

## RESPONSE MEMO

This memo serves as a response to the comments received on 10/11/2023 from The City of Waukesha. Sigma responses are indicated in red.

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Cc:

From: Michael Garner, Project Engineer  
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## **SANITARY SEWER COMMENTS**

1. These parcels are served by a private sanitary sewer along the northern property line. These sewers should be inspected (CCTV) and evaluated and if any repairs are necessary they shall be completed as part of the development.

**Sigma Response 1: Understood. There is a note on the Utility Plans (C300) stating that the existing sanitary sewer is to be televised.**

2. Care shall be taken to avoid building structures and installing major landscaping over these sewers.

**Sigma Response 2: Understood.**

3. 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.

**Sigma Response 3: Understood.**

## **STORMWATER COMMENTS**

1. Submit storm water management plan, and storm water maintenance agreement.

**Sigma Response 1: Storm water management plan and maintenance agreement have been provided with this submittal.**

## **STREET LIGHTING COMMENTS**

1. The city has street lighting facilities in the right of way along Moreland. The current scope does not appear to impact these facilities. If the scope changes and there is an impact to the city owned facilities, the owner/developer is responsible for all costs and all work must comply with City of Waukesha Standard Construction Specifications.

**Sigma Response 1: Understood.**

2. There is aerial fiber on We Energies owned poles along Manhattan in the right of way. The current scope does not impact these facilities. If the scope changes and there is an impact to the city owned facilities, the owner/developer is responsible for all costs and all work must comply with City of Waukesha Standard Construction Specifications and MCE (City Fiber Engineering Firm).

**Sigma Response 2: Understood.**

## **TRAFFIC COMMENTS**

1. Show full truck turning movements coming into the site, navigating through the site, and leaving the site. Also note where the trucks are coming from (i.e. from the east on Moreland Boulevard, from the west on Moreland Boulevard, and/or from the south on Manhattan Drive). Additionally, this should evaluate if the existing driveway aprons are wide enough or even located appropriately to accommodate trucks.

**Sigma Response 1: An exhibit showing the truck turning movements has been provided with this submittal.**

2. Will employees from this proposed site also be going to the other Lithia Motors owned Wilde site at the southwest corner of Moreland Boulevard & Les Paul Parkway? If so, that site should be evaluated for sidewalk and a connection to their main customer entrance off of Moreland Boulevard.

**Sigma Response 2: Sidewalk connection is to be done by the other Lithia Motors owned Wilde site at a future date.**

3. It should be confirmed that 56 employee parking spots will be sufficient for the expected 90-120 employees, and parking of employees will not be happening on the City streets.

**Sigma Response 3: The amount of employees working at any given shift will not exceed 56.**

4. Additional comments may be forthcoming upon the completion of the TIA.

**Sigma Response 4: Understood.**

## **GENERAL ENGINEERING COMMENTS**

1. Prepare CSM to combine proposed use of multiple parcels.

**Sigma Response 1: CSM with proposed combined parcels is provided with this submittal.**

2. Prepare ALTA Survey. Identify all existing easements.

**Sigma Response 2: ALTA Surveys with existing easements shown have been provided with this submittal.**

3. Access to subject parcels is shown across adjoining parcels owned by others. Provide copies of access easements for all 3 locations prior to proceeding to verify legal lot access exists as shown on site plan. If no legal access easement exists for accesses shown, obtain new access easements prior to issuance of building permits.

**Sigma Response 3: Location of access easements is currently being coordinated with the adjacent site owners.**

4. The west access and the south access both cross adjoining properties possibly through the use of an access easement. The condition of the asphalt pavement through both of these areas is extremely poor. Review access easements through these areas to verify whose responsibility it is for maintenance and if cost sharing is set up. If process is not properly laid out for maintenance, the process may need to be updated. If Applicant is responsible for condition of pavement in access area, include repaving of both areas with this project.

**Sigma Response 4: A note has been added to Sheets C002 and C100 stating that the contractor is to work with Pyramax bank to mill and overlay or replace asphalt as required.**

5. Submit storm water management plan, and storm water maintenance agreement.

**Sigma Response 5: Storm water management plan and maintenance agreement have been provided with this submittal.**

6. Remove and replace any cracked sidewalk in public right of way adjoining property.

**Sigma Response 6: Understood. A note has been added to the Site Preparation and Erosion Control Plan stating to remove and replace any cracked sidewalk within the public right-of-way.**

7. Since another Lithia property is located across the street, it is possible that employees would cross between the two locations. The sidewalk extension along the Lithia frontage at 1603 E. Moreland Blvd. would eliminate the gap in sidewalk along E. Moreland Blvd., and complete the sidewalk loop around the block. This sidewalk section should be installed with this project. Boucher is in the process of doing their part of installing sidewalk in front of 1503 to 1583 E. Moreland Blvd with their project to complete the missing sidewalk. The City Sidewalk Plan shows this area as medium priority which means to install sidewalk here when further development occurs.

**Sigma Response 7: Sidewalk connection is to be done by the other Lithia Motors owned Wilde site at a future date.**

8. A Site Plan per 32.10 will be needed for site.

**Sigma Response 8: Civil Plans contain required information per 32.10.**

9. A financial guarantee will be needed for public infrastructure work, landscaping, as-builts, etc.

**Sigma Response 9: Understood.**

## **PLANNING COMMENTS**

1. Parking space designations (customer parking, employee parking, service storage, and inventory storage) will be signed. Customer and employee parking spaces will not be used for inventory or service storage.

**Sigma Response 1: Understood. Pavement markings will be used to specify the parking designations.**

2. Vehicle panic buttons/emergency alarms may not be used except in an actual emergency. Dealership staff may not use the alarms to find vehicles in the parking areas.

**Sigma Response 2: Understood.**

3. No outdoor P. A. system will be permitted for the property. If the Plan Commission allows a P. A. system its use should be restricted to regular business hours.

**Sigma Response 3: Understood.**

4. The buffer area between the dealership and the residences to the north must include a very robust landscape screen, and possibly a new fence.

**Sigma Response 4: The landscape plan has been updated to include a 6' vinyl opaque fence and robust landscape screen.**

5. Light pole height in the parking area may not exceed fifteen feet.

**Sigma Response 5: Understood. Proposed light poles do not exceed 15 feet.**

6. Will the building have rooftop mechanical units? If it will, please show location and screening on the elevations.

**Sigma Response 6: The mechanical unit information will be added as part of the architectural plans.**

7. Please call out the materials for the dumpster enclosure. It should be masonry similar to the masonry on the building.

**Sigma Response 7: Dumpster enclosure details are included as part of the architectural plans.**

8. Please call out the percentage of the parking lot that is dedicated to landscape islands. Must be at least 5%. Landscape buffer/setback area does not count toward landscape island area.

**Sigma Response 8: The landscape plan has been updated to include the percentage of parking lot dedicated to landscape island.**

9. Show distribution of parking spaces with reduction for the carwash building. Indicate how customer and employee parking spaces will be signed.

**Sigma Response 9: Customer/Employee/Service parking spaces will be signed with pavement markings similar to other car dealerships in the local area.**

10. Pylon sign must be on Lithia property and must be set back from the property boundary – setback requirements vary based on height.

**Sigma Response 10: Sign is to be 14' high which requires a 15' setback per sign requirements for zoning district B-5. Dimensions showing this setback have been added to the site plan.**

11. Please clarify the species of landscape plantings in the landscape plan. Most of the drawings are very similar to each other and the species are not called out on the site plan itself.

**Sigma Response 11: Labels have been added to the landscape plan to clarify the species of plants.**

12. What is the height of the retaining wall? What materials will be used?

**Sigma Response 12: The maximum height of the retaining wall is 5'. Spot grades showing the height of the retaining wall at various locations are provided on the Grading Plan (Sheet C200). Materials for the retaining wall will be part of the architectural plans.**

13. Will a fence be added in the rear buffer area? If so, please show materials and height. Ideally the fence would be located along the top of the retaining wall, as will taller trees, to provide maximum screening for the neighbors.

**Sigma Response 13:** A fence will be added to the rear buffer area. The fence will be 6' height, opaque, brown vinyl.

14. When will neighborhood meeting happen?

**Sigma Response 14:** Neighborhood meeting took place on October 18<sup>th</sup>, 2023

## **WATER UTILITY COMMENTS**

1. Any alterations to or new water service will require a Water Service Application. Contact Chris Walter at [cwalter@waukesha-water.com](mailto:cwalter@waukesha-water.com) to obtain a copy.

**Sigma Response 1:** Understood.

2. If a new water service is required with a separate connection to the public water main, then a water service application must be submitted to Waukesha Water Utility.

**Sigma Response 2:** Understood.

3. Please contact Tom Krause to obtain an application or with any questions at [tkrause@waukesha-water.com](mailto:tkrause@waukesha-water.com).

**Sigma Response 3:** Understood.

4. No private water main systems are allowed.

**Sigma Response 4:** No private water mains are being proposed for this project.

## **BUILDING INSPECTION COMMENTS**

1. Plans must be submitted to E Plan Exam for approval prior to submittal for permitting.

**Sigma Response 1:** Understood. Plans will be submitted to E Plan Exam at a later date for permitting.

## **FIRE COMMENTS**

1. This building will be required to be protected by an automatic fire sprinkler system.

**Sigma Response 1:** An automatic fire sprinkler system is part of the proposed design. Fire Protection Design will be delegated design to a licensed fire protection contractor and drawings will be issued as a deferred submittal after plan review process with AHJ prior to construction for review.

2. All chemical storage will need to comply with chapter 50 - 57 of the 2021 international fire code.

**Sigma Response 2:** Understood and we will ensure that all proper storage complies with chapter 50-57 of the 2021 international fire code.

3. A fire alarm will be needed to monitor the fire sprinkler system.

**Sigma Response 3:** Understood, fire alarm will be provided to monitor the fire sprinkler system.