



Department of Planning & Community & Economic Development  
**Planning Division**

Website: [www.cityofmadison.com](http://www.cityofmadison.com)

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December 2, 2008

Jim Glueck  
Glueck Architects  
116 N. Few Street  
Madison, Wisconsin 53703

RE: Approval of a major alteration to an existing conditional use to allow an apartment building/ lodging house located at 609 N. Lake Street to be converted into a three-unit apartment building (Osborn).

Dear Mr. Glueck:

The Plan Commission meeting in regular session on December 1, 2008 determined that the ordinance standards could be met and **approved** your client's request for a conditional use permit to allow an apartment building/ lodging house located at 609 N. Lake Street to be converted into a three-unit apartment building, subject to the conditions below. In order to receive final approval of the conditional use and for building permits to be issued, the following conditions must be met:

**Please contact Janet Dailey, City Engineering, at 261-9688 if you have questions regarding the following three items:**

1. The approved new apartment addresses are as follows: 609 N. Lake St. #101; 609 N. Lake St. #201; 609 N. Lake St. #301.
2. The plan set shall be revised to show more information on proposed drainage for the site. This shall be accomplished by using spot elevations and drainage arrows or through the use of proposed contours. It is necessary to show the location of drainage leaving the site to the public right of way. It may be necessary to provide information off the site to fully meet this requirement.
3. The applicant shall submit, prior to plan sign-off, digital CAD files to the Land Records Coordinator in the Engineering Division. (Lori Zenchenko) [lzenchenko@cityofmadison.com](mailto:lzenchenko@cityofmadison.com). The digital copies shall be drawn to scale and represent final construction including: building footprints, internal walkway areas, internal site parking areas, lot lines/ numbers/ dimensions, street names, and other miscellaneous impervious areas. All other levels (contours, elevations, etc) are not to be included with this file submittal. Email file transmissions are preferred. The digital CAD file shall be to scale and represent final construction. Any changes or additions to the location of the building, sidewalks, parking/pavement during construction will require a new CAD file. The single CAD file submittal can be either AutoCAD (dwg) Version 2001 or older, MicroStation (dgn) Version J or older, or Universal (dxf) format. Please include the site address in this transmittal.

**Please contact John Leach, Traffic Engineering, at 267-8755 if you have questions regarding the following item:**

4. A condition of approval shall be that no residential parking permits will be issued for 609 N. Lake Street, this would be consistent with other projects in the area. In addition, the applicant shall inform all tenants in the

apartment leases. The applicant shall submit for 609 N. Lake Street a copy of the lease noting the above condition in the lease when submitting plans for City approval.

**Please contact Pat Anderson, Assistant Zoning Administrator, at 266-4551 if you have questions regarding the following six items:**

5. Obtain a Certificate of Occupancy for the conversion to three units, once approved.
6. Provide three (3) bike parking stalls in a safe and convenient location on an impervious surface to be shown on the final plan. Note: A bike-parking stall is two feet by six feet with a five-foot access area. Structures that require a user-supplied locking device shall be designed to accommodate U-shaped locking devices.
7. Existing loading zone as noted on site plan shall remain a loading zone.
8. The Zoning Board of Appeals approved a variance on October 23, 2008 to the left side yard setback, rear yard setback and useable open space.
9. Dumpster shall be screened from view from street and abutting property.
10. Provide detail on plans showing the floor area ratios.

**Please contact my office at 261-9632 if you have questions about the following two items:**

11. That the applicant receive permits from the City Engineering Division prior to final signoff and the issuance of building permits for this project to convert the drive opening at the northwest corner of the site from a vehicular drive opening/apron to a sidewalk-sized opening that will accommodate the rollaway dumpster, bikes and pedestrians.
12. That the final plans be revised per Planning Division approval prior to final signoff and the issuance of building permits as follows:
  - a.) show the southern driveway posted as a loading zone; no parking shall be permitted;
  - b.) clearly show and dimension the usable open space to be provided in the rear and side yards;
  - c.) provide details on the screening of the dumpster pad, including any landscaping and/or building materials to be used.

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

1. Please revise your plans per the above and submit *seven (7) copies* of a complete 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.
2. This letter shall be signed by the applicant to acknowledge the conditions of approval and returned to the Zoning Administrator when requesting demolition and/or building permit approval.
3. No alteration of this proposal shall be permitted unless approved by the Plan Commission, provided, however, the Zoning Administrator may issue permits for minor alterations. This approval shall become null and void one year after the date of the Plan Commission unless the use is commenced, construction is under way, or a valid building permit is issued and construction commenced within six months of the issuance of said building permit. The Plan Commission shall retain jurisdiction over this matter for the purpose of resolving complaints against the approved conditional use permit.

If you have any questions regarding obtaining your building permits, please contact the Zoning Administrator at 266-4551. If you have any questions or if may be of any further assistance, please do not hesitate to contact my office at 261-9632.

Sincerely,

Timothy M. Parks  
Planner

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

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*Signature of Applicant*

cc: Janet Dailey, City Engineering Division  
Pat Anderson, Asst. Zoning Administrator  
John Leach, Traffic Engineering Division  
Scott Strassburg, Madison Fire Department

For Official Use Only, Re: Final Plan Routing			
<input checked="" type="checkbox"/>	Planning Division (T. Parks)	<input type="checkbox"/>	Recycling Coordinator (R & R)
<input checked="" type="checkbox"/>	Zoning Administrator	<input type="checkbox"/>	Fire Department
<input checked="" type="checkbox"/>	City Engineering	<input type="checkbox"/>	Urban Design Commission
<input checked="" type="checkbox"/>	Traffic Engineering	<input type="checkbox"/>	Office of Real Estate Services
<input checked="" type="checkbox"/>	Engineering Mapping Sec.	<input type="checkbox"/>	Other: