



Department of Planning & Community & Economic Development

Planning Division

Katherine Cornwell, Director

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May 24, 2016

Todd Seiler
Next Step Building and Design, LLC
Blue Mounds, WI 53517

RE: Conditional Use to construct a roughly 625 square-foot, one-story accessory dwelling unit located at **217 N. Meadow Lane**.

Dear Mr. Seiler:

At its May 23, 2016 meeting, the Plan Commission **approved** your request for a Conditional Use to construct a roughly 625 square-foot, one-story accessory dwelling unit located at **217 N. Meadow Lane**. In order to receive final approval of the conditional use and for any necessary permits to be issued, the following conditions must be met:

Please contact Timothy Troester, City Engineering Division at 267-1995 if you have questions regarding the following five (5) items:

1. The Applicant shows the building within 3.5 feet of the PL on the south side of the lot. City Engineering holds an easement that is five feet off the property in this area. The building shall be moved out of the easement.
2. The rear yard of this property is subject to severe flooding on an intermittent basis. The applicant shall provide a site plan with existing ground elevations and proposed building elevations that will protect the structure from flood damage. This plan shall be reviewed and approved by City Engineering prior to release of building permit.
3. The site plan shall be revised 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).
4. The Applicant shall dedicate a 7.5-foot wide sanitary sewer easement on the property being improved as a condition of plan approval. The City sanitary sewer appears to be located below the southern property line.
5. No building improvements shall be located within the storm or sanitary sewer easements.

Please contact Jeff Quamme, City Engineering Review Mapping at 266-4097 if you have questions regarding the following five (5) items:

1. The site plan shall be revised to show the existing 10-foot wide Public Storm Sewer Easement along the south side of the Lot as per Document No. 706389 Dane County Register of Deeds.
2. The proposed Accessory Dwelling Unit shall be moved northerly to lie outside of the required 7.5-foot Sanitary Sewer easement. The Applicant shall also provide an accurate location of the existing attached garage. This may require the services of a Professional Land Surveyor. If any portion of the existing garage lies within the existing storm sewer or proposed sanitary sewer easement, a consent to occupy easement will be required to be drafted by City of Madison Real Estate staff and executed by the home owner to set forth conditions and to permit the encroachment of any existing improvement within the easement. Contact Jeff Quamme at 266-4097 or jrquamme@cityofmadison.com for additional information.
3. As required by Engineering, a 7.5-foot wide sanitary sewer easement along the south property line of this lot for the existing public sanitary sewer that runs along the south side of this lot and serves the existing home shall be drafted by City of Madison Real Estate Staff, executed by the owner and recorded by City Staff at the Dane County Register of Deeds. Contact Jeff Quamme (266-4097 or jrquamme@cityofmadison.com) for additional information.
4. The address of the ADU is 219 N Meadow Ln. 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.
5. The dimensions of the lot are incorrect. The record width is 62.6 feet (not 64') and the depth is 145.63 (not 146'). Correct the site plan accordingly.

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

1. Revise the site plan to correctly show the lot dimensions. City of Madison records show that the lot (Sunset Village Sunset Ridge Addition, Lot 372) is 62.60 feet wide by 145.63 feet deep.
2. The proposed accessory dwelling unit shall comply with the supplement requirements of Section 28.151 for an Accessory Dwelling Unit.
3. Show the walkway connecting the accessory dwelling unit with the public sidewalk. Accessory dwelling unit entry ways within a rear or side yard shall be connected to a street frontage by a paved walkway or driveway.

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

1. 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 Janet Schmidt, Parks Division at 266-4714 if you have questions regarding the following two (2) items:

1. 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 must select a method for payment of park fees before signoff on the conditional use. This development is within the Garner park impact fee district (SI29). Please reference ID#16115 when contacting Parks about this project.
2. 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 Dennis Crawley, Water Utility at 261-9243 if you have questions regarding the following two (2) items:

1. All operating private wells shall be identified and permitted by the Water Utility in accordance with Section 13.21, MGO.
2. All unused private wells shall be abandoned in accordance with Section 13.21, MGO.

Specific questions regarding the comments or conditions in this letter should be directed to the commenting agency. No building permits shall be issued until the Applicant has met all of the conditions of approval stated in this letter.

For obtaining your conditional use, please follow the procedures listed below:

1. Please revise your plans per the above conditions and submit seven (7) copies of a complete, fully dimensioned and scaled plan set to the Zoning Administrator for final review and comment. This submittal shall all also include one complete digital plan set in PDF format. 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, MGO, and any other documentation requested herein by the Zoning Administrator, located in Room LL-100, Madison Municipal Building, 215 Martin Luther King, Jr. Blvd., Madison, WI 53701. The sets of final revised plans or documents will be circulated by the Zoning staff to the City department staff listed above for final approval.
2. The Madison Water Utility shall be notified to remove the water meters prior to demolition. 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.
3. 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.
4. When requesting conditional use approval, this letter shall be signed by the Applicant to acknowledge the conditions of approval and returned to the Zoning Administrator.
6. 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.

7. 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.
8. 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 267-8733.

Sincerely,



Jessica Vaughn, AICP
 Planner

cc: Timothy Troester, City Engineering Division
 Jeff Quamme, City Engineering Review Mapping
 Jenny Kirchgatter, Zoning
 Bill Sullivan, Fire Department
 Janet Schmidt, Parks Division
 Dennis Crawley, Water Utility

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

Signature of Applicant

Signature of Property Owner (if not the applicant)

For Official Use Only, Re: Final Plan Routing			
<input checked="" type="checkbox"/>	Planning Div. (Vaughn)	<input checked="" type="checkbox"/>	Zoning Administrator
<input checked="" type="checkbox"/>	City Engineering	<input checked="" type="checkbox"/>	Parks Division
<input checked="" type="checkbox"/>	Engineering Mapping Sec.	<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 type="checkbox"/>	Other: