



Department of Planning & Community & Economic Development

Planning Division

Heather Stouder, Director

Madison Municipal Building, Suite LL-100
126 S. Hamilton Street
P.O. Box 2985
Madison, Wisconsin 53701-2985
Phone: (608) 266-4635
Fax (608) 267-8739
www.cityofmadison.com

November 22, 2016

OFS Holdings
Operation Fresh Start
1925 Winnebago Street
Madison, WI 53704

RE: Approval of a conditional use to reuse a portion of a former place of worship and school for business and professional offices at **2670 Milwaukee Street**.

Dear Mr. Markle and OFS Holdings,

At its November 21, 2016 meeting, the Plan Commission, meeting in regular session, found the standards met and approved your conditional use request to reuse a portion of a former place of worship and school for business and professional offices at **2670 Milwaukee Street**, subject to the conditions below. In order to receive final approval of the conditional use, and for any permits to be issued for your project, the following conditions shall be met:

Please contact Jeff Quamme, Engineering Mapping, at 266-4097 if you have questions regarding the following seven (7) items:

1. The property shall be conveyed to the applicant prior to any building permit issuance.
2. The address of the old school wing is 2674 Milwaukee St. Suite numbers are TBD when tenant configurations are known.

The old church and gymnasium will continue to use 2670 Milwaukee St (suite numbers to TBD).

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.
3. The site plan shall identify lot and block numbers of recorded Certified Survey Map or Plat.
4. The site plan shall also include all lot/ownership lines, existing and proposed signage, existing and proposed utility locations and landscaping.
5. The site plan shall include a full and complete legal description of the site or property being subjected to this application.

6. Label the 15' easement along the east side of the site as 15' Easement for Public Purposes (sidewalk) per Document No. 1164768.
7. Submit a PDF of all floor plans to lzenchenko@cityofmadison.com so that a preliminary interior suite addressing plan can be developed prior to plans being submitted for permit review. 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.

Please contact Eric Halvorson of the Traffic Engineering Division at 266-6527 if you have any questions regarding the following ten (10) items:

8. 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; 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.
9. 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.
10. 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.
11. All parking facility design shall conform to MGO standards, as set in section 10.08(6).
12. All bicycle parking adjacent pedestrian walkways shall have a 2 foot buffer zone to accommodate irregularly parked bicycles and/or bicycle trailers.
13. 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.
14. The applicant shall modify any reconstructed or new entrance from a radius or 'street' type to the City standard flared entrance. This will require a Driveway Permit, cost is \$100.00 per entrance, and will be filled out by TE staff and issued as a part of the final plan review process.
15. Standard size vehicle parking stalls are 9 feet by 18 feet with a back-up space of 24 feet all stalls with flexibility between stall width and back-up space. All vehicular parking stalls that are smaller than this standard shall conform to the 'Small' vehicle standard (up to 50% of all stalls if hardship can be demonstrated)

16. The applicant shall modify the parking configuration to ensure there are no conflicts with the orderly ingress/egress of this site. This includes but is not limited to parallel stalls in what is the egress lane.
17. The applicant shall work with Traffic Engineering to see if a reasonable pedestrian connection can be made from Union St to the main entrance.

Please contact Jenny Kirchgatter, Assistant Zoning Administrator, at 266-4429 if you have questions regarding the following seven (7) items:

18. Parking requirements for persons with disabilities must comply with City of Madison General Ordinances Section 28.141(4)(e) which includes all applicable State accessible requirements, including but not limited to:
 - a. Provide a minimum of three (3) accessible stalls striped per State requirements. A minimum of one (1) of the stalls shall be a van accessible stall 8 feet wide with an 8 foot wide striped access area adjacent.
 - b. Show signage at the head of the stalls. Accessible signs shall be a minimum of 48" between the bottom of the sign and the ground.
 - c. Show the accessible path from the stalls to the building. The stalls shall be as near the accessible entrance as possible. Show ramps, curbs, or wheel stops where required.
19. Provide information to determine the vehicle and bicycle parking requirements for the school, including the number of classroom spaces and number of students. A minimum of one (1) automobile space is required per classroom plus one (1) space per five (5) students of legal driving age based on the maximum number of students attending classes at any one time. A minimum of one (1) bicycle space is required per five (5) students.
20. Provide a calculation and plan detail for lot coverage with the final submittal. The lot coverage maximum is 65%. Lot coverage is defined as the total area of all buildings, measured at grade, all accessory structures including patios, etc., and all paved areas as a percentage of the total area of the lot, with the following exceptions: sidewalks or paved paths no wider than five (5) feet, pervious pavement, green roofs and decks. If the existing site currently exceeds 65% maximum lot coverage, proposed site improvements may not further increase lot coverage above the maximum.
21. Identify the qualifying usable open space areas as required per Section 28.140. A minimum of 500 square feet of useable open space is required for the single-family dwelling. Usable open space shall be at ground level in a compact area of not less than two hundred (200) square feet, with no dimension less than eight (8) feet and no slope grade greater than ten percent (10%).
22. Show the trash enclosure area on the site plan. All developments, except single family and two family developments, shall provide a refuse disposal area. Such area shall be screened on four (4) 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. Submit a detail of the trash enclosure.
23. Verify whether new parking lot or site lighting will be installed. New parking lot lighting must comply with City of Madison General Ordinances Section 10.085 outdoor lighting standards. If exterior site lighting is provided, submit an exterior lighting plan and fixture cut sheets with the final plan submittal.

24. 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 Bill Sullivan, Fire Department, at 261-9658 if you have any questions regarding the following item:

25. Automatic fire sprinkler system shall be installed in the building due to a building code occupancy type change of use. Submit fire sprinkler plans to MFD prior to system installation.

Please contact Tim Sobota, Metro Transit, at 261-4289 if you have any questions regarding the following four items:

26. In coordination with public works improvements, the applicant shall maintain or replace the concrete passenger boarding pad at the existing Metro bus stop on the north side of Milwaukee Street, east of Farwell Street (#1748).
27. The applicant shall install and maintain a bench or other seating amenity in the adjacent property landscape plan, behind the sidewalk and opposite this concrete passenger boarding pad area.
28. 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 and approve the design. [See attached document '2670ms_METRO.pdf']
29. Metro Transit operates daily transit service along Milwaukee Street through the Farwell Street intersection, adjacent the project site. Bus stop ID #1748 is adjacent the proposed project site, with the signed bus stop zone encompassing the area from intersection east approximately 100 feet.

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. Please revise your plans per the above conditions and submit **seven (7) copies** of a complete, fully dimensioned and scaled plan set to the Zoning Administrator for final review and comment. Also be sure to include any additional materials requested by these departments for their approval prior to sign off. The final site plan shall be accompanied by the appropriate site plan review application and fee pursuant to Section 28.206 of the Zoning Code, and any other documentation requested herein with the Zoning Administrator, **126 S. Hamilton Street**. This submittal shall all also include one complete digital plan set in PDF format. The sets of final revised plans or documents will be circulated by the Zoning staff to the City department staff listed above for their final approval.
2. All operating private wells shall be identified and permitted by the Water Utility in accordance with MGO 13.21. All unused private wells shall be abandoned in accordance with MGO 13.21.

3. 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.
4. The approval is valid for one (1) year 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.
5. 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.
6. 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 conditional use, demolition or building permits, 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 261-9135.

Sincerely,



Chris Wells
 Planner

cc: Jeff Quamme, Engineering Mapping
 Eric Halvorson, Traffic Engineering
 Jenny Kirchgatter, Asst. Zoning Administrator
 Bill Sullivan, Fire Department
 Tim Sobota, Metro Transit

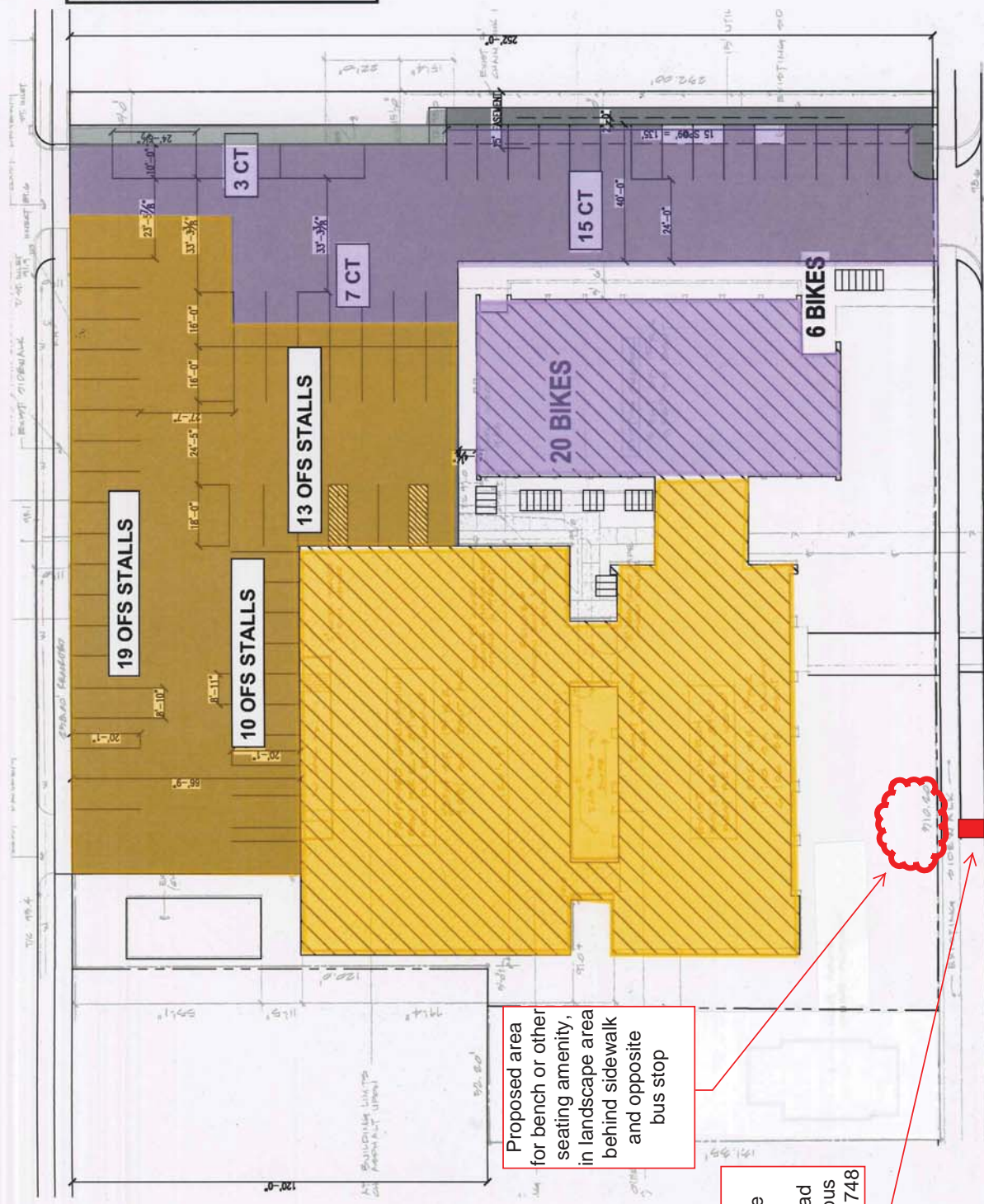
I hereby acknowledge that I understand and will comply with the above conditions of approval for conditional use.

Signature of Applicant

Signature of Property Owner (if not the applicant)

| For Official Use Only, Re: Final Plan Routing | | | |
|---|-----------------------|-------------------------------------|--------------------------|
| <input checked="" type="checkbox"/> | Planning Div. (Wells) | <input checked="" type="checkbox"/> | Engineering Mapping Sec. |
| <input checked="" type="checkbox"/> | Zoning | <input type="checkbox"/> | Parks Division |
| <input 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 checked="" type="checkbox"/> | Other: Metro |

OPERATION FRESH
 START
 SITE PLAN
 1"=30' (11X17)
 Parking:
 COMM. TENANT - 25
 OFS PARKING - 42
 TOTAL STALLS - 67



Proposed area for bench or other seating amenity, in landscape area behind sidewalk and opposite bus stop

Existing accessible concrete boarding pad and Metro bus stop zone #1748