



Department of Planning & Community & Economic Development

Planning Division

Heather Stouder, Director

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September 1, 2016

Ann Culligan
Infusion Chocolates
5352 King James Way, Suite 200
Fitchburg, WI 53719

RE: Approval of a conditional use to allow limited production and processing and an outdoor eating area for food and related goods sales business in TSS (Traditional Shopping Street District) zoning at **2503 Monroe Street**.

Dear Ms. Culligan,

At its August 29, 2016 meeting, the Plan Commission found the standards met and approved your conditional use request to allow limited production and processing and an outdoor eating area for food and related goods sales business in TSS (Traditional Shopping Street District) zoning at **2503 Monroe Street**, subject to the conditions below. In order to receive final approval of the conditional use, and for any permits to be issued for your project, the following conditions shall be met:

Please contact Jeffrey Quamme of Engineering Division (Mapping) at 266-4097 if you have any questions regarding the following item:

1. 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. The address given is not sequential for this strip mall. An address update/change may be needed.

Please contact Eric Halvorson of Traffic Engineering at 266-6527 if you have any questions regarding the following five (5) items:

2. 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; semitrailer movement and vehicle routes; dimensions of radii; and percent of slope.

3. 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.
4. 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.
5. All parking facility design shall conform to MGO standards, as set in section 10.08(6).
6. No portion of the outdoor seating area shall encroach on the public Right-of-Way.

Please contact Jenny Kirchgatter, Assistant Zoning Administrator, at 266-4429 if you have questions regarding the following seven (7) items:

7. Parking requirements for persons with disabilities must comply with Section 28.141(4)(e). Final plans shall show the required accessible stall including the striped access aisle. Show the required signage at the head of the stall.
8. Bicycle parking shall comply with the requirements of Sections 28.141(4)(g) and 28.141(11). Provide a minimum of two (2) short-term bicycle parking stalls located in a convenient and visible area on a paved or impervious surface. Show the dimensions of the bicycle parking area along with the number of bicycle stalls. 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.
9. Show the trash enclosure area on the site plan. All developments, except single family and two family developments, shall provide a refuse disposal area. Such area shall be screened on four (4) sides (including a gate for access) by a solid, commercial-grade wood fence, wall, or equivalent material with a minimum height of six (6) feet and not greater than eight (8) feet. Submit a detail of the trash enclosure.
10. Provide an interior floor plan for the proposed chocolate and confections shop. A limited production and processing use shall be accompanied by a retail component.
11. Confirm whether new roof mounted or ground mounted mechanical equipment or HVAC system will be installed. All rooftop and ground level mechanical equipment and utilities shall be fully screened from view from any street or residential district per Sections 28.060(2)(f) and 28.142(9)(d). If rooftop or ground mounted mechanical equipment or HVAC system is proposed, provide location and screening details.
12. The outdoor eating area shall meet applicable building/fire codes. The capacity shall be established for the outdoor eating area. Occupancy is established by the Building Inspection Unit. Contact a building plan reviewer at (608) 266-4559 to help facilitate this process.
13. Provide details of the outdoor eating area including a barrier separating the outdoor eating area from the public sidewalk.

Please contact my office at 261-9135, if you have questions regarding the following three (3) items:

14. The hours of operation for the outdoor eating area will be 10:00 am to 8:00 pm, Monday through Thursday; 10:00 am to 9:00 pm, Friday and Saturday; and 11:00 am to 6:00 pm on Sunday. Future modifications to the hours of operation of the outdoor eating area may be requested by the applicant in the future as a minor alteration of the conditional use following a recommendation by the district alder.
15. The hours of operation of the production and processing of the various confectionary items including the chocolate products will be 9:00 am-5:00 pm, Monday through Friday.
16. That maximum capacity for the outdoor eating area shall be approved by City Building Inspection but shall not exceed 16, as requested in this application.

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 obtaining your conditional use:

1. Please revise your plans per the above conditions and submit five (5) 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. This submittal shall all also include one complete digital plan set in PDF format. 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.
2. All operating private wells shall be identified and permitted by the Water Utility in accordance with MGO 13.21. All unused private wells shall be abandoned in accordance with MGO 13.21.
3. This letter shall be signed by the applicant to acknowledge the conditions of approval and returned to the Zoning Administrator when requesting conditional use approval.
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.

- 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, 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 261-9135.

Sincerely,

Chris Wells
Planner

cc: Jeff Quamme, Engineering Mapping
Eric Halvorson, Traffic Engineering
Jenny Kirchgatter, Asst. Zoning Administrator

I hereby acknowledge that I understand and will comply with the above conditions of approval for 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. (Wells)	<input checked="" type="checkbox"/>	Engineering Mapping Sec.
<input checked="" type="checkbox"/>	Zoning Administrator	<input type="checkbox"/>	Parks Division
<input type="checkbox"/>	City Engineering	<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 type="checkbox"/>	Other: