



Department of Planning & Community & Economic Development
Planning Division

Website: www.cityofmadison.com

Madison Municipal Building
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June 21, 2011

Roxanne Johnson
Professional Engineering, LLC
818 N. Meadowbrook Lane
Waunakee, Wisconsin 53597

RE: Approval of a conditional use to allow construction of a drive-up service facility for a bank in an existing multi-tenant retail-office building at 1574 W. Broadway (Associated Bank/ Broadway Station, LLC).

Dear Ms. Johnson;

At its June 20, 2011 meeting, the Plan Commission found the standards met and **approved** your conditional use application to allow construction of a drive-up service facility for a bank in an existing multi-tenant retail-office building at 1574 W. Broadway, subject to the conditions below. In order to receive final approval of the conditional use and for permits for to be issued for the project, the conditions that follow shall be met.

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

1. The applicant shall submit, prior to plan signoff, 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: building footprints; internal walkway areas; internal site parking areas; other miscellaneous impervious areas lot lines; lot/ plat lines, dimensions and labels; right-of-way lines; street names, stormwater management facilities and; detail drawings associated with stormwater management facilities (including if applicable planting plans).

Please contact Bryan Walker, Traffic Engineering Division, at 267-8754 if you have questions regarding the following four (4) items:

2. The drive-up shall be clearly identified and secured showing one-way operation with pavement markings and signage, and the locations of all service points shall be shown, including service windows and ATMs. The applicant shall provide a Queuing Model for Traffic Engineering Division approval that shows the provision of queue storage at each service point that prevents queue interference with pedestrian or other vehicular movements.
3. When the applicant submits final plans of one contiguous plan for approval, the applicant shall show the following: existing items in the terrace (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 2 feet overhang, and a scaled drawing at 1" = 20'.

4. 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.
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 Pat Anderson, Assistant Zoning Administrator, at 266-5978 if you have questions regarding the following two (2) items:

6. Landscape and site plans for the entire site must be revised for this site change. Parking lot plans with greater than 20 stalls shall comply with City of Madison General Ordinances Section 28.04(12). 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 feet of the parking lot depending on the type of landscape element. (Note: The required trees do not count toward the landscape point total. All plant materials in islands shall be protected from vehicles by concrete curbs.)
7. If exterior lighting is provided, it must comply with the outdoor lighting standards in MGO Section 10.085.

Please contact Bill Sullivan, Madison Fire Department, at 261-9658 if you have questions regarding the following three (3) items:

8. The Madison Fire Department does not object to this proposal provided the project complies with all applicable fire codes and ordinances.
9. Fire access shall be maintained.
10. Fire sprinklers may be required for the drive canopy.

Please contact my office at 261-9632 if you have questions about the following item:

11. The applicant shall identify the hours of operation for the automated teller machine (ATM). If the ATM will be available outside the hours stated for the drive-up service in the letter of intent, the applicant shall specify how the volume of the ATM will be set to minimize noise impacts on nearby properties between the hours of 10:00 PM and 7:00 AM daily, subject to staff approval.

Specific questions regarding the comments or conditions contained in this letter should be directed to the commenting agency.

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

1. Please revise your plans per the above conditions and submit **eight (8) copies** of a complete, fully dimensioned and scaled 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 and property owner (if not 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

cc: Janet Dailey, City Engineering Division
Pat Anderson, Asst. Zoning Administrator
Bryan Walker, Traffic Engineering Division
Bill Sullivan, Madison Fire Department

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

Signature of Applicant

Signature of Property Owner (If Not Applicant)

For Official Use Only, Re: Final Plan Routing			
<input checked="" type="checkbox"/>	Planning Div. (T. Parks)	<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: