



Department of Planning & Community & Economic Development

## Planning Division

Katherine Cornwell, Director

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August 28, 2015

Richard Jones  
Noeske Jones, LLC  
2051 Winnebago Street  
Madison, WI 53704

RE: Approval of a conditional use to convert a single-family home into a two-unit dwelling at **2055 Winnebago Street**

Dear Mr. Jones:

At its August 24, 2015 meeting, the Plan Commission, meeting in regular session, approved your request to convert a single-family home into a two-unit dwelling at 2055 Winnebago Street. In order to receive final approval of the conditional use and for permits to be issued, the following conditions must be met.

**Please contact Brenda Stanley, Engineering Division at 266-4537 if you have questions regarding the following seven (7) items:**

1. Although the proposed 2 unit has 2 individual exterior entry doors, the adjacent property address prevents the assignment of two separate addresses. The addresses are: 2055 Winnebago St Apt 1 for the first floor and 2055 Winnebago St Apt 2 for the second floor apt.
2. Correct the legal description on the Site Plan: Lot 6 of Lot 14, and Lot 1 of Lot 15, Ellsworth's Subdivision of Lots 13, 14, 15 and Southeast 1/2 of Lots 16 and 17, Farwell's Addition, in the City of Madison, Dane County, Wisconsin.
3. The site plan is a copy of a 2006 site plan. The proposed area of new dwelling unit in the 2051 building is existing. The address of that 3 bedroom is 2053 Winnebago St. Update language and address accordingly. The existing house should say proposed 2 dwelling units.
4. The site plan shall identify lot and block numbers of recorded Plat.
5. All damage to the pavement on Winnebago St. adjacent to this development shall be restored in accordance with the City of Madison's Pavement Patching Criteria. For additional information please see the following link: <http://www.cityofmadison.com/engineering/patchingCriteria.cfm> (POLICY)
6. All work in the public right-of-way shall be performed by a City licensed contractor. (MGO 16.23(9)(c)5) and MGO 23.01)

7. 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. (POLICY)

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

8. 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; semitrailer movement and vehicle routes; dimensions of radii; and percent of slope.
9. 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.
10. 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.
11. All parking facility design shall conform to MGO standards, as set in section 10.08(6).

**Please contact Jenny Kirchgatter, Assistant Zoning Administrator at 266-4429 if you have questions regarding the following three (3) items.**

12. District boundary screening shall be provided along side and rear property boundaries between commercial and 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. For conditional uses, the Plan Commission may modify these requirements. Provide district boundary screening along the rear property line between the subject property and the residential property at 2022 Rusk Street. Submit a detail of the screening.
13. 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. Show the refuse disposal area for the existing commercial building. If the refuse disposal area is located outside the building, provide a screened trash enclosure area and submit a detail of the enclosure.
14. Bike parking shall comply with City of Madison General Ordinances Table 28I-3 (General Regulations). Provide the required bicycle parking stalls in a safe and convenient location on an impervious surface to be shown on the final plan. Provide the number of employees for the artisan studio spaces to determine the required number of bicycle stalls. NOTE: A bike-parking stall is a

minimum of two feet by six feet with a five-foot access area. Submit a detail showing the model of bike rack to be installed.

**Please contact Bill Sullivan, Madison Fire Department at 261-9658 if you have questions regarding the following item:**

15. Madison Fire Department recommends the installation of a residential fire sprinkler system in accordance with NFPA 13D and SPS 382.40(3)(e). Additional information is available at the Home Fire Sprinkler Coalition website: <http://www.homefiresprinkler.org/Consumer/ConsHome.html>

**Please contact Kay Rutledge, Parks Division at 266-4714 if you have questions regarding the following two items:**

14. Park impact fees (comprised of the Park Development Impact Fee per MGO Sec. 20.08(2) and the Parkland Impact Fee in lieu of land dedication per MGO Sec. 16.23(8)(f) and 20.08(6)) will be required for all new residential development. The developer shall pay select a method of payment prior to signoff on the conditional use. This development is within the Olbrich park impact fee district (SI25). Please reference ID# 15139 when contacting Parks about this project.
15. 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.

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

16. That the applicant provides elevation drawings depicting the limited exterior changes described in this application for approval by staff. The applicant shall also provide elevation drawings or clear photographs depicting the existing condition for all sides of the building. Changes to elevations not included in this application will require approval of an alteration to this conditional use.

**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 nine (9) 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, Room LL-100, Madison Municipal Building, 215 Martin Luther King, Jr. Boulevard. 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 property is not in a wellhead protection district. All wells located on this property shall be abandoned if no valid well operation permit has been obtained from the Madison Water Utility. The Water Utility will not need to sign off the final plans, and will not need a copy of the approved plans.
3. 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.
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. No alteration of a conditional use shall be permitted unless approved by the Plan Commission provided, however, 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.
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 266-4551. 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: Brenda Stanley, City Engineering Division  
 Bill Sullivan, Fire Department  
 Jenny Kirchgatter, Zoning  
 Eric Halvorson, Zoning Administrator

<p>I hereby acknowledge that I understand and will comply with the above conditions of approval for conditional use.</p>  <p>_____</p> <p style="text-align: center;"><i>Signature of Applicant</i></p>  <p>_____</p> <p style="text-align: center;"><i>Signature of Property Owner (if not the applicant)</i></p>
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<b>For Official Use Only, Re: Final Plan Routing</b>			
<input checked="" type="checkbox"/>	Planning Div. (Firchow)	<input checked="" type="checkbox"/>	Engineering Mapping Sec.
<input checked="" type="checkbox"/>	Zoning Administrator	<input checked="" type="checkbox"/>	Parks Division
<input checked="" type="checkbox"/>	City Engineering	<input type="checkbox"/>	Urban Design Commission
<input checked="" type="checkbox"/>	Traffic Engineering	<input type="checkbox"/>	Recycling Coord. (R&R)
<input checked="" type="checkbox"/>	Fire Department	<input type="checkbox"/>	Other: