



Department of Planning & Community & Economic Development

Planning Division

Katherine Cornwell, Director

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June 10, 2014

Roald Gundersen
Whole Trees Architecture
800 Williamson Street
Madison, WI 53703

RE: Approval of a conditional use to establish a limited production and processing facility in a property zoned CC-T (Commercial Corridor-Transition) at **1900-1902 East Washington Avenue**

Dear Mr. Gundersen:

At its June 9, 2014 meeting the Plan Commission, meeting in regular session, approved your client's request for a conditional use alteration at 1900-1902 East Washington Avenue to establish a limited production and processing facility in a property zoned CC-T. In order to receive final approval of the conditional use and for permits to be issued, the following conditions must be met:

Please contact Janet Schmidt of the City Engineering Division at 261-9688 if you have questions regarding the following three (3) items.

1. It has been discussed at a meeting on May 19, 2014 that a revised site plan will be submitted. The site plan will not have any parking or access in front of the site along East Washington Avenue. This area is planned to be green space with bicycle parking and possible seating. No shared access or shared parking is planned or will be permitted between this parcel and the parcel to the northeast.
2. The address of the site is 1902 E Washington Ave. The non-conforming address of 1900 E Washington Ave has been inactivated and is no longer valid for use.
3. The site plan shall identify lot and block numbers of recorded Certified Survey Map or Plat.
4. The site plan shall include all lot/ownership lines, existing building locations, proposed building additions, demolitions, parking stalls, driveways, sidewalks (public and/or private), existing and proposed signage, existing and proposed utility locations and landscaping.
5. The site plan shall include a full and complete legal description of the site or property being subjected to this application.
6. All damage to the pavement on East Washington Avenue and First 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> (POLICY)

7. The applicant shall submit, prior to plan sign-off, digital PDF files to the Engineering Division (Jeff Benedict or Tim Troester). The digital copies shall be to scale, and shall have a scale bar on the plan set. (POLICY and MGO 37.09(2)) PDF submittals shall contain the following information: a) building footprints, b) internal walkway areas, c) internal site parking areas, d) lot lines and right-of-way lines, e) Street names, f) Stormwater Management Facilities, and g) detail drawings associated with stormwater management facilities (including if applicable planting plans).

Please contact Eric Halvorson of the Traffic Engineering Division at 261-9688 if you have questions regarding the following four (4) items.

8. The applicant shall submit one contiguous plan showing proposed conditions and one contiguous plan showing existing conditions for approval. The plan drawings shall be scaled to 1" = 20' and include the following, when applicable: existing and proposed property lines; parcel addresses; all easements; pavement markings; signing; building placement; items in the terrace such as signs, street light poles, hydrants; surface types such as asphalt, concrete, grass, sidewalk; driveway approaches, including those adjacent to and across street from the project lot location; parking stall dimensions, including two (2) feet of vehicle overhang; drive aisle dimensions; semitrailer movement and vehicle routes; dimensions of radii; and percent of slope.
9. The Developer shall post a security deposit prior to the start of development. In the event that modifications need to be made to any City owned and/or maintained traffic signals, street lighting, signing, pavement marking and conduit/handholes, the Developer shall reimburse the City for all associated costs including engineering, labor and materials for both temporary and permanent installations.
10. The City Traffic Engineer may require public signing and marking related to the development; the Developer shall be financially responsible for such signing and marking.
11. All parking facility design shall conform to MGO standards, as set in section 10.08(6).

Please contact Patrick Anderson, Assistant Zoning Administrator at 266-5978 if you have questions regarding the following six (6) items:

12. Screening shall be provided along District boundaries lines subject to Section 28.142 (8). Provide a detail of the proposed screening on the NW side of property, to screen the TR-C4 zoned two-family dwelling to the northwest.
13. Bike parking shall comply with City of Madison General Ordinances Table 28I-3 (General Regulations). Provide the minimum of 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. Provide details of bike rack on final plan sets.
14. 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.

15. The driveway area to the northwest will most-likely be used as a loading zone. If this is the case, identify this area as a loading zone on the final site plan.
16. If refuse is to be stored outside of enclosed buildings, provide a detail and location for the refuse enclosure.
17. The plans appear to show cross-access to the residential property to the northeast. The city has no record of this cross-access being approved, and this is not allowed. Extending the 6' wood fence along the property line will prohibit illegal cross-access.

Please contact Bill Sullivan, Madison Fire Department at 261-9658 if you have questions regarding the following item:

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

Please contact my office at 267-1150 if you have questions regarding the following item:

19. That the plans be revised to include a direct connection between the sidewalk and building front door through the proposed front yard. The details shall be approved by staff.

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:

1. Please revise your plans per the above conditions and submit nine (9) 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. The final site plan shall be accompanied by the appropriate site plan review application and fee pursuant to Section 28.206 of the Zoning Code, and any other documentation requested herein with the Zoning Administrator, Room LL-100, Madison Municipal Building, 215 Martin Luther King, Jr. Boulevard. The sets of final revised plans or documents will be circulated by the Zoning staff to the City department staff listed above for their final approval.
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 will not need a copy of the approved plans.
4. This letter shall be signed by the applicant to acknowledge the conditions of approval and returned to the Zoning Administrator when requesting conditional use approval.
5. The approval is valid for one (1) year from the date of the Plan Commission approval. During this

time, the applicant must either lawfully commence the use or obtain a building permit and begin erecting the building. If the applicant obtains a valid building permit, construction must commence within six (6) months of the date of issuance. The building permit shall not be renewed unless construction has commenced as is being diligently prosecuted.

6. Any alteration in plans for a proposed alternative use shall require Plan Commission approval, except for minor alterations. The Zoning Administrator may issue permits for minor alterations or additions which are approved by the Director of Planning and Community and Economic Development and are compatible with the concept approved by the City Plan Commission and the conditional use approval standards.
7. The Plan Commission retains continuing jurisdiction over all conditional uses for the purpose of resolving complaints against all previously approved conditional uses.

If you have any questions regarding obtaining your conditional use, demolition or building permits, 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 Schmidt, City Engineering Division
Eric Halvorson, Traffic Engineering Division
Bill Sullivan, Fire Department
Patrick Anderson, Zoning

I hereby acknowledge that I understand and will comply with the above conditions of approval for 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 checked="" 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: