



Department of Planning & Community & Economic Development  
**Planning Division**

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

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July 28, 2010

Jason Leitha  
Ruekert-Mielke  
258 Corporate Drive, Suite 200  
Madison, Wisconsin 53714

RE: Approval of a conditional use for an accessory off-site parking area located at 4701 American Parkway to serve an adjacent restaurant located at 4601 American Parkway. (American Family Insurance)

Dear Mr. Leitha;

At its July 26, 2010 meeting, the Plan Commission found the standards met and approved your client's conditional use application for an accessory off-site parking area located at 4701 American Parkway, subject to the conditions below. In order to receive final approval of the conditional use and for any necessary permits to be issued for your client's project, the following conditions shall be met:

**Please contact Janet Dailey, City Engineering Division, at 261-9688 if you have questions regarding the following five (5) items:**

1. Informational Note: The American Center Plat First Addition called for a separate 26-foot wide ingress and egress easement to be recorded across Outlot 3 to American Parkway. The Dane County Register of Deeds records do not include such document recorded against Outlot 3.
2. While this project creates only approximately 8,000 square feet of new impervious surface and 26 stalls, the future project will create more than 20,000 square feet of impervious area and more than 40 stalls. The plans shall be revised to provide for the future storm water requirements that will apply to the whole site when developed. These will include infiltration, oil and grease, and 80% TSS Control.
3. 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).
4. The applicant's utility contractor shall obtain a connection permit and excavation permit prior to commencing the storm sewer construction.
5. All outstanding Madison Metropolitan Sewerage District (MMSD) and City of Madison sanitary sewer connection charges are due and payable prior Engineering Division sign-off, unless otherwise collected with a Developer's/ Subdivision 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 John Leach, Traffic Engineering Division, at 267-8755 if you have questions about the following four (4) items:**

6. When the applicant submits final plans 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, one contiguous plan (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 2-foot overhang, and a scaled drawing at 1" = 20'.
7. "Stop" and "No Left Turns" signs shall be installed at a height of 6 feet to the bottom of the first sign at the driveway approach to American Parkway and a "Stop" sign shall be installed at a height of 7 feet at the Eastpark Boulevard and private street Amcenter Drive driveway approaches. All signs at the approaches shall be installed behind the property line or sidewalk. All directional/regulatory signage and pavement markings on the site shall be shown and noted on the plan.
8. The applicant shall show dimensions for the proposed and existing parking stalls' items A, B, C, D, E, F, and degree of angle parking width and backing up, according to Figures II "Medium and Large Vehicles" parking design standards in MGO 10.08(6)(b) 2. Signs and planting areas are to be excluded from the rectangular stall areas including the 2 feet of vehicle overhang. The 2 feet of vehicle overhang shall be shown on the plan and dimensioned.
9. 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 Pat Anderson, Assistant Zoning Administrator, at 266-5978 if you have any questions regarding the following six (6) items:**

10. Future development of Lot 10 will require that sufficient parking be provided for the proposed and existing development.
11. Parking requirements for persons with disabilities must comply with MGO Section 28.11(3)6.(m) which includes all applicable State accessible requirements, including but not limited to:
  - a.) Provide a minimum of 6 accessible stalls striped per State requirements for the restaurant on Lot 10 to be located as near the accessible entrances to the building as possible. A minimum of one of the stalls shall be a van-accessible stall 8' wide with an 8' striped out area adjacent.
  - b.) Show signage at the head of the accessible stalls.
12. Bike parking shall comply with MGO Section 28.11. Provide an additional 3 bike parking stalls in a safe and convenient location on an impervious surface for the existing restaurant on the final plan. Provide required bike parking stalls 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 2 feet by 6 feet with a 5-foot access area. Note: Provision of not more than 50% of the bike parking can be deferred. Land area required for provision of deferred bicycle parking spaces shall be maintained in reserve.
13. 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 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.) 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.
14. If exterior lighting is provided, it must comply with MGO Section 10.085, outdoor lighting standards. Lighting will be limited to .10 watts per square foot.

15. Signage approvals are not granted by the Plan Commission. Signage must be reviewed for compliance with Chapter 31 of the Madison General Ordinances. Sign permits must be issued by the Zoning Section of the Department of Planning and Community and Economic Development prior to sign installations.

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

16. Note: Please consider the future needs of the site and ensure fire lane access can be accommodated for any future building on Lot 10.

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

1. Please revise your plans per the above conditions and submit **eight (8) copies** of a complete, fully dimensioned 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  
John Leach, Traffic Engineering Division  
Bill Sullivan, Madison Fire Department  
Pat Anderson, Asst. Zoning Administrator

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