



Department of Planning & Community & Economic Development

Planning Division

Heather Stouder, Director

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www.cityofmadison.com

****BY E-MAIL ONLY****

December 14, 2021

Philip J. Bostic
Angel Advocate Life Center
3402 Monroe Street
Madison, Wisconsin 53711

RE: Amending the Planned Development District–General Development Plan and Specific Implementation Plan (PD(GDP-SIP)) for 3402 Monroe Street to allow a bed and breakfast to be used as an adult family home, community living arrangement, and adult daycare (LNDUSE-2021-00096; ID 67852).

Dear Philip;

On December 7, 2021, the Common Council **approved** your request to amend the PD(GDP-SIP) for 3402 Monroe Street subject to the conditions in the following sections, which shall be satisfied prior to final approval and recording of the Amended PD(GDP-SIP) and the issuance of any building or occupancy permits required for the project.

Please contact Jeff Quamme of the City Engineering–Mapping Section at (608) 266-4097 if you have any questions regarding the following two (2) items:

1. Provide a site plan that shall include all lot/ownership lines, existing building locations, proposed building additions, demolitions, parking stalls, driveways, sidewalks (public and/or private), existing and proposed signage, existing and proposed utility locations and landscaping.
2. Each separate building requires a separate address. The additional building address will be determined when the site plan is provided. In addition, the applicant shall submit a floorplan in PDF format to Lori Zenchenko (lzenchenko@cityofmadison.com) that includes a floorplan for each floor on a separate sheet for the development of a complete interior addressing plan. The Addressing Plan for the entire project shall be finalized and approved by Engineering (with consultation and consent from the Fire Marshal if needed) prior to the application submittal for the final Site Plan Approval with Zoning. The approved Addressing Plan shall be included in the final application. For any changes pertaining to the location, deletion or addition of a unit, or to the location of a unit entrance, (before, during, or after construction), a revised Address Plan shall be resubmitted to Lori Zenchenko to review addresses that may need to be changed and/or reapproved. The final revised Addressing Plan shall be submitted by the applicant to Zoning to be attached to the final filed approved site plans.

Please contact Sean Malloy of the Traffic Engineering Division at (608) 266-5987 if you have any questions regarding the following two (2) items:

3. The applicant shall submit one contiguous plan showing proposed conditions and one contiguous plan showing existing conditions for approval. The plan drawings shall be to engineering scale and include the following, when applicable: existing and proposed property lines; parcel addresses; all easements; vision triangles; pavement markings; signing; building placement; items in the terrace such as signs, street light poles, hydrants; surface types such as asphalt, concrete, grass, sidewalk; driveway approaches, including those adjacent to and across street from the project lot location; parking stall dimensions, including two (2) feet of vehicle overhang; drive aisle dimensions; semitrailer movement and vehicle routes; dimensions of radii; and percent of slope.
4. All parking facility design shall conform to the standards in MGO Section 10.08(6).

Please contact Jacob Moskowitz, Assistant Zoning Administrator, at (608) 266-4450 if you have any questions regarding the following four (4) items:

5. Work with Zoning and Planning staff on final approval of the zoning text.
6. Consolidate the "Other Land Uses" listed in the zoning text into the "Permitted Use" section so that they are all listed as permitted uses.
7. Replace the reference to the "R4 District" with "TR-C2 district".
8. In the zoning text, revise the signage to be allowed as per Chapter 31 of the Madison General Ordinances, as compared to the TR-C2 district.

Please contact my office at (608) 261-9632 if you have questions about the following five (5) items:

9. The applicant shall work with Planning and Zoning staff to revise the proposed zoning text to better reflect the uses of the property and any operational aspects of those uses.
10. The applicant shall submit a contemporary site plan for the property that depicts existing or proposed parking and loading areas and any salient features of the bed and breakfast, adult family home, and adult daycare.
11. Submit floorplans that depict how the existing buildings will be used for the adult family home/community living arrangement and adult daycare. In addition to the hours of operation noted in the letter of intent, the final plans and materials submitted for recording shall indicate the maximum number of participants in the daycare program. The final materials shall be revised to correctly reflect the number of bedrooms on the site and distinguish that up to eight of those bedrooms will be used for the adult family home/community living arrangement.
12. If exempted from the payment of property taxes as a non-profit, the applicant may be required to enter into a Payment In Lieu of Taxes (PILOT) or similar agreement with the City of Madison to reflect the value of municipal services provided to the property and to address the payment of room taxes and any other applicable business taxes whenever any of the bedrooms on the property are used by persons that do not reside on the property and/ or are not part of the adult family home/community

living arrangement uses. Said agreement shall be drafted in consultation with the City Attorney's Office and shall be adopted by the Common Council.

13. The pending Amended PD(GDP-SIP) proposes no changes to the site or existing buildings. Any future changes to the site and buildings may require review and approval by the Landmarks Commission and Urban Design Commission and as an alteration to be considered by the Planning Division or Plan Commission.

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 permits for your project:

1. The applicant shall resubmit a PDF copy of the plan set and any other supporting materials that are necessary, as specified in this letter to sprapplications@cityofmadison.com. (Note: A 20MB email limit applies and multiple transmittals may be required.). A check for the site plan review fee shall be mailed to the City of Madison Building Inspection Division; PO Box 2984; Madison, WI 53701-2984.
2. City Agencies who submitted conditions of approval will review your revised plans to verify that their conditions, along with any applicable requirements, have been satisfied. When the revised plans are submitted, the applicant will be emailed a hyperlink to a website to follow, in real time, which agencies have reviewed the revised documents, and signed off or need additional information.
3. Upon receipt of the aforementioned plans, documents and fees, and upon determining that they are complete, the Zoning Administrator shall record them with the Dane County Register of Deeds Office. The recorded originals will be returned to the applicant, with the recording information noted, when the Register of Deeds has completed the recording process.
4. This Planned Development approval shall expire five (5) years after the date of the Common Council approval of the Specific Implementation Plan. No construction or alteration of the property included in this application shall be permitted until a Specific Implementation Plan (SIP) has been approved and recorded.
5. No alteration of this proposal shall be permitted unless approved by the Plan Commission, provided, however, the Zoning Administrator may approve minor alterations that are approved by the Director of Planning and Community and Economic Development following consideration by the alderperson of the district, and which are compatible with the concept approved by the Common Council.

If you have any questions regarding obtaining your building permits, please contact the Zoning Administrator at (608) 266-4551. If you have any questions or if you may be of any further assistance, please do not hesitate to contact my office at (608) 261-9632 or tparks@cityofmadison.com.

Sincerely,

Timothy M Parks

Timothy M. Parks
Planner

cc: Tim Troester, City Engineering Division
Jeff Quamme, City Engineering Division – Mapping Section
Sean Malloy, Traffic Engineering Division
Jacob Moskowitz, Asst. Zoning Administrator
Bill Sullivan, Madison Fire Department
Kevin Firchow, Urban Design Commission
Heather Bailey, Landmarks Commission

LNDUSE-2021-00096			
For Official Use Only, Re: Final Plan Routing			
<input checked="" type="checkbox"/>	Planning Div. (T. Parks)	<input checked="" type="checkbox"/>	Engineering Mapping Sec.
<input checked="" type="checkbox"/>	Zoning Administrator	<input type="checkbox"/>	Parks Division
<input checked="" type="checkbox"/>	City Engineering	<input type="checkbox"/>	Urban Design Commission
<input checked="" type="checkbox"/>	Traffic Engineering	<input type="checkbox"/>	Recycling Coord. (R&R)
<input checked="" type="checkbox"/>	Fire Department	<input type="checkbox"/>	Other:
<input type="checkbox"/>	Water Utility	<input type="checkbox"/>	Other: