



Department of Planning & Community & Economic Development

Planning Division

Katherine Cornwell, Director

Madison Municipal Building, Suite LL-100

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July 14, 2016

Kelly Peterson
4605 Kennedy Rd.
Madison, WI 53704

RE: Approval of a Conditional Use for mechanical equipment associated with a home occupation (hair salon) at **4605 Kennedy Rd.**

Dear Ms. Peterson:

At its July 11, 2016 meeting, the Plan Commission **approved** your request for mechanical equipment associated with a home occupation (hair salon) at 4605 Kennedy Rd. In order to receive final approval of the conditional use and for any necessary permits to be issued, the following conditions must be met:

Please contact my office, Planning Division, at 267-8733 if you have any questions regarding the following two (2) items:

1. The hours of operation of the Home Occupation (hair salon) shall be limited to 7:00 AM to 9:00 PM, seven days a week.
2. Revise the Letter of Intent to address the Supplement Regulations for Home Occupations pursuant to Section 28.151, MGO.

Please contact Eric Halvorson, Traffic Engineering Division at 266-6527 if you have questions regarding the following two (2) items:

1. The applicant shall submit one contiguous plan showing proposed conditions and one contiguous plan showing existing conditions for approval. The plan drawings 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; semi-trailer movement and vehicle routes; dimensions of radii; and percent of slope.
2. All parking facility design shall conform to the standards pursuant to Section 10.08(6), MGO.

Please contact Jenny Kirchgatter, Assistant Zoning Administrator at 266-4429 if you have questions regarding the following two (2) items:

1. The proposed salon shall comply with the Supplemental Regulations for a Home Occupation pursuant to Section 28.151, MGO.
2. The only exterior indication of the home occupation shall be a non-illuminated nameplate a maximum of two (2) square feet in area.

Please contact Adam Wiederhoeft, Water Utility, at 266-9121 if you have questions regarding the following item:

1. All operating private wells shall be identified and permitted by the Water Utility in accordance with Section 13.21, MGO. All unused private wells shall be abandoned in accordance with Section 13.21, MGO.

Specific questions regarding the comments or conditions 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.

For obtaining your conditional use, please follow the procedures listed below:

1. Please revise your plans per the above conditions and submit **four (4) copies** of a complete, fully dimensioned and scaled plan set to the Zoning Administrator for final review and comment. This submittal shall also include one complete digital plan set in PDF format. 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, MGO, and any other documentation requested herein by the Zoning Administrator, located in Room LL-100, Madison Municipal Building, 215 Martin Luther King, Jr. Blvd., Madison, WI 53701. The sets of final revised plans or documents will be circulated by the Zoning staff to the City department staff listed above for final approval.
2. 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.
3. This letter shall be signed by the Applicant to acknowledge the conditions of approval and returned to the Zoning Administrator.
4. The approval is valid for one (1) year from the date of the Plan Commission approval. During this time, the Applicant must either lawfully commence the use or obtain a building permit and begin erecting the building. If the Applicant obtains a valid building permit, construction must commence within six (6) months of the date of issuance. The building permit shall not be renewed unless construction has commenced as is being diligently prosecuted.
5. Any alteration in plans for a proposed alternative use shall require Plan Commission approval, except for minor alterations. The Zoning Administrator may issue permits for 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 City Plan Commission and the conditional use approval standards.

6. The Plan Commission retains continuing jurisdiction over all conditional uses for the purpose of resolving complaints against all previously approved conditional uses.

If you have any questions regarding obtaining your conditional use, or building permits, please contact the Zoning Administrator at 266-4429. If you have any questions, or if I may be of any further assistance, please do not hesitate to contact my office at 267-8733.

Sincerely,



Jessica Vaughn, AICP
Planner

cc: Eric Halvorson, Traffic Engineering
Adam Wiederhoeft, Water Utility
Jenny Kirchgatter, Zoning

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)

For Official Use Only, Re: Final Plan Routing			
<input checked="" type="checkbox"/>	Planning Div. (Vaughn)	<input checked="" type="checkbox"/>	Zoning Administrator
<input type="checkbox"/>	City Engineering	<input type="checkbox"/>	Parks Division
<input type="checkbox"/>	Engineering Mapping Sec.	<input type="checkbox"/>	Urban Design Commission
<input checked="" type="checkbox"/>	Traffic Engineering	<input type="checkbox"/>	Recycling Coord. (R&R)
<input type="checkbox"/>	Fire Department	<input checked="" type="checkbox"/>	Other: Water Utility