



Department of Planning & Community & Economic Development
Planning Division

Website: www.cityofmadison.com

Madison Municipal Building
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June 8, 2010

Jim Glueck
Glueck Architects
116 North Few Street
Madison, WI 53703

RE: Approval of a conditional use to establish a contractor shop in the C3 (Highway Commercial) District at 1240 East Washington Avenue

Dear Mr. Glueck:

At its June 7, 2010 meeting, the Plan Commission, meeting in regular session, approved your conditional use application to establish a contractor shop in the C3 (Highway Commercial) District at 1240 East Washington Avenue. In order to receive final approval of the conditional use, the following conditions must be met:

Please contact Janet Dailey, City Engineering, at 261-9688 if you have questions about the following item:

1. 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 miscellaneous 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, and all other levels (contours, elevations, etc) are not to be included with this file submittal.

NOTE: Email file transmissions preferred addressing@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))

Please contact John Leach, Traffic Engineering Division, at 267-8755 if you have questions about the following two (2) items:

2. When the applicant submits final plans of one contiguous plan 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, 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 (2) feet overhang, and a scaled drawing at 1" = 20'.

3. 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 Patrick Anderson, City Zoning, at 266-5978 if you have questions about the following eight (8) items:

4. Meet all applicable State accessible requirements, including but not limited to:
 - a. Provide a minimum of one accessible stalls striped per State requirements. A minimum of one of the stalls shall be a van accessible stall 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, or wheel stops where required to protect the accessible route.
5. Bike parking shall comply with City of Madison General Ordinances Section 28.11.
6. Provide two bike parking stalls in a safe and convenient location on an impervious surface to be shown on the final plan. NOTE: A bike-parking stall is two feet by six feet with a five-foot access area. Structures that require a user-supplied locking device shall be designed to accommodate U-shaped locking devices.
7. If exterior lighting is provided, it must comply with City of Madison General Ordinances Section 10.085 outdoor lighting standards. Lighting will be limited to .10 watts per square foot.
8. The required parking calculations imply a maximum of 10 employees.
9. Provide effective 6' to 8' high screening along the lot line of this commercial district adjoining a residential zoning district. (Note the property to the NW & NE is zoned R-5).
10. 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.
11. Pursuant to Section 28.09 (3)(d) 5. Provides that all parking (other than automobiles), loading, display of merchandise and parking or storage of equipment and supplies shall be conducted within completely enclosed buildings.

Please contact Scott Strassburg, Madison Fire Department, at 261-9843 if you have questions regarding Fire Code conformance issues related to this project.

Please contact my office, at 267-1150 if you have questions about the following two (2) items.

12. That the applicant removes the wooden fence proposed along the East Washington Avenue frontage.
13. As this project is in an urban design district, the applicant shall receive final approval (administrative or UDC) approval for the proposed site changes.

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

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 property is not in a Wellhead Protection District. All wells located on this property shall be abandoned if no valid well operation permit has been obtained from the Madison Water Utility. The Water Utility will not need to sign off the final plans, and not need a copy of the approved plans.
3. This letter shall be signed by the applicant and property owner to acknowledge the conditions of approval and returned to the Zoning Administrator when requesting demolition and/or building permit approval.
4. 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.

If you have any questions regarding obtaining the conditional use approval, 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 267-1150.

Sincerely,

Kevin Firchow, AICP
Planner

cc: Janet Dailey, Engineering
John Leach, Traffic Engineering
Scott Strassburg, Madison Fire Department
Patrick Anderson, Assistant Zoning Administrator

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

Signature of Applicant

Signature of Property Owner (if not the applicant)

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