





18

# LAND USE APPLICATION

## Madison Plan Commission

215 Martin Luther King Jr. Blvd; Room LL-100  
 PO Box 2985; Madison, Wisconsin 53701-2985  
 Phone: 608.266.4635 | Facsimile: 608.267.8739

- The following information is required for all applications for Plan Commission review.
- Please read all pages of the application completely and fill in all required fields.
- This application form may also be completed online at [www.cityofmadison.com/planning/plan.html](http://www.cityofmadison.com/planning/plan.html)
- All zoning application packages should be filed directly with the Zoning Administrator's desk.
- All applications will be reviewed against the applicable standards found in the City Ordinances to determine if the project can be approved.

### FOR OFFICE USE ONLY:

Amt. Paid 550 Receipt No. 92885  
 Date Received 7/10/08  
 Received By MOOP  
 Parcel No. 0709-231-03330-3  
 Aldermanic District 4 - VERVEER  
 GQ OK  
 Zoning District RL6  
**For Complete Submittal**  
 Application  Letter of Intent   
 IDUP  Legal Descript.   
 Plan Sets  Zoning Text   
 Alder Notification  Waiver \_\_\_\_\_  
 Ngrbrhd. Assn Not.  Waiver \_\_\_\_\_  
 Date Sign Issued 07/10/08

1. **Project Address:** 526 WEST WILSON STREET **Project Area in Acres:** 0.2  
**Project Title (if any):** N/A

2. **This is an application for:** (check at least one)

**Zoning Map Amendment** (check only ONE box below for rezoning and fill in the blanks accordingly)

Rezoning from \_\_\_\_\_ to \_\_\_\_\_  Rezoning from \_\_\_\_\_ to PUD/PCD-SIP  
 Rezoning from \_\_\_\_\_ to PUD/PCD-GDP  Rezoning from PUD/PCD-GDP to PUD/PCD-SIP

**Conditional Use**  **Demolition Permit**  **Other Requests** (Specify): \_\_\_\_\_

3. **Applicant, Agent & Property Owner Information:**

Applicant's Name: JOSH LANGLOIS Company: GREENBUSH PROPERTIES LLC  
 Street Address: PO BOX 259324 City/State: MADISON, WI Zip: 53725  
 Telephone: (608) 256-0525 Fax: (608) 256-0500 Email: N/A

Project Contact Person: JIM GLUECK Company: GLUECK ARCHITECTS LLC  
 Street Address: 116 N. FEW STREET City/State: MADISON, WI Zip: 53703  
 Telephone: (608) 251-2551 Fax: (608) 251-2550 Email: glueckarch@sbglobal.net

Property Owner (if not applicant): N/A  
 Street Address: N/A City/State: N/A Zip: N/A

4. **Project Information:**

Provide a general description of the project and all proposed uses of the site: ADDING 1 UNIT (2 BEDROOM)  
TO EXISTING 24-UNIT APARTMENT BUILDING BY CONVERTING A PORTION OF  
OFFICE SPACE TO RESIDENTIAL USE.

Development Schedule: Commencement SEP 1, 2008 Completion DEC 1, 2008

CONTINUE →

**5. Required Submittals:**

**Site Plans** submitted as follows below and depicts all lot lines; existing, altered, demolished or proposed buildings; parking areas and driveways; sidewalks; location of any new signs; existing and proposed utility locations; building elevations and floor plans; landscaping, and a development schedule describing pertinent project details:

- **Seven (7) copies** of a full-sized plan set drawn to a scale of one inch equals 20 feet (collated and folded)
- **Seven (7) copies** of the plan set reduced to fit onto 11 inch by 17 inch paper (collated, stapled and folded)
- **One (1) copy** of the plan set reduced to fit onto 8 ½ inch by 11 inch paper

**Letter of Intent: Twelve (12) copies** describing this application in detail but not limited to, including: existing conditions and uses of the property; development schedule for the project; names of persons involved (contractor, architect, landscaper, business manager, etc.); types of businesses; number of employees; hours of operation; square footage or acreage of the site; number of dwelling units; sale or rental price range for dwelling units; gross square footage of building(s); number of parking stalls, etc.

**Legal Description of Property:** Lot(s) of record or metes and bounds description prepared by a land surveyor.

**Filing Fee:** \$ 550 See the fee schedule on the application cover page. Make checks payable to: *City Treasurer.*

**IN ADDITION, THE FOLLOWING ITEMS MAY ALSO BE REQUIRED WITH YOUR APPLICATION; SEE BELOW:**

N/A  For any applications proposing demolition of existing (principal) buildings, photos of the structure(s) to be demolished shall be submitted with your application. Be advised that a *Reuse and Recycling Plan* approved by the City's Recycling Coordinator is required to be approved by the City prior to issuance of wrecking permits.

N/A  A project proposing **ten (10) or more dwelling units** may be required to comply with the City's Inclusionary Zoning requirements outlined in Section 28.04 (25) of the Zoning Ordinance. A separate **INCLUSIONARY DWELLING UNIT PLAN** application detailing the project's conformance with these ordinance requirements shall be submitted concurrently with this application form. Note that some IDUP materials will coincide with the above submittal materials.

N/A  A *Zoning Text* must accompany **all** Planned Community or Planned Unit Development (PCD/PUD) submittals.

**FOR ALL APPLICATIONS:** All applicants are required to submit copies of all items submitted in hard copy with their application (including this application form, the letter of intent, complete plan sets and elevations, etc.) as **INDIVIDUAL** Adobe Acrobat PDF files compiled either on a non-returnable CD to be included with their application materials, or in an e-mail sent to [pcapplications@cityofmadison.com](mailto:pcapplications@cityofmadison.com). The e-mail shall include the name of the project and applicant. Applicants who are unable to provide the materials electronically should contact the Planning Unit at (608) 266-4635 for assistance.

**6. Applicant Declarations:**

**Conformance with adopted City plans:** Applications shall be in accordance with all adopted City of Madison plans:  
→ The site is located within the limits of BASSETT NEIGHBORHOOD Plan, which recommends:

(SEE TIM PARKS) for this property.

**Pre-application Notification:** Section 28.12 of the Zoning Ordinance requires that the applicant notify the district alder and any nearby neighborhood or business associations by mail no later than **30** days prior to filing this request:

→ List below the Alderperson, Neighborhood Association(s), Business Association(s) AND dates you sent the notices:

MIKE VERVEER, BASSETT NEIGHBORHOOD ASSOCIATION

If the alder has granted a waiver to this requirement, please attach any such correspondence to this form.

**Pre-application Meeting with staff:** Prior to preparation of this application, the applicant is required to discuss the proposed development and review process with Zoning Counter and Planning Unit staff; note staff persons and date.

Planner TIM PARKS Date 7/9/08 | Zoning Staff MATT TUCKER Date 6/11/08

**The signer attests that this form has been completed accurately and all required materials have been submitted:**

Printed Name JIM GLECK Date 7/14/08

Signature [Signature] Relation to Property Owner ARCHITECT

Authorizing Signature of Property Owner [Signature] Date 7/15/08

Tuesday, July 15, 2008

Matt Tucker  
City of Madison Zoning Administrator  
Madison Municipal Building Suite LL-100  
215 Martin Luther King Jr. Blvd.  
P.O Box 2985  
Madison, Wisconsin 53701-2985

Dear Matt:

Please find included with this Letter of Intent our complete Conditional Use application package for the City of Madison Planning Commission's approval. We are applying for a Conditional Use Permit for the property located at 526 West Wilson Street, Madison, Wisconsin 53703. The property is located in the Bassett Neighborhood, which is within Council District 4. The reason for this Conditional Use is to allow conversion of a portion of the existing office space on the ground level into a two-bedroom unit .

We have already had meetings with city staff regarding this request, and have spoken to the area alderperson, Mike Verveer, who has expressed his support and is emailing a note to you regarding waiving the 30 day notice requirement. We have also presented to the neighborhood association, and they are sending a letter of support, which we will forward to you.

This site is currently zoned as R6 residential and it is currently a 24-unit apartment building. The proposed development schedule calls for a construction start on or about September 1, 2008 with final completion on our about December 31, 2008. The primary contact person for zoning issues for this project is the project architect, Jim Glueck of Glueck Architects. Jim can be reached at 116 North Few Street, Madison 53703. His phone number is (608) 251-2551 and his email address is [glueckarch@sbcglobal.net](mailto:glueckarch@sbcglobal.net).

The site for this development is approximately 0.2 acres. The proposed project will add one two-bedroom unit. Existing units are:

- Nineteen studio units
- Five 1 bedroom units

In addition there is approximately 1600 square feet of office space on the ground floor, a portion of which will be converted to the new apartment unit.

The gross square footage of the building is 12,720 square feet.

We use city services for trash and recycling removal. Snow removal, grounds and maintenance and common area capital replacement needs is handled by Greenbush Properties.

We have owned this building since November 2007. Our office is two blocks away, so we are intimately involved in the neighborhood on a daily basis. Our intent is to upgrade this property. We are already in the process of replacing all the windows. We have already replaced the entire intercom system, rekeyed the entire building, and performed a substantial amount of repair, replacement and maintenance work, including all new appliances and carpeting. In addition, we plan to upgrade the site per the attached proposed plans.

Greenbush Properties is a family-run business that has a long-term commitment to the neighborhood. Our family has owned rental property in this area since the 1920s, and are lifelong residents of Madison.

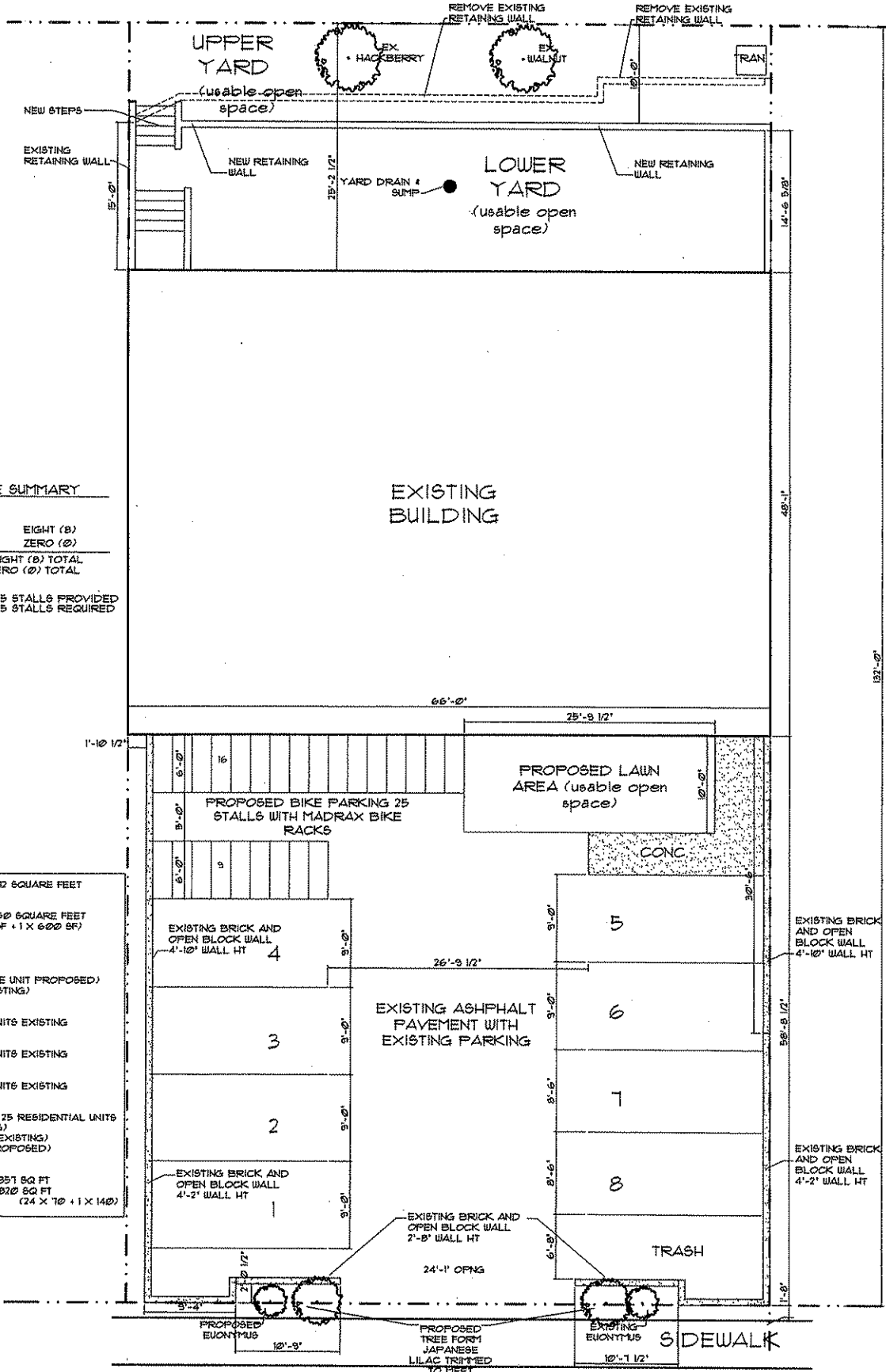
If there are any questions or concerns or any additional information required please do not hesitate to call Jim Glueck.

Sincerely,



Josh Langlois  
Greenbush Properties

Attachments



**PARKING SPACE SUMMARY**

<b>CAR PARKING</b>	
SURFACE SPACES	EIGHT (8)
GARAGE SPACES	ZERO (0)
PROVIDED: EIGHT (8) TOTAL	REQUIRED: ZERO (0) TOTAL
<b>BICYCLE PARKING</b>	
25 STALLS PROVIDED	25 STALLS REQUIRED

**LOT AREA PROVIDED 8712 SQUARE FEET (0.2 ACRES)**

**LOT AREA REQUIRED 8850 SQUARE FEET (19 X 300 SF + 5 X 450 SF + 1 X 600 SF)**

**BUILDING SUMMARY**

**GROUND FLOOR**  
RESIDENTIAL SPACE (ONE UNIT PROPOSED) AND OFFICE SPACE (EXISTING)

**FIRST FLOOR**  
RESIDENTIAL SPACE 8 UNITS EXISTING

**SECOND FLOOR**  
RESIDENTIAL SPACE 8 UNITS EXISTING

**THIRD FLOOR**  
RESIDENTIAL SPACE 8 UNITS EXISTING

**PROJECT TOTALS**

25 RESIDENTIAL UNITS
15 STUDIO UNITS (EXISTING)
5 ONE BEDROOM UNITS (EXISTING)
1 TWO BEDROOM UNIT (PROPOSED)

**USABLE OPEN SPACE**

TOTAL PROVIDED	1851 SQ FT
TOTAL REQUIRED	1820 SQ FT (24 X 70 + 1 X 140)

**SITE PLAN**  
SCALE: 1"=10'

WEST WILSON STREET

LOT 14 BLOCK 30,  
ORIGINAL PLAT

	526 WEST WILSON STREET GREENBUSH PROPERTIES, OWNER MADISON, WISCONSIN PROPOSED ADDED RESIDENTIAL UNIT	 116 North Few Street, Madison, WI 53703 (608)251-2551	7/5/08
	0834		