



# DEPARTMENT OF PUBLIC WORKS

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## ENGINEERING COMMENTS FOR PLAN COMMISSION AGENDA Wednesday December 09, 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 -3759** Minutes for the Meeting of November 11, 2015.

- V. Consent Agenda

**PC15 -0245** Goodwill, 1400 Nike Drive – Final Site Plan & Architectural Review

### General

1. The following items should be submitted prior to approval:
  - a. Applicable fees per Chapter 32.07(b). The Engineering Division requires any financial assurance bonds, fees or agreements required by the Plan Commission and Council or Chapter 32.08(c).
  - 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.
2. Permits will be needed for the project. Provide copies of approved project permits to the City for filing. Needed permits include but are not limited to:
  - a. City of Waukesha Storm Water Permit, if over 3,000 square feet of disturbance is proposed
    - i. If a City Storm Water Permit is issued, a pre-construction shall be held.

**ENGINEERING DIVISION**  
Paul G. Day, PE  
City Engineer  
130 Delafield St  
Waukesha, WI 53188  
262-524-3600  
Fax – 262-524-3898

**MUNICIPAL PARKING SERVICES**  
Patti Cruz  
Parking Supervisor  
241 South St  
Waukesha, WI 53188  
262-524-3622  
Fax – 262-650-2573

**STREETS DIVISION**  
300 Sentry Dr  
Waukesha, WI 53186  
262-524-3615  
Fax – 262-524-3612

**WASTEWATER TREATMENT PLANT**  
Jeff Harenda  
WWTP Manager  
600 Sentry Dr  
Waukesha, WI 53186  
262-524-3625  
Fax – 262-524-3632

**WAUKESHA METRO TRANSIT**  
Brian Engelking  
Transit Director  
2311 Badger Dr  
Waukesha, WI 53188  
262-524-3594  
Fax – 262-524-3646

3. 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. The report should be stamped and signed by a Professional Engineer licensed in the State of Wisconsin.
4. Confirm patio is located within zoning setbacks.
5. Label existing grades and proposed grades.
6. Are all grades shown in the curb and gutter area gutter grades?
7. Show proposed grades at every corner of the proposed patio slab.
8. Show limits of curb and gutter removal.
9. Is there a curb ramp? If so show detail – City prefers WISDOT detail for curb ramp. All Curb ramps shall be ADA compliant.
10. Will the new patio match the existing? Show existing grades.
11. How big is the area for the tree – dimensions, grades?

**PC15 -0246** Superior Crane, 308 Wilmont Drive – Final Site Plan & Architectural Review

General

1. The following items should be submitted prior to approval:
  - a. Applicable fees per Chapter 32.07(b). The Engineering Division requires any financial assurance bonds, fees or agreements required by the Plan Commission and Council or Chapter 32.08(c).
  - 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.
2. Permits will be needed for the project. Provide copies of approved project permits to the City for filing. Needed permits include but are not limited to:
  - a. Wisconsin Department of Natural Resources NR 216 N.O.I. Permit, if over 1 acres of disturbance is proposed.
  - b. State of Wisconsin Department of Safety and Professional Services Sanitary Sewer approval
  - c. City of Waukesha Storm Water Permit, if over 3,000 square feet of disturbance is proposed
    - i. If a City Storm Water Permit is issued, a pre-construction shall be held.
3. 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. The report should be stamped and signed by a Professional Engineer licensed in the State of Wisconsin.

4. 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.
5. All proposed Drive Approaches should be built using City of Waukesha Detail.
6. Remove Proposed and Existing asphalt pavement for parking from Public Right-of-Way.
7. What material will be placed where asphalt pavement is to be removed?
8. Chapter 6.13(4) WIDTH OF DRIVEWAYS. (Am. #1-89) The Director shall not issue a driveway permit for any driveway for a greater width than 35' at the curb and 30' at the sidewalk, unless the property is in a district zoned for industrial use. In a district zoned for industrial use, the director shall not issue a driveway permit for any driveway for a greater width than 50' at the curb and 45' at the property line, or where the total frontage of all driveways servicing the premises in any district exceeds 90' without the approval of the City Council. Application for Council approval shall first be submitted to the Plan Commission, and the Plan Commission shall report the same to the City Council with its recommendations.
9. Show a separate plan sheet for demolition and one for proposed work.
10. Where removing or adding driveways will need to replace concrete curb and gutter – use City concrete curb and gutter detail.
11. Spot grades for every match location, proposed driveway, proposed Face of Walk (FCW), Proposed Back of Walk (BCW), flow line/gutter, Top of Curb.
12. Show dimensions of proposed driveway widths, terrace width, ROW of wall to proposed loading dock wall.
13. Handicap Parking stalls at 308 Wilmont. 208 Wilmont does not have correct number of handicap parking stalls.

## VI. Business Items

### **PC15 -0247** Partial Dopp Street Vacation, Dopp Street – Street Vacation

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 or Chapter 32.08(c). Development fees will be owed to the City for this project.
  - 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 (CSM) should be prepared after the vacation of Dopp Street to combine the vacated parcel with the parent hospital parcel. The CSM should be completed for the entire hospital site to eliminate the old lot lines and setback issues from the original subdivision lot lines.
  3. Permits will be needed for the project. Provide copies of approved project permits to the City for filing. Needed permits include but are not limited to:
    - a. Wisconsin Department of Natural Resources NR 216 N.O.I. Permit.
    - b. City of Waukesha Storm Water Permit, if over 3,000 square feet of disturbance is proposed.
      - i. If a City Storm Water Permit is issued, a pre-construction shall be held.
    - c. Private sanitary sewer approval.

#### General

1. Is there a master plan for the hospital and surrounding area? This may allow the City to coordinate infrastructure improvements in the area with the proposed hospital construction.

#### Plat of Survey C-100

1. This document appears to be showing the vacation limits of Dopp Street.
  - a. The Applicant should prepare the boundary description and exhibit showing the areas to be vacated/discontinued for the vacation process.
  - b. We understand that the right-of-way of Dopp Street will be vacated from approximately 200 east of Fairview Avenue to Mountain Avenue.
2. This document is titled a Plat of Survey; however, several of the State requirements for a Plat of Survey are not included. The Survey does not include many items including but not limited to: bearings and distances, legal description, documentation, etc.
3. The Survey should be more specific such as listing what property is being surveyed.
4. Several existing and proposed facilities, setbacks, proposed variances, and proposed block walls are located in close vicinity to the existing lot lines so an accurate identification of the lot lines is needed to be shown on the Plat of Survey and on the property. At a minimum, the property corners should be set to identify and monument the lot lines in these areas of development. No legend is shown regarding found or set monuments on the Survey.
5. Wisconsin Administrative Code A-E 7.04 Descriptions:
  - a. A legal description for the property should be included on the Property Survey. The legal description shown does not match the legal descriptions of record.
  - b. The area of land described in the provided legal description is not included on the map. The Survey should be updated.

6. Wisconsin Administrative Code A-E 7.05 Maps:
  - a. Show the length and boundaries of all parcels surveyed.
  - b. Describe all monuments used for determining the location of the parcel.
  - c. Identify the person whom the survey was made.

#### Erosion Control and Demolition Plan C-200

1. Chapter 32.09(c)(9) and Chapter 32.09(d)(2)(xiv): The dewatering specifications should be expanded. Sediment basins are listed. If sediment basins are intended, sample locations or additional information should be provided.
2. A note on the plan states, "Existing Dopp Street right-of-way is proposed to be vacated to accommodate CUP and Utility projects. Vacation process is underway with the City of Waukesha and status of vacation should be confirmed prior to construction."
  - a. The Applicant should prepare the boundary description and exhibit showing the areas to be vacated/discontinued for the vacation process.
  - b. We understand that the right-of-way of Dopp Street will be vacated from approximately 200 east of Fairview Avenue to Mountain Avenue.

#### Site Plan C-300

1. Existing easements on the site should be shown including source documentation, if applicable.
2. Show sawcut lines at public streets, alleys and sidewalk.
3. Chapter 32.09(d)(2)(xv): Location of soil evaluations with surface elevations and unique references to supplemental soil evaluations report forms in accordance with section 32.11(c). A separate map should show estimated seasonal water table depths down to planned excavation depths with references to the proposed site plan.
4. Chapter 32.10(d)(4)(E): Subsurface drainage. Lowest building floor surfaces shall be built one (1) foot above the seasonal high water table elevation, as documented in the soil evaluations and shall avoid hydric soils.
5. Proposed Concrete curb and gutter at Mountain Avenue should be built straight thru the intersection (end radius to end radius). (MAL)
6. Proposed sidewalk should be parallel to concrete curb and gutter. (MAL)
7. Remove existing curb ramps. (MAL)
8. Proposed sidewalk stops on south side, east of Fairview Avenue – what is proposed pedestrian pathway? (MAL)
9. A note on the plan states, "Existing Dopp Street right-of-way is proposed to be vacated to accommodate CUP and Utility projects. Vacation process is underway with the City of Waukesha and status of vacation should be confirmed prior to construction."
  - a. This plan design layout will require that the right-of-way be discontinued.

10. A note on the plan states, "Contractor shall coordinate with the City of Waukesha and meet their standards for construction for all pavement outside of the proposed vacated right-of-way." Any work outside of the vacated area should be determined now and included in this plan set.

#### Proposed Grading Plan C-400

1. Proposed Concrete curb and gutter at Mountain Avenue should be built straight thru the intersection (end radius to end radius). (MAL)
2. Show proposed grades for concrete curb and gutter every 25-FT. (MAL)
3. Proposed sidewalk should be parallel to concrete curb and gutter. (MAL)
4. Sidewalk grades should be shown every 25-Ft (FCW and BCW). (MAL)
5. Show match grades where new pavement meets existing pavement. (MAL)
6. Add note: Pavement limits shown are approximate. Actual limits will be determined in the Field by the City Engineer. (MAL)
7. How will eastbound traffic be deterred from driving through this area? (MAL)
8. Proposed sidewalk stops on south side, east of Fairview Avenue – what is proposed pedestrian pathway? (MAL)
9. Public sidewalk should be designed with a 1.5% cross slope.

#### Water Main and Utility Plan and Profile C-500

1. No comments.

#### Sanitary and Storm Sewer Utility Plan and Profile C-501

1. Our records indicate only hospital properties currently are connected to the sanitary sewer located in Dopp Street. Therefore, with the street vacation, the sanitary sewer from the existing manhole located at the intersection Mountain Ave and Dopp Street west to Prop MH #1 will become private sanitary sewer. Records appear to indicate 701 Dopp Street is connected to the sewer in Mountain Ave. We are performing field investigations to verify.
2. The lateral at approx. STA 101+42 does not appear to be active. If so, the lateral should be abandoned and not reconnected to the new sewer main. The City is currently performing field investigations to confirm.
3. The existing public sanitary sewer and public storm sewer should be conveyed to the Hospital to be private sanitary sewer and private storm sewer in the areas of right of way to be vacated. A formal deed and bill of sale will need to be prepared by the Applicant for review and approval.

#### Construction Details C900

1. Detail for City Drive approach. (MAL)
2. Detail for City Concrete Curb and Gutter. (MAL)
3. Detail for City Sidewalk – Sidewalk should be 4-Inch, no steel. (MAL)
4. City follows WISDOT Curb Ramp details. (MAL)

5. The proposed dewatering detail should be expanded to include a secondary measure if what is proposed is not functioning properly. The detail shows overland flow of water. Confirm how this is planned to work in this location.

Construction Details C901

1. No comments.

Construction Details C902

1. No comments.

Construction Details C903

1. No comments.

Landscape Plan L100

1. No comments.

Landscape Plan L200

1. No comments.

Storm Water Management

1. The City has had preliminary discussions regarding the implementation of storm water facilities with this project. A letter, dated September 25, 2015, written on behalf of the Hospital was received by the City. The letter includes the following items.
  - a. The proposed site disturbance is 0.95 acres.
  - b. There will be a net increase in impervious area of 0.05 acres.
  - c. The City prefers that storm water management facilities be incorporated in the future to reduce runoff to flood prone runoff areas to the west.
  - d. Waukesha Memorial Hospital has proposed that storm water management be deferred and incorporated into the next campus project.

**PC15 -0126** Zoning Code Modification – Modify height restrictions.  
1. No comments.

**PC15 -0248** Zoning Code Modification – Modify definition of Central Business District in 22.53  
1. No comments.

**PC15 -0251** Waukesha County Museum, 101 W. Main Street – Preliminary 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 or Chapter 32.08(c). Development fees will be owed to the City for this project.

- b. Storm water management plan and Agreement, if applicable.
  - 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. 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. Permits will be needed for the project. Provide copies of approved project permits to the City for filing. Needed permits include but are not limited to:
- a. Wisconsin Department of Natural Resources NR 216 N.O.I. Permit.
  - b. City of Waukesha Construction Permit
  - c. City of Waukesha Storm Water Permit, if over 3,000 square feet of disturbance is proposed
    - i. If a City Storm Water Permit is issued, a pre-construction shall be held.
  - d. Private sanitary sewer approval

Grading and Erosion Control Plan Sheet 1 of 2

1. The erosion control plan should be updated to comply with City Ordinance 32.09.
2. Show existing street lights.
3. No curb and gutter through sidewalk. Use driveway detail.
4. Spot grades should be added at back of walk, face of walk and curb and gutter through driveway.
5. Spot grades should be added where matching private sidewalk to public sidewalk.
6. Dimension proposed drives and approaches.
7. Show spot grades on Martin Street for proposed driveway.
8. The City may be likely reconstructing this section of Main Street in the near future. Contact City Staff to coordinate the proposed site development layout with the Main Street drawings.
9. Two driveways are proposed on Main Street which are located very close. The traffic movements should be reviewed. Confirm what the intent of the U-shape driveway is proposed to be.
10. Confirm setbacks along alley for stairwell.
11. Confirm if the shown sanitary sewer laterals were located by televising records.
12. Cap off sanitary laterals in accordance with City Ordinance that are not needed for immediate development.
13. Existing easements on the site should be shown including source documentation.
14. The east leg of the alley behind the development site should be vacated as part of the project approval.
15. Adequate snow storage areas along the alley should be provided.
16. Confirm with City Staff if portions or the entire alley should be vacated along the development.
17. Proposed storm water facilities should be shown if applicable.
18. Show sawcut lines at public streets, alleys and sidewalk.
19. A note should be added: Repair limits in street will be determined in field at the time of permanent repair.



20. The concrete sidewalk at the apron and the apron should be 7 inch thick concrete sidewalk.
21. Show grades for match point of curb removal and replacement.
22. Show spot grades for sidewalk.
23. Public street specifications will need to be added.
24. Specifications for infrastructure including materials and installation procedures for all work should be added to the Drawings including outlet structure material, bedding, backfill, sanitary sewer, frames and lids, sidewalk construction, etc. The City requires polypropylene chimney rings on City manhole construction. These specifications can be sent to the Engineer.
25. Add City driveway detail. Indicate 7 inch thick concrete.
26. Add City standard curb and gutter detail.
27. Confirm that adequate parking exists on site for the proposed residential and commercial uses. If on site parking is not provided, provide parking agreement for site commercial uses.

#### Erosion Control Plan

1. A construction sequence should be added.
2. Chapter 32.09(c)(9): Dewatering specifications should be added to the plan.
3. Chapter 32.09(d)(2)(xiii): Final site stabilization instructions should be included in the plan set including seed rates, methodology, fertilizer and erosion matting locations and specifications, and maintenance requirements.
4. Chapter 32.09(d)(2)(xiv): Detailed construction notes for the dewatering plan should be included on the plan.
5. Chapter 32.09(d)(2)(iv): All woodland areas, those proposed to be lost or transplanted during construction and acres or numbers of each. For woodlands proposed to be lost, show individual trees larger than eight (8) inches in diameter that are located within twenty (20) feet of proposed grading boundaries.
6. Chapter 32.09(d)(2)(xiv): The dates for the grading work should be added to the Drawing.
7. Chapter 32.09(d)(2)(xiv): The dates for the grading work should be added to the Drawing.
8. Chapter 32.09(d)(2)(xv): Location of soil evaluations with surface elevations and unique references to supplemental soil evaluations report forms in accordance with section 32.11(c). A separate map should show estimated seasonal water table depths down to planned excavation depths with references to the proposed site plan.
  - a. A minimum 1-foot vertical separation between the seasonal high groundwater table elevation and the basement floor surface should be included in the design.
9. Chapter 32.10(d)(4)(E): Subsurface drainage. Lowest building floor surfaces shall be built one (1) foot above the seasonal high water table elevation, as documented in the soil evaluations and shall avoid hydric soils.
10. The erosion control/master grading plan should include a table listing the minimum basement elevation based on the existing water table for each unit.

Plat of Survey Sheet 1 of 1

1. Show existing property corners.

Museum Apartments, 101 W. Main Street – Certified Survey Map

1. No CSM was submitted for review.
2. Additional right-of-way should be dedicated at the northeast corner of the property. Update lot area for development.
3. 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 or Chapter 32.08(c). Development fees will be owed to the City for this project.
  - 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.
4. 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.
5. Chapter 23.06(3): The minimum right-of-way width for collector streets is 70 feet. Confirm with City Staff if an additional 2 feet of right-of-way should be dedicated.
6. Confirm with City Staff if portions or the entire alley should be vacated along the development.

PC15 -0249 West Waukesha Bypass – Land acquisition (Kisdon Hill Park)

1. No comments.

PC15 -0242 Lathers property – Annexation

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.

PC15 -0243 Simply Irresistible, 453 W. Main Street – 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.
2. 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.
3. Sheet A-3 is from the Sunset Retail Center and should be removed from the Drawing set.