



City of Madison

Proposed Conditional Use Alteration

Location

602 Everglade Drive

Project Name

St. Ambrose Academy Student Expansion

Applicant

Patrick O'Loughlin/
Jerry McAdow – Lathrop & Clark LLP

Existing Use

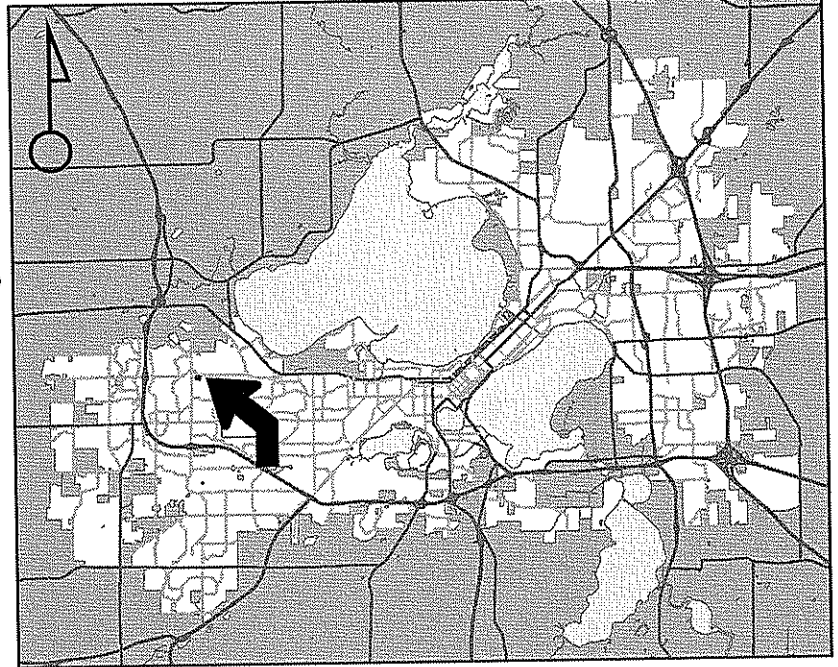
St. Ambrose Academy

Proposed Use

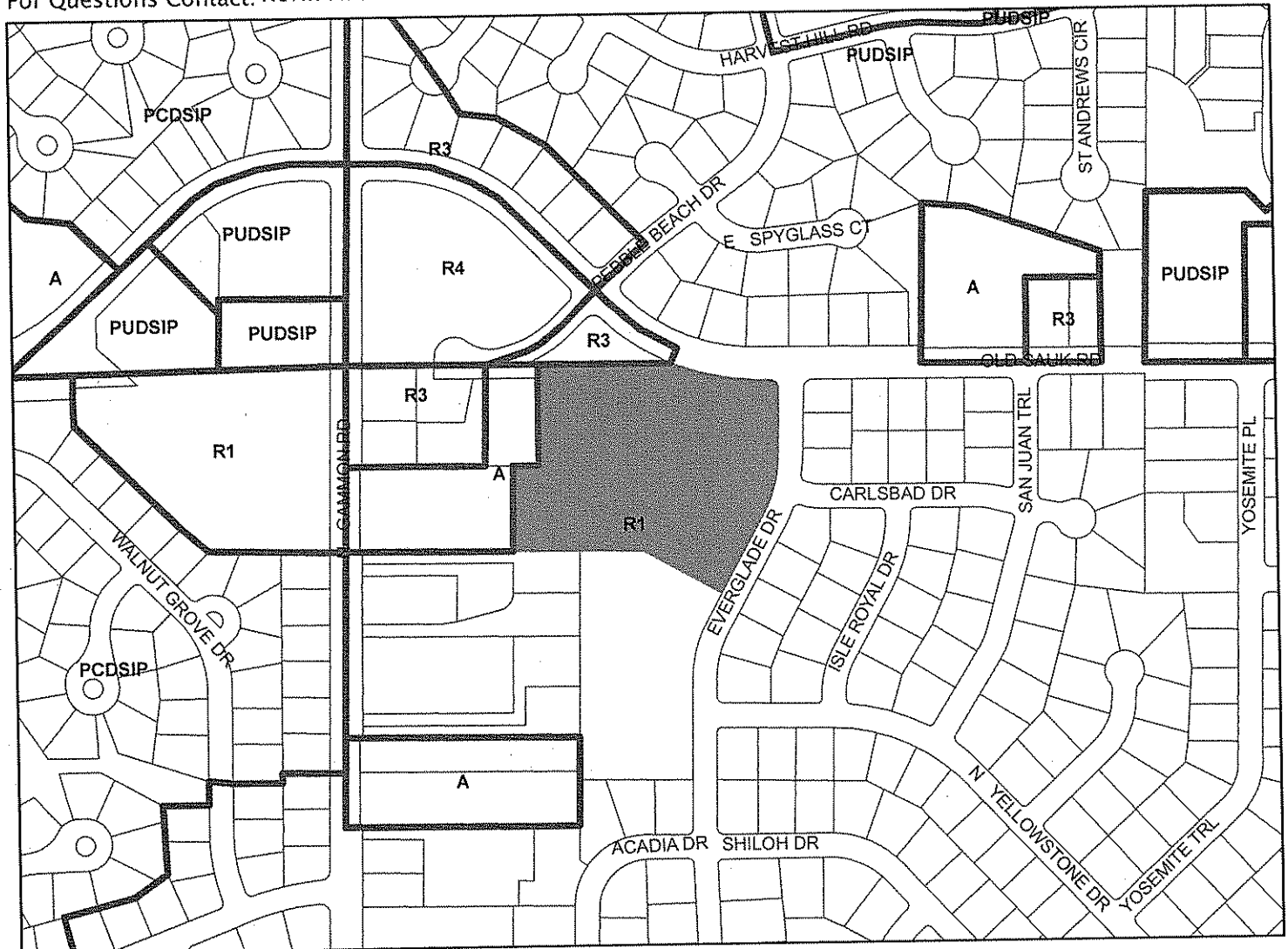
Increase Student Capacity Limit at
St. Ambrose Academy from 60 to 140

Public Hearing Date

Plan Commission
24 May 2010

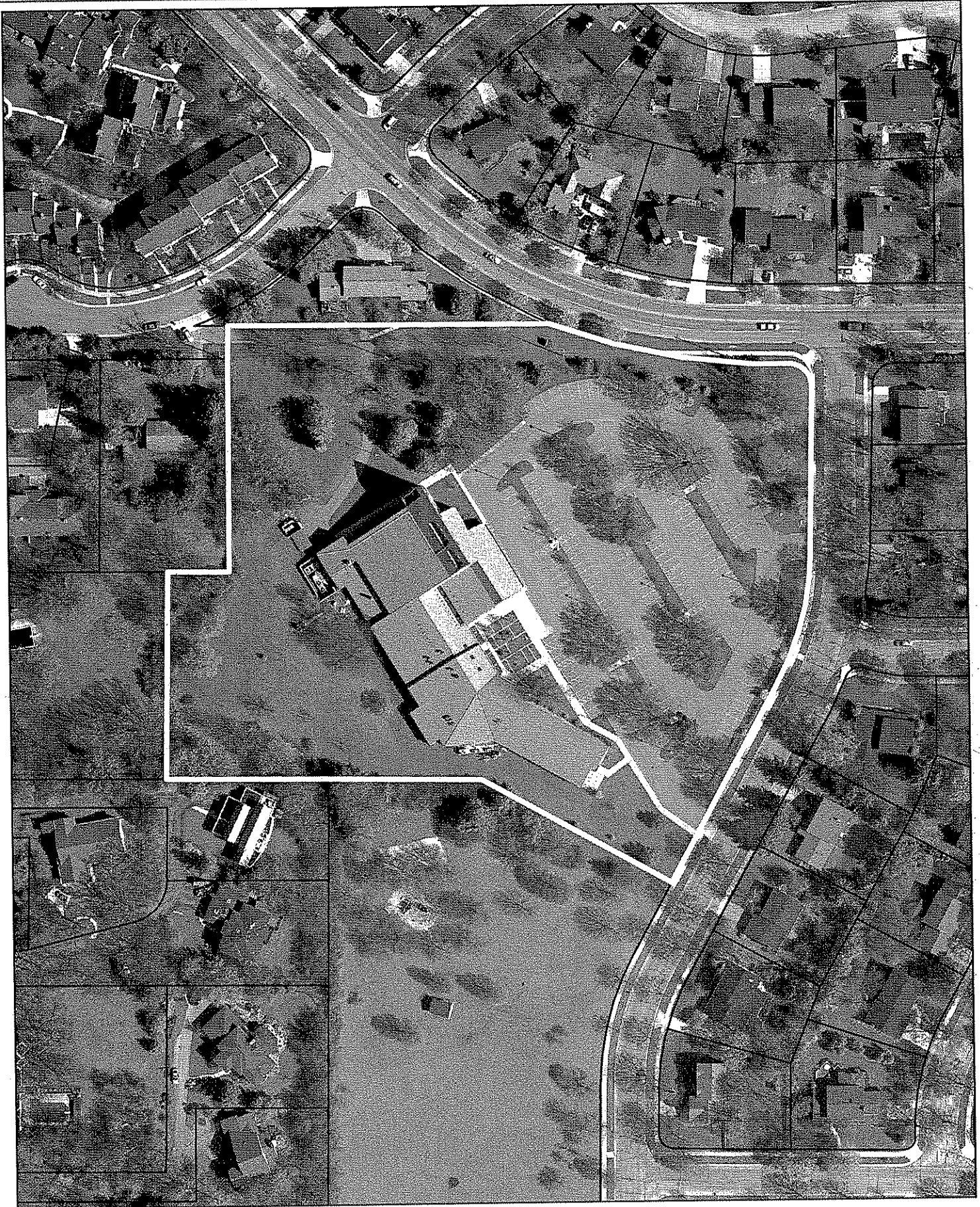


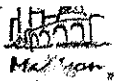
For Questions Contact: Kevin Firchow at: 267-1150 or kfirchow@cityofmadison.com or City Planning at 266-4635



Scale : 1" = 400

City of Madison, Planning Division : RPJ : Date : 12 May 2010





LAND USE APPLICATION Madison Plan Commission

215 Martin Luther King Jr. Blvd; Room LL-100
PO Box 2985; Madison, Wisconsin 53701-2985
Phone: 608.266.4635 | Facsimile: 608.267.8739

- The following information is required for all applications for Plan Commission review except subdivisions or land divisions, which should be filed with the Subdivision Application.
- Before filing your application, please review the information regarding the **LOBBYING ORDINANCE** on the first page.
- Please read all pages of the application completely and fill in all required fields.
- This application form may also be completed online at www.cityofmadison.com/planning/plan.html
- All zoning applications should be filed directly with the Zoning Administrator.

602 Everglade Dr.
Madison WI 53717

1. Project Address:

Project Title (if any):

Project Area in Acres: 6.049 acres
Expanding the limit of the maximum number of students under the existing
CUP at St. Thomas Aquinas Roman Catholic Parish

2. This is an application for: (check at least one)

<input type="checkbox"/> Zoning Map Amendment (check only ONE box below for rezoning and fill in the blanks accordingly)		
<input type="checkbox"/> Rezoning from _____ to _____	<input type="checkbox"/> Rezoning from _____ to PUD/PCD-SIP	
<input type="checkbox"/> Rezoning from _____ to PUD/PCD-GDP	<input type="checkbox"/> Rezoning from PUD/PCD-GDP to PUD/PCD-SIP	
<input checked="" type="checkbox"/> Conditional Use	<input type="checkbox"/> Demolition Permit	<input type="checkbox"/> Other Requests (Specify): _____

3. Applicant, Agent & Property Owner Information:

Applicant's Name: St. Thomas Aquinas Roman Catholic Parish Company: St. Thomas Aquinas Roman Catholic Parish

Street Address: 602 Everglade Drive City/State: Madison/WI Zip: 53717

Telephone: (608) 833-2600 Fax: (608) 833-1129 Email: _____

Project Contact Person: _____ Company: St. Thomas Aquinas Roman Catholic Parish

Street Address: 602 Everglade Drive City/State: Madison/WI Zip: 53717

Telephone: (608) 833-2600 Fax: (608) 833-1129 Email: _____

Property Owner (if not applicant): Patrick O'Loughlin

Street Address: 602 Everglade Drive City/State: Madison/WI Zip: 53717

4. Project Information:

Provide a general description of the project and all proposed uses of the site: We are seeking to increase the permitted student enrollment at St. Ambrose Academy from 60 students to 140 students, effective with the school year beginning in the fall of 2010.

Development Schedule: Commencement _____ Completion _____

CONTINUE →

FOR OFFICE USE ONLY:	
Amt. Paid: <u>1750</u>	Receipt No. <u>108880</u>
Date Received: <u>4/7/10</u>	
Received By: <u>P.D.A.</u>	
Parcel No. <u>0708-242-1214-9</u>	
Aldermanic District <u>19 MARK CURRAN</u>	
GQ <u>EXIST. C.U.</u>	
Zoning District <u>R-1</u>	
For Complete Submittal	
Application <input checked="" type="checkbox"/>	Letter of Intent <input checked="" type="checkbox"/>
IDUP _____	Legal Descript. <input checked="" type="checkbox"/>
Plan Sets <input checked="" type="checkbox"/>	Zoning Text _____
Alder Notification <input checked="" type="checkbox"/>	Waiver _____
Ngrbrhd. Assn Not. <input checked="" type="checkbox"/>	Waiver _____
Date Sign Issued <u>4/6/10</u>	

5. Required Submittals:

- Site Plans** submitted as follows below and depicts all lot lines; existing, altered, demolished or proposed buildings; parking areas and driveways; sidewalks; location of any new signs; existing and proposed utility locations; building elevations and floor plans; landscaping, and a development schedule describing pertinent project details:
 - **Seven (7) copies** of a full-sized plan set drawn to a scale of one inch equals 20 feet (collated and folded)
 - **Seven (7) copies** of the plan set reduced to fit onto 11 inch by 17 inch paper (collated, stapled and folded)
 - **One (1) copy** of the plan set reduced to fit onto 8 1/2 inch by 11 inch paper
- Letter of Intent: Twelve (12) copies** describing this application in detail but not limited to, including: existing conditions and uses of the property; development schedule for the project; names of persons involved (contractor, architect, landscaper, business manager, etc.); types of businesses; number of employees; hours of operation; square footage or acreage of the site; number of dwelling units; sale or rental price range for dwelling units; gross square footage of building(s); number of parking stalls, etc.
- Legal Description of Property:** Lot(s) of record or metes and bounds description prepared by a land surveyor. For any application for rezoning, the description must be submitted as an electronic word document via CD or e-mail.
- Filing Fee: \$ 800.00** See the fee schedule on the application cover page. Make checks payable to: *City Treasurer.*

IN ADDITION, THE FOLLOWING ITEMS MAY ALSO BE REQUIRED WITH YOUR APPLICATION; SEE BELOW:

- N/A For any applications proposing demolition of existing buildings, **photos** of the interior and exterior of the structure(s) to be demolished shall be submitted with your application. Be advised that a **Reuse and Recycling Plan** approved by the City's Recycling Coordinator is required prior to issuance of wrecking permits.
- N/A A project proposing **ten (10) or more dwelling units** may be required to comply with the City's Inclusionary Zoning requirements outlined in Section 28.04 (25) of the Zoning Ordinance. A separate INCLUSIONARY DWELLING UNIT PLAN application detailing the project's conformance with these ordinance requirements shall be submitted concurrently with this application form. Note that some IDUP materials will coincide with the above submittal materials.
- N/A A **Zoning Text** must accompany **all** Planned Community or Planned Unit Development (PCD/PUD) submittals.

FOR ALL APPLICATIONS: All applicants are required to submit copies of all items submitted in hard copy with their application (including this application form, the letter of intent, complete plan sets and elevations, etc.) as **INDIVIDUAL** Adobe Acrobat PDF files compiled either on a non-returnable CD to be included with their application materials, or in an e-mail sent to pcapplications@cityofmadison.com. The e-mail shall include the name of the project and applicant. Applicants who are unable to provide the materials electronically should contact the Planning Unit at (608) 266-4635 for assistance.

6. Applicant Declarations:

Conformance with adopted City plans: Applications shall be in accordance with all adopted City of Madison plans:
→ *The site is located within the limits of the:* _____ *Plan, which recommends:* _____ *for this property.*

Pre-application Notification: Section 28.12 of the Zoning Ordinance requires that the applicant notify the district alder and any nearby neighborhood or business associations by mail no later than **30** days prior to filing this request:
→ *List below the Alderperson, Neighborhood Association(s), Business Association(s) AND dates you sent the notices:*
Alderperson Mark Clear contacted 2/22/10; Susan Sunde, (Pres. of Parkwood Hills) contacted 2/22/10

NOTE: If the alder has granted a waiver to this requirement, please attach any such correspondence to this form.

Pre-application Meeting with staff: Prior to preparation of this application, the applicant is required to discuss the proposed development and review process with Zoning Counter and Planning Unit staff; note staff persons and date.
Planner Kevin Firchow Date 3/30/10 | Zoning Staff Matt Tucker Date 3/30/10

The signer attests that this form is accurately completed and all required materials are submitted:

Printed Name Jerry E. McAdow Date 4/6/10

Signature Jerry E. McAdow Relation to Property Owner Attorney

Authorizing Signature of Property Owner Patrick O'Loughlin Date 4/6/10
Patrick O'Loughlin, Business Manager



ATTORNEYS AT LAW

740 Regent Street, Suite 400
P.O. Box 1507
Madison, Wisconsin 53701
(608) 257-7766
Fax (608) 257-1507

111 N. Main Street
P.O. Box 128
Poynette, Wisconsin 53955
(608) 635-4324
Fax (608) 635-4690

113 S. Main Street, Suite 301
P.O. Box 256
Lodi, Wisconsin 53555
(608) 592-3877
Fax (608) 592-5844

Jerry E. McAdow
Telephone: (608) 286-7203
E-mail: jmcadow@lathropclark.com

April 7, 2010

Madison Plan Commission
215 Martin Luther King, Jr. Blvd., Room LL100
PO Box 2985
Madison WI 53701-2985

Re: Letter of Intent in Support of a Land Use Application Filed by St. Thomas Aquinas Roman Catholic Parish

To Whom It May Concern:

In 2004, pursuant to a Land Use Application for a Conditional Use Permit which St. Thomas Aquinas Roman Catholic Parish (hereafter "Parish") submitted, the Madison Plan Commission granted the Parish a Conditional Use Permit allowing St. Ambrose Academy (hereafter "Academy") to conduct a Catholic middle school and high school on the Parish premises. The Academy conducts a school for students in grades 6 through 12 up to a maximum capacity of 60 students under the terms of the CUP. The purpose of this Conditional Use Application is to increase the limit of the Academy's student enrollment to up to 140 students. The following is a statement of the facts and factors which are relevant to this Application:

1. The Parish property consists of 6.049 acres upon which is located all of the Parish buildings and other improvements related to the religious activities of the Parish, including the church structure, a 15 classroom educational facility, parking for approximately 160 vehicles and other facilities. The Academy presently uses only 8 of the available classrooms.
2. Since the Academy is already functioning and using fewer than the available classrooms, no modification or development of the Parish property is needed. If this Application is granted, the expectation of the Academy is that its enrollment will increase from its approximately 50 student level at this time to a student population somewhere in the "60s" for the school year starting in the fall of 2010 and over the next five years, could conceivably increase to the 140 student level.

3. Because there is no development schedule, there are no contractors, architects, landscapers, etc. The Business Manager of the Parish is Patrick O'Loughlin and Mr. David Stiennon is President of the Academy.
4. The only "business" conducted on the Parish property other than Parish religious activities is the school conducted by the Academy. It has nine (9) part time teachers with its present level of enrollment. Functionally, this works out to approximately six (6) full time teachers. The number of teachers will increase as enrollment increases (assuming approval of this Application) to a total of ten (10) to twelve (12) full time teachers at our requested level of 140 students.
5. Academy classes begin at 8:15 a.m. and finish at 3:20 p.m., 5 days a week. Teachers arrive somewhat before the commencement time and stay a little later than the time at which the students leave. In addition to the school activities, Mass is offered at the Parish on the following daily schedule:

Monday at 8:30 a.m.

Tuesday at 5:30 p.m.

Wednesday at 8:30 a.m.

Thursday at 7:30 a.m.

Friday at 8:30 a.m.

The Parish, of course, has a number of religious activities, some regular and some on an "as needed" basis.

The Academy met with the Planning Department staff on March 30, 2010 and has communicated with the President of the Neighborhood Association. As of the date of submitting this Application and this Letter of Intent, a meeting has been set with the neighborhood association for April 29, 2010.

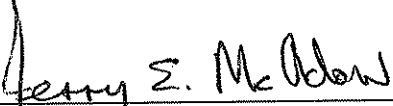
When the Conditional Use Application was submitted in 2004, one of the concerns expressed by the neighbors was the impact that the operation of the school would have on traffic patterns in the neighborhood. We anticipate that this concern will again be expressed and it was for that reason that the Academy conducted its own traffic survey during the week of February 15, 2010. A copy of the results of survey has been provided to City Planning and we also attach a copy to our present Application. The survey concludes that the present activities of the Academy do not produce any significant congestion on any of the streets and intersections around the Parish. At the maximum projected enrollment of 140 students, we project that the

“drop off traffic” at the Parish would account for an increase of fewer than 50 additional cars on Everglade Drive spread over a time of 50 minutes. We respectfully suggest that this is a de minimus increase in traffic and one which would not hinder traffic flow to any significant and perhaps not even to a measurable extent.

On the basis of the information submitted by the Application of the Parish on behalf of the Academy and in this Statement of Intent, we respectfully request Plan Commission approval of the Application of the Parish to increase the cap on its Conditional Use Application from the present level of 60 students to a projected level of 140 students.

Respectfully submitted,

LATHROP & CLARK LLP,
Attorneys for St. Thomas Aquinas Roman Catholic Parish
and St. Ambrose Academy


By: Jerry E. McAdow

Jerry E. McAdow

From: David Stiennon [drjs@machinepatents.com]
Sent: Tuesday, March 30, 2010 11:21 AM
To: 'kfirchow@cityofmadison.com'
Cc: Jerry E. McAdow
Subject: FW: St. Ambrose Academy conditional use permit information
Attachments: St_Ambrose_Academy1.pdf

Kevin, thank you for your help in our meeting today regarding the application of St. Thomas Aquinas Roman Catholic Parish for a conditional use permit for St. Ambrose Academy to increase its enrollment.

Here is a copy of my communication with Mrs. Susan Sunde, president of the Parkwood Hills Community Association on Feb. 22, 2010. I have attached the Acrobat document which I provided to Mrs. Sunde at that time.

I will forward in a separate email my February communication with Alder Mark Clear, please let me know if these two communications satisfy the notice requirements to start the clock running.

David Stiennon
President
St. Ambrose Academy
(608) 250-4811
www.ambroseacademy.org

-----Original Message-----

From: David Stiennon
Sent: Monday, February 22, 2010 2:30 PM
To: 'ssunde@hotmail.com'
Subject: St. Ambrose Academy conditional use permit information

Dear Ms. Sunde, Thank you for your offer to present information about our school's plans to the Parkwood Neighborhood Association board meeting next Monday. I have attached an Acrobat document containing a short statement of our plans.

I would be interested to learn of any comments or concerns of your members.

David Stiennon
President
St. Ambrose Academy
(608) 250-4811

3/30/2010

5

MEMO

To: Parkwood Hills Community Association
From: David Stiennon, President, St. Ambrose Academy
Re: Application for revised conditional use permit
Date: February 22, 2010

Background

St. Ambrose Academy is a Catholic middle school and high school, established in 2003. Since 2004, the school has been located in the religious education wing of St. Thomas Aquinas Roman Catholic Parish, at 602 Everglade Drive. The school uses a classical education approach with all students studying a common core curriculum, including at least two years of Latin.

In 2004, the Madison Plan Commission granted the Parish a conditional use permit to allow the use of its facilities for educational purposes up to an enrollment cap of 60. At that time, total enrollment was about 30 students. Enrollment is currently about 50, and is projected to exceed 60 next fall.

Proposal

The school intends to approach the City of Madison Plan Commission to request a new enrollment cap of 140 students. This number of students can be accommodated within existing parish facilities and will not require new construction. As many families have more than one child in the school, and because a number of families come from outlying communities in carpools, currently the total number of trips to drop off and pick up students is significantly less than the total number of students, and that is expected to continue to be the case. We intend to conduct a survey to help indicate the current impact on traffic, and on which to base a projection of the maximum expected impact.

Request for Neighborhood Comment

We would like to inform the neighborhood of our plans and hear comments. If there is an association meeting in the next couple months, I would appreciate an opportunity to address the members. In the meantime, if any neighbors have comments or questions, I will be happy to address them. I can be reached at (608) 250-4811 or at david@stiennon.com.

TRAFFIC SURVEY
In the Vicinity of St. Thomas Aquinas Roman Catholic Parish
602 Everglade Drive, Madison, Wisconsin

Conducted March 22–March 26, 2010

David R. J. Stiennon
President, St. Ambrose Academy

St. Ambrose Academy
602 Everglade Drive
Madison, WI 53717
(608) 827-5863
www.ambroseacademy.org

Background

St. Ambrose Academy is a Catholic middle school and high school, established in 2003. Since 2004, the school has been located in the religious education wing of St. Thomas Aquinas Roman Catholic Parish, at 602 Everglade Drive in Madison. The religious education wing extends south of the church building, and has its own entrance off a common parking lot. The parking lot is located West of Everglade Drive. Everglade Drive joins the West-East heading Old Sauk Road. Old Sauk Road joins the North-South heading Gammon Road at a traffic light about one block west of the parish.

In 2004, the Madison Plan Commission granted the Parish a conditional use permit to allow the use of its facilities for K-12 educational purposes up to an enrollment cap of 60. At that time, total enrollment was about 30 students. Enrollment is currently 52, and is projected to exceed 60 in the fall of 2010.

The school intends to approach the City of Madison Plan Commission to request a new enrollment cap of 140 students.

Purpose of the Survey

To determine the current traffic conditions in the vicinity of the parish during times of student drop-off and pick-up to aid an assessment of the impact of increased enrollment at St. Ambrose Academy on the neighborhood.

Recording the Data

Volunteer observers were positioned to watch the traffic on Old Sauk Road and on Everglade Drive during the hours of student pick-up and drop-off. School begins at 8:15 a.m. and finishes at 3:20 p.m. Therefore observations were made from 7:30 to 8:30 a.m. and 3:00 p.m. to 4:00 p.m. every day from Monday, March 22, 2010, to Friday, March 26, 2010. There are two entrances off of Everglade Drive into the parish parking lot. Both were monitored. Bicycle and pedestrian traffic was not recorded. Bus traffic was included with cars.

Mass was offered at the parish each day of the survey, according to this schedule:

Monday, March 22:	8:30 a.m.
Tuesday, March 23:	5:30 p.m.
Wednesday, March 24:	8:30 a.m.
Thursday, March 25:	7:30 a.m.
Friday, March 26:	8:30 a.m.

Thus on every day but Tuesday the traffic of Mass-goers overlapped with school traffic. The traffic for school vs. Mass attendance was observed on March 22, with about 46 cars bringing just Mass-goers, and 23 bringing students.

Note: Middleton Cross Plains School District schools in neighboring Middleton, Wisconsin, were not in session during the period of the survey. Madison Metropolitan School District schools, however, were in session.

Discussion of Data

The student drop-off traffic is fairly evenly distributed over the fifty minute period from 7:30 a.m. to 8:20 a.m. During this period student drop-off traffic accounted for about 22 cars (making one trip coming and one going) on Everglade Drive. In this same period, total traffic on Everglade Drive was 140 to 200 cars. Total traffic on Old Sauk Road was 648 to 901 cars.

Table I: Total Traffic on Old Sauk Road

Time	March 22	March 23	March 24	March 25	March 26
7:30–7:39 a.m.	144	157	100	134	84
7:40–7:49 a.m.	169	159	170	x	149
7:50–7:59 a.m.	208	198	183	194	141
8:00–8:09 a.m.	201	184	168	166	170
8:10–8:19 a.m.	179	166	170	164	104
8:20–8:30 a.m.	286	151	147	x	131
3:00–3:09 p.m.	99	121	141	135	119
3:10–3:19 p.m.	91	107	107	117	106
3:20–3:29 p.m.	127	134	145	153	140
3:30–3:39 p.m.	127	116	140	132	148
3:40–3:49 p.m.	151	139	167	146	136
3:50–4:00 p.m.	146	152	142	133	125

x indicates period for which data was not recorded.

Table II: Total Traffic on Everglade Drive

Time	March 22	March 23	March 24	March 25	March 26
7:30–7:39 a.m.	9	10	31	20	11
7:40–7:49 a.m.	20	27	30	28	25
7:50–7:59 a.m.	34	28	39	57	38
8:00–8:09 a.m.	41	38	50	45	44
8:10–8:19 a.m.	55	35	50	30	21
8:20–8:30 a.m.	58	22	38	22	27
3:00–3:09 p.m.	20	20	24	17	19
3:10–3:19 p.m.	20	25	26	19	15
3:20–3:29 p.m.	25	32	28	29	25
3:30–3:39 p.m.	31	11	24	20	20
3:40–3:49 p.m.	23	19	19	23	25
3:50–4:00 p.m.	29	16	18	24	26

Notes: Occasions on which cars were backed up at the stop sign on Old Sauk Rd for more than 30 seconds:

Monday: Once, clears in less than a minute.

Tuesday: Once in morning, clears in less than a minute. Once in afternoon, clears in about 70 seconds.

Wednesday: Once in morning, clears in about 40 seconds.

Thursday: Twice in morning when Mass lets out, one clears in about 2 minutes, the other clears in about 50 seconds.

Table III: Cars dropping off children at school and attending Mass on Monday, March 22

Time	School	Church	School Drop off & stay for Church
7:30–7:39 a.m.	3	1	
7:40–7:49 a.m.	4	5	
7:50–7:59 a.m.	4	4	
8:00–8:09 a.m.	6	8	2
8:10–8:19 a.m.	4	13	
8:20–8:30 a.m.	0	15	
3:00–3:09 p.m.	0		
3:10–3:19 p.m.	0		
3:20–3:29 p.m.	9		
3:30–3:39 p.m.	8		
3:40–3:49 p.m.	0		
3:50–4:00 p.m.	4		

Table IV: Student Attendance at St. Ambrose Academy
(total enrollment is 52)

Date	Attendance
March 22	49
March 23	46
March 24	46
March 25	46
March 26	49

