



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

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

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March 20, 2012

Stevie Koepp  
Ken Saiki Design  
303 South Paterson Street  
Madison, WI 53703

RE: Conditional Use approvals for **916 Williamson Street** to 1) allow construction and operation of an outdoor eating area and 2) allow a bakery with more than eight employees and selling at other than retail.

Dear Ms. Koepp:

At its March 19, 2012 meeting, the Plan Commission, meeting in regular session, approved your client's conditional use requests to 1) allow construction and operation of an outdoor eating area and 2) allow a bakery with more than eight employees that sells at other than retail, subject to the conditions below. In order to receive final approval of the conditional use and for the conditional use to be in effect, the following conditions must be met and this letter signed and returned to the Zoning Administrator:

**Please contact Janet Dailey, City Engineering Division, at 261-9688 if you have questions regarding the following item:**

1. Applicant shall add a moveable fence in the seasonal condition between the sidewalk located behind the driveway and the bike racks.

**Please contact Bryan Walker, Traffic Engineering Division, at 267-8754 if you have questions regarding the following item:**

2. The developer shall install a temporary 4' high barrier behind the property line between the sidewalk and bike rack. The bike rack shall be located 3' back from the barrier to allow for an aisle for bicycles to access the south side of the rack and be noted on the plan before final approval.

**Please contact Matt Tucker, Zoning Administrator, at 266-4569 if you have any questions regarding the following ten (10) items.**

3. The subject property displays a ground sign that has been modified prior to obtaining the required permits. This sign has been modified to project over the City right-of-way and the sign structure and copy has been changed without first securing permits, which is not permissible. Prior to obtaining any building permit approval or Conditional Use final sign-off, the sign in violation must be modified or removed, and appropriate permits must be secured thereto.

4. The submitted plans indicate a desired capacity for 30 persons for the outdoor eating area. The outdoor capacity must be established by the Building Inspection Division. Contact Mike VanErem at 266-4559 to facilitate this process.
5. A parking stall reduction will be approved with this request, to remove the three (3) existing surface parking stalls (to be replaced with outdoor seating area) and eliminate the additional nine (9) parking stalls required for the thirty (30) person increase in capacity. NOTE: previous parking reduction approved for existing building and tenants.
6. If you have a license to sell alcohol in an outdoor eating area, the Alcohol License Review Committee (ALRC) may establish additional conditions for operation, which involve fencing, security guards, toilet facilities, litter, etc. All businesses that sell alcohol must comply with the requirements imposed by the ALRC at the time of issuance of your original application to expand or change your licensed premises to include the outdoor eating area. It is your responsibility to have the outdoor service area added to your licensed premise. Please contact the City Clerk's office regarding ALRC issues.
7. If exterior lighting is to be provided, it must comply with City of Madison outdoor lighting standards.
8. The submitted suite plan shows a driveway/curb opening to Williamson Street that does not match the approved plan for the site, nor does the driveway opening lead to a legal parking or loading area on site. The driveway opening must be narrowed to match the driveway leading to the existing overhand door, and this driveway may continue to be used for loading purposes for the bakery. With this change, no "seasonal" site plan will be necessary, required or approved.
9. The outdoor seating areas shall not obstruct the access or bicycle parking for the tenant space at 918 Williamson Street (currently occupied by Midwest Clay Project).
10. Provide a revised letter of intent which characterizes the business activity. This letter shall clearly outline the following:
  - the hours of operation for all aspects of the facility,
  - the parking demand for employees of the facility, and
  - the loading and delivery characteristics for the facility
11. Provide final number of bicycle parking stalls for site and provide bike rack detail with final site plans.
12. The submitted plans show the adjacent tavern and parking lot, where there is neither reciprocal use agreement nor cross-access arrangement in place to join these sites as a zoning lot or planned commercial site. The plans must be revised to remove representation of the adjacent property as part of this planned commercial site. Only the 916-918 Williamson Street buildings and improvements may be shown on the final site plan.

**Please contact Bill Sullivan, Madison Fire Department, at 261-9658 if you have any questions regarding the following three (3) items:**

13. Maintain required exit widths to the public way.
14. The Madison Fire Department does not object to this proposal provided the project complies with all applicable fire codes and ordinances.
15. Update site plans to reflect actual conditions.

**Please contact my office, at 267-1150 if you have any questions regarding the following three (3) items:**

16. That the hours of operation for the outdoor eating area are from 6:30 am until 5:00 pm, Monday through Friday and from 8:00 until 5:00 pm on Sunday. For special evening events as discussed in the letter of intent, including themed dinners, gallery night, and fund-raising events, the outdoor eating area shall close by 10:00 pm.
17. That nightly, at the close of the outdoor area, the tables and chairs are brought indoors or stacked and stored a manner to discourage use and trespassing.
18. That if any driveway barrier is approved, its design shall be approved by Planning Division staff.

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

1. Please revise your plans per the above and submit **eight (8) copies** of a complete 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.
2. 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.
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 demolition permit.
4. 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.

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 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  
Bryan Walker, Traffic Engineering Division  
Mathew Tucker, Zoning Administrator  
Bill Sullivan, Madison Fire Department

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 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:                   |