



Department of Planning & Community & Economic Development

## Planning Division

Heather Stouder, Director

126 S. Hamilton Street  
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June 5, 2018

Duane Johnson  
Knothe & Bruce Architects  
7601 University Ave. #201  
Middleton, WI 53562

RE: Legistar #51325; Accela 'LNDUSE-2018-00044' -- Approval of a conditional use to establish a fitness center in an existing lodging house building at **306 N. Brooks Street**.

Dear Mr. Johnson:

At its June 4, 2018 meeting, the Plan Commission, meeting in regular session, found the standards met and approved your client's conditional use request to establish a fitness center in an existing lodging house building located at **306 N. Brooks Street**. 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, Assistant Zoning Administrator, at 266-4429 if you have any questions regarding the following three (3) items:**

1. Bicycle parking shall comply with the requirements of Sections 28.141(4)(g) and 28.141(11). Provide a minimum of two (2) short-term bicycle parking stalls for the proposed fitness center located in a convenient and visible area on a paved or impervious surface. Bicycle parking shall be located at least as close as the closest non-accessible automobile parking and within one hundred (100) feet of a principal entrance. 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.
2. It appears that existing landscaping will be disturbed to construct the new entrance, stairs and sidewalk. Any displaced landscaping elements must be replaced on the site and shown on a revised landscape plan. Submit an updated landscape plan for the affected area showing the relocated or proposed landscaping.
3. 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.

**Please contact Jeff Quamme of the Engineering Division – Mapping Section, at 266-4097 if you have any questions regarding the following three (3) items:**

4. Show full street names of W. Johnson Street and N. Brooks Street on the site plan. The plan title blocks shall reflect a proper street address of the property as reflected by official City of Madison Assessor's and Engineering Division records.
5. Specify if primary entrance will be from the new door along W Johnson St or thru the Porchlight 306 N Brooks St entrance. If thru the new door, then the address of the fitness center is 1004 W Johnson St. If thru Porchlight's entry door, then a suite number will need to be assigned.

Submit a Floor Plan in PDF format to Lori Zenchenko (lzenchenko@cityofmadison.com) that includes a floor plan for each floor on a separate sheet for the development of an addressing plan. The Addressing Plan for the entire project shall be finalized and approved by Engineering (with consultation and consent from the Fire Marshal if needed) prior to the application submittal for the final Site Plan Approval with Zoning. The approved Addressing Plan shall be included in the final application.

For any changes pertaining to the location, deletion or addition of a unit, or to the location of a unit entrance, (before, during, or after construction), a revised Address Plan shall be resubmitted to Lori Zenchenko to review addresses that may need to be changed and/or reapproved. The final revised Addressing Plan shall be submitted by the applicant to Zoning to be attached to the final filed approved site plans.

6. The site plan shall be corrected to exclude the triangular area that was conveyed to the City of Madison at the intersection of W. Johnson Street and N. Brooks Street per Document No. 3658929.

**Please contact Sarah Lerner of the Parks Division, at 261-4281 if you have any questions regarding the following two (2) items:**

7. An existing inventory of trees (location, species, & DBH) and any tree removal plans (in PDF format) shall be submitted to the plans and Brad Hofmann – bhofmann@cityofmadison.com or 266-4816. All proposed street tree removals within the right of way shall be reviewed by City Forestry. Approval and permitting of street tree removals shall be obtained from the City Forester and/or the Board of Public Works prior to the approval of the site plan.
8. 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 - <http://www.cityofmadison.com/business/pw/documents/StdSpecs/2018/Part1.pdf>. 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 William Sullivan of the Fire Department, at 261-9658 if you have any questions regarding the following one (1) item:**

9. Provide fire sprinkler system coverage in the area of the fitness center, bathrooms, and vestibule.

**Please contact Adam Wiederhoeft of the Madison Water Utility, at 266-9121 if you have any questions regarding the following one (1) item:**

10. Madison Water Utility will be required to sign off as part of the approval review associated with this Land Use Application/Site Plan Review prior to the issuance of building permits for the proposed development.

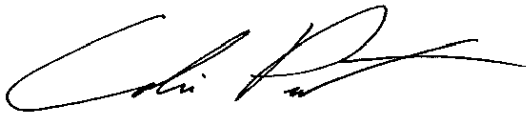
**Specific questions regarding the comments or conditions contained in this letter should be directed to the commenting agency.**

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

1. Please revise your plans per the above conditions and submit **six (6) 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.
_____
<i>Signature of Applicant</i>
_____
<i>Signature of Property Owner (if not the applicant)</i>

- cc: Jenny Kirchgatter, Asst. Zoning Administrator
- Bill Sullivan, Fire Department
- Sarah Lerner, Parks Division
- Adam Wiederhoeft, Water
- Jeff Quamme, Engineering Division – Mapping

<b>LNDUSE-2018-00044</b>			
<b>For Official Use Only, Re: Final Plan Routing</b>			
<input type="checkbox"/>	Planning Div. (Punt)	<input checked="" type="checkbox"/>	Engineering Mapping Sec.
<input checked="" type="checkbox"/>	Zoning Administrator	<input checked="" 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 checked="" type="checkbox"/>	Fire Department	<input checked="" type="checkbox"/>	Water Utility
<input type="checkbox"/>	Metro Transit	<input type="checkbox"/>	Other: