



Department of Planning & Community & Economic Development
Planning Division

Website: www.cityofmadison.com

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June 20, 2012

Brad Nygaard
Eppstein Uhen Architects, Inc.
222 W. Washington Avenue, Suite 650
Madison, Wisconsin 53703

RE: Approval of a conditional use for a surface parking lot to serve an existing community center located at 3030 Darbo Drive.

Dear Mr. Nygaard;

At its June 18, 2012 meeting, the Plan Commission found the standards met and **approved** your conditional use to allow construction of a surface parking lot to serve the Salvation Army community center located at 3030 Darbo Drive. The following conditions of approval shall be satisfied prior to the issuance of any City permits related to this project:

Please contact Janet Dailey of the City Engineering Division at 261-9688 if you have questions regarding the following twelve (12) items:

1. Revise east parking lot drainage so it will not drain onto the existing community gardens. This can be accomplished with inlets and a storm sewer connection to the existing inlet at the corner of Darbo Drive and Rosemary Avenue.
2. The applicant shall install sidewalk along Rosemary Avenue to connect the existing sidewalk to the north to the sidewalk along Darbo Drive. If the sidewalk cannot fit in the standard location because of the existing utility poles, a Permanent Limited Easement for public sidewalk may be required.
3. The applicant shall install the Rosemary Avenue public sidewalk with a Permit to Excavate in the Right of Way and shall post a \$5,000 deposit to guarantee the sidewalk construction. Upon successful construction and acceptance of the sidewalk, the City will refund the deposit. The applicant shall pay all administrative fees associated with the permit including inspection fees. All work must be completed within six months or the succeeding June 1, whichever is later.
4. The applicant shall close all abandoned driveways by replacing the curb in front of the driveways and restoring the terrace with grass.
5. All work in the public right-of-way shall be performed by a City-licensed contractor.
6. The applicant shall replace all sidewalk and curb and gutter abutting the property, which is damaged by the construction, or any sidewalk and curb and gutter that 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.
7. All damage to the pavement on Darbo Drive or Rosemary Avenue adjacent to this development shall be restored in accordance with the City's Pavement Patching Criteria.
8. The plan set shall be revised to show a proposed private internal drainage system on the site. This information shall include the depths and locations of structures and the type of pipe to be used.

9. 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.
10. The plan set shall be revised to show more information on proposed drainage for the site. This shall be accomplished by using spot elevations and drainage arrows or through the use of proposed contours. It is necessary to show the location of drainage leaving the site to the public right of way. It may be necessary to provide information off the site to fully meet this requirement.
11. 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). This agency submitted a response with no conditions of approval for this request.
12. 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 Contract. Contact Janet Dailey (261-9688) to obtain the final MMSD billing a minimum of two working days prior to requesting City Engineering Division signoff.

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

13. 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 2 feet overhang, and a scaled drawing at 1" = 20'.
14. 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.
15. A "Stop" sign shall be installed at a height of 7 feet at the 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.
16. 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 Bill Sullivan of the Madison Fire Department at 261-9658 if you have any questions regarding the following two (2) items:

17. Design new parking lot on east side of building to comply with fire lane requirements, to address current access deficiency to the north side of the building.
18. Provide an updated site plan showing all fire lanes serving the property on the final site plans.

Please contact Pat Anderson, Assistant Zoning Administrator at 266-5978 if you have any questions about the following five (5) items:

19. Pursuant to MGO Section 28.04(12)(c), where sites share a zoning district boundary with residential development, this development must provide effective 6' – 8' high screening along the lot line of this commercial district adjoining a residential zoning district. As this is a conditional use, the Plan Commission may modify this requirement.
20. Bike parking shall comply with MGO Section 28.11. Provide 16 bike parking stalls in a safe and convenient location on an impervious surface to be shown on the final plan. The lockable enclosed lockers or racks or equivalent structures in or upon which the bicycle may be locked by the user shall be securely anchored to the ground or building to prevent the lockers or racks from being removed from the location. Note: A bike-parking stall is 2 feet by 6 feet with a 5-foot access area. Structures that require a user-supplied locking device shall be designed to accommodate U-shaped locking devices.
21. Lighting is required and shall be in accordance with MGO Section 10.085. Provide a plan showing at least 0.5 foot candle on any surface on any lot, and an average of 0.75 foot candles. The maximum light trespass shall be 0.5 fc at 10 feet from the adjacent lot line (see City lighting ordinance).
22. Parking lot plans with greater than 20 stalls shall comply with MGO Section 28.04(12). Landscape plans must be stamped by a registered landscape architect. Provide a landscape worksheet with 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.
23. 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 a minimum of 6 accessible stalls striped per State requirements. A minimum of 1 of the stalls shall be a van-accessible stall 8 feet wide with an 8-foot striped 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.

Please contact my office if you have any questions about the following three (3) conditions, including the condition added by the Plan Commission:

24. That Sheet AS100 be revised per Planning Division approval as follows:
 - a.) show the proposed limits of the relocated Darbo Community Gardens;
 - b.) revise the Parking Lot Site Information table to categorize the parking data as "Existing Parking", "Proposed Western Parking Lot", and "Proposed Eastern Parking Lot" with the same information on small, large and accessible stalls to be provided;
 - c.) for clarity, this sheet shall be revised to present the overall site in its proposed final form, including the removal of all clouds and the ghosting of existing improvements. The final site plan shall present the site as it will exist once all of the proposed improvements are implemented.
25. That a final landscaping plan for the project be approved by the Planning Division prior to final approval of the site plan and the issuance of any permits for the parking lot projects. The approval to plant new trees or alter existing trees within the public rights of way shall be granted by the City Forester.
26. That the applicant redesign the existing, western parking lot to reflect the site plan proposed by Commission member Cantrell and explore the use of rain gardens for the site. [A copy of Mr. Cantrell's proposal was sent to your office as an e-mail attachment on June 18, 2012.]

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 permits for your project:

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 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
Bryan Walker, Traffic Engineering Division
Pat Anderson, Asst. Zoning Administrator
Bill Sullivan, Madison Fire Department

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