

City of Shakopee
Memorandum

TO: Mark Noble, Senior Planner

FROM: Micah Heckman, Graduate Engineer

SUBJECT: Preliminary Plat and Planned Unit Development (PUD) – The Willows

CASE: SH090894 & SH090895

DATE: March 26, 2018

The staff review indicates a request to review a Preliminary Plat and Planned Unit Development (PUD) application for The Willows, a high-density apartment building. The Willows is located west of County Road 15, north of County Road 16 (17th Avenue) and east of Willow Circle.

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. Payment of the applicable Trunk Sanitary Sewer Charge needs to be made, as required by the most current City of Shakopee Fee Schedule.
2. The applicant will submit a detailed lot area drawing showing the total plat area, the total drainage and utility easement area encompassing 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.
3. The applicant must obtain, at a minimum, conditional approval of the development's storm water management plan.
4. Easements will be shown on the Final Plat as approved by the City Engineer. They include, but are not be limited to, the following:
 - The applicant will provide drainage and utility easements per the plat of Windermere.
 - The applicant must provide drainage and utility easements that encompass the 100-year HWL of the proposed rain gardens.

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

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:

1. Payment of the applicable Trunk Storm Water Charge needs to be made, as required by the most recent City of Shakopee Fee Schedule.
2. The applicant must obtain final approval of the subdivision's storm water management plan.
3. The applicant must obtain a NPDES construction site permit prior to any land disturbing activity. A copy of the coverage card and letter must be provided to the city.
4. The applicant must 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.
6. The applicant must submit a landscaping plan in compliance with the most recent version of the City of Shakopee's Easement Fencing and Landscaping Policy.
7. Prior to work in the Willow Circle right-of-way, a City of Shakopee right-of-way permit will be required. Contact Public Works (publicworks@shakopeemn.gov) for details.
8. The owner/contractor must submit a Construction Management Plan prior to beginning construction activities.
9. The owner must enter into a Utility Facilities Easement Agreement with the city and have it recorded with Scott County.
10. 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 submitted to the engineering department.

Recommendation

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