



Department of Planning & Community & Economic Development

## Planning Division

Heather Stouder, Director

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Madison, Wisconsin 53701-2985  
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[www.cityofmadison.com](http://www.cityofmadison.com)

September 20, 2017

Kristin Rucinski  
The Road Home Dane County  
128 E. Olin Avenue, Suite 202  
Madison, Wisconsin 53713

RE: Approval of a conditional use to convert an office building into a counseling/ community services organization facility at 890 W. Wingra Drive (ID 48496; LNDUSE-2017-00085).

Dear Ms. Rucinski;

At its September 18, 2017 meeting, the Plan Commission found the standards met and **approved** your conditional use for 890 W. Wingra Drive. The conditions of approval in the following sections shall be satisfied prior to issuance of building or occupancy permits for the project.

**Please contact Tim Troester of the City Engineering Division at 267-1995 if you have questions regarding the following item:**

1. Note: Less than 4,000 square feet of disturbed area is proposed; no Erosion Control or Storm Water Management Permits are required.

**Please contact Jeff Quamme of the City Engineering–Mapping Section at 266-4097 if you have any questions regarding the following three (3) items:**

2. The site plan shall identify lot and block numbers of recorded Certified Survey Map or final plat.
3. The site plan shall include the current configuration of parking stalls, driveways and sidewalks.
4. The site plan shall include a full and complete legal description of the site or property being subjected to this application.

**Please contact Eric Halvorson of the Traffic Engineering Division at 266-6527 if you have any questions regarding the following three (3) items:**

5. The applicant shall submit one contiguous plan showing proposed conditions and one contiguous plan showing existing conditions 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.

6. 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.
7. All parking facility design shall conform to the standards in MGO Section 10.08(6).

**Please contact Jenny Kirchgatter, Assistant Zoning Administrator, at 266-4429 if you have any questions regarding the following six (6) items:**

8. Parking requirements for persons with disabilities must comply with Section 28.141(4)(e). Show the dimensions of the required accessible stalls on the site plan. A van accessible stall is a minimum of 11 feet wide with a 5 foot wide striped access aisle or 8 feet wide with an 8 foot wide striped access aisle. Show the required signage at the head of the stalls.
9. Bicycle parking shall comply with the requirements of Sections 28.141(4)(g) and 28.141(11). A counseling/ community services organization is not a listed use in the Off-Street Parking Requirements Table 28I-3. As determined by the Zoning Administrator, a counseling/ community services organization is most similar in use to a mission house with a bicycle parking requirement of one (1) bicycle stall per 400 sq. ft. of floor area. Provide a minimum of 14 short-term bicycle parking stalls located in a convenient and visible area on a paved or impervious surface. Show the dimensions of the bicycle parking area and proposed bicycle stalls on the site plan. Note: A bicycle stall is a minimum of two (2) feet by six (6) feet with a five (5)-foot wide access area. Provide a detail of the proposed bike rack.
10. Screening is required adjacent the zoning district boundary along the north property line. Screening shall be provided along side and rear property boundaries between commercial/ mixed-use districts and residential districts. Screening shall consist of a solid wall, solid fence, or hedge with year-round foliage, between six (6) and eight (8) feet in height. Submit a detail of the screening fence with the final plans.
11. Submit the floor plans with the final plan submittal [that reflect the letter of intent]. Verify whether exterior building changes are proposed, such as modifications to doors or windows. If exterior building changes are proposed, submit building elevations.
12. Per Section 28.186(4)(b) of the Zoning Code, 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 for this project/ site.
13. Signage approvals are not granted by the Plan Commission. Signage must be reviewed for compliance with Chapter 31 Sign Codes of the Madison General Ordinances. Signage permits are issued by the Zoning Section of the Department of Planning and Community and Economic Development.

**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 file **seven (7) 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, Room LL-100, Madison Municipal Building, 215 Martin Luther King, Jr. Boulevard. **This submittal shall all also include one (1) complete digital plan set in PDF format.** 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 block 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: Tim Troester, City Engineering Division  
Jeff Quamme, City Engineering Division—Mapping Section  
Eric Halvorson, Traffic Engineering Division  
Matt Tucker, Zoning Administrator  
Bill Sullivan, Madison Fire Department

<b>LNDUSE-2017-00085</b>			
<b>For Official Use Only, Re: Final Plan Routing</b>			
<input checked="" type="checkbox"/>	Planning Div. (T. Parks)	<input checked="" type="checkbox"/>	Engineering Mapping Sec.
<input checked="" type="checkbox"/>	Zoning Administrator	<input type="checkbox"/>	Parks Division
<input checked="" type="checkbox"/>	City Engineering	<input type="checkbox"/>	Urban Design Commission
<input checked="" type="checkbox"/>	Traffic Engineering (EP)	<input type="checkbox"/>	Recycling Coord. (R&R)
<input checked="" type="checkbox"/>	Fire Department	<input type="checkbox"/>	Other:
<input type="checkbox"/>	Water Utility (EP)	<input type="checkbox"/>	Other:

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*

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*Signature of Property Owner  
(If Not Applicant)*