



**Project Address:** 4200 Buckeye Road (15<sup>th</sup> District – Ald. Foster)  
**Application Type:** Conditional Use  
**Legistar File ID #** [60167](#)  
**Prepared By:** Colin Punt, Planning Division  
Report includes comments from other City agencies, as noted.  
**Reviewed By:** Heather Stouder, AICP, Planning Division Director

## Summary

**Applicant/Contact:** Jocelyn Joe; Sankofa Educational Leadership United; 1478 Thoreau Drive; Sun Prairie, WI 53590

**Property Owner:** Lake Edge United Church of Christ; 4200 Buckeye Rd; Madison, WI 53716

**Requested Action:** Approval of a conditional use to establish a private school in a building with existing church and daycare center per Section 28.035(2) M.G.O.

**Proposal Summary:** The applicant is seeking to establish a K-4 private school in a church building that currently also houses a daycare center.

**Applicable Regulations & Standards:** This proposal is subject to the standards for Conditional Uses. Section 28.183 M.G.O. provides the process and standards for the approval of conditional uses. Supplemental regulations regarding schools are found in Section 28.151 M.G.O.

**Review Required By:** Plan Commission

**Summary Recommendations:** The Planning Division recommends that the Plan Commission find the standards met and **approve** the requested conditional use to establish a private school in building with existing church and daycare center. These recommendations are subject to input at the public hearing and the conditions recommended by the reviewing agencies in this report.

## Background Information

**Parcel Location:** The site is located between Buckeye Road to the south and Hegg Avenue to the north, east of Monona Court. The site is within Aldermanic District 15 (Ald. Foster) and the Madison Metropolitan School District.

**Existing Conditions and Land Use:** The 1.33-acre parcel is currently developed with a church building occupied by Lake Edge Congregational Community Church. The parcel also includes a surface lot on the northeast (Hegg Avenue) portion of the property.

### Surrounding Land Uses and Zoning:

Southwest: Across Buckeye Road, Frank Allis Elementary School, zoned SR-C1 (Suburban Residential-Consistent 1 District);

Southeast: Single-family residences zoned SR-C1;

Northeast: Across Hegg Avenue, single-family residences zoned SR-C1; and

**Northwest:** Across Monona Court, single-family residences zoned SR-C1.

**Adopted Land Use Plan:** The [Comprehensive Plan](#) (2018) recommends Low Residential for the site. The site is not within the boundary of any neighborhood or special area plans.

**Zoning Summary:** The subject property is zoned SR-C1 (Suburban Residential-Consistent 1 District):

Requirements	Required	Proposed
Lot Area (sq. ft.)	8,000	57,895
Lot Width	60 ft	252 ft
Front Yard Setback	30 ft	Existing
Side Yard Setback	6 ft	Existing
Reverse Corner Side Yard Setback	30 ft	Existing
Rear Yard Setback	35 ft	Existing
Maximum Lot Coverage	60%	Existing
Maximum Building Coverage	50%	Existing
Maximum Building Height	35 ft	Existing

Site Design	Required	Proposed
Number Parking Stalls	2	5
Accessible Stalls	1	3
Loading	No	No
Number Bike Parking Stalls	6	0 (see Zoning condition 1)
Landscaping	Yes	Existing
Lighting	No	Existing
Building Forms	Yes	Existing

<b>Other Critical Zoning Items</b>	Utility Easements
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*Table prepared by Jacob Moskowitz, Assistant Zoning Administrator*

**Environmental Corridor Status:** The property is not located within a mapped environmental corridor.

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

## Project Description

The applicant is seeking approval of a conditional use for a private school in the existing church building of Lake Edge Church of Christ. An existing daycare center is currently operating on the main level of the building. Applicant is requesting to utilize two classrooms in the lower level of the building for a school called Sankofa Talented and Gifted. The school, serving kindergarten through fourth grade, would have a maximum enrollment of 30 students. The letter of intent indicates the school will operate from 8:30 a.m. to 2:30 p.m. Monday through Friday. Staff will be on site from 7:30 a.m. to 3:30 a.m. for daily preparation and after-school clean-up. The applicant proposes that students will be dropped off and picked up by parents in the semicircular driveway serving the church on Buckeye Road. The school will also utilize five parking stalls in the church’s parking lot on Hegg Avenue to the rear of the building during school days, reserving three stalls for teaching staff and two for visitors. The applicant has also indicated that they will also be using two 15-passenger vans for student transportation.

No exterior construction is required and the applicant indicates only minimal work will occur inside to prepare the two classrooms for school use.

The applicant has indicated they will add a nameplate to a multi-tenant sign on site. Signage will be reviewed by the Office of the Zoning Administrator and is not being reviewed as part of this application.

The applicant proposes to occupy the space starting on August 1, 2020, with school beginning on September 2, 2020.

## Analysis & Conclusion

This request is subject to the standards for conditional uses. This section begins with adopted plan recommendations before reviewing conditional use approval standards.

### Conformance with Adopted Plans

The [Comprehensive Plan](#) (2018) recommends Low Residential for the site. The Low Residential land use designation is primarily made up of single-family and two-unit structures. The [Comprehensive Plan](#) notes that nonresidential uses within residential areas may include day care centers, elementary and middle schools, and places of assembly and worship, among other civic uses. The site is not within the boundary of any neighborhood or special area plan.

### Conditional Use Standards

The Plan Commission shall not approve a conditional use without due consideration of the City's adopted plan recommendations, design guidelines, supplemental regulations, and finding that all of the conditional use standards of M.G.O. §28.183(6) are met. The applicant is requesting approval of a conditional use for school in a residential district per M.G.O. §28.035(2). Staff believes that due to the proposed school's small scale and planned operation, the applicable conditional use standards can be found met. Staff also believes the proposal meets or satisfies the supplemental regulations regarding schools found in Section 28.151 M.G.O.

### Conclusion

Staff believes the request to be consistent with the recommendations of the [Comprehensive Plan](#). Because of the scale and operation plan for the school, Staff believes that the Plan Commission can find the standards for approval for conditional uses to be met.

At time of report writing, staff is unaware of any public comment.

## Recommendation

### Planning Division Recommendations (Contact Colin Punt, 243-0455)

The Planning Division recommends that the Plan Commission find that the standards for conditional uses are met and **approve** the conditional uses request to establish a private school in building with existing church and daycare center subject to input at the public hearing and the following conditions:

**Recommended Conditions of Approval:** Major/Non-Standard Conditions are Shaded

**Zoning Administrator** (Contact Jacob Moskowitz, 266-4560)

1. Bicycle parking for the project shall comply with the requirements of Sections 28.141(4)(g) and 28.141(11). Provide a minimum of 6 short-term bicycle parking stalls located in a convenient and visible area on a paved or impervious surface. Bicycle parking shall be located at least as close as the closest non-accessible automobile parking and within one hundred (100) feet of a principal entrance. Note: A bicycle stall is a minimum two (2) feet by six (6) feet with a five (5) foot wide access area. Provide a detail of the proposed bike rack.
2. Submit a site plan showing the proposed drop off area and new bike parking.

**City Engineering Division – Mapping Section** (Contact Jeffrey Quamme, 266-4097)

3. Submit a Floor Plan in PDF format to Lori Zenchenko (lzenchenko@cityofmadison.com) that includes a floor plan for each floor on a separate sheet for the development of a complete interior addressing plan. The Addressing Plan for the entire project shall be finalized and approved by Engineering (with consultation and consent from the Fire Marshal if needed) prior to the application submittal for the final Site Plan Approval with Zoning. The approved Addressing Plan shall be included in the final application. For any changes pertaining to the location, deletion or addition of a unit, or to the location of a unit entrance, (before, during, or after construction), a revised Address Plan shall be resubmitted to Lori Zenchenko to review addresses that may need to be changed and/or reapproved. The final revised Addressing Plan shall be submitted by the applicant to Zoning to be attached to the final filed approved site plans.

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

4. Provide automatic fire sprinkler protection throughout the educational occupancies located below the lowest exit to grade.

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

5. Metro Transit provides daily, all-day service along Buckeye Road in the Davies Street intersection - approximately 500' east of the project site.

*The Planning Division, Engineering Division, Traffic Engineering Division, Forestry Section, and Water Utility have reviewed this request and have recommended no conditions of approval.*