



February 10, 2025

Brenda Zellmer  
Montessori School of Waukesha  
2600 Summit Avenue  
Waukesha, WI 53188

Re: Montessori School of Waukesha Addition

Dear Applicant

On behalf of the City of Waukesha, we have reviewed the application documents submitted for the Montessori School of Waukesha Addition.

### **Project Description**

14,000 sf building addition with new parking lot to the west. Improvements include building addition, parking lot & drive aisles, sanitary, storm & water, stormwater management.

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. WisDNR WRAPP Permit/NOI, and NOI for fill site, if disturbance over 1 acre
  - c. Financial Guarantees
  - d. Payment of Impact Fees
  - e. 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.
  - 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. 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.
5. See all other comments, including TrackIT summary & stormwater requirements.

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**Stormwater Management Report**

- Confirm TSS Calculations. Based on Appendix I, it appears a total of 4.00 acres should be included which produces a required TSS reduction of 64.40% based on the redeveloped vs new development areas:

SLAMM BASIN	TOTAL (SF)	TOTAL (AC)	BLDG (SF)	BLDG (AC)	PAVEMENT (SF)	PAVEMENT (AC)	OPEN (SF)	OPEN (AC)	TREATMENT REQ'D (%)	NOTES
<b>TOTAL</b>	164,257	3.77	14,464	0.33	100,607	2.31	49,186	1.13	56.90	(80% NEW DEV + 40% REDEV PRK/ROAD )/ (TOTAL + OFFSITE)
<b>TOTAL NEW DEV</b>	103,757	2.38	14,464	0.33	66,167	1.52	23,126	0.53	80.00	
<b>TOTAL REDEV (PRK/RDS)</b>	60,500	1.39	0	0.00	32,400	0.74	28,100	0.65	40.00	NO TREATMENT OPEN SPACE
<b>OFFSITE</b>	10,013	0.23	0	0.00	4,316	0.10	5,697	0.13		
<b>OFFSITE NEW DEV</b>	2,500	0.06	0	0.00	1,022	0.02	1,478	0.03	80.00	
<b>OFFSITE REDEV (PRK/RDS)</b>	7,513	0.17	0	0.00	2,908	0.07	4,605	0.11	40.00	NO TREATMENT OPEN SPACE
<b>BYPASS</b>	86,184	1.98	14,437	0.33	9,275	0.21	62,472	1.43		OTHER CONTROL DEVICE

LU# 1 - Institutional: Total Total area (ac): 3.770  
 1 - Roofs 1: 0.330 ac. Pitched Connected Source Area PSD File:  
 C:\WinSLAMM Files\NURP.cpz  
 13 - Paved Parking 1: 2.310 ac. Connected Source Area PSD File:  
 C:\WinSLAMM Files\NURP.cpz  
 45 - Large Landscaped Areas 1: 1.130 ac. Normal Silty Source Area PSD File: C:\WinSLAMM Files\NURP.cpz

LU# 2 - Institutional: Offsite Total area (ac): 0.230  
 13 - Paved Parking 1: 0.100 ac. Connected Source Area PSD File:  
 C:\WinSLAMM Files\NURP.cpz  
 45 - Large Landscaped Areas 1: 0.130 ac. Normal Silty Source Area PSD File: C:\WinSLAMM Files\NURP.cpz

- Related to #6, confirm total disturbed area for 2% max infiltration basin area.
- Additional comments to follow.

**Stormwater Maintenance Agreement**

- City clerk is Katie Panella.
- Attached is City template for SWMA, include site specifics in this template. Incorporate template maintenance requirements in addition to submitted SWMA. Note that City requirements for inspection documentation has been updated, see not #12.

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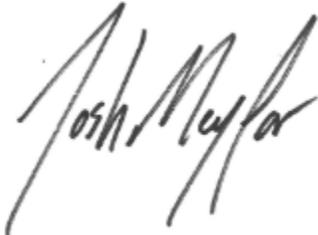
**Final**

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, appearing to read "Josh Meyerhofer". The signature is fluid and cursive, with the first name "Josh" being more prominent than the last name "Meyerhofer".

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