



January 20, 2026

John Donovan  
Bielinski Homes  
1830 Meadow Lane, Suite A  
Pewaukee, WI 53072

Re: Prairie Song Courtyards

Dear Applicant,

On behalf of the City of Waukesha, we have reviewed the application documents submitted for the Prairie Song Courtyards project

### Project Description

Proposed development of approximately 4.5 acres including (2) 6 unit buildings, (4) 4 unit buildings and private Drive. Plans were originally submitted in 2019 but project was never built. PUD has expired and project is being resubmitted for approval.

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
  - d. Financial Guarantees
  - e. Payment of Impact Fees
  - f. Recorded Developer's Agreement
  - g. Recorded Stormwater Maintenance Agreement
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. Add note that all work within City right of way and City easements to be in accordance with current City Standard Specifications and details.
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.

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7. Add note: Notify City Engineering Dept. 5 days prior to work in City right of way.
8. Curb and gutter should be installed around the parking lot and gravel area.
9. Add note to drawings: Limits of final City street pavement and curb and gutter removal and replacements to be marked by City Engineering staff in field.
10. See all other comments, including TrackIT summary & stormwater requirements.
  - a. It appears there are outstanding review comments from March 2021 that need to be addressed
11. Horizontal datum should be updated to NAD 1983/2011. See Existing Condition Survey, and City design guidelines.
12. Submit all required checklists for Development Submittals. See City's Development Handbook.
13. Provide clarification on intent and/or receipt of City approval for the future right of way & future road depicted throughout the plans.
14. Provide all County & DOT approvals for work in Summit Ave/US 18.

**C1.0**

15. Clarify existing trees to be removed leader
16. Provide City with permits for work in Summit Ave ROW

**C1.1**

17. Recommend connection sidewalk at NW corner of property to adjacent existing sidewalk.
18. Include street light at intersection of Prairie Song Drive & Summit Ave
19. Clarify why driveway is within Prairie Song Drive ROW but only follows City standard ROW cross section for a portion?
20. Public sidewalk easement needed at NE corner.
21. 1' public sidewalk easement for maintenance along entirety of sidewalk frontage.
22. CSM required to joint lots.
23. What the box symbol shown at NE intersection of private drive at Prairie Song Drive?
24. Hatch or id limits of 12" pavement along private drive.
25. Provide documentation of private easement & authority from neighboring land owner to the east.

**C2.0**

26. Appears at least two existing sanitary manholes will need to have rims adjusted based on grading. Include proposed rims & adjustment callout as needed.
27. It is assumed the proposed retaining walls are intended to save existing trees. If so, recommend clarifying in demo plans which trees need to be demo'd & saved.
28. Overland relief appears to be acceptable between units 1 & 4 @ elevation 135.00.

**C2.1**

29. 3" between top of 6" orifice & top of structure. Confirm this is sufficient material for longevity of the structure.
30. All outlet structures shall have domed grates, not flat.

**C2.2**

31. What is the purpose of the sump & outflow from RG-2?  
All outlet structures shall

**C3.0**

32. Overland routing arrows SE do not match final grades which will provide overland relief SW. location is acceptable if temporary but note once finished grade is established water will not take this route.

**C4.1**

33. Identify existing inverts vs proposed inverts on structures.
34. Sanitary MH 1 rim to be adjusted to match proposed finished grade.

**C5.0**

35. Provide City with Summit Avenue (USH 18) Development Plan noted on this sheet.

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**SWMP**

36. Detailed review comments to be provided.

**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, appearing to read "Josh Meyerhofer". The signature is fluid and cursive, with the first name "Josh" being larger and more prominent than the last name "Meyerhofer".

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