



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

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

Madison Municipal Building  
215 Martin Luther King, Jr. Boulevard  
P.O. Box 2985  
Madison, Wisconsin 53701-2985  
TDD 608 266-4747  
FAX 608 266-8739  
PH 608 266-4635

April 9, 2013

Marc Vrotsos  
Sara Investment Real Estate  
6264 Nesbitt Road  
Fitchburg, WI 53719

RE: Approval of a Conditional Use at **1418 South Park Street** to establish a food processing facility in an existing building.

Dear Mr. Vrotsos:

At its April 8, 2013 meeting, the Plan Commission, meeting in regular session, found the standards were met and approved your client's conditional use request to establish a food processing facility in an existing building at 1418 South Park Street. To receive final approval of this conditional use, the following conditions must be met:

**Please contact Janet Dailey, City Engineering, at 261-9688 if you have any questions regarding the following three (3) items:**

1. Prior to approval, the applicant shall provide detailed information regarding the waste product from the manufacture of Kombucha Tea. An analysis of the waste for solids, CBOD, TKN, and TP shall be required to determine if this facility needs to monitor sewerage waste for billing purposes. Contact Tim Troester at 267-1995 to discuss.
2. 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. E-mail 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.
3. 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 any questions regarding the following three (3) items:**

4. When the applicant shall submit plans for approval, the applicant shall show the following: items in the terrace as existing (e.g., signs and street light poles), type of surfaces, existing and proposed property lines, addresses, one contiguous plan (showing all easements, all pavement markings, building placement, and stalls), adjacent driveway approaches to lots on either side and across the street, signage, percent of slope, semitrailer movements and vehicle routes, dimensions of radii, aisles, driveways, stalls including the two (2) feet overhang, and a scaled drawing at 1" = 20'. Contact City Traffic Engineering if you have questions.
5. The developer shall post a deposit and reimburse the City for all costs associated with any modifications to Traffic Signals, Street Lighting, Signing and Pavement Marking, and conduit and handholes, including labor, engineering and materials for both temporary and permanent installations.
6. Public signing and marking related to the development may be required by the City Traffic Engineer for which the developer shall be financially responsible.

**Please contact Bill Sullivan, Madison Fire Department, at 266-4420 if you have any questions regarding the following item:**

7. During the site verification process, Madison Fire will ask that fire lane access be incorporated into the existing site and documented as future reference.

**Please contact Patrick Anderson, Assistant Zoning Administrator, at 266-5978 if you have any questions regarding the following four (4) items.**

8. Bike parking shall comply with City of Madison General Ordinances Table 28I-3 (General Regulations). Provide a minimum of two (2) bike parking stalls for said use, additional bike parking shall be required when the remainder of the building is occupied. Bicycle parking design and location shall comply with Sec. 28.141 (11) of the City of Madison General Ordinances. Provide details on final plans, a bike-parking stall is two feet by six feet with a five-foot access area.
9. Pursuant to section 28.151 of the City of Madison General Ordinances. All such uses shall be compatible with adjacent nonindustrial uses. Odors, noise, vibration, glare and other potential side effects of manufacturing processes shall not be discernable beyond the property line.
10. Signage approvals are not granted by the Plan Commission. Signage must be reviewed for compliance with Chapter 31 Sign Codes of the Madison General Ordinances prior to sign installations.
11. Show existing 10'x35' loading zone on final plans.

**Please contact Dennis Cawley, Water Utility, at 261-9243 if you have any questions regarding the following three (3) items.**

13. This parcel currently shares a water service lateral with two other parcels which is in violation of Madison Water Utility Rules and Regulations. The owner shall install a new water service lateral from the public water main in South Park Street.
14. This property is not in a wellhead protection district. All operating private wells shall be identified and permitted by the Water Utility in accordance with Madison General Ordinance 13.21. All unused private wells shall be abandoned in accordance with Madison General Ordinance 13.21.
15. The Water Utility will need to sign off the final plans, but not need a copy of the approved plans.

**Please contact my office at 267-1150 if you have any questions regarding the following item.**

12. That the applicant revises the lighting and landscape plans as follows:

- a) Change out all fixture/lamp types to be code and Urban Design Commission compliant; no high pressure sodium. Use metal halide, incandescent or LED alternative.
- b) Use bark mulch instead of stone mulch.
- c) Find alternative to "Dwarf Ninebark" and "Alpine Currant" in proposed plantings.

The revised plans shall be provided as part of sign off for the approval of the Urban Design Commission Secretary.

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

- 1. Please revise the plans per the above conditions and file **nine (9)** 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 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 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 demolition and/or building permit approval.
- 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. 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 267-1150.

Sincerely,

Kevin Firchow, AICP  
Planner

cc: Janet Dailey, Engineering  
Eric Halvorson, Traffic Engineering  
Patrick Anderson, Zoning  
Bill Sullivan, Madison Fire Department  
Dennis Cawley, Water Utility

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

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_  
*Signature of Property Owner (if not the applicant)*

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