

ATTN:

KATHY VOECIK
AL MARTIN

December 16, 1994

Dear Al and Kathy:

To directly address the R4 reference:

Although the zoning text is now very specific to restrictions and is a defining document, the R4 represents a basis for reference. A symbol if you will of the foundation of the property. As our residence, as a small business that is residential in character, nature and operations, it is important to us that it remains.

Secondly, all review boards have not deleted the R4 reference, nor zoning or planning's review of the document to date. In other words, this is what we submitted and has passed for approval.

Finally, it is more advantageous for us to have this reference in other areas of our business, specifically, with the financial community.

If it is not important or relevant to you and all the same, it is important to us for the above stated reasons.

Thank you.

Cathie Imes

Note: Revised zoning text attached. Please review and call me.

INN BUILDING
Arbor House, Ltd.
3402 Monroe Street
City of Madison, Wisconsin

ZONING TEXT for PUD/SIP

Statement of Purpose: The purpose of the Planned Unit Development SJP is to allow construction of an annex adjacent to the existing historic landmark building, currently in use as an inn, on Parcel 0709-282-2410-7, addressed as 3402 Monroe Street, City of Madison, legal description per the certified survey dated Revised 24 August 1994.

As an inn, Arbor House currently provides rental of five (5) lodging rooms with breakfast to transient guests and common living space for use by the inn owners and guests.

The proposed annex will contain on-site living quarters for the inn owners, three guest suites, a common room and ancillary service spaces. Construction of the annex will increase the number of guest rooms to a total of eight.

The provisions of the present R4-Historic zoning permit the proposed development except for the number of lodging rooms.

Permitted Use: Rental of eight (8) lodging rooms with breakfast to transient guests, living quarters for one family and common living space for use by the inn owners and guests and otherwise not exceeding twenty-five (25) people on site.

General Regulations: General regulations of the PUD/SIP shall comply with the written general regulations of R4 District, City of Madison Zoning Code, except as herein stated.

The majority owners of the establishment shall reside on the premises and shall be directly responsible to provide services to the guests, with support from other staff which may be hired.

The inn owners acknowledge that the twenty-five (25) person occupancy limit may be exceeded from time to time due to special circumstances. However, on these occasions, the use pattern will not be altered, nor will there be a need for street parking. Parking will be provided on-site or by alternative off-street parking if need be. In addition, the number of people on-site will not exceed twenty-eight (28), including the occupants and guests of Inn rooms, the breakfast/common areas, operator's household and employees.

The breakfast room/common areas, which could be used as a meeting space, shall be accessory to the Arbor House and shall be used only by occupants of a lodging room and their guests. The room shall not be rented out or used by non-occupants and guests. The intent of this provision is to ensure that only overnight occupants of the Inn and their invited guests use the breakfast rooms.

The innkeepers will not operate a restaurant or bar selling alcoholic beverages on the premises and recognize that these uses require prior approval by the City of Madison in accordance with applicable requirements. The owners will not apply for a City of Madison liquor license.

All commercial deliveries shall be during daytime hours of 8:00 a.m. to 6:00 p.m. on both weekdays and weekends. All delivery vehicles shall enter on Copeland Street for drop-off, utilize the parking area off of Copeland for turnaround, and exit directly on to Monroe from Copeland. There shall be no access for delivery vehicles from the Neckerman property across the Inn's property on to Copeland Street.

The inn owners agree to announce and conduct an annual meeting with all interested neighbors at addresses located within 400 feet of the inn, to permit discussions of the inn's operations within the immediate neighborhood. The Dudgeon-Monroe Neighborhood Association will coordinate with the inn owners concerning an acceptable meeting date and location, and will be responsible for notifying affected neighbors seven (7) days prior to the meeting.

Yard Requirements: Minimum setbacks shall be as follows: Front yard--25 feet; Rear yard--35 feet; Side yard--10 feet.

On-site Parking Requirements: A total of nine on-site parking stalls shall be required as per the approved parking plan, including one parking stall complying with requirements for barrier-free environments per City of Madison regulations. There shall be no stacked parking within the driveway entrance on Copeland Street.

The easement agreement between 3402 Monroe and 3414 Monroe Street provides for egress only on to Glenway Street. The Neckerman Agency's vehicles are not allowed access on to the inn's property. Ingress from Glenway Street is not permitted. Drive materials, signage, landscaping and on-site supervision are elements designed for controlling intended use.

Signage: Any future signage will be compatible in design to the existing ground sign which was previously approved by the Landmarks Commission. Materials, colors, dimensions, to be approved by the zoning, Landmarks, and planning departments for consistency with pertinent signage requirements. Any traffic or directional graphics will be approved by the traffic department.

Garbage and Recyclables: The handling and storage of garbage, refuse and recyclables will be managed according to normal city of Madison residential sanitation requirements. Screening for the trash enclosure is indicated on the submitted site plan.

Zoning Revision: Once the PUD is approved and recorded, all further alterations involving the occupancy level and use of the establishment shall be treated as major alterations to be approved by the Plan Commission and Common Council, unless 75% of the property owners or residents within either 100 feet or 200 feet of the zoning lot and the alderperson indicate support for the change in writing.