



# Development Review Committee

## Approved Minutes

Pre-Application PL2022-250  
Meeting Date: December 20, 2022  
McLeod Conference Room and Web-Ex  
Bloomington Civic Plaza  
1800 West Old Shakopee Road

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### Staff Present:

Brian Hansen (Eng., Chair) 952-563-4543  
Laura McCarthy (Fire Prev) 952-563-8965  
Duke Johnson (Bldg & Insp) 952-563-8959  
Kevin Toskey (Legal) 952-563-4889  
Rozlyn Tousignant (Eng) 952-563-4627  
Erik Solie (Env. Health) 952-563-8978  
Mike Thissen (Env. Health) 952-563-8981

Jason Heitzinger (Assessing) 952-563-4512  
Daniel Bethke (Assessing) 952-563-4649  
Tim Bulger (Assessing) 952-563-8708  
Londell Pease (Planning) 952-563-8926  
Glen Markegard (Planning) 952-563-8923  
Derly Navarro (Planning) 952-563-8961

### Project Information:

Project	Veterinarian Clinic with drive-through services
Site Address	10700 Bloomington Ferry Road
Plat Name	Reserve Addition
Project Description	Final Site and Building Plans and a Conditional Use Permit to convert a vacant C-store and fuel sales facility into a veterinarian clinic with drive-through services
Application Type	Final Site and Building Plans and a Conditional Use Permit
Staff Contact	Derly Navarro – <a href="mailto:dnavarro@bloomingtonmn.gov">dnavarro@bloomingtonmn.gov</a> or (952) 563-8961
Applicant Contact	Trent Duppenhaler - <a href="mailto:trent@steadymanagementllc.com">trent@steadymanagementllc.com</a> Or (503) 927-8410
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 “PL202200250” into the search box.

### Guests Present:

Name	Email
Trent Duppenhaler	<a href="mailto:trent@steadymanagementllc.com">trent@steadymanagementllc.com</a>
Sam	<a href="mailto:sam@teamsteadyrealestate.com">sam@teamsteadyrealestate.com</a>

### INTRODUCTION – Derly Navarro (Planning):

The applicant requests Final Site and Building Plans to convert a convenience store into a drive-through veterinarian clinic located at 10700 Bloomington Ferry Road. The existing building is a convenience market with fuel of approximately 4,700 square feet. The applicant proposes to remove the pumps, tankes and canopy to construct a drive-through veterinarian clinic, and the Environmental Site Assessment was submitted with the pre-application.

**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.

- Jason Heitzinger (Assessing):
  - No comment
- Erik Solie/Mike Thissen (Environmental Health):
  - Thissen noted that if any animal boarding is conducted that the City has a commercial animal license the applicant would need to apply for.
  - Thissen addressed support for the plans for removal of the underground storage tank.
- Duke Johnson (Building and Inspection):
  - Johnson reminded the applicant to follow MN State Building Code.
  - Johnson noted applicant may need a parking lot permit depending on the plans.
- Laura McCarthy (Fire Prevention):
  - McCarthy explained that the tanks are required to be removed regardless of tenant occupancy. A discussion was held regarding the MPCA permit. Bloomington Fire Prevention requires the contractor removing the tanks to obtain a City of Bloomington tank permit. The MPCA has notification requirements as well which can be viewed at <https://www.pca.state.mn.us/sites/default/files/t-u2-20.pdf>
  - McCarthy asked about the plans for the canopy. Applicant indicated their intentions for removing the canopy.
- Brian Hansen(Engineering):
  - Hansen noted that any food operator tenants will require the installation of an exterior grease interceptor.
  - Hansen noted that the property falls within the RPBC Watershed District and the applicant will need to follow up with them regarding any permitting they require.
- Kevin Tosky (Legal):
  - No comment
- Derly Navarro (Planning):
  - Final Site & Building Plan for the exterior changes and a conditional use permit for the veterinary clinic would be required.
  - Pet services facilities must provide: A) odor mitigation plan, B) cleaning and maintenance plan, and C) disposal methods for all animal waste material.
  - Interior trash and recycling must be provided (see City Code Section 21.301.17).
  - With the change of use, a sidewalk connection from the building to public sidewalk or street must be provided.
  - If an outdoor area for pets is provided, details must be shown on the plans submitted.
  - Drive-through layout and operational characteristics must be provided in detail in the application materials.
  - Is pet boarding part of the operations? If so, please identify the area and describe all operational characteristics in the application materials.
  - The next application deadline for a Conditional Use Permit is January 11, 2023. This would be for a February 16, 2023, Planning Commission hearing.
  - Applicant asked about adding an additional drive-thru. Pease noted that there may not be enough room in the space, the City would need to review circulation for the site. The City treats pick-up windows and drive-thrus the same.



# Comment Summary

**Application #:** PL202200250

**Address:** 10700 BLOOMINGTON FERRY RD, BLOOMINGTON, MN 55438

**Request:** **Final Site and Building Plans to convert a C-Store into a drive-through veterinarian clinic**

**Meeting:** Pre-Application DRC - December 20, 2022

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**NOTE: All comments are not listed below.**

**Please review all plans for additional or repeated comments.**

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

- 1) No Building Code Comments – A parking Lot permit is required for any work in the parking lot.
- 2) Contact Met Council (651-602-1378) for Sewer Availability Charge (SAC) determination.

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

- 1) Maintain emergency vehicle access and circulation throughout the property.
- 2) Fire alarm, annunciator panel, and Knox box locations are to be determined by the fire prevention team. The fire alarm system will need to be upgraded for the new occupancy classification.
- 3) Entire space(s) must have fully Code complying sprinkler protection.

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

1. A commercial animal license is required if you will be boarding dogs or cats

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

- 1) Earth disturbances of 5000 sq-ft or more and/or 50 cubic yards or more of earth material require a sediment and erosion control plan and permitting from the Riley Purgatory Bluff Creek Watershed District ([www.rpbewd.org](http://www.rpbewd.org)). Additional stormwater management rules may apply for fully reconstructed impervious surfaces.

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

- 1) Private common utility easement/agreement must be provided.
- 2) Private common driveway/access/parking easement/agreement must be provided.

**Utility Review 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) All unused water services must be properly abandoned at the main. All unused sanitary sewer services must be properly abandoned at the property line.
- 3) Provide a minimum of 8 feet and a maximum of 10 feet of cover over all water lines, valves, services, etc.
- 4) All water system components, 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.
- 5) Use Class 52 DIP water main for pipe 12 inches in diameter and smaller. A minimum of eight mil poly wrap is required on all DIP.
- 6) A minimum 10-foot horizontal separation and 18-inch vertical separation is required between watermain and sewers.
- 7) Utility permits are required for connections to the public storm, sanitary, and water systems. Contact Utilities (952-563-8777) for permit information.
- 8) Provide valves for system isolation (longest interval cannot exceed 400 feet) and for building isolation without shutting down supply to hydrants.
- 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](http://www.bloomingtonmn.gov/information-sheets-and-handouts-engineering-division)
- 10) Private common utility easement/agreement must be provided.
- 11) Minnesota Department of Health (MDH) water permit/review may be required. Provide a copy of the MDH approval letter or written confirmation from MDH that no permit/approval is required.
- 12) An inspection manhole is required on all commercial sewer services.
- 13) Minnesota Pollution Control Agency (MPCA) sanitary sewer permit/review may be required. Provide a copy of the MPCA approval letter or written confirmation from MPCA that no permit/approval is required.
- 14) Contractor shall obtain a Public Works permit for underground work within the right-of-way. A permit is required prior to removals or installation. Contact Utilities (952-563-4568) for permit information.
- 15) Loop water system (supply from two points) to provide increased service reliability and reduce head loss.
- 16) Combination fire and domestic services must terminate with a thread on the flange or an MJ to flange adapter.
- 17) Taps of live water mains are done by City forces and paid for and coordinated with the Contractor.
- 18) Utility and mechanical contractors must coordinate the installation of all water and sewer service pipes into the building to accommodate city inspection and testing.
- 19) Use standard short cone manholes without steps.
- 20) 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.
- 21) Show and label all property lines and easements on all plan sheets.
- 22) Install interior chimney seals on all sanitary sewer manholes.
- 23) Utility as-builts must be provided prior to issuance of Certificate of Occupancy.
- 24) Install hydrants to provide fire protection for entire building. Each hydrant covers 150-foot radius.
- 25) Use schedule 40, SDR 26, or better for PVC sewer services.
- 26) A Minnesota licensed civil engineer must design and sign all civil plans.

**Planning Review Contact:** Derly Navarro at [dnavarro@BloomingtonMN.gov](mailto:dnavarro@BloomingtonMN.gov), (952) 563-8961

- 1) Besides the Final Site & Building Plan for the exterior changes, all pet services facilities require a conditional use permit. The Planning Commission approves these unless an appeal is submitted, which requires City Council review. Typical processing time is 5-6 weeks from when a complete application being submitted.
- 2) Drive-through facilities must comply with the City Code standards in Section 21.301.05.
- 3) Animal pick-up and drop-off activity must not interfere with the movement of traffic.
- 4) Pet services facilities must provide A) an odor mitigation plan, B) a cleaning and maintenance plan, and C) disposal methods for all animal waste material.
- 5) Interior trash and recycling must be provided (see City Code Section 21.301.17).
- 6) Any changes to landscaping from the 1979 approved plan must be reviewed and approved prior to modifications.
- 7) Parking lot and exterior security lighting must meet Section 21.301.07. Any changes to lighting from the 2015 approved plan must be reviewed and approved prior to modifications.
- 9) The site is part of the Planned Development of the entire shopping center. Should there be no increase in floor area, parking would be allowed as it currently exists. Any change would require an additional review.
- 10) Any exterior building material modification must meet Section 19.63.08.
- 11) Provide a sidewalk connection from the building to the public sidewalk or street.
- 12) Signs must comply with City Code Section 19.113 and the shopping center's Uniform Sign Design (USD).
- 13) If an outdoor area for pets is provided, details must be shown on the plans submitted.
- 14) Drive-through layout and operational characteristics must be provided in detail in the application materials.
- 15) If there is pet boarding as part of the operations? If so, please identify the area and describe all operational characteristics in the application materials.