



Department of Planning & Community & Economic Development

Planning Division

Katherine Cornwell, Director

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August 5, 2014

Larry Barton
Strang, Inc.
6411 Mineral Point Rd.
Madison, WI, 53705

RE: Approval of a conditional use for the conversion of existing interior space in a multi-tenant building for use as a reception hall in the Industrial Light (IL) District.

Dear Mr. Barton:

At its July 28, 2014 meeting, the Plan Commission found the standards met and **approved** your client's conditional use request for a reception hall at 1325 Greenway Cross, subject to the conditions below. In order to receive final approval of the conditional use, and for any necessary permits to be issued for your project, the following conditions shall be met:

Please contact Janet Schmidt of the City Engineering Division at 261-9688 if you have questions regarding the following 6 items:

1. The address of 1325 Greenway Cross STE 105 will be inactivated as the space will be reconfigured and added to 1325 Greenway Cross STE 102.
2. The Applicant shall execute a waiver of their right to notice and hearings on the assessments for the installation of sidewalk along Greenway Cross in accordance with Section 66.0703(7)(b) Wisconsin Statutes and Section 4.09 of the MGO. (MGO 16.23(9)(d)(6).
3. The Applicant shall close all abandoned driveways by replacing the curb in front of the driveways and restoring the terrace with grass. (POLICY).
4. All work in the public right-of-way shall be performed by a City licensed contractor (MGO 16.23(9)(c)5) and MGO 23.01).
5. All damage to the pavement on Greenway Cross, adjacent to this development shall be restored in accordance with the City of Madison's Pavement Patching Criteria. For additional information please see the following link: <http://www.cityofmadison.com/engineering/patchingCriteria.cfm> (POLICY).
6. 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 Pat Anderson of the Zoning Office at 266-5978 if you have any questions regarding the following 2 items:

- 7. Bicycle parking shall comply with City of Madison General Ordinances Table 28I-3 (General Regulations). Provide 17 bicycle parking stalls for said uses. Bicycle parking design and location shall comply with Sec. 28.141 (11) of the City of Madison General Ordinances, 90% of all bicycle parking shall be designed as short-term parking. Provide details on final plans, a bicycle parking stall is two feet by six feet with a five-foot access area. Provide detail of bicycle rack.
- 8. The day care center is a Conditional Use in the IL district, but no Conditional Use approval exists for this use. Obtain a certificate of occupancy for the nonconforming use per sec. 28.195.

Please contact Eric Halvorson of Traffic Engineering at 266-6527 if you have any questions regarding the following 4 items:

- 9. 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.
- 10. 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.
- 11. 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.
- 12. All parking facility design shall conform to MGO standards, as set in section 10.08(6).

Please contact Bill Sullivan of the Madison Fire Department at 261-9658 if you have any questions regarding the following 2 items:

- 13. The applicant is indicating their intent to classify the space as an A-3 Assembly occupancy. In order to be classified as an A-3 Assembly, the following conditionals shall apply:
 - a) The occupant load has been calculated to be 275-person based on square footage. The maximum

capacity shall be posted.

b) All table and chair arrangements shall provide the minimum aisle widths and arrangements as required by IBC 1017.4. In addition, main aisles shall be maintained from meeting room 100 and kitchen 102 to all (3) exits.

c) The serving of alcohol and food is not permitted.

d) The community hall shall be illuminate at not less than 1 foot candle at the floor when occupied.

14. If compliance with the above conditions is not met, the space would be classified as an A-2 Assembly which will require the installation of an automatic fire sprinkler system.

Please contact Dennis Cawley of the Water Utility at 266-4651 if you have any questions regarding the following item:

15. All wells located on this property shall be abandoned if no valid well operation permit has been obtained from the Madison Water Utility.

Specific questions regarding the comments or conditions contained in this letter should be directed to the commenting agency. No building permits shall be issued until the applicant has met all of the conditions of approval stated in this letter.

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

1. Please revise the plans per the above conditions and file **eight (8)** sets of complete, fully dimensioned, and to-scale plans, along with the appropriate site plan review application and fee pursuant to Section 28.206 of the Zoning Code. Also provide any other documentation requested herein with the Zoning Administrator, Room LL-100, Madison Municipal Building, 215 Martin Luther King, Jr. Boulevard.
2. This letter shall be signed by the applicant to acknowledge the conditions of approval and returned to the Zoning Administrator when requesting 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.

If you have any questions regarding obtaining the conditional use approval, 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 266-5974.

Sincerely,

Heather Stouder, AICP
Planner

cc: Janet Schmidt, City Engineering Division
Jeff Quamme, City Engineering Division
Pat Anderson, Asst. Zoning Administrator
Eric Halvorson, Traffic Engineering
Bill Sullivan, Fire Department

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

Signature of Applicant

Signature of Property Owner, if not Applicant

For Official Use Only, Re: Final Plan Routing			
<input checked="" type="checkbox"/>	Planning Div. (H. Stouder)	<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"/>	Real Estate