

**City of Shakopee**  
**Memorandum**

**TO:** Mark Noble, Senior Planner

**FROM:** Micah Heckman, Project Engineer

**SUBJECT:** Conditional Use Permit (3912 12<sup>th</sup> Avenue East)

**PID #:** 27-245004-0

**CASE #:** SH091658

**DATE:** June 27, 2018

The staff review indicates a request to review a Conditional Use Permit (CUP) to accommodate the construction of a hotel. The property is located south of 12<sup>th</sup> Avenue between Canterbury Road (County Road 83) and Disc Drive.

The Public Works department has completed its review and offers the following comments at this time for the applicant and for the planning department:

1. Submit construction plans that satisfy the requirements of City Code 150.12.
2. Pay all applicable fees/charges listed below, as required by the most current City of Shakopee Fee Schedule. The charges are due at the time of building permit issuance.
  - a. VIP Connection Charge
  - b. Trunk Storm Water Charge
3. Submit a detailed geotechnical report outlining any groundwater or bedrock encountered. The geotechnical report should provide infiltration rates at all proposed infiltration areas.
4. Submit a wetland determination for the property. In lieu of a full wetland delineation, submit the following for review. If wetland signatures are present, a full delineation will be required.
  - a. National Wetland Inventory data
  - b. Scott County Soil Survey data
  - c. DNR Public Waters data
5. Easements must be provided as approved by the City Engineer. They include, but are not limited to the following:
  - a. Drainage and utility easement encompassing any 100-year high water level contours.

6. In addition, the city is requesting the applicant grant additional drainage and utility easements as shown on the Conditional Use-Site Layout drawing.
7. Submit a Traffic Impact Study (TIS) for the proposed development.
8. Submit an access/circulation plan for the site that shows turning movements can be accommodated by the proposed site plan. The proposed configuration is not adequate as turning movements require encroachment into opposing lanes. Cooperation with neighboring properties may be required as an access/circulation plan is prepared.
9. Prior to any land disturbing activity, the applicant will obtain a grading permit and/or a building permit. Along with the permit(s), the applicant must submit a detailed impervious surface drawing.
10. Prior to approval of a grading permit and/or a building permit, the applicant will obtain approval of a storm water management plan (SWMP). The SWMP will adequately address requirements set forth in the City of Shakopee's Comprehensive Water Resources Management Plan (CWRMP).
11. 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 brining the site to the proposed finished grade with materials deemed acceptable by the City of Shakopee engineering division, 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.
12. Prior to work within the City of Shakopee right-of-way, the applicant must obtain a right-of-way permit. Contact Public Works at 952-233-9559 or [publicworks@shakopeemn.gov](mailto:publicworks@shakopeemn.gov) for permit information.
13. Obtain a NPDES construction site permit prior to any land disturbing activity. A copy of the permit coverage card and letter must be provided to the city. A certified SWPPP inspector must conduct the required SWPPP inspections and provide documentation to the city.
14. Enter into a Utility Facilities Easement Agreement with the City of Shakopee. The applicant must record the easement agreement with the county.
15. Submit a Construction Management Plan. A template can be provided by the engineering division.
16. Approval of the CUP and variance requests does not constitute approval of the submitted plans.

## **Recommendation**

The public works department recommends approval of the CUP application subject to the items above being attached as conditions of the approval.