



Department of Planning & Development  
**Planning Unit**

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

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May 17, 2005

Gary Brink  
Gary Brink & Associates, Inc.  
8401 Excelsior Drive  
Madison, WI 53717

SUBJECT: 660 John Nolen Drive

Dear Gary:

The Plan Commission, at its May 16, 2005 meeting, determined that the ordinance standards could be met subject to the conditions below for a conditional use for a 3-story, 31,800 square foot office building located at 660 John Nolen Drive.

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 five 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. When site plans are submitted for approval, the developer shall provide recorded copies of the joint driveway ingress/egress and easements.
3. "Stop" signs shall be installed at a height of seven (7) feet to the bottom of the sign at all 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.
4. The developer shall post a deposit or reimburse the City for all costs associated with any modifications to Street Lighting, Signing and Pavement Marking including labor and materials for both temporary and permanent installations.

5. 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 Gary Dallmann, City Engineering, at 266-4751 if you have questions regarding the following sixteen items:**

6. The applicant is required to control 40% TSS, oil and grease, and detention of the 2 + 10 year events, and record a maintenance agreement for these facilities.
7. A planting plan or seed mix needs to be provided for the detention basin.
8. The applicant needs to provide calculations showing compliance with stormwater requirements.
9. Provide evidence of an agreement with Madison Metropolitan Sewerage District for placement and use of a driveway and other pavement on their lot. Said agreement must define responsibilities for payment of Storm Water Utility Charges.
10. Work within the John Nolen Drive right-of-way will require permits from the Dane County Highway Department.
11. The applicant shall close all abandoned driveways by replacing the curb in front of the driveways and restoring the terrace with grass.
12. Value of the restoration work less than \$5,000. When computing the value, do not include a cost for driveways. Do not include the restoration required to facilitate a utility lateral installation. The applicant's project requires the minor restoration of the street and sidewalk. The applicant shall obtain a Street Excavation Permit for the street restoration work, which is available from the City Engineering Division. The applicant shall pay all fees associated with the permit including inspection fees.
13. All work in the public right-of-way shall be performed by a City licensed contractor.
14. 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.
15. This site is greater than one (1) acre, and the Developer is required by State Statute to obtain a Notice of Intent Permit (NOI) from the Wisconsin Department of Natural Resources. Contact Jim Bertolacini of the WDNR at (608) 275-3201 to discuss this requirement.
16. If the lots within this certified survey map are inter-dependent upon one another for stormwater conveyance, and/or a private drainage system exists for the entire site, an agreement shall be provided for the rights and responsibilities of all lot owners. Said agreement shall be reviewed and placed on file by the City Engineer, referenced on the certified survey map and recorded at the Dane County Register of Deeds.
17. Prior to recording, this plat shall comply with Chapter 37 of the Madison General Ordinances regarding stormwater management. Contact Greg Fries at 267-1199 to discuss this requirement.
18. 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.)

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

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.
20. The applicant shall obtain all necessary sewer connection permits and sewer plugging permits prior to any utility work.
21. All outstanding Madison Metropolitan Sewerage District (MMSD) sanitary sewer connection charges are due and payable prior to connection to the public sewerage system.

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

22. 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.
23. Provide 11 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: Bike stalls shall be a minimum dimension of 6' x 2' with a 5' access to the stalls.
24. 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.
25. 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.
26. 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 Pete Olson of the Planning Unit staff at 266-4635 if you have questions regarding the following item:**

27. The applicant shall obtain final Urban Design Commission approval prior to requesting final sign-off on the proposed development.

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

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

- a. Provide a fire lane that extends to within 150-feet of all exterior portions of the structure. Can be extended if buildings are sprinklered.
- b. A dead-end fire lane that is longer than 150-feet shall terminate in a turnaround. Provide an approved turnaround (cul-de-sac, 45 degree wye, 90 degree tee) at the end of a fire lane that is more than 150-feet in length. For 3-story if you use the parking area for the 150-foot; otherwise, it is over 150' hose reach.

29. 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.

30. All portions of the exterior wall 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. Show 2 hydrants on fire access plan.

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 five (5) sets of the final site plans (including drainage and landscaping plans) to the Zoning Administrator. In addition to these five sets of plans, please submit enough plans for each reviewing agency. The final plans are reviewed and approved by Traffic Engineering, Fire Department, City Engineering, Planning 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 Sec.

Mr. G. Brink

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2812(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.

**Peter Olson**  
Planning & Development

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Applicant

cc: Zoning Administrator  
City Engineering  
Traffic Engineering  
Rob Zache, Central Place Real Estate, 8383 Greenway Blvd., Middleton, WI 53562

Traffic Engineering
City Engineering
Zoning
Planning
Fire Department
UDC