



Department of Planning & Community & Economic Development  
**Planning Division**

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

Madison Municipal Building  
215 Martin Luther King, Jr. Boulevard  
P.O. Box 2985  
Madison, Wisconsin 53701-2985  
TDD 608 266-4747  
FAX 608 266-8739  
PH 608 266-4635

November 18, 2008

Jim Glueck  
Glueck Architects  
116 North Few Street  
Madison, WI 53703

RE: Approval of a conditional use to allow for the conversion of a single-family residence into a two-family residence at 402 North Lawn Avenue.

Dear Mr. Glueck:

The Plan Commission, meeting in regular session on November 17, 2008 determined that the ordinance standards could be met and **approved** your client's request to allow for the conversion of a single-family residence into a two-family residence at 402 North Lawn Avenue.

In order to receive final approval of the conditional use, the following conditions must be met:

**Please contact Janet Dailey, City Engineering, at 261-9688 if you have questions regarding the following five (5) items:**

1. If this proposed project is approved and built, the existing house and dwelling unit shall use an address of 402 North Lawn Ave. #1 and the proposed new addition unit shall use 402 North Lawn Ave. #2.
2. The plan submittal identifies a potential future parking lot as required by City Zoning Administrator Matt Tucker relating to the applicants request for a parking reduction for this site. If this off street parking lot is necessary and built in the future as shown, a third driveway apron and approach to North Lawn Avenue would be required but 10.08(2) MGO does not allow three driveways to a residential property. An option is to use the existing circa 2002 constructed joint concrete driveway and apron on the north side of the property, which exists under current driveway easement Document No. 3559770 and reconfigure the future parking lot accordingly.
3. 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.
4. All work in the public right-of-way shall be performed by a City licensed contractor.
5. The plan set shall be revised to show more information on proposed drainage for the site. This shall be accomplished by using spot elevations and drainage arrows or through the use of proposed contours. It is necessary to show the location of drainage leaving the site to the public right-of-way. It may be necessary to provide information off the site to fully meet this requirement.

**Please contact Si Widstrand, Parks Development Manager, at 266-4714 if you have questions about the following two (2) items:**

6. The developer shall pay park fees for the additional unit, totaling **\$2,963.49** for park dedication and development fees.
7. The developer must select a method for payment of park fees before signoff on the conditional use.

fee in lieu of dedication =	\$2101.00
<u>park development fees =</u>	<u>\$862.49</u>
total fees =	\$2,963.49

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, 266-4816.

**Standard Park Fees and Payments:**

Based on the Existing Ordinance, new park fees will be in effect for all projects approved by the Common Council after January 1, 2008.

**The Park Development Impact Fee** will increase based on the Construction Cost Index increase of 2.5 % from Dec. 06 to Dec. 07. The new fees are:

SF single family of duplex unit up from \$841.45 to **\$862.49**  
MF multifamily unit up from \$540.93 to **\$554.45**  
E-SRO elderly or rooming house unit up from \$270.47 to **\$277.23**

**Fee in Lieu of Dedication** is based on current property values up to a maximum. The **maximum** rate for fee in lieu of dedication increases 5%, from \$1.8232593 (rounded to \$1.82 for 2007) to \$1.9144222 (rounded to **\$1.91** for 2008).

Max fee in lieu per unit:	SF = 1100 sq.ft. @ \$1.91 = \$2101.
	MF = 700 sq.ft. @ \$1.91 = \$1337.
	E-SRO = 350 sq.ft. @ \$1.91 = \$ 668.50.

<b>Total combined fees:</b>	<b>SF = \$2,963.49</b>
	<b>MF = \$1,891.45</b>
	<b>E-SRO = \$ 945.73</b>

Parkland impact fees and park development impact fees shall be paid for this project. Payment checks shall be payable to the City of Madison Treasurer. All questions, payments and deliveries shall be made to the office of the Madison Parks Division. Prior to City signoff on this project, the developer shall select one of the following options for paying these fees:

- Option 1. Payment of all fees in a lump sum prior to City signoff on the project.
- Option 2. When fees exceed \$20,000, the developer may pay half the fees and provide a two-year letter of credit at no interest for the remaining half of the fees, both prior to City signoff.

- Option 3. When fees exceed \$50,000 for plats being built with phased subdivision improvement contracts, the developer may pay the fees due for the number of units in each contract phase, paid at the time of contract execution, and at the fee rates then in effect. Under this option, the fees shall be calculated and prorated to each lot on the development, and the developer shall record a notice of the outstanding impact fees for each lot prior to receiving City signoff for the project.
- Option 4. The Developer has elected to defer the payments until such time as the building permits are applied for, in which case the owner(s) shall have fourteen (14) days after receiving the invoices to pay the outstanding impact fees. The following shall be required prior to plat sign off:
- a) The Developer shall supply an Excel spreadsheet with lot numbers, lot areas, and number of dwelling units per lot. The Developer shall supply a Cadd file of the proposed FINAL plat, in a format compatible with Microstation J. This information shall be required to calculate the Impact Fees, which will then be recorded at the Register of Deeds against each lot in the subdivision.
  - b) All information shall be transmitted to Janet Dailey by e-mail at [Jdailey@cityofmadison.com](mailto:Jdailey@cityofmadison.com), or on a CD to:  
  
Janet Dailey  
City of Madison Engineering Division  
210 Martin Luther King Jr. Blvd  
Room 115  
Madison, WI 53703
  - c) A minimum of three (3) weeks shall be required for staff to calculate the Impact Fees and record the documents prior to plat sign-off.
  - d) The Developer shall put the following note on the face of the plat:

**ALL THE LOTS WITHIN THIS SUBDIVISION ARE SUBJECT TO IMPACT FEES THAT ARE DUE AND PAYABLE WITHIN FOURTEEN DAYS OF THE ISSUANCE OF BUILDING PERMIT(S).**

**Please contact Patrick Anderson, Assistant Zoning Administrator, at 266-5978 if you have questions regarding the following item:**

- 8. Obtain approval of a 2 stall parking reduction.

**Please contact my office at 267-1150, if you have questions regarding the following item:**

- 9. That the final sign of plans remove the conceptual “future” four (4) stall parking area at the rear of this property should a formal parking reduction be approved.

**Please now follow the procedures listed below for obtaining your conditional use:**

1. Please provide per the above and submit *six (6) copies* of the final complete 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.
2. This letter shall be signed by the applicant to acknowledge the conditions of approval and returned to the Zoning Administrator when requesting demolition and/or building permit approval.
3. 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. This approval shall become null and void one 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 months of the issuance of said building permit. The Plan Commission shall retain jurisdiction over this matter for the purpose of resolving complaints against the approved demolition permit.

If you have any questions regarding obtaining your demolition 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 267-1150.

Sincerely,

Kevin Firchow, AICP  
Planner

cc: Pat Anderson, Assistant Zoning Administrator  
Janet Dailey, Engineering Division  
Si Widstrand, Parks Division

I hereby acknowledge that I understand and will comply with the above conditions of approval for this conditional use.

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*Signature of Applicant*

For Official Use Only, Re: Final Plan Routing			
<input checked="" type="checkbox"/>	Planning Division (Firchow)	<input type="checkbox"/>	Recycling Coordinator (R & R)
<input checked="" type="checkbox"/>	Zoning Administrator	<input type="checkbox"/>	Fire Department
<input checked="" type="checkbox"/>	City Engineering	<input type="checkbox"/>	Urban Design Commission
<input type="checkbox"/>	Traffic Engineering	<input checked="" type="checkbox"/>	Other: Parks