



Department of Planning & Community & Economic Development

Planning Division

Heather Stouder, Director

Madison Municipal Building, Suite 017
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Madison, Wisconsin 53703
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www.cityofmadison.com

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

November 28, 2022

Anastasia Benko
Potter Lawson, Inc.
749 University Row, Suite 300
Madison, Wisconsin 53705

RE: Approval of a demolition permit to demolish a commercial building; approval of a request to rezone 219 N Fair Oaks Avenue from Temporary A (Agricultural District) to TR-U1 (Traditional Residential–Urban 1 District); and approval of conditional use(s) for a multi-family dwelling with greater than 60 units in TR-U1 zoning, to allow construction of a four-story, 112-unit apartment building (219 North Fair Oaks, LLC) (LNDUSE-2022-00084; ID 73818, 74080, and 73819).

Dear Anastasia;

On November 22, 2022, the Common Council approved your request to rezone 219 N Fair Oaks Avenue from Temp. A to TR-U1. On November 7, 2022, the Plan Commission found the standards met and **approved** your demolition permit and conditional use requests. Prior to issuance of demolition or building permits for your project, the conditions of approval in the following sections shall be satisfied:

Please contact Brenda Stanley of the City Engineering Division at (608) 261-9127 if you have any questions regarding the following twenty-seven (27) items:

1. The area adjacent to this proposed development has been determined by FEMA to be within the 100-year floodplain. The applicant shall delineate this boundary on the application plan set.
2. A wetland delineation shall be completed and the boundary shown on the plan set.
3. The area adjacent to this development is subject to backwater flooding from Lake Monona and Starkweather Creek. Minimum entrance elevations for ramps to underground parking and to entrances to buildings shall be set at elevation 852.50. The stated elevation is intended to be protective but does not guarantee a flood-proof structure. The developer/owner are strongly encouraged to complete their own calculations and determine an elevation that protects their property to a level of service that they are comfortable with.
4. The City Engineering Division is aware that lands adjacent to this development are known to have a flooding risk. Engineering has set the minimum protective lowest entrance elevation opening at an elevation of 852.5. This standard is not intended to be protective in all cases. The developer is strongly encouraged to complete their own engineering analysis to determine and meet a protective elevation which they are comfortable with. In no case shall the protective elevation be set below the minimum

threshold determined by the City Engineering Division. All points on the property shall be elevated beyond that elevation. In the case of entrance to underground parking, the highpoint before breaking grade to the entrance shall be 852.5.

5. Per the Wisconsin Department of Natural Resources (WDNR) closure letter, this property is an open site (BRRTS #03-13-590059 219 N. FAIR OAKS AVE.). Provide proof of coordination to close the site as part of the redevelopment to Brynn Bemis ((608) 267-1986, bbemis@cityofmadison.com). Email correspondence with the WDNR will satisfy this comment.
6. The applicant shall provide estimated wastewater calculations for the development. The development may require off-site sewer improvements by the developer as a result of the proposed land development improvements.
7. The applicant shall grant an easement to the City for Public for Stormwater conveyance and management from the centerline of the creek to a point 30 feet beyond the ordinary high water mark (OHWM).
8. Revise site plan to remove all trees and garden beds from the reservation area for future Chicago Avenue right of way.
9. Prior to approval, this project shall comply with Chapter 37 of Madison General Ordinances regarding stormwater management. Specifically, this development is required to submit a Storm Water Management Permit application, associated permit fee, Stormwater Management Plan, and Storm Water Management Report to City Engineering. The Storm Water Management Plan & Report shall include compliance with the following:

Submit prior to plan sign-off, a stormwater management report stamped by a PE registered in the State of Wisconsin.

Provide electronic copies of any stormwater management modeling or data files including SLAMM, RECARGA, TR-55, HYDROCAD, Sediment loading calculations, or any other electronic modeling or data files. If calculations are done by hand or are not available electronically, the hand copies or printed output shall be scanned to a PDF file and provided to City Engineering.

This site is a mix of new development and redevelopment and will have to meet a blended mix of the below requirements.

Detain the 2-, 5-, 10-, 100-, and 200-year storm events, matching post development rates to predevelopment rates and using the design storms identified in MGO Chapter 37.

By design, detain the 10-year post construction design storm such that the peak discharge during this event is reduced 15% compared to the peak discharge from the 10-year design storm in the existing condition of the site. Further, the volumetric discharge leaving the post development site in the 10-year storm event shall be reduced by 5% compared to the volumetric discharge from the site in an existing condition during the 10-year storm event. These required rate and volume reductions shall be completed, using green infrastructure that captures at least the first half-inch of rainfall over the total site impervious area. If additional stormwater controls are necessary beyond the first half-inch of rainfall, either green or non-green infrastructure may be used.

Provide infiltration of 90% of the pre-development infiltration volume.

Reduce TSS by 80% (control the 5-micron particle) off of newly developed areas compared to no controls.

Reduce TSS by 80% off of the proposed development when compared with the existing site.

Treat the first half-inch of runoff over the proposed parking facility and/or drive up window.

10. Enter into a City / Developer agreement for the required infrastructure improvements. Agreement to be executed prior to sign off. Allow 4-6 weeks to obtain agreement. Contact City Engineering to schedule the development and approval of the plans and the agreement.
11. Construct sidewalk, terrace, curb and gutter, and pavement to a plan approved by the City Engineer, including a five-foot sidewalk (4-foot minimum) extension from south lot line to bus pad at N Fair Oaks Avenue-Chicago Avenue intersection.
12. Madison Metropolitan Sewerage District (MMSD) charges are due and payable prior to City Engineering Division sign-off, unless otherwise collected with a Developer's / Subdivision Contract. Contact Mark Moder ((608) 261-9250) to obtain the final MMSD billing a minimum of two (2) working days prior to requesting City Engineering signoff.
13. Obtain a permanent sewer plug permit for each existing sanitary sewer lateral serving a property that is not to be reused and a temporary sewer plug permit for each sewer lateral that is to be reused by the development.
14. An Erosion Control Permit is required for this project.
15. A Storm Water Management Report and Storm Water Management Permit is required for this project.
16. A Storm Water Maintenance Agreement (SWMA) is required for this project. See Storm comments for agreement specific details and requirements.
17. This site appears to disturb over one (1) acre of land and requires a permit from the WDNR for stormwater management and erosion control. The City of Madison has been required by the WDNR to review projects for compliance with NR-216 and NR-151 however a separate permit submittal is still required to the WDNR for this work. The City of Madison cannot issue our permit until concurrence is obtained from the WDNR via their NOI or WRAPP permit process. Contact Eric Rortved at 273-5612 of the WDNR to discuss this requirement. The applicant is notified that the City of Madison is an approved agent of the Department of Safety and Professional Services (DSPS), and no separate submittal to this agency or Capital Area Regional Planning Commission (CARPC) is required for this project to proceed.
18. Revise the site plan to show all existing public sanitary sewer facilities in the project area as well as the size, invert elevation, and alignment of the proposed service.
19. Revise the plans to show a proposed private internal drainage system on the site. Include the depths and locations of structures and the type of pipe to be used.

20. Provide additional detail how the enclosed depression(s) created by the parking entrance(s) to the below building parking area(s) is/are served for drainage purposes. The building must be protected from receiving runoff up through the 100-year design storm that is current in MGO Chapter 37. If the enclosed depression(s) is/are to be served by a gravity system, provide calculations stamped by a Wisconsin P.E. that show inlet and pipe capacities meet this requirement. If the enclosed depression(s) is/are to be served by a pump system, provide pump sizing calculations stamped by a Wisconsin PE or licensed plumber that show this requirement has been met.
21. This project falls in the area subject to increased erosion control enforcement as authorized by the fact that it is in a TMDL ZONE and therefore will be regulated to meet a higher standard
22. This project will disturb 20,000 square feet or more of land area and require an Erosion Control Plan. Please submit an 11" x 17" copy of an erosion control plan (pdf electronic copy preferred) to Megan Eberhardt (west) at meberhardt@cityofmadison.com, or Daniel Olivares (east) at daolivares@cityofmadison.com, for approval.
23. Demonstrate compliance with Section 37.07 and 37.08 of the Madison General Ordinances regarding permissible soil loss rates. Include Universal Soil Loss Equation (USLE) computations for the construction period with the erosion control plan. Measures shall be implemented in order to maintain a soil loss rate below 5.0 tons per acre per year.
24. This project will require a concrete management plan and a construction dewatering plan as part of the erosion control plan to be reviewed and approved by the City Engineer's Office. If contaminated soil or groundwater conditions exist on or adjacent to this project, additional WDNR, MDCPH, and/or City Engineering approvals may be required prior to the issuance of the required Erosion Control Permit.
25. This project appears to require fire system testing that can result in significant amounts of water to be discharged to the project grade. The Contractor shall coordinate this testing with the erosion control measures and notify City Engineering (608) 266-4751 prior to completing the test to document that appropriate measures have been taken to prevent erosion as a result of this testing.
26. Complete weekly self-inspection of the erosion control practices and post these inspections to the City of Madison website as required by MGO Chapter 37.
27. Submit, prior to plan sign-off but after all revisions have been completed, digital PDF files to the Engineering Division. Email PDF file transmissions are preferred to: bstanley@cityofmadison.com (East) or ttroester@cityofmadison.com (West).

Please contact Julius Smith of the City Engineering–Mapping Section at (608) 264-9276 if you have any questions regarding the following nine (9) items:

28. Grant a Public Sidewalk Easement(s) to the City in areas where sidewalk and terrace are less than 14 feet (8-foot terrace, 5-foot sidewalk, plus 1 foot behind sidewalk). Provide a legal description and exhibit for the easement. Contact Jule Smith of Engineering-Mapping (jsmith4@cityofmadison.com, (608) 264-9276) to set up a Real Estate Project and provide the associated information and fees required and record the necessary documents prior to final project approval.

29. Grant a 10-foot wide Permanent Limited Easement for grading and sloping along both sides of future Chicago Avenue right of way. Provide a legal description and exhibit for the easements. Contact Jule Smith of Engineering-Mapping (jsmith4@cityofmadison.com, (608) 264-9276) to set up a Real Estate Project and provide the associated information and fees required and record the necessary documents prior to final project approval.
30. Current proposed sidewalk along the southwest portion of N Fair Oaks Avenue is located within the limits of Lot 1 of the Sauthoff Plat. Either move this sidewalk within the limits of the current right-of-way or provide agreement with the adjacent owner allowing the construction of the sidewalk where proposed and the adjacent owner shall grant public sidewalk easement to the City. Provide a legal description and exhibit for the easement. Contact Jule Smith of Engineering-Mapping (jsmith4@cityofmadison.com, (608) 264-9276) to set up a Real Estate Project and provide the associated information and fees required and record the necessary documents prior to final project approval.
31. Remove all proposed structures, raised garden beds, and trees from the area reserved for future Chicago Avenue on the Official Map.
32. Show limits of City of Madison Official Mapped Greenway.
33. Provide a full and complete legal description of the site or property being subjected to this application on the site plan.
34. The construction limits line shown on the site plan includes portions of Lot 1 of the Sauthoff Plat. Provide agreement with the adjacent owner allowing the construction to occur within the limits of this Lot. Additionally the limits are shown up to the new sidewalk improvements shown within the lot but do not encompass the improvements. Also, the existing concrete shown within the triangle being affected on C 001 on the demolition plan is not being shown as being removed, but is being shown as seeded over on Sheet L100 of the landscape plan.
35. The address of 219 N Fair Oaks Avenue will be retired and archived with the demolition of the existing building. The new address of the proposed 112-unit apartment is 215 N Fair Oaks Avenue. The site plan shall reflect a proper street address of the property as reflected by official City of Madison Assessor's and Engineering Division records.
36. An addressing plan was created and approved September 27, 2022. Those plans are to be attached to any subsequent submittal. Submit a site plan and a complete building Floor Plan in PDF format to Lori Zenchenko (lzenchenko@cityofmadison.com) that includes a floor plan of each floor level on a separate sheet/page for the development of a complete interior addressing plan. Also, include a unit matrix for apartment buildings. 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 verification submittal stage of this LNDUSE with Zoning. The final approved stamped addressing plan shall be included in said Site Plan Verification application materials or a revised plan shall be provided for additional review and approval by Engineering. Per MGO Section 34.505, a full copy of the approved addressing plan shall be kept at the building site at all times during construction until final inspection by the Madison Fire Department. 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 addressing plan shall be resubmitted to Lori Zenchenko to review addresses that may need to be changed and/or reapproved.

Please contact Sean Malloy of the Traffic Engineering Division at (608) 266-5987 if you have any questions regarding the following nineteen (19) items:

37. The applicant shall construct sidewalk and bus pad improvements along their frontage of N Fair Oaks Avenue according to a plan approved by the City Engineer.
38. The applicant shall dedicate right of way or grant a public sidewalk easement for and be responsible for the construction of a five (5)-foot wide sidewalk, eight (8)-foot terrace, and additional one (1) foot for maintenance along N Fair Oaks Avenue.
39. The applicant shall submit for review a waste removal plan that includes vehicular turning movements.
40. The applicant shall prepare a Traffic Demand Management Plan (TDMP) to be reviewed and approved by the City Traffic Engineer per MGO Section 28.183(6)(a)(6).
41. The applicant shall submit for review a commercial delivery plan. This plan will include times, vehicle size, use of loading zones and all related turning movements.
42. The applicant shall submit one contiguous plan showing proposed conditions and one contiguous plan showing existing conditions for approval. The plan drawings shall be scaled to 1" = 20' 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.
43. The developer shall post a security deposit prior to the start of development. In the event that modifications need to be made to any City owned and/or maintained traffic signals, street lighting, signing, pavement marking and conduit/handholes, the Developer shall reimburse the City for all associated costs including engineering, labor and materials for both temporary and permanent installations.
44. The City Traffic Engineer may require public signing and marking related to the development; the developer shall be financially responsible for such signing and marking.
45. All parking facility design shall conform to MGO Section 10.08(6).
46. All bicycle parking adjacent pedestrian walkways shall have a 2-foot buffer zone to accommodate irregularly parked bicycles and/or bicycle trailers.
47. All pedestrian walkways adjacent parking stalls shall be 7 feet wide to accommodate vehicle overhang, signage and impediments to walkway movements. Any request for variance shall be submitted to and reviewed by City Traffic Engineering.

48. Per MGO Section 12.138 (14), this project is not eligible for residential parking permits. It is recommended that this prohibition be noted in the leases for the residential units.
49. The applicant shall adhere to all vision triangle requirements as set in MGO Section 27.05 (No visual obstructions between the heights of 30 inches and 10 feet at a distance of 25 feet behind the property line at streets and 10 feet at driveways.). Alteration necessary to achieve compliance may include but are not limited to; substitution to transparent materials, removing sections of the structure and modifying or removing landscaping elements. If applicant believes public safety can be maintained they shall apply for a reduction of MGO Section 27.05(2)(bb) - Vision Clearance Triangles at Intersections Corners. Approval or denial of the reduction shall be the determination of the City Traffic Engineer.
50. The applicant shall provide a clearly defined 5-foot walkway from the front door to the public Right of Way clear of all obstructions to assist citizens with disabilities, especially those who use a wheel chair or are visually impaired. Obstructions include but are not limited to tree grates, planters, benches, parked vehicle overhang, signage and doors that swing outward into walkway.
51. City of Madison radio systems are microwave directional line of sight to remote towers citywide. The building elevation will need to be reviewed by Traffic Engineering to accommodate the microwave sight and building. The applicant shall submit grade and elevations plans if the building exceeds three stories prior to sign-off to be reviewed and approved by DeAndre Newson, (266-4768, dnewson2@cityofmadison.com) of the Traffic Engineering Shop, 4151 Nakoosa Trail. The applicant shall return one signed approved building elevation copy to the City of Madison Traffic Engineering office with final plans for sign off.
52. The driveway slope to the underground parking is not identified in the plan set. The Traffic Engineering Division recommends driveway slope under 10%; if the slope is to exceed 10%, the applicant shall demonstrate inclement weather mitigation techniques to provide safe ingress/egress to be approved by the City Traffic Engineer.
53. "Stop" signs shall be installed at a height of seven (7) feet from the bottom of the sign at all Class III driveway approaches, including existing driveways, behind the property line and noted on the plan. All directional/ regulatory signage and pavement markings on the site shall be shown and noted on the plan.
54. All existing driveway approaches on which are to be abandoned shall be removed and replaced with curb and gutter and noted on the plan.
55. Note: This site presents difficult constructability issues; access to neighboring sites must be maintained at all times, protected walkways will be constructed and maintained as soon as possible and little to no access to the public right of way on N Fair Oaks Avenue will be granted for construction purposes. Provide a detailed construction plan to Traffic Engineering for review by the Traffic Control Specialist (Mike Duhr) prior to final signoff.

Please contact Jenny Kirchgatter, Assistant Zoning Administrator, at (608) 266-4429 if you have questions about the following nine (9) items:

56. The applicant proposes a development that does not comply with the bicycle parking requirements of Sections 28.141(4)(g) and 28.141(11). Specifically, the applicant proposes bicycle stalls without a 5-foot access area and that more than 25% of bicycle parking will be structured parking. Submit a request for a bicycle parking adjustment with the final plan submittal including information to support the request.
57. Section 28.185(9) requires that every applicant for a demolition or removal approval that requires approval by the Plan Commission is required to get a Reuse and Recycling Plan approved by the City Recycling Coordinator, Bryan Johnson at streets@cityofmadison.com prior to receiving a raze permit. Every person who is required to submit a reuse and recycling plan pursuant to Section 28.185(9) shall submit documents showing compliance with the plan within sixty (60) days of completion of demolition. A demolition or removal permit is valid for one (1) year from the date of the Plan Commission.
58. Bicycle parking for the residential dwelling units shall comply with the requirements of MGO Sections 28.141(4)(g) and 28.141(11) and shall be designated as short-term or long-term bicycle parking. A minimum of 113 resident bicycle stalls are required plus a minimum of 11 short-term guest stalls. Up to 25% of bicycle parking may be structured parking, vertical parking or wall mount parking, provided there is a five-foot access aisle for wall mount parking. NOTE: A bicycle stall is a minimum of two (2) feet by six (6) feet with a five (5) foot wide access area. Submit details showing the models of bike racks to be installed, including ground mount and wall mount or vertical racks.
59. Submit the landscape plan and landscape worksheet stamped by the registered landscape architect. Per Section 28.142(3) Landscape Plan and Design Standards, landscape plans for zoning lots greater than 10,000 square feet in size must be prepared by a registered landscape architect.
60. Per MGO Section 28.005(1)(b)3., a person who owns shoreland property that contains vegetation is required to maintain that vegetation in a vegetative buffer zone along the entire shoreline of the property and extending 35 feet inland from the ordinary high-water mark of the navigable water, except as provided in sub. 3.a. If the vegetation in a vegetative buffer zone contains invasive species or dead or diseased vegetation, the owner of the shoreland property may remove the vegetation, except that if the owner removes all of the vegetation in the vegetative buffer zone, the owner shall establish a vegetative buffer zone with new vegetation.
61. Submit a detail of the outside trash enclosure. The trash enclosure shall be screened on four sides (including a gate for access) by a solid, commercial-grade wood fence, wall, or equivalent material with a minimum height of six (6) feet and not greater than eight (8) feet.
62. Provide details demonstrating compliance with bird-safe glass requirements in Section 28.129. For building façades where the first 60 feet from grade are comprised of less than 50% glass, at least 85% of the glass on glass areas 50 square feet or over must be treated. Of all glass areas over 50 square feet, any glass within 15 feet of a building corner must be treated. Identify which glass areas are 50 square feet or greater and which glass areas will be treated. Provide a detail of the specific treatment that will be used.

63. Per Section 28.186(4)(b), the property owner or operator is required to bring the property into compliance with all elements of the approved site plans by the date established by the Zoning Administrator as part of the site and building plan approval. Work with Zoning staff to establish a final site compliance date.
64. Signage approvals are not granted by the Plan Commission. Signage must be reviewed for compliance with MGO Chapter 31 Sign Codes. Signage permits are issued by the Zoning Section of the Department of Planning and Community and Economic Development.

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

65. The plan does not comply with the IFC regarding fire access to the exterior portions of the building. Provide additional measures agreeable with the Madison Fire Department to offset your proposed additional risk.

Please contact Jeff Belshaw of the Madison Water Utility at (608) 261-9835 if you have any questions regarding the following two (2) items:

66. Update submittal to include a utility plan.
67. A private well may have served this parcel prior to the municipal water service connection. Any remaining unused/ unpermitted private wells existing on this parcel must be properly abandoned according to Wisconsin Administrative Code NR-812 and MGO Section 13.21 prior to the demolition of the property. Please contact Water Utility staff at (608) 266-4654 to schedule an on-site private well survey prior to demolition, otherwise for additional information regarding well abandonment procedures and potential well abandonment reimbursement programs. The Madison Water Utility shall be notified to remove the water meter at least two working days prior to demolition. Contact the Water Utility Meter Department at (608) 266-4765 to schedule the meter removal appointment.

Please contact Kathleen Kane of the Parks Division at (608) 261-9671 if you have any questions regarding the following item:

68. Park Impact Fees (comprised of the Park Infrastructure Impact Fee, per MGO Sec. 20.08(2)), and Park-Land Impact Fees, per MGO Sec. 16.23(8)(f) and 20.08(2) will be required for all new residential development associated with this project. This development is within the East Park-Infrastructure Impact Fee district. Please reference ID# 22038 when contacting Parks Division staff about this project.

Please contact Bradley Hofmann of the Forestry Section at (608) 267-4908 if you have any questions regarding the following item:

69. Additional street trees are needed for this project. Tree planting specifications can be found in Section 209 of City of Madison Standard Specifications for Public Works Construction. All street tree planting locations and tree species within the right of way shall be determined by City Forestry. A landscape plan and street tree planting plan shall be submitted in PDF format to City Forestry for approval of planting locations within the right of way and tree species. All available street tree planting locations shall be planted within the project boundaries. Add following note on both the landscape and street tree plan sets: " At least one week prior to street tree planting, the contractor shall contact City

Forestry at (608) 266-4816 to schedule inspection and approval of nursery tree stock and review planting specifications with the landscaper.”

Please contact Tim Sobota of Metro Transit at (608) 261-4289 if you have any questions regarding the following item:

70. In coordination with public works improvements, the applicant shall install and maintain an accessible boarding surface at the planned curbside bus stop zone on the east side of North Fair Oaks Avenue, north of the Chicago Avenue intersection. The applicant shall include the location of these transit amenities on the final documents filed with their permit application so that Metro Transit may review the design.

Please contact my office at (608) 261-9632 if you have any questions about the following three (3) items:

71. The future right of way for the future extension Chicago Avenue shall be kept free of improvements. Revise the plans to remove all proposed structures, raised garden beds, landscaping, and trees from the area reserved for the future street.

72. The final plans shall be revised to include a note approved by the Planning Division acknowledging the future construction of Chicago Avenue as a full public street adjacent to the southerly wall of the proposed building. It is recommended that this acknowledgement be included in future leases for the 112-unit building to inform residents of this future condition.

73. The final plans shall be revised to dimension the setback of the building from the northerly edge of the 66-foot area reserved for Chicago Avenue on the City’s Official Map and to include a dimension for the western façade of the building from N Fair Oaks Avenue at the northwestern corner.

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. This letter shall be signed by the applicant and property owner (if not the applicant) to acknowledge the conditions of approval and returned to the Zoning Administrator when requesting building permit approval. [Signature block on last page]
4. 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. No alteration of a

conditional use shall be permitted unless approved by the Plan Commission provided, however, the Zoning Administrator following consideration by the alderperson of the district, may approve 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 Plan Commission and the conditional use standards. This approval shall become null and void one (1) 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 6 months of the issuance of said building permit. Where the plans have not been altered from the Plan Commission’s approval, and the conditional use has expired, the Director of Planning and Community and Economic Development may, after consultation with the Alderperson of the District, approve an extension for up to 24 months from the expiration date. 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 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
 Planner

cc: Brenda Stanley, City Engineering Division
 Jule Smith, City Engineering Division
 Sean Malloy, Traffic Engineering Division
 Jenny Kirchgatter, Asst. Zoning Administrator
 Bill Sullivan, Madison Fire Department
 Kathleen Kane, Parks Division
 Jeff Belshaw, Madison Water Utility
 Tim Sobota, Metro Transit
 Bradley Hofmann, Forestry Section

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

Signature of Applicant

*Signature of Property Owner
 (If Not Applicant)*

LNDUSE-2022-00084			
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 checked="" type="checkbox"/>	Parks Division
<input checked="" type="checkbox"/>	City Engineering	<input type="checkbox"/>	Urban Design Commission
<input checked="" type="checkbox"/>	Traffic Engineering	<input checked="" type="checkbox"/>	Recycling Coordinator
<input checked="" type="checkbox"/>	Fire Department	<input checked="" type="checkbox"/>	Other: Metro Transit
<input checked="" type="checkbox"/>	Water Utility	<input checked="" type="checkbox"/>	Other: Forestry Section