



Department of Planning & Community & Economic Development

Planning Division

Heather Stouder, Director

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November 30, 2016

Anthony and Rachel Verbrick
Macha Tea Company
832 E Johnson St.
Madison, WI 53703

RE: Approval of a Conditional Use to establish a restaurant-tavern use for an existing tea house at **823 E Johnson St.**

Dear Mr. and Ms. Verbrick:

At its November 21, 2016 meeting, the Plan Commission **approved** your request to establish a restaurant-tavern use for an existing tea house at 823 E Johnson St. In order to receive final approval of the Conditional Use and for any necessary permits to be issued, the following conditions must be met:

Please contact my office at 267-8733 if you have any questions regarding the following two (2) items:

1. Restaurant -taverns shall at all times operate consistent with and according to the requirements of a valid alcohol license issued by the City. Prior to final approval and building permit issuance, the Applicant shall submit a revised Letter of Intent that reflects the same hours of operation as the City issued alcohol license.
2. As indicated in the Capacity Review Letter dated August 30, 2016, issued by the Building Inspection Division, the capacity of the restaurant-tavern shall not exceed 15 persons.

Please contact Eric Halvorson, Traffic Engineering Division at 266-6527 if you have questions regarding the following four (4) items:

1. 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; semi-trailer movement and vehicle routes; dimensions of radii; and percent of slope.
2. All parking facility design shall conform to the standards, as set forth in Section 10.08(6), MGO.
3. 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.

4. The Applicant shall secure the parking pursuant to Section 10.08, MGO. This is typically through the use of a six-foot rolled curb, but other methods (wheel stops, fencing) are acceptable.

Please contact Jenny Kirchgatter, Assistant Zoning Administrator at 266-4569 if you have questions regarding the following five (5) items:

1. Parking requirements for persons with disabilities must comply with Section 28.141(4)(e), MGO. Final plans shall show a minimum of one (1) van accessible stall. A van accessible stall is a minimum of eight feet wide with an eight-foot wide striped access aisle. Show the required signage at the head of the stall.
2. Bicycle parking shall comply with the requirements of Sections 28.141(4)(g) and 28.141(11), MGO. Provide a minimum of two (2) bicycle stalls located in a convenient and visible area on a paved or impervious surface. The bicycle stalls shall be located on the private property. The existing bicycle stalls located in the public right-of-way do not count toward this requirement. Note: A bicycle stall is a minimum of two (2) feet by six (6) feet with a five (5) foot wide access area. Provide a detail of the proposed bike rack.
3. Screening is required adjacent the zoning district boundary along the rear (south) property line. Screening shall be provided along side and rear property boundaries between commercial/mixed-use districts and residential districts. Screening shall consist of a solid wall, solid fence, or hedge with year-round foliage, between six (6) and eight (8) feet in height. Submit a detail of the screening fence with the final plans.
4. Show the trash enclosure area on the site plan. All developments, except single family and two family developments, shall provide a refuse disposal area. Such area shall be screened on four (4) sides (including a gate for access) by a solid, commercial-grade wood fence, wall, or equivalent material with a minimum height of six (6) feet and not greater than eight (8) feet. Submit a detail of the trash enclosure.
5. Pursuant to Section 28.186(4)(b), MGO, 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 Jeff Quamme, City Engineering Mapping Section at 266-4097 if you have questions regarding the following three (3) items:

1. The Applicant shall revise the site plan to include Document No. 2824789 to the Driveway Easement text on the site plan.
2. The Applicant shall revise the site plan to identify lot and block numbers of recorded Certified Survey Map or Plat.
3. The Applicant shall revise the site plan to include a full and complete legal description of the site or property being subjected to this application.

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

For obtaining your conditional use, please follow the procedures listed below:

1. Please revise your plans per the above conditions and submit five (5) copies of a complete, fully dimensioned and scaled plan set to the Zoning Administrator for final review and comment. This submittal shall 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. 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.
3. This letter shall be signed by the Applicant to acknowledge the conditions of approval and returned to the Zoning Administrator.
4. 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.
5. 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.
6. 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 266-4429. If you have any questions, or if I may be of any further assistance, please do not hesitate to contact my office at 267-8733.

Sincerely,



Jessica Vaughn, AICP
Planner

cc: Eric Halvorson, Traffic Engineering Division
Jenny Kirchgatter, Zoning
Jeff Quamme, Engineering Mapping Section

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. (Vaughn)	<input checked="" type="checkbox"/>	Zoning Administrator
<input type="checkbox"/>	City Engineering	<input type="checkbox"/>	Parks Division
<input checked="" type="checkbox"/>	Engineering Mapping Sec.	<input type="checkbox"/>	Urban Design Commission
<input checked="" type="checkbox"/>	Traffic Engineering	<input type="checkbox"/>	Recycling Coord. (R&R)
<input type="checkbox"/>	Fire Department	<input type="checkbox"/>	Other: