



Department of Planning & Community & Economic Development
Planning Division

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May 17, 2011

John Feller
J.H. Findorff and Son
300 South Bedford
Madison, WI 53703

RE: Approval of a major alteration to an existing conditional use for additions to an existing building in the M1 (Limited Manufacturing) District.

Dear Mr. Feller:

The Plan Commission, meeting in regular session on May 16, 2011 determined that the conditional use standards could be met and **approved** your client's request for a conditional use at 3550 Anderson Street and 1849 Wright 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 5 items:

1. Final plans submitted for staff review and sign-off shall include elevations with all proposed materials labeled.
2. Prior to final sign-off, the applicant shall submit records of a cross access easement between the main building and the surface parking lot at 1849 Wright Street.
3. Final plans submitted for staff review and sign-off shall include a pedestrian pathway from the entrance to the "Ingenuity Center" to the bridge crossing the ditch between the two properties.
4. Within final plans submitted for staff review and approval, a landscape plan and schedule shall be included with quantities and planting sizes for each species.
5. The final landscape plan shall include point totals demonstrating that parking lot landscaping requirements for all surface parking lots associated with this proposal can be met.

Please contact Janet Dailey, City Engineering, at 261-9688 with questions about the following 25 items:

6. Developer and City Engineering shall schedule a meeting to review the project scope, public infrastructure impacts, wetland or environmental corridor impacts, and coordination of the infrastructure improvements.
7. Wetland boundaries shall be shown on the plan.
8. Documentation shall be provided to City Engineering showing the calculations completed to show the new buildings are outside the practical flood zone.
9. A WDNR Permit shall be obtained for the modification to the drainage channel on Hoffman Street.
10. If greater than 20,000 sq ft of additional impervious is added, detention shall be required.
11. City sanitary sewer will need to be relocated prior to construction of 3550 Anderson Street.
12. Note on plans the following: "All work in the public rights of way or within public easements shall be constructed in accordance with the plans issued by the City Engineer City Traffic Engineer, per Engineering Project No. 53B2279."

13. Non-standard improvements within the right of way may require either a maintenance agreement or encroachment agreement.
14. 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.
15. 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.
16. 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.
17. 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.
18. All work in the public right-of-way shall be performed by a City licensed contractor.
19. All street tree locations and tree species within the right of way shall be reviewed and approved by City Forestry. Please submit a tree planting plan (in PDF format) to Dean Kahl, of the City Parks Department dkahl@cityofmadison.com or 266-4816. Approval and permitting of any tree removal or replacement shall be obtained from the City Forester and/or the Board of Public Works prior to the approval of the site plan.
20. All damage to the pavement on Wright 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>.
21. 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.
22. 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.
23. Effective January 1, 2010, The Department of Commerce's authority to permit commercial sites, with over one (1) acre of disturbance, for stormwater management and erosion control has been transferred to the Department of Natural Resources (WDNR). The WDNR does not have an authorized local program transferring this authority to the City of Madison. The City of Madison has been required by the WDNR to continue to review projects for compliance with NR216 and NR-151 but a separate permit submittal is now required to the WDNR for this work as well. The City of

Madison cannot issue our permit until concurrence is obtained from the WDNR via their NOI or WRAPP permit process.

As this site is greater than one (1) acre, the applicant is required by State Statute to obtain a Water Resources Application for Project Permits (WRAPP) from the Wisconsin Department of Natural Resources, prior to beginning construction. This permit was previously known as a Notice of Intent Permit (NOI). Contact Eric Rortvedt at 273-5612 of the WDNR to discuss this requirement. Information on this permit application is available on line <http://dnr.wi.gov/Runoff/stormwater/constrformsinfo.htm>

24. Prior to approval, this project shall comply with MGO Chapter 37 regarding stormwater management. Specifically, this development is required to:

- a) Control 40% TSS (20 micron particle) off of new paved surfaces.
- b) Provide oil & grease control from the first 1/2" of runoff from parking areas.
- c) 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 signoff.

25. 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 Misc. 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.

26. 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.

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
- g) Detail drawings associated with Stormwater Management Facilities (including if applicable planting plans)

27. The Applicant shall submit prior to plan sign-off, electronic copies of any Stormwater Management Files including:

- a) SLAMM DAT files.
- b) RECARGA files.
- c) TR-55/HYDROCAD/Etc
- d) Sediment loading calculations

If calculations are done by hand or are not available electronically the hand copies or printed output shall be scanned to a PDF file and provided.

28. The applicant's utility contractor shall obtain a connection permit and excavation permit prior to commencing the storm sewer construction MGO 37.05(7). This permit application is available on line at <http://www.cityofmadison.com/engineering/permits.cfm>.

29. 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 (MGO 16.23(9)(d)(4)).

30. 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 17 items:

- 31. 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 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.
- 32. 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.
- 33. The applicant will may need to make changes to building entrances and driveways along Wright St to support the proposed redesign of Wright St. This will be determined after a street design by the Traffic Engineer.
- 34. The applicant shall provide 8-10 ft wide sidewalks along Anderson St and Wright St to distances determined by the Traffic Engineer to provide adequate facilities for pedestrians and bicycles.
- 35. The applicant shall provide special new crosswalks at the intersection of Anderson and Wright St for both pedestrians and bicyclists, as determined by the Traffic Engineer. Portions of this intersection may need to be reconstructed for the new crosswalks and added capacity for pedestrians and bicyclists.
- 36. The applicant shall widen the existing bike path along Anderson St to 10-12 ft wide from Hoffman St to Wright St. to provide adequate facilities for pedestrians and bicycles.
- 37. The applicant may be required to install special pedestrian traffic signals at the midblock pedestrian crossing on Wright St. Underground facilities will need to be installed in any event.
- 38. The applicant shall widen Anderson Street from Hoffman Street to and through Pearson Street to provide added lanes and a left turn lane on Anderson Street into Pearson Street.
- 39. The applicant may want to strongly consider widening and adding capacity to Hoffman St at Anderson St, including offsetting the reconstructed drive from the Health Education facility as it

intersects with Hoffman St., and including two lanes out for a separate left turn lane and right turn lane.

40. 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. Please contact Bob Arseneau, Traffic Engineer, at 266-4761 with questions about this item.
41. 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'.
42. "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.
43. "One Way" and "Do Not Enter" signs shall be installed to secure one way operation of the northerly parking area.
44. The site plan shall show car pool parking spaces identified and properly controlled with a sign "Car Pool Parking Only", and fuel efficient vehicle parking spaces identified and properly controlled with a sign "Fuel Efficient Vehicle Parking Only", when plans are submitted for approval.
45. 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.
46. Public signing and marking related to the development may be required by the City Traffic Engineer for which the developer shall be financially responsible.
47. 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 Bill Sullivan, Fire Department at 261-9658 with questions about the following 3 items.

48. Coordinate with City Engineering to establish an appropriate address for the Gateway Building to assist in framing an easily identifiable front door.
49. The Madison Fire Department does not object to this proposal provided the project complies with all applicable fire codes and ordinances.
50. Madison Fire Department will continue to work the design team to provide feedback as construction documents are further developed.

Please contact Dennis Cawley, Water Utility at 261-9243 with questions about the following item.

51. 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.

Please Contact Tim Sobota, Metro Transit at 261-4289 with questions about the following 5 items.

52. The applicant shall complete the planned improvements in the public right-of-way of Wright Street, including the creation of a bus pullout lane along the east side of Wright Street, placement of an accessible boarding surface adjacent the bus pullout lane in the terrace between the curb and sidewalk, and installation and maintenance of a new passenger waiting shelter.
53. The applicant shall include the location of these right-of-way improvements and passenger amenities on the final documents filed with their permit application so that Metro Transit may review and approve the design.
54. Metro Transit operates daily transit service along Anderson Street through the Wright Street intersection. Additional weekday service operates along Wright Street through the Anderson Street intersection. Bus stop ID #9101 is adjacent the proposed project site, with the signed bus stop zone encompassing the area generally north of the mid-block pedestrian crosswalks, north of the Anderson Street intersection.
55. Metro Transit had met with project consultant staff from SAA to develop the transit-related infrastructure on both sides of Wright Street – related to this project and the project across Wright Street to the west.
56. The applicant should consider inclusion of a display case within the passenger shelter, where map and schedule information could be posted.

Please Contact Pat Anderson, Zoning at 266-5978 with questions about the following seven (7) items:

57. Parking requirements for persons with disabilities must comply with City of Madison General Ordinances Section 28.11 (3) 6.(m) which includes all applicable State accessible requirements, including but not limited to:
 - a) Provide the minimum accessible stalls striped per State requirements. Provide the minimum number of 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.
58. Overall site loading facilities: As part of final plan sign-off, the required number of loading spaces shall be determined and the plans must reflect the provision of said loading spaces.
59. Overall site bicycle parking: Provide one bike parking stalls 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).
60. Exterior lighting will be provided, and must comply with MGO Section 10.085, outdoor lighting standards. An exterior lighting plan must be approved as part of final sign-off for this project.
61. Signage approvals are not granted by the Plan Commission. Signage must be reviewed for compliance with MGO Chapter 31. Sign permits must be issued by the Zoning Section of the Department of Planning and Community and Economic Development prior to sign installations.
62. 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).

63. The site is being developed as part of a Planned Commercial Site. Per Sec. 28.04(23) a Planned Commercial Site shall have a plan and reciprocal land use agreement approved by the Traffic Engineer, City Engineer and Director of Planning and Development recorded in the Office of the Dane County Register of Deeds. An existing planned commercial site may not be changed without approval by the Traffic Engineer, City Engineer and Director of Planning and Development or approval of the Plan Commission.

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
Tim Sobota, Metro Transit

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: