



Department of Planning & Community & Economic Development

Planning Division

Katherine Cornwell, Director

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October 22, 2015

Loren Imhoff
Loren Imhoff Homebuilder
PO Box 620795
Middleton, WI 53560

RE: Approval of a conditional use for an accessory structure on a lakefront lot at **617 Woodward Drive**

Dear Mr. Imhoff:

At its October 19, 2015 meeting, the Plan Commission, meeting in regular session, approved your client's conditional use request for an accessory structure on a lakefront lot at 617 Woodward Drive. In order to receive final approval of the conditional use and for permits to be issued, the following conditions must be met.

Please contact Brenda Stanley, City Engineering Division at 261-9127 if you have questions regarding the following item:

1. Applicant shall not alter existing drainage or adversely affect adjacent properties with drainage discharge.
2. All outstanding Madison Metropolitan Sewerage District (MMSD) charges are due and payable prior to Engineering sign-off, unless otherwise collected with a Developer's / Subdivision Contract. Contact Mark Moder (608-261-9250) to obtain the final MMSD billing a minimum of two (2) working days prior to requesting City Engineering signoff. (MGO 16.23(9)(d)(4))
3. The site plan shall be revised to show all existing public sanitary sewer facilities in the project area as well as the size, invert elevation, and alignment of the proposed service. (POLICY)
4. All work in the public right-of-way shall be performed by a City licensed contractor. (MGO 16.23(9)(c)5) and MGO 23.01)
5. The applicant shall replace all sidewalk and curb and gutter which abuts the property which is damaged by the construction or any sidewalk and curb and gutter which the City Engineer determines needs to be replaced because it is not at a desirable grade regardless of whether the condition existed prior to beginning construction. (POLICY)
6. All damage to the pavement on Woodward Dr., adjacent to this development shall be restored in accordance with the City of Madison's Pavement Patching Criteria. For additional information please see the following link: <http://www.cityofmadison.com/engineering/patchingCriteria.cfm> (POLICY)

Please contact Jeff Quamme, City Engineering Division (Mapping) at 266-4097, if you have questions regarding the following item:

7. The site plan shall identify and show all lot and block numbers of recorded Plat.

Please contact Jenny Kirchgatter, Assistant Zoning Administrator at 266-4429 if you have questions regarding the following two (2) items:

8. Applicant shall submit site plan drawn to scale and showing all setback measurements prior to obtaining zoning approval. Current scale of 1" = 20' is not accurate.
9. Upstairs area not to be used as an accessory dwelling unit unless conditional use approval is obtained.

Please contact Janet Schmidt, Parks Division at 261-9866 if you have questions regarding the following item:

10. There is one 22" Hackberry tree to protect on the terrace for this project . Please include the following note on the site plan: Contractor shall install tree protection fencing in the area between the curb and sidewalk and extend it at least 5 feet from both sides of the tree along the length of the terrace. No excavation is permitted within 5 feet of the outside edge of a tree trunk. If excavation within 5 feet of any tree is necessary, contractor shall contact City Forestry (266-4816) prior to excavation to assess the impact to the tree and root system. Tree pruning shall be coordinated with City Forestry. Tree protection specifications can be found in section 107.13 of City of Madison Standard Specifications for Public Works Construction - <http://www.cityofmadison.com/business/pw/documents/StdSpecs/2013/Part1.pdf>

Please contact Bill Sullivan, Madison Fire Department at 261-9658 if you have questions regarding the following item:

11. Due to the living area, Madison Fire Department RECOMMENDS the installation of a residential fire sprinkler system in accordance with NFPA 13D and SPS 382.40(3)(e). Additional information is available at the Home Fire Sprinkler Coalition website: <http://www.homefiresprinkler.org/Consumer/ConsHome.html>

Please contact my office at 267-1150 if you have questions regarding the following two (2) items:

12. That the plans submitted for final sign-off accurately depict the location of the driveway, location of any trees that will be removed, and the location of other site improvements, such as fences, that are intended to remain.
13. Prior to sign-off of this conditional use and the issuance of permits, the applicant shall provide evidence that the Wisconsin Historical Society has provided their required approvals. The property owner shall contact Chip Brown at chip.brown@wisconsinhistory.org.

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 seven (7) 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. 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 property is not in a wellhead protection district. All wells located on this property shall be abandoned if no valid well operation permit has been obtained from the Madison Water Utility. The Water Utility will not need to sign off the final plans, and will not need a copy of the approved plans.
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. No alteration of a conditional use shall be permitted unless approved by the Plan Commission provided, however, 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 267-1150.

Sincerely,

Kevin Firchow, AICP
Planner

cc: Brenda Stanley, City Engineering Division
Bill Sullivan, Fire Department
Jenny Kirchgatter, Zoning
Janet Schmidt, Parks Division

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 type="checkbox"/> | Traffic Engineering | <input type="checkbox"/> | Recycling Coord. (R&R) |
| <input checked="" type="checkbox"/> | Fire Department | <input type="checkbox"/> | Other: |