



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

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

Madison Municipal Building  
215 Martin Luther King, Jr. Boulevard  
P.O. Box 2985  
Madison, Wisconsin 53701-2985  
TDD 608 266-4747  
FAX 608 266-8739  
PH 608 266-4635

September 11, 2012

Chet Hermansen  
Hermansen Real Estate  
1745 Boyd Avenue  
Madison, Wisconsin 53704

RE: Approval of a request to rezone 1321-1331 Everett Street from C3 (Highway Commercial District) to M1 (Limited Manufacturing District) and a demolition permit to allow a single-family residence to be demolished and mini-storage warehouses to be constructed.

Dear Mr. Hermansen;

At its September 4, 2012 meeting, the Common Council **approved** your request to rezone 1321-1331 Everett Street from C3 to M1. The Plan Commission **conditionally approved** the related demolition permit for the residence at 1321 Everett on August 20, 2012 subject to approval of the rezoning of the property. The following conditions of approval shall be satisfied prior to final approval of this request and the issuance of permits for demolition and new construction:

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

1. The proposed buildings are in very close proximity to an existing public storm sewer. Field-locate and survey the existing storm sewer and show the surveyed location on revised plans. Modify the plans to show the existing storm sewer easement. The buildings must not encroach into the easement or within 10 feet of the storm sewer. If in conflict revise the building location or enter into a Developers Agreement to relocate the storm sewer. If the storm sewer is outside the existing drainage easement a new public storm sewer easement shall be dedicated by the applicant.
2. Revise the plans to provide basic information for all existing and proposed utilities, street right of way, property lines, dimension, and existing and proposed drainage. Additional comments should be expected once the revised plans are received.
3. The applicant shall dedicate a new 20-foot wide storm sewer easement from the sewer main on Everett Street north through the site to the northwest corner of the property to help resolve the drainage problem. No building encroachments or improvements will be allowed within the easement. Any future storm sewer improvements made by the City to resolve the drainage issues would be assessable to any benefitting property owner within the drainage area.
4. The proposed CSM shall be signed off by City Engineering prior to the final approval of the demolition and rezoning application.
5. The applicant shall close all abandoned driveways by replacing the curb in front of the driveways and restoring the terrace with grass.

6. The approval of this project does not include the approval of the changes to roadways, sidewalks or utilities. The applicant shall obtain separate approval by the Board of Public Works and the Common Council for the restoration of the public right of way including any changes requested by developer. The City Engineer shall complete the final plans for the restoration with input from the developer. The curb location, grades, tree locations, tree species, lighting modifications and other items required to facilitate the development or restore the right of way shall be reviewed by the City Engineer, City Traffic Engineer, and City Forester.
7. The applicant shall replace all sidewalk and curb and gutter that 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.
8. All work in the public right-of way shall be performed by a City-licensed contractor
9. All damage to the pavement on Everett Street adjacent to this development shall be restored in accordance with the City of Madison's Pavement Patching Criteria.
10. 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.
11. The plan set shall be revised to show more information on proposed drainage for the site. This shall be accomplished by using spot elevations and drainage arrows or through the use of proposed contours. It is necessary to show the location of drainage leaving the site to the public right of way. It may be necessary to provide information off the site to fully meet this requirement.
12. 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).
13. Prior to approval of the issuance of a demolition permit, 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.

**Please contact Dan McCormick of the Traffic Engineering Division at 267-1969 if you have questions about the following two (2) items:**

14. The applicant shall redesign the driveway according to the design criteria for a "Class III" driveway in accordance to Madison General Ordinance Section 10.08(4). The applicant shall dimension all

driveway approaches that any two driveway approaches shall be at least 10 feet apart and in no case less than the sum of the approach flare.

15. When the applicant shall submit plans 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 and proposed property lines, addresses, one contiguous plan (showing all easements, all pavement markings, building placement, and stalls), adjacent driveway approaches to lots on either side and across the street, signage, percent of slope, semitrailer movements and vehicle routes, dimensions of radii, aisles, driveways, stalls including the 2 feet overhang, and a scaled drawing at 1" = 20'. Contact City Traffic Engineering staff if you have questions.

**Please contact Pat Anderson, Assistant Zoning Administrator, at 266-5978 if you have any questions regarding the following nine (9) items:**

16. 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.
17. 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.) Show the accessible path from the stalls to the building.
  - b.) Show accessible ramps that are not within the striped out area, curbs or wheel stops where needed.
18. Provide a landscape worksheet with the final plans that shows that the landscaping provided meets the point and required tree ordinances. In order to count toward required points, the landscaping shall be within 15 and 20 feet of the parking lot depending on the type of landscape element. (Note: The required trees do not count toward the landscape point total.) Planting islands shall consist of at least 75% vegetative cover, including trees, shrubs, ground cover, and/or grass. All plant materials in islands shall be protected from vehicles by concrete curbs.
19. Per the submittal, the proposed and existing buildings will cater to land uses identified as permitted uses in the M1 Limited Manufacturing District. Each individual building or tenant space will require a separate Certificate of Occupancy for each individual land use proposed or each space in each building.
20. The required number of parking spaces will be determined at the time the specific land use/occupancy for the tenant spaces is requested. For example, the following requirements would apply:
  - a.) Manufacturing and warehousing establishments, contractor shops, production and processing facilities, research and development and testing facilities: 1 space per 2 employees.
  - b.) General commercial uses: 1 per 300 square feet of gross floor area.
  - c.) Office uses: 1 space per 400 square feet of gross floor area.
21. Provide required bike parking stalls in a safe and convenient location on an impervious surface to be shown on the final plan. The amount of bike stalls shall be determined at the time the Certificate of Occupancies are requested. Note: A bike parking stall is 2 feet by 6 feet with a 5-foot access area.
22. Show driveways on final site plans.

23. If exterior lighting is provided, it must comply with City of Madison outdoor lighting standards, MGO Section 10.085.

24. There are existing buildings shown on the north end of the site. No detail has been provided as to the use of these buildings; it is assumed that this portion of the development will come forward at a later date, and be developed in consistency with the zoning requirements.

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

25. The Madison Water Utility shall be notified to remove the water meter prior to demolition. In accordance with MGO Section 13.21, all wells located on this property shall be abandoned if no valid well operation permit has been obtained from the Madison Water Utility, and all unused private wells shall be abandoned.

**Specific questions regarding the comments or conditions contained in this letter should be directed to the commenting agency.**

**The applicant is also required to satisfy the conditions of approval of the Urban Design Commission prior to the final staff approval of the project and the issuance of permits. Please contact Al Martin, Urban Design Commission Secretary, at 267-8740 if you have any questions about those conditions.**

**No interior, exterior or structural demolition or wrecking activities or remodeling activities (including material reclamation activities by the applicant or a third party) shall commence nor any wrecking or building permits be issued until the applicant has met all of the conditions of approval stated in this letter.**

**Approval of the 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.**

The Madison Fire Department does not object to this proposal provided the project complies with all applicable fire codes and ordinances. Please consider allowing the Madison Fire Department to conduct training sequences on this site prior to demolition. Contact the MFD Training Division at 246-4587 to discuss this possibility.

**Please now follow the procedures listed below for obtaining permits for your project:**

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.
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. 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.

4. The Madison Water Utility shall be notified to remove the water meter(s) prior to demolition.
5. This rezoning approval shall become null and void eighteen (18) months after the date of the Common Council action 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. This approval shall be null and void if the conditions in this letter are not met within twenty-four (24) months of the Council action, after which time the zoning of the property shall revert to what it was prior to this approval.

If you have any questions regarding recording this plan or obtaining permits, please call Matt Tucker, Zoning Administrator, at 266-4551. If I may be of any further assistance, please do not hesitate to contact me at 261-9632.

Sincerely,

Timothy M. Parks  
Planner

cc: Janet Dailey, City Engineering Division  
Dan McCormick, Traffic Engineering Division  
Bill Sullivan, Madison Fire Department  
Dennis Cawley, Madison Water Utility  
Pat Anderson, Asst. Zoning Administrator

I hereby acknowledge that I understand and will comply with the above conditions of approval for this 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 checked="" type="checkbox"/>	Urban Design Commission
<input checked="" type="checkbox"/>	Traffic Engineering	<input checked="" type="checkbox"/>	Rec. Coord. (R&R Plan)
<input checked="" type="checkbox"/>	Fire Department	<input type="checkbox"/>	Other: