



Department of Planning & Community & Economic Development
Planning Division

Website: www.cityofmadison.com

Madison Municipal Building
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P.O. Box 2985
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June 21, 2011

Mike Gordon
Potter Lawson, Inc.
15 Ellis Potter Ct.
Madison, WI 53711

RE: Approval of a major alteration to an existing conditional use for the replacement of surface parking with a new Protective Services Education Building in the M1 (Limited Manufacturing) District.

Dear Mr. Gordon:

The Plan Commission, meeting in regular session on June 20, 2011 determined that the conditional use standards could be met and **approved** your client's request for a conditional use at 1702 Hoffman Street. In order to receive final approval, the following conditions must be met:

Please contact my office at 266-5974 with questions about the following item:

1. Final plans submitted for review and approval by Planning and Urban Design staff shall show a strengthened pedestrian connection between Anderson Street and the main entrance of the building.

Please contact Janet Dailey, City Engineering, at 261-9688 with questions about the following 17 items:

2. The applicant has met with City staff regarding the improvements for the Madison College Campus and has agreed that improvements for sidewalk installation on the south of Anderson Street shall be a condition of the Development Agreement for this project.
3. The applicant shall make improvements to Anderson Street and Pearson Street consisting of sidewalk and/or path and curb and gutter along the south side of Anderson Street from Hoffman Street to Pearson Street, as determined by the City Engineer and the City Traffic Engineer. The Applicant shall also make improvements at the intersection of Anderson and Pearson Street to facilitate a left turn lane onto Pearson Street. It may be necessary for the applicant to dedicate a Permanent Limited Easement for street purposes if required by the City Engineer and City Traffic Engineer.
4. The applicant shall have the existing 24" diameter sanitary sewer that runs parallel to Anderson Street televised prior to the start of the building construction and after the building is completed to document the condition of the sewer and to verify that no damage is done during the construction of the building. Any damage to the sewer shall be the sole responsibility of the applicant to repair. The Developer shall be responsible to have the sewer main televised and to provide the video to the City prior to the start of construction.
5. Coordinate all public facility relocations and required easements with City Engineering and Office of Real Estate Services staff.
6. The construction of this building will require removal and replacement of sidewalk, 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.

7. *Value of sidewalk installation over \$5000.* The applicant shall construct sidewalk to a plan approved by the City Engineer along Pearson Street.
8. The approval of this Conditional Use does not include the approval of the changes to roadways, sidewalks or utilities. The applicant shall obtain separate approval by the Board of Public Works and the Common Council for the restoration of the public right of way including any changes requested by developer. The City Engineer shall complete the final plans for the restoration with input from the developer. The curb location, grades, tree locations, tree species, lighting modifications and other items required to facilitate the development or restore the right of way shall be reviewed by the City Engineer, City Traffic Engineer, and City Forester.
9. The applicant shall provide the City Engineer with a survey indicating the grade of the existing sidewalk and street. The Applicant shall hire a Professional Engineer to set the grade of the building entrances adjacent to the public right of way. The Applicant shall provide the City Engineer the proposed grade of the building entrances. The City Engineer shall approve the grade of the entrances prior to signing off on this development.
10. The applicant shall replace all sidewalk and curb and gutter which abuts the property which is damaged by the construction or any sidewalk and curb and gutter which the City Engineer determines needs to be replaced because it is not at a desirable grade regardless of whether the condition existed prior to beginning construction.
11. All work in the public right-of-way shall be performed by a City licensed contractor.
12. All damage to the pavement on Anderson Street and Pearson Street, adjacent to this development shall be restored in accordance with the City of Madison's Pavement Patching Criteria. For additional information please see the following link:
<http://www.cityofmadison.com/engineering/patchingCriteria.cfm>.
13. The applicant shall demonstrate compliance with MGO Section 37.07 and 37.08 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.
14. For Commercial sites < 1 acre in disturbance the City of Madison is an approved agent of the Department of Commerce and WDNR. As this project is on a site with disturbance area less than one (1) acres, and contains a commercial building, 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.
15. Prior to approval, this project shall comply with MGO Chapter 37 regarding stormwater management. Specifically, this development is required to complete an erosion control plan and complete weekly self-inspection of the erosion control practices and post these inspections to the City of Madison website – as required by MGO Chapter 37.

Stormwater management plans shall be submitted and approved by City Engineering prior to sign-off.
16. 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

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.

- 17. 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.
- 18. 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 Bryan Walker, Traffic Engineering at 267-8754 with questions about the following 11 items:

- 19. The applicant will be required to comply with an outstanding condition of approval related to the City's installation of a traffic signal at the intersection of Anderson St. and Hoffman St., i.e., the applicant will need to submit the Madison College Master Plan to be reviewed and approved by the City Traffic Engineer. This includes ensuring that an all-way access is provided from the main parking area to Wright St., as approved previously by the City's Ped-Bike-Motor Vehicle Commission and Common Council.
- 20. The applicant shall widen Anderson St. from Hoffman St. to and through Pearson St. to provide added lanes and a left turn lane on Anderson St. into Pearson St.
- 21. The applicant will need to enter into a private developer's contract for a number of transportation projects required to serve the new buildings and campus re-organization.
- 22. The applicant shall provide a ped-bike master plan for review and approval by the Traffic Engineer showing all bike facilities, bike parking, and street design plans.
- 23. The applicant shall modify the driveway approaches on Hoffman Street according to the design criteria for a "Class 4" driveway in accordance to MGO Section 10.08(4). The minimum width of the approach shall be 55 feet with a driveway width of 40 feet as stated in MGO 10.08(4).
- 24. 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, 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'.
- 25. "Stop" signs shall be installed at a height of seven (7) feet at 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.

26. The site plan shall show fuel efficient vehicle parking spaces identified and properly controlled with a sign "Fuel Efficient Vehicle Parking Only" when plans are submitted for approval.
27. 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.
28. Public signing and marking related to the development may be required by the City Traffic Engineer for which the developer shall be financially responsible.
29. All plantings and signs shall be so designed at all intersections so as not to violate the City's intersection sight-triangle preservation requirement.

Please Contact Pat Anderson, Zoning at 266-5978 with questions about the following five (5) items:

30. 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.
31. Overall site bicycle parking: Provide one bike parking stall per each 4 employees (the most employees present at any given time) and one bike parking stall per 4 students 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: A bike-parking stall is two feet by six feet with a five-foot access area. Call out and detail bike parking areas on final plans.
32. Parking requirements for persons with disabilities must comply with MGO Section 28.11(3)6(m) which includes all applicable State accessibility requirements, including but not limited to:
 - a) Provide the minimum accessible stalls striped per State requirements. Provide the minimum number of 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, or wheel stops where required.
 - d) Show signage at the head of the stalls. Accessible signs shall have a minimum of 60" between the bottom of the sign and the ground.
33. Exterior lighting shall be provided, and must comply with City of Madison General Ordinances Section 10.085 outdoor lighting standards. An exterior lighting plan must be approved as part of final sign-off for this project.
34. Provide a detailed landscape plan as required by MGO Section 28.12. Show species and sizes of landscape elements. 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.

Please contact Bill Sullivan, Fire Department at 261-9658 with questions about the following item.

35. The Madison Fire Department does not object to this proposal provided the project complies with all applicable fire codes and ordinances.

Please contact Dennis Cawley, Water Utility at 261-9243 with questions about the following three (3) items.

36. This property is not in a Wellhead Protection District.

37. All wells located on this property shall be abandoned if no valid well operation permit has been obtained from the Madison Water Utility.
38. The applicant shall present a plan of the proposed water service lateral to the Madison Water Utility at time of application for the new water service lateral.

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

1. Please revise your plans per the above and submit **ten (10) copies** of a complete plan set to the Zoning Administrator for final staff review and comment.
2. This letter shall be signed by the applicant to acknowledge the conditions of approval and returned to the Zoning Administrator when requesting the conditional use permit.
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.

If you have any questions regarding obtaining your conditional use, 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 266-5974.

Sincerely,

Heather Stouder, AICP
Planner

cc: Pat Anderson, Assistant Zoning Administrator
Janet Dailey, City Engineering
Eric Pederson, Engineering Mapping
Bryan Walker, Traffic Engineering
Bill Sullivan, Fire Department
Al Martin, Urban Design

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

Signature of Applicant

Signature of Property Owner (if not Applicant)

For Official Use Only, Re: Final Plan Routing			
☒	Planning Division (H. Stouder)	☐	Recycling Coordinator (R & R)
☒	Zoning Administrator	☒	Fire Department
☒	City Engineering	☒	Urban Design Commission
☒	Traffic Engineering	☒	Metro Transit:
☒	Engineering Mapping	☐	Real Estate: