

City of Shakopee
Memorandum

TO: Kyle Sobota, Senior Planner

FROM: Micah Heckman, Project Engineer

SUBJECT: Planned Unit Development (PUD) – Greystone Construction Office

CASE: SH100607

DATE: April 17, 2020

The staff review indicates a request to review a Planned Unit Development (PUD) application for the Greystone Construction building, a two-story office building. The site is located in the southwest quadrant of the Vierling Drive and Shenandoah Drive intersection.

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:

1. Plan review comments have been prepared and a copy of those comments are attached to this memo. Revise plans to address the provided comments and provide a comment response memo.
2. Pay all applicable fees/charges listed below, as required by the most current City of Shakopee Fee Schedule.
 - Storm Water Management Plan Review Fees
3. Easements must be provided and approved by the City Engineer. They include, but are not limited to the following:
 - Five (5) feet of drainage and utility easement along the west and south property lines.
 - Dedicate trail easements along Shenandoah Drive and Vierling Drive.
4. Obtain final approval of the site's storm water management plan.
5. Submit a turning movement diagram showing garbage truck and fire truck movements through the site.

6. Submit a copy of the cross-access agreement for the properties and record with the properties.
7. Prior to any land disturbing activity, a grading or building permit must be obtained.
8. Submit a maintenance agreement for the shared spaces (parking lots, drive aisles, landscaping, sidewalks, etc.).
9. Submit a shared parking plan for the site and adjacent properties.
10. The owner must enter into a Utility Facilities Easement Agreement with the city. The document must be recorded with Scott County.
11. The contractor must submit a Construction Management Plan to the city prior to any construction activities.
12. 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. The developer/engineer of record must provide a full-time onsite inspector during all utility installation.

Recommendation

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