



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

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

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August 3, 2011

Randy Bruce  
Knothe and Bruce Architects  
7601 University Ave. Ste. 201  
Middleton, WI 53562

RE: Approval to demolish an existing service station and rezone property at 3502 Monroe Street from C1 to PUD(GDP)(SIP) to construct a new four-story mixed use building with 18 residential units and ground floor commercial space.

Dear Mr. Bruce:

At its August 2, 2011 meeting, the Common Council **approved** the rezoning of your client's property at 3502 Monroe Street from C1 to PUD(GDP)(SIP), subject to the following conditions of approval from reviewing agencies:

**Please contact my office at 266-5974 with questions about the following 8 items:**

1. Final plans submitted for staff review and approval shall address any conditions of approval recommended by the Urban Design Commission on July 20, 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 a construction cost estimate 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 the following:
  - a) A limitation on the size of trucks utilizing the loading space behind the building.
  - b) A prohibition of outdoor moped parking, and a note indicating where moped parking will be provided in the underground parking area, if there is a demand for it from residential tenants.These policies shall be reflected in commercial and residential leases, accordingly.
4. Revised plans submitted for staff review and approval shall include a note stating that if the existing fence is removed, a new six-foot solid fence will be built between the parking area and the adjacent residential property to the northwest.
5. 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.
6. Revised plans submitted for staff review and approval shall include details and specifications for the green roof elements proposed on the third floor rooftop.
7. Final plans submitted for review and approval by staff may include a greater proportion of two-bedroom units.
8. Final plans submitted for review and approval shall include a "no left turn" sign at the exit to discourage traffic from heading west on Wyota Avenue toward Lewis Court

**Please contact Matt Tucker, Zoning Administrator, at 266-4569 with questions about the following 6 items:**

9. 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.
10. 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.
11. Meet all applicable State accessibility requirements, including but not limited to:
  - a) Provide a minimum of one parking garage striped per State requirements. A minimum of one of the stalls shall be a van accessible stall 8' wide with an 8' striped out area adjacent.
  - b) Show signage at the head of the stalls.
  - c) Show the accessible path from the stalls to the building and/or elevator.
12. Provide 18 bike parking stalls for the residential component and 2 bike stalls for the commercial component in a safe and convenient location on an impervious surface to be shown on the final plan. The bike racks shall be securely anchored to the ground or building to prevent the racks from moving. NOTE: A bike-parking stall is two feet by six feet with a five-foot access area.
13. Obtain approval for landscape elements to be placed in the right of way from City Forestry and City Real Estate for landscaping/improvements in the right of way. No landscape elements shall be maintained between the heights of 30 inches and 10 feet above the curb level within the 25' vision triangle of a street corner.
14. The zoning text shall be modified to allow C1 provisions for signage in the commercial tenant space.

**Please contact Janet Dailey, City Engineering, at 261-9688 with questions about the following 28 items:**

15. Proposed storm inlet appears to be inside the building within the underground parking. This may not meet the Plumbing Code. Review and revise design accordingly.
16. The applicant shall connect to 8" sewer on Wyota Avenue.
17. The proposed apartments shall have a base address of 728 Glenway Street per MGO.
18. Submit a PDF of each floor plan to Engineering Mapping Lori Zenchenko (Lzenchenko@cityofmadison.com) so that a preliminary interior addressing plan can be developed. 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.
19. In the event that the City of Madison encounters soil or groundwater contamination associated with BRRTS #03-13-152094 while doing adjacent utility or street work, the responsible party will reimburse the City for the additional disposal costs.
20. The applicant shall install curb and gutter adjacent to the proposed development on Wyota Avenue. The applicant shall also install 5 ft wide public sidewalk along Wyota Avenue from Glenway to the west limits of the proposed drive.
21. The applicant shall confirm the new lane / pavement marking on Glenway Street with City Engineering and City Traffic Engineering. Any revisions to Glenway Street shall not impact the existing bike lanes. Depending on the configuration, reconstruction and potential right of way dedication on Glenway Street at this location may be required.

22. Any non-standard improvements in the right of way may require either a maintenance agreement or encroachment agreement. Review final landscape plan with Engineering staff to determine if either of these agreements will be required.
23. 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.
24. The applicant shall close all abandoned driveways on Monroe Street and Glenway Street by replacing the curb in front of the driveways and restoring the terrace with a 5' concrete sidewalk.
25. The approval of this PUD 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.
26. 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.
27. 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.
28. 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.
29. All work in the public right-of-way shall be performed by a City licensed contractor.
30. 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](mailto: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.
31. All damage to the pavement on Monroe Street, Glenway Street, Wyota Avenue, adjacent to this development shall be restored in accordance with the City of Madison's Pavement Patching Criteria. For additional information please see the following link:  
<http://www.cityofmadison.com/engineering/patchingCriteria.cfm>.
32. The applicant shall show storm water "overflow" paths that will safely route runoff when the storm sewer is at capacity.
33. The applicant shall demonstrate compliance with MGO Section 37.07 and 37.08 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.

34. 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) acre, 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.
35. Prior to approval, this project shall comply with MGO Chapter 37 regarding stormwater management. Specifically, this development is required to:
- a) Control 40% TSS (20 micron particle) off of new paved surfaces
  - b) Provide oil & grease control from the first 1/2" of runoff from parking areas

Stormwater management plans shall be submitted and approved by City Engineering prior to signoff.

36. 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](mailto: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.

37. The applicant shall submit, prior to plan sign-off, digital PDF files to the Engineering Division (Jeff Benedict or Tim Troester). The digital copies shall be to scale, and shall have a scale bar on the plan set. PDF submittals shall contain the following information:
- a) Building footprints
  - b) Internal walkway areas
  - c) Internal site parking areas
  - d) Lot lines and right-of-way lines
  - e) Street names
  - f) Stormwater Management Facilities
  - g) Detail drawings associated with Stormwater Management Facilities (including if applicable planting plans)
38. The applicant shall submit prior to plan sign-off, electronic copies of any Stormwater Management Files including:
- a) SLAMM DAT files.
  - b) RECARGA files.
  - c) TR-55/HYDROCAD/Etc
  - d) Sediment loading calculations

If calculations are done by hand or are not available electronically the hand copies or printed output shall be scanned to a PDF file and provided.

39. The applicant's utility contractor shall obtain a connection permit and excavation permit prior to commencing the storm sewer construction. This permit application is available on line at: <http://www.cityofmadison.com/engineering/permits.cfm>.
40. Prior to approval of the PUD 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>.
41. 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.
42. City of Madison Environmental Projects Staff have reviewed the subject site and determined that a Phase I ESA **will** be required of the applicant. The applicant shall provide one (1) digital and two (2) hard copies of an ASTM Phase I ESA prepared by an environmental professional. Staff review of this Phase I ESA will determine if a further investigative Phase II ESA is also required. Please submit any relevant Phase I and Phase II ESAs to Brynn Bemis (608-267-1986, [bbemis@cityofmadison.com](mailto:bbemis@cityofmadison.com)) for further review.

**Please contact Bryan Walker, Traffic Engineering, at 267-8754 with questions about the following 6 items:**

43. The applicant shall post a deposit for signing and marking changes to Glenway Street to provide two lanes northbound between Wyota Avenue and Monroe Street. Additional signage may be required around the site as a result of this development.
44. The applicant shall provide a new, wider and enhanced ped-bike crossing of Monroe Street, on the western leg, to connect the existing bike path to the development. Plans to be reviewed and approved by the Traffic Engineer.
45. The sidewalk on Wyota Avenue shall be widened to a minimum of five feet (5') to meet the suggested standards for ADA accessibility.
46. 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 street, 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'.
47. The applicant shall design the surface or underground parking areas for stalls and backing up according to Figures II of the ordinance using the 9' or wider stall for the commercial/retail area. The "One Size Fits All" stall shall be used for the residential parking area only, which is a stall 8'-9" in width by 17'-0" in length with a 23'-0" backup. Aisles, ramps, columns, offices or work areas are to be excluded from these rectangular areas, when designing underground parking areas.

48. 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 handholes, including labor, engineering and materials for both temporary and permanent installations.
49. 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 with questions about the following 2 items:**

50. The Madison Water Utility shall be notified to remove the water meter prior to demolition.
51. 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.

**Please contact Bill Sullivan, Fire Department, at 266-4420 with questions about the following item:**

52. The Fire Department does not object to this proposal provided the project meets all applicable fire codes and ordinances.

**Please contact Kay Rutledge, Parks Division, at 266-4714 with questions about the following 3 items:**

53. This development is within the Vilas-Brittingham park impact fee district (S127). The developer shall pay \$39,020.94 in park dedication and development fees for the 18-unit apartment building.

Fees in lieu of dedication = (18 mf @ \$1554) =	\$27,972.00
Park development fees = (18 mf @ \$613.83) =	\$11,048.94
<b>Total Fees =</b>	<b>\$39,020.94</b>

54. The development must select a method for payment of park fees before signoff.
55. 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.

**Please contact Jeff Ekola, City Real Estate, 267-8719, with questions about the following item:**

56. The 15' building setback restriction created by and shown in the Wingra Hill plat (1914) still exists, and is depicted in the proposed site plan and certified survey map for 3502 Monroe Street. The developer's site plan indicates the proposed building would extend out to the street fronting property lines for Lots 6, 7 and 8. At this time, it is still unclear what requirements must be met and who has authority to legally release/remove the 15' building setback from Lots 6, 7 and 8. Prior to final signoff on the PUD and the associated Certified Survey Map, this question must be settled and the release(s) must be provided to City Real Estate in recordable form.

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.

Upon receipt of the aforementioned plans, documents and fees, and upon determining that they are complete, the Zoning Administrator shall record them with the Dane County Register of Deeds Office.

The recorded originals will be returned to the applicant, with the recording information noted, when the Register of Deeds has completed the recording process.

If this plan is not recorded within one year of the date of approval by the Common Council, the approval shall be null and void. No construction or alteration of the property included in this application shall be permitted until a Specific Implementation Plan (SIP) has been approved and recorded.

Within thirty-six (36) months of Common Council approval of the general development plan, the basic right of use for the areas, when in conformity with the approved specific implementation plan, shall lapse and be null and void unless 1) the project, as approved, is commenced by the issuance of a building permit, or 2) if an application for an extension is filed at least thirty (30) days prior to the expiration of the thirty-six (36) month period and the Plan Commission, after a public hearing pursuant to Sec. 28.12 (10)(e), determines that no changes in the surrounding area or neighborhood since approval of the general development plan render the project incompatible with current conditions and grants an extension of up to twenty-four (24) months in which to obtain a building permit. In no case shall an extension allow a building permit to be issued more than sixty (60) months after approval of the general development plan by the Common Council. If a new building permit is required pursuant to sec. 29.06(4), Madison General Ordinances, a new petition and approval process shall be required to obtain general development plan approval and specific implementation plan 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 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 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: