



Department of Planning & Community & Economic Development  
**Planning Division**

Website: [www.cityofmadison.com](http://www.cityofmadison.com)

Madison Municipal Building  
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P.O. Box 2985  
Madison, Wisconsin 53701-2985  
TDD 608 266-4747  
FAX 608 266-8739  
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June 21, 2011

Stephen & Catherine Cairns  
Sweet Homes  
1312 Spaight Street  
Madison, Wisconsin 53703

RE: Approval of a major alteration to an existing conditional use to allow an existing residential building at 729 E. Gorham Street containing a lodging house and efficiency apartment to be converted to a three-unit apartment building.

Dear Mr. & Mrs. Cairns;

At its June 20, 2011 meeting, the Plan Commission found the standards met and **approved** your conditional use application to allow conversion of a residential building at 729 E. Gorham Street into a three-unit apartment building, subject to the conditions below. In order to receive final approval of the conditional use and for permits for to be issued for the project, the conditions that follow shall be met.

**Please contact Janet Dailey, City Engineering Division, at 261-9688 if you have questions regarding the following four (4) items:**

1. Clarify on the plan whether the bike rack is placed on impervious or pervious surface. Also indicate what the resultant surface will be along the NE side of the dwelling unit.
2. Coordinate any necessary site address changes with City Engineering Division Mapping Section staff.
3. Include existing building dimensions on the site plan.
4. In accordance with MGO 10.34 – Street Numbers: Submit a PDF of each floor plan to the Engineering Mapping Section (Lori Zenchenko), [lzenchenko@cityofmadison.com](mailto:lzenchenko@cityofmadison.com) so that a preliminary interior addressing plan can be developed. If there are any changes pertaining to the location of a unit, the deletion or addition of a unit, or to the location of the entrance into any unit, (before, during or after construction) the addresses may need to be changed. The interior address plan is subject to the review and approval of the Fire Marshal.

**Please contact Pat Anderson, Assistant Zoning Administrator, at 266-5978 if you have questions regarding the following item:**

5. Provide 3 bike parking stalls in a safe and convenient location on an impervious surface to be shown on the final plan. Note: A bike-parking stall is two feet by six feet with a five-foot access area. Structures that require a user-supplied locking device shall be designed to accommodate U-shaped locking devices. The bike racks shall be securely anchored to the ground or building to prevent the racks from moving.

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

6. That the applicant provide a fire alarm system per IBC 907.
7. MFD recommends the installation of automatic fire sprinklers in accordance with NFPA 13R.

The applicant shall contact Kay Rutledge in the Parks Division at 266-4714 prior to the issuance of building permits to determine what park impact fees, if any, are required to be paid as part of the proposed conversion.

This property is in a Wellhead Protection District. The proposed use is permitted in the district. Any proposed future change in the use of this property shall be reviewed by the Water Utility General Manager or his designee.

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 permit:

1. Please revise your plans per the above conditions and submit **eight (8) 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.
2. This letter shall be signed by the applicant and property owner (if not 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 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: Janet Dailey, City Engineering Division  
 Pat Anderson, Asst. Zoning Administrator  
 Bill Sullivan, Madison Fire Department  
 Dennis Cawley, Madison Water Utility

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

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*Signature of Applicant*

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*Signature of Property Owner (If Not Applicant)*

For Official Use Only, Re: Final Plan Routing			
<input checked="" type="checkbox"/>	Planning Div. (T. Parks)	<input checked="" type="checkbox"/>	Engineering Mapping Sec.
<input checked="" type="checkbox"/>	Zoning Administrator	<input 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 type="checkbox"/>	Other: