

4/3/2024

Mr. Doug Koehler, Principal Planner  
City of Waukesha  
201 Delafield Street  
Waukesha, WI 53188

**Re: PROJECT REVIEWS – CITY OF WAUKESHA  
ENGINEERING COMMENTS FOR METALTEK INTERNATIONAL INC DEVELOPMENT  
City of Waukesha, Wisconsin (City)  
PEG Job No. 3134.00  
Waukesha Project Number: SPAR24-00013**

Dear Mr. Koehler,

This response letter is in regard to the attached March 7, 2024, MetalTek International Project Review. Each comment received has been addressed and is listed below with responses following in *italics*:

**Erosion Control:**

1. Plans do not show any silt fence, unless the line type does not match the legend. Silt fence will need to be utilized.  
*Silt fence has been added to the plans as requested.*
2. Inlet protection will be needed on proposed catch basins once installed.  
*Inlet protection has been added to proposed catch basins as requested.*
3. Inlet protection will be needed on city owned catch basins along St Paul Ave.  
*Inlet protection has been added to catch basins along St. Paul Ave as requested.*
4. A tracking pad will need to be utilized, and a proposed location shown on the plans. All site traffic will need to be directed through the tracking pad entrance.  
*Tracking pad/construction entrance has been added to the plans as requested.*
5. A City of Waukesha Erosion Control permit will need to be obtained prior to construction.  
*Understood. A City of Waukesha Erosion Control Permit will be obtained prior to site construction.*

**Sanitary Sewer:**

1. A record drawing of the sanitary/storm sewer facilities sealed by a professional engineer or registered land surveyor shall be submitted to the Engineering Division.  
At a minimum the drawing should include:
  - Rim/cover elevation
  - Invert elevation

- Distances
- Slopes
- Materials
- Contractor
- Installation dates (month and year completed)
- Any notes related to major field changes (ie additional/deleted structures, etc)
- Signed and sealed by professional engineer or registered land surveyor
- Autocad drawing for importing into GIS

A redlined copy of the plans with the proposed information crossed out and the actual information next to it is acceptable and helps the review process. A video of the completed sanitary lateral from the building to the mainline sewer shall be submitted to the Engineering Division.

*Understood. Record drawings will be provided to the Waukesha Engineering Division upon completion of construction activities as requested.*

2. The existing buildings are served by sanitary sewer. How are these being abandoned?  
*A note has been added on sheet C-1 noting to televised the existing sanitary sewer laterals and to cap the northwest lateral sewer at the downstream structure if the existing pipe is acting as a lateral to the existing building only.*
3. The existing site plan shows connecting to the manhole along St Paul being used for a "utility tie-in" but is not shown on the utility plan.  
*Note has been removed from plans.*
4. An easement from the City will be needed to access the sanitary sewer in Frame Park for the connection shown.  
*The sanitary lateral connection is being made to an existing lateral stub connected to the Metaltek property. If an additional easement is required please provide clarification to the need and desired width of the new easement.*

#### **Storm Sewer:**

1. Sheet C-1 notes to demo and remove northern 14-ft of existing driveway and sidewalk and restore various concrete items as necessary. The frame and grate on the existing inlet in the driveway will need to be replaced with a city standard Neenah R-3067 frame and grate with the curb installation.  
*Note has been added to plans regarding removal and replacement of the frame and grate as requested.*
2. On sheet C-1, the flow direction of the NW 12" storm sewer connected to the inlet noted in comment #1 is incorrect.  
*Understood, direction has been corrected.*
3. Be aware that records from WisDOT plans from 1969 for the inlet in comment #1 indicate the NE pipe as 21" and the SW pipe as 15". Please let us know if the field measurements are correct and our records are incorrect.  
*A note has been added to the plan for the pipe sizes to be verified prior to driveway reconstruction.*

4. Sheet C-1 indicates an existing sanitary to be removed and manhole to be used for utility tie-in. There does not appear to be a proposed utility tie-in to the related sanitary manhole.  
*Note has been removed from plans.*
5. Review construction sequence on sheet C-3 to include only items relevant to project (e.g. remove language related to construction of stormwater pond, etc.).  
*Construction sequence has been revised to a more site specific sequence with the removal of reference to stormwater pond.*
6. Sheet C-4 indicates three locations where rip rap is being placed on city property. Will existing city vegetation be removed? The rip rap placement and work in the park will require approval from Parks, Recreation & Forestry.  
*It is not intended to remove existing vegetation for rip rap placement. Under existing conditions these areas have been eroded and from the existing stormwater outfall. The intent would be to provide protection from additional future erosion in these areas. The Parks, Recreation and Forestry Department have been contacted for rip-rap coordination.*

#### **Street Design:**

1. Provide a minimum of a 1 Ft sidewalk easement for future maintenance.  
*We can provide the easement as requested, however, the existing sidewalk along East St. Paul Ave. falls a minimum of 4.5' off of the property line with greater than 10' spacing existing in the northwest corner of the site. Please confirm if another 1' of easement is required for sidewalk maintenance.*
2. Maybe I am missing it, but there needs to be an ADA route from the parking lot to the building and from the existing sidewalk to the building.  
*An ADA accessible path leading from the parking lot and sidewalk to the building have been added to the plans.*

#### **Street Lighting:**

1. No comments regarding city owned fiber.  
*Understood.*
2. There are underground electric facilities owned by the city within the right of way within the scope of the project. Contact Digger's Hotline for locates. Any issues or concerns please contact Jeffrey Hernke [jhernke@waukesha-wi.gov](mailto:jhernke@waukesha-wi.gov).  
*A note regarding contacting Digger's Hotline is located on the C-0 Cover Sheet of the provided plans as General Note #11. Jeffrey Hernke has been added to our project contact list if issues arise within the Right of Way during construction*
3. If any city facilities are damaged during construction or need relocation due to construction, owner/developer is responsible for all costs. City Standards to be followed and all work to be inspected by City of Waukesha DPW - Engineering Division.  
*Comment has been added to the General Notes on sheet C-0 as note #16.*

**Traffic:**

1. A "One Way" sign will need to be installed on the far side of East St. Paul Avenue from the driveway that is being narrowed along with the new driveway.  
*Understood, sign has been added.*
2. The existing "Right Lane Must Turn Right" sign shall be relocated approximately 85' east on East St. Paul Avenue from its current location. Then the "No Parking Any Time" with double arrow sign should be relocated to that relocated pole and the existing sign pole with the "No Parking Any Time" sign can be removed.  
*Notes have been added to sheets C-1 and C-2 detailing sign relocation plans.*
3. A black on white sign saying "BEGIN RIGHT TURN LANE TO DRIVEWAY AND MORELAND BLVD" with a downward left pointing arrow shall be installed on the existing light pole that is east of the driveway being narrowed.  
*Note has been added on sheet C-2 detailing the addition of the sign.*
4. Confirm that the ramp going up to the building from the handicap parking stalls are ADA accessible.  
*An ADA accessible path and ramp from the parking lot has been added to the plans.*
5. With the possibility of overflow parking being at MetalTek's production center, a sidewalk shall be installed from the sidewalk off the roadway to the office center's entrance.  
*An accessible sidewalk has been added leading from the roadway sidewalk to the building entrance.*
6. Any sidewalk that is currently damaged adjacent to the new office center shall be removed and replaced.  
*Notes have been added to sheets C-1 and C-2 addressing removal and replacement of adjacent sidewalk.*

**Fire:**

1. Per City of Waukesha Municipal Ordinance 21.07, any new commercial building greater than 6,000 sq. ft. or an assembly capacity of 100 or more, will be required to be fully protected by an automatic fire sprinkler system throughout the building. The sprinkler system is also required to be monitored by an automatic fire alarm system in accordance with International Fire Code Chapter 9.  
*Understood.*

**General Engineering:**

1. Depending on the final design, the below listed permits or approvals may be needed. Please submit digital copies of permits to City for filing prior to starting construction.
  - a. City of Waukesha Storm Water Erosion Control Permit if disturbance over 3,000 sf
  - b. Wisconsin DNR NOI, and NOI for fill site, if disturbance over 1 acre
  - c. City of Waukesha – Engineering Division Construction Permit for all R/W work.*Understood. Listed permits will be obtained prior to construction as required.*
2. Additional required submittals, fees, financial guaranties needed prior to issuance of building permit include:
  - a. Financial guaranties
  - b. Impact Fees
  - c. Applicable sewer connection charges per 29.11© will be owed to the City for this project.*Understood.*

3. The construction drawings, and financial guarantees should be reviewed and approved prior to the construction being started and building permit issued. If the location of any work needs to be changed as a result of the approved construction drawings, the drawings should be updated to reflect the needed changes.  
*Understood.*
4. In accordance with Wisconsin Administrative Code A-E 2.02(4): Each sheet of plans, drawings, documents, specifications and reports for architectural, landscape architectural, professional engineering, design or land surveying practice should be signed, sealed, and dated by the registrant or permit holder who prepared, or directed and controlled preparation of, the written material.  
*Understood. Plans have been signed and stamped as part of this resubmittal.*
5. Submit copy of geotechnical report. Confirm elevation of water table on site.  
*A copy of the Geotechnical Report will be provided once available.*
6. Add note that all work within City right of way and City easements to be in accordance with current City Standard Specifications and details.  
*Understood, note has been added to all plans sheets.*
7. The existing parcel has a sanitary sewer lateral connecting the City's sewer main. Please provide a pre and post construction sewer lateral video to City for review and approval. Contact the City Engineering Department for the video format. If lateral maintenance is needed, then the lateral improvements may need to be included as part of this project. The lateral pipe and connection to the main may need to be lined or relayed to reduce infiltration into the City's sanitary sewer system or improve the structural integrity.  
*A note has been added to sheet C-1 regarding televising of the existing sanitary sewer for pipe integrity. A note has been added to sheet C-4 for post construction televising*
8. Add note: Notify City Engineering Dept. 5 days prior to work in City right of way.  
*Understood, note has been added to the plans.*
9. Add note to drawings: Limits of final City street pavement and curb and gutter removal and replacements to be marked by City Engineering staff in field.  
*Understood, note has been added to the plans.*
10. Show required pavement replacement areas on drawing.  
*Pavement replacement areas are shown with notes.*
11. Show accessible ADA route from sidewalk to building entrance.  
*Plans have been updated with an ADA accessible sidewalk leading from the existing sidewalk to the building entrance.*
12. Show accessible ADA route from ADA parking space to building entrance.  
*Understood, an ADA route leading from the ADA parking spaces to the building entrance has been added.*
13. See all other comments, including stormwater requirements.  
*Understood.*

14. Horizontal datum should be updated to NAD 1983/2011. See Existing Condition Survey, and City design guidelines.  
*Plans have been revised to horizontal datum NAD83.*
15. Submit all required checklists for Development Submittals. See City's Development Handbook.  
*Checklists have been included in this submittal.*
16. Finalization of any outstanding easements on abutting MetalTek property will be required for final approval of this development.  
*Understood. Finalized easements will be provided once determined*
17. City of Waukesha Park/Rec/Forestry approval required for rip-rap installation.  
*The Parks, Recreation and Forestry Department have been contacted for rip-rap coordination.*
18. Will retaining wall excavation extend outside the property line onto park property?  
*The Parks, Recreation and Forestry Department has been contacted for coordination of retaining wall excavation.*

#### **Planning:**

1. Include plantings along the south sides of the parking lot perimeter to soften view of parking from the park and add foundation plantings on the north and east sides of the building.  
*Additional plantings added to screen parking lot in noted areas. Foundation plantings added along north and east sides of building.*
2. Final plans should include parking lot lighting details, and exterior building lighting, including photo metrics and catalog cuts or fixtures.  
*Parking lot lighting plans will be provided under a separate cover.*
3. Please indicate where additional parking is located if needed, you may consider reducing parking lot size to what you feel will be adequate for typical daily use if you show how additional greenspace could be converted to parking in the future if needed.  
*Parking has been reviewed and provided as anticipated for standard use.*

#### **Water Utility:**

1. The existing services must be properly abandoned by cutting and capping at the main in the street.  
*Understood, plans have been updated to reflect cutting and capping at main.*
2. The new water service requires a new Water Service Application. Contact Tom Krause at [tkrause@waukesha-water.com](mailto:tkrause@waukesha-water.com) or 262-409-4462 to obtain a copy of the permit.  
*Understood Tom Krause will be contacted for permit prior to construction.*
3. The new water service will require a tap that must be installed by Waukesha Water Utility. The contractor is responsible for trench excavation and shoring and means for lowering the tapping machine. They also must provide traffic control and are responsible for all restoration or street opening permits with Public Works. Contact Tom Krause for additional info or cost data regarding the tap.  
*Understood.*