



Location
633 North Frances Street

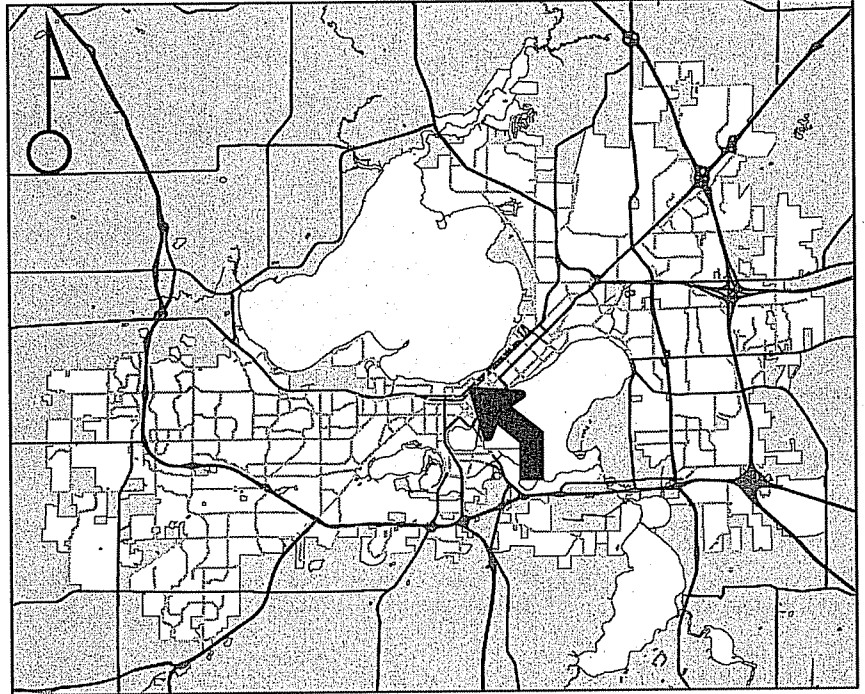
Project Name
The French House Dining Facility

Applicant
Andrew Irving – The French House, Inc.

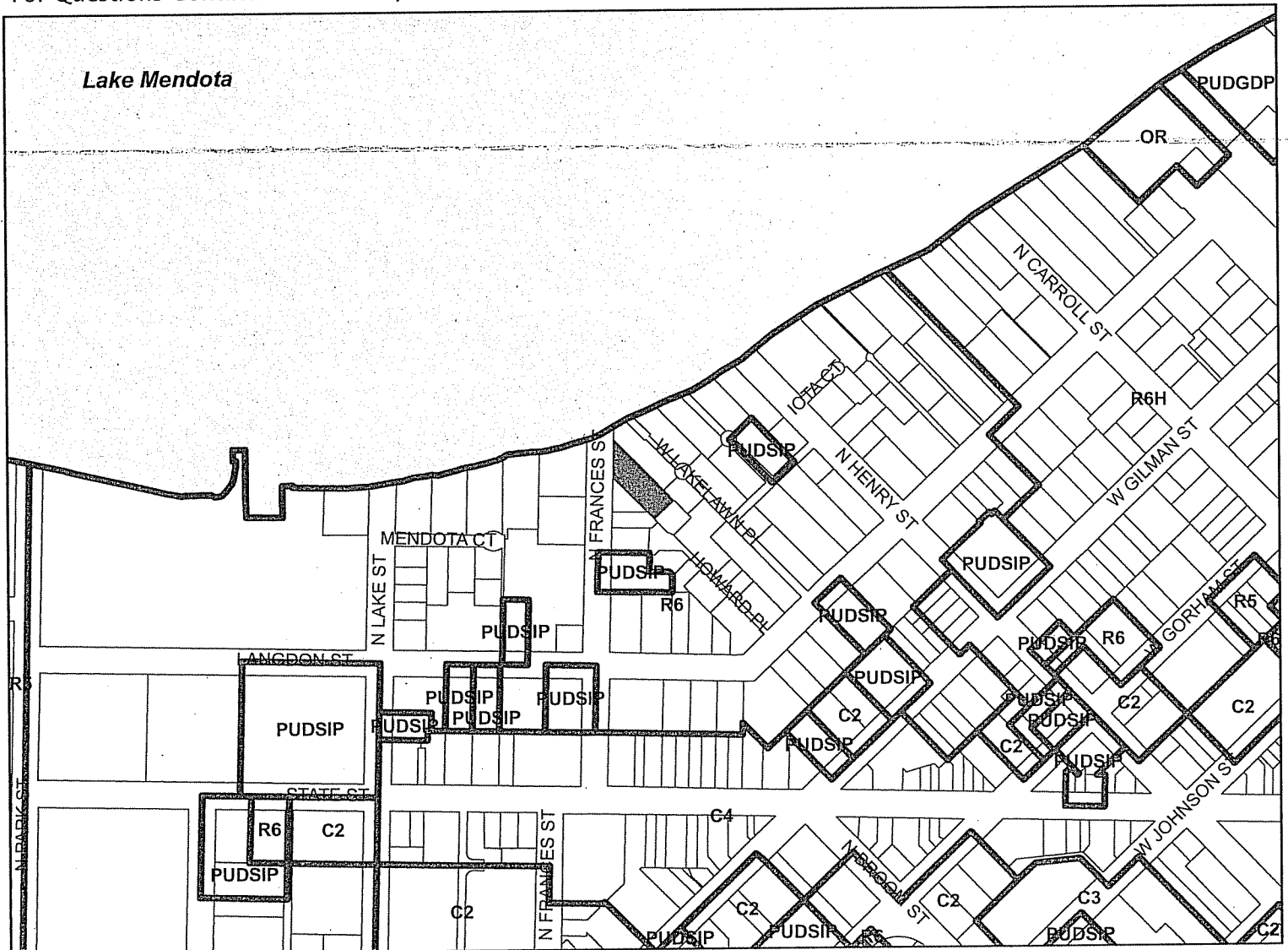
Existing Use
Private Student Residence Hall

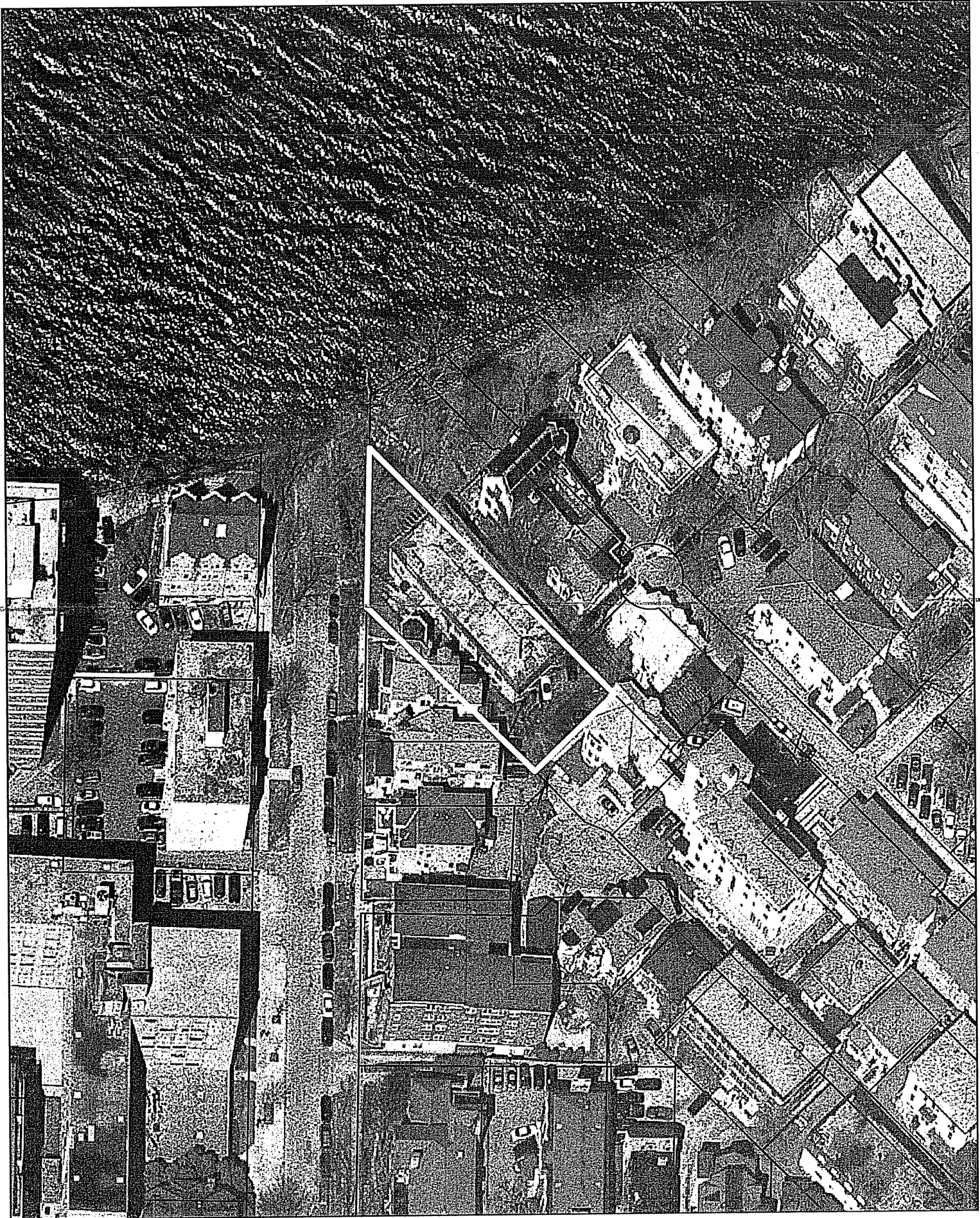
Proposed Use
Restaurant in Residence Hall

Public Hearing Date
Plan Commission
09 April 2007



For Questions Contact: Brian Grady at: 261-9980 or bgrady@cityofmadison.com or City Planning at 266-4635





LAND USE APPLICATION

Madison Plan Commission

215 Martin Luther King Jr. Blvd; Room LL-100
 PO Box 2985; Madison, Wisconsin 53701-2985
 Phone: 608.266.4635 | Facsimile: 608.267.8739

- The following information is required for all applications for Plan Commission review.
- Please read all pages of the application completely and fill in all required fields.
- This application form may also be completed online at www.cityofmadison.com/planning/plan.html
- All zoning application packages should be filed directly with the Zoning Administrator's desk.
- All applications will be reviewed against the applicable standards found in the City Ordinances to determine if the project can be approved.

FOR OFFICE USE ONLY:

Amt. Paid N/A Receipt No. _____
 Date Received 2-20-07
 Received By RT
 Parcel No. 0709-144-1901-9
 Aldermanic District 8, AUSTIN King
 GQ Waterfront
 Zoning District R6
For Complete Submittal
 Application Letter of Intent
 IDUP NA Legal Descript.
 Plan Sets Zoning Text NA
 Alder Notification _____ Waiver
 Ngrbrhd. Assn Not. _____ Waiver
 Date Sign Issued 2-20-07

1. Project Address: 633 N Frances Street **Project Area in Acres:** 0.2739
Project Title (if any): The French House dining facility

2. This is an application for: (check at least one)

<input type="checkbox"/> Zoning Map Amendment (check only ONE box below for rezoning and fill in the blanks accordingly)		
<input type="checkbox"/> Rezoning from _____ to _____	<input type="checkbox"/> Rezoning from _____ to PUD/PCD-SIP	
<input type="checkbox"/> Rezoning from _____ to PUD/PCD-GDP	<input type="checkbox"/> Rezoning from PUD/PCD-GDP to PUD/PCD-SIP	
<input checked="" type="checkbox"/> Conditional Use	<input type="checkbox"/> Demolition Permit	<input type="checkbox"/> Other Requests (Specify): _____

3. Applicant, Agent & Property Owner Information:

Applicant's Name: Andrew Irving Company: The French House, Inc.
 Street Address: 633 N Frances St. City/State: Madison, WI Zip: 53703
 Telephone: (608) 256-1113 Fax: (608) 256-4222 Email: atirving@wisc.edu
 Project Contact Person: Andrew Irving Company: same
 Street Address: same City/State: _____ Zip: _____
 Telephone: () same Fax: () Email: _____
 Property Owner (if not applicant): The French House, Inc.
 Street Address: same City/State: _____ Zip: _____

4. Project Information:

Provide a general description of the project and all proposed uses of the site: To comply with city code, a certificate of occupancy is requested for a restaurant. The French House, primarily a private student residence hall, also provides meals to French-speaking visitors and students. Meals are offered more or less at cost.

Development Schedule: Commencement on-going Completion

CONTINUE →

5. Required Submittals:

Site Plans submitted as follows below and depicts all lot lines; existing, altered, demolished or proposed buildings; parking areas and driveways; sidewalks; location of any new signs; existing and proposed utility locations; building elevations and floor plans; landscaping, and a development schedule describing pertinent project details:

- **Seven (7) copies** of a full-sized plan set drawn to a scale of one inch equals 20 feet (collated and folded)
- **Seven (7) copies** of the plan set reduced to fit onto 11 inch by 17 inch paper (collated, stapled and folded)
- **One (1) copy** of the plan set reduced to fit onto 8 ½ inch by 11 inch paper

Letter of Intent: Twelve (12) copies describing this application in detail but not limited to, including: existing conditions and uses of the property; development schedule for the project; names of persons involved (contractor, architect, landscaper, business manager, etc.); types of businesses; number of employees; hours of operation; square footage or acreage of the site; number of dwelling units; sale or rental price range for dwelling units; gross square footage of building(s); number of parking stalls, etc.

Legal Description of Property: Lot(s) of record or metes and bounds description prepared by a land surveyor.

Filing Fee: \$ waived See the fee schedule on the application cover page. Make checks payable to: *City Treasurer*.

IN ADDITION, THE FOLLOWING ITEMS MAY ALSO BE REQUIRED WITH YOUR APPLICATION; SEE BELOW:

For any applications proposing demolition of existing (principal) buildings, photos of the structure(s) to be demolished shall be submitted with your application. Be advised that a *Reuse and Recycling Plan* approved by the City's Recycling Coordinator is required to be approved by the City prior to issuance of wrecking permits.

A project proposing **ten (10) or more dwelling units** may be required to comply with the City's Inclusionary Zoning requirements outlined in Section 28.04 (25) of the Zoning Ordinance. A separate **INCLUSIONARY DWELLING UNIT PLAN** application detailing the project's conformance with these ordinance requirements shall be submitted concurrently with this application form. Note that some IDUP materials will coincide with the above submittal materials.

A *Zoning Text* must accompany **all** Planned Community or Planned Unit Development (PCD/PUD) submittals.

FOR ALL APPLICATIONS: All applicants are required to submit copies of all items submitted in hard copy with their application (including this application form, the letter of intent, complete plan sets and elevations, etc.) as **INDIVIDUAL** Adobe Acrobat PDF files compiled either on a non-returnable CD to be included with their application materials, or in an e-mail sent to pcapplications@cityofmadison.com. The e-mail shall include the name of the project and applicant. Applicants who are unable to provide the materials electronically should contact the Planning Unit at (608) 266-4635 for assistance.

6. Applicant Declarations:

Conformance with adopted City plans: Applications shall be in accordance with all adopted City of Madison plans:

→ The site is located within the limits of _____ Plan, which recommends: _____ for this property.

Pre-application Notification: Section 28.12 of the Zoning Ordinance requires that the applicant notify the district alder and any nearby neighborhood or business associations by mail no later than **30** days prior to filing this request:

→ List below the Alderperson, Neighborhood Association(s), Business Association(s) AND dates you sent the notices:
Alderperson Austin King supports this application. Please see attached waiver regarding notification.

If the alder has granted a waiver to this requirement, please attach any such correspondence to this form.

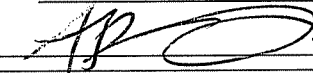
Pre-application Meeting with staff: Prior to preparation of this application, the applicant is required to discuss the proposed development and review process with Zoning Counter and Planning Unit staff; note staff persons and date.

Planner Bill Roberts Date 10/25/06 | Zoning Staff Matt Tucker Date 10/25/06


The signer attests that this form has been completed accurately and all required materials have been submitted:

Printed Name Andrew Irving, Director / Secretary

Date Feb 20, 2007

Signature 

Relation to Property Owner employee

Authorizing Signature of Property Owner 

Date Feb 20, 2007

Andrew Irving, Director, Secretary: The French House



TO: City of Madison Plan Commission
RE: **Conditional Use Permit** application
The French House, 633 N Frances St., Madison
DATE: February 20, 2007

The French House, Inc. is requesting a Conditional Use permit for our dining facility located within the French House at 633 North Frances St.

The French House, Inc. is a 501 (c) 3 corporation, incorporated in 1922. The corporation was founded by French professors at the UW-Madison. While it is a separate entity from the University, it has always operated as an outreach program through the Department of French and Italian. The Director is appointed by the Department; his duties are 50% administration of the French House, and 50% teaching and other academic administration.


Since its first year in operation, the French House has been open to French-speaking campus and community guests who come to the French House to speak French in an immersion environment and to sometimes share a meal with its residents.

In 1965, the French House moved to its current location at 633 N Frances St. Andrew Irving, upon assumption of his duties as Director in the fall of 1995, spoke with a sanitation officer of Madison's Environmental Health Services to be certain that the facility was working within governance of city code. He was told at that time that because the principal function of the French House was *not* selling meals, and that the income from those meals was relatively small, the French House was in fact operating in accordance with city code. Unfortunately Andrew did not keep record of this call.

However, in May of 2006, Madison's Environmental Health Services insisted that the French House obtain a food and beverage permit because the house was selling meals to the public. Despite a disagreement between the French House and Health Services about the House's true need for this permit, the French House agreed to comply and immediately took the necessary steps to obtain the permit. The kitchen and dining facility passed inspection by Health Services (with a few minor violations that were corrected). Inspections were also conducted by Building and Fire; both *signed-off* on the permit. What remains is approval from Zoning. Therefore, in an effort to comply with the necessities of the food & beverage permit, the French House requests a Conditional Use permit to continue to offer meals to its guests.

Please note that our request has the full support of our Alderperson Austin King.

On behalf of the French House, I thank you for your time and consideration.


Andrew T. Irving
Director

Please see next page for detailed information.

1. **Existing conditions and uses of property:** The French House is home to roughly 30 UW-Madison students each academic year; these students must speak French while in the house and take their meals together in our dining facility. The French House also hosts meetings for the Department of French and Italian, gatherings of the French club (including its movie club), occasional music recitals, and other get-togethers related to its mission of supporting French on campus and in the community.

An on-going activity of the French House is to open its doors to the campus and community so that native francophones and those would like to improve their French skills can share a meal with our residents in an educational immersion environment. Meals offered to the public occur only when classes are in session (15 weeks per semester, 2 semesters per year). They include weekly Wednesday dinners and Friday lunches (served buffet-style). Prices for these meals remain relatively inexpensive because our goal is *not* to make a profit. Currently Wednesday dinner is \$9.00 (\$8.00 for students) and Friday lunch is \$7.00 (\$6.00 for students); the meal includes a main course, salad, dessert & beverage (coffee, water, milk, tea).

Students enrolled in UW-Madison's French 301/302, a conversational French course, meet at the French House over the noon hour and are invited (but not required) to dine with the French House residents. The cost is a reduced \$4.00 - \$5.00 per lunch.

Please note:

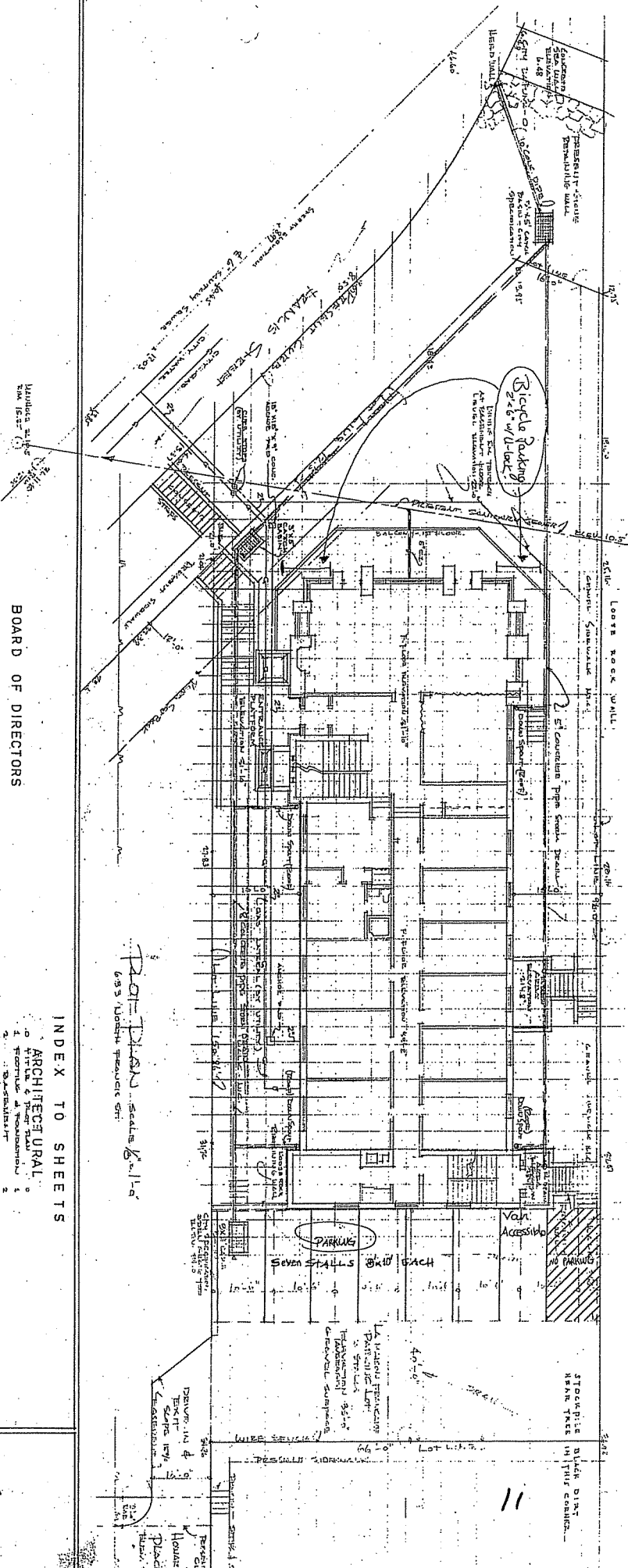
All outside guests gain access to the French House through the **same lobby entrance**. The "restaurant" portion does not have its own entrance.

There is **no outside advertising**. The words "La Maison Française" are displayed very discretely to the left of the entrance door. That text is barely legible from the sidewalk or street.

The French House has **no plans to add additional services or expanded food operations** in the event that this conditional use permit be accepted.

2. **Development schedule for the project:** This "project" is currently on-going because the French House has been operating as described above at its present location since 1965. Prior to 1965, similar operations were in place yet no specific record is available (as of yet). Acting in good faith, and unaware that a good & beverage permit was necessary, the French House is now trying to comply with city code as soon as possible.
3. **Names of persons involved (business manager):**
 - a. Andrew Irving, Director, Secretary, French House committee and Board of Directors, Professor of French, Department of French and Italian, UW-Madison.
 - b. Steven Winspur, President, French House committee and Board of Directors, Professor of French, Department of French and Italian, UW-Madison.
 - c. Connie Skala, Treasurer, Skala & Associates (accounting), Madison, WI.
4. **Types of business:** The French House, Inc. is a 501 (c) 3 corporation whose primary purpose is to provide housing and meals to French-speaking UW-Madison students.
5. **Number of employees:** The French House currently employs three cooks, four kitchen staff personnel (student workers), a housekeeper, and a part-time administrative assistant.
6. **Hours of operation:** As a residence hall, the French House is open for student occupancy from roughly August 15 to May 31. Meals are only served when UW-Madison classes are in session. The dining facility is open to the public during the academic year on Wednesday evenings (6:00pm) and Friday lunches (12:15pm). The French House organizes two formal dinners each year in addition to the Wednesday dinners mentioned above.
7. **Square footage or acreage of the site:** 0.2739 acres
8. **Number of dwelling units:** 24 units (13 single, 10 double dormitory-style rooms, one studio apartment)
9. **Gross square footage of building:**
 - a. Building = 11,664 square feet
 - c. Dining room (within building) = 648 square feet

10. **Loading and Delivery:** The loading and delivery of provisions is from the rear of the building to the right of the parking lot.
11. **Number of parking stalls:** 6 (1 stall will be van accessible, i.e. 8' wide with 5' wide access aisle).
12. **Bicycle access and parking:** There are two 2' x 6' U-lock bicycle racks on the sidewalk level of the house, each with ample space to maneuver behind them.



Scale 1/8" = 1'-0"

BOARD OF DIRECTORS

- PROF JULIAN HARRIS PR.
- MRS. RAYMOND ROARK
- MISS LAURA JOHNSON
- MRS. GEO. H. JOHNSON
- PROF WILLIAM BANDY
- PROF RICHARD SWITZER SEC.
- TIMOTHY BROWN, RETIRED
- CHIEF JUSTICE WILSON SHREVE CT.

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- 15 LIGHTING
- 16 ACCESSORIES

HEATING AND VENTILATION
BUILDING PLANS
CONDITIONALITY
APPROVED

NO SET

A RESIDENCE FOR
LA MAISON FRANCAISE
KAISER & MCLEOD
ARCHITECT ENGINEER ASSOCIATION
3407 CIRCLE CLOSE MADISON WIS

APPROVED
DATE 10/15/34
ARTHUR M. KAISER
WILLIAM A. MCLEOD



NOTED: This drawing shall be read and interpreted in conjunction with the specifications and conditions of contract. The architect's responsibility is limited to the design and construction of the building and its mechanical, electrical and plumbing systems. The architect does not assume any responsibility for the design and construction of the foundation, structure, or other parts of the building not shown on these drawings.