



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

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

Madison Municipal Building  
215 Martin Luther King, Jr. Boulevard  
P.O. Box 2985  
Madison, Wisconsin 53701-2985  
TDD 608 266-4747  
FAX 608 267-8739  
PH 608 266-4635

August 19, 2008

Jim Glueck  
Glueck Architects  
116 N. Few Street  
Madison, Wisconsin 53703

RE: Approval of a conditional use at 1602 S. Park Street to allow construction and operation of a temporary parking lot at the Madison Labor Temple.

Dear Mr. Glueck:

The Plan Commission meeting in regular session on August 18, 2008 determined that the ordinance standards could be met and **approved** your client's request for a conditional use permit for a temporary parking lot at 1602 S. Park Street, subject to the conditions below. In order to receive final approval of the conditional use and for permits to be issued, the following conditions must be met:

**Please contact John Leach, Traffic Engineering, at 267-8755 if you have questions regarding the following twelve items:**

1. The applicant shall provide scaled drawing at 1" = 40' or larger on one contiguous plan sheet showing all the facility's access for 1414 to 1602 S. Park Street and 812 W. Wingra Drive, existing and proposed buildings, layouts of parking lots, loading areas, trees, signs, ingress/egress easements and approaches.
2. The applicant shall show or note any proposed future street according to the Wingra Market BUILD Market Study and Redevelopment Plan on site.
3. The applicant shall dimension and indicate the type of bicycle racks to be installed on the site.
4. When the applicant submits final plans for approval, the applicant shall show the following: items in the terrace as existing (e.g., signs and street light poles), type of surfaces, existing property lines, addresses, one contiguous plan (showing all easements, all pavement markings, building placement, and stalls), signage, percent of slope, vehicle routes, dimensions of radii, aisles, driveways, stalls including the two feet overhang, and a scaled drawing at 1" = 20'.
5. When site plans are submitted for approval, the developer shall provide recorded copies of the joint driveway ingress/egress and easements.
6. "Stop" and "No Left Turns" signs shall be installed at a height of 6 feet to the bottom of the first sign at the driveway approach to S. Park Street and a "Stop" sign shall be installed at a height of seven 7 feet at the W. Wingra Drive driveway approaches. All signs at the approaches shall be installed behind the property line. All directional/regulatory signage and pavement markings on the site shall be shown and noted on the plan.

7. The applicant shall design the existing and proposed surface for 1602 S. Park Street according to MGO Parking Design Standards.
8. The applicant shall prevent encroachment onto adjacent land areas and sidewalk by barriers of some type, which shall be noted on the face of the revised plans.
9. The applicant shall provide detail plans to remove and relocate the driveway approach to align with the proposed parking spaces.
10. The parking facility shall be modified to provide for adequate internal circulation for vehicles. Eliminating a parking stall at the dead ends can accommodate this. The eliminated stall shall be modified to provide a turn around area 10-12 feet in width and signed "No Parking Anytime."
11. The developer shall post a deposit and reimburse the City for all costs associated with any modifications to traffic signals, street lighting, signing and pavement marking, and conduit and handholes, including labor, engineering and materials for both temporary and permanent installations.
12. Public signing and marking related to the development may be required by the City Traffic Engineer for which the developer shall be financially responsible.

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

13. It appears that the circa 1953 public water main along S. Park Street is partially contained within this property. Provide any evidence of a recorded public easement. If none is found to exist, the owner may be required to grant a public easement to the Madison Water Utility.
14. The applicant shall replace all sidewalk and curb and gutter which abutting the property, which is damaged by the construction or any sidewalk and curb and gutter that 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.
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 detain the 2 & 10-year storm events, control 80% TSS (5 micron particle) off of new paved surfaces, provide infiltration in accordance with Chapter 37 of the Madison General Ordinances, provide oil and grease control from the first 1/2" of runoff from parking areas and 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, digital CAD files to the Land Records Coordinator in the Engineering Division (Lori Zenchenko) [lzenchenko@cityofmadison.com](mailto:lzenchenko@cityofmadison.com). The digital copies shall be drawn to scale and represent final construction, including: building footprints, internal walkway areas, internal site parking areas, lot lines/ numbers/ dimensions, street names, and other miscellaneous impervious areas. Email file transmissions preferred. Please include the site address in this transmittal. The single CAD file submittal

can be either AutoCAD (dwg) Version 2001 or older, MicroStation (dgn) Version J or older, or Universal (dxf) format.

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, shall have a scale bar on the plan set, and shall contain the following items: building footprints; internal walkway areas; internal site parking areas; lot lines and right-of-way lines; street names, stormwater management facilities and; detail drawings associated with stormwater management facilities (including if applicable planting plans).
19. The applicant shall submit prior to plan sign-off, electronic copies of any Stormwater Management File including: SLAMM DAT files; RECARGA files; TR-55/HYDROCAD/etc., and; sediment loading calculations. If calculations are done by hand or are not available electronically the hand copies or printed output shall be scanned to a PDF file and provided.

**Please contact Pat Anderson, Assistant Zoning Administrator, at 266-5978 if you have questions about the following four items:**

20. Since a “temporary parking lot” is a conditional use, future approvals on this site will be subject to major or minor alterations to an existing conditional use review per 28.04(3)(m) until the temporary lot is removed.
21. Provide landscaping for the temporary parking lot per 28.04(12) as deemed appropriate for a temporary parking lot. A registered landscape architect shall stamp the landscape plans.
22. Provide five bike parking stalls in a safe and convenient location on an impervious surface to be shown on the final plan. The bike racks shall be securely anchored to the ground or building to prevent the racks from moving. NOTE: A bike-parking stall is two feet by six feet with a five-foot access area. NOTE: Provision of not more than 50% of the bike parking can be deferred. Land area required for provision of deferred bicycle parking spaces shall be maintained in reserve.
23. Lighting is not required. However, if it is provided, it must comply with City of Madison outdoor lighting standards. (See parking lot packet for more information). Lighting will be limited to .10 watts per square foot.

**The applicant is also required to satisfy the conditions of approval of the Urban Design Commission prior to the final staff approval of the project and the issuance of building permits. Please contact Al Martin, Urban Design Commission Secretary, at 267-8740 if you have any questions about those conditions.**

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

1. Please revise your plans per the above and submit *eight (8) copies* of a complete 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.
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/or 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. 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 building permits, please contact the Zoning Administrator at 266-4551. If you have any questions or if may be of any further assistance, please do not hesitate to contact my office at 261-9632.

Sincerely,

Timothy M. Parks  
Planner

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

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*Signature of Applicant*

cc: Janet Dailey, Engineering Division  
Pat Anderson, Assistant Zoning Administrator  
John Leach, Traffic Engineering Division

For Official Use Only, Re: Final Plan Routing			
<input checked="" type="checkbox"/>	Planning Division (T. Parks)	<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 checked="" type="checkbox"/>	Urban Design Commission
<input checked="" type="checkbox"/>	Traffic Engineering	<input type="checkbox"/>	Other:
<input checked="" type="checkbox"/>	Engineering Mapping Sec.	<input type="checkbox"/>	Other: