



## Dept. of Planning and Community and Economic Development

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February 4, 2016

Todd Violante, Director  
Dane County Dept. of Planning & Development  
Room 116, City-County Building  
210 Martin Luther King, Jr. Blvd.  
Madison, Wisconsin 53703

RE: Proposed Dane County Resource Center at 1326 E. Washington Avenue

Dear Todd;

As Dane County continues to develop its plans for a day resource center at the former Messner's site on E. Washington Avenue, I thought it would be useful to clarify the land use-related applications you will need to file with the City of Madison for approval in order to obtain the necessary building and occupancy permits for the project.

Based on discussions between City and County staff as well as representations made to the community and in the media, we understand that the proposed use of the property will likely be classified as one or both of the following uses as defined in the City's Zoning Code (MGO Ch. 28):

Counseling/Community Service Organization. An organization that provides social services, including day treatment services.

Daytime Shelter. A place of assembly operated by a religious institution or nonprofit organization, open to the public during typical daytime hours, that provides food or supportive services, but which shall not provide lodging.

As you are aware, 1326 E. Washington Avenue and the adjacent County-owned property at 1318 E. Washington are zoned TE-Traditional Employment District. Both of the above-listed uses are classified as *conditional uses* in the TE zoning district. The process for submittal and consideration of conditional uses by the City's Plan Commission, including the standards for approval, may be found in Section 28.183 of our Zoning Code. In addition, *daytime shelters* are subject to the following Supplemental Regulations in the Zoning Code:

- a.) The use shall be operated by a religious institution or a non-profit organization.
- b.) The hours of operation shall be limited to 6:30 a.m. to 6:00 p.m., unless modified under conditional use approval.

- c.) An appropriate transition area between the use and adjacent property may be required, using landscaping, screening, and other site improvements consistent with the character of the neighborhood.
- d.) The owner shall submit a Management Plan for the facility:
  - 1.) Required management plan contents: floor plan showing sleeping areas, emergency exits and bathrooms, hours of operation, staffing, management structure, and capacity.
  - 2.) Recommended management plan contents: parking, bicycle parking, storage of belongings, trash storage/removal, transportation support.

In order to file a conditional use application, an applicant is required to submit plans depicting details of the project, including but not limited to: site plans; existing conditions, including any buildings to be razed; grading and utility plans; landscaping plans; and floor plans and elevation drawings for proposed buildings. A letter of intent outlining salient details of the project is also required, which includes information on the project team, existing conditions, project schedule, proposed uses (and square-footage of each), hours of operation, auto and bike parking stalls, proposed lot coverage, estimated project cost, number of full-time equivalent jobs created and any public subsidy requested. If the County's proposed use meets the definition of a daytime shelter, the conditional use application is also required to include information related to the aforementioned supplemental regulations, including the operator of the shelter and a preliminary management plan, in order to be considered 'complete' for processing.

We also understand that the County is contemplating the demolition of portions of the former Messner's building as well as the radio shop next door at 1318. If an existing building wall facing a public street or 50% or more of the area of the exterior walls of the buildings are demolished, razed or removed, a demolition permit approved by the Plan Commission will also be required pursuant to the process and standards outlined in Section 28.185 of the Zoning Code. This provision does not apply to the repair or replacement of windows, doors, or siding. Such a request can be considered concurrent with the conditional use for the proposed use(s) of the site provided that the notification and information required for demolition permits are submitted. Our Planning and Zoning staff can assist you with these requirements, which include notifying a listserv of parties interested in demolitions and providing photos of the building(s) to be razed.

At least 30 days before filing an application for demolition or conditional use approval, be advised that you are required to notify the neighborhood and business associations registered with City that serve the area where the property is located and the alderperson of the district in which the property is located by U.S. mail or electronic mail. A copy of this notification shall be provided to my office and to Matt Tucker, the City's Zoning Administrator.

The Messner's building is also located in Urban Design District No. 8, which will require that the City's Urban Design Commission (UDC) approve plans for any new construction, site and landscaping changes, and signage that the County may propose. UDC approval is also required because the County-owned facility will be considered a *public project* pursuant to MGO Section 33.24(4)(d). The UDC will be required to grant at least *initial* approval of the County's project plans prior to the Plan Commission's consideration of the demolition permit and conditional use application. If you have any questions about the UDC process, please contact Al Martin of the City's Planning Division at 267-8740.

It is my understanding during earlier discussions about your proposed project that Landmarks Commission review per Section 28.144 of the Zoning Code was raised due to the City landmark at 1344 E. Washington Avenue (Pasqual's). However, City staff has taken a closer look at our land records and determined that 1326 is not adjacent to the landmark site, and as such, Landmarks Commission review of your project is not required.

Finally, be advised that 1326 E. Washington Avenue is comprised of a number of platted lots according to City records. In order for the building to comply with Building and Fire code requirements and for building permits to be issued for new construction on that parcel, a Certified Survey Map (CSM) of the property will be required to combine those underlying lots into one lot. The lot combination by CSM will require submittal of a Subdivision Application to the Planning Division, which will be reviewed separately from the review of the demolition permit and conditional use application. If you have any questions about the lot combination process, please contact Tim Parks of the City's Planning Division at 261-9632.

If you have any questions regarding filing your application for a demolition permit and conditional use, please contact Matt Tucker at 266-4569, or Tim Parks, who will be the reviewing planner for the project through the Plan Commission process. If you have any questions or if you may be of any further assistance, please do not hesitate to contact my office at 266-4635.

Best regards,



Natalie Erdman  
Director

cc: Lynn Green, Director, Dane County Dept. of Human Services  
Anne Monks, Deputy Mayor  
Jim O'Keefe, Community Development Division  
Matt Tucker, Zoning Administrator  
Katherine Cornwell, Planning Division  
Tim Parks, Planning Division  
Al Martin, Planning Division