City of Shakopee
Memorandum

TO: Kyle Sobota, Senior Planner

FROM: Micah Heckman, Project Engineer

SUBJECT: Preliminary Plat, Final Plat & Planned Unit Development (PUD) – Canterbury Crossings

CASE: SH103245 & SH103247

DATE: October 30, 2020

The staff review indicates a request to review a Preliminary Plat, Final Plat and PUD application for Canterbury Crossing, a mixed-use development. Canterbury Crossing is located north of Eagle Creek Blvd, south and west of Shenandoah Boulevard and west of Schenian Street.

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. Plan review and plat review red-lined comments are attached to this memo and must be addressed and approved by the City Engineer.

2. Refer to Shakopee Public Utilities comments for watermain.

3. Execution of a Developer's Agreement, which needs to include provisions for a letter of credit or cash security equal to 125 percent of the estimated total cost of the public improvements, plus 100 percent of the estimated costs of city inspection and administration.

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, the total area of bituminous street and the total area of lots.

5. Submit a detailed contractor's bid for all public improvements associated with this subdivision.

6. Pay all applicable fees/charges listed below, as required by the most current City of Shakopee Fee Schedule.

   - Street and Utility Fee
   - Watermain Fee
   - Bituminous Sealcoat Fee
   - Sign Installation Fee
   - Trunk Storm Water Charge
   - Storm Water Management Plan Review Fees

7. The common property area of the townhome development must be changed to be a lot of record with drainage and utility easement covering the entire lot. An outlot will not be allowed for the common property.

8. Easements will be shown on the Final Plat as approved by the City Engineer. They include, but are not limited to the following:
   - Drainage and utility easements as set forth in Section 10.1 (A-D) of the City of Shakopee Design Criteria.
   - Obtain drainage and utility easement from the adjacent property owner to the north for the sanitary sewer connection.
   - All public storm and sanitary sewer not located in the public right-of-way must be covered by adequate drainage and utility easement.
   - The sanitary sewer between Blocks 4 and 5 must be covered by adequate drainage and utility easement per Section 10.1.A of the City of Shakopee Design Criteria.

9. At a minimum, obtain conditional approval of the development's storm water management plan.

10. The public cul-de-sac must be signed "No Parking".

11. Provide a construction phasing plan.

12. 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. Submit construction plans that satisfy the requirements of City Code Section 150.12.

2. Obtain final approval of the subdivision's storm water management plan.

3. 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.

4. Provide the city with a copy of all applicable permits/approvals, including, but not limited to the following:

   - Minnesota Department of Health
   - Met Council
   - Minnesota Pollution Control Agency (NPDES and Sanitary Sewer Extension)
   - Shakopee Public Utilities
   - Any other required

5. Submit a small utilities joint trench design and detail.

6. The contractor must submit a Construction Management Plan to the city prior to any construction activities. A template will be provided by the Engineering Division.

7. Submit final construction plans for approval by the city. Plan must include a private utility coordination plan.

8. 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.