

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

Meagan Tuttle, 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

July 8, 2025

Kevin Burow Knothe & Bruce Architects 8401 Greenway Boulevard, Suite 900 Middleton, Wisconsin 53562

RE: Consideration of a conditional use in the Traditional Residential-Urban 1 (TR-U1) District for a multifamily dwelling with greater than 60 units to allow construction of a four-story, 80-unit apartment building in a planned multi-use site to also contain a proposed four-story, 24-unit apartment building and an existing place of worship at 709 Northport Drive. (LNDUSE-2025-00044; ID <u>88336</u>)

Dear Kevin,

On July 7, 2025, the Plan Commission found the standards met and **approved** your client's conditional use request for 709 Northport Drive subject to the conditions that follow. Prior to issuance of building permits for your project, the conditions of approval in the following sections shall be satisfied:

Please contact my office at <u>cwells@cityofmadison.com</u> or (608) 261-9135 if you have questions regarding the following item:

1. The applicant shall revise the landscaping plan to provide additional plantings that provide additional height and year-round screening for the base of the elevated patio wall along the western side of the building. Such plantings shall be planted at a large size to provide screening benefits at the time of planting.

Please contact Brenda Stanley of the City Engineering Division at (608) 261-9127 if you have any questions regarding the following twenty (20) items:

- 2. Applicant shall provide projected wastewater flows to Mark Moder, <u>mmoder@cityofmadison.com</u>. Property may be required to connect to sanitary sewer on opposite side of Northport Road.
- 3. Sanitary sewer manholes shown on plans are shown as 36" diameter. Public City Madison manholes need to be 48" diameter.
- 4. Any sanitary sewer that is planned to publicly owned and maintained will require a public sanitary sewer extension permit which is a 2-3 month approval process.

- 5. The existing 8"X8" sanitary lateral wye serving this lot is not a legal and will need to be removed as a condition of plan approval.
- 6. This site needs to show that all discharge from the 200 year storm is directed to the Stormwater mngt system and subsequently to the public ROW no discharge to private lands is allowed.
- 7. This site will require the extension of public stormwater system from Northridge Terrace to the site to provide for adequate drainage. Stormwater runoff from the sites is required to reach the public Right of Way directly from the parcel.
- 8. The applicant shall connect to or extend public storm sewer connecting directly to a public storm structure that is either in the public sidewalk or terrace area, or inlet at the curb on the side of the street, adjacent to the development. Any storm lateral extension crossing any lanes of traffic or running longitudinally within a public street right of way for over 20ft, in order to connect to the public system, shall be considered a private storm sewer lateral and will require an approved and recorded privilege in streets agreement. (POLICY)
- 9. Enter into a City / Developer agreement for the required infrastructure improvements. Agreement to be executed prior to sign off. Allow 4-6 weeks to obtain agreement. Contact City Engineering to schedule the development and approval of the plans and the agreement. (MGO 16.23(9)c)
- 10. Construct sidewalk, terrace, curb, gutter, and pavement along Northport Drive to a plan as approved by the City Engineer.
- 11. Construct public sanitary sewer, storm sewer, and drainage improvements as necessary to serve the lots within the plat/csm. (MGO 16.23(9)(d)
- Madison Metropolitan Sewerage District (MMSD) charges are due and payable prior to Engineering sign-off, unless otherwise collected with a Developer's / Subdivision Contract. Contact Mark Moder (608-261-9250) to obtain the final MMSD billing a minimum of two (2) working days prior to requesting City Engineering signoff. (MGO 16.23(9)(d)(4)
- 13. An Erosion Control Permit is required for this project. See Storm comments for permit specific details and requirements.
- 14. A Storm Water Management Report and Storm Water Management Permit is required for this project. See Storm comments for report and permit specific details and requirements.
- 15. A Storm Water Maintenance Agreement (SWMA) is required for this project. See Storm comments for agreement specific details and requirements.
- 16. This site appears to disturb over one (1) acre of land and requires a permit from the WDNR for stormwater management and erosion control. The City of Madison has been required by the WDNR to review projects for compliance with NR216 and NR-151 however a separate permit submittal is still required to the WDNR for this work. The City of Madison cannot issue our permit until concurrence is obtained from the WDNR via their NOI or WRAPP permit process. Contact Eric Rortvedt at 273-5612 of the WDNR to discuss this requirement. Information on this permit application is available online: <a href="http://dnr.wi.gov/Runoff/stormwater/constrformsinfo.htm">http://dnr.wi.gov/Runoff/stormwater/constrformsinfo.htm</a>.

The applicant is notified that the City of Madison is an approved agent of the Department of Safety and Professional Services (DSPS) and no separate submittal to this agency or CARPC is required for this project to proceed.

- 17. Revise the site plan to show all existing public sanitary sewer facilities in the project area as well as the size, invert elevation, and alignment of the proposed service. (POLICY)
- 18. Revise the plans to identify the location of the public storm sewer (proposed or existing) that will serve the development show the connection of the private internal drainage system to the public storm sewer. (POLICY AND MGO OVER 10,000 SF OF IMPERVIOUS AREA 10.29 and 37.05(7)(b))
- 19. This project will disturb 4,000 sf or more of land area and require an Erosion Control Permit. Submit the Erosion Control Permit Application (with USLE calculations and associated fee) to Megan Eberhardt (west) at <a href="mailto:meberhardt@cityofmadison.com">meberhardt@cityofmadison.com</a>, or Daniel Olivares (east) at <a href="mailto:daolivares@cityofmadison.com">daolivares@cityofmadison.com</a>, for approval. The permit application can be found on City Engineering's website at <a href="http://www.cityofmadison.com/engineering/Permits.cfm">http://www.cityofmadison.com/engineering/Permits.cfm</a>.

This project will disturb 20,000 sf or more of land area and require an Erosion Control Plan. Please submit an 11" x 17" copy of an erosion control plan (pdf electronic copy preferred) to Megan Eberhardt (west) at <u>meberhardt@cityofmadison.com</u>, or Daniel Olivares (east) at <u>daolivares@cityofmadison.com</u>, for approval.

Demonstrate compliance with Section 37.07 and 37.08 of the Madison General Ordinances regarding permissible soil loss rates. Include Universal Soil Loss Equation (USLE) computations for the construction period with the erosion control plan. Measures shall be implemented in order to maintain a soil loss rate below 5.0 tons per acre per year. The WDNR provided workbook to compute USLE rates can be found online at <u>https://dnr.wi.gov/topic/stormwater/publications.html</u>

This project will require a concrete management plan and a construction dewatering plan as part of the erosion control plan to be reviewed and approved by the City Engineer's Office. If contaminated soil or groundwater conditions exist on or adjacent to this project additional WDNR, Public Health, and/or City Engineering approvals may be required prior to the issuance of the required Erosion Control Permit. (POLICY)

This project appears to require fire system testing that can result in significant amounts of water to be discharged to the project grade. The Contractor shall coordinate this testing with the erosion control measures and notify City Engineering 608-266-4751 prior to completing the test to document that appropriate measures have been taken to prevent erosion as a result of this testing.

Complete weekly self-inspection of the erosion control practices and post these inspections to the City of Madison website - as required by Chapter 37 of the Madison General Ordinances.

20. Prior to approval, this project shall comply with Chapter 37 of the Madison General Ordinances regarding stormwater management. Specifically, this development is required to submit a Storm Water Management Permit application, associated permit fee, Stormwater Management Plan, and Storm Water Management Report to City Engineering. The Stormwater Management Permit application can be found on City Engineering's website at <a href="http://www.cityofmadison.com/engineering/Permits.cfm">http://www.cityofmadison.com/engineering/Permits.cfm</a>.

The Storm Water Management Plan & Report shall include compliance with the following:

Report: Submit prior to plan sign-off, a stormwater management report stamped by a P.E. registered in the State of Wisconsin.

Electronic Data Files: Provide electronic copies of any stormwater management modeling or data files including SLAMM, RECARGA, TR-55, HYDROCAD, Sediment loading calculations, or any other electronic modeling or data files. If calculations are done by hand or are not available electronically, the hand copies or printed output shall be scanned to a PDF file and provided to City Engineering. (POLICY and MGO 37.09(2))

Rate Control New Development: Detain the 2, 5, 10, 100, & 200 - year storm events, matching post development rates to predevelopment rates and using the design storms identified in Madison General Ordinances Chapter 37.

Rate Control Redevelopment: By design detain the 10-year post construction design storm such that the peak discharge during this event is reduced 15% compared to the peak discharge from the 10-year design storm in the existing condition of the site. Further, the volumetric discharge leaving the post development site in the 10- year storm event shall be reduced by 5% compared to the volumetric discharge from the site in an existing condition during the 10-year storm event. These required rate and volume reductions shall be completed, using green infrastructure that captures at least the first 1/2 inch of rainfall over the total site impervious area. If additional stormwater controls are necessary beyond the first 1/2 inch of rainfall, either green or non-green infrastructure may be used.

Unintended detention: If the plat or subdivision has an enclosed area with provides existing storage, the existing storage will need to be accounted for in addition to meeting the requirements for detention.

Infiltration: Provide infiltration of 90% of the pre-development infiltration volume.

TSS New Development: Reduce TSS by 80% (control the 5-micron particle) off of newly developed areas compared to no controls.

TSS Redevelopment not TMDL: Reduce TSS by 40% (control the 20-micron particle) off of new paved surfaces as compared to no controls.

TSS Redevelopment with TMDL: Reduce TSS by 80% off of the proposed development when compared with the existing site.

Oil/Grease Control: Treat the first 1/2 inch of runoff over the proposed parking facility and/or drive up window. Volume Control: Provide onsite volumetric control limiting the post construction volumetric discharge to the predevelopment discharge volume as calculated using the 10-year storm event.

Thermal Control: Provide substantial thermal control to reduce runoff temperature in cold water community or trout stream watersheds.

100-year Overflow: The applicant shall demonstrate that water can leave the site and reach the public ROW without impacting structures during a 100-year event storm. This analysis shall include reviewing overflow elevations and unintended storage occurring on site when the storm system has reached capacity.

Submit a draft Stormwater Management Maintenance Agreement (SWMA) for review and approval that covers inspection and maintenance requirements for any BMP used to meet stormwater management requirements on this project.

21. Submit, prior to plan sign-off but after all revisions have been completed, digital PDF files to the Engineering Division. Email PDF file transmissions are preferred to: <u>bstanley@cityofmadison.com</u> (East) or <u>ttroester@cityofmadison.com</u> (West).

Please contact Julius Smith of the City Engineering Division–Mapping Section, at (608) 264-9276 if you have questions regarding the following nine (9) items:

- 22. Grant a Public Sidewalk Easement to the City on the face of the pending Certified Survey Map along the frontage of Northport Dr. for widened terraces. The final location and width of the Sidewalk Easement is to be approved by City Engineering and Traffic Engineering. Contact Jule Smith (<u>ismith4@cityofmadison.com</u>) with Engineering Mapping for the final language to be included on the face of the CSM.
- 23. Provide for review, comprehensive reciprocal easements and agreements including, but not limited to, access, pedestrian access, parking, utilities for sanitary and storm sewer and watermain, common areas, storm management, and common fire lane that are necessary to accomplish the land division or site development as proposed prior to final sign off. The document(s) shall be executed and recorded immediately subsequent to the CSM recording and prior to building permit issuance. All proposed lots shown are dependent on the single connection to both the street access and connection to public utilities and are unbuildable without proper easements/agreements to provide the access and services needed amongst the properties.
- 24. Note this project lies within the proposed North-South segment of the Bus Rapid Transit Project. This project may have needs along this route that affect the site development. Contact Mike Cechvala Transportation Planner for BRT, <u>mcechvala@cityofmadison.com</u> for information.
- 25. Coordinate and request from the utility companies serving this area the easements required to serve this development. Those easements shall be properly shown, dimensioned and labeled on the final plat.
- 26. The site plan shall include all lot/ownership lines fully dimensioned per LND-B. See full checklist at link below <a href="https://www.cityofmadison.com/dpced/bi/documents/LUAChecklist.pdf">https://www.cityofmadison.com/dpced/bi/documents/LUAChecklist.pdf</a>
- 27. Provide a full and complete legal description of the site or property being subjected to this application on the site plan.

- 28. The address of the proposed building 1, 80 unit is 701 Northport Dr. The address of the proposed building 2, 24 unit is 705 Northport Dr. The site plan shall reflect a proper street address of the property as reflected by official City of Madison Assessor's and Engineering Division records.
- 29. The pending Certified Survey Map application for this property shall be completed and recorded with the Dane County Register of Deeds (ROD), the new parcel data created by the Assessor's Office and the parcel data available to zoning and building inspection staff prior to issuance of building permits for new construction.
- 30. Submit a site plan and a complete set of building Floor Plans (for each individual building) in PDF format to Lori Zenchenko (<u>lzenchenko@cityofmadison.com</u>) that includes a floor plan of each floor level on a separate sheet/page for the development of an interior and building addressing plan for the proposed multi-building complex. Each building page should include a key locator and north arrow. Also, include a per floor unit matrix for the apartment buildings.

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 Verification submittal stage of this LNDUSE with Zoning.

The final approved stamped Addressing Plan shall be included in said Site Plan Verification application materials or a revised plan shall provided for additional review and approval by Engineering.

Per 34.505 MGO, a full copy of the approved addressing plan shall be kept at the building site at all times during construction until final inspection by the Madison Fire Department.

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.

# Please contact Sean Malloy of the Traffic Engineering Division at (608) 266-5987 if you have any questions regarding the following seventeen (17) items:

- 31. The applicant shall dedicate Right of Way or grant a Public Sidewalk Easement for and be responsible for the construction of a minimum five (5)-foot wide sidewalk, eight (8)-foot terrace, and additional one (1) foot for maintenance, where applicable, along their site's frontage of Northport Drive.
- 32. The applicant shall submit one contiguous plan showing proposed conditions and one contiguous plan showing existing conditions for approval. The plan drawings shall be to engineering scale 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.

- 33. The Developer shall post a security deposit prior to the start of development. In the event that modifications need to be made to any City owned and/or maintained traffic signals, street lighting, signing, pavement marking and conduit/handholes, the Developer shall reimburse the City for all associated costs including engineering, labor and materials for both temporary and permanent installations.
- 34. 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.
- 35. All parking facility design shall conform to MGO standards, as set in section 10.08(6).
- 36. All bicycle parking adjacent pedestrian walkways shall have a 2 foot buffer zone to accommodate irregularly parked bicycles and/or bicycle trailers.
- 37. All pedestrian walkways adjacent parking stalls shall be 7 feet wide to accommodate vehicle overhang, signage and impediments to walkway movements. Any request for variance shall be submitted to and reviewed by City Traffic Engineering.
- 38. Per Section MGO 12.138 (14), this project is not eligible for residential parking permits. It is recommended that this prohibition be noted in the leases for the residential units.
- 39. The applicant shall adhere to all vision triangle requirements as set in MGO 27.05 (No visual obstructions between the heights of 30 inches and 10 feet at a distance of 25 feet behind the property line at streets and 10 feet at driveways.). Alteration necessary to achieve compliance may include but are not limited to; substitution to transparent materials, removing sections of the structure and modifying or removing landscaping elements. If applicant believes public safety can be maintained they shall apply for a reduction of MGO 27.05(2)(bb) Vision Clearance Triangles at Intersections Corners. Approval or denial of the reduction shall be the determination of the City Traffic Engineer.
- 40. City of Madison radio systems are microwave directional line of sight to remote towers citywide. The building elevation will need to be reviewed by Traffic Engineering to accommodate the microwave sight and building. The applicant shall submit grade and elevations plans if the building exceeds three stories prior to sign-off to be reviewed and approved by Andrew Oliver, (267-1979, <u>aoliver@cityofmadison.com</u>) Traffic Engineering Shop, 4151 Nakoosa Trail. The applicant shall return one signed approved building elevation copy to the City of Madison Traffic Engineering office with final plans for sign off.
- 41. The driveway slope to the underground parking is not identified in the plan set, Traffic Engineering recommends driveway slope under 10%; if the slope is to exceed 10%, the applicant shall demonstrate inclement weather mitigation techniques to provide safe ingress/egress to be approved by the City Traffic Engineer.
- 42. The applicant shall provide a clearly defined 5' walkway clear of all obstructions to assist citizens with disabilities, especially those who use a wheel chair or are visually impaired. Obstructions include but are not limited to tree grates, planters, benches, parked vehicle overhang, signage and doors that swing outward into walkway.

- 43. "Stop" signs shall be installed at a height of seven (7) feet from the bottom of the sign 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.
- 44. The applicant shall show the dimensions for the proposed class III driveway including the width of the drive entrance, width of the flares, and width of the curb cut.
- 45. All existing driveway approaches on which are to be abandoned shall be removed and replaced with curb and gutter and noted on the plan.
- 46. Applicant shall submit for review a waste removal plan. This shall include vehicular turning movements.
- 47. Include a parking plan demonstrating how specific stalls, to be used by the Church, will be reserved. Include any signage to be used to achieve this goal in the submitted plans.

## Please contact Trent Schultz of the Parking Division at (608) 246-5806 if you have any questions regarding the following item:

48. A Transportation Demand Management (TDM) Plan is required for the project, per MGO 16.03. The applicant shall submit a TDM Plan to <u>tdm@cityofmadison.com</u>. Applicable fees will be assessed after the TDM Plan is reviewed by staff.

#### Please contact Jenny Kirchgatter, Assistant Zoning Administrator at (608) 266-4429 if you have any questions regarding the following ten (10) items:

- 49. Increase the rear yard setback (south yard) for Building 2 to a minimum of 20 feet. The rear yard setback for a multi-family building (5-24 units) is a minimum of 20 feet.
- 50. Provide electric vehicle ready stalls per Section 28.141(8)(e) Electric Vehicle Charging Station Requirements. A minimum of 10% of the parking stalls (14 stalls) must be electric vehicle ready. Identify the locations of the electric vehicle ready stalls on the plans. Add the count of EV ready stalls to the Site Development Data table.
- 51. Provide the capacity of the main worship space for the existing place of worship. The vehicle parking maximum and bicycle parking minimum for the place of worship will be determined by the capacity of the main worship space.
- 52. Verify that the landscape islands contain a minimum of 75% vegetative cover. Per Sections 28.142(3)(c) and 28.142(4)(e), planting beds or planted areas must contain at least 75% vegetative cover mulched. Mulch shall consist of shredded bark, chipped wood or stone installed at a minimum depth of two (2) inches. If stone is used, it shall be spread over weed barrier fabric.

709 Northport Drive LNDUSE-2025-00044; ID 88336 July 8, 2025 Page 9

- 53. Show the refuse disposal area for the existing place of worship on the site plan. All developments, except single family and two family developments, shall provide a refuse disposal area. If the refuse disposal area is located outside the building, it 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 if provided outside the building. Note that City issued trash containers are not required to be screened.
- 54. The future building on Lot 3 will require a separate review and approval.
- 55. Verify whether the front basement wall (Northeast elevation) of Building 1 is exposed more than 50%. The basement level shall be counted as a story when the front exterior wall of the basement level is exposed more than 50%.
- 56. Provide details demonstrating compliance with bird-safe glass requirements Section 28.129. For building façades where the first sixty (60) feet from grade are comprised of less than fifty percent (50%) glass, at least eighty-five percent (85%) of the glass on glass areas fifty (50) square feet or over must be treated. Of all glass areas over fifty (50) square feet, any glass within fifteen (15) feet of a building corner must be treated. Identify which glass areas are 50 sq. ft. or greater and which glass areas will be treated. Provide a detail of the specific treatment product that will be used.
- 57. 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.
- 58. Signage approvals are not granted by the Plan Commission. Signage must be reviewed for compliance with Chapter 31 Sign Codes of the Madison General Ordinances. Signage permits are issued by the Zoning Section of the Department of Planning and Community and Economic Development.

# Please contact Adam Kaniewski of the Parks Division at (608) 261-4281 if you have questions regarding the following item:

59. Park Impact Fees (comprised of the Park Infrastructure Impact Fee, per MGO Sec. 20.08(2)), and Park-Land Impact Fees, per MGO Sec. 16.23(6)(f) and 20.08(2) will be required for all new residential development associated with this project. This development is within the North Park-Infrastructure Impact Fee district. The Park Impact Fee ID# for this project is 25040. Visit <u>https://www.cityofmadison.com/parks/about/impactFees.cfm</u> for information about Park Impact Fee rates, calculations, and payment process. 709 Northport Drive LNDUSE-2025-00044; ID 88336 July 8, 2025 Page 10

#### Please contact Jeff Heinecke of the Forestry Section at (608) 266-4890 if you have any questions regarding the following two (2) items:

60. On this project, street tree protection zone fencing is required. The fencing shall be erected before the demolition, grading or construction begins. The fence shall include the entire width of terrace and, extend at least 5 feet on both sides of the outside edge of the tree trunk. Do not remove the fencing to allow for deliveries or equipment access through the tree protection zone. Add as a note on both the site and street tree plan sets.

## Please contact Jeff Belshaw of the Water Utility at (608) 261-9835 if you have any questions regarding the following item:

61. A Water Service Application Form and fees must be submitted before connecting to the existing water system. Provide at least two working days notice between the application submittal and the requested installation or inspection appointment. Application materials are available on the Water Utility's Plumbers & Contractors website (<u>http://www.cityofmadison.com/water/plumbers-contractors</u>), otherwise they may be obtained from the Water Utility Main Office at 119 E Olin Ave. A licensed plumber signature is required on all water service applications. For new or replacement services, the property owner or authorized agent is also required to sign the application. A Water Meter Application Form will subsequently be required to size & obtain a water meter establish a Water Utility customer account and/or establish a Water Utility fire service account. If you have questions regarding water service applications, please contact Madison Water Utility at (608) 266-4646.

#### Please contact Tim Sobota of Metro Transit at (608) 261-4289 if you have any questions regarding the following two (2) items:

- 62. Metro Transit operates daily all-day transit service along Northport Drive near this property with trips at least every 30 minutes (every 15 minutes or less during the day on weekdays and Saturdays).
- 63. Metro Transit would initially estimate the following counts of trips would not be eligible towards US Green Building Council/LEED Quality Access to Transit points, due to the one-way loop operation of the service: 66 Weekday & 48 Weekend. Please contact Metro Transit if additional analysis would be of interest.

# 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 permits for your project:

 The applicant shall resubmit a PDF copy of the plan set and any other supporting materials that are necessary, as specified in this letter to <u>sprapplications@cityofmadison.com</u>. (Note: A 20MB email limit applies and multiple transmittals may be required.). A check for the **site plan review fee** shall be mailed to the City of Madison Building Inspection Division; PO Box 2984; Madison, WI 53701-2984. 709 Northport Drive LNDUSE-2025-00044; ID 88336 July 8, 2025 Page 11

- 2. City Agencies who submitted conditions of approval will review your revised plans to verify that their conditions, along with any applicable requirements, have been satisfied. When the revised plans are submitted, the applicant will be emailed a hyperlink to a website to follow, in real time, which agencies have reviewed the revised documents, and signed off or need additional information.
- 3. This letter shall be signed by the applicant and property owner (if not the applicant) to acknowledge the conditions of approval and returned to the Zoning Administrator when requesting building permit approval. [Signature block on last page]
- 4. 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. No alteration of a conditional use shall be permitted unless approved by the Plan Commission provided, however, the Zoning Administrator following consideration by the alderperson of the district, may approve 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 Plan Commission and the conditional use standards.
- 5. The Plan Commission shall retain jurisdiction over this matter for the purpose of resolving complaints against the approved conditional use permit.

If you have any questions regarding obtaining your building permits, please contact the Zoning Administrator at (608) 266-4551. If you have any other questions or if may be of any further assistance, please do not hesitate to contact my office at <u>cwells@cityofmadison.com</u> or (608) 261-9135.

Sincerely,

Clim Velle

Chris Wells Planner

cc: Brenda Stanley, City Engineering Division
 Julius Smith, City Engineering Division
 Mapping Section
 Sean Malloy, Traffic Engineering Division
 Trent Schultz, Parking
 Jenny Kirchgatter, Zoning Administrator
 Adam Kaniewski, Parks Division
 Jeffrey Heinecke, Parks Division—Forestry
 Section
 Jeff Belshaw, Madison Water Utility
 Tim Sobota, Metro Transit
 Setime Division
 Julius
 Sectime Division
 Jeffrey Heinecke, Mathematical Division
 Jeff Belshaw, Madison Water Utility
 Tim Sobota, Metro Transit
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 Jeffrey Heinecke, Mathematical Division
 Jeffrey Heinecke, Mathematical Division

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

Signature of Applicant

Signature of Property Owner (If Not Applicant)

LNDUSE-2025-00044			
For Official Use Only, Re: Final Plan Routing			
$\boxtimes$	Planning Div. (Wells)	$\boxtimes$	Engineering Mapping Sec.
$\boxtimes$	Zoning Administrator		Parks Division
$\boxtimes$	City Engineering	$\boxtimes$	Urban Design Commission
$\boxtimes$	Traffic Engineering		Recycling Coor. (R&R)
$\boxtimes$	Fire Department	$\boxtimes$	Water Utility
$\boxtimes$	Metro Transit	$\boxtimes$	Forestry
$\boxtimes$	Parking		