



Project Address: 1802 Pankratz Street (District 12 – Alder Abbas)
Application Type: Conditional Use (Major Alteration)
Legistar File ID # [70551](#)
Prepared By: Colin Punt, Planning Division
Report includes comments from other City agencies, as noted.
Reviewed By: Kevin Firchow, AICP, Principal Planner

Summary

Applicant: Alan Theobald; Iconica; 901 Deming Way #102; Madison, WI 53717
Property Owner: Bill Walsh; Isthmus Montessori; 1802 Pankratz St; Madison, WI 53704

Requested Action: The applicant requests approval of a major alteration to a conditional use for a school in a Suburban Employment (SE) zoning district (§28.082(1) MGO) and an increase of more than twenty (20) surface parking spaces that is also more than ten percent (10%) of the maximum parking requirement (§28.141(6)(b)4 MGO) and at 1802 Pankratz Street.

Proposal Summary: The applicant proposes to construct a 44,000 square foot addition to an existing two-story school and daycare building and expand the parking lot at 1802 Pankratz Street.

Applicable Regulations & Standards: This proposal is subject to the standards for Conditional Uses [MGO §28.183], as §28.082(1) of the Zoning Code lists schools as a conditional use in the Suburban Employment (SE) zoning district. The existing daycare center is a permitted use within the SE districts. Parking in excess of the maximum parking requirement is a conditional use per §28.141(6)(b)4 MGO.

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 for a major alteration to a conditional use for a school in a Suburban Employment (SE) district and an increase of more than twenty (20) surface parking spaces that is also more than ten percent (10%) of the maximum parking requirement at 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.	213,553 sq. ft.
Lot Width	65'	475.74'
Front Yard Setback	0' or 5'	Adequate
Side Yard Setback	15' or 20% building height	Adequate
Rear Yard Setback	30'	Adequate
Maximum Lot Coverage	75%	Less than 75%
Minimum Building Height	22' measured to building cornice	2 stories/ 28'6"
Maximum Building Height	5 stories/ 68'	2 stories/ 28'6"

Site Design	Required	Proposed
Number Parking Stalls	Schools, public and private: No minimum required Maximum 1 space per classroom (29) + 1 space per 3 students of legal driving age based on the maximum number of students attending classes at any one time (11) (40 total)	76 (1)
Accessible Stalls	Yes	4
Loading	Not required	Drop-off zone
Number Bike Parking Stalls	Schools, public and private: 1 space per 5 students (65)	24 (2)
Landscaping and Screening	Yes	Yes (3)(4)(5)(6)
Lighting	Yes	Yes
Building Forms	Yes	Civic or Institutional building (7)

Other Critical Zoning Items	Urban Design (UDD 4)
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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. Two Madison Metro routes serve the site.

Previous Approvals: On April 23, 2018, the Plan Commission approved a conditional use request to convert an office building into a school in a suburban employment (SE) zoning district at this location. The school has been operating in the existing building since 2019.

Project Description, Analysis, and Conclusion

The applicant, representing Isthmus Montessori Academy (IMA), requests a major alteration to an approved conditional use to construct an approximately 44,000 square foot addition to an existing two-story school and daycare building and expand the parking lot at 1802 Pankratz Street. The existing building, formerly an office building, is 24,405 square feet and sits on a parcel of approximately 2.5 acres. IMA is in the process of acquiring the adjacent 2.4 acre parcel and combining the parcel via a Certified Survey Map (CSM). The planned two-story addition to the school is 44,435 square feet. The addition will include classrooms, administrative offices, a gymnasium, and a 300-seat theatre. The addition is to become the main “front door” access to the school building. A central courtyard pathway is planned for the arrival space. A separate theatre entrance is planned for the northern facade. The primary exterior building materials are similar to the existing structure of concrete masonry veneer, corrugated metal panel, precast concrete panels, aluminum composite, and glass.

Several play surfaces are included on along the southern façade of the school building. Trees and other plantings are included along both the Pankratz Street and Packers Avenue frontages. The northern portion of the parcel includes a turf lawn and stormwater management basin. The interior entry courtyard will include stamped concrete paths, as well as crushed gravel, mulch and gravel play surfaces, and artificial play surfaces.

The vehicle parking lot is planned to be expanded to 76 surface vehicle parking stalls, laid out in an “L” shape along the south and east (Pankratz) sides of the site. A new access point off of Pankratz Street has been requested to accommodate arrival and departure traffic patterns for parents and buses. Additionally, 24 bicycle parking stalls are to be provided.

School hours are proposed to remain from 8:00 a.m. to 3:00 p.m. Most staff arrive at 7:30 a.m. and leave at 4:00 p.m.

The applicant has also submitted a Certified Survey Map to combine lots and relocate an existing bike path that cuts down the center of the intended parcel. IMA has been working with staff from the City, County, and the Airport Commission regarding a land lease, utility easement, and path easement.

If approved, the applicant intends to begin construction in summer 2022, with completion by autumn 2023.

Conformance with Adopted Plans

In regards to plan consistency, the Comprehensive Plan recommends employment for this property. While schools are not commonly located within planned Employment areas, IMA currently operates a school on the site that previously received conditional use approval. While educational uses are generally not included within employment districts from a Comprehensive Plan recommendation standpoint, the existing uses and development pattern of the other properties on Pankratz Street and the residential neighborhood to the west support this location for the school. Additionally, the building is located immediately adjacent to a bus stop that is currently served by two Metro transit routes.

Conditional Use Standards

There are two conditional use requests before the Plan Commission. The applicant requests approval of a major alteration to a conditional use for a school in a Suburban Employment (SE) zoning district (§28.082(1) MGO) and an increase of more than twenty (20) surface parking spaces that is also more than ten percent (10%) of the maximum parking requirement (§28.141(6)(b)4 MGO) and at 1802 Pankratz Street. In regards to conditional use 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 §28.183(6) M.G.O. are met. Staff advises the Plan Commission that in evaluating the conditional use standards, State law requires that conditional use findings must be based on "substantial evidence" that directly pertains to each standard and not based on personal preference or speculation. As noted above, the Planning Division believes that the proposal can be found consistent with the recommendations of the Comprehensive Plan.

Regarding the conditional use request for parking in excess of the maximum parking requirement, the applicant is proposing 76 vehicle parking stalls. According to 28.141 MGO, the maximum permitted parking is one space per classroom (29) plus one space per three students of legal driving age based on the maximum number of students attending classes at any one time (11). This results in a maximum requirement of 40 stalls, resulting in an excess of 36 parking stalls or 90% over the maximum. An increase of more than 20 parking spaces that is also more than 10% of the maximum parking requirement may be approved by conditional use, but an increase of more than 20 parking spaces but less than 10% of the maximum parking requirement may be approved by the DPCED Director.

Approval of surface parking exceeding the maximum shall be granted only after considering the following:

- Documentation regarding the actual parking demand for the proposed use.
- The impact of the proposed use on the parking and roadway facilities in the surrounding area.
- Whether the proposed use is located near a parking area that is available to the customers, occupants, employees and guests of the proposed use.
- The availability of alternative forms of transportation and actions being taken by the applicant to enhance or promote those alternatives.
- Structured parking, rain gardens or other bioretention facilities, additional landscaping, pervious pavement, or other mitigation measures may be required as conditions for an exception.
- Whether the proposed use is new or is an alteration, addition or expansion of an existing use.

The school principal has noted to staff that the school employs two teachers per classroom per the "scientific method of education implemented at [the] school." Additional conditions that should be considered are the fact that on-street parking is not permitted on either Pankratz Street or Packers Avenue. However, the school site is adjacent to a multiuse path, but the applicant has proposed only 24 bicycle parking stalls, considerably less than the 65 required and will need to be installed per Zoning's recommended condition of approval. Additionally, as noted above, two Madison Metro Transit routes serve the stop on Packers Avenue adjacent to the school site.

Using the zoning formula for above, but allowing two parking stalls per classroom due to the number of teachers indicated by the applicant, Staff recommends that the applicant reduce the number of surface vehicle parking stalls to 69. After construction and occupancy, if the applicant is able to demonstrate additional demand for vehicle parking, or if information documenting staffing or enrollment increases is provided, the applicant may request a minor alteration to the conditional use to increase the number of approved parking stalls.

Staff believes that, with the satisfaction of the conditions recommended below, all other conditional use approval standards can be found met or are not applicable to this proposal.

Urban Design Commission Review

The subject site is within Urban Design District 4. At its May 11, 2022 meeting, the Urban Design Commission granted initial approval to the proposal. The UDC's motion requested that the design team include a planting list with their landscape plan final submittal, explore breaking up the fencing or changing the type of fencing, address the curved wall facing the parking lot or the interior orientation of the theater, and increase the number and size of the plantings on the north side. The proposal will be required to obtain final UDC approval prior to final site plan approval and sign-off.

Conclusion

The Planning Division believes that the school expansion 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 Recommendations (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 for a major alteration to a conditional use for a school in a Suburban Employment (SE) district and an increase of more than twenty (20) surface parking spaces that is also more than ten percent (10%) of the maximum parking requirement 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. That the applicant reduce the number of surface vehicle parking stalls to 69. If after construction and occupancy, or if information documenting staffing or enrollment increases is provided and the applicant is able to demonstrate additional demand for vehicle parking, the applicant can request a minor alteration to the conditional use to request additional parking.

Zoning Administrator (Contact Jenny Kirchgatter, 266-4429)

2. Provide electric vehicle stalls per Section 28.141(8)(e) Electric Vehicle Charging Station Requirements. A minimum of 10% of the parking stalls (8 stalls) must be electric vehicle ready, and a minimum of 1% of the stalls (1 stalls) must be electric vehicle installed. Identify the locations of the electric vehicle ready and installed stalls on the plans.
3. Bicycle parking for the school shall comply with the requirements of Sections 28.141(4)(g) and 28.141(11). Provide a minimum of 65 short-term bicycle parking stalls located in a convenient and visible area on a paved

or pervious 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 of two (2) feet by six (6) feet with a five (5) foot wide access area. Provide a detail of the proposed bike rack.

4. Submit the landscape plan and landscape worksheet stamped by the registered landscape architect. Identify and label the existing as well as the proposed trees, landscaping, and plantings. Per Section 28.142(3) Landscape Plan and Design Standards, landscape plans for zoning lots greater than ten thousand (10,000) square feet in size must be prepared by a registered landscape architect.
5. Provide adequate development frontage landscaping per Section 28.142(5) Development Frontage Landscaping. One (1) overstory deciduous tree and five (5) shrubs shall be planted for each thirty (30) lineal feet of lot frontage. Two (2) ornamental trees or two (2) evergreen trees may be used in place of one (1) overstory deciduous tree.
6. Provide adequate interior parking lot landscaping per Section 28.142(6). Add parking lot islands within the east and south bays of parking. A planting island shall be located at least every twelve (12) contiguous stalls with no break.
7. Per Sections 28.142(3)(c) and 28.142(4)(e), planting beds or planted areas must contain at least 75% vegetative cover mulched. Mulch shall consist of shredded bark, chipped wood or stone installed at a minimum depth of two (2) inches. If stone is used, it shall be spread over weed barrier fabric.
8. Provide details demonstrating compliance with bird-safe glass requirements Section 28.129. For building façades where the first sixty (60) feet from grade are comprised of less than fifty percent (50%) glass, at least eighty-five percent (85%) of the glass on glass areas fifty (50) square feet or over must be treated. Of all glass areas over fifty (50) square feet, any glass within fifteen (15) feet of a building corner must be treated. Identify which glass areas are 50 sq. ft. or greater and which glass areas will be treated. Provide a detail of the specific treatment that will be used.
9. 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.
10. 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.

City Engineering Division (Contact Brenda Stanley, 261-9127)

11. The City needs to maintain access to the City sewer on the west side of the building. Applicant shall construct a 12' wide sewer access road in conformance with City of Madison S.D.D 5.1.4 with no more 3" of topsoil over 10" of No. 2 crushed stone base.
12. Enter into a City / Developer agreement for the required infrastructure improvements. Agreement to be executed prior to sign off. Allow 4-6 weeks to obtain agreement. Contact City Engineering to schedule the development and approval of the plans and the agreement. (MGO 16.23(9)c)

13. Construct new sidewalk & sewer access to a plan as approved by City Engineer. Construct spot replacement of damaged sidewalk, terrace, curb and gutter and pavement as necessary.
14. 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))
15. An Erosion Control Permit is required for this project. See Storm comments for permit specific details and requirements.
16. A Storm Water Management Report and Storm Water Management Permit is required for this project. See Storm comments for report and permit specific details and requirements.
17. A Storm Water Maintenance Agreement (SWMA) is required for this project. See Storm comments for agreement specific details and requirements.
18. This site appears to disturb over one (1) acre of land and requires a permit from the WDNR for stormwater management and erosion control. The City of Madison has been required by the WDNR to review projects for compliance with NR216 and NR-151 however a separate permit submittal is still required to the WDNR for this work. The City of Madison cannot issue our permit until concurrence is obtained from the WDNR via their NOI or WRAPP permit process. Contact Eric Rortvedt at 273-5612 of the WDNR to discuss this requirement. Information on this permit application is available on line:
<http://dnr.wi.gov/Runoff/stormwater/constrformsinfo.htm>.
The applicant is notified that the City of Madison is an approved agent of the Department of Safety and Professional Services (DSPS) and no separate submittal to this agency or CARPC is required for this project to proceed.
19. Revise the site plan to show all existing public sanitary sewer facilities in the project area as well as the size, invert elevation, and alignment of the proposed service. (POLICY)
20. This project falls in the area subject to increased erosion control enforcement as authorized by the fact that it is in a TMDL ZONE and therefore will be regulated to meet a higher standard.
21. This project will disturb 20,000 sf or more of land area and require an Erosion Control Plan. Please submit an 11" x 17" copy of an erosion control plan (pdf electronic copy preferred) to Megan Eberhardt (west) at meberhardt@cityofmadison.com, or Daniel Olivares (east) at daolivares@cityofmadison.com, for approval. Demonstrate compliance with Section 37.07 and 37.08 of the Madison General Ordinances regarding permissible soil loss rates. Include Universal Soil Loss Equation (USLE) computations for the construction period with the erosion control plan. Measures shall be implemented in order to maintain a soil loss rate below 5.0 tons per acre per year. The WDNR provided workbook to compute USLE rates can be found online at <https://dnr.wi.gov/topic/stormwater/publications.html>
This project will require a concrete management plan and a construction dewatering plan as part of the erosion control plan to be reviewed and approved by the City Engineer's Office. If contaminated soil or groundwater conditions exist on or adjacent to this project additional WDNR, Public Health, and/or City Engineering approvals may be required prior to the issuance of the required Erosion Control Permit.
(POLICY)
This project appears to require fire system testing that can result in significant amounts of water to be

discharged to the project grade. The Contractor shall coordinate this testing with the erosion control measures and notify City Engineering 608-266-4751 prior to completing the test to document that appropriate measures have been taken to prevent erosion as a result of this testing. Complete weekly self-inspection of the erosion control practices and post these inspections to the City of Madison website - as required by Chapter 37 of the Madison General Ordinances.

22. Prior to approval, this project shall comply with Chapter 37 of the Madison General Ordinances regarding stormwater management. Specifically, this development is required to submit a Storm Water Management Permit application, associated permit fee, Stormwater Management Plan, and Storm Water Management Report to City Engineering. The Stormwater Management Permit application can be found on City Engineering's website at <http://www.cityofmadison.com/engineering/Permits.cfm>. The Storm Water Management Plan & Report shall include compliance with the following:
- Report: Submit prior to plan sign-off, a stormwater management report stamped by a P.E. registered in the State of Wisconsin.
- Electronic Data Files: Provide electronic copies of any stormwater management modeling or data files including SLAMM, RECARGA, TR-55, HYDROCAD, Sediment loading calculations, or any other electronic modeling or data files. If calculations are done by hand or are not available electronically, the hand copies or printed output shall be scanned to a PDF file and provided to City Engineering. (POLICY and MGO 37.09(2))
- Rate Control: Detain the 2, 10, 100 & 200 -year storm events, matching post development rates to predevelopment rates and using the design storms identified in Madison General Ordinances Chapter 37.
- Infiltration: Provide infiltration of 90% of the pre-development infiltration volume.
- TSS New Development: Reduce TSS by 80% (control the 5-micron particle) off of newly developed areas compared to no controls.
- Submit a draft Stormwater Management Maintenance Agreement (SWMA) for review and approval that covers inspection and maintenance requirements for any BMP used to meet stormwater management requirements on this project.
23. Submit, prior to plan sign-off but after all revisions have been completed, a digital CAD file (single file) to the Engineering Division that is to scale and represents final construction with any private storm and sanitary sewer utilities.
24. Submit, prior to plan sign-off but after all revisions have been completed, digital PDF files to the Engineering Division. Email PDF file transmissions are preferred to: bstanley@cityofmadison.com (East) or tstroester@cityofmadison.com (West).

City Engineering Division – Mapping Section (Contact Julius Smith, 264-9276)

25. Grant a Public Sanitary Sewer Access Easement along the North and West side of the development's parcel to the City on the pending Certified Survey Map. Coordinate with Engineering Sewer Engineering staff to confirm the final easement configuration and associated access improvements. Contact Julius Smith of Engineering Mapping (jsmith4@cityofmadison.com, 608-264-9276) for the final required language. Note the easement shall include terms that the repair and related costs of the turf and private storm sewer upon the use of the easement by the City of Madison shall be the owner's responsibility.
26. Outlot 7 of Second Addition of Truax Air Park West was dedicated to the public for Pedestrian and Bicycle Path purposes. The pending Certified Survey Map has proposed to replat this Outlot area as part of a Lot for development on the site. The City of Madison, who accepted dedication for these special purposes, shall release the dedication restriction in accordance with s. 66.1025(1) of the Wisconsin Statutes Relief of Gifts

and Dedications by a resolution adopted by Common Council. The City of Madison, following conditional approval of the pending Certified Survey Map, shall proceed with preparation of resolution by Engineering for introduction to Common Council. Adoption of the Resolution and satisfaction of any conditions shall authorize the City of Madison Office of Real Estate Services to draft, administer and record the necessary conveyance/grant of land back to the owner/dedicator/heirs, allowing the replatting of the Outlot. Contact Julius Smith of Engineering Mapping to coordinate the relief of the dedication , 608-264-9276 or jsmith4@cityofmadison.com

27. Grant a Public Sidewalk and Bike Path Easement to the City of Madison on the pending Certified Survey Map. Coordinate with Engineering Streets Staff and Traffic Engineering for the approval of the configuration of the path and the required easement area. The easement area shall encompass the area required for the construction, maintenance and repair of the bike path improvements. The terms of the easement shall contain text consenting to the two private access aisles crossing the easement areas and any associated restriction or requirements.
Contact Julius Smith of Engineering Mapping (jsmith4@cityofmadison.com, 608-264-9276) for the final required language.
28. There is a guy pole in the southwest corner of this site. Title work does not contain an easement or agreement in regard to this pole. It is suggested that the Applicant / Owner contact the Utility to coordinate any necessary easement rights for the improvement.
29. Plan scale should read 1"= 30'
30. The pending Certified Survey Map application for this property shall be completed and recorded with the Dane County Register of Deeds (ROD), the new parcel data created by the Assessor's Office and the parcel data available to zoning and building inspection staff prior to issuance of building permits for new construction or early start permit.

Traffic Engineering Division (Contact Sean Malloy, 266-5987)

31. The applicant shall submit one contiguous plan showing proposed conditions and one contiguous plan showing existing conditions for approval. The plan drawings shall be to engineering scale and include the following, when applicable: existing and proposed property lines; parcel addresses; all easements; vision triangles; 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.
32. 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.
33. 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.
34. All parking facility design shall conform to MGO standards, as set in section 10.08(6).

35. All bicycle parking adjacent pedestrian walkways shall have a 2 foot buffer zone to accommodate irregularly parked bicycles and/or bicycle trailers.
36. All pedestrian walkways adjacent parking stalls shall be 7 feet wide to accommodate vehicle overhang, signage and impediments to walkway movements. Any request for variance shall be submitted to and reviewed by City Traffic Engineering.
37. The applicant shall provide a clearly defined 5' walkway from the front door to the public Right of Way clear of all obstructions to assist citizens with disabilities, especially those who use a wheel chair or are visually impaired. Obstructions include but are not limited to tree grates, planters, benches, parked vehicle overhang, signage and doors that swing outward into walkway.
38. "Stop" signs shall be installed at a height of seven (7) feet from the bottom of the sign 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.
39. 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.
40. The applicant shall show the dimensions for the proposed class III driveway including the width of the drive entrance, width of the flares, and width of the curb cut.
41. Applicant shall submit for review a student drop off and pickup plan. This plan shall include the number of students, estimated modes of arrival by percentage, estimated arrival times and any requested passenger loading zones.

Fire Department (Contact Bill Sullivan, 866-4691)

42. All portions of the fire lanes for newly constructed public buildings and places of employment and open storage of combustible materials shall be within 500-feet of at least TWO fire hydrants. Distances are measured along the path traveled by the fire truck as the hose lays off the truck. See MGO 34.507 for additional information. Plans show the distance to the fire hydrants as the crow flies not as the fire truck can navigate through the site.
43. Provide a fire lane that extends to within 250-feet of all exterior portions of the structure, since the building has a fire sprinkler system.

Forestry Division (Contact Jeffrey Heinecke, 266-4890)

44. An existing inventory of street trees located within the right of way shall be included on the site, demo, utility, landscape, grading, and fire aerial apparatus plan sets. The inventory shall include the following: location, size (diamater at 4 1/2 feet), and species of existing street trees. The inventory should also note if a street tree is proposed to be removed and the reason for removal.
45. On this project, street tree protection zone fencing is required. The fencing shall be erected before the demolition, grading or construction begins. The fence shall include the entire width of terrace and, extend at least 5 feet on both sides of the outside edge of the tree trunk. Do not remove the fencing to allow for

deliveries or equipment access through the tree protection zone. Add as a note on the site plan.

46. Additional street trees are needed for this project. Tree planting specifications can be found in section 209 of City of Madison Standard Specifications for Public Works Construction (website: <https://www.cityofmadison.com/business/pw/specs.cfm>) - All street tree planting locations and tree species within the right of way shall be determined by City Forestry. A landscape plan and street tree planting plan shall be submitted in PDF format to City Forestry for approval of planting locations within the right of way and tree species. All available street tree planting locations shall be planted within the project boundaries. Add following note on the landscape plan.: At least one week prior to street tree planting, Contractor shall contact City Forestry at (608) 266-4816 to schedule inspection and approval of nursery tree stock and review planting specifications with the landscaper.

Water Utility (Contact Jeff Belshaw, 261-9835)

47. A Water Meter Application Form and fees must be submitted before connecting to the existing water lateral. Provide at least two working days notice between the application submittal and the scheduled lateral connection/extension. Application materials are available on the Water Utility's Plumbers & Contractors website (<http://www.cityofmadison.com/water/plumbers-contractors>), 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.
48. The Madison Water Utility shall be notified to remove the water meter at least two working days prior to demolition. Contact the Water Utility Meter Department at (608) 266-4765 to schedule the meter removal appointment.

The Parks Division and Metro Transit have reviewed this request and has recommended no conditions of approval.