Department of Planning & Community & Economic Development
Planning Division
Meagan Tuttle, Director
Madison Municipal Building, Suite 017
215 Martin Luther King, Jr. Blvd
P.O. Box 2985
Madison, Wisconsin 53701-2985
Phone: (608) 266-4635
www.cityofmadison.com

April 15, 2025

Duane Johnson
Knothe & Bruce Architects
8401 Greenway Blvd., Suite 900
Middleton, WI 53717

RE: Legistar ID 87462; Accela 'LNDUSE-2025-00013' -- Consideration of a conditional use pursuant to MGO Section 28.134(3) for projections into the Capitol View Preservation Limit to allow rooftop mechanical space and an elevator overrun for a previously approved 15-story, 189-unit apartment building at 306 N Brooks Street.

Duane:

At its April 7 meeting, the Plan Commission, meeting in regular session, found the standards met and approved your client's request for a conditional use pursuant to MGO Section 28.134(3) for projections into the Capitol View Preservation Limit to allow rooftop mechanical space and an elevator overrun for a previously approved 15-story, 189-unit apartment building at 306 N Brooks Street. In order to receive final approval of your request, and for any other permits that may need to be issued for your project, the following condition shall be met:

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

1. 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 Andrew Oliver, (267-1979, aoliver@cityofmadison.com) 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.

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. 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 site plan review 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 SPRApplications@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. The **site plan review fee pursuant to Section 28.206** can be mailed in, dropped in the drop box at the Madison Municipal Building, or you can make an appointment at the Zoning counter to pay the fee. Checks should be made out to "City Treasurer." If you mail in the check or use the drop box, please include the application form with the project address and contact information. Zoning staff typically suggest using the drop box or making an appointment with the Zoning counter to pay the fee as they are the quickest.

   Mailing Address: City of Madison Building Inspection. P.O. Box 2984. Madison, WI 53701-2984

   Drop Box Location: Madison Municipal Building, Doty Street Entrance. 215 Martin Luther King Jr Blvd. Madison, WI 53701-2984

   Zoning Counter Appointment: https://www.cityofmadison.com/dpced/bi/schedule-a-counter-appointment/3423/

3. 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.

4. 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]

5. 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 other 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.

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Signature of Applicant

_____

Signature of Property Owner (if not the applicant)

cc: Sean Malloy, Traffic Engineering

LNDUSE-2025-00013			
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	☐	Forestry