

PREPARED FOR THE PLAN COMMISSION



Project Address: 2500-2502 Calypso Road (12th Aldermanic District, Ald. Palm)

Application Type: Conditional Use

Legistar File ID #: [48338](#)

Prepared By: Sydney Prusak, Planning Division
Report Includes Comments from other City Agencies, as noted

Reviewed By: Kevin Firchow, AICP, Principal Planner

Summary

Applicant, Contact & Property Owner: Dean Loumos; Housing Initiatives; 1110 Ruskin Street; Madison, WI 53704

Requested Action: The applicant requests approval of a Conditional Use for an office for human services within a multi-tenant building in SR-V1 (Suburban Residential – Varied District 1) zoning at 2500-2502 Calypso Road.

Proposal Summary: The applicant proposes to convert one apartment unit, within an existing 8-unit residential building, into an office for human services and reconfigure the parking lot. No exterior building changes are proposed.

Applicable Regulations & Standards: The proposal is subject to the standards for Conditional Uses [MGO §28.183], as §28.039 classifies offices for human service programs a Conditional Use in SR-V1.

Review Required By: Plan Commission

Summary Recommendation: The Planning Division recommends that the Plan Commission find that the approval standards for Conditional Uses are met and **approve** the request to allow the conversion of a residential unit into an office for human services at 2500-2502 Calypso Road. This request is subject to the input at the public hearing and conditions recommended by the reviewing agencies.

Background Information

Parcel Location: The 13,187-square-foot (0.3-acre) property is located on the west side of Calypso Road, south of Trailsway near North Sherman Avenue. It is within Aldermanic District 12 (Ald. Palm) and the Madison Metropolitan School District.

Existing Conditions and Land Use: The parcel contains one, 9,089-square-foot, two-story multi-tenant residential building constructed in 1979. There are currently eight two-bedroom apartment units on site.

Surrounding Land Use and Zoning:

North: The adjacent property is also an 8-unit Housing Initiatives-owned apartment site zoned SR-V1 (Suburban Residential – Varied District 1) with Warner Park beyond, zoned PR (Parks and Recreation District);

South: The adjacent properties are zoned SR-V1 (Suburban Residential – Varied District 1) with Low Density Residential zoned SR-C1 (Suburban Residential – Consistent District 1) further south;

East: The adjacent properties are smaller multi-family apartments zoned SR-V1 (Suburban Residential – Varied District 1) with a PD (Planned Development) for Ryan Funeral Home at the southwest corner of Trailway and North Sherman Avenue; and

West: The adjacent properties are small apartment buildings, zoned SR-V1 (Suburban Residential – Varied District 1) with a few larger multi-tenant buildings zoned SR-V2 (Suburban Residential – Varied District 2) facing Warner Park, which is zoned PR (Parks and Recreation District).

Adopted Land Use Plan: The [Comprehensive Plan](#) recommends MDR (Medium Density Residential), which is 16 to 40 units per acre. According to the [Northport-Warner Park-Sherman Neighborhood Plan](#), this site is part of a recommended “Stabilization Zone” within the neighborhood. This area aims to implement strategies that encourage quality management and improve screening processes, promote and improve access and information for home buyers, and provide property owners with green building/rehabilitation alternatives education and information. Stabilization options include landlord training, property inspection and maintenance, and local hiring of residents for property management or neighborhood improvement activities.

Zoning Summary: The property is zoned SR-V1 (Suburban Residential – Varied District 1).

Requirements	Required	Proposed
Lot Area (sq. ft.)	2,000 sq. ft./d.u. (14,000 sq. ft.)	13,187.15 sq. ft.
Lot Width	60'	97'
Front Yard Setback	25'	Existing building setback (9)
Side Yard Setback	10'	Adequate (9)
Rear Yard Setback	Lesser of 25% lot depth or 30'	Adequate (9)
Usable Open Space	500 sq. ft./d.u. (3,500 sq. ft.)	Existing open space
Maximum Lot Coverage	60%	Existing lot coverage
Maximum Building Height	3 stories/40'	2 stories existing building
Number Parking Stalls	Multi-family dwelling: 1 per dwelling (7) Office: 1 per 400 sq. ft. floor area (2) (9 total)	9
Accessible Stalls	Yes	1
Loading	None	None
Number Bike Parking Stalls	Office: 1 per 2,000 sq. ft. floor area (2 minimum)	None (10)
Landscaping and Screening	Not required	Existing landscaping (11)
Lighting	Not required	Existing lighting
Building Forms	Not required	Existing building
Other Critical Zoning Items		
Yes:	Barrier Free (ILHR 69)	
No:	Urban Design District , Historic District, Floodplain, Adjacent to Park, Wetlands, Wellhead Protection District	

Information 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 full range of urban services. Madison Metro Route 22 runs daily along North Sherman Avenue.

Project Description, Analysis, and Conclusion

The applicant, Housing Initiatives, requests conditional use approval to convert one apartment unit in an existing residential development, into an office for human services. This proposal is subject to the standards for Conditional Uses [MGO §28.183(6)].

The applicant recently purchased the multi-family building as part of the Housing First housing program, which provides housing for homeless people with mental illnesses. The applicant wishes to convert one of the residential units into a Housing Initiatives office in order to offer essential services and support on site as they are needed. The site will have two full-time case managers supervised by a licensed Master of Social Work (MSW).

In keeping with the [Northport-Warner Park-Sherman Neighborhood Plan](#), this site is located in a recommended "Stabilization Zone." Establishing a Housing Initiatives office in one of their housing sites helps improve the property management goals of the neighborhood because it provides residents with direct access to the organization's resources and support.

No exterior alterations to the building are proposed. The applicant has proposed a four-foot high chain link fence in the rear, separating the parking lot from the adjacent properties. This will bring the site into compliance with zoning requirements. As part of this proposal, the parking lot will be reconfigured. The existing lot has diagonal parking stalls, which will be converted to nine (9) perpendicular stalls including one (1) accessible stall. In addition, all new or altered doors are proposed to be compliant with ADA standards. The main office entrance will be on the north side of the building. As a condition of approval, the Planning Division requests that the applicant provide a more detailed site plan with the locations of doors, sidewalks, and the extent of the office clearly labeled.

This request is subject to the approval standards for Conditional Uses. The Zoning Code states that the Plan Commission shall not approve a Conditional Use without due consideration of the City's adopted plans and finding that all of the Conditional Use standards of §28.183(6) MGO are met. Sec. 28.151 of the Zoning Code, has the following requirements for Offices for Human Service Programs: The office shall be operated by a governmental or non-profit entity; the office shall be located in a building with more than one unit and no single unit building shall be converted to multiple units for such use; and the office shall serve the neighborhood(s) where it is located. According to Sec. 28.039 of the Zoning Code, Offices for Human Service Programs are a Conditional Use within the Suburban Residential - Varied District 1.

The Planning Division believes that all Conditional Use standards can be met based on the information provided within this application. The Planning Division believes that the conversion of one apartment unit into an office for human services should not result in significant impacts on the surrounding properties. The Plan Commission retains continuing jurisdiction over this conditional use as allowed in MGO § 28.182(9)(d).

At the time of report writing, staff was not aware of any neighborhood concerns related to this request. The Brentwood Village Association has provided correspondence and is in support of this project. Housing Initiatives currently owns and operates three buildings in the area.

Recommendation

Planning Division Recommendation (Contact Sydney Prusak, (608) 243-0554)

The Planning Division recommends that the Plan Commission find that the approval standards for Conditional Uses are met and **approve** the request to allow the conversion of one residential unit to an office for human services at 2500-2502 Calypso Road. This request is subject to the input at the public hearing and the conditions recommend by the reviewing agencies.

Recommended Conditions of Approval

Major/Non-Standard Conditions are Shaded

Planning Division (Contact Sydney Prusak, 243-0554)

1. The applicant shall provide a detailed site plan with doors, sidewalks, and the extent of the office clearly labeled to City Staff for final sign-off.

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

2. This project is for internal changes and parking lot re-striping only. Less than 4,000 sf disturbed area, no Erosion Control or Storm Water Management Permits required.

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

3. Applicant shall provide a recorded copy of a reciprocal access easement for the shared accesses with adjacent properties.

4. Submit a PDF of all floor plans that show the apartment configurations and apartment numbers to lzenchenko@cityofmadison.com so that the current addresses and proposed office unit can be verified. If there are any changes pertaining to the location of a unit, the deletion or addition of a unit, or to the location of the entrance into any unit, (before, during, or after construction) the addresses may need to be changed. The interior address plan is subject to the review and approval of the Fire Marshal.

Traffic Engineering Division (Contact Eric Halvorson, 266-6527)

5. 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.
6. 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.

7. 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.
8. All parking facility design shall conform to MGO standards, as set in section 10.08(6).

Zoning Administrator (Contact Jenny Kirchgatter, 266-4429)

9. Show the existing building front and side yard setback distances on the site plan.
10. Bicycle parking shall comply with the requirements of Sections 28.141(4)(g) and 28.141(11). Provide a minimum of two (2) short-term bicycle parking stalls for the proposed office use 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. 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.
11. 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.
12. 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.

Metro Transit (Contact Tim Sobota, 261-4289)

13. Metro Transit provides daily bus service along North Sherman Avenue, at stops in the Trailway intersection, two blocks east of the proposed site. Trips operate at least once every 30 minutes on weekdays, but only pass once an hour on weekends.

Parks Division (Contact Janet Schmidt, 261-9688)

14. Existing street trees shall be protected. Please include the following note on the site plan: Contractor shall install tree protection fencing in the area between the curb and sidewalk and extend it at least 5 feet from both sides of the tree along the length of the terrace. No excavation is permitted within 5 feet of the outside edge of a tree trunk. If excavation within 5 feet of any tree is necessary, contractor shall contact City Forestry (266- 4816) prior to excavation to assess the impact to the tree and root system. Tree pruning shall be coordinated with City Forestry prior to the start of construction. Tree protection specifications can be found in section 107.13 of City of Madison Standard Specifications for Public Works Construction - <http://www.cityofmadison.com/business/pw/documents/StdSpecs/2013/Part1.pdf>. Any tree removals that are required for construction after the development plan is approved will require at least a 72 hour wait period before a tree removal permit can be issued by Forestry, to notify the Alder of the change in the tree plan.
15. All proposed street tree removals within the right of way shall be reviewed by City Forestry. Please submit an existing inventory of trees (location, species, & DBH) and a tree removal plan (in PDF format) to Brad

Hofmann – bhofmann@cityofmadison.com or 266-4816. Approval and permitting of street tree removals shall be obtained from the City Forester and/or the Board of Public Works prior to the approval of the site plan.