

Heather Stouder, AICP
Planner, Planning Division
City of Madison Department of Planning &
Community & Economic Development
Madison Municipal Building, Ste. LL-100
215 Martin Luther King, Jr. Blvd.
PO Box 2985
Madison, Wisconsin 53701-2985

Re: The Galaxie- Management Plan

Parking:

Grocery Parking:

Ground Floor parking will be utilized primarily by visitors to the grocery store through a secure gate system. Visitors will enter the secure area through a gate and obtain a token at the store following a purchase for exit.

Residential Parking:

Parking levels four and up would be restricted with garage door style access for use exclusively by the residents. Residents that choose to park in the lower levels during evening and non-business hours could do so.

Residential parking on floors four and up will be on a paid basis without stall assignment.

In the event there were surplus stalls available, we would either reduce rates or rent surplus stalls to commercial tenants on first, second and third floor to alleviate any traffic/parking congestion on floors one and two.

Management will be flexible on how to handle the overall parking situation based on experience once the building is open.

Commercial Parking:

Parking levels one, two, and a portion of three would be for the commercial tenants and their clients. This level would have signage whereby the parking is restricted for commercial occupants and their guests. This signage would allow management to monitor ticket and tow as necessary to maintain available stalls for all commercial residents and their guests.

Special Event Parking:

Approximately 100 stalls can be made available on the second and third floors of the parking structure for Special events in the immediate area. At these times, parking would be monitored for access by the management company and a nominal fee would be charged per vehicle for use of the parking structure. Times and durations of events will be coordinated with the City of Madison Parks Department at a future date once project is completed.

It is the intent that these events would occur after normal businesses hours (after 5pm on weekdays and all day on weekends) and the available spaces would be ones that would typically be utilized by office (commercial) tenants during the business day (7:30a to 5:30p).

Common Areas:

Management of the rooftop terrace will be reviewed periodically and modified as necessary. The eleventh floor rooftop terrace will be open to residents only by (using their key fob) from 10 AM to 7 PM, seven days per week for the enjoyment of our residents. The hours will change based on the hours of sunlight. The key fob will not open the terrace door during non-specified hours.

Reservations for the rooftop terrace are available to non-residents, but only on a request and approval basis through the management company.

A designated date and time per month will be coordinated with the City of Madison Parks Department that will make the roof deck available to the general public.

Trash and recycling removal

There will be a trash and recycling room on each floor. The trash chute will accommodate trash going directly to the first level trash room allowing people to dispose of their trash 24/7

The trash rooms would also be equipped with recycling bins where residents can place their recyclables. Those bins would be emptied weekly by management with recyclables taken to the recycle bins in the first floor trash/recycle room where they would be picked up by a waste management service as needed each week.

Move-in / move-out plan

The initial move-in will be from July 1, 2015 to October 1, 2015. Thereafter, move in and lease dates will be staggered throughout the summer months.

A van of less than 8 feet in height will be able to enter the garage and park on fourth floor adjacent to the elevator for purposes of moving in and moving out.

Vans having a greater height than 8 feet will use the designated loading zone areas.

Management will have staff on-site five days per week on an as needed and demand basis during selected hours. The hours and days of on-site staff may change based on the need of the building.

Maintenance of landscaped areas

Day-to-day maintenance of the exterior landscape will be the responsibility of the property management staff.

Maintenance of proposed biodigester

Maintenance of biodigester to be performed by manufacturer.

Maintenance of proposed rooftop farm

Maintenance of rooftop farm to be addressed in a separate document.

The Galaxie: Rooftop Farm Operations Plan

DRAFT

Intent:

Construction and operation of a rooftop production farm located on the approximate 3rd or 4th floor of the proposed project at 800N East Washington Avenue, Madison, WI.

Size:

Approx. 8000 s.f., expandable to 25,000 s.f.

Types of produce:

The following types of plant production will be pursued:

- Pumpkins
- Spinach
- Cucumbers
- Radishes
- Carrots
- Peas
- Beans
- Peppers
- Tomatoes
- Greens (lettuces, mustards, arugula)
- Herbs (sage, tarragon, parsley, chives, cilantro, dill)
- Flowers

Market:

The intent is to sell produce directly to adjacent restaurants and grocery store. Sales will occur directly to these businesses, or at designated Farmer's Markets in the region. Direct sales to the public will not occur at this location.

Accessibility:

The Farm will be located on an accessible route and will be periodically be available for the public for tours and educational events, but not for general commerce.

Chemicals:

The intent is to raise all produce with organic practices and utilize biological insect and pest control in lieu of any chemical solutions. This eliminates the need for purchase, delivery and storage of potentially harmful materials at this location.

Growing medium can be refreshed on an annual basis with the organic waste stream from the proposed biodigester.

Equipment:

After Construction is complete, there would be very little need for additional powered equipment at the farm location, other than small hand tools, and possibly a small skid-steer. All work involving gas or electric powered equipment will occur between 8am and 5pm.

Environmental Impact:

After Construction is complete, there would be very little need for additional powered equipment at the farm location, other than small hand tools, and possibly a small skid-steer. All work involving gas or electric powered equipment will occur between 8am and 5pm.

Rainwater will be harvested at several locations for use on the farm, lessening the impact of stormwater on existing City infrastructure.

All planting beds will have appropriate filter fabrics and will be drained to the storm system in the event excessive rain occurs that overloads the planting medium's water retainage capacity.

Proposed plant and growing medium types will not contribute to soil erosion or dust creation. During the non-growing season, growing medium will be covered either with a hardy ground cover or a permeable fabric cover to contain any particulates.

Prohibited uses:

- Farm animals
- Prohibited or injurious or invasive plant species as designated by WDNR.
- Oats, wheat, and rye, except when used as a winter cover crop and not grown to full maturity

Waste Handling:

Organic matter will be transported and disposed of in the on-site biodigester. Non-organic matter will be recycled or re-purposed to the greatest extent possible or placed in on-site refuse receptacles.

Trash containers shall be located to the rear of the space or at an interior location.

Lighting:

Lighting, if provided, shall be shielded so that all directly emitted light falls within the rooftop farm boundaries.

Maintenance:

The property shall be maintained free of high grass (with the exception of purposely cultivated native species, which shall be allowed), weeds, invasive species, or debris. Dead garden plants shall be removed regularly, and in any instance, no later than November 30th of each year.

The property shall generally be maintained in an orderly and neat condition.

The property shall be maintained as to prevent the free flow of stormwater, chemicals, dirt, or mud across or onto adjacent lots, properties, public streets, or alleys.

The use shall not be detrimental to the physical environment or to public health and general welfare by reason of excessive production of noise smoke, fumes, vibrations, or odors. Operating equipment such as fans, shall be located or buffered so as to prevent unreasonably high noise levels at any point on the property boundary.

Tools, supplies, and machinery shall be stored in an enclosed structure or removed from the property daily. All materials and fuels shall be stored in an enclosed, locked structure when the site is unattended. Motorized equipment operation shall be restricted to hours beginning at 8:00 A.M. and ending at 5:00 PM.

Restroom facilities are provided on site in the interior of the building

Compost will be located as close as is practicable to the rear crop setback (five (5) feet from the property line) and at least twenty (20) feet from the nearest principal residential structure.

Accessory Structures:

The following accessory structures may be implemented at a future date and under separate review:

Greenhouses, hoophouses, high tunnels or similar structures used to extend the growing season

Signage: Internal directional signage is requested.

800N Transportation Demand Management Plan- Festival Foods

02-20-2014

Requirement: Transportation Demand Management.

Any single retail business establishment of forty thousand (40,000) square feet or more with one hundred (100) or more full-time employees or full-time equivalents is required to have a Transportation Demand Management (TDM) Plan.

Requirement: *The TDM Plan shall generally describe the applicant's intent with respect to reducing the number of single- occupant automobile trips and list the methods the applicant intends to use. These methods shall be based on the transportation choices available and indicate if the applicant will provide for either the full price to purchase a monthly bus pass from Madison Metro, or provide for three (3) or more of the following options to all employees: ridesharing/car pool matching; preferred parking for ridesharers; secured bicycle parking, showers and lockers; employee commuting subsidies or awards; emergency ride home program; employer-subsidized bus passes; provision of real-time transit information; or other options proposed by the employer to discourage the use of single-occupant vehicles, and as approved by the City.*

Skogen's Festival Foods in tends to reduce the number of single-occupant vehicles that frequent our store in the following manner:

- 1) Priority parking spaces will be provided for those associates that participate in a carpool or ridesharing agreement. We will facilitate carpooling and ridesharing arrangements by posting a rideshare board in the associate breakroom and informing and encouraging all employees to participate in this program.**
- 2) Ample secure bike parking will be provided on premise**
- 3) We will evaluate how to disburse and control the use of the half price bus tokens or passes. We will work with City representatives to better define the parameters of this program prior to the opening of our store.**
- 4) Showers available for employees in the building, and lockers will be available in the breakroom.**

Requirement: *The employer shall make the provisions in its Plan available to all employees.*

Our transportation plan will be included our N.A.O. training program at our store. (New Associate Orientation). This program trains 100% of new associates prior to their first day of employment with us.

For all minors that become a new associate of Skogen's Festival Foods, a parent or guardian is required to attend N.A.O. as well, so they will also know of our transportation alternatives.

Requirement: *The Plan shall describe the traffic/parking impacts of the development and shall provide specific details on the measures the employer will use to monitor the traffic/parking impacts.*

There will be increased traffic due to the proposed use as a full service grocery store where previously there was a low-use car dealership and vacant lot. Traffic will be routed to

Livingston and Paterson Streets for distribution onto East Washington or other arterial streets.

Parking for grocery store customers will be accessed from East Washington Avenue and will be secured with a gate for entry, and the requirement of a coin or validated ticket for exit.

We anticipate that the entry traffic generated by customers to the store is best to be accessed off the busiest street (East Washington) and not a quieter residential / local street.

Customer vehicle exiting can occur either to East Washington or to Paterson or Livingston, which would give customers a variety of choices while also not encouraging travel down East Mifflin Street.

It is anticipated that due to the location of the store in a dense urban environment, and pedestrian and bicycle connections, nearby residents will choose to pursue transportation options other than automobiles and will be pursuing more numerous pedestrian or bicycle oriented trips rather than a weekly or bi-weekly shopping trip.

Employee parking will occur on the second floor of the parking structure, with access off East Washington, Paterson, or Livingston Streets, with exiting following the same model.

Employees will have varying start and stop shift times and no large employee exiting or entry events during a typical workday are anticipated.

Guest and Employee parking will be monitored daily and particularly at peak times and events by Grocery staff. Staff will be directing traffic as needed at peak holiday times and a monitor displaying available stalls on the first and second floors will be visible from the East Washington entry.

Requirement: *The Plan shall be periodically updated at intervals not to exceed every two years.*

Skogen's Festival Foods, in concert with the developer, will update and submit the Transportation Demand Management Plan to City of Madison Traffic Engineering at two year intervals starting at the time of store opening.

Requirement: *The Plan shall be reviewed by the Traffic Engineer in concert with the Planning Division Director. The Traffic Engineer shall provide comments and suggestions for how the Plan might be improved.*

Skogen's Festival Foods is looking forward to suggestions and comments pertaining to the submitted plan and we anticipate the plan will evolve over time as more transportation resources and options are implemented on a municipal level.