



Department of Planning & Community & Economic Development

## Planning Division

Heather Stouder, Director

Madison Municipal Building, Suite 017

215 Martin Luther King, Jr. Blvd

P.O. Box 2985

Madison, Wisconsin 53701-2985

Phone: (608) 266-4635

[www.cityofmadison.com](http://www.cityofmadison.com)

July 11, 2019

Deanna Stadler  
Hill Farm Swim Club  
5001 Marathon Dr.  
Madison, WI 53705

RE: Legistar #56128; 'LNDUSE-2019-00055' -- Approval of a conditional use for free-standing vending to allow food carts at the Hill Farm Swim Club at **2 North Eau Claire Avenue**.

Dear Ms. Stadler:

At its July 8, 2019 meeting, the Plan Commission, meeting in regular session, found the standards met and approved your conditional use request for free-standing vending to allow food carts at the Hill Farm Swim Club at 2 North Eau Claire Avenue. In order to receive final approval of the conditional use and for any permits that may need to be issued for your project, the following conditions shall be met:

**Please contact Jenny Kirchgatter, Zoning Division, at 266-4429 if you have any questions regarding the following item:**

1. The applicant shall comply with the supplemental regulations Section 28.151 for Free-Standing Vending. Any person vending pursuant to this ordinance either as an operator or employee of the operator shall maintain license(s) as required by Sec. 9.13(1) and (3)(j), MGO. When vending on private property pursuant to this ordinance, operators of free-standing vending operations shall follow the requirements in Sec. 9.13(4)(a), (b), (j), (p), (s), and (v).

**Please contact Sean Malloy, Traffic Engineering, at 266-5987 if you have any questions regarding the following four (4) items:**

2. "Stop" signs shall be installed at a height of seven (7) feet at all class III driveway approaches, including existing driveways, behind the property line and noted on the plan. All directional/regulatory signage and pavement markings on the site shall be shown and noted on the plan.
3. 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; vision triangles; 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.

4. All parking facility design shall conform to MGO standards, as set in section 10.08(6).
5. The applicant shall provide an ADA accessible route to the ordering window for the food carts in the parking lot, this can be done by reserving stalls adjacent the food cart for customer queueing.

**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 **four (4) 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, **215 Martin Luther King, Jr. Blvd RM 017 MMB. 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 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 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.
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 267-8732 or Colin Punt at 243-0455.

Sincerely,



Mai Xue Vang  
AASPIRE Planning Division Intern

cc: Jenny Kirchgatter, Zoning Division  
Sean Malloy, Traffic Engineering Division  
Colin Punt, Planning Division

I hereby acknowledge that I understand and will comply with the above conditions of approval for demolition permit.

\_\_\_\_\_  
*Signature of Applicant*

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

**LNDUSE-2019-00055**

**For Official Use Only, Re: Final Plan Routing**

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|-------------------------------------|--------------------------|--------------------------|--------------------------|
| <input checked="" type="checkbox"/> | Planning Div. (Vang)     | <input type="checkbox"/> | Engineering Mapping Sec. |
| <input checked="" type="checkbox"/> | Zoning Administrator     | <input type="checkbox"/> | Parks/Forestry Division  |
| <input type="checkbox"/>            | City Engineering         | <input type="checkbox"/> | Urban Design Commission  |
| <input checked="" type="checkbox"/> | Traffic Engineering (EP) | <input type="checkbox"/> | Recycling Coord. (R&R)   |
| <input type="checkbox"/>            | Fire Department          | <input type="checkbox"/> | Water Utility            |
| <input type="checkbox"/>            | Metro Transit            | <input type="checkbox"/> | Other:                   |