City of Shakopee
Memorandum

TO: Mark Noble, Senior Planner

FROM: Micah Heckman, Project Engineer

SUBJECT: Preliminary and Final Plat – River Valley Business Center

PROJECT NO.: PLAT-000057-2022

DATE: June 24, 2022

The staff review indicates a request to review a Preliminary and Final Plat application for the River Valley Business Center. River Valley Business Center is located south of Highway 169, and west of Old Brickyard Road (County Road 69).

This review should be considered preliminary, as more comments will follow with additional submittals. However, the Public Works Department offers the following comments at this time to the applicant and to the planning department:

The following items need to be addressed/completed prior to release of the Final Plat for recording:

1. Plan review and plat review red-lined comments are attached to this memo and must be addressed and approved by the City Engineer.

2. Refer to Shakopee Public Utilities comments for watermain.

3. Execution of a Developer's Agreement, which needs to include provisions for a letter of credit or cash security equal to 125 percent of the estimated cost of the public improvements, plus 100 percent of the estimated costs of city inspection and administration. The public improvements must include those costs associated with constructing the new intersection at County Road 69 and the realignment of Colburn Drive.

4. Submit a detailed lot area drawing showing the total plat area, the total drainage and utility easement area encompassing 100-year high water levels of wetlands/storm water basins, the total area of right-of-way, the total area of conservation easements and outlots, the total area of bituminous street and the total area of lots.

5. Submit a detailed contractor's bid for all public improvements associated with this subdivision.

6. Conduct a title search to confirm other interest from utility holders in any existing/underlying easements on the property.

7. Pay all applicable fees/charges listed below, as required by the most current City of Shakopee Fee Schedule.

   - Trunk Sanitary Sewer Charge
   - Lower Bluff Lift Station Lateral Connection Charge
   - Street and Utility Fee
   - Watermain Fee
   - Wetland Conservation Act Administration
   - Storm Water Management Plan Review Fee
   - Sign Installation Fee
   - Bituminous Sealcoat Fee
   - Grading Permit Fee

8. Revise the design of the intersection of the new street and County Road 69 per the county's preferred layout. Revise the plat to accommodate any additional right-of-way needs.

9. Incorporate the outlots currently shown over the storm water basins into adjacent lots.

10. Easements will be shown on the Final Plat as approved by the City Engineer. They include, but are not limited to the following:
    - Drainage and utility easements as set forth in Section 10.1 (A-D) of the City of Shakopee Design Criteria.

11. At a minimum, obtain conditional approval of the development's storm water management plan.

12. Include design of a trail along County Road 69 and construct the trail with this project.

13. Provide electronic files (AutoCAD and Portable Document Format – PDF) of the Final Plat to be recorded with datum on the Scott County coordinate system.

14. Approval of the final plat does not constitute approval of the submitted construction plans.

The following items need to be addressed/completed prior to approval of a grading permit, a street and utility plan and/or a building permit:

15. A separate public infrastructure plan set is required. The design and plans must follow the city's template plan sheet design and the roadway and storm sewer system must be designed to meet Municipal State Aid Standards.

16. Pay the Trunk Storm Water Charge, as required by the most current City of Shakopee Fee Schedule.

17. Obtain final approval of the subdivision's storm water management plan.

18. Obtain a NPDES construction site permit prior to any land disturbing activity. A copy of the permit must be provided to the city.

19. Grade the entire site, as proposed on the approved plans, in one phase within one year from the date of approval of the grading permit application. Grading is defined as bringing the site to the proposed finished grade with materials deemed acceptable by the City of Shakopee engineering department, providing topsoil per City requirements and applying seed, mulch and/or sod per City requirements and providing an as-built record grading plan per Section 2.5 of the City of Shakopee Design Criteria.

20. Revise plans to include a sidewalk on the north side of the public roadway.

21. Submit a landscaping plan in compliance with the most recent version of the City of Shakopee's Easement Fencing and Landscaping Policy.

22. Submit a Utility Facilities Easement Agreement. The document must be recorded with Scott County.

23. The contractor must submit a Construction Management Plan to the city prior to any construction activities.

24. Submit final construction plans for approval by the city.

25. Record plans need to be provided per the City of Shakopee Design Criteria, Section 2.5 and Section 11.2 (A-L). The record plans need to be certified and submitted to the engineering department. Provide a letter from the engineer of record certifying all improvements were constructed per approved plans and under the direct supervision of the engineer of record.

26. Approval of the final plat does not constitute approval of the submitted plans.

Recommendation

Should the City recommend approval of this request, the Public Works Department suggests the items listed above be attached as conditions of the approval.