



Department of Planning & Community & Economic Development

## Planning Division

Heather Stouder, Director

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August 8, 2019

Rebecca Ryan  
809 Spaight Street  
Madison, Wisconsin 53703

RE: Legistar ID: 56458; Accela 'LNDUSE-2019-00029' -- Approval of a zoning map amendment to rezone property from Traditional Residential – Consistent 4 (TR-C4) to Limited Mixed Use (LMX) at **2540 E Mifflin Street.**

Dear Ms. Ryan:

At its August 6, 2019 meeting, the Common Council **approved** your request to rezone property located at 2540 E Mifflin Street from Traditional Residential – Consistent 4 (TR-C4) to Limited Mixed Use (LMX). The conditions of approval in the following sections shall be satisfied prior to issuance of building permits for the project.

**Please contact Jeff Quamme of the Engineering Division–Mapping Section at (608) 266-4097 if you have any questions regarding the following four (4) items:**

1. The site plan shall identify lot and block numbers of recorded Certified Survey Map or Plat.
2. The site plan shall include a full and complete legal description of the site or property being subjected to this application.
3. The site plan shall show and label the 9' Wide Driveway Access Easement per Doc. No. 1743394 in favor of the property located at 112 North Street.
4. Submit a Floor Plan in PDF format to Lori Zenchenko ([lzenchenko@cityofmadison.com](mailto:lzenchenko@cityofmadison.com)) that includes a floor plan for each floor on a separate sheet for the development of a complete interior addressing plan. The Addressing Plan for the entire project shall be finalized and approved by Engineering (with consultation and consent from the Fire Marshal if needed) prior to the application submittal for the final Site Plan Approval with Zoning. The approved Addressing Plan shall be included in the final application. For any changes pertaining to the location, deletion or addition of a unit, or to the location of a unit entrance, (before, during, or after construction), a revised Address Plan shall be resubmitted to Lori Zenchenko to review addresses that may need to be changed and/or reapproved. The final revised Addressing Plan shall be submitted by the applicant to Zoning to be attached to the final filed approved site plans.

**Please contact Jenny Kirchgatter, the Assistant Zoning Administrator, at (608) 266-4569 if you have any questions regarding the following eight (8) items:**

5. Submit the final site plan drawn to a scale of 1 inch equals 20 feet or 1 inch equals 16 feet. Show the lot dimensions and existing building setbacks on the site plan.
6. All parking lots and driveways shall have paved or approved surfaces, as required in Section 10.08, MGO.
7. Parking requirements for persons with disabilities must comply with Section 28.141(4)(e). Final plans shall show the required van accessible parking stall. A van accessible stall is a minimum of 8 feet wide with an 8 foot wide striped access aisle. Show the required signage at the head of the stalls.
8. 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 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. 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.
9. Screening is required adjacent the Zoning district boundary along the north and west 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.
10. Verify how refuse will be disposed of on the site. All developments, except single family and two family developments, shall provide a refuse disposal area. If the refuse disposal area is located outside the building, it 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. Note that City issued trash containers do not require a screening enclosure.
11. 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.
12. 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.

**Please contact Tim Sobota, of Metro Transit, at (608) 261-4289 if you have any questions regarding the following three (3) items:**

13. In coordination with any public works improvements, the applicant shall maintain or replace the concrete terrace at the existing Metro bus stop on the west side of North Street, north of East Mifflin Street (#1598).

14. 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 the design.
15. Metro Transit currently operates daily transit service along North Street through the East Mifflin Street intersection. Bus stop ID #1598 is adjacent the proposed project site along the west side of North Street, with the bus stop zone encompassing the area from the existing bus stop parking restriction sign pole south through to the East Mifflin Street intersection.

**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. 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, Room LL-100, Madison Municipal Building, 215 Martin Luther King, Jr. Boulevard. **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. Approval of plans for this project does not include any approval to prune, remove or plant trees in the public right-of-way. Permission for such activities must be obtained from the City Forester, (608) 266-4816.
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 demolition or building permits, please contact the Zoning Administrator at (608) 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 (608) 243-0554.

Sincerely,



Sydney Prusak  
Planner

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 the applicant)*

cc: Brenda Stanley, City Engineering  
Jeff Quamme, Engineering Mapping  
Sean Malloy, Traffic Engineering  
Jenny Kirchgatter, Zoning  
Bill Sullivan, Fire Department  
Tim Sobota, Metro Transit

For Official Use Only, Re: Final Plan Routing			
<input checked="" type="checkbox"/>	Planning Div. (Prusak)	<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	<input type="checkbox"/>	Recycling Coord. (R&R)
<input checked="" type="checkbox"/>	Fire Department	<input checked="" type="checkbox"/>	Metro Transit
<input type="checkbox"/>	Water Utility		