



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

Website: [www.cityofmadison.com](http://www.cityofmadison.com)

Madison Municipal Building  
215 Martin Luther King, Jr. Boulevard  
P.O. Box 2985  
Madison, Wisconsin 53701-2985  
TDD 608 266-4747  
FAX 608 266-8739  
PH 608 266-4635

February 10, 2009

Peter Rott  
Isthmus Architecture, Inc.  
613 Williamson Street  
Madison, Wisconsin 53703

RE: Approval of a major alteration to an existing conditional use to allow the addition of a dwelling unit in an existing 14-unit apartment building located at 529 N. Pinckney Street.

Dear Mr. Rott;

At its February 9, 2009 meeting, the Plan Commission found the conditional use standards met and approved your client's conditional use application to allow the addition of a dwelling unit in an existing 14-unit apartment building located at 529 N. Pinckney Street, subject to the conditions below. In order to receive final approval of the conditional use and for building permits to be issued, the following conditions must be met:

**Please contact Janet Dailey, City Engineering Division, at 261-9688 if you have questions regarding the following two items:**

1. In accordance with MGO 10.34– Street Numbers: Submit a PDF of each floor plan to the Engineering Mapping Section (Lori Zenchenko), [lzenchenko@cityofmadison.com](mailto:lzenchenko@cityofmadison.com) so that a preliminary interior addressing plan can be developed. If there are any changes pertaining to the location of a unit, the deletion or addition of a unit, or to the location of the entrance into any unit, (before, during or after construction) the addresses may need to be changed. The interior address plan is subject to the review and approval of the Fire Marshal.
2. The applicant shall submit, prior to plan sign-off, digital CAD files to the Land Records Coordinator in the Engineering Division. (Lori Zenchenko) [lzenchenko@cityofmadison.com](mailto:lzenchenko@cityofmadison.com). The digital copies shall be drawn to scale and represent final construction including: building footprints, internal walkway areas, internal site parking areas, lot lines/ numbers/ dimensions, street names, and other miscellaneous impervious areas. All other levels (contours, elevations, etc) are not to be included with this file submittal. Email file transmissions are preferred. The digital CAD file shall be to scale and represent final construction. Any changes or additions to the location of the building, sidewalks, parking/pavement during construction will require a new CAD file. The single CAD file submittal can be either AutoCAD (dwg) Version 2001 or older, MicroStation (dgn) Version J or older, or Universal (dxf) format. Please include the site address in this transmittal.

**Please contact John Leach, Traffic Engineering Division, at 267-8755 if you have questions about the following five items:**

3. A condition of approval shall be that no residential parking permits will be issued for 529 N. Pinckney Street, this would be consistent with other projects in the area. In addition, the applicant shall inform all tenants in the apartment leases. The applicant shall submit for 529 N. Pinckney Street a copy of the lease noting the above condition in the lease when submitting plans for City approval.
4. When the applicant submits final plans for approval, the applicant shall show the following: items in the terrace as existing (e.g., signs and street light poles), type of surfaces, existing property lines, addresses, one contiguous plan (showing all easements, all pavement markings, building placement, and stalls), adjacent driveway approaches to lots on either side, signage, percent of slope, dimensions of radii, aisles, driveways, stalls including the two (2) feet overhang, and a scaled drawing at 1" = 20'.

5. 529 N. Pinckney Street is located in the Central Area Back Yard Parking Standards Zones. If the applicant uses the Central Area Back Yard Parking Standards, no parking spaces should be shown and the area shall be noted as **“529 N. Pinckney Street parking is in accordance MGO 28.08(1)(g) – Central Area Back Yard Parking Standards.”** If the applicant shows existing parking spaces, all dimensions shall be shown in accordance for items A, B, C, E, and O for degree of angle parking with 9- foot wide stalls and backing up, according to Figures II "Medium and Large Vehicles" parking design standards in Section 10.08(6)(b) 2 or note on site plans.
6. All directional and regulatory signage and pavement markings on the site shall be shown and noted on the plan.
7. Public signing and marking related to the development may be required by the City Traffic Engineer for which the developer shall be financially responsible.

**Please contact Pat Anderson, Assistant Zoning Administrator, at 266-5978 if you have any questions regarding the following four items:**

8. Provide 15 bike parking stalls in a safe and convenient location on an impervious surface to be shown on the final plan. Note: A bike-parking stall is two feet by six feet with a five-foot access area. Structures that require a user-supplied locking device shall be designed to accommodate U-shaped locking devices.
9. Provide a detailed landscape plan. Show species and sizes of landscape elements. Provide a landscape worksheet with the final plans that shows that the landscaping provided meets the point and required tree ordinances.
10. Lighting is not required. However, if it is provided, it must comply with City of Madison outdoor lighting standards. Lighting will be limited to .10 watts per square foot.
11. Meet all applicable State accessible requirements, including but not limited to:
  - a.) Provide a minimum of one van accessible stalls striped per State requirements. A minimum of one of the stalls shall be a van accessible stall 8 feet wide with an 8-foot striped out area adjacent.
  - b.) Show signage at the head of the stalls. Accessible signs shall be a minimum of 60” between the bottom of the sign and the ground.
  - c.) Show the accessible path from the stalls to the building. The stalls shall be as near the accessible entrance as possible. Show ramps, curbs, or wheel stops where require.

**Please contact Tom Maglio, Parks Division, at 266-4711 if you have questions about the following item:**

12. The developer shall pay park fees totaling \$1,993.05 for the additional unit for park dedication and development fees. The developer must select a method for payment of park fees before signoff on the conditional use.

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

13. That the applicant provide a manual fire alarm system per IFC 907.2.9 due to the additional dwelling unit created above the level of exit discharge.
14. That the applicant provide a sprinkler system per IFC 903.2.7 due to the additional dwelling unit.
15. Dwelling units shall be addressed per MGO 10.34.

**Please contact my office at 261-9632 if you have questions about the following three items:**

16. That any exterior alterations to the building receive prior approval of the Landmarks Commission of a Certificate of Appropriateness.

17. That the final plans be revised per Planning Division approval prior to final signoff and the issuance of building permits as follows:
  - a.) clearly show and dimension the usable open space provided for this property;
  - b.) show the existing rear fire escape on the floorplans for each floor above grade and on a revised site plan.
18. That the applicant provide details regarding how trash is managed on this site for approval by the Planning Division and Zoning Administrator prior to final approval of this conditional use and the issuance of building permits. Note that satisfaction of this condition may require submittal of a detailed plan showing a trash enclosure and screening as required by the Zoning Ordinance and per Planning Division approval.

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

1. Please revise your plans per the above and submit **nine (9) copies** of a complete 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.
2. This letter shall be signed by the applicant to acknowledge the conditions of approval and returned to the Zoning Administrator when requesting demolition and/or building permit approval.
3. 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. This approval shall become null and void one year after the date of the Plan Commission unless the use is commenced, construction is under way, or a valid building permit is issued and construction commenced within six months of the issuance of said building permit. 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 266-4551. If you have any questions or if may be of any further assistance, please do not hesitate to contact my office at 261-9632.

Sincerely,

Timothy M. Parks  
 Planner

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

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*Signature of Applicant*

cc: Janet Dailey, City Engineering Division  
 John Leach, Traffic Engineering Division  
 Tom Maglio, Parks Division  
 Tim Sobota, Metro Transit  
 Scott Strassburg, Madison Fire Department  
 Pat Anderson, Asst. Zoning Administrator

For Official Use Only, Re: Final Plan Routing			
<input checked="" type="checkbox"/>	Planning Div. (T. Parks)	<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: