



Department of Planning & Community & Economic Development

Planning Division

Heather Stouder, Director

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February 28, 2023

Brandi Grayson
Urban Triage, Inc.
147 S Butler Street
Madison, WI 53703

RE: Legistar ID 75709; Accela 'LNDUSE-2023-00002' -- Approval of a conditional use at 141 South Butler Street

Dear Brandi:

At its February 27 meeting, the Plan Commission, meeting in regular session, found the standards met and approved your conditional use for a mission house at 141 South Butler Street. In order to receive final approval of your requests, and for any other permits that may need to be issued for your project, the following conditions shall be met:

Please contact Jenny Kirchgatter, Assistant Zoning Administrator at (608) 266-4429 if you have any questions regarding the following seven (7) items:

1. Provide a calculation for the existing and proposed lot coverage with the final submittal. The lot coverage maximum is 90%. Lot coverage is defined as the total area of all buildings, measured at grade, all accessory structures including patios, etc., and all paved areas as a percentage of the total area of the lot, with the following exceptions: sidewalks or paved paths no wider than five (5) feet, pervious pavement, green roofs and decks. If the site currently exceeds 90% maximum lot coverage, the existing percentage of lot coverage may be maintained. The proposed site improvements may not further increase lot coverage above the maximum.
2. A minimum of 120 sq. ft. of useable open space is required (10 sq. ft. per bedroom). Usable open space shall not include areas occupied by buildings, driveways, drive aisles, off-street parking, paving and sidewalks, except that paved paths no wider than five (5) feet, and pervious pavement designed for outdoor recreation only may be included as usable open space. Within the Central Area, as defined, where usable open space requirements cannot be met due to limited existing lot area, or building/parking placement, required landscaped areas may be used to meet the usable open space requirement, provided that said landscaped areas are a minimum of five (5) feet in width.
3. Parking requirements for persons with disabilities must comply with City of Madison General Ordinances Section 28.141(4)(e) which includes all applicable State accessible requirements. Provide one (1) van accessible stall striped per State requirements. A van accessible stall shall be a minimum of 8 feet wide with an 8 foot wide striped access area adjacent. Show the accessible signage at the head of the stall. An accessible sign shall be a minimum of 48" between the bottom of the sign and the ground.

4. Per Off-Street Parking Requirements Table 28I-3, a minimum of thirteen (13) bicycle stalls are required for the Urban Triage mission house. The applicant proposes ten (10) stalls (2 exterior and 8 basement stalls). A bicycle parking reduction will be required per Section 28.141(5). Submit a request for a parking reduction with the final plan submittal including information to support the reduction.
5. Show the location of the interior basement bicycle stalls. Up to twenty-five percent (25%) of bicycle parking may be structured parking, vertical parking or wall mount parking, provided there is a five (5) foot access aisle for wall mount parking. NOTE: A bicycle stall is a minimum of two (2) feet by six (6) feet with a five (5) foot wide access area. Submit a detail showing the model of bike rack to be installed.
6. 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.
7. 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 and Chapter 33 Urban Design District ordinances. Signage permits are issued by the Zoning Section of the Department of Planning and Community and Economic Development.

Please contact Jeff Quamme of the City Engineering Division – Mapping Section at (608) 266-4097 if you have any questions regarding the following four (4) items:

8. Show, label and dimension the 10' shared Common Driveway Easement per Document No. 302797. The northwesterly 3.5 feet of this parcel is subject to the easement.
9. Identify on the plans the lot and block numbers of recorded Certified Survey Map or Plat.
10. Provide a full and complete legal description of the site or property being subjected to this application on the site plan.
11. Guest room address numbers shall follow interior addressing standards. Submit a site plan and a complete building Floor Plan in PDF format to Lori Zenchenko (lzenchenko@cityofmadison.com) that includes a floor plan of each floor level on a separate sheet/page for the development of a complete interior addressing plan. Also, include a unit matrix for 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 be 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 Bill Sullivan of the Fire Department at (608) 866-4691 if you have any questions regarding the following two (2) items:

12. Madison Fire does not support the project without addressing the need for a second exit from the 3rd Floor. The existing jump platform is known to be an unsafe emergency exit option requiring an alternative solution acceptable to the current building code.
13. If the occupancy classification changes, an automatic fire sprinkler system shall be required.

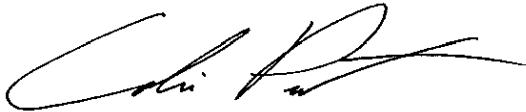
Specific questions regarding the comments or conditions contained in this letter should be directed to the commenting agency.

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

1. After the plans have been revised per the above conditions, please submit **one (1) complete digital plan set in PDF format** of complete, fully dimensioned, and to-scale plans; the appropriate site plan review application and [site plan review fee pursuant to Section 28.206](#) of the Zoning Code; and any other documentation requested herein to the Zoning Administrator at SPRapplications@cityofmadison.com. (Note that that an individual email cannot exceed 20MB and it is the responsibility of the applicant to present files in a manner that can be accepted. Please email zoning@cityofmadison.com regarding questions or if you need alternative filing options) The sets of final revised plans or documents will be circulated by 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 conditional use 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

cc: Jenny Kirchgatter, Asst. Zoning Administrator
Jeff Quamme, City Engineering Division – Mapping
Bill Sullivan, Fire Department

I hereby acknowledge that I understand and will comply with the above conditions of approvals.

Signature of Applicant

Signature of Property Owner (if not the applicant)

LNDUSE-2023-00002			
For Official Use Only, Re: Final Plan Routing			
☒	Planning Div. (Punt)	☒	Engineering Mapping Sec.
☒	Zoning Administrator	☐	Parks Division
☐	City Engineering	☐	Urban Design Commission
☐	Traffic Engineering	☐	Recycling Coord. (R&R)
☒	Fire Department	☐	Water Utility
☐	Metro Transit	☐	Other: Forestry