



# DEPARTMENT OF PUBLIC WORKS

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## ENGINEERING COMMENTS FOR PLAN COMMISSION AGENDA Wednesday June 11, 2014

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. Approval of Minutes

**ID#14-0476** Approval of Minutes for the May 28, 2014 meeting.

IV. Business Items

**PC14 -0059** Public Hearing: Tax Incremental Finance District 14 Boundary Amendment.

**ID#14 -0535** Resolution to Approve a Boundary Amendment to Tax Incremental Finance District 14

**PC14 -0060** Shoppes at Fox River - Certified Survey Map - .29814 acre outlot north of West Sunset Dr.

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).
2. Chapter 23.06(7)(c): Every lot shall have a minimum frontage of at least 40' on a public street. Proposed Lot 1 does not abut a public street.
3. Confirm if the 30' public utility easement is existing or proposed.
  - a. If existing, the document number or source of the easement should be listed. If proposed, a separate document will be needed to convey the rights and conditions of the easement.

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**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  
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262-524-3622  
Fax – 262-650-2573

**STREETS DIVISION**  
300 Sentry Dr  
Waukesha, WI 53186  
262-524-3615  
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**WASTEWATER TREATMENT PLANT**  
Jeff Harenda  
WWTP Manager  
600 Sentry Dr  
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**WAUKESHA METRO TRANSIT**  
Brian Engelking  
Transit Director  
2311 Badger Dr  
Waukesha, WI 53188  
262-524-3594  
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4. Confirm if the 15' public distribution easement is existing or proposed.
  - a. If existing, the document number or source of the easement should be listed. If proposed, a separate document will be needed to convey the rights and conditions of the easement.
5. Wisconsin State Statute Chapter 236.20(2)(f) as referenced by 236.34(1)(c): The exact width of all easements should be shown on the CSM. Existing easements on the property should be shown and labeled on the CSM.
  - a. CSM 10509 shows a 12' and 15' private utility easements that are not shown on this CSM. Please verify the existence of the easements.
6. Several public sanitary sewer easements were conveyed from Opus Corporation to the City of Waukesha on CSM No. 10509. The easements are shown on the CSM. Ramco Fox River LLC now owns the property. The City has changed its policy and no longer desires to own or maintain sanitary sewer in easements outside of the public right-of-ways unless the sewer is an interceptor sewer. The sanitary sewer easements should be released. A permit application and approval from the State of Wisconsin Department of Safety and Buildings should be obtained prior to the easements being released.
7. Provide recorded copy of CSM to City Engineering Division after the CSM is recorded.

**PC14 -0061** Shoppes at Fox River - Certified Survey Map - 9.86 acre lot west of Chapman Dr. and north of Spring City Dr.

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).
2. Chapter 23.06(7)(f): Side lot lines should be approximately at right angles or radial to the right-of-way line of the street on which the lot faces.
3. Confirm if the 30' public utility easement is existing or proposed.
  - a. If existing, the document number or source of the easement should be listed. If proposed, a separate document will be needed to convey the rights and conditions of the easement.
4. Existing railroad tracks are shown on the CSM just south of the north line. Confirm if the tracks are location in an existing right-of-way or easement. If no easement exists, label who owns the tracks and if an easement should be conveyed to the railroad.
5. A public storm water drainage easement is shown on the CSM. We understand that the easement is intended to be released and relocated by conveying a new drainage and storm sewer easement. The documents for the release and new easement should be prepared, and submitted for review to the City prior to approval of this CSM.
6. Confirm if the 15' public distribution easement is existing or proposed.
  - a. If existing, the document number or source of the easement should be listed. If proposed, a separate document will be needed to convey the rights and conditions of the easement.
7. A 50 foot wide private road is shown along the south lot line. The document creating the private road should be labeled on the CSM.

8. CSM 10925 lists a public utility easement granted to the City of Waukesha that is not shown on this CSM along the south lot line. The easement should be shown. The width is not listed on CSM 10925 and should be determined.
9. Several public sanitary sewer easements were conveyed from Opus Corporation to the City of Waukesha on CSM No. 10509. The easements are shown on the CSM. Ramco Fox River LLC now owns the property. The City has changed its policy and no longer desires to own or maintain sanitary sewer in easements outside of the public right-of-ways unless the sewer is an interceptor sewer. The sanitary sewer easements should be released. A permit application and approval from the State of Wisconsin Department of Safety and Buildings prior to the easements being released.
10. A new storm water maintenance facility easement agreement will be need to be prepared for the pond on the City's latest template.
11. The addendums to the agreement will also need to be prepared, and submitted for review.
12. We understand that Outlot 1 of the 0.29814 Outlot CSM will be attached to the Lot 1 created by this CSM. Please confirm the timing for this process or if this CSM should be revised.
13. Provide recorded copy of CSM to City Engineering Division after the CSM is recorded.

**PC14 -0068** Shoppes at Fox River, Chapman & Spring City Drive - Preliminary Site Plan & Architectural Review

1. The following items should be submitted:
  - a. Erosion Control Plan per Chapter 32.09(c).
  - b. Applicable fees per Chapter 32.07(b). The Engineering Division requires any Bonds or Agreements required by the Plan Commission and Council.
  - c. Storm Sewer Easement Document. A storm sewer easement agreement will need to be prepared, submitted, reviewed and approved for the public storm sewer. The existing easements will need to be released.
  - d. Permits needed for the project will include:
    - i. Storm Water/Erosion Control permit.
  - e. 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.

Storm Water Management Plan

1. A Storm water facility maintenance agreement per Section Chapter 32.12 should be submitted for review and approval for all ponds within the development. At our previous meeting, the Developer was unsure if the storm water maintenance agreements from previously constructed facilities in previous phases had been recorded.

2. The addendums, typically including Exhibits D to G, for all the storm water facility maintenance agreements should also be prepared, submitted for approval and recorded.
3. Since the East and West sites both drain to the same northerly pond and then to the Fox River, the model for the development should include both the East and West sides of the site as a combined model. The combined model will allow the site to be analyzed as a whole and the effects of the connected storm water facilities can be reviewed. The correct tail water elevations should be utilized in the model.
4. Verify the 100-year flood plain elevation of the Fox River at all of the discharge locations to the river.
5. The design includes an overland relief route that breaks off from the storm sewer route in the center of the site. The overland flow path should be included in the drainage easement. If the storm sewer would become plugged at some point or the storm exceeds the 100-year event, the runoff will flow along this overland route.
6. If applicable, the basin maps for tributary areas south of Sunset Drive should be included in the plan.
7. Storm sewer sizing calculations for all pipes should be included in the Plan.
8. The proposed storm sewer pipes appear to be located too close to the proposed buildings Major C and D102. Typically, a minimum 20-foot wide storm sewer easement is needed to be centered on each pipe, when multiple parallel pipes are designed, to determine the total width of the storm sewer easement. In cases of significant pipe depth or large pipe diameters, additional easement width is required. The pipes should be relocated away from the proposed buildings as far as possible to prevent the footings or structural integrity of the buildings be compromised when the storm sewer pipes are removed, relayed or upsized in the future.

#### Preliminary Site Plan

1. Proposed public sidewalk is shown along Chapman Drive. The sidewalk should be extended along the entire east lot line to the north lot line.

#### Preliminary Grading Plan

1. Chapter 32.10(d)(6)(B) as referenced by Chapter 32.09(c)(17): Site grading should ensure positive flows away from all buildings, roads, driveways, and be coordinated with the general storm water drainage patterns for the area, and minimize adverse impacts on adjacent properties.
  - a. Adequate spot grades should be added to the drawings near the proposed pond areas and overland flow routes.

2. Chapter 32.10(d)(6)(H)(i): Flows generated by the 100-year, 24-hour design storm under planned land use conditions may exceed the design capacity of conveyance systems, but should not come in contact with any buildings. Verify the locations and elevations of the emergency overflow routes and that the existing and proposed buildings will not come in contact with the 100-year high water storm event flows through the site. Additional spot grades should be added and analysis will be needed.

### Preliminary Utility Plan

1. Chapter 32.10(c)(21): Locations of existing and proposed easements or other known site restrictions should be shown.
  - a. If existing easements are located on the property, then the easements should be shown on the Drawings. Please verify if a title report was obtained for the property or if the presence of existing easements has been reviewed.
2. Chapter 32.10(d)(6)(B) as referenced by Chapter 32.09(c)(17): Perpetual drainage easements or other deed restrictions should be recorded to preserve major storm water flow paths and permanent storm water BMPs.
  - a. Drainage easements will need to be added around the stormwater areas. The City has a storm water maintenance agreement template that will be sent to the design Engineer.
3. CSM 10509 shows a 12' and 15' private utility easements that are not shown on this Plan. The proposed building is in the location of the existing easement. Please verify the existence of the easements.
4. Turning templates should be run through the proposed site layout driving lanes to verify that the City's fire trucks and delivery trucks can safely pass through the proposed site.
5. The existing buildings have 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 in the right-of-way, 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. A note on the plan states, "Existing 36-inch storm sewer to remain below building."
  - a. Please verify if this pipe is located in an easement. The pipe appears to carry runoff from another lot so an easement may be needed.
  - b. The storm sewer should be relocated around the building.
7. The existing distribution easements are shown under the proposed building. The easements should be released and utilities relocated.
8. Cleanouts should be located at sanitary sewer connections.

9. Several public sanitary sewer easements were conveyed from Opus Corporation to the City of Waukesha on CSM No. 10509. The easements are shown on the CSM. Ramco Fox River LLC now owns the property. The City has changed its policy and no longer desires to own or maintain sanitary sewer in easements outside of the public right-of-ways unless the sewer is an interceptor sewer. The sanitary sewer easements should be released. A permit application and approval from the State of Wisconsin Department of Safety and Buildings prior to the easements being released.

**PC14 -0065** Good Harvest Market, Meadow Lane & Silvernail - Final Site Plan & Architectural Review

General

1. The following items should be submitted:
  - a. Storm water facility maintenance agreement per Section Chapter 32.12
  - b. 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.
  - c. Certified Survey Map to combine all existing parcels and tax key numbers included as part of this development
  - d. 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. Permits that are needed 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 Erosion Control Permit
  - d. City of Waukesha Street Opening Permit

City Land Sale

1. Provide written documentation that the City owned Outlot 1, CSM #8360 has been conveyed to the Applicant for storm water and access purposes prior to approval of the submitted construction drawings.
2. Provide written documentation that an access easement was conveyed to the adjoining property.

ALTA/ACSM Land Title Survey

1. Provide written documentation that the Meadow Lane right-of-way has been vacated to the City for filing.
2. Written documentation of the deeds to convey the northeast half of the right-of-way from the northeast lot owners to the Applicant should be submitted to the City.

3. An existing overhead utility line is shown crossing the parcel. If the utilities are to be relocated, the documentation should be provided to the City. If the easements are to remain, the easements should be shown on the site plan to verify that the proposed development does not conflict with any existing easements or restrictions.
4. An easement should be prepared for the City's sanitary sewer manhole.

#### Overall Site Plan C-100

1. A note on the Plan states, "The improvements shown on Silvernail Road are based on discussions with City staff. Final layout of intersection improvements to be determined by Engineering Department and provided to McClure."
  - a. The specifications for work in Silvernail Road will need to be added to the Drawings.
2. A 20 foot emergency access to Marshview Street is shown. The chain and gates to this access should be approved by the Fire Department and shown on the Drawings. The note states, "Per Fire Dept." The chain and gate should be provided by the Applicant.
3. A conservancy access is shown to the south. Please confirm that the access route location complies with the City's ultimate pedestrian route map. Confirm route through conservancy.
4. Proposed sidewalk should be shown across the driveway entrances if the existing sidewalk does not have a slope of 1% to 2%. The proposed cross-slope of the sidewalk should be 1.5%.
5. Vehicle turning templates should be run through the site plan driveway areas to verify a fire truck can safely drive through the site.
6. Verify number and dimensions of parking stalls and ADA parking stalls needed for the site.
7. Chapter 6.13 Driveways (4): The driveway width should not be greater 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 driveway width cannot be greater than 50' at the curb and 45' at the property line. The total frontage of all driveways servicing the premises in any district cannot exceed 90' without approval of the Council. All proposed driveway widths should be clearly labeled, including the emergency access.
8. We understand that the developer's engineer and developer had planned to meet with the DNR staff to discuss the project's relation to the wetlands and setbacks. Depending on the discussions with the DNR, the north pond may not be feasible for use as a pond or total suspended solids removal. Please verify. If the pond is proposed to be a wet pond, a Wisconsin DNR wetland disturbance permit will be needed. If not, other BMP's will be needed for water quality improvement. The size of the south bio-retention pond will need to be greatly increased in size.
9. Per City Ordinance Chapter 23.06(7)(c): Every lot shall have a minimum frontage of at least 40' on a public street. As shown, this future land division would not likely be allowed by City Ordinance because the minimum lot frontage would not be met if the remaining portions of Meadow Lane are vacated.
  - a. This lot subdivision may also not be allowed in the future because the remaining portion of Meadow Lane to the east may be vacated for future development. The development of the vacant lands to the east will likely include the City vacating the remaining portions of Meadow Lane.

10. A proposed future connection is shown to the strip mall property located to the northeast. A cross-access easement would will be needed.
11. The Primary Environmental Corridor should be shown on the Plan.
12. The retaining wall cross-section, design material specifications, base design, drain pipes, and installation specifications should be included on this Plan.
13. Notes should be included for moving the existing light poles and wiring in Silvernail Road.

#### Erosion Control Plan C-200

1. Chapter 32.09(c)(4): Locations of soil stockpiles should be shown, if applicable. Any soil stockpile that remains on the site for more than 30 days should be stabilized.
2. 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.
  - a. The Primary Environmental Corridor should be shown on the Plan.
3. Chapter 32.09(d)(2)(ix): Temporary soil stockpiles indicating setbacks from environmental corridors and the proposed erosion methods.
4. Chapter 32.09(d)(2)(xiv): Inspection requirements should be added to verify that critical elements of the plan are successfully accomplished such as protecting the Primary Environmental Corridor areas, marking and protecting trees, etc.
5. Chapter 32.09(d)(2)(xiv): The dates for the grading work should be added to the Drawing.
6. 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. 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.
7. 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.

#### Site Demolition Plan C-300

1. Note #8 states, "Remove power poles and guy wires along the old Meadow Lane." Provide documentation that the utilities have approved this work.



### Grading and Drainage Plan C-400

1. Storm water management facilities will need to be located in a storm water management easement. The storm water agreement should comply with Section 32.12. A copy of the City template can be sent to the Designer for use.
2. Chapter 32.10(d)(6)(H)(i): Flows generated by the 100-year, 24-hour design storm under planned land use conditions may exceed the design capacity of conveyance systems, but should not come in contact with any buildings. The lowest elevation of the structure that is exposed to the ground surface should be a minimum of two (2) feet above the maximum water elevation produced by the 100-year, 24 hour design storm. Verify 100-year storm event high water elevations in the stream along the south and west lot lines. Proposed structures shall remain outside of this high water area.
3. Soil borings should be obtained to verify the elevations of the existing water table. Two soil borings are needed in each storm water facility per DNR Technical Standards.
4. The Primary Environmental Corridor should be shown on the Plan.
5. Proposed grading work is shown in the Meadow Lane right-of-way to the east. The site plan should also show proposed paving in the same area.

### Utility Plan C-500

1. 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.
  - a. Verify if an inlet pipe to the north pond exists from Silvernail Road.
  - b. Show existing culvert under Silvernail Road with size and inverts.
2. Chapter 32.10(d)(6)(G ) as referenced by Chapter 32.09(c)(17): All storm sewers should be designed in accordance with the City of Waukesha's technical standards.
3. Please verify how the truck dock will be drained.
4. Specifications for coring and attaching to the City sanitary sewer manhole should be added to the Drawing.

### Paving Plan C-600

1. The specifications for work in public right-of-ways will need to be added to the Drawings.

### Marking and Signing Plan C-700

1. No comments.

### Landscape Plan L 1.0

1. No comments.

### Storm Water Management Plan

1. Chapter 32.10(b)(I): Storm water plan designs should distribute storm water bio-retention and infiltration BMP(s), if appropriate. Roof runoff should be infiltrated, if possible.
2. Chapter 32.10(e)(6): Location and dimensions of proposed drainage easements should be shown.
3. Chapter 32.10(C): Detailed cross sections and profiles of each BMP showing all critical design elements, side slopes, structures, soil profiles and applicable elevations, including seasonal high water table. The pipe material should be shown. The 2 foot thick clay liner should be shown.

### Traffic Review

1. All the traffic related issues have been address by the developer. There are a few final plan related comments.
2. The westbound Silvernail left turn bay white pavement marking shall be 8” white
3. Left turn lane shall have painted “Arrow” and “Only” symbols
4. The existing light pole in the Silvernail median will need to be relocated. The plans say “relocated by other”. The city will require the developer to relocate the light pole at their cost.
5. An R1-1 stop sign shall be placed for the westbound direction at the driveway connection to the existing commercial building to the east of the proposed Good Harvest driveway.
6. For the western most right out driveway, an R1-1 Stop Sign and R5-1 Do Not Enter sign cannot be mounted back to back because the shape of the sign is different. Eliminate the R5-1 that is shown mounted back to back with the stop sign and leave the other R5-1 located west of the driveway.
7. At the western most driveway, the plans show an R6-2R sign facing south, place another sign, an R3-1 (no right turn) on the same post facing west.
8. The concrete median that forms the westbound Sivernail left turn lane shall have sloped nose on each end for plowing operations.
9. The existing access from the site to Marshview Street, for emergency vehicles only, should have a sign placed at Marshview Street indicating that the road is emergency vehicle only so a driver does not get trapped on the access road.
10. All other signing and marking shown is acceptable.

### **PC14 -0062** Waukesha Springs Health and Rehabilitation, 1810 Kensington Drive - Final Site Plan & Architectural Review

1. No Comments.

### **PC14 -0052** Carroll University, 114 S. East Avenue - Conditional Use Permit

1. No Comments.

**PC14 -0063** Woodland Hills, West of Hwy. 18 and Meadowbrook - Final Site Plan and 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.

**PC14 -0064** J L Uebele Enterprise, 305 E. 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 or Chapter 32.08(c). Development fees will be owed to the City for this project.
  - b. The existing buildings have 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 in the right-of-way, 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.

**PC14 -0038** Standarski Builders, 1918 Madera Street - Preliminary Site Plan & Architectural Review

General

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. Property Survey per Wisconsin Administrative Code A-E 7
  - c. Permits
    - i. City Construction Permit. A construction permit will be needed to install utilities in the City's right-of-way.
  - d. 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.

Proposed Site Plan C1.0

1. No comments.

### Existing Grading Plan C1.1

1. No comments.

### Proposed Grading Plan C1.2

1. The grading plan is also submitted as the Erosion Control Plan. The erosion control plan should follow City Code Chapter 32.09(c).
2. A proposed sanitary sewer lateral is shown. The existing sewer main and manholes should be shown with existing inverts and the proposed inverts, diameter, material, and slope of the lateral.
3. Specifications for the proposed sanitary sewer lateral should be shown. The City specifications for laterals can be sent to the Design Engineer.
4. 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€. A separate map should show estimated seasonal water table depths down to planned excavation depths with references to the proposed site plan.
  - a. 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. Chapter 32.09(c)(4): Locations of soil stockpiles should be shown, if applicable. Any soil stockpile that remains on the site for more than 30 days should be stabilized.
6. Chapter 32.09(c)(3): The locations for all proposed inlet protection should be shown on the erosion control plan.
7. Chapter 32.09(d)(2)(xiv): The dates for the grading work should be added to the Drawing.
8. A construction sequence should be shown on the Erosion Control Plan.
9. Dewatering notes should be added to the Plan.