



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

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

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August 21, 2007

Ray Rodenbeck  
Welman Architects  
21675 Long View Drive  
Waukesha, WI 53186

RE: Approval of a demolition permit for the existing building to allow construction of a medical office building at 34 Schroeder Court.

Dear Mr. Rodenbeck:

The Plan Commission, meeting in regular session on August 20, 2007, determined that the ordinance standards could be met and **approved** your client's request for a demolition permit for the existing primary structure to allow for the construction of a new medical office building, subject to the conditions below. In order to receive final approval of the demolition permit, the following conditions must be met:

**Please contact Janet Dailey, City Engineering, at 261-9688 if you have questions regarding the following 13 items:**

1. The owner/applicant shall note that the City Engineering approved address for this site is 34 Schroeder Court, not 26 Schroeder Court as shown on plan sheet C2.0.
2. The TSS reduction will be a blended rate of 40% for redevelopment - 80% for new development.
3. The construction of this building will require the installation of storm sewer, curb and gutter and possibly other parts of the City's infrastructure. The applicant shall enter into a City / Developer agreement for the improvements required for this development. The applicant shall be required to provide deposits to cover City labor and materials and surety to cover the cost of construction. The applicant shall meet with the City Engineer to schedule the development of the plans and the agreement. The City Engineer will not sign off on this project without the agreement executed by the developer. The developer shall sign the Developer's Acknowledgement prior to the City Engineer signing off on this project.
4. 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.
5. The City of Madison is an approved agent of the Department of Commerce. This proposal contains a commercial building and as such, the City of Madison is authorized to review infiltration, stormwater management, and erosion control on behalf of the Department of Commerce. No separate submittal to Commerce or the WDNR is required.
6. 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 two (2) and ten (10)-year

storm events, control 40% TSS (20 micron particle), and provide oil & grease control from the first 1/2" of runoff from parking areas. Stormwater management plans shall be submitted and approved by City Engineering prior to signoff.

7. 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. 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. Please include the site address in this transmittal.
8. 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).
9. 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.
10. The applicant's utility contractor shall obtain a connection permit and excavation permit prior to commencing the storm sewer construction. This permit application is available on line at <http://www.cityofmadison.com/engineering/permits.cfm>.
11. Prior to approval of the conditional use application, the owner shall obtain a permit to plug each existing sanitary sewer lateral that serves a building that is proposed for demolition. For each lateral to be plugged the owner shall deposit \$1,000 with the City Engineer in two separate checks in the following amounts: (1). \$100 non-refundable deposit for the cost of inspection of the plugging by City staff; and (2). \$900 for the cost of City crews to perform the plugging. If the owner elects to complete the plugging of a lateral by private contractor and the plugging is inspected and approved by the City Engineer, the \$900 fee shall be refunded to the owner. This permit application is available on line at: <http://www.cityofmadison.com/engineering/permits.cfm>.
12. 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.
13. 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.

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

14. The applicant shall be responsible for securing all proper permits and approvals from any municipality or government unit having jurisdiction with the project. In particular, the applicant shall contact Lisa Stern, Wisconsin Department of Transportation (608-246-5635), with site plans sets for review and approval. The

applicant shall return a set of site plans or letter with WDOT-approved copies to the City of Madison Traffic Engineering Division.

15. The applicant shall contact the Department of Planning and Development to comply with M.G. O. Sec. 16.23(3)(d)--Highway Noise Land Use Provisions policies and ordinances.
16. The applicant shall provide a 20 foot wide ped-bike easement along the eastern and northern property line from Schroeder Court to the Beltline for a connection to a future beltline bike path and potential underpass.
17. 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), adjacent driveway approaches to lots on either side, signage, percent of slope, vehicle routes, dimensions of radii, aisles, driveways, stalls including the two (2) feet overhang, and a scaled drawing at 1" = 20'.
18. A "Stop" sign shall be installed at a height of seven (7) feet at the driveway approach. All signs at the approaches shall be installed behind the property line. All directional/regulatory signage and pavement markings on the site and underground parking area shall be shown and noted on the plan.
19. The ramp down to underground parking percent of sloped shall be designed to be 3% to 6%, and noted on the plan.
20. The applicant shall design the surface parking areas for stalls and backing up according to Figures II of the ordinance using the 9' or wider stall. The applicant should use "One Size Fits All" stall maybe used for the underground parking area only, which is a stall S = 8'-9" in width by L = 17'-0" in length with a E = 23'-0" backup. The applicant should modify and dimensions for proposed parking stalls' items S = 17 ft., B = 8.75 ft., C = 17 ft., D = 17 ft., E = 23 ft., and F = 20 ft., and for ninety-degree angle parking width and backing up. Stair cases, Elevators shafts, Aisles, ramps, **columns**, offices or work areas are to be excluded from these rectangular areas, when designing underground parking areas. In addition, the applicant should modify the parking spaces along the northerly wall with allowing storage or bike/moped spaces front of the parking spaces. The parking spaces will end or start at the columns in the drive aisle excluding columns 17 ft in length.
21. The "Compact Car" spaces and 90 degree parking by the garage door shall be modified. The applicant shall revise and dimension all parking spaces according to M.G.O. parking design standards.
22. 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 Matt Tucker, the Zoning Administrator, at 266-4551 if you have questions regarding the following eight items:**

23. The submitted plans reflect that the proposal is 16 parking spaces deficient of the required number of spaces for the proposed office use. Submit a parking stall reduction request application, to be approved by the Director of Planning and Community and Economic Development, upon recommendation from the Parking Utility Manager and Traffic Engineer.
24. The submitted plan shows 17 bicycle parking spaces, dispersed near the entrance to the building and in the parking garage. Provide **18** bike parking stalls in a safe and convenient location on an impervious surface to

be shown on the final plan. Structures that require a user-supplied locking device shall be designed to accommodate U-shaped locking devices.

25. Parking lot plans with greater than twenty (20) stalls, landscape plans must be stamped by a registered landscape architect. Provide a landscape worksheet with the final plans that shows that the landscaping provided meets the point and required tree ordinances.
26. If exterior lighting is provided, it must comply with City of Madison outdoor lighting standards.
27. Meet all applicable State accessible requirements, including but not limited to:
  - a. Provide a minimum of seven accessible stalls striped per State requirements. A minimum of one of the stalls in both the garage and surface lot shall be van accessible stalls, 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 path from the stalls to the building. The stalls shall be as near the accessible entrance as possible. Show ramps/curbs/wheel stops where required.
28. Signage approvals are not granted by the Plan Commission. Signage must be reviewed for compliance with Chapter 31 Sign Codes of the Madison General Ordinances and Chapter 33 Urban Design District ordinances. Signage permits are issued by the Zoning Section of the Department of Planning and Community and Economic Development.
29. Provide a reuse/recycling plan, to be reviewed and approved by The City's Recycling Coordinator, Mr. George Dreckmann, prior to a demolition permit being issued.
30. The site shares a zoning district boundary with a residential development to the west and south. This development must provide effective 6' – 8' high screening along the lot line of this commercial district adjoining a residential zoning district.

**Please contact Scott Strassburg, Madison Fire Department, at 261-9843 if you have questions about the following items:**

31. Provide fire apparatus access as required by Comm 62.0509 and MGO 34.19, as follows: (*commercial structures only*)
  - a. The site plans shall clearly identify the location of all fire lanes.
  - b. Provide a completed MFD "Fire Apparatus Access and Fire Hydrant Worksheet" with the site plan submittal.
32. All portions of the exterior walls of newly constructed public buildings and places of employment and open storage of combustible materials shall be within 500-feet of at least TWO fire hydrants. Distances are measured along the path **traveled by the fire truck as the hose lays off the truck**. See MGO 34.20 for additional information.

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

1. Please revise your plans per the above and submit *nine (9) 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. A reuse and recycling plan approved by the Recycling Coordinator is required by ordinance prior to the issuance of a wrecking permit. The reuse and recycling plan shall be submitted along with the resubmittal of site plans for forwarding to the Recycling Coordinator.
3. The Madison Water Utility shall be notified to remove the water meter prior to demolition.
4. 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.
5. 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 demolition permit.

If you have any questions regarding obtaining your demolition or 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 267-1150.

Sincerely,

Kevin Firchow, AICP  
 Planner

Enclosures

cc: Matt Tucker, Zoning Administrator  
 Scott Strassburg, Madison Fire Department  
 John Leach, Traffic Engineering  
 Janet Dailey, Engineering Division

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

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*Signature of Applicant*

For Official Use Only, Re: Final Plan Routing			
<input checked="" type="checkbox"/>	Planning Division (Firchow)	<input checked="" type="checkbox"/>	Recycling Coordinator
<input checked="" type="checkbox"/>	Zoning Administrator	<input checked="" 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: