



May 12, 2025

City of Madison
Department of Planning
215 Martin Luther King Jr. Blvd.
Madison WI 53703

RE: Land Use Application
Conditional Use Permit Request
1402 Pankratz St. – Isthmus Montessori Academy

Dear Commission members:

On behalf of Isthmus Montessori Academy (IMA), Sketchworks Architecture, LLC is submitting this letter of intent and application for the school expansion and alteration located at 1402 Pankratz St. The school is located within Suburban Employment (SE) zoning, Urban Design District #4, Aldermanic District No. 12 (Alder Matthews), and the Carpenter-Ridgeway Neighborhood Association.

In 2015, IMA moved from 1402 Pankratz St. into their current location at 1802 Pankratz St. Since that time, IMA has continued to expand their student population and programs to promote the Montessori methodology. In 2018, the school developed a masterplan that included the expansion of the existing building for Junior and High School students. Those plans to expand the location at 1802 onto the adjacent vacant lot continue to be evaluated, however with the rise in material costs due to the pandemic of 2020, and continue economic challenges due to high interest rates, investing in new construction is not currently feasible. The need to expand the Junior and Senior High School and its programs require space the current building does not possess. In their continued search for alternative space, IMA identified the purchase of 1402 Pankratz St. as a viable option. The same space they moved out of in 2015 was still available, with only a single tenant located in the north wing where IMA previously occupied. Existing tenants, including the Dept. of Justice and Dept. of Ageing continue to lease tenant space within the central and east wings of the building. Those tenants will remain in the building until their full lease options expire. IMA has an accepted offer to purchase the building at 1402 Pankratz St.

It is the request of IMA that a Conditional Use be granted to allow a school use (public or private) within the existing Suburban Employment (SE) zoning. No exterior alterations will be included in this request.

Proposal Summary:

The school will initially occupy approximately 8,000 square feet primarily in the northwest wing of 1402 Pankratz St. The building is located on 2.5 acres having 67 parking stalls on site with 4 ADA stalls. A cross-access easement exists with the parcel to the north, having an additional 78 stalls available. The existing lot also has 14 bike stalls available, enough for 70 students (1/5). There is an existing enclosed trash enclosure on site which is shared with the building to the north.

Traffic flow will occur for student drop-off in a counterclockwise manner, as indicated on the attached site plan for easy ingress/egress. Students will be dropped off at the main building entrance where no parking exists. High school students driving to school will park in designated stalls. It is anticipated that 10% of senior high students (2-3) may provide their own transportation.

The school's primary focus for this location will be Junior and Senior High-aged students. The plan consists of several 'lab' spaces that are flexible workspace areas used for a variety of curriculum. A limited number of enclosed rooms will be provided that include dedicated Science, Art, Music, and workshop activities. Additional restrooms will be provided within the space for student security. A secure reception area will be located near the main entrance to greet students and visitors alike.

Occupancy:

25-30 Junior High (Ages 12-14)
25-30 Senior High (Ages 14-18)
5-7 Teachers (also handle reception)
67 total occupants

The school will operate during normal school hours 8:30am – 3:30 pm.

Student Drop-Off and Pick-Up Plan

- Based on the student population for this location being junior and senior high, all students will be dropped off at the beginning of the day and picked up at the end of the day by his/her supervising adult.
- Staff is always present to receive or release students at both times of day.
- Drop-off will be at the building's main entrance and students will proceed to the secure student entrance inside the main lobby. Students parking in the lot will walk to the front entrance and enter the building and proceed to the school entrance.
- There are no buses for drop-off or pick-up.
- Bike Parking is located at the northwest corner of the building.

Zoning District:

The property is currently zoned (SE) Suburban Employment (Conditional Use)
Urban Design District - 4

Project Schedule:

The project construction schedule will be as follows:

Land Use Submittal/Cond. Use	May 12, 2025
Plan Review/Permit Submittal:	June 1, 2025 (tbd)
Start Construction	June 15, 2025 (tbd)
Plan Commission Meeting	June 23, 2025
Complete Construction	August 1, 2025



Project Team:

The key individuals and firms involved in this planning and design process include:

Tenant/ Building Owner:
Isthmus Montessori Academy
1802 Pankratz St.
Madison WI 53704
Contact: Chet Droessler
(608) 661-8200

Architect:
Sketchworks Architecture, LLC
2501 Parmenter St. 300A
Middleton, WI 53562
Contact: Brad Koning
(608) 836-7570

Civil Engineer / Landscape Design:
MSA
1702 Pankratz St.
Madison WI 53704

Construction Manager:
Harmony Construction
299 E. North Street
Poynette WI 53955

Please feel free to contact us with any questions you may have regarding this request.

Respectfully,

A handwritten signature in blue ink that reads "Bradley S. Koning".

Brad Koning
Sketchworks Architecture, LLC