



Development Review Committee

Approved Minutes

Pre-Application, PL201900033
Meeting Date: March 12, 2019
McLeod Conference Room
Bloomington Civic Plaza
1800 West Old Shakopee Road

Staff Present:

| | |
|--|---|
| Laura McCarthy (Fire Prev, Chair) 952-563-8965 | Kent Smith (Assessing) 952-563-8707 |
| Pete Miller (Fire Prev) 952-563-8967 | Jason Heitzinger (Assessing) 952-563-4512 |
| Liz O'Day (Planning) 952-563-8919 | Scott Breuer (Parks & Rec) 952-563-8899 |
| Megan Rogers (Legal) 952-563-4889 | Eileen O'Connell (Pub. Health) 952-563-4964 |
| Maureen O'Brien (Legal) 952-563-8781 | Eric Wharton (Utilities) 952-563-4579 |
| Brian Hansen (Eng.) 952-563-4543 | Sue Hults Sellnow (Eng.) 952-563-4628 |

Project Information:

| | |
|----------------------|--|
| Project | St. Stephen Daycare CUP |
| Site Address | 8400 France Avenue South |
| Plat Name | ST STEPHEN EVANGELICAL LUTHERAN CHURCH 3 RD ADDITION |
| Project Description | Conditional use permit for a day care in an existing place of assembly |
| Application Type | Conditional Use Permit |
| Staff Contact | Liz O'Day – eoday@bloomingtonmn.gov (982) 563-8919 |
| Applicant Contact | Julie Walworth – jwalworth@ststephen.net (952) 831-4746 ext. 30 |
| Post Application DRC | NO |

NOTE: To view all documents and minutes related to this review, please go to www.blm.mn/plcase and enter "PL201900033" into the search box.

Guests Present:

| Name | Email |
|--|--|
| Julie Walworth, St. Stephen Lutheran Church, Preschool Director | jwalworth@ststephen.net |
| Paul Royer, St. Stephen Lutheran Church, Business Administrator | proyer@ststephen.net |

INTRODUCTION – Liz O'Day:

The applicant proposes a Conditional Use Permit (CUP) for a preschool with a 99-student maximum at any one time. Hours are Monday through Friday from 7:30 AM to 4:30 PM.

Records indicate the daycare was originally approved as a temporary Conditional Use Permit (TCUP) on August 19, 1985. It was recently discovered the last TCUP, issued January 6, 2003, expired without a renewal. The applicant requests a CUP for continued operation of the daycare.

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.

- Scott Breuer (Park and Recreation):
 - No comments

- Kent Smith (Assessing):
 - Asked applicant if this daycare is operated by the church, and therefore not for profit.
 - Ms. Walworth responded yes.

- Laura McCarthy (Fire Prevention):
 - Asked if there will be any changes to the facility?
 - Ms. Walworth responded that the facility itself will not change. However they are looking to utilize some additional areas of the facility for the daycare that are not currently under the license they have now.
 - Pete Miller, Fire Inspector, will need to inspect the new areas the applicant desires to utilize. Because this a commercial property, Building & Inspections will also need to complete an inspection of the new areas.
 - Applicant will need to provide staff with a floor plan which clearly identifies the *new* areas of the facility to be used by the daycare.
 - Also noted that paperwork from the licensing agency (county/state) will be needed.
 - Ms. Walworth responded that the paperwork has already been provided and forwarded to appropriate individuals. Miller confirmed this had been provided and forwarded.

- Brian Hansen (Engineering):
 - No comments

- Eileen O'Connell (Public Health):
 - No comments

- Maureen O'Brien (Legal)
 - No comments

- Liz O'Day (Planning):
 - Maintain existing trash room, lighting and landscaping. Review Comments Summary document for details.
 - Places of assembly often have some parking issues. Some analysis needs to be done to ensure that how the space is used does not have an impact on the available parking. This will occur once the applicant submits for the CUP, deadline of March 20, 2019.
 - Mr. Royer desires some clarification regarding items 4 and 5 on the Comments Summary document and asked who to contact.
 - O'Day will follow up with applicants and help clarify any questions. She explained with respect to item 4, that there is a code for all properties to have compliant exterior parking lot lighting by December 31, 2020. Currently there are some areas at St.

Stephen that are already compliant, but others may require upgrades to become compliant. Additional discussions will take place outside of this meeting.

- Ms. Walworth asked for clarification as to what additional information O'Day and McCarthy would like to see on the map.
 - McCarthy responded that the map needs to clearly identify any areas of the facility that will be new for the daycare use (i.e., those not already being used) so that they can concentrate their inspections on those areas.



Comment Summary

Application #: PL201900033

Address: 8400 FRANCE AVE S, BLOOMINGTON, MN 55431

Request: Conditional use permit for a day care in an existing place of assembly

Meeting: Pre-Application DRC - March 12, 2019

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

Planning Review - Pre-App Contact: Liz O'Day at eoday@BloomingtonMN.gov, (952) 563-8919

- 1) Existing trash room is compliant. Must maintain trash room to be compliant with City Code.
- 2) A portion of the landscaping (for the construction of columbaria) was inspected in 2015-2016 and was compliant. Must maintain planting material on-site as shown on approved Landscape Plan.
- 3) What are these spaces used for?
- 4) Lighting upgrades not required with this application as the day care has been in use for some time. However, The City Code requires exterior parking lot lighting to be compliant by Dec. 31, 2020.
- 5) To be compliant with the parking requirements and to avoid issue, a non-concurrent use condition may be applied for use of the worship space and narthax at the same time. Applicant to verify seating capacity in these spaces.
- 6) Conditional use permit required for further use of the day care. The next deadline is March 20th for a Planning Commission public hearing on April 25. The application fee is \$220.

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

- 1) Must meet current MN State Building Code
- 2) Must meet MN Accessibility Code
- 3) Any daycare must provide specific Minnesota license for facility.
- 4) For all daycares- rooms must specifically identify age range and number of children.

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

- 1) Fire Alarm system shall meet the requirements for E and/or I occupancies per the 2015 MN Fire Code in all areas used by the school.

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

- 1) Provide an Environmental Health Plan Review Application
- 2) Provide specification sheets for all new and used equipment being proposed for use in this facility.
- 3) Any additions or changes to food service must be approved by the Health Department prior to construction if required.
- 4) Kitchen must be licensed and approved by Health Department Prior to use. All equipment must meet the current code requirements.