



# Development Review Committee

## Approved Minutes

Pre-Application PL2019-228  
Meeting Date: December 10, 2019  
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
Jason Heitzinger (Assessing) 952-563-4512	Erik Solie (Env Health) 952-563-8978
Tim Skusa (Bldg & Insp) 952-563-8953	Mike Thissen (Env Health) 952-563-8981
Brian Hansen (Eng) 952-563-4543	Eileen O'Connell (Public Health) 952-563-4964
Tim Kampa (Utilities) 952-563-8776	Renee Clark (Park & Rec) 952-563-8890
Megan Rogers (Legal) 952-563-4889	Nick Johnson (Planning) 952-563-8925
Maureen O'Brien (Legal) 952-563-8781	Glen Markegard (Planning) 952-563-8923
Sue Hults Sellnow (Eng) 952-563-4628	

### Project Information:

Project	BLN Office Conversion
Site Address	2001 Killebrew Drive
Plat Name	M C M I 2 <sup>nd</sup> ADDITION
Project Description	Revised Final Development Plans to convert a portion of an existing four-story office into a hotel, a 2,000 square foot indoor pool addition and add a porte cochere.
Application Type	Final Development Plans Parcel Lot Combination
Staff Contact	Nick M. Johnson – <a href="mailto:nmjohnson@bloomingtonmn.gov">nmjohnson@bloomingtonmn.gov</a> (952) 563-8925
Applicant Contact	William Griffith, Larkin Hoffman Attorneys <a href="mailto:wgriffith@larkinhoffman.com">wgriffith@larkinhoffman.com</a> (952) 896-3290
Post Application DRC:	No

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 "PL201900228" into the search box.

### Guests Present:

Name	Email
William Griffith, Larkin Hoffman Attorneys	<a href="mailto:wgriffith@larkinhoffman.com">wgriffith@larkinhoffman.com</a>
Susan Veeder, Tapestry Companies, LLC	<a href="mailto:sveeder@tapestrycompanies.com">sveeder@tapestrycompanies.com</a>
Stephen Schuh, Sunde Engineering, PLLC	<a href="mailto:sschuh@sundecivil.com">sschuh@sundecivil.com</a>
Michael Knisley, Distyle Design, P.C.	<a href="mailto:mknisely@distyledesign.com">mknisely@distyledesign.com</a>

**INTRODUCTION – Nick Johnson, Planning:**

The applicant proposes to convert the north portion of the existing western office building at 2001 Killebrew Drive into a 100-room boutique hotel. A proposed 2,500 square foot pool building would be constructed on the east side of the hotel. A porte cochere would be added on the west façade.

The pool structure would cross the common property line with 2051 Killebrew Drive and be constructed on top of an existing sanitary sewer. The 2001 and 2051 structures already cross the property lines and are fully connected at the underground concourse level. The proposed porte cochere would reduce parking by 9 parking spaces once the handicapped parking is replaced.

**Applicant Introduction:** Conversion of an existing office building to a boutique hotel, and expect that it will help balance out some of the vacancy in the office building while providing an amenity for the office users. As it is just south of the Mall of America, expect good occupancy rates. With the proposed two uses of the space, and expected peak parking usage, it will be a complimentary fit for parking. In addition, some of the amenities would be used by both hotel and office building.

**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.

- Renee Clark (Park and Recreation):
  - No Comments
- Jason Heitzinger (Assessing):
  - No Comments, since there doesn't appear to be any platting involved with the project.
  - Asked if the name "Celebrity" (which shows on the plans) is the hotel name or a placeholder.
    - Applicants confirmed this is simply a placeholder; a name has not yet been chosen for the new hotel.
- Erik Solie (Environmental Health):
  - Sleeping rooms shown on the plans may be too small. Must be 60 square feet per individual sleeping in the room. Please verify compliance.
  - Provide for indoor trash per city code.
- Tim Skusa (Building and Inspection):
  - Full comments on the summary document
  - Asked about platting for the property.
    - Applicant responded that they are not planning to plat. Plan to use Condominium for separation of the ownership or Vertical RLS.
  - Fire separation concerns between hotel and office use; no separation shown on the plans, which will be required.
  - Will be looking for accessibility for disabled for all the rooms that require it, this will be a priority for B&I.
  - The State handles all public swimming pool reviews; applicants will need to work with the State on this.
  - Applicant commented that they had met earlier with Staff and D. Johnson had mentioned the use of a Covenant based on the access between the two uses. More on comments regarding this issue will be included in planning section.

- Laura McCarthy (Fire Prevention):
  - Will be required to be fully sprinklered, if not already. A review of all spaces will be completed to ensure this is the case.
  - Since there will be a kitchen in the new space, Fire Prevention will work with applicant to ensure the appropriate fire suppression systems are appropriately sized and included in plans.
  - The fire alarm system may need to change based on the new occupancy classification; i.e., changing to R-1.
    - Ensure that all the accessible units have the correct types of fire alarm system devices (visual and audible) installed.
    - Applicant will need to install low frequency devices.
  - There are concerns with the water supply to this property (i.e., current 6” feed may be too small with the new pool, fixtures and additional sprinkler coverage). Will want to see a looped water system for the property. See additional comments from Utilities.
  - Ensure emergency vehicle accessibility and turning radius is maintained throughout the property, during and post-construction.
    - Applicant asked for the specific requirements.
    - McCarthy indicated that auto turn requirements will be to accommodate Ladder 3 truck. B. Hansen will send the specific information to applicant.
- Brian Hansen (Engineering):
  - Show location of the bike racks on the final plans.
  - Show the catch basins on the plans and provide erosion control on the catch basins during construction; along Killebrew Dr.
  - If Tax Parcel Combo is utilized, ensure that the 3<sup>rd</sup> parcel (surface lot to the east) is also included. The three contiguous parcels are owned by the same entity and therefore all three need to be included in the tax parcel combo.
- Tim Kampa (Utilities):
  - Looped water system needed on the west side of building. The current 6” line is not sufficient to support both fire (2 existing hydrants, plus one new hydrant) and domestic water needs.
    - Mr. Schuh commented that a looped system could be challenging with the existing infrastructure already in place. They will consider various options to accommodate the water supply needs; perhaps an 8” water main coming off the street will be required.
    - Kampa mentioned a concept called “Super Blocking” that has been utilized in the past which ties water supplies to a neighboring property. A private maintenance and easement agreement with the neighboring properties would be needed. However, this could be an option to consider.
  - Included a packet in CityView (available through the portal) for a grease interceptor, includes guidelines for Bloomington.
    - Depends on fixture counts (plumbing inspectors determine the count). This count will help determine the size required for the grease interceptor unit.
  - Plan shows that the pool will be built over the top of existing private utilities, in this case the sewer line.
    - Applicants responded that they are aware of this issue and are working with a mechanical engineer to review options. One option being considered is circumventing the line under the pool and running a new line through the lower-level parking of the 2001 building, and come out and tap in to the manhole. However, given the added waste from this new hotel, they may choose to run a new sewer line through the building, tap out, and abandon the line under the new pool area. Still working through the best option for this issue.
  - Reminder that the water service must be metered within 10 feet of where it enters the building.
  - Must be a fire hydrant located within 50 feet of the building fire connection that is accessible by a fire truck.

- SAC determination will be needed; complete this through Building & Inspection.
- Eileen O'Connell (Public Health):
  - Asked if the hotel will be smoke free.
    - Applicant responded that it will be smoke free.
    - There are specific rules about smoking around building entrances in city of Bloomington – must be a minimum 25 feet from entrances.
  - State law requires that employers with one or more employees must provide a room for nursing moms. This room cannot be a restroom. Provided applicant with brochure regarding this law.
- Maureen O'Brien (Legal)
  - No Comments
- Nick Johnson (Planning):
  - The size of the proposed addition does not exceed the size limit allowed for administrative approval by the Planning Manager, as long as no variances or additional planned development flexibility is requested. Would be considered a Minor Revision to FDP.
  - Since the new addition will be extending the building over the lot line, staff recommends that a Tax Parcel Combination be filed. This will avoid the need for replatting and doing a major revision to the planned development to request flexibility over the lot line. The Tax Parcel Combination will need to be approved by the City and filed with Hennepin County.
  - Plans show a metal panel used for some exterior materials. Be aware that there are minimum standards to follow (see Comment Summary for details). If desired, applicant may send a sample of the metal panel to Planning to see if it will meet the standards.
  - Asked if the restaurant is accessory to the hotel use, or is intended to be open to the public?
    - Applicants commented that it will mainly be used for the hotel and for the office building residents. However, it will not be restricted from public use.
    - Markegard commented that if open to the public, then it should receive a Conditional Use Permit. Note that there is a new code being considered by City Council in January that would make restaurants a permitted use subject to performance standards. Depending on the applicants timing, they may want to wait for that new code change.
    - Mr. Griffith commented that they planned process the administrative approvals and see if the amendment to code comes through. They will circle back after later to determine if anything more needs to be done regarding the CUP.
  - Code requirement for a sidewalk connection to the building. Appears that it might be challenging to do this on the west side of the building. Perhaps there is an opportunity for this on the east side of the building. Noted that there is a “clear zone” that could be used to create the sidewalk connection to the public sidewalk. This is just one option, other options can certainly be brought forward.
  - Process timeline for administrative applications is typically about 2 weeks.



PL201900228

## Comment Summary

**Application #:** PL2019-228

**Address:** 2001 Killebrew Drive, Bloomington, MN 55425

**Request:** Revised Final Development Plans to convert a portion of an existing four-story office into a hotel, a 2,000 square foot indoor pool addition and a porte cochere.

**Meeting:** Pre-Application DRC - December 10, 2019

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

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

- 1) The addition proposed (1,965 square feet) does not exceed the size limit allowed for administrative approvals by the Planning Manager. The subject application would be a Minor Revision to Final Development Plans, as long as no additional PD flexibility is sought. The application fee is \$130.
- 2) For development over the internal lot line to be processed administratively, a tax parcel combination according to the requirements of Section 22.11.1 of the City Code must be approved by the City and filed with Hennepin County.
- 3) Exterior materials must meet Section 19.63.08(c) of the City Code. Any metal materials proposed as primary exterior materials must comply with the City's Exterior Materials and Finish Policies and Procedures Guide. Minimum levels of thickness and warranty are required for metal materials.
- 4) If the restaurant is intended to be a principal use open to the public with its own signage, a conditional use permit may be required. Staff is currently working on a restaurant ordinance that is anticipated to be reviewed by City Council in the first quarter of 2020.
- 5) 67,000 square feet of office use would require 235 parking spaces. The proposed hotel w/accessory restaurant use would require 130 parking spaces. The parking requirement of the hotel use is less, thereby reducing the total parking nonconformity for the planned development.
- 6) Parking that serves the hotel (130 spaces required by Code) must meet City Code for minimum light levels.
- 7) All modified parking islands must have raised concrete curb, a minimum of 8 feet wide and at least one tree.
- 8) Signage for the hotel and office uses must comply with Sections 19.121 and 19.113 of the City Code. Hotels re limited to one sign per building elevation. Projecting signs (extending more than two feet from the wall) are not permitted in this case.
- 9) Sidewalk connection from the street to the main entrance is required. All sidewalks must be a minimum of five feet wide, unless abutting parking, which requires seven foot wide sidewalk.

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

- 1) Must meet current MN State Building Code
- 2) Must meet MN Accessibility Code
- 3) SAC review by MET council will be required.

- 4) When 80% of plans are completed, a preliminary plan review meeting can be set up with Building & Inspections manager.
- 5) 20% of budget must be applied to accessibility updates as per MN State Statute/MN State Accessibility Code.
- 6) Plans must include a current building code analysis.
- 7) Separate permit from State of MN for pool.

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

- 1) Emergency responder radio coverage meeting the requirements of appendix L in the 2015 MSFC shall be provided throughout the property and within the structures.
- 2) Space is required to be sprinklered.
- 3) Maintain emergency vehicle access and circulation throughout the property to accommodate Ladder 3.
- 4) Fire alarm system, smoke detection and CO detection to meet the requirements of a R-1 occupancy.
- 5) Fire alarm and annunciator panels and Knox box locations to be determined by the Fire Prevention Division. This project may require multiple panels and Knox boxes.
- 6) Access shall be provided to/from all stairwells on all floors and parking levels.

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

- 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.

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

- 1) Show onsite catch basins and provide erosion control plan with design submittal.

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

- 1) Private common utility easement/agreement must be provided. If connecting with other private systems.
- 2) Provide civil plans for the project. Plan sheets may include grading, drainage, utility, erosion control, traffic control, civil site, etc.
- 3) A Minnesota licensed civil engineer must design and sign all civil plans.
- 4) Utility as-builts must be provided prior to issuance of Certificate of Occupancy.
- 5) 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.
- 6) 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)
- 7) Utility permits are required for connections to the public storm, sanitary, and water system. Contact Utilities (952-563-8777) for permit information.
- 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. The City will do a capacity study with these demand numbers to see if this proposed development can be served by the existing water and sewer systems.
- 10) Loop water system (supply from two points) to provide increased reliability of service and reduction of head loss. The existing 6" watermain around the west side must be tied in to another supply. It cannot adequately serve two hydrants the building fire supply and the domestic water service.
- 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. There must be a hydrant located within 50' of the building fire connection that is accessible by a fire truck.
- 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) Use standard short cone manholes without steps.
- 18) Any new or substantial remodel of a food service facility must provide an exterior grease interceptor and grease interceptor maintenance agreement. See attached correspondence regarding the details.
- 19) Install interior chimney seals on all sanitary sewer manholes.
- 20) Taps of live water mains are done by City forces and paid for and coordinated with the Contractor.
- 21) Utility and mechanical contractors must coordinate the installation of all water and sewer service pipes into the building to accommodate city inspection and testing. - Add this note to the plans.
- 22) 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.
- 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. And the water meter must be located within 10' of where it enters the building. - Add this note to the plans.
- 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. - Add this note to the plans.

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

- 1) If a tax parcel combination is being used it should include all 3 lots (2001, 2051, and 2101) within the planned Development.

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

- 1) As it does not appear there is any re-platting of the site proposed, Assessing has no comment on this item. If it is determined that re-platting is necessary, we will calculate a park dedication fee at that time.

**Environmental Health Review:** 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) Trash and recycling storage must comply with Section 21.301.17 of the City Code.
- 4) Provide floor, wall and ceiling finish schedule of kitchen and service area.