

#### Department of Planning & Community & Economic Development **Planning Division** Heather Stouder, Director

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

December 14, 2016 Amended: January 25, 2017

Lee Christensen Gebhardt Development 222 North Street Madison, Wisconsin 53704

RE: Approval of a conditional use in the TE (Traditional Employment) zoning district to allow construction of an up to eight-story commercial/ office building containing 152,925 square feet of floor area, including a 40,000 square-foot theater/ concert hall on land generally addressed as 801 E. Washington Avenue in Urban Design District 8, with auto parking to be provided off-site.

Dear Mr. Christensen;

At its December 12, 2016 meeting, the Plan Commission found the standards met and **approved** conditional uses to allow construction of the lower four floors of "The Cosmos" development, generally addressed as 801 E. Washington Avenue, including the auto parking reduction for the project. At its January 23, 2017 meeting, the Plan Commission found the standards met and **approved** conditional uses to allow construction of the upper four floors of the project.

The project shall receive final approval from the Urban Design Commission and the conditions of approval in the following sections shall be satisfied prior to issuance of building permits for the project.

# Please contact Brenda Stanley of the City Engineering Division at 261-9127 if you have questions regarding the following twenty-three (23) items:

- 1. The applicant shall provide projected wastewater flows for the proposed development to Mark Moder, mmoder@cityofmadison.com prior to plan approval. The developer may be required to build sewer improvements in E. Washington Avenue at Paterson Street or at Livingston Street depending on projected wastewater flows.
- 2. The site plan shall be revised 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.
- 3. All outstanding Madison Metropolitan Sewerage District (MMSD) are due and payable prior to City Engineering sign-off, unless otherwise collected with a Developer's/ Subdivision Contract. Contact Mark Moder (261-9250) to obtain the final MMSD billing a minimum of two working days prior to requesting City Engineering signoff.

- 4. This project falls in the Rock River TMDL Zone and is subject to increased erosion control enforcement. The project will be expected to meet a higher standard of erosion control than the minimum standards set by the Wisconsin Department Natural Resources (WDNR).
- 5. The applicant shall submit, prior to plan sign-off, a digital CAD file (single file) to the City Engineering Division (Storm/Sanitary Section). The digital CAD file shall be to scale and represent final construction. The CAD file shall be in a designated coordinate system (preferably Dane County WISCRS, US Ft). The single CAD file submittal can be either AutoCAD (dwg) Version 2013 or older, MicroStation (dgn) V8i Select Series 3 or older, or Universal (dxf) format and shall contain the only the following data, each on a separate layer name/level number. The digital copies shall be drawn to scale and represent final construction including: building footprints; internal walkway areas; internal site parking areas; other miscellaneous impervious areas (i.e. gravel, crushed stone, bituminous/asphalt, concrete, etc.); right-of-way lines (public and private); plat name and lot lines (metes & bounds parcel lines if unplatted); platted lot numbers (noted "unplatted lands" if not platted); lot/plat property dimensions; street names; private on-site sanitary sewer utilities (including all connections to public sanitary); private on-site storm sewer utilities (including all connections to public storm). The CAD file will only be required prior to final plan review so that multiple files do not need to be supplied or reviewed. The party responsible for the CAD file e-mail transmission shall include the project site address in the email subject line. Any changes or additions to the location of the building, private utilities, sidewalks, parking/pavement during construction will require a new CAD file transmittal.
- 6. The applicant shall submit prior to plan sign-off, electronic copies of any Stormwater Management Files including: a) SLAMM DAT files; b) RECARGA files; c) TR-55/HYDROCAD/Etc; d) Sediment loading calculations. 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.
- 7. The area adjacent to this proposed development has a known flooding risk. All entrances shall be 2 feet above the adjacent sidewalk elevation or 1-foot above the 100-year regional flood elevation (whichever is greater). This includes garage entrances.
- 8. This project appears to require construction dewatering. A dewatering plan shall be submitted to City Engineering as part of the Erosion Control Permit application and plan. If contaminated soil or groundwater conditions exist on or adjacent to this project additional WDNR, Public Health, and/or City Engineering approvals may be required prior to the issuance of the required Erosion Control Permit.
- 9. This project appears to require permanent dewatering. A permit to connect to the public stormwater system shall be required from City Engineering. Additionally, a permit for non-storm discharge to the storm sewer system from the Madison-Dane County Public Health Department shall also be required. If contaminated soil or groundwater conditions exist on or adjacent to this project additional WDNR, Public Health, and/or City Engineering approvals may be required prior to issuance of the connection and non-storm discharge permits.
- 10. Storm sewer to serve this development has been designed and constructed. The site plans shall be revised to identify the location of this storm sewer and to show connection of an internal drainage system to the existing public storm sewer.

- 11. This site appears to disturb over one acre of land and requires a permit from the Wisconsin Department of Natural Resources (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 Water Resources Application for Project Permits (WRAPP) or Notice of Intent Permit (NOI) permit process.
- 12. This project will require a concrete management plan as part of the erosion control plan to be reviewed and approved by the City Engineer's Office.
- 13. The lots within this site plan are interdependent upon one another for stormwater runoff conveyance, and/or a private drainage system exists for the entire site an agreement shall be provided for the rights and responsibilities of all lot owners. Said agreement shall be reviewed and placed on file by the City Engineer, referenced on the site plan, and recorded at the Dane County Register of Deeds.
- 14. Prior to approval, this project shall comply with MGO Chapter 37 regarding stormwater management. Specifically, this development is required to reduce TSS by 80% off of the proposed development when compared with the existing site.
- 15. Complete an erosion control plan and complete weekly self-inspection of the erosion control practices and post these inspections to the City of Madison website as required by Chapter 37 of Madison General Ordinances.
- 16. The construction of this building will require sanitary sewer, sidewalk improvements and possibly other parts of the City's infrastructure. The applicant shall enter into a City/ Developer agreement for the improvements required for this development. The applicant shall contact City Engineering to schedule the development of the plans and the agreement. The City Engineer will not sign off on this project without the agreement executed by the developer. Note: Obtaining a developer's agreement generally takes approximately 4-6 weeks, minimum.
- 17. The approval of this zoning approval does not include the approval of the changes to roadways, sidewalks or utilities. The applicant shall obtain separate approval by the Board of Public Works and the Common Council for the restoration of the public right of way including any changes requested by developer. The City Engineer shall complete the final plans for the restoration with input from the developer.
- 18. The applicant shall provide the City Engineer with a survey indicating the grade of the existing sidewalk and street. The applicant shall hire a Professional Engineer to set the grade of the building entrances adjacent to the public right of way. The applicant shall provide the City Engineer the proposed grade of the building entrances. The City Engineer shall approve the grade of the entrances prior to signing off on this development.
- 19. The applicant shall replace all sidewalk and curb and gutter that abuts the property that is damaged by the construction, or any sidewalk and curb and gutter, which the City Engineer determines needs

to be replaced because it is not at a desirable grade, regardless of whether the condition existed prior to beginning construction.

- 20. All work in the public right of way shall be performed by a City-licensed contractor.
- 21. All damage to the pavement on E. Washington Avenue, E. Main Street and S. Livingston Street adjacent to this development shall be restored in accordance with the City's Pavement Patching Criteria.
- 22. Per the WDNR closure letter, this property was closed with residual soil and/or groundwater contamination (BRRTS #02-13-577635). Written approval from the WDNR is required prior to disturbing the existing barrier cap. Proof of coordination with the WDNR shall be submitted to Brynn Bemis (608.267.1986, bbemis@cityofmadison.com).
- 23. Based on the WDNR records for BRRTS #02-13-577635, the property contains residual contaminated soil. If contaminated soil is encountered as part of this redevelopment, all WDNR and DSPS regulations must be followed for proper handling and disposal.

# Please contact Jeff Quamme of the City Engineering–Mapping Section at 266-4097 if you have any questions regarding the following six (6) items:

- 24. The pending Certified Survey Map application for this property shall be completed and recorded with the Dane County Register of Deeds (ROD) prior to issuance of any building permits for new construction. When the recorded CSM image is available from the ROD, the Assessor's Office can then create the new Address-Parcel- Owner (APO) data in the parcel database so that the permitting system can upload this data and permit issuance made available for this new land record.
- 25. Subsequent to the recording of the pending Certified Survey Map, the conveyance of the new lot to the developer shall be completed prior to final site plan sign off.
- 26. The Site Plan indicates bicycle racks that will encroach into the S. Livingston and E. Main Street right of way. The applicant shall confirm all other portions of the proposed building and/or any private site improvements that will encroach into the adjacent right of ways. This includes (not limited to) balconies, roof overhangs and underground vaults. The applicant shall make an application with City of Madison for a privilege in streets administered by the City of Madison Office of Real Estate Services. An approval of the development does not constitute or guarantee approval of any encroachments within a public right of way.
- 27. The applicant shall provide for review a reciprocal easements/agreement between this site and the proposed Spark site to the east including, but not limited to, access, pedestrian access, fire lane, utilities, common areas, storm water drainage and management that are necessary to accomplish the development as proposed. The document(s) shall then be executed and recorded and copies provided prior to building permit issuance.
- 28. The proposed public sidewalk easement adjacent to E. Main Street shall be added to the pending CSM. Contact Jeff Quamme (jrquamme@cityofmadison.com) for required easement language.

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29. Submit a PDF of all floor plans to lzenchenko@cityofmadison.com so that a preliminary 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 nine (9) items:

- 30. It is recommended the applicant conclude any parking negotiations with the Parking Utility prior to final sign-off.
- 31. Items in the Right-of-Way are not approvable though this process, work with City Real Estate to get a 'Privilege in Streets' permit for items in the Right-of-Way (bicycle racks, planters, etc.) A note shall be stating 'All items in the Public Right-of-Way are the sole jurisdiction of City Engineering and Traffic Engineering and maybe modified/removed at anytime based on assessment of public need.
- 32. The applicant shall enter into a developer's agreement for the installation of the pedestrian street lighting.
- 33. The applicant shall submit one contiguous plan for approval. The plan drawing 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.
- 34. 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.
- 35. 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.
- 36. All parking facility design shall conform to the standards in MGO Section 10.08(6).
- 37. All bicycle parking adjacent pedestrian walkways shall have a 2 foot buffer zone to accommodate irregularly parked bicycles and/or bicycle trailers.
- 38. The applicant shall adhere to all vision triangle requirements as set in MGO 27.05 (No visual obstructions between the heights of 30 inches and 10 feet 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 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.

# Please contact Bill Sullivan of the Madison Fire Department at 261-9658 if you have any questions regarding the following three (3) items:

- 39. Provide a construction phasing plan and what additional safe guards to reduce the risk to building occupants if the proposed phasing of the project goes forward.
- 40. The Madison Fire Department does not object to this proposal provided the project complies with all applicable fire codes and ordinances.
- 41. Per Section MGO 34.503/IFC 503 Appendix D105: Provide an aerial apparatus access fire lane that is at least 26 feet wide, if any part of the building is over 30 feet in height. The near edge of the aerial fire lane shall be within 30-feet and not closer than 15 feet from the structure, and parallel to one entire side. The aerial fire lane shall cover not less than 25% of the building perimeter.

# Please contact Jenny Kirchgatter, Assistant Zoning Administrator, at 266-4429 if you have any questions regarding the following fifteen (15) items:

- 42. Staff is anticipating that future conditional uses for general retail, food and related goods sales, restaurant, restaurant-tavern, and outdoor eating area associated with food and beverage establishment will be sought as tenants are indentified for spaces in the building. These conditional uses will require additional approvals from the Plan Commission.
- 43. Provide a calculation and plan detail for lot coverage with the final site plan submittal. The lot coverage maximum is 85%. Lot coverage is defined as the total area of all buildings, measured at grade, all accessory structures including pools, 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.
- 44. Vehicle parking will not be provided on the property. Per Section 28.141(5) <u>Adjustments to</u> <u>Minimum Number of Required Spaces</u>, submit information to support the argument for reducing the required number of spaces. Factors to be considered include but are not limited to: availability and accessibility of alternative parking, impacts on adjacent residential neighborhoods; existing or potential shared parking agreements; number of residential parking permits issued for the area; proximity to transit routes and/or bicycle paths and provision of bicycle parking; the characteristics of the use, including hours of operation and peak parking demand times; design and maintenance of off-street parking that will be provided; and whether the proposed use is new or an addition to an existing use.
- 45. A bicycle parking reduction will be required per Section 28.141(5). Work with Zoning staff to establish the minimum bicycle parking requirements for the proposed development. Note that proposed bicycle parking located within the public right of way does not count toward the minimum requirement.

- 46. As each tenant space is leased, vehicle and bicycle parking requirements will be reviewed prior to obtaining Zoning approval for each future tenant space use. Future vehicle and bicycle parking reductions may be required prior to obtaining Zoning approval for future tenant uses.
- 47. Any future use or development will require approvals from the Madison Water Utility, as a portion of the site is located within Wellhead Protection District 24.
- 48. Required loading facilities shall comply with MGO Section 28.141(13). Provide three 10' x 50' loading areas with 14-foot vertical clearance to be shown on the plan. The loading areas shall be exclusive of drive aisle and maneuvering space. The required number of loading spaces may be reduced through conditional use approval.
- 49. Bicycle parking shall comply with the requirements of Sections 28.141(4)(g) and 28.141(11). Work with Zoning staff to establish the minimum bicycle parking requirements. Bicycle parking stalls shall be located on the private property and in a convenient and visible area on a paved or impervious surface. Clearly label the bicycle parking locations and numbers of stalls on the final plans. Show the typical dimensions of the bicycle stalls including the access aisles. Note: A bicycle stall is a minimum of 2 feet by 6 feet with a 5-foot wide access area. Provide a detail of the proposed bike racks.
- 50. Bicycle stalls are proposed in the S. Livingston Street and E. Main Street public rights of way. Note that bicycle stalls located in the public right of way do not count toward the minimum bicycle parking requirement. Privilege in the Streets approval is required through the City of Madison Office of Real Estate Services.
- 51. A bicycle parking reduction will be required per Section 28.141(5). Submit a request for a bicycle parking reduction with the final plan submittal including information to support the argument for reducing the required number of spaces. As the commercial tenant spaces are leased, the entire development must reflect compliance in the required amount, type and number of bicycle parking spaces, to be reviewed prior to obtaining zoning approval for each future tenant space use. Future parking reductions may be required prior to obtaining zoning approval for future tenant uses.
- 52. 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.
- 53. Per Section 28.134(3), Capitol View Preservation, show the height of the building per City Datum. No portion of any building or structure located within one (1) mile of the center of the State Capitol Building shall exceed the elevation of the base of the columns of said Capitol Building or 187.2 feet, City datum. Provided, however, this prohibition shall not apply to any church spires, flagpoles, communication towers, elevator penthouses, screened air conditioning equipment on existing buildings and chimneys exceeding such elevation, when approved as conditional uses. For the purpose of this subsection, City datum zero (0.00) feet shall be established as 845.6 feet above sea level as established by the United States Coast and Geodetic Survey.

- 54. Exterior lighting is not required. However, if it is provided, it must comply with MGO 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.
- 55. 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.
- 56. Signage approvals are not granted by the Plan Commission. Signage must be reviewed for compliance with Chapter 31 Sign Codes of MGO and Chapter 33 Urban Design District ordinances. Signage permits are issued by the Zoning Section of the Department of Planning and Community and Economic Development.

#### Please contact Adam Wiederhoeft of the Madison Water Utility at 261-9121 if you have any questions regarding the following three (3) items:

- 57. A Water Service Application Form and fees must be submitted before connecting to the existing water system. Provide at least two working days notice between the application submittal and the requested installation or inspection appointment. Application materials are available on the Water Utility's Plumbers & Contractors website; otherwise they may be obtained from the Water Utility Main Office at 119 E. Olin Avenue. A licensed plumber signature is required on all water service applications. For new or replacement services, the property owner or authorized agent is also required to sign the application. If you have questions regarding water service applications, please contact Madison Water Utility at 266-4646.
- 58. This property is in a Wellhead Protection District–Zone (WP-24). The owner shall provide the Madison Water Utility with evidence that no hazardous and/or toxic materials will be stored on site, and that all proposed uses of this site comply with the City of Madison Wellhead Protection Ordinance. Any future change in use for this property will require review by the Madison Water Utility General Manager or his designated representative.
- 59. Madison Water Utility will be required to sign off on the Land Use Application prior to the issuance of building permits for the development.

#### Please contact Janet Schmidt of the Parks Division at 261-9688 if you have any questions regarding the following three (3) items:

60. City Forestry will permit the removal of two small crabapples on E. Main Street, which will be replaced with larger canopy trees.

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- 61. All street tree planting locations and trees species within the right of way shall be determined by City Forestry. Please submit a site plan (in PDF format) to Brian Meiller bmeiller@cityofmadison.com or 266-4816. Tree planting specifications can be found in Section 209 of City of Madison Standard Specifications for Public Works Construction.
- 62. Existing street trees along E. Washington Avenue 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. Any tree removals that are required for construction after the development plan is approved will require at least a 72 hour wait period before a tree removal permit can be issued by Forestry, to notify the Alder of the change in the tree plan.

## Please contact my office at 261-9632 if you have questions about the following seven (7) items related to the four-story building, including the conditions added by the Plan Commission (#67 & 68):

- 63. That the floorplans on Sheet A203 be revised prior to final plan approval and issuance of building permits to dimension the stepbacks for the proposed upper four stories from the four base stories.
- 64. Prior to the issuance of any permits for a restaurant, restaurant/ tavern or tavern use in the first floor retail space (and any accessory outdoor eating areas), the applicant shall obtain approval of a conditional use alteration from the Director of the Planning Division or Plan Commission following a recommendation by the district alder. The alteration shall include the hours of operation for those uses, a floorplan with estimated capacity, and any exterior alterations related to occupancy of those spaces. Any exterior aspects of those uses shall also require approval by the Urban Design Commission or its Secretary prior to permit issuance.
- 65. The applicant shall obtain a privilege in streets from the City's Office of Real Estate Services for the approximately 52 bike spaces shown in the rights of way of E. Main Street and S. Livingston Street prior to final plan approval and issuance of building permits. Additionally, the applicant shall work with the Planning Division, Zoning Administrator and Traffic Engineering Division to provide additional bike parking on the subject site prior to issuance of permits, with the goal of providing 125 bike parking spaces within 200 walking feet of the doors of the concert venue.
- 66. That the applicant submit a Transportation Demand Management (TDM) Plan for review by the Planning Division and Traffic Engineering Division prior to obtaining building permits. The TDM for the Cosmos should outline additional strategies to close the gap between the minimum auto and bike parking required and the parking provided, particularly for the eight-story project once it can be approved. The TDM could include free or low-cost transit passes for users of the building, carpooling programs, and additional amenities for bicyclists.
- 67. That the applicant explore ways to enhance the energy efficiency of the building.

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- 68. In order to find conditional use standards 5 and 6 met, and in reference to Zoning conditions 46, 47 and 52 of the November 30, 2016 staff report and this letter, no administrative reduction in required bike parking stalls (in quantity) shall be granted. However, the Zoning Administrator may designate that a certain number of the bike parking stalls be provided with vertical racks, and the distance of bike parking from the building may be increased above 100 feet for some of the stalls.
- 69. For the eight-story version of the building, the applicant shall eliminate the cantilever of the upper four stories over the mechanical space on the lower portion of the building by enclosing the area between the roof of the second floor and the base of the fifth floor within the building mass with an exterior treatment consistent with the rest of the building (materials, openings, articulation, etc.). Final design of this portion of the eight-story building shall be approved by the Urban Design Commission and Planning Division staff prior to final plan approval and issuance of permits for construction.

The applicant is also required to obtain final approval of this phase/version of project from the Urban Design Commission and satisfy any conditions of approval prior to the final staff approval of the project and the issuance of permits. Please contact Al Martin, Urban Design Commission Secretary, at 267-8740 if you have any questions.

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:

- After the plans have been revised per the above conditions, please file nine (9) sets 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 with the Zoning Administrator, 126 S. Hamilton Street; First Floor. <u>This submittal shall all also include one (1)</u> <u>complete digital plan set in PDF format.</u> 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 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 box on last page]
- 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. 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 266-4551. If you have any questions or if may be of any further assistance, please do not hesitate to contact my office at 261-9632.

Sincerely,

Timothy M. Parks Planner

cc: Brenda Stanley, City Engineering Division Jeff Quamme, City Engineering Division–Mapping Section Eric Halvorson, Traffic Engineering Division Jenny Kirchgatter, Assistant Zoning Administrator Janet Schmidt, Parks Division Adam Wiederhoeft, Madison Water Utility Bill Sullivan, Madison Fire Department

| LNDUSE-2016-00122                             |                          |             |                          |  |  |  |  |  |
|---|--------------------------|-------------|--------------------------|--|--|--|--|--|
| For Official Use Only, Re: Final Plan Routing |                          |             |                          |  |  |  |  |  |
| $\boxtimes$                                   | Planning Div. (T. Parks) | $\boxtimes$ | Engineering Mapping Sec. |  |  |  |  |  |
| $\boxtimes$                                   | Zoning Administrator     | $\boxtimes$ | Parks Division           |  |  |  |  |  |
| $\boxtimes$                                   | City Engineering         | $\boxtimes$ | Urban Design Commission  |  |  |  |  |  |
| $\boxtimes$                                   | Traffic Engineering      |             | Recycling Coor. (R&R)    |  |  |  |  |  |
| $\boxtimes$                                   | Fire Department          |             | Other:                   |  |  |  |  |  |

| 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)