



04/07/2026

Kathleen Christenson-Fisher
Hebron Housing Services
1166 Quail Ct, Ste 400
Pewaukee, WI 53072

Re: 330 Wisconsin Ave, Hebron House (SPAR26-00019)

Dear Applicant,

On behalf of the City of Waukesha, we have reviewed the application documents submitted for the Hebron Housing project at 330 Wisconsin Ave.

Project Description

Hebron Housing Services seeks to purchase and renovate the building located at 330-334 Wisconsin Ave. Waukesha, WI. The building is currently being utilized as a rooming house project for homeless youth and office space for supportive services staff. The project includes upgrades and repairs to the building. The front half of the first floor will continue to be utilized as office space, with the rear half and the entire second floor used as residential.

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
 - 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.
7. Add note: Notify City Engineering Dept. 5 days prior to work in City right of way.
8. 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.

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Hebron Housing Services
April 7, 2026

9. Show accessible ADA route from ADA parking spot to building entrance. Will there be an accessible entrance into building?
10. See all other comments, including TrackIT summary
11. Sheet A1 – Note north of building indicates demolition of existing pavement and new base / concrete. Update plans to include:
 - a. Limits of demolition
 - b. Adjacent building, fence and other structures
 - c. Provide pavement cross section showing pavement depth, base depth and specifications for concrete mix aggregate gradation, etc.
12. Sheet A2 – Note south of building indicates demolition of existing stairs and railing.
 - a. Update plans to show items listed in Comment 11.
 - b. Include details of the stair construction with dimensions.
 - c. Show property line, existing sidewalk and how stair construction relates to both.
13. Exterior work will require existing survey showing all existing features including but not limited to: property lines, existing structures, sidewalks, utilities, topography, floor elevations, etc. Horizontal datum should be updated to NAD 1983/2011. See Existing Condition Survey, and City design guidelines.

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