



Department of Planning & Community & Economic Development

## Planning Division

Heather Stouder, Director

Madison Municipal Building, Suite LL-100

126 S. Hamilton Street

P.O. Box 2985

Madison, Wisconsin 53701-2985

Phone: (608) 266-4635

Fax (608) 267-8739

[www.cityofmadison.com](http://www.cityofmadison.com)

March 7, 2017

Karon Morton  
InterVarsity Christian Fellowship/USA  
635 Science Drive  
Madison, WI 53711

RE: Approval of a conditional use to convert an office building into a private school at **6400 Schroeder Road**.

Dear Ms. Morton:

At its March 6, 2017 meeting, the Plan Commission, meeting in regular session, found the standards met and approved your conditional use request to convert an office building into a private school at **6400 Schroeder Road**, subject to the conditions below. In order to receive final approval of the conditional use, and for any permits to be issued for your project, the following conditions shall be met:

**Please contact Timothy Troester, City Engineering, at 267-1995 if you have any questions regarding the following two (2) items:**

1. All outstanding Madison Metropolitan Sewerage District (MMSD) charges are due and payable prior to Engineering sign-off, unless otherwise collected with a Developer's / Subdivision Contract. Contact Mark Moder (608-261-9250) to obtain the final MMSD billing a minimum of two (2) working days prior to requesting City Engineering signoff. (MGO 16.23(9)(d)(4))
2. The 2 buildings currently share a sanitary sewer lateral. Each lot/building shall have a separate sewer lateral as a condition of approval.

**Please contact Jeff Quamme, Engineering Mapping, at 266-4097 if you have any questions regarding the following four (4) items:**

3. Per site plans on file with the City of Madison, there are Sanitary and Water laterals serving the building on proposed Lot 2 that lie under the building on proposed Lot 1. New service laterals are being required by City Engineering and the Madison Water Utility.

4. Comprehensive Agreement(s) / Easement(s) between the two lots of the proposed Certified Survey Map shall be drafted and provided for review prior to final sign off. Upon approval they shall be recorded immediately after the recording of the Certified Survey Map and prior to any building permit issuance. The agreement(s)/easement(s) shall address all common private vehicular and pedestrian access facilities, shared loading dock, storm sewer facilities, storm water drainage and management facilities, and any common shared open space areas/facilities.
5. The building address will change to 6402 Schroeder Rd with the new Lighthouse School tenant (and new parcel record that will be created by the pending CSM). 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.
6. The pending Certified Survey Map application for this property shall be completed and recorded with the Dane County Register of Deeds (ROD) prior to issuance of any building permits for new construction. When the recorded CSM image is available from the ROD, the Assessor's Office can then create the new Address-Parcel-Owner (APO) data in GEO so that the Accela system can upload this data and permit issuance made available for this new land record

**Please contact Eric Halvorson, Traffic Engineering, at 266-6527 if you have any questions regarding the following four (4) items:**

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).

**Please contact Jenny Kirchgatter, Zoning, at 266-4429 if you have questions regarding the following eight (8) items:**

11. Provide a calculation and plan detail for lot coverage with the final submittal. The lot coverage maximum is 75%. Lot coverage is defined as the total area of all buildings, measured at grade, all accessory structures including patios, etc., and all paved areas as a percentage of the total area of the lot, with the following exceptions: sidewalks or paved paths no wider than five (5) feet, pervious pavement, green roofs and decks.

12. Update the site plan, landscape plan and floor plan to consistently show all site features including the location of landscape islands and the area west of the proposed gymnasium adjacent the parking lot.
13. Bicycle parking for this project shall be provided per Section 28.141(4) and Table 28I-3. A minimum of one (1) bicycle space is required per five (5) students. Show the dimensions of the bicycle stalls, including the access aisles on the final site plan. 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.
14. Provide a floor plan and building elevations with the final plan set. Note on the elevations whether there are exterior changes proposed to the existing building.
15. Show the refuse disposal area on the site plan. All developments, except single family and two family developments, shall provide a refuse disposal area. If the refuse disposal area is located outside the building, it 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 if provided outside the building.
16. Submit a rooftop plan showing the location of any existing or proposed rooftop mechanical equipment and screening. All new rooftop and ground level mechanical equipment and utilities shall be fully screened from view from any street or residential district per Section 28.142(9)(d).
17. 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.
18. 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.

**Please contact Bill Sullivan, Fire Department, at 261-9658 if you have any questions regarding the following item:**

19. Due to the occupancy change of use per the building code, a fire sprinkler system shall be provided throughout the Group E fire area.

**Please contact Adam Wiederhoeft, Water Utility, at 266-9121 if you have any questions regarding the following four (4) items:**

20. A separate water service lateral and water meter is required to serve each parcel. The water laterals shall be directly connected to the public water main with the shut-off valve located in the public right-of-way (per PSC 185.52 (2)).

21. A Water Service Application Form and fees must be submitted before connecting to the existing water system. Provide at least two working days notice between the application submittal and the requested installation or inspection appointment. Application materials are available on the Water Utility's Plumbers & Contractors website (<http://www.cityofmadison.com/water/plumberscontractors>), otherwise they may be obtained from the Water Utility Main Office at 119 E Olin Ave. A licensed plumber signature is required on all water service applications. For new or replacement services, the property owner or authorized agent is also required to sign the application. If you have questions regarding water service applications, please contact Madison Water Utility at (608) 266-4646.
22. The applicant's utility contractor shall obtain an excavation permit prior to commencing the water main or service construction in the public right-of-way. This permit application is available on the City Engineering Division website (<http://www.cityofmadison.com/engineering/permits.cfm>).
23. Madison Water Utility will be required to sign off as part of the approval review associated with this Land Use Application/Site Plan Review prior to the issuance of building permits for the proposed development.

**Please contact Tim Sobota, Metro Transit, at 261-4289 if you have any questions regarding the following two (2) items:**

24. Metro Transit operates daily transit service at least once an hour along Schroeder Road, opposite the Rayovac Drive intersection. The bus stop is located across Schroeder Road from the development parcel.
25. Metro Transit operates additional weekday peak hour transit service along Schroeder Road every 30 minutes, opposite the Rayovac Drive intersection (~600am thru 830am, and 330p thru 430p). The bus stop is located across Schroeder Road from the development parcel.

**Specific questions regarding the comments or conditions contained in this letter should be directed to the commenting agency.**

**The applicant is also required to satisfy the conditions of approval of the Urban Design Commission prior to the final staff approval of the project and the issuance of building permits. Please contact Jessica Vaughn, Urban Design Commission Secretary, at 267-8733 if you have any questions about those conditions.**

**Please now follow the procedures listed below for obtaining your conditional use:**

1. Please revise your plans per the above conditions and submit **ten (10) copies** of a complete, fully dimensioned and scaled plan set to the Zoning Administrator for final review and comment. Also be sure to include any additional materials requested by these departments for their approval prior to sign off. The final site plan shall be accompanied by the appropriate site plan review application and fee pursuant to Section 28.206 of the Zoning Code, and any other documentation requested herein with the Zoning Administrator, 126 S. Hamilton Street. This submittal shall all also include one complete digital plan set in PDF format. The sets of final revised plans or documents will be circulated by the Zoning staff to the City department staff listed above for their final approval.

2. This property is not 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.
3. This letter shall be signed by the applicant to acknowledge the conditions of approval and returned to the Zoning Administrator when requesting conditional use approval.
4. The approval is valid for one (1) year from the date of the Plan Commission approval. During this time, the applicant must either lawfully commence the use or obtain a building permit and begin erecting the building. If the applicant obtains a valid building permit, construction must commence within six (6) months of the date of issuance. The building permit shall not be renewed unless construction has commenced as is being diligently prosecuted.
5. Any alteration in plans for a proposed alternative use shall require Plan Commission approval, except for minor alterations. The Zoning Administrator may issue permits for minor alterations or additions which are approved by the Director of Planning and Community and Economic Development and are compatible with the concept approved by the City Plan Commission and the conditional use approval standards.
6. The Plan Commission retains continuing jurisdiction over all conditional uses for the purpose of resolving complaints against all previously approved conditional uses.

If you have any questions regarding obtaining your conditional use, demolition or building permits, please contact the Zoning Administrator at 266-4551. If you have any questions or if I may be of any further assistance, please do not hesitate to contact my office at 261-9135.

Sincerely,



Chris Wells  
Planner

I hereby acknowledge that I understand and will comply with the above conditions of approval for conditional use.

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*Signature of Applicant*

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*Signature of Property Owner (if not the applicant)*

- cc: Timothy Troester, City Engineering  
 Jeff Quamme, Engineering Mapping  
 Eric Halvorson, Traffic Engineering  
 Jenny Kirchgatter, Asst. Zoning Administrator  
 Bill Sullivan, Fire Department  
 Adam Wiederhoeft, Water Utility  
 Tim Sobota, Metro Transit  
 Jessica Vaughn, Urban Design Commission

For Official Use Only, Re: Final Plan Routing			
<input checked="" type="checkbox"/>	Planning Div. (Wells)	<input checked="" type="checkbox"/>	Engineering Mapping Sec.
<input checked="" type="checkbox"/>	Zoning Administrator	<input type="checkbox"/>	Parks Division
<input checked="" type="checkbox"/>	City Engineering	<input checked="" type="checkbox"/>	Urban Design Commission
<input checked="" type="checkbox"/>	Traffic Engineering	<input type="checkbox"/>	Recycling Coord. (R&R)
<input checked="" type="checkbox"/>	Fire Department	<input checked="" type="checkbox"/>	Other: Metro Transit
		<input checked="" type="checkbox"/>	Other: Water Utility