

# Occupy Madison Management Plan

2046-2050 E. Johnson Street

[As included in PD zoning documents; 13 August 2014]

## Steward Selection

FINAL Management Plan  
– T. Parks; 13 August 2014

Stewards are selected the following process:

1. Become a member Occupy Madison, Inc.
2. Earn equity hours for their tiny home (referred to in the zoning documents on file with the City of Madison as “portable shelters”).
3. After earning 32 equity hours people can ask to be considered for a tiny home.
4. Follow the rules of conduct and not be put on the hold list.
5. People are chosen based on:
  - a. The total number of hours worked
  - b. Number of meetings attended
  - c. Attendance at work shifts signed up for
  - d. Ability to cooperate with others
  - e. Final review of questionnaire
  - f. Past conduct/compliance with rules of conduct.
  - g. Suitability of Tiny Home life to your life circumstances
  - h. Length of time of participation in Occupy Madison
  - i. Community Service with approved non-profit organization
  - j. Other life circumstances to be reviewed by the Board of Directors
6. When Occupy Madison begins construction of a new tiny home, the Board selects the steward for that home.
7. If there are more than one equally qualified top eligible people waiting for a Tiny House, the next recipient will be determined by random drawing.
8. Once a person is considered “equally qualified” they will continue to be on the list as long as the follow the rules of conduct and are not put on “hold”.
9. Potential stewards may appeal these decisions to the General Membership if they are unsatisfied with the determination.
10. Persons selected will sign the Tiny House Contract (attached) outlining rules and responsibilities.

## Conflict Resolution

The Board of Directors and membership have adopted a “Rules of Conduct” document and the further responsibilities are outlined in the Tiny House Contract. The Board is responsible for enforcement of these rules and responsibilities we follow this process:

1. A meeting is scheduled at a mutually agreed upon time to address any violations.
2. The steward has an opportunity to present their information.

3. The Board decides based on a majority vote what the outcome of the issue will be.
4. A written determination will be given to the person involved in the incident.
5. This decision can be appealed to the General Membership with written notice within 10 days of the written decision.
6. While the appeal is pending, the decision of the Board and any actions decided will not be delayed.

The Tiny House Contract has language that says “multiple or egregious incidents involving noise, violence, public intoxication, indecency, or other misconduct will be investigated by OMI, and may cause possession of the Occupant’s Tiny House to revert to OMI.”

The portable shelters/ tiny homes are the property of Occupy Madison, Inc. The stewards of the portable shelters/ tiny homes are neither tenants nor owners. That means that they cannot be evicted through the judicial process. If it is determined that someone loses their shelter/ home through the above process, that person will be given time to collect their belongings or arrangements will be made for their belongings and they will be asked to leave the property. If they return without permission, they will be trespassing on the property and the police will be called to ticket them.

The following people are authorized by the Board of Occupy Madison, Inc. to determine who is trespassing on the OM Village property:

1. Members of the Board;
2. OM Build/ OM Village shop managers

A current list of the above persons shall be kept on-site at all times and made available to any public official presenting proper identification that requests it. The current occupants of the portable shelter community may also assist in identifying trespassers for the purposes of enforcing this provision.

A list if the current occupants of the 9 portable shelters/ tiny homes kept on site shall also be kept on-site at all times and shall be used to determine if the provisions of this plan and the zoning approvals for 2046-2050 E. Johnson Street are being followed.

### **Emergency Contact Information**

We have a Google number, 608-305-4707, which is set up to be forwarded to the persons on-call for the village. The number rings to multiple phones to ensure it gets answered in a timely manner. The number will rotate being forwarded between residents and board members as needed. The City of Madison will be notified promptly of any changes to this number, which be kept on file in the zoning materials for this property.

### **Guest Policy**

Visitors to the portable shelter community/living space shall not be permitted to camp on-site or stay overnight in the 2,400 square foot principal building, parking lot, or green space.

**ZONING TEXT GDP/SIP**  
**OM Village**  
**2046-2050 E. Johnson St. Madison, WI, 53703**

**Legal Description:** The lands subject to this planned unit development shall include those described in Exhibit A, attached hereto.

**A. Statement of Purpose:** This zoning district is established to allow for the construction of a portable shelter community, workshop (light manufacturing), general retail and gardens/ greenhouse with farm stand.

**B. Definitions:**

*Portable Shelter.* Any movable living quarters, no more than 150 square feet in area, used as an individual's permanent place of habitation. For purposes of this definition, a permanent place of habitation is established when an individual lives in a portable shelter for four (4) consecutive months.

*Portable Shelter Community.* Any site, lot, parcel, or tract of land designed, maintained, intended or used for the purpose of supplying a location or accommodations for more than three (3) portable shelters and shall include all buildings included or intended for use as part of the Portable Shelter Community. A "portable shelter community" shall not include a "portable shelter mission."

**C. Uses:**

The following uses shall be Permitted Uses within this Planned Development District:

- General office, professional offices
- Community garden
- General retail, garden center
- Service business, including small goods repair

The following uses shall be Conditional Uses within this Planned Development District:

- Counseling, community services organization
- Market garden
- Light manufacturing, production and processing of [portable shelters], furnishings and household goods, including limited outdoor assembly (finishing the roof and interior work that must be done after roof is installed). All woodworking, metal work and related fabrication activities shall occur within completely enclosed buildings and outdoor work shall be limited to attach the roof and final assembly and finishing activities that follow attachment of the roof.
- Portable shelter community/ living space for 9 portable shelter units as shown on the approved site plans
- Mission house
- Outdoor eating area, outdoor cooking operation, outdoor vending machine

The following uses shall be accessory to the permitted or accessory uses within this Planned Development District:

- Bicycle sharing facility
- Food cart

- Catering
- Coffee shop/tea house or food and related goods sales
- Short-term parking for a mobile grocery store
- Solar or wind energy systems
- Outdoor storage located entirely within a fenced enclosure and not visible from an abutting street
- Keeping of chickens and/or honeybees pursuant to the Supplemental Regulations in Section 28.151 of the Zoning Code

D. **Lot Area:** As stated in Exhibit A, attached hereto.

E. **Floor Area Ratio & Building Height:** The maximum building height and floor area ratio for this development shall be as shown on the approved specific implementation plan.

F. **Yard Requirements:** Yard areas will be provided as shown the approved specific implementation plan.

G. **Landscaping:** Site landscaping will be provided as shown the approved specific implementation plan.

H. **Accessory Off-Street Parking & Loading:** Accessory off-street parking and loading will be provided as shown the approved specific implementation plan.

I. **Lighting:** Site lighting will be provided as shown the approved specific implementation plan.

J. **Signage:** Signage will be allowed as per Chapter 31 of the Madison General Ordinances, as compared to the NMX district, and approved by the Urban Design Commission or its secretary, and the Zoning Administrator.

K. **Special Requirements:**

1. Each portable shelter shall have a smoke detector, carbon monoxide detector and fire extinguisher.
2. Only listed vented gas (liquid propane or natural) heaters or electric heat shall be permitted in the portable shelters.
3. No tents, canopies or tarps shall be permitted on the site except for temporary construction purposes.
4. No outdoor fires shall be ignited or kindled on the site, including the burning of garbage or waste. Grills may be used for cooking.
5. No open flame cooking devices are permitted within the portable shelter.
6. No composting toilets or other holding tank toilets shall be permitted in the portable shelter community.
7. The applicant shall allow any public official presenting proper identification to conduct lawful inspections of the portable shelter community and the manufacturing facility.

L. The maximum occupancy of any portable shelter unit located on the site shall not exceed 2 persons, and that visitors to the portable shelter community/living space shall not be permitted to camp on-site or stay overnight in the 2,400 square-foot principal building, parking lot or greenspace.

M. **Continuing Jurisdiction:**

1. The Plan Commission retains continuing jurisdiction over all conditional uses for the purpose of resolving complaints against all previously approved conditional uses. This authority is in addition to the Zoning Administrator's authority under MGO Section 28.202.

2. Any citizen, the Zoning Administrator, or other official may file a written complaint with the Plan Commission that one or more conditions of a conditional use permit have not been completed, or are being violated.
  3. The Plan Commission shall initially determine whether the complaint indicates a reasonable probability that the subject conditional use is in violation of a condition of approval. If the Plan Commission determines there is a reasonable probability of a violation, it shall conduct a hearing after giving notice as provided in MGO Section 28.183(4).
  4. The Plan Commission may, in order to bring the subject conditional use into compliance with the conditions previously imposed by the Plan Commission, modify the existing conditions and impose additional reasonable conditions. If no reasonable modification of the conditional use can be made that are consistent with the standards in MGO Section 28.098(2) and Section 28.183(6), the Plan Commission may revoke the conditional use permit and direct the Zoning Administrator and the City Attorney to seek elimination of the subject use.
  5. An appeal from a decision of the Plan Commission under this paragraph may be taken to the Common Council as provided by MGO Section 28.183(5)(b).
- N.** That the hours of operation for all activities other than the portable shelter community/living space shall be 8:00 AM to 8:00 PM Monday through Friday and 10:00 AM to 8:00 PM Saturday and Sunday unless approved as an alteration by the Plan Commission or by the Director of the Planning Division following a recommendation by the district alder.
- O. *Alterations and Revisions:*** No alteration or revision of this planned unit development shall be permitted unless approved by the City Plan Commission, however, 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 the alderperson of the district and are compatible with the concept approved by the City Plan Commission.