



November 7, 2025

Steven Kolber
KP+J Architects & Engineers, LLC
828 Davis St, Suite 300
Evanston, IL 60201

Re: Dunkin' Donuts Drive Thru & Retaining Wall (SPAR25-00057)

Dear Applicant,

On behalf of the City of Waukesha, we have reviewed the application documents submitted by KP+J Architects & Engineers, LLC for the Dunkin' Donuts Drive Thru project.

Project Description

Adding a drive thru queue lane for a Dunkin' store within the required right of way setback along Moreland Road.

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
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 (See review comments)
 - b. City of Waukesha – Engineering Division Construction Permit for all RW work. (See review comments)
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. Horizontal datum should be updated to NAD 1983/2011. See Existing Condition Survey, and City design guidelines.
6. Submit all required checklists for Development Submittals (Application indicates Engineering Checklist is included but not seen on the submittal). See City's Development Handbook.

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Plans

7. Provide written confirmation from WisDOT approving structure within ROW set back.
8. No scale or legend provided
9. No details included: pavement, base course, curb, light pole base, retaining wall, etc.
10. Plans need to be stamped & sealed by Professional Engineer
11. Show outline of disturbance area and confirm. It appears the area disturbed for turn lane & retaining wall construction will be greater than 3,000 sf
12. Current scope does not show work in the ROW, however disturbance appears to be very close. If any disturbance in the ROW occurs, a ROW permit will be needed
13. Erosion control measures not shown. Even if disturbance is confirmed to be <3,000 sf, erosion control still need to be in place.
14. Provide details of retaining wall construction including cross section showing curb, retaining wall & backslope to ROW
15. Note states ERA used lidar data and no field survey was performed. Elevations and existing site conditions shall be confirmed with qualifying survey per City design guidelines.
16. Note that (2) water laterals exist beneath the proposed construction area. Any damage to existing utilities shall be remedied by developer.

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