



06/18/2026

Brian Griehl  
VJS Construction Services  
W233 N2847 Roundy Circle West  
Pewaukee, WI 53072

Re: Family Promise (SPAR26-00036)

Dear Applicant,

On behalf of the City of Waukesha, we have reviewed the application documents submitted for Family Promise at 600 Maple Ave.

### Project Description

Site demolition of building for construction of new multi-family structure with associated parking. Parking will remain on the west side of the structure and utilize the location of an existing driveway. Utilities will connect to the existing main and/or utilize the existing stubs as able. Drainage patterns remain the same. Site coverage is reduced as part of the proposed project.

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. Financial Guarantees (developer to provide estimate, City to review)
  - c. Payment of Impact Fees (City to provide impact fees once plans are finalized)
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. See all other comments, including TrackIT summary.

#### C1.1

5. Keynote 6 – Calls out 30" HMA. Assumed to be 30" concrete curb and gutter?

#### C1.2

6. Detail of curb cut appears to be 0" head. Appears this will route flowline offsite prior to utilizing the proposed inlet. Provide detail that shows curb head capable of directing flow to inlet while allowing outflow in ponded conditions.
7. Confirm inlet capacity at low point.
8. Confirm cross slope of private sidewalk. Appears slope may exceed 1.5% shown in details.
9. It is noted that field inlet is not labeled, but Sheet C1.3 details rim as 825.00, creating a low point for pervious flow collection.

#### C1.3

10. Pavement patches in W Park Ave should extend to centerline of street. Length should be updated to match width.

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Brian Griebel  
VJS Construction Services  
June 18, 2026

**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 that reads "Josh Meyerhofer". The signature is written in a cursive, flowing style.

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