



Department of Planning & Community & Economic Development

Planning Division

Heather Stouder, Director

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October 9, 2017

Jim Glueck
Glueck Architects
116 N. Few Street
Madison, Wisconsin 53703

Michelle L. Burse
Burse Surveying & Engineering, Inc.
2801 International Lane, Suite 101
Madison, Wisconsin 53704

RE: Approval of a request to rezone property generally addressed as 2114 Winnebago Street from TSS (Traditional Shopping Street District) to TE (Traditional Employment District); consideration of a demolition permit and conditional use to demolish a commercial building and construct a mixed-use building containing 3,850 square feet of commercial space and 45 cohousing units on land generally addressed as 2048 Winnebago Street; consideration of a demolition permit and conditional use to demolish a commercial building and construct a 10,300 square-foot trade arts/ technical/ trade school on land generally addressed as 2100 Winnebago Street; and approving a Certified Survey Map of property owned by Accipiter Real Estate, LLC located at 2048, 2100 and 2114 Winnebago Street, creating a three-lot planned multi-use site (LNDUSE-2017-00077; ID 48227, 48156, 48157 and 48145).

Dear Mr. Glueck and Ms. Burse;

At its October 3, 2017 meeting, the Common Council **conditionally approved** the zoning map amendment for 2114 Winnebago Street and the related Certified Survey Map of land located at 2048, 2100 and 2114 Winnebago Street. At its September 18, 2017 meeting, the Plan Commission found the standards met and **approved** the related demolition permit and conditional use requests for 2048, 2100 and 2114 Winnebago Street subject to conditions. In order to receive final approval of the demolition permit and conditional use requests, for any necessary permits to be issued, and for the Certified Survey Map to be recorded, the following conditions shall be met:

Please contact Brenda Stanley of the City Engineering Division at 261-9127 if you have questions regarding the following seventeen (17) items:

1. The applicant shall make improvements to Winnebago Street. The improvements shall consist of sidewalk, terrace, and curb and gutter installation to former Linden Court opening. The applicant shall be aware that the City is planning to reconstruct Winnebago Street in 2018. If the project occurs, the applicant shall reduce scope of work to sidewalk only, and the street project will replace the terrace, curb and gutter. Standard special assessments will be applied.

2. The applicant shall be aware that the north end of Sutherland Court is prone to flooding. The plans submitted are unacceptable from a drainage perspective. The bio-retention basin is connected directly to this storm sewer system. During times of back up the plan seems to indicate that the bio-retention will surcharge and then run down the driveway into the underground parking area flooding it out. The applicant shall revise the plans to protect the underground parking area from flooding.
3. Prior to approval, the owner or owner's representative shall obtain a permit to plug each existing sanitary sewer lateral that serves a building which is proposed for demolition. For each lateral to be plugged, the owner shall complete a sewer lateral plugging application and pay the applicable permit fees.
4. All outstanding Madison Metropolitan Sewerage District (MMSD) are due and payable prior to City Engineering sign-off, unless otherwise collected with a Developer's/ Subdivision Contract. Contact Mark Moder (261-9250) to obtain the final MMSD billing a minimum of two working days prior to requesting City Engineering signoff.
5. 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.
6. The site plans shall be revised to show the location of existing utilities (private storm sewer), including depth, type, and size in the adjacent right-of-way.
7. The lots within this Certified Survey Map are interdependent upon one another for stormwater runoff conveyance, and/or a private drainage system exists for the entire site an agreement shall be provided for the rights and responsibilities of all lot owners. Said agreement shall be reviewed and placed on file by the City Engineer, referenced on the Certified Survey Map, and recorded at the Dane County Register of Deeds.
8. A Storm Water Management Report is required for this development. Report needs to show compliance with required TSS control and oil/grease control. The applicant shall submit to jbenedict@cityofmadison.com prior to plan sign-off, electronic copies of any Storm Water Management files including: a) SLAMM .DAT files; b) RECARGA files; c) TR-55/HYDROCAD/Etc., and; d) Sediment loading calculations. If calculations are done by hand or are not available electronically the hand copies or printed output shall be scanned to a PDF file and provided. Storm Water Management Report shall be stamped by a Licensed P.E.
9. The applicant shall provide the City Engineer with a survey indicating the grade of the existing sidewalk and street. The applicant shall hire a Professional Engineer to set the grade of the building entrances adjacent to the public right of way. The applicant shall provide the City Engineer the proposed grade of the building entrances. The City Engineer shall approve the grade of the entrances prior to signing off on this development.
10. The applicant shall replace all sidewalk and curb and gutter that abuts the property that 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.

11. All work in the public right of way shall be performed by a City-licensed contractor.
12. All damage to the pavement on Winnebago Street and Sutherland Court adjacent to this development shall be restored in accordance with the City's Pavement Patching Criteria.
13. 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.
14. A Phase 1 Environmental Site Assessment (Phase 1 ESA), compliant with ASTM E1527-13, is required for the project area. The applicant shall provide one (1) digital copy and a paper copy only if specifically requested. Staff review of this Phase 1 ESA will determine if a Phase 2 ESA is also required. Please submit report(s) to Brynn Bemis (608-267-1986, bbemis@cityofmadison.com) for review.
15. Based on historical documents (1942 Sanborn maps), the property was formerly the Reliable Fuel & Material coal yard. It also contained auto facilities and may contain residual contaminated soil. If contaminated soil is encountered as part of this redevelopment, all WDNR and DSPS regulations must be followed for proper handling and disposal.
16. If required by the City Engineer, the applicant shall enter into a City / Developer agreement for the required infrastructure improvements. The applicant shall contact City Engineering 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. Note: Obtaining a developer's agreement generally takes approximately a minimum of 4-6 weeks.
17. A minimum of two working days prior to requesting City Engineering signoff on the CSM, the applicant shall contact either Tim Troester at 261-1995 (ttroester@cityofmadison.com) or Brenda Stanley at 261-9127 (bstanley@cityofmadison.com) to obtain the final stormwater utility charges that are due and payable prior to subdivision of the properties. The stormwater utility charges (as all utility charges) are due for the previous months of service. All charges shall be cleared prior to the land division (and subsequent obsolesces of the existing parcel).

Please contact Jeff Quamme of the City Engineering Division – Mapping Section at 266-4097 if you have any questions regarding the following nineteen (19) items:

18. The address of the proposed apartment building is 107 Sutherland Court. The address of the proposed Circus Space building is 2082 Winnebago Street. The site plan shall reflect a proper street address of the property as reflected by official City of Madison Assessor's and Engineering Division records.
19. The applicant shall provide for review a reciprocal easement agreement including, but not limited to, common access, parking, surface drainage, common areas and storm management that are necessary to accomplish the development as proposed. The document(s) shall then be executed and recorded

after the pending CSM (to allow references to the new lots) and recorded copies provided prior to building permit issuance. Also the existing Parking Lot and Driveway Easement Declaration per Document No. 4258902 shall be amended as part of this document or simply released and superseded by the new agreement.

20. The proposed vacation and discontinuance of Linden Court shall be accomplished prior to the recording of the pending CSM.
21. Upon the street vacation being approved and recorded, title of the northeasterly half will attach to the property owned by LINDBAGO ACCIPITER, LLC at 2102 Winnebago Street as provided for by Statute. A conveyance will be required to Vogel Investments LLC, the adjacent owner within this CSM, prior to final sign off.
22. The applicant shall determine and coordinate with City of Madison Zoning the need to release the Declaration of Conditions over the southerly portion of this CSM per Document No. 1732095. If released, the reference under note 3 on sheet 5 shall be removed.
23. The public water main rights retained in the previous vacation of Linden Court per Document No. 1655804 shall be released by the City of Madison. The easement area for water main shall be noted on the CSM with a caption "water main easement to be released by separate instrument." Text on sheet 5 notes shall be added acknowledging this as well. The applicant shall provide the \$500 administrative fee for City Real Estate to draft and administer the release. The release shall be recorded upon the abandonment of the existing public water main within the easement area.
24. Submit a PDF of all floor plans to Izenchenko@cityofmadison.com so that a preliminary interior addressing plan can be developed prior to plans being submitted for permit review. 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.
25. Add a note to the 13-foot wide strip of land adjacent to the westerly side of the CSM: City of Madison Document No 3749765.
26. The Sheet headers and the header for the legal description shall include references to the previous street vacation and shall leave a blank for the document to be recorded for the future street vacation.
27. Add the required "recorded as" information on the exterior boundary from all of the current deeds.
28. Fully dimension the width and show clearly the limits of the restriction per Document No. 2245627 in the southwesterly corner of the CSM.
29. Add the word temporary to the 15-foot wide water main easement on sheet 2.
30. Provide different line types or other items to clearly differentiate between the three easements along the railroad corridor on sheet 2. It is currently very confusing. Also provide dimensions for those portions of the easements that encumber this CSM.

31. Differentiate with different line types the building outlines on sheet 1. They currently blend with the land title lines.
 32. Place a note within the building shown on sheet 4 that it is to be razed.
 33. The applicant shall submit to Jeff Quamme, prior to Engineering sign-off of the subject plat, one (1) digital CADD drawing and one (1) signed copy of the final plat/CSM to the Mapping/GIS Section of the Engineering Division either as hard copy or Adobe pdf format. The digital CADD file shall be submitted in the WisDOT County Coordinate System, Dane County Zone datum in either Auto CAD Version compatible with MicroStation Version V8i, MicroStation Version V8i or older or Universal DXF Formats. The digital CADD file(s) shall contain the minimum of the items stated below, each on a separate layer name/level number. All line work shall be void of gaps and overlaps that would cause any parcel, street or easement to not properly close. All line work orientation and geometrics shall match the dimensioning as labeled on the final recorded plat: a.) Right-of-Way lines (public and private); b) Lot lines; c) Lot numbers; d) Lot/Plat dimensions; e) Street names; and f) Easement lines (i.e. street, sanitary, storm (including wetland and floodplain boundaries) water, pedestrian/ bike/ walkway, or any public and/or private interest easement except local service for Cable TV, gas, electric and fiber optics).
- *This transmittal is a separate requirement from the required Engineering Streets Section for design purposes. The developer/surveyor shall submit new updated final plat, electronic data and a written notification to Engineering Mapping for any changes to the plat which occur subsequent to any original submittal of data and prior to final sign off.
34. This pending Certified Survey Map application shall be completed and recorded with the Dane County Register of Deeds (ROD) prior to issuance of any building permits for new construction. When the recorded CSM image is available from the ROD, the Assessor's Office can then create the new Address-Parcel-Owner (APO) data in the parcel database so that the permitting system can upload this data and permit issuance made available for this new land record.
 35. The railroad right of way is owned by the Wisconsin Department of Transportation and leased to Wisconsin & Southern Railroad. Update owner name on all appropriate sheets.

Please contact Eric Halvorson of Traffic Engineering at 266-6527 if you have any questions regarding the following eight (8) items, including the two conditions added the Plan Commission on September 18, 2017 (#42 and 43):

36. The applicant shall include a pedestrian walkway from the public right-of-way to the entrances on both proposed buildings.
37. Per MGO Section 10.08, all parking stalls shall be free and clear of all obstructions including columns and in stalls 25 and 22.

38. The applicant shall submit one contiguous plan showing proposed conditions and one contiguous plan showing existing conditions 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.
39. 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.
40. 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.
41. All parking facility design shall conform to the standards in MGO Section 10.08(6).
42. 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. The public sidewalk on Winnebago Street shall be maintained at all times or protected on-street walkways shall be provided. Provide a detailed construction plan to Traffic Engineering for review by the Traffic Control Specialist prior to final signoff.
43. The driveway entrance shall be constructed as a standard commercial driveway [for 2100 Winnebago Street].

Please contact Jenny Kirchgatter, Assistant Zoning Administrator, at 266-4429 if you have any questions regarding the following twelve (12) items:

44. Submit a Traffic Demand Management plan for the proposed Madison Circus Space for approval by Traffic Engineering staff. Per the supplemental regulations Section 28.151, for schools (arts, technical or trade) established in employment districts, the applicant shall submit a Traffic Demand Management plan to be approved by the Traffic Engineer and to be kept on file with the Zoning Administrator.
45. There are inconsistencies within the plan set, including the locations of bicycle parking stalls, location of trash enclosure, and veranda. Ensure that the architectural site plan, landscape plan, and civil plans are internally consistent.
46. Section 28.185(7)(a)5 requires that if a demolition or removal permit is approved, it shall not be issued until the reuse and recycling plan is approved by the Recycling Coordinator, Bryan Johnson (608-266-4682). Section 28.185(10) requires that every person who is required to submit a reuse and recycling

plan pursuant to Section 28.185(7)(a)5 shall submit documents showing compliance with the plan within sixty (60) days of completion of demolition. A demolition or removal permit is valid for one (1) year from the date of the Plan Commission.

47. Note: The Zoning Board of Appeals, at its meeting of August 24, 2017, approved the request for a rear yard setback variance for the proposed building at 2100 Winnebago Street.
48. This project is designed as a planned multi-use site. Per Section 28.137(2)(a), a planned multi-use site shall have a plan and reciprocal land use agreement approved by the Traffic Engineer, City Engineer and Director of Planning and Community and Economic Development recorded in the office of the Dane County Register of Deeds.
49. Bicycle parking for this project shall be provided per Section 28.141(4) and Table 28I-3 as uses are established for the various spaces in the development. Per Section 28.141(11), required bicycle parking shall comply with short and long-term bicycle parking requirements for both residential and non-residential uses, to be shown on the final plan sets. Provide information to confirm the bicycle parking requirements for the proposed uses. Show the dimensions of the bicycle stalls and the access aisles. Note: A bicycle stall is a minimum two (2) feet by six (6) feet with a five (5)-foot wide access area. Provide a detail of the proposed bike rack including any structured or wall mount bike racks.
50. Submit the landscape plan and landscape worksheet stamped by the registered landscape architect. Per Section 28.142(3) Landscape Plan and Design Standards, landscape plans for zoning lots greater than 10,000 square feet in size must be prepared by a registered landscape architect. Include details of the proposed open space area.
51. Screening is required adjacent the zoning district boundary separating the residential zoned properties located at 2120 and 2134 Winnebago Street. Screening shall be provided along the side and rear property boundaries between commercial/ mixed-use districts and residential districts. Screening shall consist of a solid wall, solid fence, or hedge with year-round foliage, between six (6) and eight (8) feet in height. Submit a detail of the screening fence with the final plans.
52. Submit rooftop plans for the mixed-use building and Madison Circus Space building showing the location of any proposed rooftop mechanical equipment and screening. All rooftop and ground level mechanical equipment and utilities shall be fully screened from view from any street or residential district per Section 28.142(9)(d).
53. 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.
54. Per Section 28.186(4)(b), the property owner or operator is required to bring the property into compliance with all elements of the approved site plans by the date established by the Zoning Administrator as part of the site and building plan approval. Work with Zoning staff to establish a final site compliance date.

55. Signage approvals are not granted by the Plan Commission. Signage must be reviewed for compliance with Chapter 31 Sign Codes of the Madison General Ordinances. Signage permits are issued by the Zoning Section of the Department of Planning and Community and Economic Development.

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

56. Failure to raze the buildings as indicated would create a building code violation if the lot division is finalized.

Please contact Janet Schmidt of the Parks Division at 261-9688 if you have any questions regarding the following eight (8) items:

57. Park Impact Fees (comprised of the Park Infrastructure Impact Fee, per MGO Sec. 20.08(2)), and Park-Land Impact Fees, per MGO Sec. 16.23(8)(f) and 20.08(6) will be required for all new residential development associated with this project. This development is within the East Park-Infrastructure Impact Fee district. Please reference ID# 17142 when contacting Parks Division staff about this project.
58. There is an existing Japanese Tree Lilac (second street tree on Sutherland Court) that is not on the Landscape Plan. Revise plans to include the existing tree and note if to be protected or removed.
59. The first tree on Sutherland Court is a dead Linden. Forestry will remove this tree, but a replacement tree is required.
60. All proposed street tree removals within the right of way shall be reviewed by City Forestry. Please submit an existing inventory of trees (location, species, & DBH) and a tree removal plan (in PDF format) to Brad Hofmann – bhofmann@cityofmadison.com or 266-4816. Approval and permitting of street tree removals shall be obtained from the City Forester and/or the Board of Public Works prior to the approval of the site plan.
61. Additional trees are needed along Winnebago Street, but this will be depended of terrace width and/or a tree grate being installed. Coordinate with Forestry on all terrace tree plantings.
62. City Forestry will issue a removal permit for two trees both are 14-inch diameter Norway Maples due to decline. The locations are the 2nd tree northeast of Sutherland Court on Winnebago Street & second tree northeast of Linden Court on Winnebago Street. Please contact Brad Hofmann– bhofmann@cityofmadison.com or 266-4816 to obtain the street tree removal permit at time of construction.
63. Additional street trees are needed for this project. All street tree planting locations and tree species within the right of way shall be determined by City Forestry. Please submit a site plan (in PDF format) to Brad Hofmann – bhofmann@cityofmadison.com or 266-4816. Tree planting specifications can be found in Section 209 of City of Madison Standard Specifications for Public Works Construction.

64. Existing street trees shall be protected. Please include the following note on the site plan: Contractor shall install tree protection fencing in the area between the curb and sidewalk and extend it at least 5 feet from both sides of the tree along the length of the terrace. No excavation is permitted within 5 feet of the outside edge of a tree trunk. If excavation within 5 feet of any tree is necessary, contractor shall contact City Forestry (266-4816) prior to excavation to assess the impact to the tree and root system. Tree pruning shall be coordinated with City Forestry. Tree protection specifications can be found in Section 107.13 of City of Madison Standard Specifications for Public Works Construction. Any tree removals that are required for construction after the development plan is approved will require at least a 72-hour waiting period before a tree removal permit can be issued by Forestry, to notify the Alder of the change in the tree plan.
65. The following note should be included on the subdivision: "Lots within this subdivision are subject to impact fees that are due and payable at the time building permit(s) are issued." The Parks Division will be required to sign off on the CSM.

Please contact Adam Wiederhoeft from Water Utility at 266-9121 if you have questions regarding the following four (4) items:

66. The Madison Water Utility shall be notified to remove the water meters at least two working days prior to demolition. Contact the Water Utility Meter Department at (608) 266-4765 to schedule the meter removal appointments.
67. A Water Service Application Form and fees must be submitted before connecting to the existing water system. Provide at least 48-hour notice between the application submittal and the requested installation or inspection appointment. Application materials are available on the Water Utility's Plumbers & Contractors website; otherwise they may be obtained from the Water Utility Main Office at 119 E Olin Avenue. A licensed plumber signature is required on all water service applications. For new or replacement services, the property owner or authorized agent is also required to sign the application. If you have questions regarding water service applications, please contact Madison Water Utility at (608) 266-4646.
68. All operating private wells shall be identified and permitted by the Water Utility and all unused private wells shall be abandoned in accordance with MGO Section 13.21.
69. See City Engineering Division—Mapping comments regarding the public water main easement and subsequent release of this easement upon abandonment of the existing public water main located in the vacated Linden Court.

Please contact Tim Sobota of Metro Transit at 261-4289 if you have questions regarding the following item:

70. In coordination with public works improvements, the applicant shall install and maintain a concrete passenger boarding pad adjacent the western curb ramp on the north side of Winnebago Street, opposite Linden Avenue. The concrete pad shall occupy the full distance of the terrace, measure a minimum of 1 foot in width parallel to the street, and lie flush between the sidewalk, top of curb, and

western edge of the existing curb ramp. [See attachment "2048ws_METRO.pdf"] The applicant shall include the location of these transit amenities on the final documents filed with their permit application so that Metro Transit may review and approve the design. Metro Transit operates daily transit service along Winnebago Street through the Linden Avenue intersection. Bus stop ID #1264 is currently located, as noted, on the north side of Winnebago Street east of Sutherland Court. The new concrete boarding pad would allow this bus stop zone to be reoriented east into the Linden Avenue intersection, to both facilitate the redevelopment immediately east of Sutherland Court, but also reducing impacts to on-street parking (parking already prohibited opposite Linden Avenue intersection).

Please contact my office at 261-9632 if you have any questions regarding the following five (5) items, including the condition added by the Plan Commission on September 18, 2017 (#75):

71. Solid fencing not less than six (6) feet and not more than eight (8) feet in height shall be installed along the northern rear and eastern side property lines of Lots 2 and 3 adjacent to the residential properties fronting onto Winnebago Street. The final plans approved by the Planning Division shall clearly identify where this fencing will be installed.
72. Submit a Traffic Demand Management plan for the proposed Madison Circus Space for approval by Traffic Engineering staff. Per the supplemental regulations Section 28.151, for schools (arts, technical or trade) established in employment districts, the applicant shall submit a Traffic Demand Management plan to be approved by the Traffic Engineer and to be kept on file with the Zoning Administrator.
73. Any proposed HVAC or utility penetrations on the building shall not face Winnebago Street or Sutherland Court. Any such penetrations elsewhere on the exterior of the building shall be designed to be perpendicular to the facades to limit their visibility to the greatest extent possible. No utility or HVAC pedestals or penetrations, including HVAC wall packs for units, and gas meters or electric meters for buildings/ units shall be permitted without specific approval by the Plan Commission.
74. Per Section 28.137(2)(a), a planned multi-use site shall have a plan and reciprocal land use agreement approved by the Traffic Engineer, City Engineer and Director of Planning and Community and Economic Development recorded in the office of the Dane County Register of Deeds immediately following recording of the three-lot Certified Survey Map.
75. The applicant shall consider adding visitor bicycle parking along Winnebago Street for the 2048 Winnebago Street mixed-use building.

No interior, exterior or structural demolition or wrecking activities (including material reclamation activities by the applicant or a third party) shall commence nor any wrecking or building permits be issued until the applicant has met all of the conditions of approval stated in this letter.

Specific questions regarding the comments or conditions in this letter should be directed to the commenting agency. No demolition or building permits shall be issued until the applicant has met all of the conditions of approval stated in this letter.

Please follow the procedures listed below for obtaining your demolition permit and conditional use and recording your Certified Survey Map:

1. After the plans have been revised per the above conditions, please file **nine (9) sets** of complete, fully dimensioned, and to-scale plans, 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. **This submittal shall all also include one (1) complete digital plan set in PDF format.** The sets of final revised plans or documents will be circulated by Zoning staff to the City department staff listed above for their final approval.
2. This letter shall be signed by the applicant (last page) to acknowledge the conditions of approval for the demolition permit and conditional use and returned to the Zoning Administrator.
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. No alteration of a conditional use shall be permitted unless approved by the Plan Commission provided, however, the Zoning Administrator following consideration by the alderperson of the district, may approve 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 Plan Commission and the conditional use standards. This approval shall become null and void one (1) 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 (6) months of the issuance of said building permit. Where the plans have not been altered from the Plan Commission's approval, and the conditional use has expired, the Director of Planning and Community and Economic Development may, after consultation with the Alderperson of the District, approve an extension for up to 24 months from the expiration date. A building permit shall not be renewed unless construction has commenced as is being diligently prosecuted. The Plan Commission shall retain jurisdiction over this matter for the purpose of resolving complaints against the approved conditional use permit.
4. As soon as the comments and conditions related to the Certified Survey Map have been satisfied as verified with a completed affidavit form (attached), the original along with the revised Certified Survey Map, with all signatures and approvals from the reviewing agencies, shall be brought to this office for final signoff. You or your client may then record the certified survey at the Dane County Register of Deeds. For information on recording procedures and fees, contact the Register of Deeds at 266-4141.
5. Prior to City Engineering final sign-off by the main office of the CSM, the final CSM shall be submitted to the Engineering Division Surveyor/ Land Records Coordinator for final technical review and approval. This submittal must occur a minimum of two working days prior to final Engineering Division signoff. E-mail submittal of the final CSM in PDF form is preferred. Transmit to [jqumme@cityofmadison.com](mailto:jrqumme@cityofmadison.com).

Any appeal regarding the CSM, including the conditions of approval, must be filed with the Circuit Court within 30 days from the date of this letter. **The approval of this CSM shall be null and void if not recorded in twelve (12) months from the date of the approving resolution or this letter, whichever is later.**

If you have any questions regarding obtaining your conditional use 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 243-0554.

Sincerely,

Timothy M. Parks
Planner

cc: Brenda Stanley, City Engineering Division
Jeff Quamme, City Engineering Division—Mapping Section
Eric Halvorson, Traffic Engineering Division
Jenny Kirchgatter, Assistant Zoning Administrator
Adam Wiederhoeft, Madison Water Utility
Janet Schmidt, Parks Division
Tim Sobota, Metro Transit
Bill Sullivan, Madison Fire Department

I hereby acknowledge that I understand and will comply with the above conditions of approval for the conditional use.

Signature of Applicant

*Signature of Property Owner
(if not the applicant)*

LNDUSE-2017-00077			
For Official Use Only, Re: Final Plan Routing			
☒	Planning Div. (Parks)	☒	Zoning Administrator
☒	City Engineering	☒	Parks Division
☒	Engineering Mapping Sec.	☐	Urban Design Commission
☒	Traffic Engineering (EP)	☒	Recycling Coord. (R&R)
☒	Fire Department	☒	Other: Metro Transit
☒	Water Utility (EP)	☐	Other: