



Department of Planning & Community & Economic Development
Planning Division

Website: www.cityofmadison.com

Madison Municipal Building
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May 11, 2010

Steven Ring
All Construction and Design
4916 Triangle St.
McFarland, WI 53558

RE: Approval of the demolition of a single family home for the construction of a new commercial office building in the C3L (Limited Highway Commercial) District.

Dear Mr. Ring:

The Plan Commission, meeting in regular session on May 10, 2010 determined that the ordinance standards could be met and **approved** your client's request for a demolition permit at 4622 Dutch Mill Road. In order to receive final approval for the demolition permit, the following conditions must be met:

Please contact my office at 266-5974 with questions about the following two (2) items:

1. Final plans submitted for staff review *may* include additional windows on all elevations and clerestory windows on the front of the building to enhance opportunities for day lighting the interior space.
2. Prior to the issuance of a demolition permit, an enhanced landscape plan shall be prepared and submitted for review and approval by the Urban Design Commission. The landscape plan will better screen the surface parking area, and will incorporate a greater variety of plant species.

Please contact Janet Dailey, City Engineering, at 261-9688 with questions about the following nine (9) items:

3. Any damage to the pavement on Dutch Mill Road will require restoration in accordance with the City's Patching Criteria.
4. The applicant shall close all abandoned driveways by replacing the curb in front of the driveways and restoring the terrace with grass.
5. 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
6. 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).
7. For commercial sites < 1 acre in disturbance the City of Madison is an approved agent of the Department of Commerce and WDNR. As this project is on a site with disturbance area less than one (1) acres, and contains a commercial building, the City of Madison 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.

8. 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 Miscellaneous 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 (MGO 37.09(2) & 37.05(4))

9. The applicant shall obtain all necessary sewer connection permits and sewer plugging permits prior to any utility work. (MGO 10.05(6)) and MGO 35.02(4)(c)(2)). This permit application is available on line at <http://www.cityofmadison.com/engineering/permits.cfm>.
10. Prior to approval of the 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. This permit application is available on line at <http://www.cityofmadison.com/engineering/permits.cfm>
11. 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 John Leach, Traffic Engineering at 267-8755 with questions about the following six (6) items:

12. 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 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'.
13. When site plans are submitted for approval, the developer shall provide recorded copies of the joint driveway ingress/egress and easements.
14. All off-street facilities shall be paved in accordance to City of Madison General Ordinance Section 10.08(6)(a) 10. The applicant shall note on the site plan the type of paved surface to be installed.

15. All existing driveway approaches on which are to be abandoned shall be removed and replaced with curb and gutter according to MGO and noted on the plan. The applicant will need to remove the abandoned approach and replace it with curb and gutter.
16. All directional/regulatory signage and pavement markings on the site shall be shown and noted on the plan.
17. 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, Zoning, at 266-5978 with questions about the following seven (7) items:

18. Parking requirements for persons with disabilities must comply with MGO Sec. 28.11(3)6.m, which includes all applicable State accessibility requirements, including but not limited to:
 - a) Provide a minimum of one accessible stall striped per State requirements. The stall shall be a van accessible stall 8' wide with an 8' striped out area adjacent.
 - b) Show signage at the head of the stall.
 - c) Show the accessible path from the stalls to the building.
19. Bike parking shall comply with MGO Section 28.11. Provide two (2) bike 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. Structures that require a user-supplied locking device shall be designed to accommodate U-shaped locking devices. Provide a detailed drawing of bike stalls.
20. Lighting is required and shall be in accordance with MGO Sec. 10.085. Provide a plan showing at least 0.5 foot candle on any surface on any lot, and an average of 0.75 foot candles. The maximum light trespass shall be 0.5 fc at 10 ft. from the adjacent lot line (see City of Madison lighting ordinance).
21. Signage approvals are not granted by the Plan Commission. Signage must be reviewed for compliance with MGO Chapter 31 (Sign Code) and MGO Chapter 33 (Urban Design District ordinances). Signage permits are issued by the Zoning Section of the Department of Planning and Community and Economic Development.
22. Provide a reuse-recycling plan, to be reviewed and approved by the City's Recycling Coordinator, Mr. George Dreckmann (gdreckmann@cityofmadison.com 267-2626), prior to a demolition permit being issued.
23. MGO Sec. 28.12(12)(e) 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.
24. Remove existing driveway and close street entrance as per City Engineering and Traffic Engineering requirements.

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

25. The Madison Water Utility shall be notified to remove the water meter prior to demolition. This property is not in a Wellhead Protection District. All wells on this property shall be abandoned if no valid well operation permit has been obtained from the Madison Water Utility.

Please now follow the procedures listed below for obtaining your demolition permit:

1. Please revise your plans per the above and submit **nine (9) 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 demolition 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 demolition permit or conditional use permit, please contact the Zoning Administrator at 266-4551. If I may be of any further assistance, please do not hesitate to contact my office at 266-5974.

Sincerely,

Heather Stouder, AICP
Planner

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

Signature of Applicant

cc: Pat Anderson, Assistant Zoning Administrator
Janet Dailey, City Engineering
John Leach, Traffic Engineering
George Dreckmann, Recycling Coordinator
Al Martin, Secretary, Urban Design Commission

For Official Use Only, Re: Final Plan Routing			
<input checked="" type="checkbox"/>	Planning Division (H. Stouder)	<input checked="" type="checkbox"/>	Recycling Coordinator (R & R)
<input checked="" type="checkbox"/>	Zoning Administrator	<input type="checkbox"/>	Fire Department
<input checked="" type="checkbox"/>	City Engineering	<input checked="" type="checkbox"/>	Urban Design Commission
<input checked="" type="checkbox"/>	Traffic Engineering	<input type="checkbox"/>	Other:
<input checked="" type="checkbox"/>	Engineering Mapping	<input type="checkbox"/>	Other: