



March 13, 2025

Jon Wallenkamp  
Kueny Architects, LLC  
10505 Corporate Drive, Suite 100  
Pleasant Prairie, WI 53158

Re: Waukesha Water Utility Operations Center

Dear Mr. Wallenkamp,

On behalf of the City of Waukesha, we have reviewed the application documents submitted 02/27/2025 by Kueny Architects, LLC for Waukesha Water Utility Operations Center.

### **Project Description**

Waukesha Water Utility will be constructing a new facility to house their current and future operations and administration function. The facility will contain the complete site design and construction of a new 81,300 square foot facility. Site design is to include new parking and vehicle drives, accessible employee and public entrance design, site storage, fencing and secure gate access, equipment screening, loading dock, and truck wash out area. The site will retain existing stormwater management with revised layouts to meet the site facility footprint needs. The facility will contain 16,500 square feet of office space, 8,300 square feet of shop space, and 56,500 square feet of vehicle storage. This review is being submitted to verify compliance of all City of Waukesha ordinance.

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

### **General**

1. 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.
  - a. City of Waukesha Storm Water Erosion Control Permit if disturbance over 3,000 sf
  - b. Wisconsin DNR NOI, and NOI for fill site, if disturbance over 1 acre
  - c. City of Waukesha – Engineering Division Construction Permit for all RW work.
2. Additional required submittals, fees, financial guaranties needed prior to issuance of building permit include:
  - a. Financial guaranties
  - b. Impact Fees
  - c. Applicable sewer connection charges per Chapter 29.11(c) will be owed to the City for this project.
  - d. City Storm Water Permit. This permit will need to be obtained prior to starting work, and obtaining a building permit.
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. Stamps have been added to all Civil sheets.

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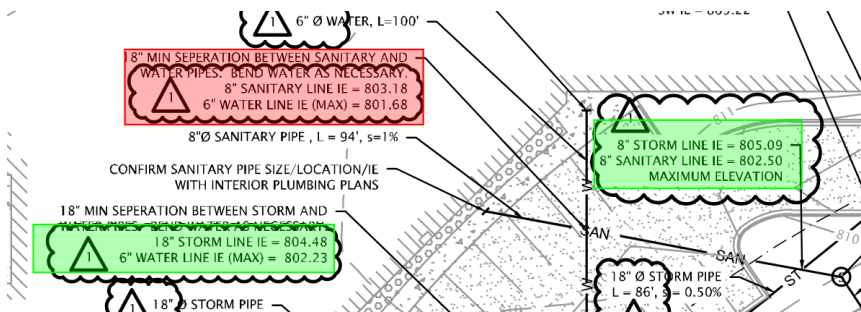
5. Submit copy of geotechnical report. Confirm elevation of water table on site. Response letter indicates a geotechnical report was included, however no document was present in the resubmittal.
6. The existing parcel has a sanitary sewer lateral connecting the City's sewer main. Please provide a pre 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. Note is included on Sheet C5
7. Submit all required checklists for Development Submittals. See City's Development Handbook.
8. See all other comments below and included in TRAKiT software response.

**C-4**

9. Stormwater management basin shall be contained within existing Stormwater Drainage Easement By CSM No. 9792. Response indicates legal easement will be submitted once SW management is approved.

**C-5**

10. Inverts have been provided. Please confirm crossing below provides adequate separation as shown.



**Stormwater Management**

11. Per 03/13/2025 meeting, proof of composite site curve number less than 86 (excluding stormwater pond surface water area or assumed/design surface water area, EL=801 per 2004 SMWP) shall be sufficient to satisfy Stormwater Management requirements.
12. Emergency overland flow shall not be directed onto adjacent private property. Adjust grading to provide emergency overland route directly to regional basin
13. Pond relocation & regrading:
  - a. Modifications to the existing City stormwater pond shall produce equivalent or increased stage storage as approved in the 2004 SWMP. Please update pond grading to achieve this.

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**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.

A handwritten signature in black ink that reads "Josh Meyerhofer". The signature is written in a cursive, flowing style.

Josh Meyerhofer, P.E.  
Senior Project Engineer  
[jmeyerhofer@msa-ps.com](mailto:jmeyerhofer@msa-ps.com) | (262) 295-7787

Cc: Brandon Schwenn, City of Waukesha