



City of Waukesha
 201 Delafield Street
 Waukesha, WI 53188
 Tel: 262.542.3700
 waukesha-wi.gov

City of Waukesha Cover Sheet

Committee: Plan Commission	Meeting Date: 2/25/2026
ID Number: PC26-0003	Ordinance/Resolution Number (if applicable):
Department Submitting: Community Development	Submission Date: 1/18/2026
Agenda Item Title: Final Site Plan & Architectural Review, 2600 Summit Avenue, Montessori School of Waukesha – a request to approve final plans for a 14,000 sq.ft. building addition and new parking lot to the west side of the Montessori School along University Drive in the I-1 Institutional District.	

Issue Before the Council: proposed addition to the Montessori School of Waukesha to include a new entrance, gymnasium and academic space. The addition will be to the west of the current building; a similar addition was approved 8 years ago but never constructed. Along with the building addition, a new parking lot with access points from University Avenue is proposed.

Options & Alternatives: The Plan Commission could recommend the approval of the application with or without conditions or deny it.
 If the Commission does not approve the Site Plan and Architectural Review, the development will not be able to go forward.

Additional Details:
 The 14,000 sq. ft. addition will be to the west of the existing building extending towards University Avenue. A new large parking lot is proposed in front of the addition, with access points from University Avenue which will also accommodate a formal drop-off and pick up area at the new entrance. The former church building at 601 Summit Avenue will be razed to make way for the expansion and associated parking and driveways. The proposed CMU building with horizontal, color banding ties in architecturally with the existing building. The extended canopy at provides for a covered drop off and identifies the entrance, while the vertical elements on the west façade of the gymnasium add further visual interest to the building. The site plan indicates a pedestrian walkway



City of Waukesha
201 Delafield Street
Waukesha, WI 53188
Tel: 262.542.3700
waukesha-wi.gov

from the sidewalk on University Avenue at the south driveway up to the entrance, along the north driveway a future sidewalk is called out, staff feels the pedestrian access along the north driveway out to the sidewalk should be provided with this construction. The landscape plan indicates a planted berm along University Avenue providing screening for the parking lot. A storm water basin is proposed south of the parking lot.

What is the Strategic Plan Priority this item relates to:

People-Centered Development

What impact will this item have on the Strategic Plan Priority? Provide a educational options and opportunities for residents of the City.

Financial Remarks: No direct financial impact to the City. No direct financial impact to the City.

Executive Recommendation: Staff recommends approval of the final plans for 14,000 sq.ft. addition and new parking lot at the Montessori School with all City Department comments and concerns to be addressed.



City of Waukesha
201 Delafield Street
Waukesha, WI 53188
Tel: 262.542.3700
waukesha-wi.gov

Recommended Motion: Move to recommend that the Plan Commission approve the final plans for 14,000 sq.ft. addition and new parking lot for the Montessori School at 2600 Summit Avenue with all City Department comments and concerns to be addressed.

Reviewed By:

Reviewer #1 Name & Title	Reviewer Signature
Reviewer #1 Name & Title	Reviewer Signature
City Administrator	Reviewer Signature