

# PLANNING DIVISION STAFF REPORT

May 4, 2015



PREPARED FOR THE PLAN COMMISSION

**Project Address:** 1402 Pankratz Street (District 12 – Ald. Palm)  
**Application Type:** Conditional Use  
**Legistar File ID #** [37782](#)  
**Prepared By:** Kevin Firchow, AICP, Planning Division  
Report Includes Comments from other City Agencies, as noted

## Summary

**Applicant:** Carrie Marlette, Isthmus Montessori Academy; 255 North Sherman Avenue; Madison, WI 53701

**Contact:** Mathew Aro, Aro Eberle Architects; 116 King Street, Suite 202; Madison, WI 53703

**Property Owner:** Rifken Group, Ltd; 14 W. Mifflin Street #300; Madison, WI 53703

**Requested Action:** The applicant requests approval of a conditional use in Urban Design District 4.

**Proposal Summary:** Isthmus Montessori Academy requests conditional use approval to establish a private school in an existing multi-tenant commercial building in the Suburban Employment (SE) Zoning District. In addition to interior alterations, there are new exterior doors proposed on the Packers Avenue-facing façade. A fenced in play area is also proposed.

**Applicable Regulations & Standards:** Public and private schools are listed as a conditional use in the SE Zoning District. This proposal is subject to the standards for conditional uses [MGO Section 28.185(7)]. The plans for the new site and building are also subject to the standards for Urban Design District 4 [MGO Section 33.24(11)].

**Review Required By:** Plan Commission. The Urban Design Commission Secretary has reviewed on behalf of the Urban Design Commission, as allowed in Sec. 33.24(4)(g)1.

**Summary Recommendation:** The Planning Division recommends that the Plan Commission find that the conditional use standards are met and **approve** the request to establish a private school at 1402 Pankratz Street. This recommendation is subject to input at the public hearing and the conditions recommended by the reviewing agencies.

## Background Information

**Parcel Location:** The 3.0 acre subject property is a through-lot, with frontages on Pankratz Street and Packers Avenue. The site is within Aldermanic District 12 (Ald. Palm), Urban Design District 4, and within the limits of the Madison Metropolitan School District.

**Existing Conditions and Land Use:** The subject site includes an existing one-story, 36,000 square foot office building constructed in 2000.

### Surrounding Land Use and Zoning:

North: Office development, zoned SE (Suburban Employment);

South: Undeveloped property zoned SE;

East: Golf Course, zoned PR (Parks and Recreation); and

West: Light Industrial and Commercial uses zoned IL (Industrial Limited) and CC-T, respectively. Residential uses are beyond.

**Adopted Land Use Plan:** The Comprehensive Plan recommends employment uses for the subject site.

**Zoning Summary:** The property is zoned SE (Suburban Employment District). A zoning summary table was not provided in time to be included within this report.

**Environmental Corridor Status:** The subject site is not located in a mapped environmental corridor.

**Public Utilities and Services:** This property is served by a full range of urban services.

## Project Description, Analysis, and Conclusion

The applicant, Isthmus Montessori Academy, requests approval to establish a private school in a portion of an existing office building. The site is within the Truax Airpark office park. This request is subject to the conditional use approval standards.

The proposed facility includes both a day care (which is a permitted use) and a kindergarten through eighth-grade school. The latter requires conditional use approval.

There are limited physical changes proposed. The interior of the space will be reconfigured, as shown on the attached floor plans. The exterior changes to the building are limited to the installation of additional doors along the western façade. The most significant visual change will be the establishment of the fenced-in play area, proposed along the Packers Avenue side of the building. As proposed, the fence is a wooden 6 feet, 6 inch wooden fence. The Planning Division has concerns about the resulting visual appearance, noting a tall wooden fence is considered out of character with the rest of the office properties that face Packers Avenue. Staff has requested that an alternative fence design be proposed and staff would prefer a lower ornamental metal fence would be preferable and more keeping with the design character along Packers Avenue. Staff also notes that the recorded plat includes multiple easements along Packers Avenue which would limit the placement of the fence. Based on the submitted plans, it appears the fence is likely out of these easement areas, but final sign-off plans should accurately note the location of these easements.

Traffic Engineering has recommended that the applicant provides a pick/up and drop off plan to be approved as part of final sign-off. They also advised the applicant of the difficulties of students crossing Packers Avenue. At the time of report writing, staff was not aware of the number of students that are anticipated to be coming from the adjoining neighborhood to this private school. Planning staff notes that the nearest marked cross walk is at Schlimgen Avenue, about 780 feet north of this site. The nearest signalized crossing is at International Lane, about 1,900 feet north of the subject site.

At the time of report writing, staff was not aware of any neighborhood concerns on this proposal. Staff believes that the conditional use standards can be met with the requested modifications.

## Recommendation

### Planning Division Recommendation (Contact Kevin Firchow, 267-1150)

The Planning Division recommends that the Plan Commission find that the conditional use standards are met and **approve** the request to establish a private school at **1402 Pankratz Street**. This recommendation is subject to input at the public hearing and the conditions recommended by the reviewing agencies.

### Recommended Conditions of Approval Major/Non-Standard Conditions are Shaded

#### Planning Division (Contact Kevin Firchow 267-1150)

1. That the play area fence shall be revised for approval by the Planning Division, Urban Design Commission Secretary and Zoning Administrator. The fence shall be an ornamental metal fence or acceptable alternative to the aforementioned approving staff agencies.
2. That the site plan be revised to clearly label all easements on the site. The location of the fence or other improvements shall be consistent with any restrictions in those easements.

#### City Engineering Division (Contact Janet Schmidt, 261-9688)

3. Correctly show and label the Lot Lines of Certified Survey Map Number 13328. Label the 35' Wide Public Storm Drainage and Detention Easement per the Second Addn. to Truax Air Park West as noted on CSM 13328. Also show and label the Temporary Limited Easement for the temporary cul-de-sac over the southeast corner of the lot.
4. The proposed dumpster enclosure is proposed to be located on a different lot to the north. Provide the agreement/easement/lease of record that will allow the dumpster enclosure to be located as proposed and used for this building.
5. The existing parking lot configuration does not represent the current conditions of the site, particularly the more northern portion of the site plan. Revise the site plan to reflect accurate current conditions.
6. Place a note on the site plan that this site benefits from and is subject to a Declaration of Reciprocal Easements per Document No. 4893392.
7. Show and label the 50' Wide Public Sanitary Sewer Easement per Document No. 3272421 as noted on the CSM. Also remove that portion of the easement released by Document No. 4891280.
8. The address of the Isthmus Montessori K-8 and Daycare is 1402 Pankratz St Suite 150.
9. The site plan shall identify lot and block numbers of recorded Certified Survey Map or Plat.
10. The site plan shall reflect a proper street address of the property as reflected by official City of Madison Assessor's and Engineering Division records.

11. The applicant shall submit, prior to plan sign-off, digital PDF files to the Engineering Division (Jeff Benedict or Tim Troester). The digital copies shall be to scale, and shall have a scale bar on the plan set. (POLICY and MGO 37.09(2)) PDF submittals shall contain the following information: a) Building footprints, b) Internal walkway areas, c) Internal site parking areas, d) Lot lines and right-of-way lines, e) Street names, f) Stormwater Management Facilities, g) Detail drawings associated with Stormwater Management Facilities (including if applicable planting plans).

**Traffic Engineering Division** (Contact Eric Halvorson, 266-6527)

12. Applicant shall submit for review a student drop off and pickup plan, include all mode of transportation.
13. Packers Avenue is a major arterial street. Applicant shall understand that there are minimal solutions to improve crossings of Packers Avenue and as such transportation to the facility shall be arranged as to avoid students crossing Packers Avenue.

14. The applicant shall submit one contiguous plan showing proposed conditions and one contiguous plan showing existing conditions for approval. The plan drawings shall be scaled to 1" = 20' and include the following, when applicable: existing and proposed property lines; parcel addresses; all easements; pavement markings; signing; building placement; items in the terrace such as signs, street light poles, hydrants; surface types such as asphalt, concrete, grass, sidewalk; driveway approaches, including those adjacent to and across street from the project lot location; parking stall dimensions, including two (2) feet of vehicle overhang; drive aisle dimensions; semitrailer movement and vehicle routes; dimensions of radii; and percent of slope.
15. The Developer shall post a security deposit prior to the start of development. In the event that modifications need to be made to any City owned and/or maintained traffic signals, street lighting, signing, pavement marking and conduit/handholes, the Developer shall reimburse the City for all associated costs including engineering, labor and materials for both temporary and permanent installations.
16. The City Traffic Engineer may require public signing and marking related to the development; the Developer shall be financially responsible for such signing and marking.
17. All parking facility design shall conform to MGO standards, as set in section 10.08(6).

**Zoning Administrator** (Contact Matt Tucker, 266-4569)

Comments were not received in time to be included in this report.

**Fire Department** (Contact Bill Sullivan, 261-9658)

18. Provide a fire alarm system within the Group E Occupancy. Note that the City of Madison is in the process of switching to the 2015 edition of the IFC (with an anticipated date of July 1, 2015). The 2015 IFC will require voice evacuation for Group E occupancies greater than 100 occupants.

**Water Utility** (Contact Dennis Cawley, 261-9243)

19. This property is not located in a wellhead protection district. All wells located on this property shall be abandoned if no valid well operation permit has been obtained from the Madison Water Utility. The Water Utility will not need to sign off the final plans, and will not need a copy of the approved plans.

**Parks Division** (Contact Kay Rutledge, 266-4714)

This agency did not submit comments for this request.

**Metro Transit** (Contact Tim Sobota, 261-4289)

This agency did not submit comments for this request.