



Department of Planning & Community & Economic Development

Planning Division

Katherine Cornwell, Director

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May 7, 2015

Mathew Aro
Aro Eberle Architects
116 King Street
Suite 202
Madison, WI 53703

RE: Approval of a conditional use to to establish a private school in an existing building at **1402 Pankratz Street**

Dear Mr. Aro:

At its May 4, 2015 meeting, the Plan Commission, meeting in regular session, approved your client's conditional use request to establish a private school in an existing building at 1402 Pankratz Street. In order to receive final approval of the conditional use and for permits to be issued, the following conditions must be met.

Please contact Janet Schmidt, Engineering Division at 261-9688 if you have questions regarding the following 10 items:

1. Correctly show and label the Lot Lines of Certified Survey Map Number 13328. Label the 35' Wide Public Storm Drainage and Detention Easement per the Second Addn. to Truax Air Park West as noted on CSM 13328. Also show and label the Temporary Limited Easement for the temporary cul-de-sac over the southeast corner of the lot.
2. The proposed dumpster enclosure is proposed to be located on a different lot to the north. Provide the agreement/easement/lease of record that will allow the dumpster enclosure to be located as proposed and used for this building.
3. The existing parking lot configuration does not represent the current conditions of the site, particularly the more northern portion of the site plan. Revise the site plan to reflect accurate current conditions.
4. Place a note on the site plan that this site benefits from and is subject to a Declaration of Reciprocal Easements per Document No. 4893392.
5. Show and label the 50' Wide Public Sanitary Sewer Easement per Document No. 3272421 as noted on the CSM. Also remove that portion of the easement released by Document No. 4891280.

6. The address of the Isthmus Montessori K-8 and Daycare is 1402 Pankratz St Suite 150.
7. The site plan shall identify lot and block numbers of recorded Certified Survey Map or Plat.
8. The site plan shall reflect a proper street address of the property as reflected by official City of Madison Assessor's and Engineering Division records.
9. The applicant shall submit, prior to plan sign-off, digital PDF files to the Engineering Division (Jeff Benedict or Tim Troester). The digital copies shall be to scale, and shall have a scale bar on the plan set. (POLICY and MGO 37.09(2)) PDF submittals shall contain the following information: a) Building footprints, b) Internal walkway areas, c) Internal site parking areas, d) Lot lines and right-of-way lines, e) Street names, f) Stormwater Management Facilities, g) Detail drawings associated with Stormwater Management Facilities (including if applicable planting plans).

Please contact Eric Halvorson, Traffic Engineering at 266-6527 if you have questions regarding the following six (6) items:

10. Applicant shall submit for review a student drop off and pickup plan, include all mode of transportation.
11. Packers Avenue is a major arterial street. Applicant shall understand that there are minimal solutions to improve crossings of Packers Avenue and as such transportation to the facility shall be arranged as to avoid students crossing Packers Avenue.
12. 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.
13. 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.
14. 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.
15. All parking facility design shall conform to MGO standards, as set in section 10.08(6).

Please contact Matt Tucker, Zoning Administrator at 266-4569 if you have questions regarding compliance with the City's Zoning Code.

Please contact Bill Sullivan, Madison Fire Department at 261-9658 if you have questions regarding the following item:

16. Provide a fire alarm system within the Group E Occupancy. Note that the City of Madison is in the process of switching to the 2015 edition of the IFC (with an anticipated date of July 1, 2015). The 2015 IFC will require voice evacuation for Group E occupancies greater than 100 occupants.

Please contact my office at 267-1150 if you have questions regarding the following two (2) items:

17. That the play area fence shall be revised for approval by the Planning Division, Urban Design Commission Secretary and Zoning Administrator. The fence shall be an ornamental metal fence or acceptable alternative to the aforementioned approving staff agencies.
18. That the site plan be revised to clearly label all easements on the site. The location of the fence or other improvements shall be consistent with any restrictions in those easements.

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

Please note this project site is located within Urban Design District 4 and reviewed by the Urban Design Commission Secretary on behalf of that Commission as allowed in Sec. 33.24(4)(g)1. Please contact Al Martin, Urban Design Commission Secretary at 267-8740 if you have questions regarding conformance with that section.

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

1. Please revise your plans per the above conditions and submit eight (8) 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, Room LL-100, Madison Municipal Building, 215 Martin Luther King, Jr. Boulevard. 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 property is not in a wellhead protection district. All wells located on this property shall be abandoned if no valid well operation permit has been obtained from the Madison Water Utility.
3. 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.
4. 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.

5. 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.
6. 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 267-1150.

Sincerely,

Kevin Firchow, AICP
Planner

cc: Janet Schmidt, City Engineering Division
Eric Halvorson, Traffic Engineering Division
Bill Sullivan, Fire Department
Matt Tucker, Zoning

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)

For Official Use Only, Re: Final Plan Routing			
☒	Planning Div. (Firchow)	☒	Engineering Mapping Sec.
☒	Zoning Administrator	☐	Parks Division
☒	City Engineering	☐	Urban Design Commission
☒	Traffic Engineering	☐	Recycling Coord. (R&R)
☒	Fire Department	☐	Other: