



May 21, 2026

City of Waukesha
Attn: Doug Koehler
201 Delafield Street
Waukesha, WI 53188

Re: Family Promise (SPAR26-00005)

Dear Staff,

This letter is in response to the review comments provided by Josh Meyerhofer, P.E. via email on 2/12/26.

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
Excel Response: Noted.
 - b. Financial Guarantees
Excel Response: Noted.
 - c. Payment of Impact Fees
Excel Response: Noted. By owner/contractor.
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
Excel Response: Noted. By contractor.
 - b. City of Waukesha – Engineering Division Construction Permit for all RW work.
Excel Response: Noted. By contractor.
 - c. Applicable sewer connection charges per Chapter 29.11(c) will be owed to the City for this project. Coordinate with Waukesha Water Utilities.
Excel Response: Noted. Paid by contractor/owner.
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.
Excel Response: Noted.

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.

Excel Response: Provided.

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.

Excel Response: Noted on C0.1 general project note 9.

6. Show accessible ADA route from ADA parking spot to building entrance. Will there be an accessible entrance into building?

Excel Response: See route on sheet C1.1.

7. Review all City sidewalk adjoining the property limits with a City Engineering representative. If the sidewalk meets replacement criteria due to cracking, missing pieces, or displacement, then the sidewalk will need to be removed and replaced

Excel Response: Noted on C1.0.

8. See all other comments, including TrackIT summary.

Excel Response: Noted.

C1.0

9. Note that hatching between legend and plan are consistent.

Excel Response: Legend has been updated to match plan hatching.

10. Confirm "H" label south of building is intended.

Excel Response: This note was not intended. See updates on sheet C1.0.

C1.1

11. Provide detail of dumpster enclosure

Excel Response: Detail will be provided by VJS.

12. Sidewalk adjacent to vertical curb should be 6' wide.

Excel Response: Updated, see revised sidewalk on sheet C1.1.

13. Identify ADA path into building

Excel Response: See sheet C1.1 for accessible route.

14. Keynote 6 – Assumed to be intended as 30" Concrete Curb & Gutter?

Excel Response: Correct, see detail on sheet C2.0.

15. City requires pavement patches extended to nearest longitudinal joint and length to equal width. Although final extents will be marked in field by City staff, please update plans to show a more accurate dimension of patches on the plans.

Excel Response: Removal limits have been updated and note added to sheet C1.3.

16. Curb and gutter will be required to be replaced to nearest joint.

Excel Response: Noted. Excel spec 31.10.00 (E) notes as well.

C1.2

17. Assumed that curb cut is intended to direct larger flows away from adjacent church & retaining wall to the north. Confirm purpose of curb cut.

Excel Response: Yes, intent of the curb cut is to ensure drainage between the two properties.

18. Clarify overland drainage path south of dumpster enclosure. Is the intent to discharge over sidewalk?

Excel Response: Field inlet has been added to capture discharge before crossing over the sidewalk.

19. Consider clarifying location of flush walk & raised walk.

Excel Response: Labels have been added to clarify.

C1.3

20. Confirm there are (5) 4" pipes to be extended to CI 1.

Excel Response: Yes, that is correct.

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.

TrackIT Comments from 3/2/26

Fire – Brian Charlesworth

This building will be required to have an automatic fire sprinkler system.

Excel Response: Noted and provided.

General Engineering – Josh Meyerhofer

MSA review comments included in attachments.

Excel Response: Ok.

Planning – Doug Koehler

1. Unit density exceeds 14.7 units per acre maximum density. Rezoning to a PUD Overlay may be possible, but since the site is under one acres, additional design elements and site enhancements would be required.
Excel Response: Project is requesting a rezone w/PUD overlay as discussed.
2. Consider sliding building to the south to align with the 25 foot setback from Park Street.
Excel Response: Building is as far south as possible while keeping the canopy out of the setback.
3. Landscape plan should include perimeter plantings along the parking lot, especially along Park Street. Looks like there are opportunities to install several trees around the site as well. Why no plantings on the north elevation?
Excel Response: Landscape added to the south side of the parking lot. On the west side is snow storage and no plants are added. The north elevation isn't seen. Landscaping brought around northeast corner for visual landscape border.
4. Where will HVAC equipment be? Will a transformer be on site? These should be incorporated on the site and landscape plans.
Excel Response: AC units will be inside with the condensers shown on the NW corner. Transformer anticipated to be pole mounted and noted as such on the plans. Landscape plan updated to screen condensers to the west. North is screened with fence to residential.
5. Photo metric plan exceeds lighting limits north of building and east of parking lot, bring into compliance.
Excel Response: The light on the existing pole is proposed to remain without change and is noted as such on the plans.
6. With the address of 610 Maple, the elevation should reflect a more prominent front entrance facade facing onto Maple, such as a porch or other neighborhood characterizing feature.
Excel Response: VJS Response: See elevations/renders. A canopy/overhang was added to the Maple elevation to create a greater sense of prominence while complementing and fitting cohesively with the neighboring properties.
7. Is it possible to reduce or lower the roof?
Excel Response: VJS Response: See elevations/renders. The roof height and pitch on the overall structure was both lowered and reduced.
8. Renderings should not misrepresent the landscape plan.
Excel Response: VJS Response: Renderings were revised to better align with the landscape plan.
9. Vertical siding seems a little out of character in this neighborhood, where buildings are horizontal siding, brick, stone or stucco. Consider detailing in large end peakson east and west elevations.
Excel Response: VJS Response: See elevations/renders. The neighborhood, in general, has a very eclectic aesthetic. Within a single city block, there is a mix of horizontal siding, vertical siding, stucco, brick, and stone.
10. Dumpster enclosure details required.

Excel Response: VJS Response: The dumpster enclosure will be constructed of masonry. The exterior will feature brick matching the base of the principal structure, along with precast coping designed to complement the window sills of the principal structure.

Water Utility – Mat Kadrich

1. A water lateral application is required.
Excel Response: Preliminary application provided until contractor on board to finalize.
2. All fees associated with the application and tap must be made prior to WWU making the tap. A 6"x6" tap with inspection fee is \$3,125.97. WWU will inspect to the curb line and then it is on the plumbing inspector from the curb to the building.
Excel Response: Noted. VJS/Contractor will handle.
3. WWU will supply the tapping sleeve, valve, and valve box. WWU will also make the tap.
Excel Response: Noted on C1.3 at the connection.
4. DR-14 PVC or class 52 DI are required for pipe.
Excel Response: C900 updated to C900 (DR-14) on C0.2.
5. Contractor is responsible for excavation, shoring, and means to lower valve and tap machine into the trench.
Excel Response: Noted on C1.3 at the connection.
6. The existing 1" and 1-1/4" copper services need to be abandoned at the water main by turning the corp off and capping the corp.
Excel Response: Noted on C1.0 keynote J.
7. You must get a right of way permit through city engineering before doing any work in the street.
Excel Response: Noted on C0.1 general project note #2.

The submittal documents have been revised per the comments above. Please accept for review and approval. Please let me know if you have any comments, questions, or need additional information.

Sincerely,

Excel Engineering, Inc.

Devin Winter
Project Manager, Civil