

City of Shakopee
Memorandum

TO: Kyle Sobota, Senior Planner

FROM: Micah Heckman, Project Engineer

SUBJECT: Preliminary Plat & Final Plat – Universal Business Center

CASE: SH091504

DATE: May 31, 2018

The staff review indicates a request to review a Preliminary Plat and Final Plat application for the Universal Business Center, a commercial development. Universal Business Center is located east of Stagecoach Road and south of County Road 101.

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. All conditions of the MnDOT Review #S18-034, dated May 31, 2018, must be satisfied.
2. Pay all applicable fees/charges listed below, as required by the most current City of Shakopee Fee Schedule.
 - Wetland Conservation Act Fees
 - Storm Water Management Plan Review Fees
3. In addition to the easements currently shown, provide drainage and utility easement to encompass the 100-year high water level for all infiltration basins.
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, and the total area of lots.

5. Submit a detailed geotechnical report outlining any groundwater or bedrock encountered. The geotechnical report should provide infiltration rates at all proposed infiltration areas.
6. Revise proposed pond grading to comply with maximum allowable slopes per the City of Shakopee Design Criteria Section 4.
7. At a minimum, obtain conditional approval of the development's storm water management plan.
8. Stormwater from Lot 2 is being infiltrated and stored on Lot 1. Provide the city a copy of the joint drainage and utility easement and agreement allowing stormwater storage on the adjacent parcel. The agreement must also address pond maintenance responsibilities.
9. 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. Pay all applicable fees/charges listed below, as required by the most current City of Shakopee Fee Schedule:
 - Trunk Storm Water Charge
2. Obtain final approval of the development's storm water management plan.
3. If stormwater is being discharged to MnDOT right-of-way, applicant must submit for MnDOT review. Provide the city with a copy of the MnDOT approval.
4. 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.
5. Fieldstone riprap and geotextile fabric must be placed at each flared end section. The riprap and fabric must be installed to the bottom of the storm water basin.
6. Site design should accommodate pedestrian connectivity both internal to the site and to the local and regional trail system.

7. A traffic impact study must be submitted showing the proposed trip generation for the site.
8. Stagecoach Road is a future collector street. Therefore, access spacing guidelines must be followed. A total of one access along Stagecoach Road will be allowed and must be located a minimum of 500 feet from the existing access to the north.
9. Submit a landscaping plan in compliance with the most recent version of the City of Shakopee's Easement Fencing and Landscaping Policy.
10. Provide a turning movement diagram for the site to show how vehicle access is accommodated.
11. Prior to any work in the Stagecoach Road right-of-way, the applicant must obtain a right-of-way permit from the city. Contact Public Works at publicworks@shakopeemn.gov or 952-233-9368 for more information.
12. The owner must enter into a Utility Facilities Easement Agreement with the city. The document must be recorded with Scott County.
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.

Recommendation

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