



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

April 8, 2008

Michael Matty  
Renaissance Property Group  
1 Sherman Terrace  
Madison, WI 53704

RE: Approval of a conditional use to convert a former 17-bed rooming house into a six-unit apartment building at 609 East Gorham Street.

Dear Mr. Matty:

The Plan Commission, meeting in regular session on April 7, 2008 determined that the ordinance standards could be met and **approved** your conditional use request to convert a former 17-bed rooming house into a six-unit apartment building at 609 East Gorham 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 two (2) items:**

1. The following new addresses which have been approved shall be used and posted per Madison General Ordinances for this site:

Garden Level Apartment w/ Kitchen Unit No. 0011- 609 E. Gorham St. #1  
Garden Level Apartment w/ Kitchen Unit No. 0021- 609 E. Gorham St. #2  
First Floor Apartment w/ Kitchen Unit No. 1012- 609 E. Gorham St. #101  
First Floor Apartment w/ Kitchen Unit No. 1021- 609 E. Gorham St. #102  
Second Floor Apartment w/ Kitchen Unit No. 2015- 609 E. Gorham St. #201  
Second Floor Apartment w/ Kitchen Unit No. 2023- 609 E. Gorham St. #202

2. 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: building footprints, internal walkway areas, internal site parking areas, lot lines/ numbers/ dimensions, street names, and other miscellaneous impervious areas. Email file transmissions preferred. The digital CAD file shall be to scale and represent final construction. The single CAD file submittal can be either AutoCAD (dwg) Version 2001 or older, MicroStation (dgn) Version J or older, or Universal (dxf) format. Please include the site address in this transmittal.

**Please contact John Leach, Traffic Engineering, at 267-8755 if you have questions regarding the following eight (8) items:**

3. A condition of approval shall be that no residential parking permits shall be issued for 609 East Gorham Street, this would be consistent with other projects in the area. In addition, the applicant shall inform all tenants of this facility of the requirement in their apartment leases. In addition, the applicant shall submit for East Gorham Street a copy of the lease noting the above condition in the lease when submitting plans for City approval.
4. The applicant shall indicate the type of bicycle racks to be installed.
5. The applicant should provide an area for visitor and tenant moped parking spaces and access. Moped standard parking spaces recommend 4 ft in width and 6 ft in length with a 6 ft access aisle.
6. When the applicant submits final plans for approval, the applicant shall show the following: items in the terrace as existing (e.g., signs and street light poles), type of surfaces, existing property lines, addresses, one contiguous plan (showing all easements, all pavement markings, building placement, and stalls), adjacent driveway approaches to lots on either side, signage, percent of slope, vehicle routes, dimensions of radii, aisles, driveways, stalls including the two (2) feet overhang, and a scaled drawing at 1" = 20'.
7. The applicant shall reconstruct the driveway approach to align or match the drive aisle to the parking lot.
8. All directional/regulatory signage and pavement markings on the site shall be shown and noted on the plan.
9. Per ordinance, the small car stalls shall not exceed 25% of the total number of Medium and Large Vehicles and Small Vehicles stalls for the facility. The site plan shall show small car parking spaces identified and properly controlled with a sign "Small Cars Only" per each space, when plans are submitted for approval.
10. Public signing and marking related to the development may be required by the City Traffic Engineer for which the developer shall be financially responsible.

**Please contact Matt Tucker, Zoning Administrator, at 266-4551 if you have questions regarding the following two (2) items:**

11. Meet all applicable State accessible requirements, including but not limited to:
  - a. Show signage at the head of the stalls.
  - b. Show the accessible path from the stalls to the building.
12. Proposed bike parking occupies an area identified as open space. Clearly show bike parking as separated from open space area. Provide six (6) 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 Scott Strassburg, Madison Fire Department, at 261-9843 if you have questions about the following item:**

13. All fire and life safety codes for multifamily dwelling units apply to this new building use.

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

- 14. That the applicant specifies how trash and recycling for the apartment building will be managed on the final site plans. If the onsite trash and recycling storage is proposed, the applicant shall identify the location(s) of dumpsters and screening or enclosures per Planning Division approval.

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

- 1. Please revise your plans per the above and submit **eight (8) 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. 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.
- 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. 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: Matt Tucker, Zoning Administrator  
Scott Strassburg, Madison Fire Department  
John Leach, Traffic Engineering  
Janet Dailey, Engineering Division  
Si Widstrand, Parks Division

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 checked="" type="checkbox"/>	Fire Department
<input checked="" type="checkbox"/>	City Engineering	<input type="checkbox"/>	Urban Design Commission
<input checked="" type="checkbox"/>	Traffic Engineering	<input checked="" type="checkbox"/>	Other: Parks Division-Widstrand