



07/06/2026

Jake Hannah
Hannah Investments
215 W. North Street
Waukesha, WI 53188

Re: 222 W. St Paul Ave (SPAR26-00040)

Dear Applicant,

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

Project Description

Project consists of exterior improvements to an existing industrial building. Improvements include new siding, aluminum doors and windows, new garage doors, new front walkway and retaining wall with landscaping, repaved and striped parking lot.

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. 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
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. (Work in ROW will be required to connect to existing sidewalk and drive apron)
 - 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. 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.
6. 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

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July 6, 2026

approval of amended plans may result in City revoking permits until approval of updated plans is issued

7. See all other comments, including TrackIT summary & stormwater requirements.
8. Horizontal datum should be updated to NAD 1983/2011. See Existing Condition Survey, and City design guidelines.
9. Submit all required checklists for Development Submittals. See City's Development Handbook. No checklists were provided.
10. Add note that all work within City right of way and City easements to be in accordance with current City Standard Specifications and details.
11. Add note: Notify City Engineering Dept. 5 days prior to work in City right of way.
12. 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.
13. Provide agreement from neighboring property for work over property line.
14. Provide Title sheet with sheet list

Civil Sheet (no sheet number provided)

15. Label sheet
16. Identify black blocks throughout plan
17. Provide inlet protection and detail for existing storm inlet
18. Not indicates tracking plan, location not shown
19. Label elevations of retaining wall and provide detail
20. Provide detail and cross slope for sidewalk
21. ADA parking stall is at maximum slope for ADA compliance. Any variation in construction may result in exceeding ADA requirements.

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