



Department of Planning & Community & Economic Development

## Planning Division

Heather Stouder, Director

126 S. Hamilton Street  
P.O. Box 2985  
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[www.cityofmadison.com](http://www.cityofmadison.com)

January 9, 2018

Ben Scalissi  
1710 Rowland Avenue  
Madison, WI 53704

RE: Legistar #49686; Accela 'LNDUSE-2017-00118' -- Approval of a conditional use to allow a home occupation in an existing accessory building at **1710 Rowland Avenue**.

Dear Mr. Scalissi:

At its January 8, 2018 meeting, the Plan Commission, meeting in regular session, found the standards met and approved your conditional use request to operate a home occupation building cat trees in an existing detached garage at **1710 Rowland Avenue**. In order to receive final approval of the conditional use to allow the home occupation, and for any permits that may need to be issued for your project, the following conditions shall be met:

**Please contact Jenny Kirchgatter, Assistant Zoning Administrator, at 266-4429 if you have any questions regarding the following one (1) item:**

1. The home occupation shall comply with Supplemental Regulations Section 28.151 for a Home Occupation. The occupation shall be clearly incidental and secondary to the principal use of the dwelling for dwelling purposes so as to protect the integrity and residential character of neighborhoods. The only exterior indication of the home occupation shall be a non-illuminated nameplate a maximum of two (2) square feet in area.

**Please contact Colin Punt of the Planning Division at 243-0455 if you have any questions regarding the following two (2) items:**

2. The home occupation may operate only during the hours of 9 a.m. to 4 p.m.
3. The garage door of the accessory building must be closed during the construction of products related to the home occupation.

**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:**

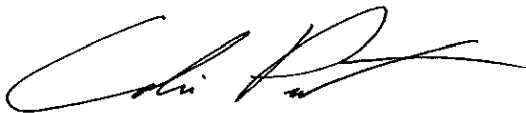
1. Please revise your plans per the above conditions and submit **three (3) copies** of a complete, fully dimensioned and scaled plan set to the Zoning Administrator for final review and comment. Also be

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, **126 S. Hamilton Street**. 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 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 243-0455.

Sincerely,



Colin Punt  
 Planner

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

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*Signature of Applicant*

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

cc: Jenny Kirchgatter,  
 Asst. Zoning Administrator

<b>LNDUSE-2017-00118</b>			
<b>For Official Use Only, Re: Final Plan Routing</b>			
<input checked="" type="checkbox"/>	Planning Div. (Punt)	<input type="checkbox"/>	Engineering Mapping Sec.
<input checked="" type="checkbox"/>	Zoning Administrator	<input type="checkbox"/>	Parks Division
<input type="checkbox"/>	City Engineering	<input type="checkbox"/>	Urban Design Commission
<input type="checkbox"/>	Traffic Engineering	<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: