



Department of Planning & Community & Economic Development

## Planning Division

William Fruhling, Acting Director

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March 26, 2024

Kelly Hensler  
knh studio  
4105 Yuma Drive  
Madison, WI 53711

RE: Legistar ID 82113; Accela 'LNDUSE-2024-00013' -- Approval of a conditional uses for an accessory buildings exceeding 1000 square feet at 620 Cedar Street

Dear Kelly Hensler:

At its March 25 meeting, the Plan Commission, meeting in regular session, found the standards met and approved your conditional use request to construct a new accessory building exceeding 1000 square feet at **620 Cedar Street**. In order to receive final approval of the conditional use and for any other permits that may need to be issued for your project, the following conditions shall be met:

**Please contact Jacob Moskowitz, Assistant Zoning Administrator at (608) 266-4560 if you have any questions regarding the following two (2) items:**

1. The Accessory Dwelling Unit shall comply with the supplemental regulations Section 28.151. Prior to issuance of a building permit for the Accessory Dwelling Unit, the property owner shall execute a restrictive covenant providing that the Accessory Dwelling Unit may only be used when the property is owner-occupied. The form of the restrictive covenant shall be approved by the Zoning Administrator and City Attorney's Office and shall be recorded with the Dane County Register of Deeds.
2. Show the height of the proposed building on the elevations. The maximum height is 25 ft. Height is the average of the height of all building facades. For each facade, height is measured from the midpoint of the existing grade to the highest point on the roof of the building or structure. No individual facade shall be more than fifteen percent (15%) higher than the maximum height of the zoning district.

**Please contact Tim Troester of the City Engineering Division at (608) 267-1995 if you have any questions regarding the following three (3) items:**

3. The proposed ADU will require sanitary sewer service. Applicant shall show on the plan how the ADU will be served. Sanitary sewer service for ADU can either can connect to the sewer lateral for primary building on the lot or a separate sanitary lateral can be installed into the street. If a new lateral is planned to be installed out to Cedar Street, a permit to excavate in the right of way will be required.

4. Prior to approval, this project shall comply with Chapter 37 of the Madison General Ordinances regarding stormwater management. The Storm Water Management Plan & Report shall include compliance with the following:  
Report: Submit prior to plan sign-off, a stormwater management report stamped by a P.E. registered in the State of Wisconsin.  
Electronic Data Files: Provide electronic copies of any stormwater management modeling or data files including SLAMM, RECARGA, TR-55, HYDROCAD, Sediment loading calculations, or any other electronic modeling or data files. If calculations are done by hand or are not available electronically, the hand copies or printed output shall be scanned to a PDF file and provided to City Engineering.  
(POLICY and MGO 37.09(2))Volume Control: Provide onsite volumetric control limiting the post construction volumetric discharge to the predevelopment discharge volume as calculated using the 10-year storm event.
5. If utility work is required out into Cedar Street, the applicant's contractor shall obtain a permit to excavated in the public right of way prior to commencing any work within the public right-of-way or before making any connections to City owned utilities. This permit is available online at <https://www.cityofmadison.com/engineering/permits/excavation-in-the-right-of-way-permit>

**Please contact Jeff Quamme of the City Engineering Division – Mapping Section at (608) 266-4097 if you have any questions regarding the following five (5) item:**

6. Contact the Madison Fire Department for information on if directional signage is needed for wayfinding to the ADU.
7. Identify on the site plan the dimensions, lot and block numbers of recorded Plat of Westlawn Addition to South Madison.
8. The site plan shall include all existing and proposed sewer and water utility locations serving the home and to serve the ADU.
9. Provide a full and complete legal description of the site or property being subjected to this application on the site plan.
10. The ADU requires an address. Since the adjacent property uses 622 Cedar St, the ADU will use an address of 620 Cedar St Apt 2. The site plan shall reflect a proper street address of the property as reflected by official City of Madison Assessor's and Engineering Division records.

**Please contact Matt Hamilton of the Fire Department at (608) 266-4457 if you have any questions regarding the following one (1) item:**

11. Madison Fire Department recommends the installation of a residential fire sprinkler system in accordance with NFPA 13D. Additional information is available at the Home Fire Sprinkler Coalition website: <https://homefiresprinkler.org/building-residential-fire-sprinklers>

**Please contact Ann Freiwald of the Parks Division at (608) 243-2848 if you have any questions regarding the following one (1) item:**

12. Park Impact Fees (comprised of the Park Infrastructure Impact Fee, per MGO Sec. 20.08(2)), and Park-

Land Impact Fees, per MGO Sec. 16.23(8)(f) and 20.08(2) will be required for all new residential development associated with this project. This development is within the Central Park-Infrastructure Impact Fee district. Please reference ID# 24012 when contacting Parks about this project.

**Please contact Jeff Belshaw of the Water Utility at (608) 261-9835 if you have any questions regarding the following one (1) item:**

13. The proposed development shall be connected to the existing water supply system downstream of the existing water meter, otherwise connected with a new lateral off the public water system. If extending existing water supply plumbing, provide Madison Water Utility with the total water supply fixture Unit count for both the existing structure and proposed development to determine if the existing water meter can accommodate total water supply requirements. Update plan to indicate which option will be used to supply the proposed development with water service. Contact Jeff Belshaw at [Jbelshaw@madisonwater.org](mailto:Jbelshaw@madisonwater.org) or 608-261-9835 for verification, otherwise a Water Service Application and a Water Meter Application will be required for a new lateral connection. Provide Madison Water Utility with the increased water supply fixture Unit count or flow rate requirements for the proposed development to determine if the existing water meter can accommodate total water supply requirements.

**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 demolition permit and conditional use:**

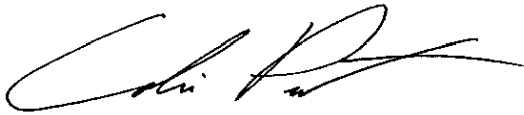
1. After the plans have been revised per the above conditions, please submit **one (1) complete digital plan set in PDF format** of complete, fully dimensioned, and to-scale plans; the appropriate site plan review application and [site plan review fee pursuant to Section 28.206](#) of the Zoning Code; and any other documentation requested herein to the Zoning Administrator at [SPRapplications@cityofmadison.com](mailto:SPRapplications@cityofmadison.com). (Note that that an individual email cannot exceed 20MB and it is the responsibility of the applicant to present files in a manner that can be accepted. Please email [zoning@cityofmadison.com](mailto:zoning@cityofmadison.com) regarding questions or if you need alternative filing options) The sets of final revised plans or documents will be circulated by 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 conditional use approval is valid for two (2) years 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

- cc: Jacob Moskowitz, Asst. Zoning Administrator  
 Tim Troester, City Engineering Division  
 Jeff Quamme, City Engineering Division – Mapping  
 Matt Hamilton, Fire Department  
 Ann Freiwald, Parks Division  
 Jeff Belshaw, Water Utility

I hereby acknowledge that I understand and will comply with the above conditions of approvals.

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*Signature of Applicant*

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*Signature of Property Owner (if not the applicant)*

LNDUSE-2024-00013			
For Official Use Only, Re: Final Plan Routing			
<input type="checkbox"/>	Planning Div. (Punt)	<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 checked="" type="checkbox"/>	Water Utility
<input type="checkbox"/>	Metro Transit	<input type="checkbox"/>	Other: Forestry