

CITY OF MADISON

Proposed Conditional Use

Location: 1 South Rosa Road

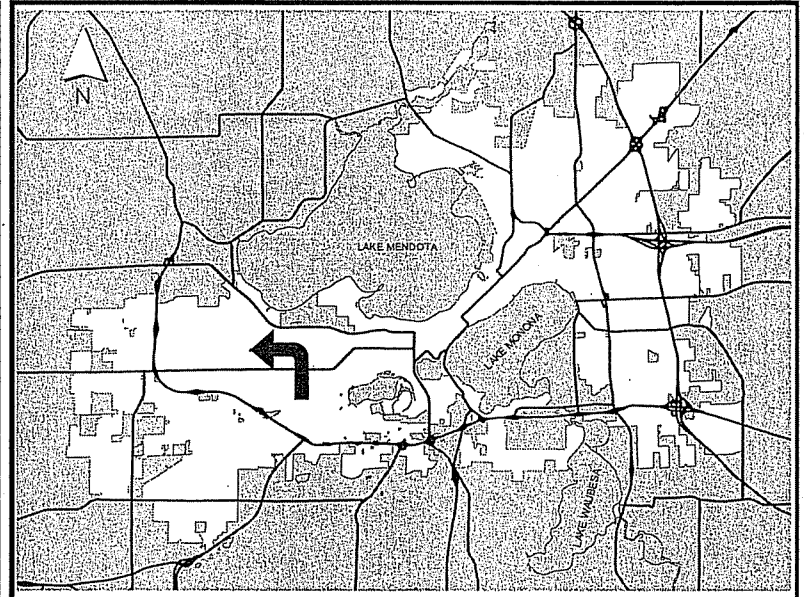
Project Name: Grace Lutheran Church
Nursery School

Applicant: Erica Jacobsen -
Grace Lutheran Church

Existing Use: Church

Proposed Use: Nursery School for
15 Children in Existing Church

Public Hearing Date:
Plan Commission 20 June 2005



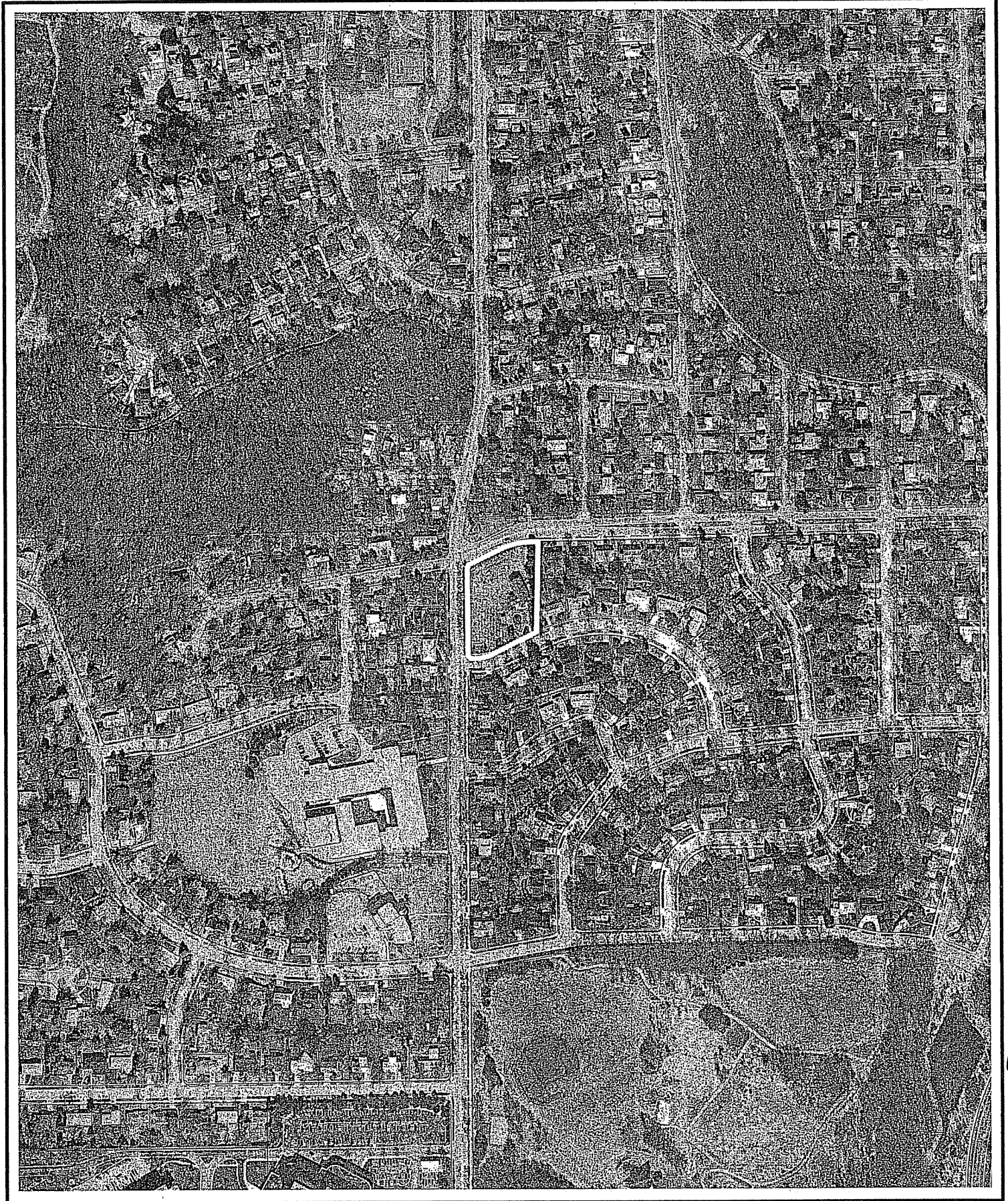
For Questions contact: Pete Olson at: 267-1150 or polson@cityofmadison.com or City Planning at 266-4635



1 South Rosa Road

400 0 400 Feet

Date of Aerial Photography - April 2000



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.
- 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 application packages should be filed directly with the Zoning Administrator's desk.
- Application effective February 18, 2005

FOR OFFICE USE ONLY:

Amt. Paid N/A Receipt No. N/A
 Date Received 5-10-05
 Received By KAW
 Parcel No. 0709-193-0201-1
 Aldermanic District 19-Noel Radomski
 GQ ok
 Zoning District R-1
For Complete Submittal
 Application Letter of Intent
 IDUP N/A Legal Descript.
 Plan Sets Zoning Text MA
 Alder Notification Waiver _____
 Ngrbrhd. Assn Not. Waiver _____
 Date Sign Issued _____

1. Project Address: 1 South Rosa Rd Project Area in Acres: 1.52 acres
 (also in city records as 5614 Varsity Hill)
 Project Title (if any): Grace Lutheran Preschool

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

Zoning Map Amendment (check only ONE box below for rezoning and fill in the blanks accordingly)

Rezoning from _____ to _____ Rezoning from _____ to PUD/PCD-SIP

Rezoning from _____ to PUD/PCD-GDP Rezoning from PUD/PCD-GDP to PUD/PCD-SIP

Conditional Use Demolition Permit Other Requests (Specify): _____

3. Applicant, Agent & Property Owner Information:

Applicant's Name: Grace Lutheran Church Company: Grace Lutheran Church
 Street Address: 1 South Rosa Rd City/State: Madison, WI Zip: 53705
 (also in city records as 5614 Varsity Hill)
 Telephone: (608) 233-2485 Fax: () Email: pastor@grace-els.org

Project Contact Person: Erica Jacobsen Company: Grace Lutheran Preschool, Administrator
 Street Address: 5530 Englewood Dr. City/State: Madison, WI Zip: 53705
 Telephone: (608) 238-0684 Fax: () Email: ekjac@charterinternet.com

Property Owner (if not applicant): N/A
 Street Address: _____ City/State: _____ Zip: _____

4. Project Information:

Provide a general description of the project and all proposed uses of the site: Grace Lutheran Church would like to offer a nursery school program (Mon.-Thurs. 9-11 a.m., Sep.-May) for children ages 3-6, with a maximum of 15 children. It would be held in the existing fellowship hall (currently used for Sunday school) and would include outdoor play on a 40'x40' fenced playground to be constructed on parking lot.
 Development Schedule: Commencement classes would start 9/05; Completion 9/05
show prospective parents/students parking lot.

CONTINUE →

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.

Filing Fee: \$ N/A 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:

For any applications proposing demolition of existing (principal) buildings, photos 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 to be approved by the City prior to issuance of wrecking permits.

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.

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 for Zoning Map Amendments shall be in accordance with all adopted City of Madison land use plans:

→ The site is located within the limits of _____ 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:

Letters: Alder Noel Radomski 4/9/05; Univ. Hill Farms Neighborhood Assoc. 4/9/05 / Alder Radomski spoke to Pres. of Glen Oak Hills Neighb. Assoc. 4/23/05
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 _____ Date _____ | Zoning Staff Kaw Date 4-28-05

The signer attests that this form has been completed accurately and all required materials have been submitted:

Printed Name Erica Jacobsen Date 5/10/05

Signature Erica Jacobsen Relation to Property Owner Preschool Administrator

Authorizing Signature of Property Owner Owned by Grace Lutheran Church Date _____



Lutheran Church (ELS)

Pastor Jesse Jacobsen

One South Rosa Road Madison, Wisconsin 53705 608-233-2985 www.grace-els.org/pastor@grace-els.org

May 1, 2005

Madison Plan Commission
215 Martin Luther King Jr. Boulevard
Room LL-100
Madison, WI 53701-2985

To whom it may concern:

This letter serves as a letter of intent for Grace Lutheran Church's application for a conditional use permit in order to operate a nursery school on the church property. Grace Lutheran Church is located at 1 South Rosa Road, and is sometimes labeled in City of Madison records as 5614 Varsity Hill. The property contains a two-story church building, with walk-out access on both levels, a lower-level parking lot, and an upper level circular drive with handicap parking stalls. The upper level of the building contains a church sanctuary and "cry room", bathroom, pastor's office/study, and secretary's office. The lower level contains a meeting room, fellowship hall, full kitchen, and two bathrooms. The building is currently used as a church for weekly Sunday morning and Wednesday evening services, children's Sunday School and summer Vacation Bible School, and other church events. The sanctuary has a seating capacity of 167 persons.

The church is working toward State licensure as a group day care, in order to serve as a nursery school. We are applying for licensure for 15 students, ages 3-6, to be present in the building at one time. Classes would begin September 2005. We would show the facility to prospective parents and children during the summer.

A City of Madison building inspector has visited the building and identified no major deficiencies. The building itself would require no modification. To provide outside play space as required by the State of Wisconsin, we would install a 43' x 40' fenced playground with required cushioning material in the northeast portion of the property on part of the existing parking lot. The playground would be attached to the northern wall of the lower level fellowship hall, with the white wall of the building functioning as the fourth fence wall. The remaining parking lot space would be brought up to code with required number of stalls and landscaping.

The school will employ a center director/lead teacher and a center administrator. The nursery school would hold class from September through May, Monday through Thursday, from 9-11 a.m. A second teacher may be hired if enrollment is high enough to require one to meet State staff-to-child ratios. The Pastor of the church is also typically present on site during the week. Classes during the school year would not interfere with weekly church activities, which tend to take place on Sunday mornings and Wednesday evenings (services), and other

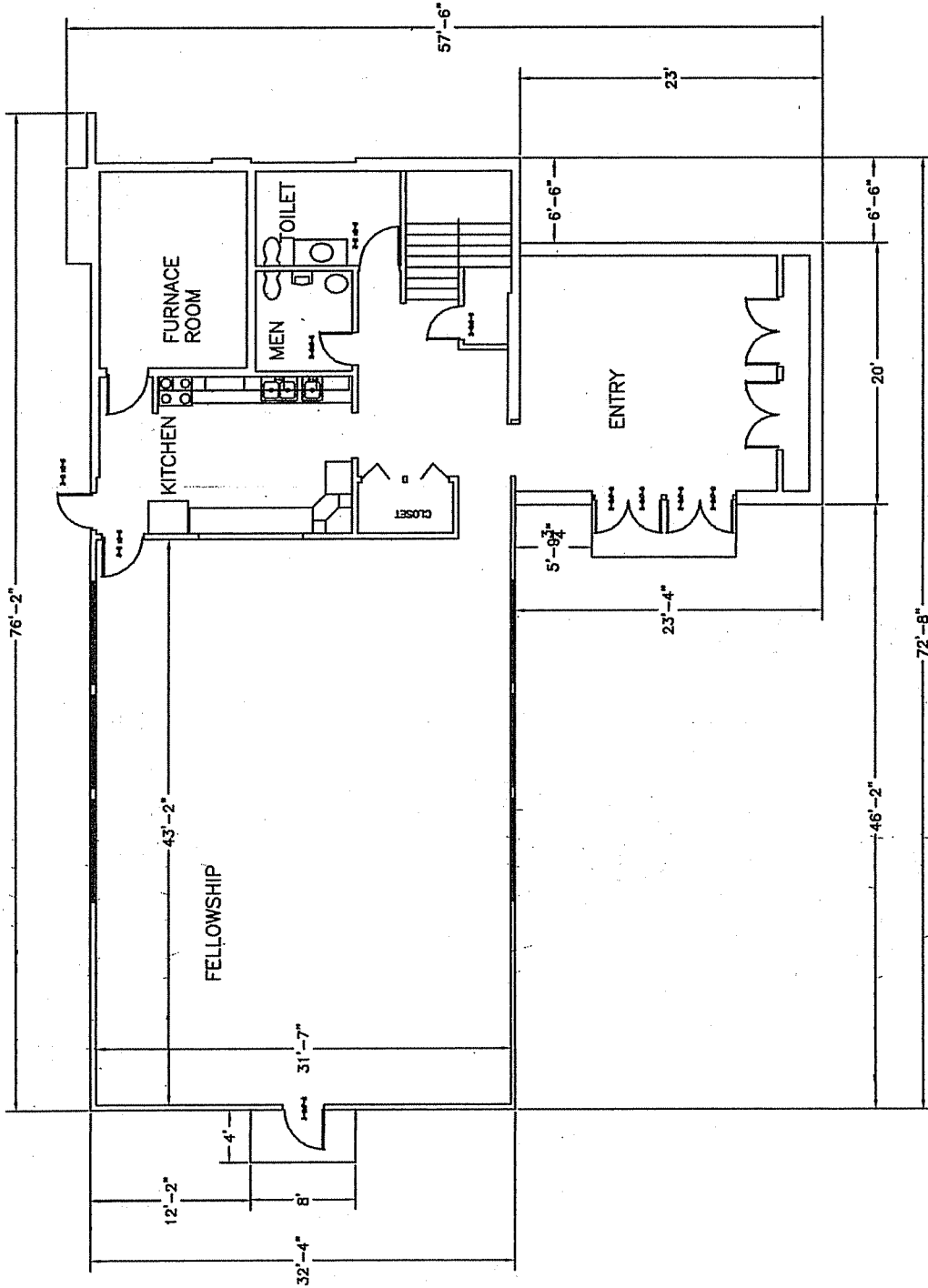
evening events. A Wednesday morning Bible study (attendance 10 or fewer people) would meet in the lower level meeting room without interfering with the school.

Thank you for your consideration of this permit.

Sincerely,

A handwritten signature in cursive script, appearing to read "Jesse Jacobsen".

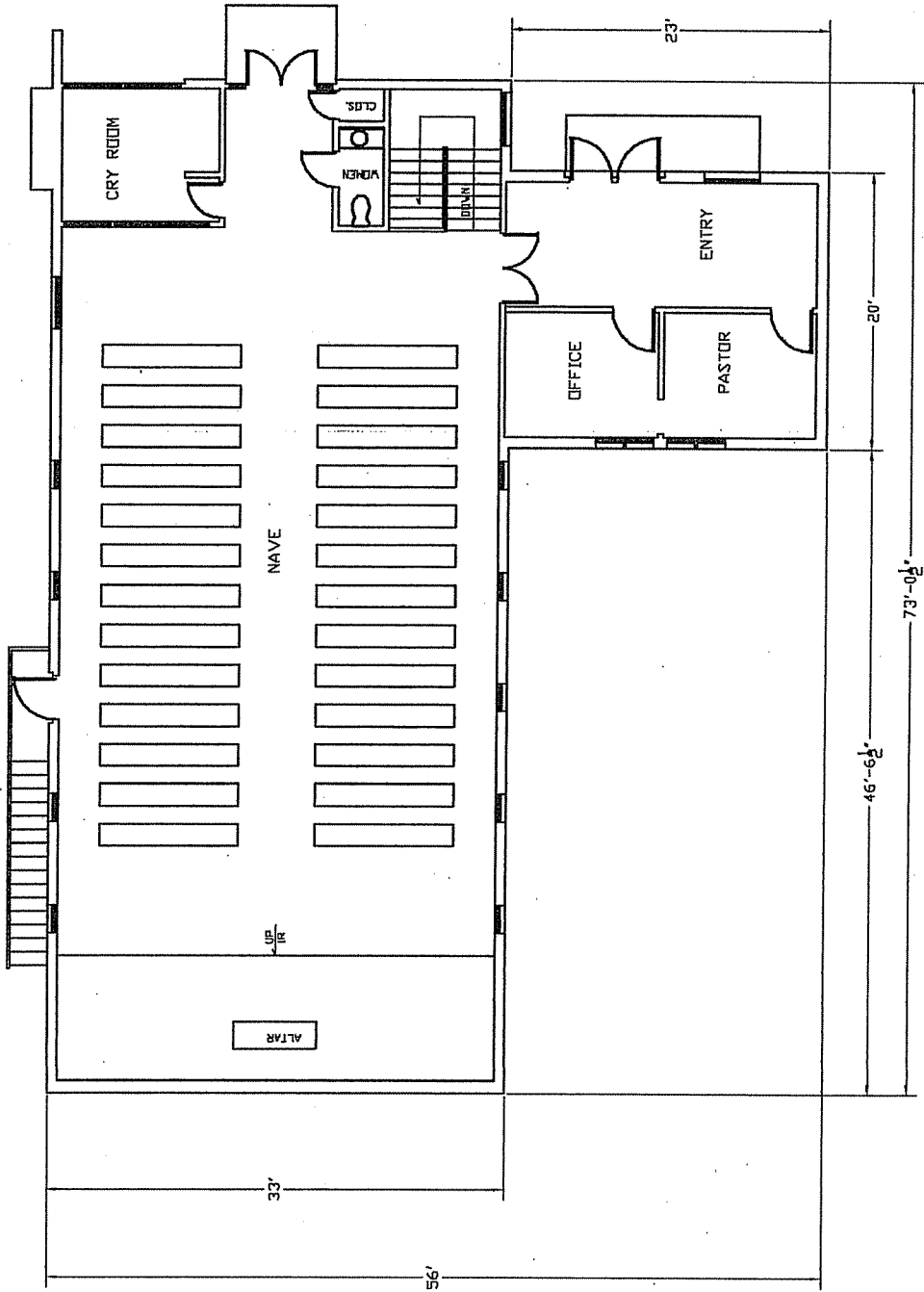
Rev. Jesse Jacobsen
Grace Lutheran Church



ORIGINAL DRAWING BY
 RICHARD W. HARRIS ARCHITECTS
 1100 S. WISCONSIN AVENUE
 MADISON, WISCONSIN 53706
 PHONE 262-271-2500 FAX 262-271-2501

GRACE LUTHERAN CHURCH
 1 S. ROSA ROAD
 MADISON, WISCONSIN
 LOWER LEVEL

LOWER LEVEL FLOOR PLAN
 SCALE 1/4" = 1'-0"



DESIGNED BY
 DRAWN BY
 CHECKED BY
 DATE
 PROJECT NO.
 GRACE LUTHERAN CHURCH
 1 S. ROSA ROAD
 MADISON, WISCONSIN
 UPPER LEVEL

UPPER LEVEL FLOOR PLAN
 SCALE 1/4" = 1'-0"