



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

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

Madison Municipal Building  
215 Martin Luther King, Jr. Boulevard  
P.O. Box 2985  
Madison, Wisconsin 53701-2985  
TDD 608 266-4747  
FAX 608 267-8739  
PH 608 266-4635

August 20, 2008

Jim Glueck  
Glueck Architects, LLC  
116 N. Few Street  
Madison, WI 53703

RE: Approval of a conditional use to allow the addition of a 25th dwelling unit to an existing 24-unit apartment building at 526 W. Wilson Street.

Dear Mr. Glueck:

The Plan Commission, meeting in regular session on August 18, 2008, determined that the ordinance standards could be met and **approved** your client's request for a conditional use to allow the addition of a 25th dwelling unit to an existing 24-unit apartment building at 526 W. Wilson Street, 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, at 261-9688 if you have questions regarding the following five (5) items.**

1. Revise plan drawings to include a more detailed floor plan detail, including location of the final reduced size office.
2. Verify unit addresses and coordinate any new or revised addresses with Lori Zenchenko [lzenchenko@cityofmadison.com](mailto:lzenchenko@cityofmadison.com) in Engineering Mapping.
3. Applicant shall provide a pumping plan with required pump sizing calculations for the backyard drain & sump.
4. Applicant shall revise plan to show how the backyard drain and sump are connected, including piping.
5. The applicant shall submit, prior to plan sign-off, digital CAD files to the Land Records Coordinator in the Engineering Division (Lori Zenchenko) [lzenchenko@cityofmadison.com](mailto:lzenchenko@cityofmadison.com). The digital copies shall be drawn to scale and represent final construction, including each of the following on a separate layer name/level number: building footprints, internal walkway areas, internal site parking areas, lot lines/ numbers/ dimensions, street names, and other miscellaneous impervious areas. The single CAD file submittal can be either AutoCAD (dwg) Version 2001 or older, MicroStation (dgn) Version J or older, or Universal (dxf) format. Email file transmissions preferred. Please include the site address in this transmittal.

**Please contact Patrick Anderson, Assistant Zoning Administrator, at 266-5978 if you have questions regarding the following four (4) items:**

6. Obtain a Certificate of Occupancy for the conversion of additional two-bedroom unit, once approved.

7. Occupancy of the dwelling units is restricted to the maximum allowed per the City's family definition. In the R-6 District, a family is defined as an individual, or two or more persons related by blood, marriage or legal adoption, plus 4 unrelated or in other words 5 unrelated persons would be the maximum occupancy allowed.
8. Meet all applicable State accessible requirements, including but not limited to:
  - a. Provide a minimum of two accessible stalls striped per State requirements. A minimum of one of the stalls shall be a van accessible stall 8' wide with an 8' striped out area adjacent.
  - b. Show signage at the head of the stalls. Accessible signs shall be a minimum of 60" between the bottom of the sign and the ground.
  - c. Show the accessible path from the stalls to the building. The stalls shall be as near the accessible entrance as possible. Show ramps, curbs, or wheel stops where required.
9. Provide twenty five (25) bike parking stalls in a safe and convenient location on an impervious surface, to be shown on the final plan. The bike racks shall be securely anchored to the ground or building to prevent the racks from moving. NOTE: A bike-parking stall is two feet by six feet with a five-foot access area.

**Please contact Si Widstrand, Parks Development Manager, at 266-4714 if you have questions about City park fee requirements.**

**Please contact my office at 267-1150 if you have questions regarding the following item.**

10. That when submitting site plans for final agency sign-off, the applicant submits a floor plan for the revised ground level for staff review and approval.

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

1. Please revise your plans per the above and submit *six (6) 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. All wells located on this property shall be abandoned if no valid well operation permit has been obtained from the Madison Water Utility. City Engineering staff will review plans for compliance. Please note, this property is not in a Wellhead Protection District.
3. 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.
4. 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.

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

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

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*Signature of Applicant*

cc: Janet Dailey, Engineering Division  
Patrick Anderson, Ast. Zoning Administrator  
Si Widstrand, Parks

For Official Use Only, Re: Final Plan Routing			
<input checked="" type="checkbox"/>	Planning Division (Firchow)	<input type="checkbox"/>	Recycling Coordinator (R & R)
<input checked="" type="checkbox"/>	Zoning Administrator	<input type="checkbox"/>	Fire Department
<input checked="" type="checkbox"/>	City Engineering	<input type="checkbox"/>	Urban Design Commission
<input type="checkbox"/>	Traffic Engineering	<input checked="" type="checkbox"/>	Other: Parks