



Department of Planning & Community & Economic Development

## Planning Division

Katherine Cornwell, Director

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April 5, 2016

Neil and D'Ann Halleen  
1800 Waunona Way  
Madison, WI 53713

RE: Approval of a conditional to construct an accessory building on a lakefront lot at **1800 Waunona Way**

Dear Mr. and Ms. Halleen:

At its April 4, 2016 meeting, the Plan Commission, meeting in regular session, approved your conditional use application to construct an accessory building on a lakefront lot at **1800 Waunona Way**. In order to receive final approval of the conditional use and for permits to be issued, the following conditions must be met:

**Please contact Tim Troester, Engineering Division at 267-1995 if you have questions regarding the following two (2) items:**

1. Applicant shall revise plan to show City sanitary sewer location on plan as well as the City's sanitary sewer easement (DOC. 0861669). If sanitary sewer is not located within the existing sanitary sewer easement, the applicant shall dedicate a 15' sanitary sewer easement with the City sewer centered in the easement. See related comment from Engineering Mapping on the process of dedicating this easement.
2. Applicant shall show the regulatory floodplain elevation on the site plan of 847.7

**Please contact Jeff Quamme, Engineering Division-Mapping at 266-4097 if you have questions regarding the following two (2) items:**

3. The manhole located along the east side of the lot indicates that the sewer is not within the recorded easement per Doc No. 861699. Applicant shall have the surveyor show the location of the sanitary sewer through the lot. If the sewer is not adequately within the easement, a new easement shall be provided. A consent to occupy easement will also be required for the improvements that lie within the final easement area. If a new easement is determined necessary, a City of Madison Real Estate project will be required to create the easement document, obtain required approval(s) and record with the Register of Deeds. Coordinate with and provide legal descriptions and map exhibits to Jeff Quamme at [jquamme@cityofmadison.com](mailto:jquamme@cityofmadison.com) or 1600 Emil Street, Madison, WI 53703 (Ph. 608-266-4097).

4. Per the Wisconsin DNR, the ordinary High Water Mark for Lake Monona is 845.82. The site plan by Williamson Surveying shall be updated accordingly.

**Please contact Jenny Kirchgatter, Assistant Zoning Administrator at 266-4429 if you have questions regarding the following six (6) items:**

5. The boathouse must be setback a minimum of three (3) feet from the ordinary high water mark. Revise the site plan to show that the boathouse is setback a minimum of 3 feet from the ordinary high water mark.
6. Show the designated flood plain area on the site plan. Any construction within a flood plain shall meet flood proofing protection measures and such design shall be certified by a registered profession engineer or architect per Section 28.121(12).
7. Provide a complete inventory of shoreline vegetation in any area proposed for building, filling, grading or excavating. In addition, the development plan shall indicate those trees and shrubbery which will be removed as a result of the proposed development. The cutting of trees and shrubbery shall be limited in the strip thirty-five (35) feet inland from the normal waterline. On any zoning lot not more than thirty percent (30%) of the frontage shall be cleared of trees and shrubbery.
8. Provide lot coverage information for the area within thirty-five (35) feet of the Ordinary High Water Mark (OHWM). Lot coverage within thirty-five (35) feet of the OHWM shall not exceed twenty percent (20%). Public paths within this area shall not be included in the lot coverage limit.
9. Submit an erosion control plan with the final plan submittal. Filling, grading and excavation of the zoning lot may be permitted only where protection against erosion, sedimentation and impairment of fish and aquatic life has been assured.
10. Note: Boathouses shall not be constructed for human habitation.

**Please contact my office at 267-1150 if you have questions regarding the following three (3) items.**

11. That the final site plan submitted for staff review and approval depict vegetation within 35 feet of the shoreline and that this plan clearly identifies and vegetation to be removed, consistent with the information provided by the applicant.
12. That the final site plan submitted for staff review and approval accurately depicts the boathouse, deck and other improvements consistent with the details shown on other sheets.
13. That the final site plan submitted for staff review and approval accurately depicts existing and proposed grading information at and surrounding the building site and that the finished grade elevations be labeled at all building corners for staff approval.

**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 nine (9) 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. 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. This property is not in a wellhead protection district. 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. All wells located on this property shall be abandoned if no valid well operation permit has been obtained from the Madison Water Utility.
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.
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, 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 267-1150.

Sincerely,

Kevin Firchow, AICP  
 Planner

cc: Tim Troester, City Engineering Division  
 Jenny Kirchgatter

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. (Firchow)	<input checked="" type="checkbox"/>	Engineering Mapping Sec.
<input checked="" type="checkbox"/>	Zoning Administrator	<input checked="" type="checkbox"/>	Parks Division
<input checked="" type="checkbox"/>	City Engineering	<input type="checkbox"/>	Urban Design Commission
<input checked="" type="checkbox"/>	Traffic Engineering	<input type="checkbox"/>	Recycling Coord. (R&R)
<input checked="" type="checkbox"/>	Fire Department	<input checked="" type="checkbox"/>	Other: METRO