



Department of Planning & Community & Economic Development

## Planning Division

Heather Stouder, Director

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Phone: (608) 266-4635  
[www.cityofmadison.com](http://www.cityofmadison.com)

**\*\*BY E-MAIL ONLY\*\***

October 6, 2022

Kathy Kamp  
Solace Friends, Inc.  
4006 Cherokee Drive  
Madison, WI 53711

RE: Consideration of a conditional use in the Neighborhood Mixed-Use (NMU) District to allow an adult family home at 4142 Monona Drive within two thousand five hundred (2,500) feet of an adult family home or existing community living arrangement. (ID [73353](#), LNDUSE-2022-00075)

Dear Kathy Kamp:

On October 3, 2022, the Plan Commission found the standards met and **conditionally approved** your conditional use for 4142 Monona Drive. In order to receive final approval of the conditional use and for any other permits that may need to be issued for your project, the following conditions shall be met:

**Please contact William Sullivan of the Fire Department at (608) 261-9658 if you have any questions regarding the following one (1) item:**

1. Fire sprinkler protection will be required if the number of residents exceeds (5). Provide the number of clients staying at one time.

**Please contact Julius Smith of the City Engineering Division – Mapping Section at (608) 264-9276 if you have any questions regarding the following six (6) items:**

2. A Public Storm Sewer Easement Granted to the City is required at the Northwest corner of the Parcel over existing City Storm Sewer facilities.

Coordinate with Julius Smith of Engineering Mapping ([jsmith4@cityofmadison.com](mailto:jsmith4@cityofmadison.com), 608-264-9276) for further information.

3. Note: There is fencing shown along the shared drive, however both parcels using the shared drive area appear to have their own access to Monona Drive. The owner/developer are

responsible for any agreements, permissions or releases that may or may not be necessary for the termination of the unknown private connection that exists.

4. Identify on the plans the lot and block numbers of recorded Certified Survey Map or Plat.
5. The site plan shall include all lot/ownership lines, existing building locations, proposed building additions, demolitions, parking stalls, driveways, sidewalks (public and/or private), existing and proposed signage, existing and proposed utility locations and landscaping.

There appears to be a business sign in the front of the site, along with a new shed (the old sheds removed) in the back, sidewalk to the Lake Edge Shopping Center, with a ramp connection and recent Tree removals not shown on the site plan provided.

6. Provide a full and complete legal description of the site or property being subjected to this application on the site plan.
7. Label all rooms with the proper use of room.

**Please contact Lisa McNabola of the Planning Division at (608) 243-0554 if you have any questions regarding the following three (3) items:**

8. The property at 4142 Monona Drive is located within the boundary of the Monona Drive burial site (DA-0561, BDA-0298). As such, any ground-disturbing work will need to secure a Request to Disturb permit from the Wisconsin Historical Society.

<https://www.wisconsinhistory.org/Records/Article/CS15239>

Contact Kim Cook at the Wisconsin Historical Society to secure the Request to Disturb permit.  
608-264-6493 \ [kimberly.cook@wisconsinhistory.org](mailto:kimberly.cook@wisconsinhistory.org)

9. The following information is provided for the reference of the applicant as many lakefront properties are associated with locations of Native effigy mounds and archaeological sites.

Burial Sites Preservation (§ 157.70):

(2r) Site Disturbance Prohibited. Except as provided under subs (4) and (5) and State Statute 157.111 and 157.112, no person may intentionally cause or permit the disturbance of a burial site or catalogued land contiguous to a catalogued burial site.

(3) Report of Disturbed Burial Sites. (a) Except as provided under s. 979.01, a person shall immediately notify the Wisconsin Historical Society (608-264-6502) if the person knows or has reasonable grounds to believe that a burial site or the cataloged land contiguous to a cataloged burial site is being disturbed or may be disturbed contrary to the requirements of subs. (4) and (5).

Many lakefront properties are associated with locations of Native American effigy mounds and archeological sites. This site is known to be very close to those associated with archeological and historic resources. The Burial Sites Preservation statute requires that the property owner contact the Wisconsin Historical Society to discuss the location of the proposed project and any possible disturbance of an archaeological or historic resource before the work commences. During the construction work, if a burial site disturbance occurs, the work shall stop immediately until the Wisconsin Historical Society is able to assess the site.

10. As part of securing the required Request to Disturb from the Wisconsin Historical Society, also copy the submittal to the Ho-Chunk National Tribal Historic Preservation Office. Contact at The Ho-Chunk Nation's National Tribal Historic Preservation Office: William Quackenbush. P. O. Box 667, Black River Falls, WI 54615. Phone: 715-284-7181 ext. 1121. Email: [bill.quackenbush@ho-chunk.com](mailto:bill.quackenbush@ho-chunk.com)

**Please contact Jenny Kirchgatter, Assistant Zoning Administrator at (608) 266-4429 if you have any questions regarding the following three (3) items:**

11. The adult family home shall comply with supplemental regulations MGO Section 28.151 for an Adult Family Home.
12. On the floor plans, label the proposed rooms on the main level and the rooms located in the lower

level. If interior floor plan changes or exterior building changes are proposed, provide updated floor plans and elevations.

13. Per Section 28.186(4)(b), the property owner or operator is required to bring the property into compliance with all elements of the approved site plans by the date established by the Zoning Administrator as part of the site and building plan approval. Work with Zoning staff to establish a final site compliance date.

**Please contact Sean Malloy of the Traffic Engineering Division at (608) 266-5987 if you have any questions regarding the following one (1) item:**

14. All parking facility design shall conform to MGO standards, as set in section 10.08(6).

**Please contact Kathleen Kane of the Parks Division at (608) 261-9761 if you have any questions regarding the following two (2) items:**

15. Park Impact Fees (comprised of the Park Infrastructure Impact Fee, per MGO Sec. 20.08(2)), and Park-Land Impact Fees, per MGO Sec. 16.23(8)(f) and 20.08(2) will be required for all new residential development associated with this project. This development is within the East Park-Infrastructure Impact Fee district. Please reference ID# 22033 when contacting Parks about this project.
16. Pursuant to MGO 20.08 (2)(c)2.d. the park impact fee may be reduced for multi-family dwelling units that are limited to occupancy by persons fifty-five (55) years of age or older by appropriated recorded restriction for a period of not less than thirty (30) years.

**Specific questions regarding the comments or conditions contained in this letter should be directed to the commenting agency.**

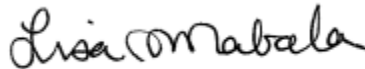
**Please now follow the procedures listed below for obtaining your conditional use:**

1. After the plans have been revised per the above conditions, please submit one (1) complete digital plan set in PDF format and any other supporting materials that are necessary, as specified in this letter to [sprapplications@cityofmadison.com](mailto:sprapplications@cityofmadison.com) (note: A 20MB email limit applies and multiple transmittals may be required). The sets of final revised plans or documents will be circulated by Zoning staff to the City department staff listed above for their final approval.
2. A check for the site plan review fee shall be mailed to the City of Madison Building Inspection Division; PO Box 2984; Madison, WI 53701-2984.
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 conditional use 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 266-4551.** If you have any questions or if I may be of any further assistance, please do not hesitate to contact my office at 243-0554 or [lmcnabola@cityofmadison.com](mailto:lmcnabola@cityofmadison.com).

Sincerely,



Lisa McNabola  
 Planner

LNDUSE-2022-00075			
For Official Use Only, Re: Final Plan Routing			
<input checked="" type="checkbox"/>	Planning Div.	<input checked="" type="checkbox"/>	Engineering Mapping Sec.
<input checked="" type="checkbox"/>	Zoning Administrator	<input checked="" 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"/>	Water Utility
<input type="checkbox"/>	Metro Transit	<input type="checkbox"/>	Other:

cc: Jenny Kirchgatter, Asst. Zoning Administrator  
 Julius Smith, Mapping Section  
 Sean Malloy, Traffic Engineering Division  
 Kathleen Kane, Parks Division

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

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_  
*Signature of Property Owner (if not the applicant)*