



Department of Planning & Community & Economic Development

## Planning Division

Katherine Cornwell, Director

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January 30, 2014

Jim Triatik  
Sullivan Design Build  
1314 Emil St.  
Madison, WI 53713

RE: Approval of the demolition of an office building for construction of an automobile preparation building in the CC-T district, and a conditional use for the front of the building 85 feet from the street.

Dear Mr. Triatik:

At its January 27, 2013 meeting, the Plan Commission found the standards met and **approved** your client's request to demolish an office building for construction of an automobile preparation building at 5708 Odana Road, and to construct the new building 85 feet from Tokay Boulevard, subject to the conditions below. In order to receive final approval of the demolition and conditional use, and for any necessary permits to be issued for your project, the following conditions shall be met:

**Please contact my office at 266-5974 if you have questions regarding the following 2 items:**

1. Final plans submitted for staff review shall demonstrate that all requirements in Urban Design District 3 are met, and shall include the following details:
  - a) Details on trash receptacles and any other site furnishings, and an adequately screened trash area
  - b) Revised landscape plan meeting UDD 3 requirements for landscaping and parking lot screening
  - c) A materials schedule with colors and specifications for each proposed material
2. Conditions of approval recommended by the Urban Design Commission shall be addressed in final plans submitted for staff review and approval.

**Please contact Janet Dailey of the City Engineering Division at 261-9688 if you have questions regarding the following 22 items:**

3. The site plan shall show, note and dimension two 20' wide Storm and Sanitary Sewer Easements per Document No's. 1421317 (CSM 1620) and 2063230.
4. The site plan shall show, note and dimension all Easements of record, including but not limited to Document No's. 1530989, 1536213, 1951931 and 2234611.
5. The pending Certified Survey Map application for this property shall be completed and recorded with the Dane County Register of Deeds (ROD) prior to issuance of any building permits. When the

recorded CSM image is available from the ROD, the Assessor's Office can then create the new Address-Parcel-Owner (APO) data in GEO so that the Accela system can upload this data and permit issuance made available for this new land record.

6. Note: Odana Park Office Condominium has been removed from Lot 2, CSM 1620 (5708 Odana Road).
7. This site is subject to a strip of land varying between 5 and 10 feet in width adjacent to Odana Road that has been officially mapped to be reserved for right of way for street widening per Resolution No. 41,198, File No. 5035-72 and recorded as Document No. 1877673. The Applicant shall dedicate this land with the pending CSM.
8. Note: This site is subject to setback requirements as set out on Certified Survey Map No. 1620.
9. The address of the proposed new car prep building is 5775 Tokay Blvd.
10. Comments only apply for Phase I Improvements as proposed. Additional comments will be provided for Phase II improvements at the time an application is made.
11. The site plan shall identify lot and block numbers of recorded Certified Survey Map or Plat.
12. The site plan shall reflect a proper street address of the property as reflected by official City of Madison Assessor's and Engineering Division records.
13. The site plan shall include a full and complete legal description of the site or property being subjected to this application.
14. All work in the public right-of-way shall be performed by a City licensed contractor (MGO 16.23(9)(c)5) and MGO 23.01).
15. The applicant shall demonstrate compliance with Section 37.07 and 37.08 of the Madison General Ordinances regarding permissible soil loss rates. The erosion control plan shall include Universal Soil Loss Equation (USLE) computations for the construction period. Measures shall be implemented in order to maintain a soil loss rate below 7.5-tons per acre per year.
16. Prior to approval, this project shall comply with Chapter 37 of the Madison General Ordinances regarding stormwater management. Specifically, this development is required to: Complete an erosion control plan and complete weekly self-inspection of the erosion control practices and post these inspections to the City of Madison website – as required by Chapter 37 of the Madison General Ordinances.
17. 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 Misc. 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 [lzenchenko@cityofmadison.com](mailto:lzenchenko@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 (POLICY and MGO 37.09(2) & 37.05(4)).

18. 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 (POLICY and MGO 37.09(2)).

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)
19. 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>.
  20. All proposed and existing utilities including gas, electric, phone, steam, chilled water, etc shall be shown on the plan (POLICY).
  21. The site plans shall be revised to show the location of existing utilities, including depth, type, and size in the adjacent right-of-way (POLICY).
  22. Prior to approval, the owner or owner's representative shall obtain a permit to plug each existing sanitary sewer lateral that serves a building which is proposed for demolition. For each lateral to be plugged the owner shall complete a sewer lateral plugging application and pay the applicable permit fees. NOTE: As of January 1, 2013 new plugging procedures and permit fees go into effect. The new procedures and revised fee schedule is available on line at <http://www.cityofmadison.com/engineering/permits.cfm> (MGO CH 35.02(14)).
  23. All outstanding Madison Metropolitan Sewerage District (MMSD) 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 (MGO 16.23(9)(d)(4)).
  24. The site plan shall be revised to show all existing public sanitary sewer facilities in the project area as well as the size, invert elevation, and alignment of the proposed service (POLICY).

**Please contact Pat Anderson of the Zoning Office at 266-5978 if you have any questions regarding the following 10 items:**

25. Section 28.185(7)(a)5 requires that if a demolition or removal permit is approved, it shall not be issued until the reuse and recycling plan is approved by the Recycling Coordinator, Mr. George Dreckmann (608) 267-2626.

26. Section 28.185(10). Every person who is required to submit a reuse and recycling plan pursuant to Section 28.185(7)(a)5 shall submit documents showing compliance with the plan within sixty (60) days of completion of demolition.
27. Section 28.185(9)(a). A demolition or removal permit is valid for one (1) year from the date of the Plan Commission approval.
28. Signage approvals are not granted by the Plan Commission. Signage must be reviewed for compliance with MGO Chapter 31, Sign Codes, prior to sign installations.
29. The project is proposed for phasing. Each individual site or zoning lot combination will require separate site plan reviews prior to the issuance of permits for demolition of future uses. This review only relates to the first phase of the project.
30. Provide revised site plan that complies with MGO Section ~~2928~~.067(3)(a).
31. Bike parking shall comply with MGO Table 28I-E. Provide the minimum of two bike parking stalls I a safe and convenient location on an impervious surface to be shown on final plan. NOTE: A bike-parking stall is two feet by six feet with a five-foot access area. Provide details of bike rack on final plan sets.
32. Parking requirements for persons with disabilities must comply with Section 28.141(4)(e). Final plans shall show the required accessible stalls, including van accessible stalls.
33. Pursuant to Section 28.142(3) Landscape Plan and Design Standards: Landscape plans for zoning lots greater than ten thousand (10,000) square feet in size must be prepared by a registered landscape architect. Comply with Section 28.141 including but not limited to (5), Development Frontage Landscaping.
34. Exterior lighting provided shall be in accordance with MGO Section 10.085. Provide an exterior lighting plan and fixture cut sheets, with the final plan submittal.

**Please contact Eric Halvorson, Traffic Engineering, at 266-6527 if you have questions regarding the following 4 items:**

35. The applicant shall submit one contiguous plan for approval. The plan drawing shall be scaled to 1" = 20' and include the following, when applicable: existing and proposed property lines; parcel addresses; all easements; pavement markings; signing; building placement; items in the terrace such as signs, street light poles, hydrants; surface types such as asphalt, concrete, grass, sidewalk; driveway approaches, including those adjacent to and across street from the project lot location; parking stall dimensions, including two (2) feet of vehicle overhang; drive aisle dimensions; semitrailer movement and vehicle routes; dimensions of radii; and percent of slope.
36. The Developer shall post a security deposit prior to the start of development. In the event that modifications need to be made to any City owned and/or maintained traffic signals, street lighting, signing, pavement marking and conduit/handholes, the Developer shall reimburse the City for all associated costs including engineering, labor and materials for both temporary and permanent installations.
37. The City Traffic Engineer may require public signing and marking related to the development; the Developer shall be financially responsible for such signing and marking.
38. All parking facility design shall conform to MGO standards, as set in section 10.08(6).

**Please contact Bill Sullivan, Madison Fire Department, at 261-9658 if you have questions regarding the following 3 items:**

39. The Madison Fire Department does not object to this proposal provided the project complies with all applicable fire codes and ordinances.
40. Provide fire apparatus access as required by IFC 503 2012 edition, MGO 34.503, as follows:
  - a) The site plans shall clearly identify the location of all fire lanes.
41. Please consider allowing the Madison Fire Department to conduct training sequences prior to demolition. Contact MFD Training Division to discuss possibilities: Lt. Scott Bavery, (608) 575-0600.

**Please contact Dennis Cawley, 266-4651 if you have any questions regarding the following item:**

42. The Madison Water Utility shall be notified to remove the water meter prior to demolition. This property is not in a wellhead protection district. All wells on this property shall be abandoned if no valid well operation permit has been obtained from the Madison Water Utility

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

43. In coordination with public works improvements, the applicant shall install and maintain a concrete passenger boarding pad on the south side of Tokay Boulevard, east of the Odana Road intersection. The concrete pad shall occupy the full distance of the terrace, measure a minimum of 10 feet in width parallel to the street, and lie flush between the sidewalk and the top of curb.
44. 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 and approve the design.
45. Metro Transit operates daily transit service along Tokay Boulevard through the Odana Road intersection. Bus stop UD #6265 is adjacent the proposed project site, with the signed bus stop zone encompassing the area from intersection east approximately 100 feet.

**Specific questions regarding the comments or conditions contained in this letter should be directed to the commenting agency. No demolition or building permits shall be issued until the applicant has met all of the conditions of approval stated in this letter.**

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

1. Please revise the plans per the above conditions and file **nine (9)** sets of complete, fully dimensioned, and to-scale plans, along with the appropriate site plan review application and fee pursuant to Section 28.206 of the Zoning Code. Also provide any other documentation requested herein with the Zoning Administrator, Room LL-100, Madison Municipal Building, 215 Martin Luther King, Jr. Boulevard.
2. This letter shall be signed by the applicant to acknowledge the conditions of approval and returned to the Zoning Administrator when requesting demolition and building permit approval.
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 the demolition 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

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*

cc: Janet Dailey, City Engineering Division  
Jeff Quamme, City Engineering Division  
Pat Anderson, Asst. Zoning Administrator  
George Dreckmann, Recycling Coordinator  
Bill Sullivan, Madison Fire Department  
Eric Halvorson, Traffic Engineering  
Al Martin, Urban Design Commission

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