



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

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

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November 22, 2011

Matt Anderson  
Pizza Hut of Southern WI  
434 S. Yellowstone Dr.  
Madison, WI, 53719

RE: Approval of a conditional use for a drive-up service window in the C2 (General Commercial) District.

Dear Mr. Anderson:

The Plan Commission, meeting in regular session on November 21, 2011 determined that the conditional use standards could be met and **approved** your request for a conditional use at 1438 Northport Drive. In order to receive final approval, the following conditions must be met:

**Please contact my office at 266-5974 with questions about the following three (3) items:**

1. Final plans submitted for staff review and approval shall include detail on the proposed changes on the eastern facade of the building, including the location and specifications for the new window and the proposed treatment of the existing window opening.
2. Prior to final staff sign-off, the applicant shall provide a copy of an executed private easement which allows for the drive-thru lanes to utilize portions of the adjacent multifamily residential property.
3. Use of the drive-up service window following a future change in use within this tenant space will require review by staff as a Minor Alteration to the conditional use.

**Please contact Janet Dailey, City Engineering at 261-9688 with questions about the following item:**

4. The applicant indicates the owner is currently working with the adjacent property owner to the north and east to secure a new recorded easement on the adjacent property for ingress and egress purposes to replace an apparent expired easement. Provide Engineering Mapping ([epederson@cityofmadison.com](mailto:epederson@cityofmadison.com), 608-266-4056) a copy or recording information when this information becomes available so that city records may be updated as well.

**Please contact Pat Anderson, Assistant Zoning Administrator at 266-5978 with questions about the following seven (7) items:**

5. The submitted site plan is in "sketch" form, which does not meet plan submittal requirements of MGO Sec. 28.11(2)(f) and 28.12(5)(b). Because of lack of detail, it is not clear that all improvements reflect compliance with provisions of MGO Ch. 28. There appear to be encroachments onto

adjacent properties, which do not appear in the City's permit/site plan approval record. These issues must be resolved prior to final site plan review and the issuance of building permits.

6. Parking requirements for persons with disabilities must comply with MGO Section 28.11(3)(m) which includes all applicable State accessibility requirements, including but not limited to:
  - a) Provide two accessible stalls to serve the parking lot, striped per State requirements. A minimum number of the stalls shall be a van accessible stall 8' wide with an 8' 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 required.
7. Bike parking shall comply with MGO Section 28.11. Provide four (4) bike parking stalls for the restaurant site, in a safe and convenient location on an impervious surface to be shown on the final plan. Identify and dimension bike stalls in final site plan. NOTE: A bike-parking stall is two feet by six feet with a five-foot access area. Provide details of proposed bike rack.
8. If outdoor lighting is provided, it must comply with MGO Section 10.085 outdoor lighting standards.
9. Landscaping plans show required landscaping being provided off-site. Contact Zoning Staff to clarify landscaping requirements, to prepare a landscaping plan in compliance with Sec. 28.04(12).
10. Pursuant to MGO Sec. 28.04(12)(c), screening is required where a site shares a zoning district boundary with residential development. This development must provide effective 6'-8' high screening between this commercial district and the adjoining residential district.
11. The new occupancy may require a parking stall reduction, depending on the final parking requirement. Information regarding parking has not been provided to date. This can be resolved with an administrative-level parking reduction at the time of final site plan review, prior to the issuance of a building permit

**Please contact Bryan Walker, Traffic Engineering at 267-8754 with questions about the following item:**

12. When site plans are submitted for approval, the developer shall provide recorded copies of the joint driveway ingress/egress easements and updated easements for the drive-thru.

**Please contact Bill Sullivan, Fire Department at 261-9658 with questions about the following two (2) items:**

13. The Madison Fire Department does not object to this proposal provided the project complies with all applicable fire codes and ordinances.
14. A building code change of use may trigger requirements for fire sprinklers.

**Please contact Dennis Cawley, Water Utility at 261-9243 with questions about the following item:**

15. This property is not in a Wellhead Protection District. All wells on the property shall be abandoned if no valid well operation permit has been obtained from the Madison Water Utility

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

1. Please revise your plans per the above and submit **eight (8) copies** of a complete plan set to the Zoning Administrator for final staff review and comment.
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.

If you have any questions regarding obtaining your conditional use, 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

<p>I hereby acknowledge that I understand and will comply with the above conditions of approval for this conditional use permit.</p>  <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <p style="text-align: center;"><i>Signature of Applicant</i></p>   <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <p style="text-align: center;"><i>Signature of Property Owner (if not applicant)</i></p>
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- cc: Pat Anderson, Assistant Zoning Administrator  
 Janet Dailey, Engineering  
 Eric Pederson, Engineering Mapping  
 Bryan Walker, Traffic Engineering  
 Bill Sullivan, Fire Department

<b>For Official Use Only, Re: Final Plan Routing</b>			
<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"/>	Metro Transit:
<input checked="" type="checkbox"/>	Engineering Mapping	<input type="checkbox"/>	Real Estate: