



Department of Planning & Community & Economic Development
Planning Division

Website: www.cityofmadison.com

Madison Municipal Building
215 Martin Luther King, Jr. Boulevard
P.O. Box 2985
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FAX 608 266-8739
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August 19, 2008

Jim Glueck
Glueck Architects
116 Few St.
Madison, Wisconsin 53703

RE: Approval for a conditional use permit for incorporation of a new community center “annex” in an existing building at 1910 Lake Point Drive in R4 General Residential Zoning District.

Dear Mr. Glueck:

The Plan Commission, meeting in regular session on August 18th, 2008 determined that the ordinance standards could be met and **approved** your client’s request for a permit to utilize the existing building at 1910 Lake Point Drive as an “annex” to the Bridge Lake Point Waunona Neighborhood Center. In order to receive final approval for the conditional use, the following conditions must be met:

Please contact Janet Dailey, City Engineering, at 261-9688 if you have questions regarding the following item:

1. The applicant shall submit, prior to plan sign-off, a digital CAD file (single file) to the Engineering Program Specialist in the Engineering Division (Lori Zenchenko). The digital CAD file shall be to scale and represent final construction. The single CAD file submittal can be either AutoCAD (.dwg) Version 2001 or older, Microstation (.dgn) Version J or older, or Universal (.dxf) format and contain only the following data, each on a separate layer name/level number:
 - a) Building footprints
 - b) Internal walkway access
 - c) Internal site parking areas
 - d) Other miscellaneous impervious areas (i.e. gravel, crushed stone, bituminous/asphalt, concrete, etc.)
 - e) Right-of-way lines (public and private)
 - f) All underlying lot lines or parcel lines if unplatted
 - g) Lot numbers or the words “unplatted”
 - h) Lot/Plat dimensions
 - i) Street names

All other levels (contours, elevations, etc.) are not to be included with this file submittal.

Note: Email file transmissions are preferred: lzenchenko@cityofmadison.com. Include the site address in the subject line of this transmittal. Any changes or additions to the location of the building, sidewalks, or parking/pavement during construction will require a new CAD file.

Please Contact John Leach, Traffic Engineering, at 267-8755 if you have questions about the following three items:

2. The applicant should provide additional bike racks closer to the entrance of the building for this land use.
3. When the applicant submits final plans for 1910 and 1914 Lake Point Drive for approval, the applicant shall show the following:
 - a) Items in the terrace as existing (e.g. signs and street light poles)
 - b) Types of surfaces
 - c) Existing property lines
 - d) Addresses
 - e) One contiguous plan showing all easements, pavement markings, building placement, and stalls
 - f) Adjacent driveway approaches to lots on either side and across the street
 - g) Signage
 - h) Percent of slope
 - i) Vehicle routes
 - j) Dimensions of radii, aisles, driveways, stalls including the two (2) feet overhang
 - k) A scaled drawing at 1"=20'
4. The City Traffic Engineer may require public signing and marking related to the development, for which the developer shall be financially responsible.

Please Contact Patrick Anderson, Zoning Administrator, at 266-4551 if you have questions about the following three items:

5. Prior to final signoff, the applicant must obtain approval for a 4 stall parking reduction
6. The applicant shall submit final plans showing bike-parking stalls to accommodate six (6) bicycles. Notes: 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. Bike racks shall be securely anchored to the ground or building.
7. Signage must be reviewed for compliance with Chapter 31 of the Madison General Ordinances. Signage permits are issued by the Zoning Section of the Department of Planning and Community and Economic Development.
8. Lighting is not required. However, if it is provided, it must comply with City of Madison outdoor lighting standards. Lighting will be limited to .08 watts per square foot.

Please Contact Scott Strassburg, Fire Department, at 261-9843 if you have questions about the following item:

9. The new commercial use of this building shall comply with all current fire and life safety codes for this use.

Please contact my office at 266-5974 if you have any questions about the following two items:

10. That the applicant provides a floor plan showing the existing interior layout as well as any proposed changes. If no fully accessible restroom facility currently exists, final plans shall show changes that will accommodate such a facility in the future when it is financially feasible.
11. The applicant should work to improve landscaping on the site over time. Proposed landscaping improvements will need to be shown on a landscaping plan and approved by Planning Division staff prior to installation.
12. That automobiles are not permitted to park in the driveway shared with the property to the west, 1914 Lake Point Drive.

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

1. Please revise your plans per the above and submit *six (6) 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 the City Engineering Division 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 the conditional use permit.
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 conditional use permit, 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 266-5974.

Sincerely,

Heather Stouder, AICP
 Planner

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

Signature of Applicant

cc: Pat Anderson, Assistant Zoning Administrator
 Janet Dailey, City Engineer's Office
 John Leach, Traffic Engineering
 Scott Strassburg, Fire Department

For Official Use Only, Re: Final Plan Routing			
<input checked="" type="checkbox"/>	Planning Division (H. Stouder)	<input type="checkbox"/>	Recycling Coordinator (R & R)
<input checked="" type="checkbox"/>	Zoning Administrator	<input checked="" type="checkbox"/>	Fire Department
<input checked="" type="checkbox"/>	City Engineering	<input type="checkbox"/>	Urban Design Commission
<input checked="" type="checkbox"/>	Traffic Engineering	<input type="checkbox"/>	Other:
<input type="checkbox"/>	Engineering Mapping	<input type="checkbox"/>	Other: