



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

October 2, 2018

James McFadden  
McFadden & Company  
380 W. Washington Ave.  
Madison, WI 53703

RE: Approval of a Conditional Use to establish an arts/technical/trade school tenant in a multi-tenant office building in the Neighborhood Mixed Use zoning district and Urban Design District 6 at 6225 University Avenue (ID 52908; LNDUSE-2018-00099).

Dear Mr. McFadden;

At its October 1, 2018 meeting, the Plan Commission found the standards met and **approved** your conditional use request to establish an arts/technical/trade school tenant (massage therapy school) in a multi-tenant office building in a Neighborhood Mixed Use zoning district and Urban Design District 6 at 6225 University Avenue. The conditions of approval in the following sections shall be satisfied prior to issuance of demolition or building permits for the project.

**Please contact Janine Glaeser, Secretary of the Urban Design Commission at (608) 267-8740 if you have any questions regarding the following one (1) item:**

1. Provide more detail on trash enclosure door material and size.

**Please contact Jenny Kirchgatter, Assistant Zoning Administrator at (608) 266-4429 if you have any questions regarding the following seven (7) items:**

2. Submit a complete site plan for the property, including property dimensions, location of the building, parking lot and paved areas, striped parking stalls and van accessible stall, bicycle parking stalls, trash enclosure and other site features.
3. Provide a site and parking lot information block including the building use and size, number of parking stalls and accessible stalls, and number of bicycle parking stalls.
4. A minimum amount of automobile parking is required for buildings within the Neighborhood Mixed-Use (NMX) zoning district exceeding ten thousand (10,000) sq. ft. in floor area. Verify the existing uses and area (square feet) within the building to determine the parking requirements for the building. A minimum of three (3) vehicle parking stalls are required for the proposed trade school (Inspirit Institute).
5. Bicycle parking shall comply with the requirements of Sections 28.141(4)(g) and 28.141(11). Provide a minimum of two (2) short-term bicycle parking stalls for the trade school located in a convenient and visible area on a paved or impervious surface. Bicycle parking shall be located at least as close as the closest non-

accessible automobile parking and within one hundred (100) feet of a principal entrance. Show the dimensions of the bicycle stalls and access aisle. 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.

6. Screening is required adjacent the Zoning district boundary along the east, west, and south property lines. 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.

**Please note that the Plan Commission waived the screening requirement along the east property line at their October 1, 2018 meeting**

7. 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.
8. 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 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 Jeffrey Quamme of the City Engineering Division Mapping Section at (608) 266-4097 if you have any questions regarding the following four (4) items:**

9. The site plan shall include all lot/ownership lines, existing building locations, parking stalls, driveways, sidewalks (public and/or private), existing and proposed signage, existing utility locations and landscaping. Note a full survey was completed by JSD Professional Services on April 2, 2009.
10. The site plan shall include a full and complete legal description of the site or property being subjected to this application.
11. The site plan shall show and label the 10' wide Public Sanitary Sewer Easement per CSM No. 8227 along the westerly side. Also a note shall be made for the driveway connection to the St. Dunstan's Driveway to the east. The connection is subject to Ingress and Egress for Driveway or Cross Easements per Document No. 2579445.
12. Provide a PDF copy of the floor plans for the entire building and include the address numbers of the existing suites to Lori Zenchenko (lzenchenko@cityofmadison.com).

**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 **four (4) 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, 215 Martin Luther King Jr. Blvd, Suite 017. **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 to acknowledge the conditions of approval and returned to the Zoning Administrator when requesting conditional use approval.
3. A conditional use 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.
4. 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.
5. 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 or 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 243-0455.

Sincerely,



Colin Punt  
 Planner

cc: Janine Glaeser, Urban Design Commission  
 Jeff Quamme, Engineering – Mapping  
 Jenny Kirchgatter, Assistant Zoning Administrator

<p>I hereby acknowledge that I understand and will comply with the above conditions of approval for conditional use.</p> <p>_____</p> <p style="text-align: center;"><i>Signature of Applicant</i></p> <p>_____</p> <p style="text-align: center;"><i>Signature of Property Owner (if not the applicant)</i></p>
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<b>LNDUSE-2018-00099</b>			
<b>For Official Use Only, Re: Final Plan Routing</b>			
<input type="checkbox"/>	Planning Div. (Punt)	<input checked="" type="checkbox"/>	Engineering Mapping Sec.
<input checked="" type="checkbox"/>	Zoning Administrator	<input type="checkbox"/>	Parks Division
<input type="checkbox"/>	City Engineering	<input checked="" type="checkbox"/>	Urban Design Commission
<input type="checkbox"/>	Traffic Engineering	<input type="checkbox"/>	Recycling Coord. (R&R)
<input type="checkbox"/>	Fire Department	<input type="checkbox"/>	Water Utility
<input type="checkbox"/>	Metro Transit	<input type="checkbox"/>	Other: