



Department of Planning & Community & Economic Development

Planning Division

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March 11, 2015

David Baum

A2K

311 East Chicago St, Suite 310

Milwaukee, WI 53202

RE: Approval of a conditional use to construct a school and a place of worship exceeding 10,000 square feet of floor area in the SR-C1 (Suburban Residential-Consistent 1) Zoning District at **734 Holy Cross Way**

Dear Mr. Baum:

At its March 9, 2015 meeting the Plan Commission, meeting in regular session, approved your client's request for a conditional use to construct a school and a place of worship exceeding 10,000 square feet of floor area in the SR-C1 (Suburban Residential-Consistent 1) Zoning District at **734 Holy Cross Way**. This conditional use approval included approval to exceed the maximum number of off-street parking stalls. 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, Engineering Division at 261-9688 if you have questions regarding the following thirteen (13) items:

1. Significantly more information and detail drawings shall be required prior to approval of the Storm Water Management Plan. The information and design criteria for bio-retention #1 will need to be provided. Some plan sheets show this feature, others do not, all sheets shall be consistent.
2. City utility records do not show an 8" diameter lateral being stubbed into the lot as the plan/survey does. Rather, a 6" diameter lateral is provided near the east property line. Applicant will likely need to install a lateral connecting to the City's sanitary manhole (SAS 7036-010) as shown and obtain a "Permit to Excavate in the Right of Way" for the work. Because the proposed lateral is 8" diameter, the applicant will be required to connect to the City sewer at a manhole.
3. 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. (POLICY)
4. All work in the public right-of-way shall be performed by a City licensed contractor. (MGO 16.23(9)(c)5 and MGO 23.01)

5. All damage to the pavement on Holy Cross Way 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)
6. 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. POLICY AND MGO 10.29
7. 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.

8. 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> (NOTIFICATION)

9. Prior to approval, this project shall comply with Chapter 37 of the Madison General Ordinances regarding stormwater management. Specifically, this development is required to a) Provide infiltration in accordance with Chapter 37 of the Madison General Ordinances and b) Provide oil & grease control from the first 1/2" of runoff from parking areas.
10. 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).
11. 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..., and 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. (POLICY and MGO 37.09(2))

12. 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>.
13. 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. (POLICY)

Please contact Eric Halvorson, Traffic Engineering at 266-6527 if you have questions regarding the following seven (7) items:

14. Provide a 20' public path easement connecting the Tony Drive Right-of-Way to the Holy Cross Way Right-of-Way. Coordinate with the office of real estate services for the dedication of a public path easement.
15. Provide an 8' minimum pedestrian/bicycle connection from the future fire lane to Vernon Rd Right-of-Way, the connection will be constructed concurrently with the future fire lane.
16. Provide a pedestrian connection, minimum 5' clear of all obstructions, from the entrance to the Holy Cross Way Right-of-Way. Obstructions include, but are not limited to: tree grates, planters, benches, parked vehicle overhang, signage and doors that swing outward into walkway.
17. 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.
18. 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.
19. 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.
20. All parking facility design shall conform to MGO standards, as set in section 10.08(6).

Please contact Matt Tucker, Zoning Administrator at 266-4569 if you have questions regarding the following seven (7) items:

21. Sec. 28.031(5) prohibits the placement of surface auto parking between the front façade of the building and the abutting street. A few spaces on the west side of the development appear to be located in front of the front plane of the principal structure, thus in an area between the building and the abutting street. Final plans shall show compliance with this parking placement regulation.

22. Pursuant to Sec. 28.142(3) Landscape Plan and Design Standards: Landscape plans for zoning lots greater than ten thousand (10,000) square feet in size must be prepared by a registered landscape architect. Provide details of refuse enclosure subject to 28.142(9) (a).
23. The project is proposed for phasing. Work with the Zoning Administrator to determine necessary/required amount of parking for each phase. This review only relates to the first phase of the project. Additional information, such as seating capacity of worship space and proposed capacity for gymnasium shall be provided to determine if proposed number of parking stalls parking meets zoning requirements.
24. Bicycle parking shall comply with City of Madison General Ordinances Table 28I-3 (General Regulations). Provide a minimum of 19 bicycle 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.
25. Provide details on calculations lot coverage as defined in section 28.211.
26. Exterior lighting provided shall be in accordance with City of Madison General Ordinances Section 10.085. Provide an exterior lighting plan and fixture cut sheets, with the final plan submittal.
27. At its February 26, 2015 meeting the Madison Zoning Board of Appeals approved a variance for the development to have vehicular access on a local classification street, where the Zoning Ordinance requires this use to have vehicular access to a collector or higher classification street.

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

28. The Madison Fire Department does not object to this proposal provided the project complies with all applicable fire codes and ordinances.
29. Provide fire apparatus access as required by IFC 503 2012 edition, MGO 34.503, as follows:
 - a. The site plans shall clearly identify the location of all fire lanes.
 - b. A dead-end fire lane that is longer than 150-feet shall terminate in a turnaround. Provide an approved turnaround (cul-de-sac, 45 degree wye, 90 degree tee) at the end of a fire lane that is more than 150- feet in length.

Please contact Kay Rutledge, Parks Division at 266-4714 if you have questions regarding the following item:

30. Applicant shall provide a public path easement from Tony Drive to Holy Cross Way as required by the Parks Division in the conditional approval of the preliminary and final plat for the Eagle Crest Subdivision.

Please contact my office at 267-1150 if you have questions regarding the following six (6) items. Please note item 36 was added by the Plan Commission at their March 9, 2015 meeting:

31. That as part of the first phase of development, the applicant shall provide a private sidewalk to connect the front of the building to Holy Cross Way. Details shall be approved by staff.
32. That prior to final sign-off and approval of this conditional use, the applicant shall provide the required highway noise information and certifications as required by 16.23 Madison General Ordinances.
33. That the site plans identify outdoor recreation areas that will be installed as part of the first development phase.
34. That this approval shall include either gymnasium option presented in the plans. Final plans submitted for sign-off shall identify which option will be constructed. No further alteration will be required to construct either of these options, as presented.
35. That the applicant encourages those travelling to and from the facility to utilize Commercial Avenue to Holy Cross Way and discourage trips through the residential neighborhood immediately west of the property.
36. That the applicant submits colored renderings of the proposed building with the revised elevations presented to the Plan Commission on March 9 for approval by Planning Division staff prior to final approval of the project and issuance of building permits.

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.
3. Approval of 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. 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
Matt Tucker, Zoning
Kay Rutledge, Parks Division

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