



Department of Planning & Community & Economic Development

## Planning Division

Heather Stouder, Director

215 Martin Luther King Jr. Boulevard

P.O. Box 2985

Madison, Wisconsin 53701-2985

Phone: (608) 266-4635

Fax (608) 267-8739

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

August 14, 2019

Rodney Tapp  
Meridan Group, Inc.  
P.O. Box 620800  
Middleton, WI 53562

RE: Legistar #56583; Accela ID: 'LNDUSE-2019-00070' -- Approval of a Conditional Use to convert a dwelling unit into a residential services office for a residential building complex at 609 Vera Court.

Dear Mr. Tapp:

At its August 12, 2019 meeting, the Plan Commission, meeting in regular session, found the standards met and approved your conditional use request to convert a dwelling unit into a residential services office for a residential building complex at **609 Vera Court**, subject to the conditions below. In order to receive final approval of the conditional use, and for any permits to be issued for your project, the following conditions shall be met:

**Please contact Jeffery Quamme of the Engineering Division – Mapping Section at (608) 266-4097 if you have any questions regarding the following three (3) items:**

1. Accesses for this parcel are shared with the parcels lying northwesterly and southeasterly of this parcel. All parcels currently under common ownership. Applicant shall be aware that if any of these parcels are conveyed creating separate ownership, a recorded common access agreement(s) will be required to be provided.
2. Provide a site plan include all lot/ownership lines, existing building locations, parking stalls, driveways and sidewalks.
3. Provide the floor plans for the entire building and label apartment numbers and the converted office.

**Please contact Jacob Moskowitz at (608) 266-4560 if you have any questions regarding the following item:**

4. Sec. 28.151: Office shall only serve the owner's residential dwelling units located on a lot within 1,250 feet of the office as measured from lot line to lot line.

**Please contact Bill Sullivan of the Fire Department at (608) 261-9658 if you have any questions regarding the following item:**

5. MFD recommends the installation of a fire sprinkler system in all remodeled areas of the building.

**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 **five (5) 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, 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 located within 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. 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 and is being diligently prosecuted.
5. 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.
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 (608) 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 (608) 243-0554.

Sincerely,



Sydney Prusak  
Planner

cc: Jeffery Quamme, Engineering Mapping  
Jacob Moskowitz, Zoning  
Bill Sullivan, Fire Department

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

\_\_\_\_\_  
*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. (Prusak)	<input checked="" type="checkbox"/>	Engineering Mapping Sec.
<input checked="" type="checkbox"/>	Zoning Administrator	<input type="checkbox"/>	Parks Division
<input type="checkbox"/>	City Engineering	<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"/>	Metro Transit
<input type="checkbox"/>	Water Utility		