



Department of Planning & Community & Economic Development

Planning Division

Heather Stouder, Director

126 S. Hamilton Street
P.O. Box 2985
Madison, Wisconsin 53701-2985
Phone: (608) 266-4635
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www.cityofmadison.com

February 20, 2018

Susanne Orenkamp
6406 Westin Drive
Madison, WI 53719

RE: Legistar #50105; Accela 'LNDUSE-2018-00007' -- Approval of a conditional use to allow a home occupation at **6406 Westin Drive**.

Dear Ms. Orenkamp:

At its February 19, 2018 meeting, the Plan Commission, meeting in regular session, found the standards met and approved your conditional use request to allow a home occupation with an employee not living at the residence within the lower level at **6406 Westin Drive**. In order to receive final approval of the conditional use to allow the home occupation, and for any permits that may need to be issued for your project, the following conditions shall be met:

Please contact Jenny Kirchgatter, Assistant Zoning Administrator, at 266-4429 if you have any questions regarding the following one (1) item:

1. On the floor plan, identify the area of the home occupation within the lower level of the residence and label the rooms devoted to the home occupation.
2. The home occupation shall comply with Supplemental Regulations Section 28.151 for a Home Occupation. The occupation shall be clearly incidental and secondary to the principal use of the dwelling for dwelling purposes so as to protect the integrity and residential character of neighborhood. The only exterior indication of the home occupation shall be a non-illuminated nameplate a maximum of two (2) square feet in area.

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:

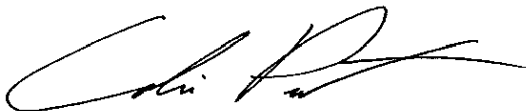
1. Please revise your plans per the above conditions and submit **two (2) copies** of a complete, fully dimensioned and scaled plan set to the Zoning Administrator for final review and comment. Also be sure to include any additional materials requested by these departments for their approval prior to 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, **126 S. Hamilton Street**. This submittal shall all also include one

complete digital plan set in PDF format. 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 letter shall be signed by the applicant to acknowledge the conditions of approval and returned to the Zoning Administrator when requesting conditional use approval.
3. 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.
4. 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.
5. 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 243-0455.

Sincerely,



Colin Punt
 Planner

I hereby acknowledge that I understand and will comply with the above conditions of approval for conditional use.	
_____ <i>Signature of Applicant</i>	
_____ <i>Signature of Property Owner (if not the applicant)</i>	

cc: Jenny Kirchgatter,
 Asst. Zoning Administrator

LNDUSE-2018-00007			
For Official Use Only, Re: Final Plan Routing			
<input type="checkbox"/>	Planning Div. (Punt)	<input type="checkbox"/>	Engineering Mapping Sec.
<input checked="" type="checkbox"/>	Zoning Administrator	<input type="checkbox"/>	Parks Division
<input type="checkbox"/>	City Engineering	<input type="checkbox"/>	Urban Design Commission
<input 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: