



Department of Planning & Community & Economic Development
Planning Division

Website: www.cityofmadison.com

Madison Municipal Building
215 Martin Luther King, Jr. Boulevard
P.O. Box 2985
Madison, Wisconsin 53701-2985
TDD 608 266-4747
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June 8, 2011

Randy Bruce
Knothe and Bruce Architects, LLC
7601 University Ave.
Middleton, WI 53562

RE: Approval to rezone the property at 1907-1911 Monroe Street from C2 to PUD(SIP) to construct a four-story mixed use building with ground floor commercial space and 18 residential units.

Dear Mr. Bruce:

At its June 7, 2011 meeting, the Common Council **approved** the rezoning of your client's property at 1907-1911 Monroe Street from C2 to PUD(SIP), subject to the following conditions of approval from reviewing agencies:

Please contact my office at 266-5974 if you have questions about the following 5 items:

1. Final plans submitted for review and approval by staff shall reflect the exterior materials in "Design Option A" as presented in the staff report addendum to the Plan Commission dated May 16, 2011.
2. Prior to acquiring a demolition permit, the applicant shall provide proof of financing for the implementation of the project as proposed in the form of a letter of commitment from a lender and an executed construction contract or other construction cost estimates for review and approval by the Director of the Department of Planning and Community and Economic Development.
3. A revised zoning text shall be submitted for staff review and approval which include a limitation on hours for use of the loading space proposed along the rear property line. These limitations shall be reflected in commercial leases.
4. Revised plans submitted for staff review and approval shall include an indication of the intended path from the loading zone to the commercial portion of the building.
5. Revised plans submitted for staff review and approval shall include details and specifications for the green roof elements proposed on the third floor rooftop.

Please contact Pat Anderson, Assistant Zoning Administrator, at 266-5978 if you have any questions about the following 9 items:

6. Meet applicable building codes, including accessibility requirements.
7. Provide a minimum of 18 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. Show the stalls on the plans.
8. Provide a reuse/recycling plan, to be reviewed and approved by the City's Recycling Coordinator, Mr. George Dreckmann, prior to a demolition permit being issued.
9. Sec 28.12(12)(e) of the Madison 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.
10. Show addresses of tenant spaces on the building of the final site plan.

11. Meet all applicable State accessibility requirements, including but not limited to:
 - a) Provide a minimum of 1 accessible stall striped per State requirements. A minimum of one stall shall be a van accessible stall 8' wide with an 8' striped out area adjacent to and on the passenger side for the underground parking.
 - b) Provide a minimum of 1 accessible stall striped per State requirements. A minimum of one stall shall be a van accessible stall 8' wide with an 8' striped out area adjacent to and on the passenger side for the surface parking.
 - c) Show signage at the head of the stalls.
 - d) The stalls shall be as near the elevator as possible.
12. In the zoning text, signage will be allowed as per MGO Chapter 31 as compared to the R5 District and as approved in the recorded PUD-SIP. Signage shall be approved by Urban Design and Zoning.
13. Lighting is not required. However, if it is provided, it must comply with MGO Section 10.085 outdoor lighting standards (see Parking Lot Packet). Lighting will be limited to .10 watts per square foot.
14. Parking and loading shall comply with MGO Section 28.11(4). Provide (1) 10' x 35' loading area with 14' vertical clearance to be shown on the plan. The loading area shall be exclusive of drive aisle and maneuvering space.

Please contact Janet Dailey, City Engineering, at 261-9688 if you have questions regarding the following 20 items:

15. A Certified Survey Map shall be recorded to dissolve the underlying platted lot line and combine the ownership of the two properties that currently exist on the proposed project site.
16. In accordance with 10.34 MGO – STREET NUMBERS: When available, submit a PDF of all floor plans to Engineering Mapping Lori Zenchenko (addressing@cityofmadison.com) so that an addressing plan can be developed for the resultant site. If there are any changes pertaining to the location of a unit, the deletion or addition of a unit, or to the location of the entrance into any unit, (before, during or after construction) the addresses may need to be changed. The interior address plan is subject to the review and approval of the Fire Marshal.
17. The design of the sump pump and driveway drain shall accommodate the 100-year storm. The plan shall be stamped by a professional engineer or master plumber.
18. Provide details of proposed trench drain. This drain cannot be connected to the sanitary sewer.
19. The construction of this building will require removal and replacement of sidewalk, curb and gutter and possibly other parts of the City's infrastructure. The applicant shall enter into a City / Developer agreement for the improvements required for this development. The applicant shall be required to provide deposits to cover City labor and materials and surety to cover the cost of construction. The applicant shall meet with the City Engineer to schedule the development of the plans and the agreement. The City Engineer will not sign off on this project without the agreement executed by the developer. The developer shall sign the Developer's Acknowledgement prior to the City Engineer signing off on this project (MGO 16.23(9)c).
20. The Applicant shall close all abandoned driveways by replacing the curb in front of the driveways and restoring the terrace with grass.
21. The Applicant shall provide the City Engineer with a survey indicating the grade of the existing sidewalk and street. The Applicant shall hire a Professional Engineer to set the grade of the building entrances adjacent to the public right of way. The Applicant shall provide the City Engineer the proposed grade of the building entrances. The City Engineer shall approve the grade of the entrances prior to signing off on this development.
22. 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.

23. The Applicant shall obtain a privilege in streets agreement for any encroachments inside the public right of way. The approval of this development does not constitute or guarantee approval of the encroachments.
24. The Applicant shall provide the City Engineer with the proposed soil retention system to accommodate the restoration. The soil retention system must be stamped by a Professional Engineer. The City Engineer may reject or require modifications to the retention system.
25. 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).
26. All street tree locations and tree species within the right of way shall be reviewed and approved by City Forestry. Please submit a tree planting plan (in PDF format) to Dean Kahl, of the City Parks Department - dkahl@cityofmadison.com or 266-4816. 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.
27. The site plans shall be revised to show the location of all rain gutter down spout discharges.
28. The applicant shall show storm water "overflow" paths that will safely route runoff when the storm sewer is at capacity.
29. 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.
30. 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.
31. Prior to approval, this project shall comply with MGO Chapter 37 regarding stormwater management. Specifically, this development is required to 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 MGO Chapter 37.

Stormwater management plans shall be submitted and approved by City Engineering prior to sign-off.

32. 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 Misc. 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 (POLICY and MGO 37.09(2) & 37.05(4)).

33. 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>

34. All outstanding Madison Metropolitan Sewerage District (MMSD) and City of Madison sanitary sewer connection charges are due and payable prior Engineering sign-off, unless otherwise collected with a Developer's / Subdivision Contract. Contact Janet Dailey (608-261-9688) to obtain the final MMSD billing a minimum of two (2) working days prior to requesting City Engineering signoff (MGO 16.23(9)(d)(4).

Please contact Bryan Walker, Traffic Engineering, at 267-8754 if you have any questions about the following 5 items:

35. A condition of approval shall be that no residential parking permits shall be issued for 1907 to 1911 Monroe Street, which would be consistent with other projects in the area. In addition, the applicant shall inform all tenants of this facility of the requirement in their apartment leases and record in zoning text. The applicant shall note in the Zoning Text that no residential parking permits shall be issued. In addition, the applicant shall submit for 1907 to 1911 Monroe Street a copy of the lease noting the above condition in the lease when submitting plans for City approval. Please contact William Knobeloch or Bill Putman, Parking Utility at 266-4761 if you have questions regarding this item.
36. 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 and across the alley, 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'.
37. All directional/regulatory signage and pavement markings on the site shall be shown and noted on the plan.
38. The driveway to the underground parking area behind the building to the alley right-of-way for two-way operation shall be a minimum eighteen (18) ft in width according to MGO 10.08(6)(a)4.
39. 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 hand holes, including labor, engineering and materials for both temporary and permanent installations.
40. 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 Dennis Cawley, Water Utility, at 261-9243 if you have questions about the following 2 items:

41. The Madison water utility shall be notified to remove the water meters prior to demolition.
42. This property is not in a Wellhead Protection District. All wells located on this property shall be abandoned if no valid well operation permit has been obtained from the Madison Water Utility. The Water Utility will not need to sign off the final plans, and will not need a copy of the approved plans.

Please contact Bill Sullivan at 266-4420 if you have questions about the following 2 items:

43. Provide roof access from one of the stairways (IFC 1009.13).
44. The Madison Fire Department does not object to this proposal provided the project complies with all applicable fire codes and ordinances.

Please contact Kay Rutledge, Parks Division at 266-4714 if you have questions about the following item:

45. This development is within the Vilas-Brittingham park impact fee district (SI27). The developer shall pay \$34,685.28 in park dedication and development fees for the new 18 unit apartment building after a credit is given for the existing 2 multi-family units on the property. The fees were calculated based on the 2011 rates. Based on the existing ordinance, park fees will be assessed based on the year in which they are paid if it is not 2011. The developer must select a method for payment of park fees before sign-off on the rezoning.

2011 Fee Calculation

fees in lieu of dedication = (18 mf units X \$1,554.00 per unit)	=	\$ 27,972.00
park development fees = (18 mf units X \$613.83 per unit)	=	\$ 11,048.94
	Subtotal fees:	= \$ 39,020.94
Less Credit = (2 mf unit x \$2,167.83 combined fee per unit)	=	\$ 4,335.66
Total fees	=	\$ 34,685.28

NOTE: Approval of 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

After the plans have been changed per the above conditions, please file **eleven (11) sets** of the revised, complete plan set and any other documentation requested herein with the Zoning Administrator, Room LL-100, Madison Municipal Building, 215 Martin Luther King, Jr. Boulevard. The sets of final revised plans or documents will be circulated by the Zoning staff to the City department staff listed above for their signature of final approval.

Building permits will not be issued until this process has been completed. 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.

If you have any questions regarding final approval of this plan or obtaining permits, please call Pat Anderson, Assistant Zoning Administrator, at 266-4551. If I may be of any further assistance, please do not hesitate to contact me at 266-5974.

Sincerely,

Heather Stouder, AICP
Planner

cc: Janet Dailey, City Engineering
Pat Anderson, Zoning
Bryan Walker, Traffic Engineering
George Dreckmann, Recycling Coordinator
Eric Pederson, Engineering Mapping
Al Martin, Urban Design Planner
Bill Sullivan, Fire Department
Kay Rutledge, Parks Division

I hereby acknowledge that I understand and will comply with the above conditions of approval for this rezoning request.

Signature of Applicant

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 checked="" type="checkbox"/>	Fire Department
<input checked="" type="checkbox"/>	City Engineering	<input checked="" type="checkbox"/>	Urban Design Commission
<input checked="" type="checkbox"/>	Traffic Engineering	<input checked="" type="checkbox"/>	Parks Division
<input checked="" type="checkbox"/>	Engineering Mapping	<input type="checkbox"/>	Other: