



Department of Planning & Community & Economic Development

## Planning Division

Katherine Cornwell, Director

Madison Municipal Building, Suite LL-100

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November 18, 2015

Leah Kornish  
SOAR Case Management Services, Inc.  
2025 Atwood Avenue  
Madison, Wisconsin 53704

RE: Approval of a conditional use to convert a single-family residence into a peer-run respite facility (counseling and community service organization) at 2649 Milwaukee Street (LNDUSE-2015-00052).

Dear Ms. Kornish;

At its November 16, 2015 meeting, the Plan Commission found the standards met and **approved** your conditional use for 2649 Milwaukee Street. The conditions of approval in the following sections shall be satisfied prior to issuance of building or occupancy permits for the approved conditional use.

**Please contact Dennis Cawley of the Madison Water Utility at 261-9243 if you have any questions regarding the following item:**

- 1.) Note: All operating private wells shall be identified and permitted and any unused private wells shall be abandoned by the Madison Water Utility in accordance with MGO Section 13.21.

**Please contact Bill Sullivan of the Madison Fire Department at 261-9658 if you have any questions regarding the following two (2) items:**

- 2.) Based on the maximum number of up to guests (3), the Madison Fire Department supports this project following the Wisconsin Uniform Dwelling Code.
- 3.) Ensure that smoke alarms comply with MGO Section 34.907(b).

**Please contact my office at 261-9632 if you have any questions about the following item:**

- 4.) This conditional use approval shall be limited to a peer-run respite facility for up to 3 adult guests staying a maximum of 5 nights each as described in the letter of intent submitted with the conditional use application. No counseling or support services shall be offered to other than the on-site resident guests without approval of an alteration to the conditional use by the Plan Commission following a duly noticed public hearing. No change in operator shall be allowed without Plan Commission 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 permits for your project:**

1. This letter shall be signed by the applicant and property owner (if not the applicant) to acknowledge intent to comply with the conditions of approval contained herein. The signed letter shall be returned to the Zoning Administrator in Room LL-100, Madison Municipal Building, 215 Martin Luther King, Jr. Boulevard when requesting building or occupancy permits for the conditional use.
2. Approval of the plans for this project does not include any approval to prune, remove or plant trees in the public right of way. Permission for such activities must be obtained from the City Forester, 266-4816.
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. No alteration of a conditional use shall be permitted unless approved by the Plan Commission provided, however, the Zoning Administrator following consideration by the alderperson of the district, may approve 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 Plan Commission and the conditional use standards. This approval shall become null and void one (1) 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 6 months of the issuance of said building permit. Where the plans have not been altered from the Plan Commission's approval, and the conditional use has expired, the Director of Planning and Community and Economic Development may, after consultation with the Alderperson of the District, approve an extension for up to 24 months from the expiration date. The Plan Commission shall retain jurisdiction over this matter for the purpose of resolving complaints against the approved conditional use permit.

If you have any questions regarding obtaining your building permits, 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 261-9632.

Sincerely,

Timothy M. Parks  
Planner

cc: Brenda Stanley, City Engineering Division  
Jenny Kirchgatter, Asst. Zoning Admin.  
Dennis Cawley, Madison Water Utility  
Bill Sullivan, Madison Fire Department

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

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

\_\_\_\_\_  
*Signature of Property Owner  
(If Not Applicant)*