



Department of Planning & Community & Economic Development

## Planning Division

Heather Stouder, Director

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October 6, 2017

Melissa Huggins  
Urban Assets  
807 E. Johnson St.  
Madison, WI 53703

RE: ID #47901; LNDUSE-2017-0082 – Approval of a Demolition Permit and Conditional Use to demolish an office building and construct an office building, an office/telecommunications center building, and two general commercial buildings with potential future food and beverage establishments with outdoor eating areas, as part of a multi-phase redevelopment project on land generally addressed as **302 S. Gammon Road**.

Dear Ms. Huggins:

At its October 2, 2017 meeting, the Plan Commission, meeting in regular session, found the standards met and **approved** your request for a Demolition Permit and Conditional Use to demolish the existing five-story office building located at 302 S. Gammon Rd. to construct an office building, an office/telecommunications building, and two general commercial buildings for future food and beverage use with outdoor eating areas, as part of a multi-phase redevelopment project on land generally addressed as **302 S. Gammon Road**. The related four-lot Certified Survey Map of the property is scheduled for review by the Common Council at its October 17, 2017 meeting.

In order to receive final approval of the Demolition Permit and Conditional Use, and for any necessary permits to be issued, the following conditions must be met:

**Please contact Tim Troester of the City Engineering Division at 267-1995 if you have questions regarding the following twenty-seven (27) items:**

1. The applicant shall make improvements to S Gammon Road and Mineral Point Road as determined by City Engineer.
2. The construction of this project will require that the applicant shall enter into a City / Developer agreement for the required infrastructure improvements. The applicant shall contact City Engineering to schedule the development of the plans and the agreement. The City Engineer will not sign off on this project without the agreement executed by the developer. Note: Obtaining a developer's agreement generally takes approximately 4-6 weeks, minimum.
3. 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))

4. 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.
5. Add Note to Plans: Contractor shall notify Ray Schneider (608)347-3628, rays@madsewer.org, 5 days prior to making the connection to the MMSD manhole to arrange for inspection of the connection. Sewer connection shall conform to all MMSD connection specification criteria. Contractor is responsible for taking out the MMSD connection permit as well as the permit connection fee (\$950.00, 2015 rate) if applicable.
6. This project falls in the area subject to increased erosion control enforcement as authorized by the fact that it is in a TMDL ZONE. The project will be expected to meet a higher standard of erosion control than the minimum standards set by the WDNR in order to comply with TMDL limits.
7. This project combines new development & redevelopment. Storm water management will include Rate Control, TSS control, Infiltration & Oil/Grease Control. The Applicant shall submit prior to plan sign-off, electronic copies of any Stormwater Management Files including:
  - a) SLAMM DAT files
  - b) RECARGA files
  - c) TR-55/HYDROCAD/Etc
  - d) Sediment loading calculations. 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. (POLICY and MGO 37.09(2))
8. This project appears to require construction dewatering. A dewatering plan shall be submitted to City Engineering as part of the Erosion Control Permit application and plan. If contaminated soil or groundwater conditions exist on or adjacent to this project additional WDNR, Public Health, and/or City Engineering approvals may be required prior to the issuance of the required Erosion Control Permit.
9. Submit a draft Stormwater Management Maintenance Agreement (SWMA) for review and approval that covers inspection and maintenance requirements for any BMP used to meet stormwater management requirements on this project. Include copies of all stormwater, utility, and detail plan sheets that contain stormwater practices on 8.5x14 size paper in the draft document. These drawings do not need to be to scale as they are for informational purposes only. Once City Engineering staff have reviewed the draft document and approved it with any required revisions submit a signed and notarized original copy to City Engineering. Include a check for \$30.00 made out to Dane County Register of Deeds for the recording fee. City Engineering will forward the document and fee for recording at the time of issuance of the stormwater management permit. Draft document can be emailed to Tim Troester (west) at [ttroester@cityofmadison.com](mailto:ttroester@cityofmadison.com), or Jeff Benedict at [jbenedict@cityofmadison.com](mailto:jbenedict@cityofmadison.com) final document and fee should be submitted to City Engineering.

10. The plan set shall be revised to show a proposed private internal drainage system on the site. This information shall include the depths and locations of structures and the type of pipe to be used.  
POLICY AND MGO 10.29
11. The applicant shall demonstrate compliance with Section 37.07 and 37.08 of the Madison General Ordinances regarding permissible soil loss rates. The erosion control plan shall include Universal Soil Loss Equation (USLE) computations for the construction period. Measures shall be implemented in order to maintain a soil loss rate below 5.0 tons per acre per year.
12. This site appears to disturb over one (1) acre of land and requires a permit from the WDNR for stormwater management and erosion control. The City of Madison has been required by the WDNR to review projects for compliance with NR216 and NR-151 however a separate permit submittal is still required to the WDNR for this work. The City of Madison cannot issue our permit until concurrence is obtained from the WDNR via their NOI or WRAPP permit process. Contact Eric Rortvedt at 273-5612 of the WDNR to discuss this requirement.
13. This project will require a concrete management plan as part of the erosion control plan to be reviewed and approved by the City Engineer's Office.
14. The lots within this site plan are inter-dependent upon one another for stormwater runoff conveyance, and/or a private drainage system exists for the entire site an agreement shall be provided for the rights and responsibilities of all lot owners. Said agreement shall be reviewed and placed on file by the City Engineer, referenced on the site plan and recorded at the Dane Co Register of Deeds.
15. Prior to approval, this project shall comply with Chapter 37 of Madison General Ordinances regarding stormwater management. Specifically, this development is required to detain the 2-, 10-, and 100-year storm events, matching post development rates to predevelopment rates.
16. Prior to approval, this project shall comply with Chapter 37 of Madison General Ordinances regarding stormwater management. Specifically, this development is required to reduce TSS by 80% (control the 5-micron particle) off of newly developed areas compared to no controls.
17. Prior to approval, this project shall comply with Chapter 37 of Madison General Ordinances regarding stormwater management. Specifically, this development is required to provide infiltration in accordance with Chapter 37 of the Madison General Ordinances.
18. Prior to approval, this project shall comply with Chapter 37 of Madison General Ordinances regarding stormwater management. Specifically, this development is required to provide oil/grease control in accordance with Chapter 37 of Madison General Ordinances.
19. Complete an erosion control plan and complete weekly self-inspection of the erosion control practices and post these inspections to the City of Madison website as required by Chapter 37 of Madison General Ordinances.
20. 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.

21. All work in the public right-of-way shall be performed by a City-licensed contractor.
22. All damage to the pavement on S Gammon Road and Mineral Point Road, adjacent to this development shall be restored in accordance with the City of Madison's Pavement Patching Criteria.
23. Prior to approval, the owner or owner's representative shall obtain a permit to plug each existing sanitary sewer lateral that serves a building which is proposed for demolition. For each lateral to be plugged the owner shall complete a sewer lateral plugging application and pay the applicable permit fees.
24. A minimum of two (2) working days prior to requesting City Engineering signoff on the CSM, the applicant shall contact either Tim Troester at 261-1995 ([ttroester@cityofmadison.com](mailto:ttroester@cityofmadison.com)) or Brenda Stanley at 608-261-9127 ([bstanley@cityofmadison.com](mailto:bstanley@cityofmadison.com)) to obtain the final stormwater utility charges that are due and payable prior to sub-division of the properties. The stormwater utility charges (as all utility charges) are due for the previous months of service. All charges shall be cleared prior to the land division (and subsequent obsolesces of the existing parcel).
25. The lots within this certified survey map are inter-dependent upon one another for storm water runoff conveyance, and/or a private drainage system exists for the entire site an agreement shall be provided for the rights and responsibilities of all lot owners. Said agreement shall be reviewed and placed on file by the City Engineer, referenced on the Certified Survey Map, and recorded at the Dane County Register of Deeds.
26. The following note shall be added to the CSM: "All lots created by this Certified Survey Map are individually responsible for compliance with Chapter 37 of Madison General Ordinances in regard to stormwater management at the time they develop."
27. The approval of this zoning approval does not include the approval of the changes to roadways, sidewalks or utilities. The applicant shall obtain separate approval by the Board of Public Works and the Common Council for the restoration of the public right of way including any changes requested by developer. The City Engineer shall complete the final plans for the restoration with input from the developer. (MGO 16.23(9)(d)(6))

**Please contact Jeff Quamme of the City Engineering Division – Mapping Section at 266-4097 if you have any questions regarding the following sixteen (16) items:**

28. An amendment to the existing Declaration of Reciprocal Easements (Doc No. 2653307) or a new Declaration(s) of Reciprocal Easements shall be drafted to replace and supersede the existing agreement. The agreement shall be drafted, provided for review by staff and recorded immediately after the pending Certified Survey Map. The agreement(s) shall address the common elements of access, parking, utilities, common areas, storm water management (surface and subterranean), surface drainage and any other common improvements that are necessary to accomplish the development as proposed. It is anticipated that this document shall be drafted to permit future

amendments in conjunction with each future phase of development. The agreement shall also address the existing reciprocal conditions to remain and all affected parcels beyond the first phase.

29. Should any of the proposed water main be intended to be public, the preferred method of granting the required easements would be by the pending Certified Survey Map.
30. The pending Certified Survey Map application for this property shall be completed and recorded with the Dane County Register of Deeds (ROD) prior to issuance of any building permits for new construction. When the recorded CSM image is available from the ROD, the Assessor's Office can then create the new Address-Parcel-Owner (APO) data in GEO so that the Accela system can upload this data and permit issuance made available for this new land record.
31. Submit a PDF floor plan for each building to Lori Zenchenko ([lzenchenko@cityofmadison.com](mailto:lzenchenko@cityofmadison.com)); so that a preliminary tenant space addressing plan can be developed prior to plans being submitted for permit review. If there are any changes pertaining to the location of a unit, the deletion or addition of a unit, or to the location of the entrance into any unit, (before, during or after construction) the addresses may need to be changed. The address plan is subject to the review and approval of the Fire Marshal. Private named drives may be necessary for addressing the buildings.
32. The MMSD force main shall be correctly shown discharging into the manhole east of the building to be demolished.
33. The property lines and proposed and easements to remain shall be shown on all sheets of the Civil plans for clarity and confirmation of all rights granted between parcels within this development.
34. City of Madison and MMSD Sewer facilities along S. Gammon Road and Mineral Point Road shall be shown on the landscaping plans. Any large caliper trees located over to very near any of these facilities shall be relocated to the satisfaction of City Engineering Sewer staff.
35. Correct surveyor's certificate by adding South to all Gammon Road references
36. Should any of the water main for the redevelopment be intended to be public, the preferred method of granting the required easements would be by the pending Certified Survey Map. Contact Jeff Quamme for any required language.
37. Wisconsin Administrative Code A-E 7.08 identifies when Public Land System (PLS) tie sheets must be filed with the Dane County Surveyor's office. The Developer's Surveyor and/or Applicant must submit copies of required tie sheets or monument condition reports for all monuments, including center of sections of record, used in this survey, to Jeff Quamme, City Engineering ([jrquamme@cityofmadison.com](mailto:jrquamme@cityofmadison.com)). If a new tie sheet is not required under A-E 7.08, Engineering requests a copy of the latest tie sheet on record with Dane County Surveyor's office and shall be attached to a signed and sealed monument condition report. The Applicant shall identify monument types on all PLS corners included on the Plat or CSM. Note: Land tie to two PLS corners required.

38. The applicant shall submit to Jeff Quamme, prior to Engineering sign-off of the subject plat, one (1) digital CADD drawing and one (1) signed copy of the final plat/CSM to the Mapping/GIS Section of the Engineering Division either as hard copy or Adobe pdf format. The digital CADD file shall be submitted in the WISDOT County Coordinate System, Dane County Zone datum in either Auto CAD Version compatible with MicroStation Version V8i, MicroStation Version V8i or older or Universal DXF Formats. The digital CADD file(s) shall contain the minimum of the items stated below, each on a separate layer name/level number. All line work shall be void of gaps and overlaps that would cause any parcel, street or easement to not properly close. All line work orientation and geometrics shall match the dimensioning as labeled on the final recorded plat:

- a. Right-of-Way lines (public and private)
- b. Lot lines
- c. Lot numbers
- d. Lot/Plat dimensions
- e. Street names
- f. Easement lines (i.e. street, sanitary, storm (including wetland & floodplain boundaries) water, pedestrian/bike/walkway, or any public and/or private interest easement except local service for Cable TV, gas, electric and fiber optics).

NOTE: This Transmittal is a separate requirement from the required Engineering Streets Section for design purposes. The Developer/Surveyor shall submit new updated final plat, electronic data and a written notification to Engineering Mapping for any changes to the plat which occur subsequent to any original submittal of data and prior to final sign off.

40. In accordance with Section s.236.34(1m)(c), which states a CSM shall be prepared in accordance with the plat requirements stated per s.236.20(2)(c) & (f), Wisconsin Statutes, the applicant shall show the type, location and width of any and all easements on the Plat or CSM. Clearly identify the difference between existing easements (cite Register of Deeds recording data) and easements that are being conveyed by the CSM. Identify the owner and/or benefiting interest of all easements. Include any and all language required to properly and legally create any easement by the CSM.
41. Prior to Engineering final sign-off by main office for Plats or Certified Survey Maps (CSM), the final Plat or CSM must be submitted to Engineering Division Surveyor / Land Records Coordinator for final technical review and approval. This submittal must occur a minimum of two working days prior to final Engineering Division sign- off. Electronic mail submittal of the FINAL Plat or CSM in PDF form is preferred. Transmit to [jrquamme@cityofmadison.com](mailto:jrquamme@cityofmadison.com).
42. Show on the map the entire area of the Roadway Easement per Document Nos. 1667518 and 2080229, as this provides access rights for lands included in this Certified Survey Map.
43. Show the existing paved areas and accesses on the site as required by Ordinance. Also add a note that a new reciprocal easement agreement addressing common access, parking and utilities shall be recorded by separate instrument in conjunction with the future redevelopment of the lots.

44. The coordinates for the southeast corner of Section 23 do not compute with the bearing of the section line shown or with the coordinates of record for City of Madison control. This shall be corrected.

**Please contact Eric Halvorson of Traffic Engineering at 266-6527 if you have any questions regarding the following nine (9) items:**

45. The proposed redevelopment of the site will have transportation impacts on the surrounding area that need to be addressed, both in Phase 1 of the project, and with the future phases suggested on the "Master Plan" shown on Sheet G004. In order to find conditional use standards 5 and 6 met, the applicant shall work with Traffic Engineering to dedicate right of way along S. Gammon Road and Mineral Point Road for left turn lanes on east bound Mineral Point Road and south bound S. Gammon Road to mitigate negative traffic impacts to the adjacent transportation network from the development. As Traffic Engineering was not provided the required Traffic Impact Analysis in a timely manner, there may be additional dedication required as the project proceeds once the full impact of the project is known.
46. The applicant shall dedicate and construct two public streets to serve the redevelopment, OR build two private roads to City of Madison public street standards, which may be dedicated to the City in the future. The first street shall be an east-west street that extends into the site from S. Gammon Road to intersect the second, a north-south street located along the western edge of the subject site. The north-south street will connect to the north-south private drive that intersects Mineral Point Road at the southwestern corner of the site, and will ultimately extend north to Tree Lane to provide access to additional redevelopment anticipated on other properties owned by the applicant but not part of these development approvals. The goal is to create a cohesive internal street network with adequate circulation to serve the properties located along the west side of S. Gammon Road between Tree Lane and Mineral Point Road, to limit negative impact to the surrounding transportation network from the planned redevelopment, and to best utilize the transportation improvements proposed by the applicant. As Phase 1 work only starts the redevelopment of the overall site the applicant shall only be required to implement this condition on internal streets impacted with Phase 1. The applicant shall continue to work with Traffic Engineering and City Engineering the satisfaction of this condition in additional phases.
47. Prior to final sign-off, the applicant shall have submitted and received approval for the required Traffic Impact Analysis (TIA).
48. City of Madison radio systems are microwave directional line of sight to remote towers citywide. The building elevation will need to be reviewed by Traffic Engineering to accommodate the microwave sight and building. The applicant shall submit grade and elevations plans if the building exceeds four stories prior to sign-off to be reviewed and approved by Austin Scheib, (266-4766) Traffic Engineering Shop, 1120 Sayle Street. The applicant shall return one signed approved building elevation copy to the City of Madison Traffic Engineering office with final plans for sign off.
49. The applicant shall submit one contiguous plan showing proposed conditions and one contiguous plan showing existing conditions for approval. The plan drawings shall be scaled to 1" = 20' and include the following, when applicable: existing and proposed property lines; parcel addresses; all easements; pavement markings; signing; building placement; items in the terrace such as signs, street light poles,

hydrants; surface types such as asphalt, concrete, grass, sidewalk; driveway approaches, including those adjacent to and across street from the project lot location; parking stall dimensions, including two (2) feet of vehicle overhang; drive aisle dimensions; semitrailer movement and vehicle routes; dimensions of radii; and percent of slope.

50. The developer shall post a security deposit prior to the start of development. In the event that modifications need to be made to any City owned and/or maintained traffic signals, street lighting, signing, pavement marking and conduit/handholes, the Developer shall reimburse the City for all associated costs including engineering, labor and materials for both temporary and permanent installations.
51. The City Traffic Engineer may require public signing and marking related to the development; the developer shall be financially responsible for such signing and marking.
52. All parking facility design shall conform to the standards in MGO section 10.08(6).
53. The developer shall provide a recorded copy of joint driveway ingress/egress and crossing easements and shall be noted on the CSM.

**Please contact Jenny Kirchgatter, Assistant Zoning Administrator, at 266-4429 if you have any questions regarding the following eight (8) items:**

54. Section 28.185(7)(a)5. requires that if a demolition or removal permit is approved, it shall not be issued until the reuse and recycling plan is approved by the Recycling Coordinator, Bryan Johnson (608-266-4682).
55. Section 28.185(10) Every person who is required to submit a reuse and recycling plan pursuant to Section 28.185(7)(a)5. shall submit documents showing compliance with the plan within sixty (60) days of completion of demolition. Section 28.185(9)(a) A demolition or removal permit is valid for one (1) year from the date of the Plan Commission.
56. As each tenant space is leased, the entire development must reflect compliance in the required amount, type and number of auto and bicycle parking spaces, to be reviewed prior to obtaining zoning approval for each use.
57. Bicycle parking shall comply with the requirements of Sections 28.141(4)(g) and 28.141(11). Provide a minimum of 65 short-term bicycle parking stalls. For multi-building development, bicycle parking shall be provided for each building. Bicycle parking shall be located in a convenient and visible area on a paved or impervious surface at least as close as the closest non-accessible automobile parking and within one hundred (100) feet of a principal entrance. Identify the bicycle parking locations and note the numbers and dimensions of the stalls on the final plans. A bicycle stall is a minimum two (2) feet by six (6) feet with a five (5) foot wide access area. Provide a detail of the bicycle rack design.
58. 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.



59. An additional review of the outdoor seating areas will be required to establish the conditions, including review of hours, layout, and capacity. The capacity shall be established for the outdoor eating area prior to issuance of building permits. Occupancy is established by the Building Inspection Unit. Contact Building Inspection staff at (608) 266-4559 to help facilitate this process.
60. 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.
61. Signage approvals are not granted by the Plan Commission. Signage must be reviewed for compliance with Chapter 31 Sign Codes of the Madison General Ordinances. Signage permits are issued by the Zoning Section of the Department of Planning and Community and Economic Development.

**Please contact Janet Schmidt of the Parks Division at 261-9688 if you have any questions regarding the following two (2) items:**

62. Additional street trees are needed for this project. All street tree planting locations and trees species within the right of way shall be determined by City Forestry. Please submit a site plan (in PDF format) to Brad Hofmann – bhofmann@cityofmadison.com or 266-4816. Tree planting specifications can be found in Section 209 of City of Madison Standard Specifications for Public Works Construction.
63. Existing street trees shall be protected. 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 prior to the start of construction. Tree protection specifications can be found in Section 107.13 of City of Madison Standard Specifications for Public Works Construction. Any tree removals that are required for construction after the development plan is approved will require at least a 72-hour wait period before a tree removal permit can be issued by Forestry, to notify the Alder of the change in the tree plan.

**Please contact Adam Wiederhoeft from Water Utility at 266-9121 if you have questions regarding the following two (2) items:**

64. A Water Meter Application Form and fees must be submitted before connecting to the existing water lateral. Provide at least two working days' notice between the application submittal and the scheduled lateral connection/extension. The application materials are available on the Water Utility Plumbers & Contractors site (<https://www.cityofmadison.com/water/plumbers-contractors/water-service-applications>). Otherwise they may be obtained from the Water Utility Main Office at 119 E Olin Avenue. A licensed plumber signature is required on all water service applications. For new or replacement services, the property owner or authorized agent is also required to sign the application. If you have questions regarding water service applications, please contact Madison Water Utility at (608) 266-4646.

65. Upon development, a separate water service lateral and water meter will be required to serve each parcel. The water laterals shall be directly connected to the public water main with the shut-off valve located in the public right-of-way (per PSC 185.52 (2)). A water lateral is not required if the parcel remains undeveloped.

**Please contact my office at 243-0554 if you have any questions regarding the following five (5) items:**

39. Prior to the use of any outdoor eating area serving a food and beverage establishment in Buildings C and D, the applicant shall submit a detailed plan for the outdoor eating area that includes a seating plan (tables, chairs, capacity, etc.), proposed hours of operation, details for any amplified sound, and the enclosures that will be used to separate the dining area from pedestrians.
40. Per Section 28.137(2)(a), a planned multi-use site shall have a plan and reciprocal land use agreement approved by the Traffic Engineer, City Engineer and Director of Planning and Community and Economic Development recorded in the office of the Dane County Register of Deeds immediately following recording of the three-lot Certified Survey Map.
41. The applicant shall provide covered bike parking for employees of the office buildings.
42. Additional tree canopy be provided north of the Building G and other areas as determined appropriate by staff to increase the overall tree canopy on the site.
43. The site lighting on the approved plans shall be consistent with Madison General Ordinances.

**Specific questions regarding the comments or conditions in this letter should be directed to the commenting agency. No demolition or building permits shall be issued until the applicant has met all of the conditions of approval stated in this letter.**

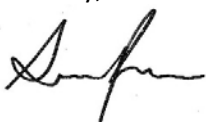
**Please follow the procedures listed below for obtaining your demolition permit and conditional use and recording your Certified Survey Map:**

1. Please revise your plans per the above conditions and submit **ten (10) copies** of a complete, fully dimensioned and scaled plan set to the Zoning Administrator for final review and comment. This submittal shall all also include one complete digital plan set in PDF format. 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, MGO, and any other documentation requested herein by the Zoning Administrator, located at 126 S. Hamilton St., Madison, WI 53701. The sets of final revised plans or documents will be circulated by the Zoning staff to the City department staff listed above for final approval.
2. 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 demolition permit approval standards.

3. This letter shall be signed by the Applicant to acknowledge the conditions of approval for the demolition permit and conditional use and returned to the Zoning Administrator.
4. 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 (1) year 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 six (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 24 months from the expiration date. A building permit shall not be renewed unless construction has commenced as is being diligently prosecuted. The Plan Commission shall retain jurisdiction over this matter for the purpose of resolving complaints against the approved conditional use permit.
5. As soon as the comments and conditions related to the Certified Survey Map have been satisfied as verified with a completed affidavit form (attached), the original along with the revised Certified Survey Map, with all signatures and approvals from the reviewing agencies, shall be brought to this office for final signoff. You or your client may then record the certified survey at the Dane County Register of Deeds. For information on recording procedures and fees, contact the Register of Deeds at 266-4141.
6. Prior to City Engineering final sign-off by the main office of the CSM, the final CSM shall be submitted to the Engineering Division Surveyor/ Land Records Coordinator for final technical review and approval. This submittal must occur a minimum of two working days prior to final Engineering Division signoff. E-mail submittal of the final CSM in PDF form is preferred. Transmit to [jrquamme@cityofmadison.com](mailto:jrquamme@cityofmadison.com).
7. Any appeal regarding the CSM, including the conditions of approval, must be filed with the Circuit Court within 30 days from the date of this letter. **The approval of this CSM shall be null and void if not recorded in twelve (12) months from the date of the approving resolution or this letter, whichever is later.**

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 243-0554.

Sincerely,



Sydney Prusak  
Planner

cc: Tim Troester, City Engineering  
 Eric Halvorson, Traffic Engineering  
 Jenny Kirchgatter, Zoning  
 Bill Sullivan, Fire Department  
 Janet Schmidt, Parks Division  
 Adam Wiederhoeft, Water Utility  
 Jeff Quamme, City Engineering

I hereby acknowledge that I understand and will comply with the above conditions of approval for the 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. (Parks)	<input checked="" type="checkbox"/>	Zoning Administrator
<input checked="" type="checkbox"/>	City Engineering	<input checked="" type="checkbox"/>	Parks Division
<input checked="" type="checkbox"/>	Engineering Mapping Sec.	<input type="checkbox"/>	Urban Design Commission
<input checked="" type="checkbox"/>	Traffic Engineering	<input checked="" type="checkbox"/>	Recycling Coord. (R&R)
<input checked="" type="checkbox"/>	Fire Department	<input checked="" type="checkbox"/>	Other: Water Utility