



Department of Planning & Development  
**Planning Unit**

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

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May 2, 2006

MADISON CS HOTEL GROUP, LLC  
RIAN GAMBLE  
100 N MAIN ST STE 201  
JEFFERSON WI 53549

SUBJECT: 5045 Eastpark Boulevard (1 Terrace Court)

Dear Mr. Gamble:

The Plan Commission, at its May 1, 2006 meeting, determined that the ordinance standards could be met subject to the conditions below for a conditional use for a new hotel located at 5045 Eastpark Boulevard (1 Terrace Court).

In order to receive final approval of your proposal, the following conditions must be met:

**Please contact John Leach, City Traffic Engineering, at 266-4761 if you have questions regarding the following two items:**

1. 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 and across the street, 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'.
2. 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 Gebert, City Engineering, at 261-9688 if you have questions regarding the following fourteen items:**

3. Situs address is 5045 Eastpark Boulevard.
4. Any damage to pavement on streets surrounding site will receive restoration in accordance with City Engineering's Patching Criteria, including milling and overlaying of pavement.
5. A maintenance agreement for oil and grease removal shall be required.
6. Portions of the building and parking extend into the public drainage easement. This easement is designated as "Environmental Corridor" and cannot have any development uses. Revise plans to review all improvements from the corridor.

7. 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.
8. The applicant shall replace all sidewalk and curb and gutter abutting the property which is damaged by the construction or any sidewalk and curb and gutter which the City Engineer determines to be replaced because it is not at a desirable grade regardless of whether the condition existed prior to beginning construction.
9. All work in the public right-of-way shall be performed by a City licensed contractor.
10. 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.
11. 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.
12. Prior to recording, this plat shall comply with Chapter 37 of the Madison General Ordinances regarding stormwater management. Specifically, this development is required to:
  - a. Provide oil and grease control from the first ½" of runoff from parking areas.

Stormwater management plans shall be submitted and approved by City Engineering prior to sign-off.

13. The applicant shall submit, prior to plan sign-off, digital CAD files to the Engineering Program Specialist in the Engineering Division (Lori Zenchenko). The digital copies shall be to scale and represent final construction.

CAD submittals can be either AutoCAD (dwg), MicroStation(dgn) or Universal (dxf) formats and contain 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. Lot lines
- g. Lot numbers
- h. Lot/Plat dimensions
- i. Street names

Note: Email file transmissions preferred: [lzenchenko@cityofmadison.com](mailto:lzenchenko@cityofmadison.com)

14. 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.

15. The applicant's utility contractor shall obtain a connection permit and excavation permit prior to commencing the storm sewer construction.

**Please contact Kathy Voeck, the Assistant Zoning Administrator, at 266-4551 if you have questions regarding the following five items:**

16. The hotel facility shall comply with 28.085(d)2 as shown.

17. Provide one 10' X 35' loading area with 14' vertical clearance to be shown on the plan. The loading area shall be exclusive of drive aisle and maneuvering space.

18. 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. In order to count toward required points, the landscaping shall be within 15' and 20' of the parking lot depending on the type of landscape element. Note: The required trees do not count toward the landscape point total. Planting islands shall consist of at least 75% vegetative cover, including trees, shrubs, ground cover, and/or grass. Up to 25% of the island surface may be brick pavers, mulch or other non-vegetative cover. All plant materials in islands shall be protected from vehicles by concrete curbs.

19. Lighting is not required. However, if it is provided, it must comply with City of Madison outdoor lighting standards (see parking lot packet). Lighting will be limited to .08 watts per square foot.

20. Signage approvals are not granted by the Plan Commission. Signage must be reviewed for compliance with Chapter 31 of the Madison General Ordinances. Permits must be issued by the Zoning Section of the Department of Planning and Development. This project is also in an Urban Design District. Meet Urban Design criteria for signage.

**Please contact Bill Roberts of the Planning Unit staff at 266-4635 if you have questions regarding the following item:**

21. Revise the site plan, including the location of buildings and parking lots, as required to avoid encroachment on the mapped environmental corridor, including required setbacks.

**Please contact Scott Strassburg, Madison Fire Department, at 266-4484 if you have questions regarding the following three items:**

22. Provide fire apparatus access as required by Comm 62.0509 and MGO 34.19, as follows:

- a. Provide an aerial apparatus access fire lane that is at least 26-feet wide, with the near edge of the fire lane within 30-feet of the structure, and parallel to one entire side of the structure.
- b. Fire lanes shall be unobstructed; there are obstructions shown on the fire lane, remove all obstructions. Examples of obstructions, including but not limited to: parking stalls, loading zones, changes in elevation, power poles, trees, bushes, fences or posts. Loading overhang is less than 13'6" above the fire access, so this is an obstruction of the fire lane located underneath.

23. Provide fire apparatus access as required by Comm 62.0509 and MGO 34.19, as follows:

- 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.
24. All portions of the exterior walls of newly constructed 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.

Approval of this proposal 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. The trees shown in the street rights-of-way shall not be shown on the sign-off plan or construction plans unless they have previously been approved by the City Forester. If these are existing trees or species and locations that have been approved by the Forester, they shall be so labeled on plans.

Please follow the procedures listed below to receive your conditional use approval.

1. Please revise plans per the above conditions and submit twelve (12) sets of the final site plans (including drainage and landscaping plans) to the Zoning Administrator. The final plans are reviewed and approved by Traffic Engineering, Fire Department, City Engineering, and Zoning. Any of these agencies may call you to request additional information or to resolve problems.
2. This letter shall be signed by the applicant to acknowledge the conditions of approval and returned to the Zoning Administrator when requesting cover sheet approval.
3. No alteration of this proposal shall be permitted unless approved by the City 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 Plan Commission approval unless the use is commenced, construction is under way, or a valid building permit is issued and construction commenced within six months of the date of issuance of the building permit. See Section 28.12(11)(h)(3), Madison General Ordinances. The Plan Commission shall retain jurisdiction over this matter for the purpose of resolving complaints against this approved conditional use.

**IF YOU HAVE ANY QUESTIONS REGARDING OBTAINING YOUR BUILDING PERMIT OR OCCUPANCY PERMIT, PLEASE CALL KATHY VOECK OF THE CITY ZONING STAFF AT 266-4551.**

Sincerely,

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

**Bill Roberts**  
 Planning & Development

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 Applicant

cc: Zoning Administrator  
 City Engineering  
 Traffic Engineering

Zoning City Engineering Traffic Engineering Planning
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