

**City of Shakopee**  
Memorandum

**TO:** Kyle Sobota, Senior Planner

**FROM:** Darin Manning, Project Engineer

**SUBJECT:** Planned Unit Development (PUD) Amendment – Multi-Tenant Building Shell

**CASE:** AMEND-000217-2024

**DATE:** May 29, 2024

The staff review indicates a request to review a Planned Unit Development (PUD) amendment application for a new multi-tenant building shell. The site is located south of Shenandoah Drive, west of Vierling Drive, east of Schenian Street and north of Eagle Creek Boulevard.

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

1. Plan review comments have been prepared and a copy of those comments are attached to this memo. Revise plans to address the provided comments and provide a comment response memo.
2. Pay all applicable fees/charges listed below, as required by the most current City of Shakopee Fee Schedule.
  - Trunk Storm Water Charge
  - Storm Water Management Plan Review Fees
3. Easements must be provided and approved by the City Engineer.
4. Obtain final approval of the site's storm water management plan.
5. Due to the intensification of trips in the development and consistent with the overall Canterbury Commons traffic study, the city will continue to evaluate the intersection of Schenian Street and Eagle Creek Boulevard for conversion to a right-in/right-out or a three-quarter intersection.

6. Submit a turning movement diagram showing garbage truck movements through the site.
7. Prior to any land disturbing activity, a grading or building permit must be obtained. A submittal must include detailed construction plans.
8. It appears that shared parking is not being proposed for this development. If this changes in the future a copy of a cross-access and maintenance agreement for the shared spaces must be submitted to the City and recorded with the properties.
9. Private infrastructure must not encroach on the perimeter drainage and utility easements.
10. Obtain a NPDES construction site permit prior to any land disturbing activity. A copy of the permit must be provided to the city.
11. The owner must enter into a Utility Facilities Easement Agreement with the city. The document must be recorded with Scott County.
12. The contractor must submit a Supplemental Conditions of the Grading Permit to the city prior to any grading activities.
13. The contractor must submit a Construction Management Plan to the city prior to any construction activities.
14. 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. The developer/engineer of record must provide a full-time onsite inspector during all utility installation.
15. Approval of the PUD Amendment does not constitute approval of the submitted plans.

### **Recommendation**

The Engineering Department recommends approval of the application subject to the conditions above being addressed/completed by the applicant.