



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

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

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January 25, 2011

Doug Hursh  
Potter Lawson, Inc.  
15 Ellis Potter Court  
Madison, Wisconsin 53711

RE: Approval of a demolition permit to allow a single-family residence to be razed and approval of a major alteration to an approved conditional use for a college or university in the R2 Single-Family Residence District to allow construction of the Edgewood College Visual and Theatre Arts Center at 901 Woodrow Street, and approval of an amendment/ update of the Edgewood Campus Master Plan to reflect the proposed development.

Dear Mr. Hursh;

At its January 24, 2011 meeting, the Plan Commission found the standards met and **approved** your client's demolition permit and conditional use application to allow construction of the Edgewood College Visual and Theatre Arts Center at 901 Woodrow Street, subject to the conditions below. In order to receive final approval of the demolition permit and conditional use and for building permits for to be issued for your client's project, the conditions that follow below shall be met.

At the same meeting, the Plan Commission **placed on file without prejudice** the proposed amendment/ update of the Edgewood Campus Master Plan. In placing this matter on file, members of the Commission noted that additional planning and neighborhood involvement were needed before an amended master plan could be considered.

**Please contact Janet Dailey, City Engineering Division, at 261-9688 if you have questions regarding the following thirteen (13) items:**

1. Approval of the plans does not include any implied approval of landscaping in the right of way.
2. The stormwater management report uses a CN of 61 for post development open space. This is required to be a CN of 73 unless special measures are taken.
3. Any work in the City right of way shall require proper permitting and shall be performed by a City-licensed contractor that is prequalified to work in the right of way.
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 street tree locations and tree species within the right of way shall be reviewed and approved by the City Forester. Please submit a tree planting plan (in PDF format) to Dean Kahl, Parks Division (266-4816)–[dkahl@cityofmadison.com](mailto:dkahl@cityofmadison.com). 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.

6. The applicant shall demonstrate compliance with MGO Sections 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.
7. Effective January 1, 2010, the Department of Commerce's authority to permit commercial sites, with over one acre of disturbance for stormwater management and erosion control has been transferred to the Wisconsin 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 NR-216 and NR-151, but a separate permit submittal is now required from 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 acre, the applicant is required by State Statute to obtain a Water Resources Application for Project Permits (WRAPP) from the DNR, prior to beginning construction. This permit was previously known as a Notice of Intent Permit (NOI). Please contact Eric Rortvedt of the WDNR at 273-5612 to discuss this requirement.

8. Prior to approval, this project shall comply with Chapter 37 of the Madison General Ordinances regarding stormwater management. Specifically, this development is required to: detain the 2- and 10-year storm events; control 40% TSS (20 micron particle) off of new paved surfaces; provide infiltration in accordance with Chapter 37 of the Madison General Ordinances; provide oil & grease control from the first 1/2" of runoff from parking areas, and; 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 Chapter 37 of the Madison General Ordinances
9. 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).
10. 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).
11. The applicant shall submit prior to plan sign-off, electronic copies of any Stormwater Management File 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.

12. Prior to final approval of the demolition permit/ conditional use application, the owner shall obtain a permit to plug each existing sanitary sewer lateral that serves a building that is proposed for demolition. For each lateral to be plugged the owner shall deposit \$1,000 with the City Engineer in two separate checks in the following amounts: (1) \$100 non-refundable deposit for the cost of inspection of the plugging by City staff; and (2) \$900 for the cost of City crews to perform the plugging. If the owner elects to complete the plugging of a lateral by private contractor and the plugging is inspected and approved by the City Engineer, the \$900 fee shall be refunded to the owner.
13. All outstanding Madison Metropolitan Sewerage District (MMSD) and City of Madison sanitary sewer connection charges are due and payable prior to City Engineering sign-off, unless otherwise collected with a Developer's/ Subdivision Contract. Contact Janet Dailey (261-9688) to obtain the final MMSD bill a minimum of 2 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 seven (7) items:**

14. Direct the City Engineer to work with Edgewood College to design an environmentally sensitive pedestrian path along Woodrow Street, which considers the unique landscape and historical context of the site, including potential impacts on the Indian mound.
15. To address potential traffic impacts on Woodrow Street related to the proposed development, the applicant shall provide an irrevocable letter of credit in the amount of \$15,000 for potential traffic calming measures to be determined in the future by the City and its Neighborhood Traffic Management Program. The letter of credit shall be effective until October 31, 2015.
16. When the applicant submits final plans of one contiguous plan for approval, the applicant shall show the following: existing items in the terrace (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, signage, percent of slope, vehicle routes, dimensions of radii, aisles, driveways, stalls including the 2-foot overhang, and a scaled drawing at 1" = 20'.
17. The applicant shall provide scaled drawing of one contiguous plan sheet showing all the facility's access, existing and proposed buildings, layouts of parking lots, loading areas, trees, signs, semitrailer and vehicle movements, ingress/egress easements and approaches.
18. 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. The applicant shall relocate the "Stop" sign noted on Sheet C102 to the proper side of the driveway as installed on a public street.
19. 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.
20. 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 five (5) items:**

21. Provide one (1) 10' x 35' loading areas with 14 feet of vertical clearance to be shown on the plan. The loading area shall be exclusive of drive aisle and maneuvering space.
22. Provide a reuse/recycling plan, to be reviewed and approved by the City Recycling Coordinator prior to a demolition permit being issued. Sec 28.12(12)(e) of the Zoning Ordinance requires the submittal of documentation demonstrating compliance with the approved reuse and recycling plan. Please note, the owner must submit documentation of recycling and reuse within 60 days of completion of demolition.
23. 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 1 accessible stall striped per State requirements. A minimum of 1 van accessible stall 8' wide with an 8' striped out area adjacent shall be provided.
  - b.) Show signage at the head of the stalls. Accessible signs shall be a minimum of 60 inches 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.
24. Bike parking shall comply with MGO Section 28.11: Provide 1 bike parking stall per 4 employees plus 1 per 4 students in a safe and convenient location on an impervious surface to be shown on the final plan. 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.
25. Lighting is required and shall be provided in accordance with City of Madison outdoor lighting standards, section 10.085. Provide a plan showing at least .25 footcandle on any surface of the lot and an average of .75 footcandles.

**Please contact Dennis Cawley, Madison Water Utility, at 261-9243 if you have any questions regarding the following item:**

26. The Madison Water Utility shall be notified to remove the water meter prior to demolition. 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, Madison Metro Transit, at 261-4289 if you have any questions regarding the following item:**

27. Metro Transit confirms and supports the intent of this project, as noted under "Building Site Design", whereby the College agrees to move the bus shelter along Monroe Street from west of the Edgewood College Drive intersection (nearside), to just east of the intersection and the far side of this traffic signal. Edgewood College should coordinate plans and necessary work towards moving the shelter with Metro Transit, the Office of Real Estate Services and City Engineering Division staff as appropriate.

**Approval of plans for this project does not include any approval to prune, remove or plant trees or other landscaping materials in the public right of way. Permission for such activities must be obtained from the City Forester, 266-4816 and/ or the Board of Public Works.**

**Please now follow the procedures listed below for obtaining your demolition and 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 demolition and/ or 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  
Pat Anderson, Asst. Zoning Administrator  
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 conditional use 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 checked="" type="checkbox"/>	Recycling Coord. (R&R)
<input checked="" type="checkbox"/>	Fire Department	<input type="checkbox"/>	Other: