



Department of Planning & Community & Economic Development

Planning Division

Meagan Tuttle, Director

Madison Municipal Building, Suite 017
215 Martin Luther King Jr. Boulevard
Madison, Wisconsin 53703
Phone: (608) 266-4635
www.cityofmadison.com

December 3, 2024

Kevin Yeska
JSD Professional Services, Inc.
507 W Verona Avenue, Suite 500
Verona, Wisconsin 53593

RE: The applicant requests consideration of an alteration to an approved conditional use in a Campus-Institutional (CI) District without a campus master plan for the establishment, improvement, or modification of a primary use occurring outside of an enclosed building, to allow installation of various landscaping and gardening improvements and accessory structures associated with an existing hospital (UnityPoint Health-Meriter Child and Adolescent Psychiatry Facility) at 8102 Wellness Way and 8198 McKee Road. [LNDUSE-2024-00090; IDs [85651](#)]

Dear Kevin;

At its December 2, 2024 meeting, the Plan Commission **approved** your client's conditional use alteration request for the project located at 8102 Wellness Way and 8198 McKee Road, subject to the conditions in the following sections, which shall be satisfied prior to issuance of any City permits related to the project:

Please contact Timothy Troester of the City Engineering Division–Main Office at (608) 267-1995 if you have questions regarding the following two (2) items:

1. An Erosion Control Permit is required for this project. See Storm comments for permit specific details and requirements.
2. This project will disturb 4,000 sf or more of land area and require an Erosion Control Permit. Submit the Erosion Control Permit Application (with USLE calculations and associated fee) to Megan Eberhardt (west) at meberhardt@cityofmadison.com, or Daniel Olivares (east) at daolivares@cityofmadison.com, for approval. The permit application can be found on City Engineering's website at <http://www.cityofmadison.com/engineering/Permits.cfm>.

Demonstrate compliance with Section 37.07 and 37.08 of the Madison General Ordinances regarding permissible soil loss rates. Include Universal Soil Loss Equation (USLE) computations for the construction period with the erosion control plan. Measures shall be implemented in order to maintain a soil loss rate below 5.0 tons per acre per year. The WDNR provided workbook to compute USLE rates can be found online at <https://dnr.wi.gov/topic/stormwater/publications.html>

Please contact Jeff Quamme of the City Engineering Division–Mapping Section, at (608) 266-4097 if you have questions regarding the following two (2) items:

3. Another Amendment to the Street Easement is required to permit the proposed walkway, trees and storm pipe improvements to be placed within the easement area. Applicant shall be aware that these additional permitted improvements, as part of this required amendment, shall be subject to all of the terms of the existing easement. This includes that if the City of Madison should exercise its rights regarding the construction any public improvement amendment to it in the future, the City is not responsible to repair, replace, or otherwise compensate the applicant for the permitted improvements removed or disturbed. Coordinate with Jeff Quamme (jrquamme@cityofmadison.com) for the Real Estate project that will be required to accomplish the amendment.
4. Show accurately and label on all applicable sheets the Public Easement for Road Purposes per CSM No. 12283 and the Amendment per Document No. 5474794. The proposed improvements within this easement area need to be clearly seen.

Please contact Luke Peters of the Traffic Engineering Division at (608) 266-6543 if you have any questions regarding the following item:

5. Note: The applicant shall maintain the existing public easement for road purposes.

Please contact Jenny Kirchgatter of the Zoning Division at (608) 266-4429 if you have any questions regarding the following four (4) items:

6. Submit the landscape plan and landscape worksheet stamped by the registered landscape architect. Per Section 28.142(3) Landscape Plan and Design Standards, landscape plans for zoning lots greater than ten thousand (10,000) square feet in size must be prepared by a registered landscape architect.
7. Provide details for the existing gazebo and proposed garden shed and enclosed pavilion.
8. Verify whether new exterior site lighting is provided. Site lighting must comply with MGO Section 29.36 Outdoor Lighting Standards. If new exterior site lighting is provided, submit an exterior lighting plan and fixture cut sheets with the final plan submittal.
9. Per Section 28.186(4)(b), the property owner or operator is required to bring the property into compliance with all elements of the approved site plans by the date established by the Zoning Administrator as part of the site and building plan approval. Work with Zoning staff to establish a final site compliance date.

Please contact my office at cwells@cityofmadison.com or (608) 261-9135 if you have questions regarding the following two (2) items:

10. The applicant shall enter into all necessary agreements and/or amendment(s) to the existing Street Easement as required by City Engineering Mapping. The applicant may revise plans, for City Staff approval, to remove/relocate the improvements proposed outside of the easement area.

11. Advisory Note. This project may require approvals from the Capital Area Regional Planning Commission as portions of the subject property appear to be within a mapped environmental corridor.

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 permits for your project:

1. After the plans have been revised per the above conditions, please **one (1) complete digital plan set in PDF format** of complete, fully dimensioned, and to-scale plans; [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. (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 SPRApplications@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. The [site plan review fee pursuant to Section 28.206](#) can be mailed in, dropped in the drop box at the Madison Municipal Building, or you can make an appointment at the Zoning counter to pay the fee. Checks should be made out to "City Treasurer." If you mail in the check or use the drop box, please include the application form with the project address and contact information. Zoning staff typically suggest using the drop box or making an appointment with the Zoning counter to pay the fee as they are the quickest.

Mailing Address: City of Madison Building Inspection. P.O. Box 2984. Madison, WI 53701-2984

Drop Box Location: Madison Municipal Building, Doty Street Entrance. 215 Martin Luther King Jr Blvd. Madison, WI 53701-2984

Zoning Counter Appointment: <https://www.cityofmadison.com/dpced/bi/schedule-a-counter-appointment/3423/>

3. 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 conditional use approval. [Signature block on last page]
4. City Agencies who submitted conditions of approval will review your revised plans to verify that their conditions, along with any applicable requirements, have been satisfied. When the revised plans are submitted, the applicant will be emailed a hyperlink to a website to follow, in real time, which agencies have reviewed the revised documents, and signed off or need additional information.
5. Approval of plans for this project does not include any approval to prune, remove or plant trees in the public right-of-way. Permission for such activities must be obtained from the City Forester, (608) 267-4908.

6. 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. No alteration of a conditional use shall be permitted unless approved by the Plan Commission provided, however, the Zoning Administrator following consideration by the alderperson of the district, may approve 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 Plan Commission and the conditional use standards. This approval shall become null and void one (2) years 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 6 months of the issuance of said building permit. Where the plans have not been altered from the Plan Commission’s approval, and the conditional use has expired, the Director of Planning and Community and Economic Development may, after consultation with the Alderperson of the District, approve an extension for up to 12 months from the expiration date. 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 demolition permits, please contact the Zoning Administrator at (608) 266-4551. If you have any questions or if may be of any further assistance, please do not hesitate to contact my office at (608) 261-9135.

Sincerely,



Chris Wells
 Planner

<p>I hereby acknowledge that I understand and will comply with the above conditions of approval for this project.</p> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <p style="text-align: center;"><i>Signature of Applicant</i></p> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <p style="text-align: center;"><i>Signature of Property Owner (if not the applicant)</i></p>

cc: Timothy Troester, City Engineering Division
 Jeff Quamme, City Engineering Division–Mapping Section
 Luke Peters, Traffic Engineering Division
 Jenny Kirchgatter, Zoning Administrator

LNDUSE-2024-00090			
For Official Use Only, Re: Final Plan Routing			
<input checked="" type="checkbox"/>	Planning Div. (Wells)	<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"/>	Water Utility
<input type="checkbox"/>	Metro Transit	<input type="checkbox"/>	Forestry
<input type="checkbox"/>	Parking	<input type="checkbox"/>	Other: