



Department of Planning & Community & Economic Development

## Planning Division

Katherine Cornwell, Director

Madison Municipal Building, Suite LL-100

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June 10, 2014

Fred Lubcke  
Cornerstone Designs  
PO Box 620506  
Middleton, WI 53562

RE: Approval of a conditional use alteration to construct an accessory building and add landscaping improvements on a lakefront lot at **5844 Thorstrand Road**

Dear Mr. Lubcke:

At its June 9, 2014 meeting the Plan Commission, meeting in regular session, approved your client's request for a conditional use alteration at 5844 Thorstrand Road to construct an accessory building and add landscaping improvements 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 Schmidt of the City Engineering Division at 261-9688 if you have questions regarding the following three (3) conditions.**

1. Provide dimensions from the proposed garage to the property lines of the parcel.
2. The site plan shall include a full and complete legal description of the site or property being subjected to this application.
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 Patrick Anderson, Assistant Zoning Administrator at 266-5978 if you have questions regarding the following two (2) items:**

4. 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.

5. Submitted plans show both a 9' and 4' setback for the new accessory building from the west property line, and front setback is not shown. NOTE: minimum side yard setback is 6' and minimum front yard setback is 30'. It appears as though both these setback requirements can easily be met. Provide all setbacks for detached accessory structure and existing home on final plan set.

**Please contact my office at 267-1150 if you have questions regarding the following two (2) items:**

6. That all proposed improvements are accurately depicted on the site plan. The site plan shall be revised to show how the driveway connects to the garage and also depict the location of any retaining walls and walking paths as shown on other drawings in the plan set.
7. That more information be provided on the retaining wall depicted on the patio plans. Information on drainage impacts shall be approved by the Building Inspection Division. Details on height, location, and materials shall be provided for approval by the Planning Division.

**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 Schmidt, 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: