

PLANNING DIVISION STAFF REPORT

April 23, 2018



PREPARED FOR THE PLAN COMMISSION

Project Address: 1802 Pankratz Street (District 12 – Ald. Palm)
Application Type: Conditional Use
Legistar File ID # [50871](#)
Prepared By: Colin Punt, Planning Division
Report Includes Comments from other City Agencies, as noted
Reviewed By: Kevin Firchow, AICP, Principal Planner

Summary

Applicant & Contact: Guy Mueller; PERTCO, LLC; 2703 Brookridge Ave. N.; Crystal, MN 55422

Property Owner: Ronald DeWoskin; RMD Corben LLC; 2970 Chapel Valley Road, #204; Madison, WI 53711

Requested Action: The applicant requests approval of a conditional use to convert an office building into a school in a suburban employment (SE) zoning district at 1802 Pankratz Street.

Proposal Summary: The applicant proposes to convert an existing two-story office building into a school and daycare at 1802 Pankratz Street.

Applicable Regulations & Standards: This proposal is subject to the standards for Conditional Uses [MGO §28.183], as §28.141 of the Zoning Code lists schools as a conditional use in the Suburban Employment (SE) zoning district. Daycare centers are permitted uses within the SE districts.

Review Required By: Plan Commission (PC)

Summary Recommendation The Planning Division recommends that the Plan Commission find that the approval standards for Conditional Use are met and **approve** the request to convert an office building into a school **1802 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 2.48-acre subject property is located on between Pankratz Street (on the east) and Packers Avenue (on the west), south of Anderson Street. The site is within Aldermanic District 12 (Ald. Palm), the Madison Municipal School District, and Urban Design District #4.

Existing Conditions and Land Use: The subject site is zoned SE (Suburban Employment) and includes an existing 25,000-square foot two-story office building and a 100-space surface parking lot. The subject site only takes access off Pankratz.

Surrounding Land Use and Zoning:

North: Undeveloped, with a brewery beyond, zoned SE (Suburban Employment District);

South: Undeveloped, with office buildings beyond, zoned SE;

East: Across Pankratz Street, a golf course, zoned PR (Parks and Recreation District); and

West: Across Packers Avenue, a vacant commercial building, zoned NMX (Neighborhood Mixed Use District), and one- and two-family houses, zoned TR-C4 (Traditional Residential – Consistent 4).

Adopted Land Use Plan: The [Comprehensive Plan](#) (2006) recommends Employment uses for the subject site. The subject site is not within any neighborhood or other subarea plans.

Zoning Summary: The property is zoned SE (Suburban Employment District).

Requirements	Required	Proposed
Lot Area (sq. ft.)	20,000 sq. ft.	108,009 sq. ft.
Lot Width	65'	270.74'
Front Yard Setback	None	Adequate
Side Yard Setback	15' or 20% of building height	Adequate
Rear Yard Setback	30'	Adequate
Maximum Lot Coverage	75%	Existing lot coverage
Minimum Building Height	22' measured to building cornice	Existing 2 story building
Maximum Building Height	5 stories/ 68'	Existing 2 story building

Site Design	Required	Proposed
Number Parking Stalls	No minimum	100
Accessible Stalls	Yes	5
Loading	None	None
Number Bike Parking Stalls	24 total Daycare center, nursery school: 1 per 5 employees (4) Schools, public and private: 1 per 5 students (20)	24 <i>(see Zoning comment #2)</i>
Landscaping and Screening	Not required	Existing landscaping <i>(see Zoning comment #3)</i>
Lighting	Not required	Existing lighting
Building Forms	Not required	Existing building
Other Critical Zoning Items	UDD #4, Barrier Free (ILHR 69), Utility Easements	

Tables Prepared by Jenny Kirchgatter, Assistant Zoning Administrator

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

Public Utilities and Services: This property is served by a range of urban services. Three Madison Metro routes serve the site.

Project Description, Analysis, and Conclusion

The applicant requests conditional use approval to convert an existing two-story office building at 1802 Pankratz Street into a school. Isthmus Montessori Academy (IMA) wishes to move to this location from its current location at 1402 Pankratz Street due to leasing changes in their current building. According to the letter of intent, IMA wishes to occupy the building in time for the 2018-2019 school year. Most changes to the building will be to the interior layout. No changes to the building's exterior or significant changes to the grounds are anticipated. No trees are proposed for removal, but a four-foot, black, PVC-coated chain link fence with vine cover is proposed for the rear (north) side of the building to enclose an outdoor play area. According to the application, IMA estimates enrollment of 200-225 students in fall of 2018 with 30-40 adult employees. The facility will serve children between six months and 12 years of age; daycare centers are permitted uses within the SE zoning districts, but schools are

conditional uses. In addition to a traditional school schedule, IMA also intends to offer before and after school care as well as a summer program; hours of operation year-round will be Monday through Friday from 7:30 am to 5:45 pm. The applicant has stated there will be buses arriving at the school. Though the number of buses serving the facility daily has not been determined, the applicant believes it will be no more than three per day.

The applicant has proposed signs on two existing free-standing signage structures, one at the Pankratz Street entrance and the other on the Packers Avenue side of the building. These signs will be reviewed via a separate process.

This proposal is subject to the approval standards for conditional uses as schools (both public and private) are conditional uses in the Suburban Employment (SE) zoning district. In regards to the approval 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 subject site is also within Urban Design District 4. Because there are no proposed changes to the exterior of the building and the only proposed site changes are the new signs and fence for the play area, the Urban Design Commission Secretary has administratively reviewed and approved the proposed project per MGO §33.24(4)(g)1. The UDC Secretary's comments are reflected in the Planning Division's recommended condition of approval #1. The applicant has agreed to install a black PVC-coated chain-link fence with vines planted along it around the outdoor play area as shown on the site plan. Fence details will be reviewed by the UDC Secretary prior to final sign off.

In regards to plan consistency, the Comprehensive Plan recommends employment for this property. While schools do not normally fit within the recommendations for Employment districts, it should be noted that IMA currently exists 1,000 feet south at 1402 Pankratz Street. While not an ideal location for a school from a Comprehensive Plan recommendation standpoint, the existing uses and development pattern of the other properties on Pankratz Street and the significant residential neighborhood to the west support this location for the school. Additionally, the building is located immediately adjacent to a bus stop that is served by three Metro transit routes, which is ideal for school access.

The Planning Division believes that this school in an SE zoning district can meet the Conditional Use approval standards, including those related to uses, values, and enjoyment and normal and orderly development. If approved, the Plan Commission retains continuing jurisdiction, meaning that should complaints arise the Commission could take further action, requiring additional conditions or possible revocation of the conditional use should it find the approval standards cannot be met.

A time of report writing, staff is unaware of any comments or concerns from the public.

Recommendation

Planning Division Recommendation (Contact Colin Punt, 243-0455)

The Planning Division recommends that the Plan Commission find that the approval standards for Conditional Use are met and **approve** the request to convert an office building into a school at **1802 Pankratz Street**. This request is subject to input at the public hearing and the comments and conditions recommended by reviewing agencies.

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

Planning Division (Contact Colin Punt, 243-0455)

1. The request was reviewed on behalf of the UDC by the UDC Secretary as the project is in Urban Design District 4. In accordance with MGO Section 33.24(11)(2)(b)(i), applicant shall install a black PVC-coated chain-link fence around the outdoor play area as shown on the site plan. Fence details shall be included with revised plans for staff approval.

Zoning Administrator (Contact Jenny Kirchgatter, 266-4429)

2. Bicycle parking shall comply with the requirements of Sections 28.141(4)(g) and 28.141(11). Provide a minimum of 24 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. Show the typical dimensions of the bicycle stalls and access aisles on the site plan. Note: A bicycle stall is a minimum of two (2) feet by six (6) feet with a five (5) foot wide access area. Provide a detail of the proposed bike rack.
3. Show the trash enclosure area on the site plan. All developments, except single family and two family developments, shall provide a refuse disposal area. Such area shall be screened on four (4) sides (including a gate for access) by a solid, commercial-grade wood fence, wall, or equivalent material with a minimum height of six (6) feet and not greater than eight (8) feet. Submit a detail of the trash enclosure.
4. Provide details of the proposed play area, including fence details and whether play structures, storage for play equipment, or hard/impervious ground surfaces are proposed.
5. Per Section 28.186(4)(b), the property owner or operator is required to bring the property into compliance with all elements of the approved site plans by the date established by the Zoning Administrator as part of the site and building plan approval. Work with Zoning staff to establish a final site compliance date.
6. Signage approvals are not granted by the Plan Commission. Signage must be reviewed for compliance with Chapter 31 Sign Codes of the Madison General Ordinances and Chapter 33 Urban Design District ordinances. Signage permits are issued by the Zoning Section of the Department of Planning and Community and Economic Development.

Traffic Engineering (Contact Sean Malloy, 266-5987)

7. 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.
8. 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.

9. 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.
10. All parking facility design shall conform to MGO standards, as set in section 10.08(6).
11. Developer shall provide a recorded copy of any joint driveway ingress/egress and crossing easements and shall be noted on face of plan.
12. One way operation of the site shall be secured by placing a "One Way" sign at the entrance and a "Do Not Enter" sign at the Exit.
13. "Stop" signs shall be installed at a height of seven (7) feet at all class III driveway approaches, including existing driveways, behind the property line and noted on the plan. All directional/regulatory signage and pavement markings on the site shall be shown and noted on the plan.
14. Applicant shall submit for review a vehicular turning movement template demonstrating the use of student drop-off and pick-up.

Engineering Division - Main Office (Contact Brenda Stanley, 261-9127)

15. This property is within the Truax Landfill zone of concern and is subject to the building code requirements outlined in Section 29.20(b). Provide proof of compliance to Brynn Bemis at bbemis@cityofmadison.com or 608.267.1986.

Engineering Division - Mapping (Contact Jeff Quamme, 266-4097)

16. The boundaries of this lot shall be distinctly drawn and dimensioned distinctly on the site plan.
17. The Owner of the land (Dane County) and the ground lessee (RMD Corben, LLC) shall be aware that in the future, upon the development of the property adjacent to the south of this property, a reciprocal easement agreement addressing common access and uses between multiple properties will be required due to the shared driveway that currently straddles the Lot line.
18. The drive aisles and islands shown along the south side of the common driveway do not exist. They shall be removed or distinctly drawn and labeled as future improvements.