

City of Shakopee
Memorandum

TO: Joe Widing, Planner

FROM: Micah Heckman, Project Engineer

SUBJECT: Conditional Use Permit (129 Holmes Street)

PID #: 27-001158-0

CASE #: SH092715

DATE: August 29, 2018

The staff review indicates a request to review a Conditional Use Permit (CUP) to accommodate the construction of a mixed-use retail/residential development. The property is located north of 2nd Avenue and east of Holmes Street.

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 the City of Shakopee Design Criteria.
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. Trunk Storm Water Charge
 - b. Storm Water Management Plan Review Fee
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 Traffic Impact Study that includes trip generation, parking and a Travel Demand Management Plan for the proposed development.
5. Submit an access/circulation plan for the site that shows turning movements can be accommodated by the proposed site plan. Show maneuvering in and out of parking spaces at the end of drive aisles.
6. Prior to any land disturbing activity, the applicant will obtain a grading permit and/or a building permit.

7. 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). A detailed impervious surface drawing showing existing versus proposed must be included and will help determine stormwater requirements for the site.
8. 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 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.
9. 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 for permit information.
10. 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.
11. Enter into a Utility Facilities Easement Agreement with the City of Shakopee. The applicant must record the easement agreement with the county.
12. Submit a Construction Management Plan. The Construction Management Plan should include a pedestrian and vehicular traffic control plan and a construction staging plan showing impacts on city streets, alleys and sidewalks. A template can be provided by the engineering division.
13. 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.