



06/18/2026

Tracy Habermehl
The Salvation Army
11315 W. Watertown Plank Road
Wauwatosa, WI 53226

Re: Salvation Army – EDS Garage Addition (SPAR26-00034)

Dear Applicant,

On behalf of the City of Waukesha, we have reviewed the application documents submitted for the above project.

Project Description

This project is an addition to the existing Salvation Army Building. The addition will be a two-stall garage to store vehicles used by the Salvation Army's the Emergency Disaster Services group. The addition will include a connection to the existing building, and support spaces. There will be minimal site changes, existing retaining walls, fences, and grading will remain. A new exterior stairway will be constructed to maintain the path of egress from the existing exit doors on the second floor.

The Following review comments shall be addressed prior to approval of construction documents.

General

1. No civil plans were submitted. A complete civil plan set including requirements in the City of Waukesha Development Handbook and Development Checklists shall be provided for full review of the site. See below standard SPAR review comments & requirements for resubmittal.
2. 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. Recorded CSM
 - c. WisDNR WRAPP Permit/NOI, and NOI for fill site, if disturbance over 1 acre
 - d. Financial Guarantees
 - e. Payment of Impact Fees
 - f. Recorded Developer's Agreement
 - g. Recorded Stormwater Maintenance Agreement
3. 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.
4. 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.
5. 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.
6. Will the proposed improvements include any utility fixtures? The existing parcel has a sanitary sewer lateral connecting the City's sewer main. Please provide a pre and post construction sewer lateral

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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. Approved plans as indicated in the Engineering Concurrence Letter shall be the only plans distributed for construction. If plan amendments are required, developer is responsible to resubmit updated plans to City for review and approval PRIOR to distributing for construction. Failure to submit and receive approval of amended plans may result in City revoking permits until approval of updated plans is issued
8. Show accessible ADA route from ADA parking spot to building entrance. Will there be an accessible entrance into building?
9. See all other comments, including TrackIT summary.
10. Horizontal datum should be updated to NAD 1983/2011. See Existing Condition Survey, and City design guidelines.
11. Submit all required checklists for Development Submittals. See City's Development Handbook.
12. Add note that all work within City right of way and City easements to be in accordance with current City Standard Specifications and details.
13. Add note: Notify City Engineering Dept. 5 days prior to work in City right of way.
14. Curb and gutter should be installed around the parking lot and gravel area.
15. 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.

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