



Department of Planning & Community & Economic Development

## Planning Division

Katherine Cornwell, Director

Madison Municipal Building, Suite LL-100

215 Martin Luther King, Jr. Boulevard

P.O. Box 2985

Madison, Wisconsin 53701-2985

Phone: (608) 266-4635

Fax (608) 267-8739

[www.cityofmadison.com](http://www.cityofmadison.com)

May 20, 2015

Gary Brink,  
Gary Brink & Associates, Inc.  
7780 Elmwood Avenue, Suite 200  
Middleton, Wisconsin 53562

RE: Approval of a conditional use to allow construction of a vehicle access sales and service window for an existing multi-tenant commercial building at 434 Gammon Place (Jeff Kraemer).

Dear Mr. Brink;

At its May 18, 2015, the Plan Commission found the standards met and **approved** your conditional use request for 434 Gammon Place. The conditions of approval in the following sections shall be satisfied prior to issuance of demolition or building permits for the project.

**Please contact Janet Schmidt of the City Engineering Division at 261-9688 if you have questions regarding the following seven (7) items:**

1. This project falls in the Rock River TMDL Zone and is subject to increased erosion control enforcement as authorized by Resolution 14-00043 passed by the Common Council on January 21, 2014. The project will be expected to meet a higher standard of erosion control than the minimum standards set by the Wisconsin Department Natural Resources (WDNR).
2. 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.
3. The applicant shall demonstrate compliance with Section 37.07 and 37.08 of 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 5.0-tons per acre per year.
4. For commercial sites less than 1 acre in disturbance, the City of Madison is an approved agent of the Department of Commerce and Wisconsin Department of Natural Resources (WDNR). As this project is on a site with disturbance area less than 1 acre and contains a commercial building, the City 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.
5. Prior to approval, this project shall comply with Chapter 37 of Madison General Ordinances regarding stormwater management. Specifically, this development is required to reduce TSS by 80%

(5 micron particle) off of newly developed areas compared to no controls and provide oil and grease control from the first 1/2" of runoff from parking areas.

6. The applicant shall submit, prior to plan sign-off, digital PDF files to the City Engineering Division. The digital copies shall be to scale, shall have a scale bar on the plan set, and shall contain the following items: building footprints; internal walkway areas; internal site parking areas; lot lines and right-of-way lines; street names, stormwater management facilities and; detail drawings associated with stormwater management facilities (including if applicable planting plans).
7. The applicant shall submit prior to plan sign-off, electronic copies of any Stormwater Management Files including SLAMM DAT files, RECARGA files, TR-55/HYDROCAD/Etc., and 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).

**Please contact Eric Halvorson of the Traffic Engineering Division at 266-6527 if you have any questions regarding the following five (5) items:**

8. Exit of vehicle access sales aisle geometrics makes turning right to egress the site problematic. The applicant shall submit for review a modified plan with turning movement templates demonstrating vehicles using the service window do not negatively impact the southern entrance onto Gammon Place.
9. The applicant shall submit one contiguous plan for approval. The plan drawing 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.
10. 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.
11. 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.
12. All parking facility design shall conform to the standards in MGO Section 10.08(6).

**Please contact Jenny Kirchgatter, Assistant Zoning Administrator, at 266-4429 if you have any questions regarding the following nine (9) items:**

13. Satisfy the supplemental requirements for a vehicle access sales and service window per MGO Section 28.151.
14. Submit a landscape plan and landscape worksheet stamped by the registered landscape architect.

Landscape plans for zoning lots greater than ten thousand (10,000) square feet in size must be prepared by a registered landscape architect.

15. Provide development frontage landscaping adjacent South Gammon Road and Gammon Place per MGO Section 28.142(5).
16. Exterior lighting provided shall be in accordance with MGO Section 10.085. Provide an exterior lighting plan and fixture cut sheets with the final plan submittal.
17. Parking requirements for persons with disabilities must comply with sec. 28.141(4)(e). Final plans shall show the two (2) required accessible stalls, including a minimum of one van accessible stall. A van accessible stall is a minimum of 8 feet wide with an 8 foot wide access aisle. Each accessible stall must have an access aisle. The two required accessible stalls may share an access aisle. Show the required sign at the head of the stalls.
18. Provide the required number of bicycle parking stalls. A minimum of one (1) bike stall is required per 2,000 square feet of retail or office space plus 5% of the capacity of persons for a coffee shop or restaurant use. A bike stall is a minimum of two (2) feet by six (6) feet with a five (5) foot wide access aisle. Submit a detail showing the model of bike rack to be installed.
19. Submit a detail of the relocated trash enclosure. The enclosure shall be screened on four (4) sides (including a gate for access) by a solid, commercial-grade wood fence, wall, or equivalent material with a minimum height of six (6) feet.
20. On the building elevations, indicate the location and height of the rooftop in relation to the parapet height and show the location of any rooftop mechanical equipment. All rooftop mechanical equipment and utilities shall be fully screened from view from any street, as viewed from six (6) feet above ground level.
21. 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. Signage permits are issued by the Zoning Section of the Department of Planning and Community and Economic Development. Note that for wall signs, no more than four (4) vertical feet of the parapet wall may be included in the measurement of the signable area.

**Please contact Dennis Cawley of the Madison Water Utility at 261-9243 if you have any questions regarding the following two (2) items:**

22. This property is located in wellhead protection district WP-16. This proposed use is allowed in this district. Any proposed changes in use shall be approved by the Water Utility General Manager or his designee.
23. Note: All operating private wells shall be identified and permitted and any unused private wells shall be abandoned by the Madison Water Utility in accordance with MGO Section 13.21.

**Please contact Bill Sullivan of the Madison Fire Department at 261-9658 if you have any questions regarding the following two (2) items:**

24. Any building additions will require compliance with fire access lanes in accordance with MGO Ch. 34, IFC Chapter 5, and IFC Appendix D.
25. Building additions may also exceed a threshold requiring fire protection systems in accordance with IBC Chapter 9.

**Please contact my office at 261-9632 if you have any questions about the following four (4) items, including one condition modified by the Plan Commission (#28):**

26. That prior to issuance of building permits for the project, the final plans be revised for approval by the Planning Division to create a minimum 5-foot wide sidewalk along the western wall between the corner window elements to provide the opportunity for pedestrian circulation to the storefront entry doors from the two sidewalk connections to S. Gammon Road.
27. The plans shall be revised prior to the issuance of building permits to include: a fully dimensioned site plan that identifies the exterior dimensions of the property; clearly identifies the setbacks of the building from all property lines; provides a proposed parking count for automobiles and bikes; label the third-party ATM and access lane. The landscaping plan shall differentiate between existing landscaping materials to remain and new materials to be planted, with a planting schedule provided that details the species and size of materials to be installed.
28. That no new sections of EIFS extend to grade; instead a masonry base shall be provided as approved by the Planning Division prior to final plan approval and the issuance of building permits. [Note: The existing EIFS on the northern wall was exempted from this condition by the Plan Commission because it is not proposed to be altered and does not touch an existing or future sidewalk.]
29. That signs be installed in the drive lane for the vehicle access sales and service window that encourages autos to not wait across the pedestrian walkways connecting the building to S. Gammon Road. A speed limit shall also be posted in the drive lane. A detail of the signs and their proposed placement and the proposed speed limit shall be approved by the Planning Division in consultation with the Traffic Engineering Division.

**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. After the plans have been revised per the above conditions, please file **eight (8) sets** of complete, fully dimensioned, and to-scale plans, 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 Zoning staff to the City department staff listed above for their final approval.

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. Approval of the plans for this project does not include any approval to prune, remove or plant trees in the public right of way. Permission for such activities must be obtained from the City Forester, 266-4816.
4. 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. No alteration of a conditional use shall be permitted unless approved by the Plan Commission provided, however, the Zoning Administrator following consideration by the alderperson of the district, may approve 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 Plan Commission and the conditional use standards. This approval shall become null and void one (1) 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 6 months of the issuance of said building permit. Where the plans have not been altered from the Plan Commission's approval, and the conditional use has expired, the Director of Planning and Community and Economic Development may, after consultation with the Alderperson of the District, approve an extension for up to 24 months from the expiration date. 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 Schmidt, City Engineering Division  
Eric Halvorson, Traffic Engineering Division  
Jenny Kirchgatter, Asst. Zoning Admin.  
Dennis Cawley, Madison Water Utility  
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: