



January 9, 2025

Lyndsay Johnson
Food Pantry of Waukesha County, Inc
1301 Sentry Dr
Waukesha, WI 53186

Re: Food Pantry of Waukesha County

Dear Applicant,

On behalf of the City of Waukesha, we have reviewed the application documents submitted by Food Pantry of Waukesha County, Inc for Food Pantry of Waukesha County project.

Project Description

The proposed project will transform the existing 20,750 sf warehouse into a vibrant new home for The Pantry. The renovated facility will feature a welcoming client check-in area, dedicated staff offices and a bright, organized client services space where volunteers distribute food and supplies. Additional areas will include volunteer workspaces where they prepare donated items, staff offices and ample warehouse storage to increase the ability to receive and distribute donations. Site improvements will expand parking to better accommodate clients, volunteers, and staff, complete with code-compliant lighting for safety. Finally, new landscaping will enhance the grounds, softening the parking areas for the neighboring community, and creating an inviting, cheerful environment for all who visit

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. Add note that all work within City right of way and City easements to be in accordance with current City Standard Specifications and details.
5. 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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6. Add note: Notify City Engineering Dept. 5 days prior to work in City right of way.
7. 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.
8. See all other comments, including TrackIT summary.
9. Horizontal datum should be updated to NAD 1983/2011. See Existing Condition Survey, and City design guidelines.
10. Submit all required checklists for Development Submittals. See City's Development Handbook.
11. Note that both increase in impervious area & total disturbance thresholds requiring stormwater management (0.5 ac addition impervious area & 1.0 acre disturbance) are both nearly reached. Disturbance area is kept under the limit by keeping exiting base course in place on the existing easter parking area (sheet C2). If impervious area or limits of disturbance are found to exceed this threshold during inspection onsite, stormwater management will be required.

C3

12. Industrial Drive & Mulberry Lane are identified as a Low Priority Area for sidewalk install. Applicant is encouraged to consider installing sidewalk along entirety of property frontage.

C4

13. Show building outline.
14. Confirm no trapped water is created behind curb when designing new sidewalk
15. Appears there will be additional disturbance from proposed catch basin on eastern part of site to the proposed manhole. Confirm this area is accounted for in disturbance area calculations.
16. Provide confirmation that existing drive apron on Mulberry Lane meets City standards. If not, remove & replace. Include City detail for drive apron if replacing.

C5

17. All storm pipe within the public ROW shall be RCP. Survey identifies existing storm pipe from existing inlet onto site from eastern catch basin on Mulberry Lane as pvc. If pipe is damaged or is to be replaced, RCP pipe should be installed.

C6

18. Type D inlet protection is required

C8

19. All curb ramps required detectable warning fields
20. Include detectable warning field detail.

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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, appearing to read "Josh Meyerhofer". The signature is fluid and cursive, with the first name "Josh" and last name "Meyerhofer" clearly distinguishable.

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

Cc: Brandon Schwenn, City of Waukesha