



## DEPARTMENT OF PUBLIC WORKS

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**ENGINEERING COMMENTS  
FOR  
PLAN COMMISSION  
AGENDA  
Wednesday  
May 27, 2015**

Time: 6:30 p.m.

Place: Waukesha City Hall, 201 Delafield Street, Council Chambers

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I. Call to Order

II. Pledge of Allegiance

III. Roll Call

IV. Approval of Minutes

**ID #15-2434** Minutes for the Meeting of April 8, 2015.

V. Business Items

**ID#15-2507** First Federal Bank, 1801 Summit Avenue - Final Site Plan

1. The following items should be submitted:
  - a. Applicable fees per Chapter 32.07(b). The Engineering Division requires any Bonds or Agreements required by the Plan Commission and Council.
  - b. Chapter 32.07(b)(2): Once all submittal items are completed, submit all items listed in sub.(b)(1)(A)-(G) in digital form for City filing.
  - c. The existing building has a sanitary sewer lateral connecting the City's sewer main. Please provide a 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.

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2. The City will soon be reconstructing the portion of Summit Avenue adjoining this property. The draft version of the proposed street reconstruction drawings should be reviewed to determine if the drawings would affect the proposed site plan for this property. Contact City Staff for the latest conceptual drawings.

#### Site Plan or Property Survey

1. This document is labeled as both a Site Plan and stamped as a Property Survey. The document should be labeled as either one or the other and not both.
2. The two east property corners are shown but the symbols are not included in a legend. A legend should be added.
3. Since proposed site work is proposed, any existing easement should be shown, if applicable.
4. The bearings and distances listed in the overall legal description and ties from the section corners should be shown.
5. The proposed south property line appears appears to disagree with the recorded distance by 7 feet. Please confirm.

#### **PC15-0179** Haertel Field (Carroll), 436 W. Newhall Avenue - Final Site Plan & Architectural Review

1. The following items should be submitted:
  - a. Applicable fees per Chapter 32.07(b). The Engineering Division requires any Bonds or Agreements required by the Plan Commission and Council.
  - b. Chapter 32.07(b)(2): Once all submittal items are completed, submit all items listed in sub.(b)(1)(A)-(G) in digital form for City filing.
  - c. The existing building has a sanitary sewer lateral connecting the City's sewer main. Please provide a 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.
2. A Certified Survey Map should be prepared to combine the several existing lots into one lot.

#### Sheet C100

1. The proposed fence is shown on and across the existing lot lines in several locations. The location of the proposed fence should remain on the Carroll property.
2. The City details for driveway approach, sidewalk and curb and gutter should be added to the drawings.
3. Proposed sidewalk grades and curb and gutter grades should be added. The sidewalk cross slope should be 1.5%.
4. Connections are shown to the City's storm sewer. The public versus private facilities should be confirmed.

5. Chapter 32.10(d)(6)(G): Storm sewer computations should be prepared. Excess capacity in the City pipes should be confirmed.
6. Existing inlets are located in the field area. The inlets and connections to the City system should be shown.
7. A proposed storm sewer system is shown. Confirm what is intended in relation to the existing system.
8. Construction specifications for proposed City utility work should be added.
9. Chapter 32.10(c)(21): Locations of existing and proposed easements or other known site restrictions should be shown. Existing and proposed easements should be shown.
10. Permits will be needed for the project. The copies of the permits should be submitted for review and filing.
11. Chapter 32.10(d)(6)(A): Perpetual drainage easements should be added to preserve major storm water flow paths or permanent storm water BMP locations. Confirm overland flow paths through the site.
12. Chapter 32.10(c)(18): Location and descriptive notes for existing and proposed structures, including sanitary sewer, storm sewer pipes, culverts and existing utilities should be shown. Elevations and pipe sizes should be listed.
13. Chapter 32.10(e)(6): Location and dimensions of proposed drainage easements should be shown.
14. The plan references Sheet C3 but the sheet is not attached to the set.
15. Confirm if the existing storm sewer system is proposed to be lined.
16. Calculate the area of additional impervious area.
17. Existing and proposed contours should be clearly shown.
18. Proposed grades for the path should be added.
19. Power poles are shown for relocation. Additional easements should be shown.
20. The utility plan work should be located on a separate sheet from the paving work.
21. A proposed sanitary sewer connection is shown. The location should be confirmed with City sanitary sewer staff.
22. The proposed easements should be shown.

#### Sheet C2 Demolition, Erosion Control, Construction Sequencing Plan

1. City erosion control notes should be added to the Drawing.
2. Existing City storm sewer is proposed for removal. Additional specifications are needed for the work.
3. Confirm how the existing City storm sewer facilities were located.
4. Confirm locations of existing water and sewer lines serving buildings how the connections will be addressed.
5. Add restoration notes.

#### Easements

The City was previously working with Carroll University to record 3 easements at the Haertel Field Site. The latest comments are listed below.

#### 20 foot storm sewer easement

1. Lot 50 is referenced in description. Label Lot 50 on exhibit.
2. Pt “A” is described in description. Label pt. “A” on drawing.
3. Confirm existing storm sewer is centered in proposed easement boundary.
4. Show tie distances to easement from lot lines at Harvey Avenue area and at north easement limits.
5. The latest City easement template should be used to convey the rights and conditions.
6. The title is labeled “Storm Sewer Easement” and line 1 lists “Utility Easement”. Line 1 should be changed to “Storm Sewer Easement”.

#### Pedestrian Access Easement

1. The title is labeled “Pedestrian Access Easement Agreement”. Line 1 lists “Utility Easement”. Line 1 should be changed to “Pedestrian Access Easement Agreement”.
2. Paragraph “B” should reference in line #3 “attached Exhibit B”.
3. The latest City easement template should be used to convey the rights and conditions.
4. The construction drawings for the pedestrian access area should be reviewed and approved by the City prior to City approval of the pedestrian access easement. The plans should include the walkway, grading, fence specifications and relocations, etc.
5. The 12 foot wide label should be removed because the width of the easement varies.

#### Sanitary sewer easement

1. Point “A” is referenced in the description. Label Pt “A” on drawing.
2. The latest City easement template should be used to convey the rights and conditions.
3. Paragraph “B” should reference in Line #2 “attached Exhibit “A””.

**ID#15-2504** Consideration and Recommendation as to the necessity of taking certain real property located at the northeast corner of STH 59 and Genesee Road for the public purpose of constructing a fire station.

1. No comments.

**PC15-0178** Hy-Tech Coatings, 1415 Ellis Street - Certified Survey Map

1. The following items should be submitted:
  - a. Applicable fees per Chapter 32.07(b). The Engineering Division requires any Bonds or Agreements required by the Plan Commission and Council.

2. Provide recorded copy of sanitary sewer easement as shown along the east lot line. If no easement exists, a new easement will be need to be prepared by the Applicant and submitted for review and approval.
3. Chapter 236.20(2)(f) as referenced by 236.34(1)(c): Existing easements should be shown, if applicable.
4. Chapter 32.07(b)(2): Once all submittal items are completed, submit all items listed in sub.(b)(1)(A)-(G) in digital form for City filing.
5. Wisconsin State Statute 236.34(1)(c): When more than one sheet is used for any map, each sheet should be numbered consecutively. The “pages” should be labeled as “sheets”.
6. Chapter 23.06(3)(g) Subdivision and Platting: Easements across centered on rear or side lot lines should be provided for utilities where necessary and shall be at least 10’ wide, if applicable.

**PC15-0180** X-Ray Room Addition, MetalTek International, 905 E. St. Paul Avenue - Certified Survey Map

1. The following items should be submitted:
  - a. The existing building has a sanitary sewer lateral connecting the City’s sewer main. Please provide a 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.
  - b. Applicable fees per Chapter 32.07(b). The Engineering Division requires any Bonds or Agreements required by the Plan Commission and Council.
  - c. Chapter 32.07(b)(2): Once all submittal items are completed, submit all items listed in sub.(b)(1)(A)-(G) in digital form for City filing.
2. No existing or set documentation is shown at one end at the northeast end of the 230.00 foot dimension lot line near Union Street.
3. A gap of approximately 8 feet to 16 feet in width is shown along the lot lines in the northeast corner of the CSM in comparison to the City’s records. Please confirm the location of the lot lines in the northeast corner of the CSM and confirm the documents used to show the right-of-way locations along East St. Paul Avenue.
4. Chapter 236.20(2)(f) as referenced by 236.34(1)(c): If applicable, existing easements should be shown, if applicable.
5. Two existing areas of public right-of-way are shown along St. Paul Avenue at two driveway entrances that appear to need to be discontinued as right-of-way and conveyed to Metal Tek. Confirm final decision and locations with City Staff. The Applicant should prepare the exhibits and boundary descriptions of the two locations to be discontinued.
6. If applicable, 23.06(3)(g): Easements across lots or centered on rear or side lot lines shall be provided for utilities where necessary and shall be at least 10’ wide.

7. Add 20 foot x 20 foot vision corner easement at intersection of Union Street and E. St. Paul Avenue on updated CSM. The easement conditions should be: “The height of all plantings, berms, fences, signs or other structures within the vision corner easement is limited to 24 inches above the elevation of the center of the intersection. No access to any roadway shall be permitted within the vision corner easement.”
8. Chapter 236.20(2)(f) as referenced by 236.34(1)(c): Existing easements should be shown. There appears to be several existing easements that are not shown on the CSM that should be added.
9. 23.06(6)(b): Street curb intersections should be rounded by radii of at least 20’.
10. Confirm if the public right-of-ways along East St. Paul Avenue and Union Street have been formally dedicated. If the right-of-ways have not been formally dedicated, then the right-of-ways should be formally dedicated.
11. The sanitary sewer easement area should be extended to the northwest lot line along E. St. Paul Avenue.

#### Other needed submittal items

1. The existing building has a sanitary sewer lateral connecting the City’s sewer main. Please provide a 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.
2. The City has public sanitary sewer on the property owned by MetalTek. The City does not desire to own or maintain sanitary sewer in easements outside of the public right-of-ways or on private property if the sewer serves only the individual parcel. In this case, the sanitary sewer main serves as a lateral to the private buildings owned by the single entity. The sanitary sewer ownership should be transferred from the City to MetalTek. A sanitary sewer easement release document should be prepared by the Applicant for the sections of sanitary sewer to be transferred. City Staff have prepared an exhibit that can be sent to the Applicant for the locations of the sewer to be transferred. A permit application and approval from the State of Wisconsin Department of Safety and Buildings should be obtained by the Applicant prior to the easement being released.
3. Another section of public sanitary sewer on the property appears to not have a recorded sanitary sewer easement in place. This section is located in line with Albert Street and extends from E. St. Paul Avenue to the Fox River. The Applicant should prepare an easement and submit the document to the City for review and approval prior to recording the document. City Staff have prepared an exhibit that can be sent to the Applicant for the locations of the sewer to be included in an easement.

**PC15-0181** Warehouse Facility, 901 Northview Road - Preliminary Site Plan & Architectural Review

1. The following items should be submitted:
  - a. The existing building has a sanitary sewer lateral connecting the City's sewer main. Please provide a 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.
  - b. Applicable fees per Chapter 32.07(b). The Engineering Division requires any Bonds or Agreements required by the Plan Commission and Council.
  - c. Chapter 32.07(b)(2): Once all submittal items are completed, submit all items listed in sub.(b)(1)(A)-(G) in digital form for City filing.
  - d. Certified Survey Map. A CSM should be submitted to combine the 3 separate parcels. Documentation should be provided to confirm the property conveyances.
  - e. A Traffic Study was received. Engineering staff are still reviewing the study.

Sheet C1

1. 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.
2. It appears that a printer error occurred because the font is incorrect.

Sheet C2

1. The wetland delineation does not continue to the south edge of the pond. Please confirm the location shown is correct and the south edge of the pond was reviewed in the field. Submit a copy of the delineation.
2. Two parcels of land are shown to be acquired. Provide documentation of the property conveyance for project approval.
3. A We-Energies easement is shown passing through the center of the site and where the proposed building will be located. Provide a recorded copy of the easement release for filing.

Sheet C3

1. A transformer pad is shown. Confirm if the transformers will be removed.
2. The existing sanitary sewer lateral is shown. A new lateral is shown on another sheet so the existing lateral should be listed for removal in conformance with City requirements. The specifications should be listed. Contact City staff for details.

3. Depending on final plan review, the existing median at the south driveway in Aviation Drive may need to be adjusted to appropriate traffic turning movements.

#### Sheet C4

1. Depending on final plan review, the existing median at the south driveway in Aviation Drive may need to be adjusted to appropriate traffic turning movements.
2. Provide documentation that the County will approve the north driveway location along Northview Road (CTH FT). We understand that the driveway needs to be moved south to align with the driveway from the airport.
3. Add sidewalk across driveways per City standard. Sidewalk cross slope should be 1.5%.
4. Provide turning movement analysis for trucks.
5. Confirm with City Staff if sidewalk needs to be added along Aviation Drive and Northview Road.

#### Sheet C5

1. Confirm that the driveway slopes are appropriate for large semi truck traffic after sidewalk has been added to Drawing.
2. Several proposed retaining walls are shown, including a 9 foot high wall. Typically retaining walls are discouraged if other grading alternatives are available. Please confirm.
3. Provide copy of DNR NOI for City filing.
4. Provide spot grades for sidewalk design.
5. Show sawcut lines at removal limits for pavement and curb and gutter.
6. Confirm building meets the Bureau of Aeronautics requirements.

#### Sheet C6

1. The City's outlet pipe to the pond is proposed to be relayed. City specifications for the work should be added to the Drawings, including but not limited to grate, marker, backfill, etc.
2. A storm water plan for the underground chambers should be provided.
3. Confirm if the boundary of the south parcel to be obtained includes the pond area.
4. A maintenance agreement for the underground chambers should be prepared.
5. Based on the proposed design, the existing manhole in Aviation Drive should be replaced.
6. City specification should be added for the sanitary sewer lateral.
7. A permit from Waukesha County appears to be needed for the storm sewer outfall.
8. Catch basins should have a 2 foot sump depth.



#### Sheet C7

1. Confirm if the south driveway along Aviation Drive will need a tracking pad or will be blocked off during construction.
2. Sediment basins and diversion swales should be added.
3. Dewatering requirements should be added.

#### Sheet C8

1. The City details for a driveway approach and curb and gutter should be added.

#### Sheet C9

1. A 2 foot sump should be added to the catch basins.