



Department of Planning & Community & Economic Development

Planning Division

Katherine Cornwell, Director

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September 24, 2014

Barret V. Van Sicklen
DeWitt Ross and Stevens S.C.
2 E Mifflin Street, Suite 600
Madison, WI 53703

RE: Conditional Use approval to operate a family home daycare where the daycare license holder does not reside at the residence at **1109 Morraine View Drive**

Dear Mr. Van Sicklen:

At its September 22, 2014 meeting, the Plan Commission, meeting in regular session, approved your client's request for a conditional use at 1109 Morraine View Drive to operate a family home daycare where the daycare license holder does not reside at the residence. 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 of the City Engineering Division at 261-9688 if you have questions regarding the following item.

1. 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, and g) detail drawings associated with stormwater management facilities (including if applicable planting plans).

Please contact Eric Halvorson, Traffic Engineering Division at 266-6572 if you have questions regarding the following two (2) items:

2. 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.
3. All parking facility design shall conform to MGO standards, as set in section 10.08(6).

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

4. All smoke alarms shall be hard-wired and interconnected with battery backup, including any additional smoke alarms required by DCF.

Please contact Matt Tucker, Zoning Administrator at 266-4569 if you have questions regarding the following item:

5. This dwelling must be the primary residence for the day care provider. The licensee shall provide the Zoning Administrator with written notice, to be provided annually by the 1st day of August of each subsequent year, identifying the name of the provider and including a statement the provider resides in the residence as their principal residence. Should the provider move out of the residence at any time during the year, the licensee shall immediately provide written notice to the Zoning Administrator and certify the date the provider moved out. The licensee shall have a new provider residing in the residence within 30 days of when the previous provider moved out. The licensee shall provide the Zoning Administrator with written notice of the new provider, identify the new provider's name, and provide any additional information necessary to establish that the new provider is using the home as their principal residence.

Proof of principal residence shall include copies of utility bills, Wisconsin State driver's license or Identification card, or other materials as required by the Zoning Administrator.

Please contact my office at 267-1150 if you have questions regarding the following two items added by the Plan Commission at their September 22, 2014 meeting.

6. That the applicant encourages the use of the driveway for pick-up and drop-off to the greatest extent possible.
7. That the applicant staggers pick-up and drop-off times to limit impacts on the street.
8. That the hours of operation for the daycare be limited to 7:30 a.m. to 4:30 p.m. Monday-Friday.
9. That the applicant provides copies of current business insurance for the daycare to the Zoning Administrator on an annual basis.

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 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. The Water Utility will not need to sign off the final plans, and will not need a copy of the approved plans.

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, demolition 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: