



Department of Planning & Community & Economic Development  
**Planning Division**

Website: [www.cityofmadison.com](http://www.cityofmadison.com)

Madison Municipal Building  
215 Martin Luther King, Jr. Boulevard  
P.O. Box 2985  
Madison, Wisconsin 53701-2985  
TDD 608 266-4747  
FAX 608 266-8739  
PH 608 266-4635

December 17, 2013

Mark Bastian  
Strang, Inc.  
6411 Mineral Point Rd.  
Madison, WI, 537052

RE: Approval of a conditional use for an addition to an existing lodging house in the DR2 zoning district.

Dear Mr. Bastian:

At its December 16, 2013 meeting, the Plan Commission found the standards met and **approved** your client's conditional use request for an addition to a lodging house at 644 North Frances Street, subject to the conditions below. In order to receive final approval of the conditional use, and for any necessary permits to be issued for your project, the following conditions shall be met:

**Please contact Pat Anderson of the Zoning Office at 266-5978 if you have any questions regarding the following 5 items:**

1. A variance from the Lakefront setback was granted by the City of Madison Zoning Board of Appeals on 11/21/13.
2. As per MGO Section 28.138(3)(f), lot coverage within thirty-five (35) feet of the OHWM shall not exceed twenty percent (20%). Public paths within this area shall not be included in the lot coverage limit. The plans show no changes in this area.
3. Provide detail on the usable open space as defined in Section 28.211 that complies with Section 28.076(3) on the final plan sets.
4. Provide details and calculations of lot coverage as defined in Section 28.211
5. Bike parking shall comply with City of MGO Section 28.141 (4) Table 28I-3 (General Regulations). Provide 27 bike parking stalls in a safe and convenient location on an impervious surface to be shown on the final plan.

NOTE: A bike-parking stall is two feet by six feet with a five-foot access area. Structures that require a user-supplied locking device shall be designed to accommodate U-shaped locking devices. Provide details of bike rack on final plan sets.

**Please contact Janet Dailey of the City Engineering Division at 261-9688 if you have questions regarding the following 9 items:**

6. The Ordinary High Water Mark location and elevation of Lake Mendota shall be shown on the site plan. The elevation is 850.7 feet. Building ties shall be shown to the Ordinary High Water Mark.
7. The proposed ramp improvements, concrete sidewalk, wood deck and fencing are shown to partially encroach into the North Frances Street right of way on the site plan. A Privilege of Encroachment Agreement with the City of Madison will be required to be executed and recorded with the Register of Deeds.

8. The site plan shall identify lot and block numbers of recorded Certified Survey Map or Plat.
9. The site plan 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.
10. The site plan shall identify the difference between existing and proposed impervious areas.
11. 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.
12. Submit a PDF of all floor plans to [izenchenko@cityofmadison.com](mailto:izenchenko@cityofmadison.com) so that a preliminary interior addressing plan can be developed. If there are any changes pertaining to the location of a unit, the deletion or addition of a unit, or to the location of the entrance into any unit, (before, during, or after construction) the addresses may need to be changed. The interior address plan is subject to the review and approval of the Fire Marshal.
13. The site plan shall include a full and complete legal description of the site or property being subjected to this application.
14. The applicant shall submit, prior to plan sign-off, digital PDF files to the Engineering Division (Jeff Benedict or Tim Troester). The digital copies shall be to scale, and shall have a scale bar on the plan set. (POLICY and MGO 37.09(2)).

PDF submittals shall contain the following information:

- a) Building footprints
- b) Internal walkway areas
- c) Internal site parking areas
- d) Lot lines and right-of-way lines
- e) Street names
- f) Stormwater Management Facilities
- g) Detail drawings associated with Stormwater Management Facilities (including if applicable planting plans)

**Please contact Eric Halvorson, Traffic Engineering at 266-6527 if you have questions regarding the following 4 items:**

15. All parking facility design shall conform to MGO standards, as set in section 10.08(6).
16. The applicant shall show dimensions for the proposed and existing parking stalls items S = 9 ft, L = 18 ft, E = 24 ft, F = 20 ft, and degree of angle parking width and backing up, according to Figures II "Medium and Large Vehicles" parking design standards in Section 10.08(6)(b) 2. Signs and planting areas are to be excluded from the rectangular stall areas including the two (2) feet of vehicle overhang. The two (2) feet of vehicle overhang shall be shown on the plan and dimensioned.

**Please contact Kay Rutledge, Parks Division, at 266-4714 if you have questions regarding the following 4 items:**

17. The developer shall pay approximately \$2,533.00 for park dedication and development fees for the 2 additional SRO units.
18. The developer must select a method for payment of park fees before signoff on the demolition permit and/or rezoning.

19. Existing street trees shall be protected. Please include the following note on the site plan: Contractor shall install tree protection fencing in the area between the curb and sidewalk and extend it at least 5 feet from both sides of the tree along the length of the terrace. No excavation is permitted within 5 feet of the outside edge of a tree trunk. If excavation within 5 feet of any tree is necessary, contractor shall contact City Forestry (266-4816) prior to excavation to assess the impact to the tree and root system. Tree pruning shall be coordinated with City Forestry. Tree protection specifications can be found in section 107.13 of *City of Madison Standard Specifications for Public Works Construction* - <http://www.cityofmadison.com/business/pw/documents/StdSpecs/2013/Part1.pdf>.
20. This development is within the Vilas-Brittingham park impact fee district (SI27). Please reference ID# 13165 when contacting Parks about this project.

**Please contact Bill Sullivan of the Fire Department at 261-9658 if you have questions regarding the following item:**

21. Provide automatic fire sprinklers as required by SPS 362.0903(6)(b)3.

**Specific questions regarding the comments or conditions contained in this letter should be directed to the commenting agency. No building permits shall be issued until the applicant has met all of the conditions of approval stated in this letter.**

**Please now follow the procedures listed below for obtaining your conditional use permit:**

1. Please revise the plans per the above conditions and file **nine (9)** sets of complete, fully dimensioned, and to-scale plans, along with the appropriate site plan review application and fee pursuant to Section 28.206 of the Zoning Code. Also provide any other documentation requested herein with the Zoning Administrator, Room LL-100, Madison Municipal Building, 215 Martin Luther King, Jr. Boulevard.
2. This letter shall be signed by the applicant to acknowledge the conditions of approval and returned to the Zoning Administrator when requesting building permit approval.
3. 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. This approval shall become null and void one 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 six months of the issuance of said building permit. The Plan Commission shall retain jurisdiction over this matter for the purpose of resolving complaints against the approved conditional use.

If you have any questions regarding obtaining the demolition or conditional use approval, please contact the Zoning Administrator at 266-4551. If you have any questions or if I may be of any further assistance, please do not hesitate to contact my office at 266-5974.

Sincerely,

Heather Stouder, AICP  
Planner

cc: Janet Dailey, City Engineering Division  
Jeff Quamme, City Engineering Division  
Pat Anderson, Asst. Zoning Administrator  
Eric Halvorson, Traffic Engineering  
Kay Rutledge, Parks Division  
Bill Sullivan, Madison Fire Department

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

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_  
*Signature of Property Owner, if not Applicant*

**For Official Use Only, Re: Final Plan Routing**

<input checked="" type="checkbox"/>	Planning Div. (H. Stouder)	<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 type="checkbox"/>	Recycling Coord. (R&R)
<input checked="" type="checkbox"/>	Fire Department	<input type="checkbox"/>	Other: