



Department of Planning & Community & Economic Development

## Planning Division

Katherine Cornwell, Director

Madison Municipal Building, Suite LL-100

215 Martin Luther King, Jr. Boulevard

P.O. Box 2985

Madison, Wisconsin 53701-2985

Phone: (608) 266-4635

Fax (608) 267-8739

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

January 15, 2014

Steve Harms  
Tri-North Builders, Inc.  
2625 Research Park Dr.  
Fitchburg, WI, 53711

RE: Approval of a conditional use for an addition to a lodging house on lakefront property in the DR2 (Downtown Residential 2) District, and for height in excess of that allowed by the Downtown Height Map for a development located within the Additional Height Areas identified in Section 28.071(2)(b).

Dear Mr. Harms:

At its January 13, 2013 meeting, the Plan Commission found the standards met and **approved** your client's conditional use request for a building addition at 627 North Lake Street, 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 my office at 266-5974 if you have questions regarding the following 5 items:**

1. Final plans submitted for staff review and approval shall include details on a convenient path for bicycles from the basement to the street.
2. The applicant shall submit a copy of the lease stating that automobiles and mopeds will not be permitted to be parked on the site, unless within a designated moped parking area. (Note: There are no designated moped parking stalls shown on submitted plans, but the applicant should consider incorporating them if possible.)
3. The applicant shall submit a management plan for review and approval by staff that includes details on trash management and parking policies.
4. Final plans submitted for staff review and approval shall include details and specifications for all building materials and windows. The applicant is encouraged to work with staff to incorporate the following changes before submitting final elevation drawings:
  - a) On the eastern portion of the building (1950's addition currently clad in stucco), the stucco will be replaced with new fiber cement paneling to match the proposed fiber cement paneling on the upper levels of the building.
  - b) Replace the EIFS cornice with an alternative material such as stone, metal or composite.
  - c) Consider utilizing a different color of brick on the exterior of the addition. If this option is pursued, the new brick should extend down to the top of the second floor, where an existing stone cornice provides for a natural transition.

5. A detailed landscape plan with a schedule including species and planting size shall be included in the final plan submittal for review and approval by staff

**Please contact Janet Dailey of the City Engineering Division at 261-9688 if you have questions regarding the following ten (10) items:**

6. The existing building and the proposed building addition above the existing building crosses an underlying platted lot line. Current State building code and City enforcement requires the underlying platted lot line be dissolved by Certified Survey Map (CSM) prior to issuance of a building permit. A CSM and required supporting information shall be prepared and submitted to the City of Madison Planning Department. The CSM shall be approved by the City and recorded with the Dane County Register of Deeds prior to issuance of a building permit.
7. It appears that the existing stairs and concrete planter/retaining wall encroach into the public right of way. Contact Jenny Frese of the Office of Real Estate Services at 267-8719 to determine if an encroachment agreement is required.
8. Provide a detailed staging and construction plan to demonstrate how the contractor will be using the public right of way for the construction of this project. If the contractor intends to occupy the sidewalk and terrace area a developer's agreement will likely be required for the damage to the public infrastructure.
9. The construction of this building will require removal and replacement of sidewalk, curb and gutter and possibly other parts of the City's infrastructure. The applicant shall enter into a City / Developer agreement for the improvements required for this development. The applicant shall be required to provide deposits to cover City labor and materials and surety to cover the cost of construction. The applicant shall meet with the City Engineer to schedule the development of the plans and the agreement. The City Engineer will not sign off on this project without the agreement executed by the developer. The developer shall sign the Developer's Acknowledgement prior to the City Engineer signing off on this project. (MGO 16.23(9)c).
10. Submit a PDF of all floor plans to [lzenchenko@cityofmadison.com](mailto:lzenchenko@cityofmadison.com) so that a preliminary interior addressing plan can be developed. If there are any changes pertaining to the location of a unit, the deletion or addition of a unit, or to the location of the entrance into any unit, (before, during, or after construction) the addresses may need to be changed. The interior address plan is subject to the review and approval of the Fire Marshal.
11. The approval of this Conditional Use does not include the approval of the changes to roadways, sidewalks or utilities. The applicant shall obtain separate approval by the Board of Public Works and the Common Council for the restoration of the public right of way including any changes requested by developer. The City Engineer shall complete the final plans for the restoration with input from the developer. The curb location, grades, tree locations, tree species, lighting modifications and other items required to facilitate the development or restore the right of way shall be reviewed by the City Engineer, City Traffic Engineer, and City Forester (MGO 16.23(9)(d)(6)).
12. The Applicant shall replace all sidewalk and curb and gutter which abuts the property which is damaged by the construction or any sidewalk and curb and gutter which the City Engineer determines needs to be replaced because it is not at a desirable grade regardless of whether the condition existed prior to beginning construction (POLICY).
13. All work in the public right-of-way shall be performed by a City licensed contractor (MGO 16.23(9)(c)5) and 23.01).

14. All damage to the pavement on Lake Street, Mendota Court 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).
15. 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 Mgmt Facilities (including planting plans if applicable).

**Please contact Pat Anderson of the Zoning Office at 266-5978 if you have any questions regarding the following seven (7) items:**

16. Provide revised elevations calling out approvable buildings materials including any appendages.
17. The existing building and proposed additions provide a 9'5" front yard setback, where a 10' minimum front yard setback is required Project must be designed for the addition to provide the 10' setback, or a variance must be obtained.
18. Provide detail on the usable open space as defined in Section 28.211 that complies with Section 28.076(3) on the final plan sets.
19. Bike parking shall comply with MGO Section 28.141(4) Table 28I-3 (General Regulations). Provide 46 bike parking stalls in a safe and convenient location on an impervious surface to be shown on the final plan. NOTE: A bike-parking stall is two feet by six feet with a five-foot access area. Provide details of a bike rack including wall mounts on final plan sets.
20. Pursuant to MGO Section 28.142(3) Landscape Plan and Design Standards: Landscape plans for zoning lots greater than ten thousand (10,000) square feet in size must be prepared by a registered landscape architect.
21. Parking requirements for persons with disabilities must comply with Section 28.141(4)(e). Final plans shall show the required accessible stalls, including van accessible stalls.
22. Exterior lighting provided shall be in accordance with MGO Section 10.085. Provide an exterior lighting plan and fixture cut sheets with the final plan submittal.

**Please contact Eric Halvorson of Traffic Engineering at 266-6527 if you have any questions regarding the following seven (7) items:**

23. Existing Boat launch at the end of Lake Street is used for emergency access to Lake Mendota. Applicant shall submit construction plan prior to final sign off that maintains all access to this launch for the Madison fire department.
24. Residents at this address will not be eligible for the Residential Permit Parking Program.
25. The applicant shall submit one contiguous plan for approval. The plan drawing 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.

26. 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.
27. 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.
28. All parking facility design shall conform to MGO standards, as set in section 10.08(6).
29. The developer shall work with the City to resolve any construction-related issues. A detailed construction plan shall be provided showing all access and staging areas.

**Please contact Kay Rutledge, Parks Division, at 266-4816 if you have any questions about the following four (4) items:**

30. The developer shall pay approximately \$30,774.50 for park dedication and development fees for the additional single-room occupancy units after a credit is given for the existing 21 units. Park impact fees are adjusted on January 1 of each calendar year, and the park impact fees due at the time of building permit issuance may be higher than the amounts stated above to reflect these annual adjustments.

New Development:

|  |             |
|--|-------------|
| Fees in lieu of dedication = (46 SRO @ \$899.50) = | \$41,377.00 |
| Park development fees = (46 SRO @ \$331.48) =      | \$15,248.08 |
| Subtotal =   | \$56,625.08 |

Existing Development:

|  |             |
|--|-------------|
| Fees in lieu of dedication = (21 SRO @ \$899.50) = | \$18,889.50 |
| Park development fees = (21 SRO @ \$331.48) =      | \$ 6,961.08 |
| Subtotal =   | \$25,850.58 |

31. The developer must select a method for payment of park fees before signoff on the conditional use.
32. Approval of plans for this project does not include any approval to prune, remove or plant trees in the public right-of-way. Permission for such activities must be obtained from the City Forester, 266-4816.
33. This development is within the Vilas-Brittingham park impact fee district (SI27). Please reference ID# 13169 when contacting Parks about this project.

**Please contact Bill Sullivan of the Madison Fire Department at 261-9658 if you have any questions about the following item:**

34. The Madison Fire Department does not object to this proposal provided the project complies with all applicable fire codes and ordinances, including but not limited to:
  - a) NFPA 13 fire sprinkler system
  - b) Fire alarm system
  - c) Manual standpipe system
  - d) Radio repeater system
  - e) Emergency generator

**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 **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 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 Dailey, City Engineering Division  
Jeff Quamme, City Engineering Division  
Pat Anderson, Asst. Zoning Administrator  
Kay Rutledge, Parks Division  
Bill Sullivan, Madison Fire Department  
Eric Halvorson, Traffic Engineering

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 checked="" 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:                   |