



02/10/2025

Aden Sayers
KEE Architecture Inc.
1242 Fourier Dr, #101
Madison, WI 53717

Re: UW Credit Union Waukesha Silvernail Branch

Dear Applicant,

On behalf of the City of Waukesha, we have reviewed the application documents submitted by KEE Architecture Inc. for the UW Credit Union Silvernail Branch project.

Project Description

Demolition of existing convenience store, car wash, canopy, and removal of gas tanks. New construction of a credit union branch for UW Credit Union, providing retail banking and other financial services. The site will include a 5,150 sf branch, parking for staff and members and a drive-thru canopy with two ITMs.

The Following review comments shall be addressed prior to approval of construction documents.

General

1. Issuance of *All Engineering Requirements Met Concurrence Letter* is required prior to application for & issuance of Building Permit. Items required for issuance of Concurrence Letter include:
 - a. Final site plans with all engineering comments addressed
 - b. Recorded CSM
 - c. WisDNR WRAPP Permit/NOI, and NOI for fill site, if disturbance over 1 acre (not current plan identifies ground disturbance less than 1 acre)
 - d. Financial Guarantees
 - e. Payment of Impact Fees
2. 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 and obtaining a building permit.
 - a. City of Waukesha Storm Water Erosion Control Permit if disturbance over 3,000 sf
 - b. City of Waukesha – Engineering Division Construction Permit for all RW work.
 - c. Applicable sewer connection charges per Chapter 29.11(c) will be owed to the City for this project. Coordinate with Waukesha Water Utilities.
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.
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.
5. The existing parcel has a sanitary sewer lateral video to City for review and approval. 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.
6. See all other comments, including TrackIT summary & stormwater requirements.
7. Provide City with County/ROW permits for work in ROW (east storm work & sidewalk).

Aden Sayers
KEE Architecture Inc.
February 9, 2026

C100

8. Note that City requires pavement removals to nearest longitudinal & lateral joints on curb & pavement and that pavement patch length shall equal width. Plans note indicates limits will be marked by City staff which is accurate, but it should be understood that limits are likely larger than shown on plans.

C101

9. Driveway apron shall match width of drive aisle from face of curb to face of curb.

C200

10. Silt fence will be required on downhill side of SW corner of property.

C201

11. It is understood that south ADA ramp at drive through aisle is located at high point. Confirm that standard gutter flow is not directed down ADA ramp.
12. Although scale bar is shown accurately, scale should be labeled as 1"=10" on 24"x36".

C300

13. Appears there is no conflict between storm lateral & sanitary lateral. If field modifications are made to storm/sanitary laterals, confirm minimum slopes are met.

Final

Nothing set forth in this review of the construction and development documents by the City Engineer shall be construed as, nor intended to be, a waiver or release of any obligations imposed on the Developer or relieve the Developer from compliance with the City of Waukesha's ordinances, standards and policies or any other applicable state statute or administrative rule.

Plans for future improvements and additions must be reviewed by MSA prior to construction. Future improvements and additions must be in accordance with City requirements and ordinances in effect at the time of construction.

Please review this letter and address these issues at your earliest convenience. Contact me for clarification on any comments at (262) 295-7787. Construction shall not begin until the City of Waukesha has approved the plan set for the proposed improvements.

Sincerely,
MSA Professional Services, Inc.



Josh Meyerhofer, P.E.
Senior Project Engineer
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Cc: Brandon Schwenn, City of Waukesha