

July 28, 2025

City of Waukesha Community Development  
201 Delafield St, Suite 200  
Waukesha, WI 53188

Re: Site Plan and building vestibule addition – 114 S. Charles St

Dear Mr. Koehler:

Enclosed is our submittal for the property at 114 S. Charles St for Carroll University. This is part of a larger interior renovation project. When complete, the building will house several of Carroll's Health Sciences graduate programs.

We are submitting this package for minor Site Plan Review. The site plan design includes a sealcoat and re-striping of the existing parking lot area, along with a landscape buffer along Charles Street and along the adjacent residential property on the South side. The proposed landscaping elements along Charles St will be a 3-foot high shrub row, with some varying varieties and decorative grasses mixed in. This is to block the view of the parked car grills, with a few taller decorative trees included for visual variation. Along the fence, it will be more of the same, but of a taller and more upright variety. The existing grading of the parking lot is not going to change.

The existing chain link fence will be removed on the South and West sides of the property. A 6' high board on board vinyl fence will be installed on the South side of the property to shield the view from the adjacent lot. A 15' wide landscape buffer will be installed on both the South and West edges of the parking lot. The parking lot will provide (70) total parking spaces with (9) of them being ADA accessible.

A new entry vestibule is proposed on the Southwest side of the building which will serve as the main entrance for students and staff. The vestibule will house new stairs and new ADA accessible ramp. The exterior will be clad in natural stone that compliments the existing building brick and is in keeping with the natural stone aesthetic at Carroll University. There will also be storefront glazing to let ample natural lighting into the space.

A new prefabricated metal canopy will be added to the face of the building at the Northwest entry. A new ADA ramp and stair will also be added to the same entry.

Sincerely,



Misty Hintz  
Senior Project Architect  
VJS Construction Services