



August 13, 2025

Misty Hintz  
VJS Construction Services  
W233N2847 Roundy Circle West  
Pewaukee, WI 530072

Re: Randall Health Science Buildout, 114 S Charles St. – SPAR25-00036

Dear Ms Hintz,

On behalf of the City of Waukesha, we have reviewed the application documents submitted by VJS Construction Services for the Randall Health Science Buildout

### **Project Description**

Modifications to existing building including new ADA ramps, entrance vestibule, landscaping, sealcoating & parking lot restriping, removal & replacement of fencing, and pavement removal.

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. WisDNR WRAPP Permit/NOI, and NOI for fill site, if disturbance over 1 acre (appears disturbance will be less than 1 acre)
  - c. Payment of Impact Fees
  - d. Payment of Financial Guarantees
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. 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. Horizontal datum should be updated to NAD 1983/2011. See Existing Condition Survey, and City design guidelines.
9. Submit all required checklists for Development Submittals. See City's Development Handbook.

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**General**

10. Show limits of disturbance & quantify
11. Detail removals including sawcut, pavement removal, etc
12. Show accessible ADA route from ADA parking spot to building entrance. Include spot grades to confirm ADA compliance
13. Current parking lot layout requires traffic along the south side of the building to pass through what appears to be a pedestrian route from building to public sidewalk. Current parking lot does not direct traffic through the pedestrian route.
14. Greenspace exhibit shows impervious area will decrease in proposed conditions.

**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  
[jmeyerhofer@msa-ps.com](mailto:jmeyerhofer@msa-ps.com) | (262) 295-7787

Cc: Brandon Schwenn, City of Waukesha