



LAND USE APPLICATION

CITY OF MADISON

215 Martin Luther King Jr. Blvd; Room LL-100
PO Box 2985; Madison, Wisconsin 53701-2985
Phone: 608.266.4635 | Facsimile: 608.267.8739

- All Land Use Applications should be filed with the Zoning Administrator at the above address.
- The following information is required for all applications for Plan Commission review except subdivisions or land divisions, which should be filed using the Subdivision Application.
- This form may also be completed online at:
www.cityofmadison.com/developmentcenter/landdevelopment

FOR OFFICE USE ONLY:

Amt. Paid _____ Receipt No. _____
 Date Received _____
 Received By _____
 Parcel No. _____
 Aldermanic District _____
 Zoning District _____
 Special Requirements _____
 Review Required By:
☐ Urban Design Commission ☐ Plan Commission
☐ Common Council ☐ Other: _____

Form Effective: February 21, 2013

1. Project Address: 4906 Femrite Drive

Project Title (if any): Femrite Office/ Warehouse Building

2. This is an application for (Check all that apply to your Land Use Application):

- ☐ Zoning Map Amendment from _____ to _____
- ☐ Major Amendment to Approved PD-GDP Zoning ☐ Major Amendment to Approved PD-SIP Zoning
- ☐ Review of Alteration to Planned Development (By Plan Commission)
- ☐ Conditional Use, or Major Alteration to an Approved Conditional Use
- ☒ Demolition Permit
- ☐ Other Requests: _____

3. Applicant, Agent & Property Owner Information:

Applicant Name: Jeff Gillis **Company:** Middleton Terrace, LLC
Street Address: 133 S. Butler St. **City/State:** Madison, WI **Zip:** 53703
Telephone: (608) 273-1069 **Fax:** (608) 273-9522 **Email:** jgillis@fcmcorp.com

Project Contact Person: William Simpson **Company:** FCM Corporation
Street Address: 133 S Butler St **City/State:** Madison, WI **Zip:** 53703
Telephone: (608) 273-1069 **Fax:** (608) 273-9522 **Email:** bsimpson@fcmcorp.com

Property Owner (if not applicant): Orland P. Koppes
Street Address: 4825 E. Clayton Rd. **City/State:** Fitchburg, WI **Zip:** 53711

4. Project Information:

Provide a brief description of the project and all proposed uses of the site: Demolish 1st floor of existing 42'x30' office area.
Existing basement and warehouse area to remain. Reconstruct office with additional area to 2,640 sq. ft. of office, and additional 2,016 sq. ft. of warehouse.

Development Schedule: Commencement June 2015 Completion September 2015

5. Required Submittal Information

All Land Use applications are required to include the following:

☒ **Project Plans including:***

- Site Plans (fully dimensioned plans depicting project details including all lot lines and property setbacks to buildings; demolished/proposed/alterd buildings; parking stalls, driveways, sidewalks, location of existing/proposed signage; HVAC/Utility location and screening details; useable open space; and other physical improvements on a property)
- Grading and Utility Plans (existing and proposed)
- Landscape Plan (including planting schedule depicting species name and planting size)
- Building Elevation Drawings (fully dimensioned drawings for all building sides, labeling primary exterior materials)
- Floor Plans (fully dimensioned plans including interior wall and room location)

Provide collated project plan sets as follows:

- **Seven (7) copies** of a full-sized plan set drawn to a scale of 1 inch = 20 feet (folded or rolled and stapled)
- **Twenty Five (25) copies** of the plan set reduced to fit onto 11 X 17-inch paper (folded and stapled)
- **One (1) copy** of the plan set reduced to fit onto 8 ½ X 11-inch paper

* For projects requiring review by the **Urban Design Commission**, provide **Fourteen (14) additional 11x17 copies** of the plan set. In addition to the above information, all plan sets should also include: 1) Colored elevation drawings with shadow lines and a list of exterior building materials/colors; 2) Existing/proposed lighting with photometric plan & fixture cutsheet; and 3) Contextual site plan information including photographs and layout of adjacent buildings and structures. The applicant shall bring samples of exterior building materials and color scheme to the Urban Design Commission meeting.

☒ **Letter of Intent: Provide one (1) Copy per Plan Set** describing this application in detail including, but not limited to:

- | | | |
|---|---|--|
| • Project Team | • Building Square Footage | • Value of Land |
| • Existing Conditions | • Number of Dwelling Units | • Estimated Project Cost |
| • Project Schedule | • Auto and Bike Parking Stalls | • Number of Construction & Full-Time Equivalent Jobs Created |
| • Proposed Uses (and ft ² of each) | • Lot Coverage & Usable Open Space Calculations | • Public Subsidy Requested |
| • Hours of Operation | | |

☒ **Filing Fee:** Refer to the Land Use Application Instructions & Fee Schedule. Make checks payable to: City Treasurer.

☒ **Electronic Submittal:** All applicants are required to submit copies of all items submitted in hard copy with their application as Adobe Acrobat PDF files on a non-returnable CD to be included with their application materials, or by e-mail to pcapplications@cityofmadison.com.

☒ **Additional Information** may be required, depending on application. Refer to the Supplemental Submittal Requirements.

6. Applicant Declarations

☒ **Pre-application Notification:** The Zoning Code requires that the applicant notify the district alder and any nearby neighborhood and business associations in writing no later than **30 days prior to FILING this request**. List the alderperson, neighborhood association(s), and business association(s) AND the dates you sent the notices:
Denise DeMarb (District 16) - 2/19/15 (30 days waived), World Dairy Center - 2/13/15

→ If a waiver has been granted to this requirement, please attach any correspondence to this effect to this form.

☒ **Pre-application Meeting with Staff:** Prior to preparation of this application, the applicant is required to discuss the proposed development and review process with Zoning and Planning Division staff; note staff persons and date.

Planning Staff: Heather Stouder Date: 3/10/15 Zoning Staff: Matt Tucker Date: 3/10/15

The applicant attests that this form is accurately completed and all required materials are submitted:

Name of Applicant Jeff Gillis Relationship to Property: Purchasing property
 Authorizing Signature of Property Owner Gerald P. Koppes Date 3/17/15



LAND USE APPLICATION - SUPPLEMENTAL REQUIREMENTS

Certain land use applications require supplemental submittal information or process steps. Please contact Planning or Zoning Staff at 608.266.4635 to schedule a pre-application meeting to discuss your application.

☐ Applications for all Zoning Map Amendments

In addition to items required for all land use applications, the following is required for all proposed zoning map amendments.

- Legal description of the property, complete with the proposed zoning districts in square feet and acres, in MS Word format. When multiple zoning districts are requested, a map showing those districts on the site is required. Unless comprised of whole platted lots, a metes and bounds description prepared by a Registered Land Surveyor in the State of Wisconsin must be included.

☐ Applications for Zoning Map Amendments to Planned Development (PD) District

In addition to items required for all land use applications and zoning map amendments, the following items are required for all proposed Planned Developments, as per MGO Section 28.098.

Prior to Filing an Application

- Pre-Design Conference with Planning and Zoning staff to discuss the site, its context, potential impacts of the project, and initial design direction
- Concept Presentation to Urban Design Commission for informational purposes, including contextual information such as topography, photos of the site and surrounding properties, and a discussion of the initial design direction (the Commission may request additional materials if necessary)

General Development Plan Submittal

- Compelling documentation demonstrating why the available conventional zoning districts cannot accommodate this or a substantially similar proposal
- Zoning Text, including a list of proposed permitted and conditional uses, dimensions, bulk, height, scale and massing of buildings, family definition, and other relevant standards
- Accurate map of the project area including its relationship to surrounding properties, existing topography, and key features, including existing buildings and structures
- A plan of the proposed project showing the placement of buildings and structures, density, height, floor area, and dimensional requirements for lots, a phasing plan, if applicable, and sufficient detail to make possible the evaluation of the standards for approval (continued above)

General Development Plan Submittal continued:

- Proposed circulation systems (pedestrian, bicycle, auto, transit) by type, and how they relate to the existing network outside of this site
- Analysis of potential economic impacts to the community, including cost of municipal services and any additional infrastructure

Specific Implementation Plan Submittal

- Accurate map of the area covered by the plan including the relationship to the general development plan
- Pattern of public and private streets, driveways, walkways, and parking facilities; traffic projections and mitigation measures
- Detailed lot layout and subdivision plat, where required
- Arrangement of building groups, other than single-family residences, and their architectural character
- Location and treatment of open space areas and recreational or other special amenities (Note: at least 20% of the project area excluding public right of way shall be preserved as open space, unless waived by the Common Council, as per MGO Sec. 28.098(4)(e))
- Location and description of any areas to be dedicated to the public
- Lighting photometrics and fixture cut sheets
- Signage detail

Demolition Permits

In addition to items required for all land use applications, the following items are required for all proposed demolitions, as per MGO Section 28.185.

- Prior to the filing of an application, the applicant or his/her agent is required to notify a list of interested persons registered with the City 30 days prior to filing their application using the online notification tool found at <https://www.cityofmadison.com/developmentCenter/demolitionNotification/>.
- Photos of the exterior and interior of the building shall be submitted with the application materials.
- Approval of a **Reuse and Recycling Plan** by the City's Recycling Coordinator is required prior to issuance of permits, pursuant to MGO Section 28.185(7)(a)5. Recycling Coordinator George Dreckmann can be reached at 608-267-2626 or gdreckmann@cityofmadison.com.
- Within 60 days of the completion of demolition activity, the applicant shall submit documentation showing compliance with the approved Reuse and Recycling Plan, pursuant to MGO Section 28.185(10).

☐ **Lakefront Development (Conditional Use Application)**

In addition to items required for all land use applications, the following items are required for proposed lakefront development, as per MGO Section 28.138.

- Complete inventory of shoreline vegetation in any area proposed for building, filling, grading, or excavating
- Any trees and shrubs to be removed as a result of the proposed development (limit of 30% clearing of trees and shrubs within 35 feet of the Ordinary High Water Mark (OHWM))
- Measurement of the lot coverage within 35 feet of the OHWM (limit of 20%, with the exception of public paths within this area)
- Detailed plans for site grading, filling, and any retaining walls
- Contextual information related to the height and bulk of the five buildings on either side or within 300 feet on either side of the subject property (whichever is less)
- If utilizing as-built data from nearby properties to determine the lakefront yard, a survey completed by a Registered Land Surveyor in the State of Wisconsin showing the pertinent principal building setbacks of nearby properties must be included. The required minimum lakefront yard may be either:

The average distance between the OHWM and the principal buildings on the two adjoining lots, assuming these distances are within 20' of one another.

OR

The median setback of the principal building on the five (5) developed lots or 300 feet on either side (whichever is less). If this method is utilized, the established setback must be no less than 30% of the lot depth of the subject property, and could be more, based on the placement of buildings as measured to establish the median.

☐ **Outdoor Eating Areas (Conditional Use Application)**

In addition to items required for all land use applications, the following items are required for outdoor eating area requests.

- Seating plan showing entrance and exit locations
- Operational details, including hours of operation, total proposed occupancy (seated and standing, inside and outside), and a description of how the area will be separated from parking areas or sidewalks

NOTE: The applicant should also contact the City Clerk regarding any changes to alcohol service permit.

☐ **Development Adjacent to Public Parks (Conditional Use Application)**

In addition to items required for all land use applications, the following items are required for requests for non-residential development within 200 feet of a City-owned public park, as per MGO Section 28.139.

- Complete inventory of vegetation in any area proposed for development within 100 feet of a park boundary
 - Any proposed removal of trees and other vegetation within 100 feet of the park boundary (removal of vegetation within 35 feet of the park boundary may be limited)
 - Detailed grading and drainage plan for the area within 35 feet of the park boundary
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☐ **Telecommunication Facilities and Antennas (Conditional Use Application)**

In addition to items required for all land use applications, the following items are required for telecommunication facilities and antennas requests, as per MGO Section 28.143.

- Identity and legal status of the registrant, including any affiliates
 - Name, address, and telephone number of the officer, agent, or employee responsible for the accuracy of the registration statement
 - Narrative and map description of the registrant's existing telecommunication facilities within the City, adjacent cities, villages, and townships
 - Basic tower and building design
 - If less than three antenna arrays are proposed, documentation explaining why collocation is not possible
 - If a new facility is proposed within ¼ mile of an existing facility, evidence of clear need for tower and infeasibility of co-location on an existing site
 - Alternatives analysis
 - Visual analysis (including photo simulations) identifying the potential visual impacts, design capacity of the proposed facility, and any mitigation measures
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☐ **Development within Downtown Core (DC) and Urban Mixed Use (UMX) District**

Qualified development within the Downtown Core District and Urban Mixed-Use District are required to address how the proposal relates to the adopted Downtown Urban Design Guidelines. This information should be provided along with all copies of the other application materials.

Plan Commission Demolition Permit Interested Parties Notification Form

Thank You.

Your notification request has been submitted. A confirmation email will be sent to the email address you provided. Your message will be reviewed by City staff, and if properly completed, will be submitted to the registered list. You will receive an email confirming the status of your submittal from City staff within three business days.

If you have questions about the filing of demolition permit requests to the Plan Commission or the pre-application notification requirements, do not hesitate to contact the Planning Division at (608) 266-4635.

Bill Simpson

From: Jeff Gillis
Sent: Thursday, February 19, 2015 10:19 AM
To: district16@cityofmadison.com
Cc: Bill Simpson
Subject: 4906 Femrite Drive

Denise,

I have an accepted offer to purchase with the seller for the property at 4906 Femrite Drive. I am the owner of FCM Corporation a Design/Build general contractor and plan on relocating my office and warehouse to this location. My plan is to demolish the 1,200 square foot house and build an approximately 2,000-2,500 square foot, single story commercial office building, attached to the existing warehouse. As well, I may increase the size of the existing warehouse expanding it approximately 1,600-2,000 square feet to the north. This change to the property will be a nice improvement to the gateway into the World Dairy Center.

There is also about 36,000 square feet of vacant land to the east of the existing driveway that I will own, as well and may do something with in the future. However, I do not have any plans to develop that lot at this time. Accept this as the required 30 day notice and I will keep you informed throughout the planning stage. Attached are a few pictures of the site.

Please contact me with any questions you may have. You can contact me at 273-1069 or my cell 220-3232.

Thank you,

Jeff Gillis



Femrite4906pics.p
df

Jeff Gillis
Principal
FCM Corporation
133 South Butler Street
Madison, WI 53703
(608) 273-1069
fax (608) 273-9522

Bill Simpson

From: Demarb, Denise [district16@cityofmadison.com]
Sent: Friday, March 13, 2015 3:56 PM
To: Bill Simpson
Cc: Jeff Gillis
Subject: Re: 4906 Femrite Drive

Bill

I am fine with waiving the 30 day waiting period.

Denise

Denise DeMarb
Alder District 16
608-358-3195

To subscribe to District 16 updates go to:
<http://www.cityofmadison.com/council/district16/blog/>

On Mar 13, 2015, at 2:44 PM, Bill Simpson <bsimpson@fcmcorp.com> wrote:

Attached are the updated drawings that we are finishing up to submit to the UDC and Planning Commission on March 18th.

Would you be willing to waive the time frames involved (your 30 day review and interested party notification) for us to make the March 18th date?

We submitted the Interested Parties Notification on 3/10/15.

Please let us know if you have any questions.

<<1507-A41-Femrite-ELEV-031215.pdf>> <<1507-A42-Femrite-ELEV-031215.pdf>> <<1507-Femrite-SITE-C21-031215.pdf>>

Thank You,

William A. Simpson, AIA

Director of Architecture

FCM Corporation

133 S. Butler St.

Madison, WI 53703

Phone: 608-273-1069