

City of Shakopee
Memorandum

TO: Kyle Sobota, Senior Planner

FROM: Micah Heckman, Project Engineer

SUBJECT: Preliminary Plat, Final Plat & PUD – Prairie Pointe

CASE: SH100144

DATE: April 20, 2020

The staff review indicates a request to review a Preliminary Plat, Final Plat and Planned Unit Development (PUD) application for Prairie Pointe. Prairie Pointe is located east of Sarazin Street, and south of 4th Avenue.

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. Pay all applicable fees/charges listed below, as required by the most current City of Shakopee Fee Schedule.
 - Storm Water Management Plan Review Fees
2. Connect the existing building to the public water system.
3. Submit a turning movement diagram that shows accessibility for fire, garbage and delivery trucks throughout the proposed development.
4. Execute and record a shared parking plan and submit a recorded copy to the city.
5. Easements will be shown on the Final Plat as approved by the City Engineer. They include, but are not limited to the following:
 - Dedicate drainage and utility easement to encompass the 100-year high water level of all storm water basins.

6. Vacate all existing public drainage and utility easements and rededicate applicable easements.
7. Revise plat to show all existing easements currently encumbering the site.
8. 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 storm water basins, the total area of right-of-way and the total area of lots.
9. At a minimum, obtain conditional approval of the development's storm water management plan.
10. 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:

11. Plan review comments have been prepared and a copy of those comments are attached to this memo. Revise the plans to address the comments and provide a comment response memo.
12. Submit a complete set of construction drawings for review and approval by the City Engineer.
13. Obtain final approval of the subdivision's storm water management plan.
14. Obtain a NPDES construction site permit prior to any land disturbing activity. A copy of the permit must be provided to the city.
15. 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.
16. The owners of each lot must enter into a Utility Facilities Easement Agreement with the city. The document must be recorded with Scott County.
17. The contractor must submit a Construction Management Plan to the city prior to any construction activities.

18. 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.