



Project Address: 890 W. Wingra Drive
Application Type: Conditional Use
Legistar File ID # [48496](#)
Prepared By: Timothy M. Parks, Planning Division
 Report includes comments from other City agencies, as noted.

Summary

Applicant: Kristin Rucinski, The Road Home Dane County; 128 E. Olin Avenue; Madison.

Property Owner: Wingra Drive, LLC; 210 N. Bassett Street; Madison.

Requested Action: Approval of a conditional use to convert an office building into a counseling/ community services organization facility at 890 W. Wingra Drive.

Proposal Summary: The applicant is seeking approval to convert an existing one-story 5,660 square-foot professional/medical office building with an exposed and finished basement into offices for its counseling/ community services organization, The Road Home Dane County. The project is scheduled to commence as soon as all regulatory approvals have been granted, with completion of the project anticipated by January 1, 2018.

Applicable Regulations & Standards: Counseling/ community services organization, defined as “an organization that provides social services, including day treatment services,” is a conditional use in the CC-T (Commercial Corridor–Transitional District). Section 28.183 provides the process and standards for the approval of conditional use permits.

Review Required By: Plan Commission.

Summary Recommendations: The Planning Division recommends that the Plan Commission find the standards met and **approve** a conditional use for a counseling/ community services organization facility at 890 W. Wingra Drive subject to input at the public hearing and the conditions from reviewing agencies beginning on page 4 of this report.

Background Information

Parcel Location: The subject site is a 0.37-acre parcel located at the northeastern corner of W. Wingra Drive and South Street; Aldermanic District 13 (Eskrich); Madison Metropolitan School District.

Existing Conditions and Land Use: The site is developed with a one-story 5,660 square-foot professional/ medical office building with an exposed and finished basement and surface parking lot, zoned CC-T (Commercial Corridor–Transitional District). The building was constructed in 1969 according to City records.

Surrounding Land Uses and Zoning:

North: Shenandoah Apartments, zoned TR-U1 (Traditional Residential–Urban 1 District);

South: Wingra Creek;

West: Strand Associates, Inc. offices, zoned PD;

East: US Post Office, surface parking lots, and the Labor Temple, all zoned CC-T (Commercial Corridor–Transitional District).

Adopted Land Use Plans: The Comprehensive Plan identifies the subject site and adjacent properties north of Wingra Creek for Community Mixed-Use development. The site and surrounding properties are subject to the following land use map note:

“Note 27: Located between Park Street and Fish Hatchery Road, two primary gateways into the City of Madison, these lands are currently developed with a variety of retail, service, employment, institutional and residential uses. Recent City plans for the area recommend increasing residential density, providing workforce housing for the Dean Clinic and other area employers, increasing employment of area businesses and creating a Transit-Oriented Development pattern. Future development within this area should seek to strengthen internal pedestrian connections and also provide improved connections to the existing low-density residential areas located west of Fish Hatchery Road and east of Park Street.”

The subject site is also located within the Wingra Market BUILD Market Study and Redevelopment Plan, which identifies the subject property and Strand Associates property to the west for office uses, and recommends the properties to the north and east for housing, with additional future office recommended for the Labor Temple property to the east at S. Park Street. The subject site is located in Sub-Area 4 of the plan, which includes specific recommendations to maintain the existing Shenandoah Apartments adjacent to the site as market rate affordable housing; provide for bio-medical or health care-related institutional use, which could include a retirement community with tiered-levels of care to the west on the St. Mary’s site; and provide expansion area for Strand Associates. No specific references or recommendation to the subject site are included.

Zoning Summary: The subject property is zoned CC-T (Commercial Corridor–Transitional District):

Requirements	Required	Proposed
Front Yard	None	20’
Side Yard Setback: Where buildings abut residentially-zoned lots at side lot line	Minimum side yard required in the adjacent residential district: TR-U1 (5’)	North side: Adequate
Side Yard Setback: Where proposed buildings or abutting buildings have window openings in side wall(s) within 6 feet of lot line.	One-story: 5’ Two-story or higher: 6’	South side: Adequate
Rear Yard Setback	Lesser of 20% lot depth or 20’	Adequate
Usable Open Space	500 sq. ft. per unit (1,000 sq. ft.)	1,028 sq. ft.
Maximum Lot Coverage	85%	Adequate
Building Height	5 stories/ 68’	1 story-plus
Building Form	Freestanding commercial building	Existing
Automobile Parking	No minimum	19
Automobile Parking	Yes	2
Bicycle Parking	As determined by the Zoning Administrator: 1 per 400 sq. ft. floor area (14)	3 (See Zoning conditions)

Requirements		Required	Proposed
Other Critical Zoning Items			
Yes:	Barrier Free		
No:	Utility Easements, Landmarks Commission, Urban Design, Wellhead Protection, Floodplain, Waterfront Dev.		
<i>Prepared by: Jenny Kirchgatter, Asst. Zoning Administrator</i>			

Environmental Corridor Status: The subject property is not located within a mapped environmental corridor.

Public Utilities and Services: The site is served by a full range of urban services, including seven-day Metro Transit service north and south along both Fish Hatchery Road west of the site, and S. Park Street to the east. Trips operate on both corridors at least once every 30 minutes on weekdays, but only pass once an hour each direction on weeknights and weekends.

Project Description, Analysis and Conclusion

The applicant, The Road Home Dane County, is seeking approval of a conditional use to convert an existing one-story 5,660 square-foot professional/medical office building with an exposed and finished basement into offices for its counseling/ community services organization. The Road Home provides services to families experiencing homelessness, and will use the office building on the subject site to provide daytime services to their clients. Those services include a kitchen, laundry, bathroom and shower facilities, a play area for children, and a living room. A majority of the interior space will be used as offices for agency staff, many of whom visit agency clients off-site in the field. The letter of intent indicates that the organization has 21 employees, with no more than 18 to be present on site at the same time. There are no sleeping facilities proposed at this facility. An existing parking lot with 19 auto stalls is located along the eastern property line, which will provide spaces for agency staff, clients, and a fifteen-person passenger van used to transport clients to the facility from their sleeping locations.

A full review of the proposed operation may be found in the letter of intent. Other than adding bike parking, the applicant indicates that few or no exterior changes to the building or site are proposed.

The Planning Division believes that the Plan Commission can find the conditional use standards met to allow the proposed counseling/ community services organization to occupy the existing office building. Staff does not believe that the applicant’s use of the site will have an adverse impact on the uses, values and enjoyment or normal and orderly development of surrounding properties, and staff is unaware of any concerns by public safety agencies or surrounding property owners or residents about the proposed conditional use. The applicant currently operates a similar facility in leased space at 128 E. Olin Avenue, and staff is likewise unaware of any concerns about the current location. Further, staff does not believe that establishment of the proposed use will adversely affect the City’s ability to implement its adopted plans for the site and surrounding area north of Wingra Creek.

As with any conditional use, the Plan Commission will retain continuing jurisdiction to address any complaints about the proposed counseling/ community services organization in the unlikely event that any should be raised in the future.

Recommendation

Planning Division Recommendations (Contact Timothy M. Parks, 261-9632)

The Planning Division recommends that the Plan Commission find the standards met and **approve** a conditional use for a counseling/ community services organization facility at 890 W. Wingra Drive subject to input at the public hearing and the following conditions:

Recommended Conditions of Approval: Major/Non-Standard Conditions are Shaded

City Engineering Division (Contact Tim Troester, 267-1995)

1. Note: Less than 4,000 square feet of disturbed area is proposed; no Erosion Control or Storm Water Management Permits are required.

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

2. The site plan shall identify lot and block numbers of recorded Certified Survey Map or final plat.
3. The site plan shall include the current configuration of parking stalls, driveways and sidewalks.
4. The site plan shall include a full and complete legal description of the site or property being subjected to this application.

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 drawing 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 City Traffic Engineer may require public signing and marking related to the development; the developer shall be financially responsible for such signing and marking.
7. All parking facility design shall conform to the standards in MGO Section 10.08(6).

Fire Department (Contact Bill Sullivan, 261-9658)

This agency reviewed the request and has recommended no conditions of approval.

Water Utility (Contact Adam Wiederhoeft, 266-9121)

This agency reviewed the request and has recommended no conditions of approval.

Parks Division (Contact Janet Schmidt, 261-9688)

This agency did not submit comments for this request.

Zoning Administrator (Contact Jenny Kirchgatter, 266-4429)

8. Parking requirements for persons with disabilities must comply with Section 28.141(4)(e). Show the dimensions of the required accessible stalls on the site plan. A van accessible stall is a minimum of 11 feet wide with a 5 foot wide striped access aisle or 8 feet wide with an 8 foot wide striped access aisle. Show the required signage at the head of the stalls.
9. Bicycle parking shall comply with the requirements of Sections 28.141(4)(g) and 28.141(11). A counseling/ community services organization is not a listed use in the Off-Street Parking Requirements Table 28I-3. As determined by the Zoning Administrator, a counseling/ community services organization is most similar in use to a mission house with a bicycle parking requirement of one (1) bicycle stall per 400 sq. ft. of floor area. Provide a minimum of 14 short-term bicycle parking stalls located in a convenient and visible area on a paved or impervious surface. Show the dimensions of the bicycle parking area and proposed bicycle stalls on the site plan. 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.
10. Screening is required adjacent the zoning district boundary along the north property line. Screening shall be provided along side and rear property boundaries between commercial/ mixed-use districts and residential districts. Screening shall consist of a solid wall, solid fence, or hedge with year-round foliage, between six (6) and eight (8) feet in height. Submit a detail of the screening fence with the final plans.
11. Submit the floor plans with the final plan submittal [that reflect the letter of intent]. Verify whether exterior building changes are proposed, such as modifications to doors or windows. If exterior building changes are proposed, submit building elevations.
12. Per Section 28.186(4)(b) of the Zoning Code, 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 for this project/ site.
13. 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. Signage permits are issued by the Zoning Section of the Department of Planning and Community and Economic Development.

Metro Transit (Contact Tim Sobota, 261-4289)

This agency reviewed the request and has recommended no conditions of approval.