Specific items of note from 2012 IPMC for Efficiency units:

a. The maximum number of occupants shall be three

6. Specific items of note from Bloomington City Code:

a. The unit shall be provided with a kitchen sink, stove with an oven, and full-sized refrigerator.

Microwave and toaster-style ovens, dormitory-style refrigerators and bathroom hand washing sinks are not approved kitchen appliances.

7. The plan doesn't show kitchens in all the units. Do you plan to use any of these units for transient lodging? i.e. – for less than 30 days

8. Are you going to provide laundry for resident use?

9. Are you providing trash and recycling access for all tenants? Each floor? Etc.

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

- 1) Fire alarm system to meet the requirements of the occupancy determined by the building code for all areas including the commercial and residential upgrades.
- 2) All required smoke and CO detection shall be code compliant including the replacement of detectors 10 years or older.
- 3) Emergency responder radio coverage meeting the requirements of appendix L in the 2015 MSFC shall be provided throughout the property and within the structures.
- 4) Building/property shall be adequately signed for emergency response.

**Construction/Infrastructure Review - Pre-App Contact:** Brian Hansen at [bhansen@BloomingtonMN.gov](mailto:bhansen@BloomingtonMN.gov), (952) 563-4543

- 1) Maintain min. 2' clear zone from walk
- 2) Ensure landings do not exceed 2% in all directions

**Traffic Review - Pre-App Contact:** Brian Hansen at [bhansen@BloomingtonMN.gov](mailto:bhansen@BloomingtonMN.gov), (952) 563-4543

- 1) Provide proposed parking stalls vs City code parking requirements.
- 2) Show location of a bike rack and bike rack detail on the plan.
- 3) List the number of parking spaces required by city code and the number of spaces provided on the site plan.
- 4) 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.
- 5) All parking stall striping must be painted white. Parking islands must be 3-feet shorter than the parking stall and 8-feet wide.
- 6) Provide trip generation numbers for the site using ITE Trip Generation Standards.
- 7) Illustrate that sidewalks meet ADA requirements for cross slope and longitudinal grade. Construct sidewalk ramps with metal truncated domes, if required.

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

- 1) Must meet 2020 MN State Building Code
- 2) Must meet 2020 MN Accessibility Code.
- 3) Provide a detailed code analysis with the plans.
- 4) SAC review by MET council will be required.

- 5) Efficiency dwelling units must meet the requirements of 2020 MN Building Code section 1207.4.
- 6) Sound transmission shall meet the requirements of 2018 IBC section 1206.
- 7) For all Plumbing plan reviews with job valuations over \$50,000: The plumbing plans must be submitted to the State of MN for review. A Plumbing permit is also required to be submitted to the City of Bloomington - Building and Inspections.

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

- 1) The conversion from hotel to apartments is a major revision to the Appletree Square preliminary development plan (PDP). The final developments plans are the plans that represent the physical changes to the site.

In terms of uses, multiple-family is a permitted use. Restaurants and retail are permitted limited uses. A limited use are subordinate uses that do not exceed 25% of the overall gross floor area.

- 2) Each parking lot island must be 8 feet wide (inside to inside measurements) and must have a minimum of one tree.
- 3) Parking lot and exterior security lighting must meet Section 21.301.07.
- 5) Modifications to the building exterior must meet Section 19.63.08. Given the prominent location, the phase 2 retail modifications must enhance the overall character of the South Loop District.
- 6) A three foot high screen for a parking lot adjacent to all public streets
- 7) The minimum drive aisle width or parking space does not meet the City Code requirements (21.301.06). Based on a preliminary review of ITE standards, the minimum drive lane width is 18 feet.
- 8) A minimum 20 foot landscape yard is required along all street frontages. The phase 2 plan does not meet this requirement and a deviation from City Code is needed. Landscaping would need to be removed for the surface parking to be constructed. Replanting may be challenging. As part of the PDP submittal, a requirement will be a conceptual landscaping plan to demonstrate landscaping can be successfully implemented.
- 9) Identify the number of parking stalls required and the number proposed. Staff anticipates the number of parking stalls required by City Code is dramatically higher than the proposed supply. A parking study is analyzing the shared parking proposed, but a large deviation would need to be approved. An automatic 30% parking stall reduction would be applied for the residential portion of the parking requirement, but the parking reduction would not be applied "by-right" to the restaurant and retail uses.
- 10) Interior trash and recycling must be provided (see City Code Section 21.301.17).
- 11) City Code requires one storage space per unit. Have areas been identified that can be retrofitted into storage rooms. Some flexibility is included through Chapter 9, Opportunity Housing Ordinance incentives, but a substantial amount of storage units would be needed. This is particularly the case given the proposed micro units, which would have very little storage within the dwelling unit.
- 12) Locating mechanical equipment in front of the building on a major corner is sub-optimal. If a less visible location is not possible, a mechanical enclosure may serve as a public art opportunity.
- 13) Extend easternmost parking island to better encapsulate the parking area. Shorten mid-row island - add curb and gutter with a deciduous tree.
- 14) Is a secondary pedestrian connection possible on the south end of the site?
- 15) While the site falls just outside the airport noise mitigation boundary, additional noise mitigation may be required through the Building Code due to the change of use.
- 16) Show location of a bike rack and bike rack detail on the plan.
- 17) Extend 10-foot trail along the entirety of the new parking area.
- 18) Provide additional details on how trash will be managed. Would there be a trash shoot on every level? Please review trash and recycling requirements in Section 21.301.17.

**PW Admin Review - Pre-App Contact:** Brian Hansen at bhansen@BloomingtonMN.gov, (952) 563-4543

- 1) Show and label all property lines and easements on all plan sheets.

- 2) Does the private common driveway/access easement/agreement need to be updated with the change of use?
- 3) Property is two lots. Consider platting into one lot.

**Utility Review - Pre-App Contact:** Brian Hansen at bhansen@BloomingtonMN.gov, (952) 563-4543

- 1) Provide civil plans for the project. Plan sheets may include grading, drainage, utility, erosion control, traffic control, civil site, etc.
- 2) Install hydrants to provide fire protection for entire building. Each hydrant covers 150-foot radius. Make sure there is an accessible hydrant within 50' of the FDC. Another hydrant is needed on the NE corner of the building.
- 3) A Minnesota licensed civil engineer must design and sign all civil plans.
- 4) Any new or substantial remodel of a food service facility must provide an exterior grease interceptor and grease interceptor maintenance agreement. See Engineering Detail 412 for reference. If the restaurant remains make sure there is a grease interceptor on the sewer service.
- 5) Many new developments are proposed or under construction in this area of the City. This has made it necessary for City staff to begin a City wide analysis of Sewer and Water system capacity for proposed development. An upgrade in sewer capacity serving this property is scheduled for American Blvd and 28th Ave So in 2021 and 2022. Please provide proposed peak hour and average day water demand and wastewater flow estimates so that City staff can evaluate if there is adequate capacity available to serve this development.

**Water Resources Review - Pre-App Contact:** Brian Hansen at bhansen@BloomingtonMN.gov, (952) 563-4543

- 1) Provide civil plans for the project. Plan sheets may include grading, drainage, utility, erosion control, traffic control, civil site, etc.
- 2) 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.
- 3) Show erosion control BMP locations on the plan
- 4) After staff approval of stormwater management plans, provide an extra set of plans for staff to submit to Lower Minnesota River Watershed District.
- 5) If more than 5,000 SF of new or reconstructed impervious, stormwater management required. Provide stormwater management plan meeting the requirements of Bloomington Comprehensive Surface Water Management Plan.
- 6) Provide a turf establishment plan
- 7) Utility as-builts must be provided prior to issuance of Certificate of Occupancy.
- 8) If stormwater management is required, a maintenance agreement must be signed by the property owner and recorded at Hennepin County.

**Environmental Health Review - Pre-App Contact:** Mike Thissen at mthissen@BloomingtonMN.gov, (952) 563-8981

- 1) City rental license required.