



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

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

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November 17, 2009

Richard Glover  
310 N Butler St.  
Madison, WI 53703

RE: Approval of the conversion of a 3-unit building to a 4-unit building in the R6 (General Residence) District.

Dear Mr. Glover:

The Plan Commission, meeting in regular session on November 16, 2009 determined that the ordinance standards could be met and **approved** your request for a conditional use permit at 310 North Butler Street. In order to receive final approval for the conditional use, the following conditions must be met:

**Please contact my office at 266-5974 with questions about the following item:**

1. Final site plans submitted for staff approval will include 4 bicycle parking stalls, the proposed fence, and the trash enclosure. A supplement to the plans will include elevations of the proposed fence and trash enclosure, and the specific type of bicycle rack proposed.

**Please contact Janet Dailey, City Engineering, at 261-9688 with questions about the following item:**

2. The applicant shall submit, prior to plan sign-off, a digital CAD file (single file) to the Engineering Program Specialist in the Engineering Division (Lori Zenchenko). The digital CAD file shall be to scale and represent final construction. The single CAD file submittal can be either AutoCAD (dwg) Version 2001 or older, MicroStation (dgn) Version J or older, or Universal (.dxf) format and contain only the following data, each on a separate layer name/level number.
  - a) Building Footprints
  - b) Internal Walkway Areas
  - c) Internal Site Parking Areas
  - d) Other Miscellaneous Impervious Areas (i.e. gravel, crushed stone, bituminous/asphalt, concrete, etc.)
  - e) Right-of-Way lines (public and private)
  - f) All Underlying Lot lines or parcel lines if unplatted
  - g) Lot numbers or the words "unplatted"
  - h) Lot/Plat dimensions
  - i) Street names

All other levels (contours, elevations, etc) are not to be included with this file submittal.

**Please contact Pat Anderson, Zoning, at 266-5978 with questions about the following five (5) items:**

3. Provide four (4) bike parking stalls in a safe and convenient location on an impervious surface to be shown on the final plan. The racks shall be securely anchored to the ground or building to prevent the lockers or racks from being removed from the location.

**NOTE:** a bike-parking stall is two feet by six feet with a five-foot access area.

4. Obtain a Certificate of Occupancy for the change of use from lodging rooms to apartments. The facility shall pass the inspection of the Director of the Inspection Unit and the Fire Prevention Division.
5. Clearly show the qualifying usable open space areas on the final plans submitted for sign-off. Work with Planning and Zoning staff to identify these areas. The property must provide 560 sq. ft. of usable open space, or obtain a variance from the City's Zoning Board of Appeals.
6. Provide a detail drawing for the proposed dumpster enclosure, including materials for the screening fence and gate.
7. If outdoor lighting is provided, it must comply with City of Madison General Ordinances Section 10.085, Outdoor Lighting Standards.

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

1. Please revise your plans per the above and submit **six (6) copies** of a complete plan set to the Zoning Administrator for final staff review and comment.
2. This letter shall be signed by the applicant to acknowledge the conditions of approval and returned to the Zoning Administrator when requesting the conditional use permit.
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.

If you have any questions regarding obtaining your conditional use permit, 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: Pat Anderson, Assistant Zoning Administrator  
Janet Dailey, City Engineering

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

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

For Official Use Only, Re: Final Plan Routing			
<input checked="" type="checkbox"/>	Planning Division (H. Stouder)	<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 type="checkbox"/>	Traffic Engineering	<input type="checkbox"/>	Other:
<input checked="" type="checkbox"/>	Engineering Mapping	<input type="checkbox"/>	Other: