City of Shakopee
Memorandum

TO: Mark Noble, Senior Planner

FROM: Micah Heckman, Project Engineer

SUBJECT: Preliminary Plat & Planned Unit Development (PUD) – Summerland Place

CASE: SH100276 & SH100211

DATE: November 25, 2020

The staff review indicates a request to review a Preliminary Plat and PUD application for Summerland Place, a residential development. Summerland Place is located north of 17th Avenue (County Road 16) and west of Mystic Lake Drive (County Road 83).

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 the Preliminary Plat being approved:

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. Easements will be shown on the Final Plat as approved by the City Engineer. They include but are not limited to the following:
   - Verify appropriate drainage and utility easements for public sanitary sewer, storm sewer and watermain systems are provided. The minimum widths of drainage and utility easements are set forth in Section 10.1 (A-D) of the City of Shakopee Design Criteria.
   - Refer to plan review redlined comments for specific locations where additional easement is required.
   - Dedicate drainage and utility easement to encompass the 100-year high water level of all storm water basins.

4. Outlots containing storm water basins are not allowed.

5. Provide additional right-of-way in the form of sight triangles 15 feet in dimension at every intersection.

6. Combine lots 63 and 64 of Block 2.

7. Plans must be provided to Scott County for review and any conditions imposed by the county must be adhered to by the applicant.

8. Approval of the preliminary plat does not constitute approval of the submitted construction plans.

The following items need to be addressed/completed prior to release of the Final Plat for recording:

9. 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 improvements, plus 100 percent of the estimated costs of city inspection and administration.

10. 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.

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

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

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

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

14. Prior to discharging into a storm water basin, pretreatment must be provided.

15. Establish a homeowners' association and its by-laws in accordance to the MN State laws.

16. Proposed median landscaping must be maintained by HOA. A maintenance agreement must be recorded with the properties.

17. An encroachment agreement must be prepared and recorded with the properties for proposed landscaping within the public right-of-way.

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

2. 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.

3. Public infrastructure phasing must be packaged in two phases for the single-family and townhome portion of the project and an additional phase for the apartment portion.

4. Submit a turning movement diagram that shows accessibility for garbage and delivery trucks throughout the proposed development.

5. 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

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

7. Submit a landscaping plan in compliance with the most recent version of the City of Shakopee's Easement Fencing and Landscaping Policy.

8. The contractor must submit a Construction Management Plan to the city prior to any construction activities.

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

10. 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.