Department of Planning & Community & Economic Development
Planning Division
Meagan Tuttle, Director

Madison Municipal Building, Suite 017
215 Martin Luther King Jr. Boulevard
Madison, Wisconsin 53703
Phone: (608) 266-4635
www.cityofmadison.com

October 8, 2024

Jeff Stowe
Thrive Architects, LLC
7818 Big Sky Drive, Suite 209
Madison, Wisconsin 53719

RE: Consideration of a conditional use in the Commercial Corridor-Transitional (CC-T) District for a single-family residence to allow a commercial building to be converted into a single-family residence at 1902 S Stoughton Road. [LNDUSE-2024-00075; ID 84996]

Dear Jeff Stowe;

At its October 7, 2024 meeting, the Plan Commission **approved** your client's conditional use request for the project located at 1902 S Stoughton Road. Prior to issuance of building permits for the project, the conditions of approval in the following sections shall be satisfied:

Major/Non-Standard Conditions are Shaded

Please contact Jeff Quamme of the City Engineering Division–Mapping Section, at (608) 266-4097 if you have questions regarding the following five (5) items:

1. The building being updated lies within a Public Utility Easement containing a 30" diameter public storm sewer per Doc No. 947369 A Consent to Occupy Easement Agreement shall be drafted and recorded by City of Madison Office of Real Estate Services defining responsibilities and requirements in conjunction with the existing building and site improvements. Coordinate with Jeff Quamme at jrquamme@cityofmadison.com

2. Show and dimension the 20' Wide Public Utility Easement and the 30" existing storm sewer pipe within the easement accurately on the site plan.

3. Identify on the plans the lot and block numbers of recorded Certified Survey Map or Plat.

4. Provide a full and complete legal description of the site or property being subjected to this application on the site plan.

5. The address of the group home is 5017 Allis Ave. The 1902 S Stoughton Rd address will be retired and archived with the remodel and change of use. 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.

Please contact Trent Schultz of the Parking Division at (608) 246-5806 if you have any questions regarding the following item:

6. The agency reviewed this project and determined a Transportation Demand Management (TDM) Plan is not required.

Please contact Jenny Kirchgatter of the Zoning Division at (608) 266-4429 if you have any questions regarding the following three (3) items:

7. Remove the existing abandoned commercial signs including the wall signs and ground sign.

8. Remove one of the existing driveways/curb cuts. A single-family residence may have two driveways provided both driveways meet at a point outside the required front or street side yard setbacks and both driveways lead to the same garage or to the same paved or graveled parking area.

9. 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.

Please contact Matt Hamilton of the Madison Fire Department at (608) 266-4457 if you have any questions regarding the following item:

10. Home to be limited to a maximum of 8 individuals and not be licensed by DHS as a CBRF to relieve the requirement for a sprinkler system. MFD continues to strongly encourage the installation of fire sprinkler systems in single family homes.

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

11. 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# 24050 when contacting Parks about this project.

Please contact Jeffrey Heinecke of the Parks Division–Forestry Section at (608) 266-4890 if you have any questions regarding the following item:

12. On this project, street tree protection zone fencing is required. The fencing shall be erected before the demolition, grading or construction begins. The fence shall include the entire width of terrace and, extend at least 5 feet on both sides of the outside edge of the tree trunk. Do not remove the fencing to allow for deliveries or equipment access through the tree protection zone. Add as a note on both the site and street tree plan sets.

Please contact Tim Sobota, Metro Transit, at (608) 261-4289 if you have any questions regarding the following two (2) items:

13. Metro Transit operates daily all-day transit service along Turner Avenue near this property - with trips at least every 30 minutes. Metro transit operates additional daily all-day transit service along Buckeye Road near this property - with trips at least every 60 minutes.

14. Metro Transit would initially estimate the following counts of potentially eligible trips towards US Green Building Council/LEED Quality Access to Transit points: 56 Weekday & 52 Weekend. Please contact Metro Transit if additional analysis would be of interest.

Please contact my office at cwells@cityofmadison.com or (608) 261-9135 if you have questions regarding the following item:

15. The applicant shall work with staff to amend the landscaping plan to add additional vegetative screening along the S Stoughton Road yard.

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. After the plans have been revised per the above conditions, please **one (1) complete digital plan set in PDF format** of complete, fully dimensioned, and to-scale plans; the appropriate site plan review application and fee pursuant to Section 28.206 of the Zoning Code; and any other documentation requested herein to the Zoning Administrator at SPRapplications@cityofmadison.com. (Note that that an individual email cannot exceed 20MB and it is the responsibility of the applicant to present files in a manner that can be accepted. Please email zoning@cityofmadison.com regarding questions or if you need alternative filing options) The sets of final revised plans or documents will be circulated by Zoning staff to the City department staff listed above for their final approval.

2. 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.

3. The conditional use approval is valid for two (2) years 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 as is being diligently prosecuted. Where the plans have not been altered since approval of the conditional use and approval 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 12 months from the expiration date.

4. 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.

5. 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 building permits, please contact the Zoning Administrator at (608) 266-4551. If you have any questions or if may be of any further assistance, please do not hesitate to contact my office at cwells@cityofmadison.com or (608) 261-9135.

Sincerely,

Chris Wells
Planner

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 the applicant)

cc: Jeff Quamme, City Engineering Division – Mapping
Jenny Kirchgatter, Zoning
Matt Hamilton, Fire Department
Jeff Heinecke, Forestry Section
Kathleen Kane, Parks Division
Trent Schultz, Parking Utility
Tim Sobota, Metro Transit

LNDUSE-2024-00075			
For Official Use Only, Re: Final Plan Routing			
☒	Planning Div. (Wells)	☒	Engineering Mapping Sec.
☒	Zoning Administrator	☒	Parks Division
☒	City Engineering	☐	Urban Design Commission
☒	Traffic Engineering	☐	Recycling Coor. (R&R)
☒	Fire Department	☐	Water Utility
☒	Metro Transit	☒	Other: Forestry