



Department of Planning & Community & Economic Development

## Planning Division

Katherine Cornwell, Director

Madison Municipal Building, Suite LL-100  
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January 22, 2014

Robert C. Metzger  
N4426 Old Hwy 73  
Columbus, WI 53925

RE: Approval of the rezoning of **409 East Washington Avenue** from Urban Mixed-Use (UMX) to Downtown Residential 1 (DR-1) District to allow for conversion of a commercial building to a single-family residence.

Dear Mr. Metzger:

At its January 21, 2014 meeting, the Common Council, meeting in regular session, approved your request for a zoning map amendment to rezone 409 East Washington Avenue from Urban Mixed-Use (UMX) to Downtown Residential 1 (DR-1) District to allow for conversion of a commercial building to a single-family residence. In order to receive final approval 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 two (2) conditions.**

1. Revise the site plan to reflect the 49.5 foot width of the parcel as per deed, not 50 feet.
2. 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 Management Facilities (including if applicable planting plans).

**Please contact Patrick Anderson, Assistant Zoning Administrator at 266-5978 if you have questions regarding the following item:**

3. No site changes are proposed, plans show existing conditions.

**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 finalizing your approval:**

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.

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

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: