



Department of Planning & Community & Economic Development

Planning Division

Katherine Cornwell, Director

Madison Municipal Building, Suite LL-100

215 Martin Luther King, Jr. Boulevard

P.O. Box 2985

Madison, Wisconsin 53701-2985

Phone: (608) 266-4635

Fax (608) 267-8739

www.cityofmadison.com

July 20, 2015

Chrissy Lemmenes
Apollo Coffee Company, LLC/
Lemmenes Ventures, LLC
2529 Van Hise Avenue
Madison, Wisconsin 53705

RE: Approval of a conditional use for an outdoor eating area for a coffeehouse/ restaurant at 11 N. Allen Street.

Dear Ms. Lemmenes;

At its July 13, 2015, the Plan Commission found the standards met and **approved** your conditional use request for 11 N. Allen Street. The conditions of approval in the following sections shall be satisfied prior to issuance of any permits or licenses for the project or legal occupancy of the outdoor eating area.

Please contact Janet Schmidt of the City Engineering Division at 261-9688 if you have questions regarding the following three (3) items:

1. The depth of the parcel per public record is 94.25 feet, not 95 feet. The site plan shall be revised to correct this issue.
2. The site plan shall identify lot and block numbers of recorded Certified Survey Map or plat.
3. The applicant shall submit, prior to plan sign-off, digital PDF files to the City Engineering Division. The digital copies shall be to scale, shall have a scale bar on the plan set, and shall contain the following items: building footprints; internal walkway areas; internal site parking areas; lot lines and right-of-way lines; street names, stormwater management facilities and; detail drawings associated with stormwater management facilities (including if applicable planting plans).

Please contact Eric Halvorson of the Traffic Engineering Division at 266-6527 if you have any questions regarding the following two (2) items:

4. The applicant shall submit one contiguous plan 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.

5. All parking facility design shall conform to the standards in MGO Section 10.08(6).

Please contact Matt Tucker, Zoning Administrator, at 266-4551 if you have any questions regarding the following seven (7) items:

6. The property includes a curb-cut and driveway from N. Allen Street. This driveway must be closed, or the area noted as “existing walkway” on approved plans shall be designated as a loading zone for the property and paved per the Traffic Engineering Division requirements.
7. This property is located within the University Heights Historic District. Contact Preservation Planner Amy Scanlon (266-6552) regarding Landmarks Commission requirements for review of this project.
8. Meet applicable building/fire codes. The outdoor capacity shall be established. Occupancy is established by the Building Inspection Division. Contact Building Inspection Plan Reviewer Mike VanErem at 266-4559 to help facilitate this process.
9. Due to the proximity of the nearby restaurant, the facility is required to provide off-street parking. Auto parking equivalent to 15% of the capacity and bike parking equivalent to 5% of the capacity is required. Provide details on capacity of the coffeehouse/ restaurant-tavern, including outdoor seating area, so parking requirements can be calculated. Note: This project will require a parking stall reduction, most likely within a level approvable by the Zoning Administrator.
10. If refuse is to be stored outside on this site, provide a refuse enclosure for storage of the on-site refuse containers. Screening shall be between 6 and 8 feet in height.
11. Any new exterior lighting shall be installed in compliance with the City’s outdoor lighting regulations in MGO Section 10.085.
12. Section 28.142(8) of the Zoning Code requires district boundary screening for the abutting residential property to the north. Screening shall consist of a solid wall, solid fence, or hedge with year-round foliage, between six (6) and eight (8) feet in height. Show complaint screening on final plans. Note: This requirement may be waived or modified by the Plan Commission.

Please contact Dennis Cawley of the Madison Water Utility at 261-9243 if you have any questions regarding the following item:

13. Note: All operating private wells shall be identified and permitted and any unused private wells shall be abandoned by the Madison Water Utility in accordance with MGO Section 13.21.

Please contact my office at 261-9632 if you have any questions about the following three (3) items:

14. That no outdoor amplified sound be permitted for the outdoor eating area.

15. That the applicants submit detailed plans showing existing and proposed landscaping and screening (fencing) along the northern and eastern property lines for Planning Division approval to ensure adequate screening and enclosure of the outdoor eating area from the residences to the north and east.
16. That the hours of operation for the outdoor eating area be 7:00 AM until 9:00 PM Monday through Sunday as outlined in the letter of intent. However, the Director of the Planning Division may consider a minor alteration to the conditional use to modify the hours of operation in the future following a recommendation by the district alder.

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 permits for your project:

1. After the plans have been revised per the above conditions, please file **eight (8) sets** of complete, fully dimensioned, and to-scale plans, 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 Zoning staff to the City department staff listed above for their final approval. **Note: Your conditional use approval is not valid until you have satisfactorily completed this step.**
2. This letter shall be signed by the applicant and property owner (if not the applicant) to acknowledge the conditions of approval and returned to the Zoning Administrator when requesting building permit approval.
3. Approval of the plans for this project does not include any approval to prune, remove or plant trees in the public right of way. Permission for such activities must be obtained from the City Forester, 266-4816.
4. 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. No alteration of a conditional use shall be permitted unless approved by the Plan Commission provided, however, the Zoning Administrator following consideration by the alderperson of the district, may approve 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 Plan Commission and the conditional use standards. This approval shall become null and void one (1) 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 6 months of the issuance of said building permit. Where the plans have not been altered from the Plan Commission's approval, and the conditional use has expired, the Director of Planning and Community and Economic Development may, after consultation with the Alderperson of the District, approve an extension for up to 24 months from the expiration date. 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

cc: Janet Schmidt, City Engineering Division
Eric Halvorson, Traffic Engineering Division
Matt Tucker, Zoning Administrator
Dennis Cawley, Madison Water Utility
Bill Sullivan, Madison Fire Department

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

Signature of Applicant

*Signature of Property Owner
(If Not Applicant)*

For Official Use Only, Re: Final Plan Routing			
<input checked="" type="checkbox"/>	Planning Div. (T. Parks)	<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 checked="" type="checkbox"/>	Traffic Engineering	<input type="checkbox"/>	Recycling Coord. (R&R)
<input checked="" type="checkbox"/>	Fire Department	<input type="checkbox"/>	Other: