



Department of Planning & Community & Economic Development  
**Planning Division**

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

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P.O. Box 2985  
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FAX 608 266-8739  
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December 15, 2009

Randy Bruce  
Knothe and Bruce Architects  
7601 University Ave. Suite 201  
Middleton, WI 53562

RE: Approval of a conditional use to construct an 8-unit apartment building at 4829 Anniversary Lane in the C2 (General Commercial) District.

Dear Mr. Bruce:

The Plan Commission, meeting in regular session on December 14, 2009 determined that the ordinance standards could be met and **approved** your client's request for a conditional use to construct an 8-unit apartment building at 4829 Anniversary Lane. In order to receive final approval, the following conditions must be met:

**Please contact my office at 266-5974 with questions about the following three (3) items:**

1. The 15 foot wide pedestrian easement proposed in the rear portion of the lot shall be removed on final plans submitted for approval by staff.
2. Expansion of the parking lot to up to eight (8) total stalls may be accomplished in the future as a Minor Alteration to the Conditional Use.
3. Final plans submitted by the applicant shall include elevations of the fence proposed along the northern property line.

**Please contact Janet Dailey, City Engineering, at 261-9688 with questions about the following eleven (11) items:**

4. Records proposed site plan identifies a "15' Pedestrian Walkway Easement" along the rear lot line. Remove pedestrian walkway note as this pedestrian walkway easement has no immediate connection to a public easement or walk and staff feels it not necessary.
5. The onsite storm sewer system will require the use of a sidewalk flume.
6. The roof downspouts shall be shown and shall be directed toward the applicant's property or the public right-of-way but not toward other private property. All roof runoff must safely drain to Anniversary Lane.
7. The Applicant shall replace all sidewalk and curb and gutter which abuts the property which is damaged by the construction or any sidewalk and curb and gutter which the City Engineer determines needs to be replaced because it is not at a desirable grade regardless of whether the condition existed prior to beginning construction.
8. All work in the public right-of-way shall be performed by a City licensed contractor, per MGO 16.23(9)(c)5 and MGO 23.01.

9. All street tree locations and tree species within the right of way shall be reviewed and approved by City Forestry. Please submit a tree planting plan (in PDF format) to Dean Kahl, City Parks Department-[dkahl@cityofmadison.com](mailto:dkahl@cityofmadison.com) or 266-4816.
10. Storm sewer to serve this development has been designed and constructed. The site plans shall be revised to identify the location of this storm sewer and to show connection of an internal drainage system to the existing public storm sewer.
11. The Applicant shall submit, prior to plan sign-off, a digital CAD file (single file) to the Engineering Program Specialist in the Engineering Division (Lori Zenchenko). The digital CAD file shall be to scale and represent final construction. The single CAD file submittal can be either AutoCAD (dwg) Version 2001 or older, MicroStation (dgn) Version J or older, or Universal (dxf) format and contain only the following data, each on a separate layer name/level number:
  - a) Building Footprints
  - b) Internal Walkway Areas
  - c) Internal Site Parking Areas
  - d) Other Miscellaneous Impervious Areas (i.e. gravel, crushed stone, bituminous/asphalt, concrete, etc.)
  - e) Right-of-Way lines (public and private)
  - f) All Underlying Lot lines or parcel lines if unplatted
  - g) Lot numbers or the words "unplatted"
  - h) Lot/Plat dimensions
  - i) Street names

All other levels (contours, elevations, etc) are not to be included with this file submittal.

NOTE: Email file transmissions preferred [addressing@cityofmadison.com](mailto:addressing@cityofmadison.com) . Include the site address in the subject line of this transmittal. Any changes or additions to the location of the building, sidewalks, parking/pavement during construction will require a new CAD file.

12. The applicant shall submit, prior to plan sign-off, digital PDF files to the Engineering Division (Jeff Benedict or Tim Troester). The digital copies shall be to scale, and shall have a scale bar on the plan set. PDF submittals shall contain the following information:
  - a) Building footprints.
  - b) Internal walkway areas.
  - c) Internal site parking areas.
  - d) Lot lines and right-of-way lines.
  - e) Street names.
  - f) Stormwater Management Facilities.
  - g) Detail drawings associated with Stormwater Management Facilities (including if applicable planting plans)
13. The Applicant shall obtain a Street Excavation permit for the installation of utilities required to serve this project. The Applicant shall pay the permit fee, inspection fee and street degradation fee as applicable and shall comply with all the conditions of the permit. (MGO 10.05(6)). This permit application is available on line at: <http://www.cityofmadison.com/engineering/permits.cfm>
14. All outstanding Madison Metropolitan Sewerage District (MMSD) and City of Madison sanitary sewer connection charges are due and payable prior Engineering sign-off, unless otherwise collected with a Developer's/Subdivision Contract. Contact Janet Dailey (608-261-9688) to obtain the final MMSD billing a minimum of two (2) working days prior to requesting City Engineering signoff, per MGO 16.23(9)(d)(4).  
**Note:** Permit applications pertaining to Nos. 5 and 6 above area available on line at: <http://www.cityofmadison.com/engineering/permits.cfm>.

**Please contact Pat Anderson, Assistant Zoning Administrator at 266-5978 with questions about the following five (5) items:**

15. Bike parking shall comply with City of Madison General Ordinances (MGO) Section 28.11. Provide 8 bike parking stalls in a safe and convenient location on an impervious surface to be shown on the final plan.  
**Note:** A bike-parking stall is two feet by six feet with a five foot access area.
16. Parking requirements for persons with disabilities must comply with MGO Section 28.11(3)6.(m) which includes all applicable State accessibility requirements, including but not limited to:
  - a) Provide a minimum of one accessible stall striped per State requirements. A minimum of one of the stalls shall be an accessible stall 8' wide with an 8' striped out area adjacent.
  - b) Show signage at the head of the stalls. Accessible signs shall be a minimum of 60" between the bottom of the sign and the ground.
  - c) Show the accessible entrance as possible. Show ramps, curbs, or wheel stops where required.
17. Obtain approval of a 4 stall parking reduction.
18. Lighting is required and shall be in accordance with MGO Section 10.085. Provide a plan showing at least .5 foot candle on any surface on any lot and an average of .75 foot candles. The maximum light trespass shall be 0.5 foot candles 10 ft from the adjacent lot line (See City of Madison lighting ordinance).
19. Signage approvals are not granted by the Plan Commission. Signage must be reviewed for compliance with MGO Chapter 31, Sign Codes, and MGO 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 Dennis Cawley, Water Utility at 261-9243 with questions about the following item:**

20. All wells located on this property shall be abandoned if no valid well operation permit has been obtained from the Madison Water Utility.

**Please contact Kay Rutledge, Parks Division at with questions about the following items:**

21. This development is within the Reindahl Park Impact Fee District. The developer shall pay approximately \$16,556.00 for park dedication and development fees for 8 new multifamily units. This is based on year 2010 rates (see calculation below) and will differ if paid in a different year. Payment checks shall be payable to the City of Madison Treasurer. All questions, payments and deliveries shall be made to the office of the Madison Parks Division. Prior to sign off on the conditional use, the applicant must select a method for payment from the following options:
  - a) Payment of all fees in a lump sum prior to City signoff on the project.
  - b) Defer payments until such time as the building permits are applied for, with fees due and payable at the time building permits are issued.

2010 Fees:

Fees in lieu of dedication = (8 @ \$1477.00 per dwelling unit in mf building) =	\$11,816.00
Park development fees = (8 @ \$592.50 per dwelling unit in mf building) =	<u>\$ 4,740.00</u>
total fees =	\$16,556.00

22. 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, 266-4816

**Please now follow the procedures listed below for obtaining your demolition permit and conditional use permit:**

1. Please revise your plans per the above and submit **seven (7) copies** of a complete plan set to the Zoning Administrator for final staff review and comment.
2. This letter shall be signed by the applicant to acknowledge the conditions of approval and returned to the Zoning Administrator when requesting the demolition permit.
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. This approval shall become null and void one 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 six months of the issuance of said building permit.

If you have any questions regarding obtaining your conditional use permit, please contact the Zoning Administrator at 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 266-5974.

Sincerely,

Heather Stouder, AICP  
 Planner

cc: Pat Anderson, Assistant Zoning Administrator  
 Janet Dailey, City Engineering  
 Kay Rutledge, Parks Division

I hereby acknowledge that I understand and will comply with the above conditions of approval for this conditional use permit.

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*Signature of Applicant*

For Official Use Only, Re: Final Plan Routing			
<input checked="" type="checkbox"/>	Planning Division (H. Stouder)	<input type="checkbox"/>	Recycling Coordinator (R & R)
<input checked="" type="checkbox"/>	Zoning Administrator	<input type="checkbox"/>	Fire Department
<input checked="" type="checkbox"/>	City Engineering	<input type="checkbox"/>	Urban Design Commission
<input type="checkbox"/>	Traffic Engineering	<input checked="" type="checkbox"/>	Parks Division:
<input checked="" type="checkbox"/>	Engineering Mapping	<input type="checkbox"/>	Other: