



Department of Planning & Community & Economic Development

## Planning Division

Katherine Cornwell, Director

Madison Municipal Building, Suite LL-100

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April 29, 2014

Amy Hasselman  
Architecture Network, Inc  
116 East Dayton Street  
Madison, WI 53703

RE: Approval of a conditional use to construct a new accessory structure on a lakefront lot at  
**5006 Lake Mendota Drive.**

Dear Ms. Hasselman:

At its April 28, 2014 meeting the Plan Commission, meeting in regular session, approved your client's request for a conditional use at 5006 Lake Mendota Drive to construct an accessory structure on a lakefront lot. 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 Dailey of the City Engineering Division at 261-9688 if you have questions regarding the following eleven (11) conditions.**

1. Provide a label on the site plan denoting the sanitary sewer behind the dwelling that runs west to east is subject to an easement to the City of Madison as per Document No. 964094.
2. Show graphically the extent of and label the existing 6' wide sanitary sewer easement to the City of Madison per Document No. 975456. It is described as being the South 150 feet of the West 6 feet of the Lot.
3. A Consent to Occupy Easement document shall be drafted by City of Madison staff and recorded at the Dane County Register of Deeds to define responsibilities and requirements in conjunction with the existing retaining wall improvements that are noted to remain within the existing Sanitary Sewer Easement along the west side of the Lot. Coordinate the necessary map exhibits with and provide the required \$500 administrative fee (Check to "City of Madison Treasurer") to Jeff Quamme at [jrquamme@cityofmadison.com](mailto:jrquamme@cityofmadison.com) or 608-266-4097. Upon receipt of the materials, a City of Madison Madison Real Estate project will be created to administer the document and to obtain the necessary approval(s).
4. A Public Storm Sewer Easement document shall be drafted by City of Madison staff and recorded at the Dane County Register of Deeds to define location, responsibilities and requirements in conjunction with the existing storm sewer that currently exists along the easterly side of the Lot. Coordinate the necessary map exhibits with Jeff Quamme at [jrquamme@cityofmadison.com](mailto:jrquamme@cityofmadison.com) or 608-

266-4097. Upon receipt of the materials, a City of Madison Real Estate project will be created to administer the document and to obtain the necessary approval(s). The administrative fee for this document shall be waived by the Office of Real Estate Services for this easement.

5. Applicant shall show the existing storm sewer, sanitary sewer, and easements on the plan.
6. The applicant shall have the existing sanitary sewer televised prior to work and again upon completion. Provide a copy of the televised sewer main to City Engineering PRIOR to work commencing on the site. The applicant shall be responsible for any damage to the City's public sanitary main. If the a copy of the televised sewer main is not provided to the City prior to the commencement of the work, any disputed damages to the sewer shall be the responsibility of the property owner to have repaired.
7. The site plan shall identify lot and block numbers of recorded Certified Survey Map or Plat.
8. The site plan shall include a full and complete legal description of the site or property being subjected to this application.
9. The plan set shall be revised to show more information on proposed drainage for the site. This shall be accomplished by using spot elevations and drainage arrows or through the use of proposed contours. It is necessary to show the location of drainage leaving the site to the public right-of-way. It may be necessary to provide information off the site to fully meet this requirement. (POLICY)
10. 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).
11. The site plan shall be revised to show all existing public sanitary sewer facilities in the project area as well as the size, invert elevation, and alignment of the proposed service. (POLICY)

**Please contact Patrick Anderson, Assistant Zoning Administrator at 266-5978 if you have questions regarding the following two (2) items:**

12. A variance for a second driveway was granted February 13, 2014 by the Zoning Board of Appeals. A condition was applied requiring the removal of noncompliant paving, as shown on the proposed site plan. Final plans shall be consistent with ZBA approved plans of February 13, 2014.
13. Filling, grading and excavation of the zoning lot may be permitted only where protection against erosion, sedimentation and impairment of fish and aquatic life has been assured. Obtain necessary erosion control permits.

**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.
4. 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.
5. 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.
6. 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.
7. 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 Dailey, City Engineering Division  
Eric Halvorson, Traffic Engineering Division  
Bill Sullivan, Fire Department  
Patrick Anderson, 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**

<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 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: