



Department of Planning & Community & Economic Development

## Planning Division

Heather Stouder, Director

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April 24, 2018

Guy Mueller  
PERTCO, LLC  
2703 Brookridge Ave. N.  
Crystal, MN 55422

RE: Legistar #50871; Accela 'LNDUSE-2018-00024' -- Approval of a conditional use to convert an office building into a school in Urban Design District 4 at **1802 Pankratz Street**.

Dear Mr. Mueller:

At its April 23, 2018 meeting, the Plan Commission, meeting in regular session, found the standards met and approved your conditional use request to convert an existing office building into a school in Urban Design District 4 at **1802 Pankratz Street**. In order to receive final approval of the conditional use and for any permits that may need to be issued for your project, the following conditions shall be met:

**Please contact Colin Punt of the Planning Division at 243-0455 if you have any questions regarding the following one (1) item:**

1. The request was reviewed on behalf of the UDC by the UDC Secretary as the project is in Urban Design District 4. In accordance with MGO Section 33.24(11)(2)(b)(i), applicant shall install a black PVC-coated chain-link fence around the outdoor play area as shown on the site plan. Fence details shall be included with revised plans for staff approval.

**Please contact Jenny Kirchgatter, Assistant Zoning Administrator, at 266-4429 if you have any questions regarding the following five (5) items:**

2. Bicycle parking shall comply with the requirements of Sections 28.141(4)(g) and 28.141(11). Provide a minimum of 24 short-term bicycle parking stalls 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. Show the typical dimensions of the bicycle stalls and access aisles 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.
3. Show the trash enclosure area on the site plan. All developments, except single family and two family developments, shall provide a refuse disposal area. Such area 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.

4. Provide details of the proposed play area, including fence details and whether play structures, storage for play equipment, or hard/impervious ground surfaces are proposed.
5. 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.
6. 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 Sean Malloy of the Traffic Engineering Division, at 266-5987 if you have any questions regarding the following eight (8) 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).
11. Developer shall provide a recorded copy of any joint driveway ingress/egress and crossing easements and shall be noted on face of plan.
12. 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.
13. "Stop" signs shall be installed at a height of seven (7) feet 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.

14. Applicant shall submit for review a vehicular turning movement template demonstrating the use of student drop-off and pick-up.

**Please contact Brenda Stanley of the Engineering Division, at 261-9127 if you have any questions regarding the following one (1) item:**

15. This property is within the Truax Landfill zone of concern and is subject to the building code requirements outlined in Section 29.20(b). Provide proof of compliance to Brynn Bemis at [bbemis@cityofmadison.com](mailto:bbemis@cityofmadison.com) or 608.267.1986.

**Please contact Jeff Quamme of the Engineering Division – Mapping Section, at 266-4097 if you have any questions regarding the following three (3) items:**

16. The boundaries of this lot shall be distinctly drawn and dimensioned distinctly on the site plan.
17. The Owner of the land (Dane County) and the ground lessee (RMD Corben, LLC) shall be aware that in the future, upon the development of the property adjacent to the south of this property, a reciprocal easement agreement addressing common access and uses between multiple properties will be required due to the shared driveway that currently straddles the Lot line.
18. The drive aisles and islands shown along the south side of the common driveway do not exist. They shall be removed or distinctly drawn and labeled as future improvements.

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

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

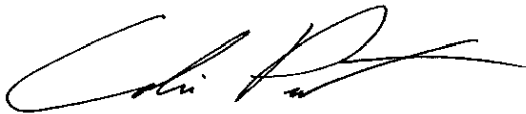
1. Please revise your plans per the above conditions and submit **six (6) copies** of a complete, fully dimensioned and scaled plan set to the Zoning Administrator for final review and comment. Also be sure to include any additional materials requested by these departments for their approval prior to 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 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 letter shall be signed by the applicant to acknowledge the conditions of approval and returned to the Zoning Administrator when requesting conditional use approval.
3. 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.
4. 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.

5. 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 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 243-0455.

Sincerely,



Colin Punt  
Planner

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

\_\_\_\_\_  
*Signature of Applicant*

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

cc: Jenny Kirchgatter, Asst. Zoning Administrator  
Sean Malloy, Traffic Engineering  
Brenda Stanley, Engineering Division  
Jeff Quamme, Engineering Division – Mapping

| LNDUSE-2018-00024                             |                      |                                     |                          |
|---|----------------------|-------------------------------------|--------------------------|
| For Official Use Only, Re: Final Plan Routing |                      |                                     |                          |
| <input checked="" type="checkbox"/>           | Planning Div. (Punt) | <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 type="checkbox"/>            | Urban Design Commission  |
| <input type="checkbox"/>                      | Traffic Engineering  | <input type="checkbox"/>            | Recycling Coord. (R&R)   |
| <input type="checkbox"/>                      | Fire Department      | <input type="checkbox"/>            | Water Utility            |
| <input type="checkbox"/>                      | Metro Transit        | <input type="checkbox"/>            | Other:                   |