



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
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April 11, 2012

Richard G. Karls
Ascentives
702 North Midvale Blvd, Suite 13
Madison, WI 53705

RE: Approval of an Amended PUD-GDP-SIP (Planned Unit Development-General Development Plan-Specific Implementation Plan) to allow the establishment of an engraving business in an existing commercial building at **3822 Mineral Point Road**

Dear Mr. Karls:

At its April 10, 2012 meeting, the Common Council approved your application for an amended PUD-GDP-SIP (Planned Unit Development-General Development Plan-Specific Implementation Plan) to allow the establishment of an engraving business in an existing commercial building at 3822 Mineral Point Road. The following conditions of approval shall be satisfied prior to final approval and recording of the Specific Implementation Plan.

Please contact Janet Dailey, City Engineering Division, at 261-9688 if you have questions regarding the following three (3) items:

1. In accordance with 10.34 MGO – STREET NUMBERS - Submit a PDF of each floor plan to Engineering Mapping Lori Zenchenko (izenchenko@cityofmadison.com) for preparation of an interior addressing plan for implementation. 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.
2. Engineering Mapping has requested a CAD file from the applicant for use to update SWU pervious-impervious areas for this site. If a CAD file is not available, an alternative solution is the placement of additional dimensions to the final paper plan set allowing accurate retracement of these pervious-impervious improvements into city records assuring proper billing.
3. 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 miscellaneous 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, and 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.

Please contact Pat Anderson, Assistant Zoning Administrator, at 266-5978 if you have any questions regarding the following three (3) items.

4. In the Zoning Text ***revise Section B-Permitted Uses to read:***

- 1) Offices, business and professional,
- 2) Engraving services, and
- 3) Uses accessory to permitted uses above

Revise Section H-Lighting to read: Exterior lighting shall comply with City of Madison General Ordinances Section 10.085 outdoor lighting standards.

Revise Section I-Signage to read: In the zoning text, signage will be allowed as per Chapter 31 of the Madison General Ordinances as compared to the C-1 district and as approved in the recorded SIP plans. Signage shall be approved by Urban Design and Zoning.

5. Bike parking shall comply with City of Madison General Ordinances Section 28.11.

6. Provide two 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.

Please contact Bill Sullivan, Madison Fire Department, at 261-9658 to if you have questions regarding the following item:

7. The Madison Fire Department does not object to this proposal provided the project complies with all applicable fire codes and ordinances.

Please contact Dennis Cawley, Madison Water Utility, at 261-9632 to if you have questions regarding the following item:

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

Please contact my office at 267-1150 if you have questions regarding the following three (3) items. These items include the conditions of the Urban Design Commission Secretary.

9. That the applicant revises the zoning text per the recommendations of City Zoning (above) and also specifies on in the zoning text that:

- a) All business, servicing, or processing shall be conducted within completely enclosed buildings except for off-street parking and off-street loading.
- b) All storage, except for motor vehicles in operable condition, shall be within completely enclosed buildings.

10. That exterior building elevation alterations, site plan, and landscape plan details are included within the final sign-off documents.
11. Final signage details for the ground sign shall be submitted for review, approval, and recording prior to final approval of the sign permit.

Please now follow the procedures listed below:

After the plans have been changed as per the above conditions, please file **ten (10) sets** of the revised, complete site plans, building elevations, floor plans 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.

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 267-1150.

Sincerely,

Kevin Firchow, AICP
Planner

cc: Janet Dailey, City Engineering Division
Bryan Walker, Traffic Engineering Division
Bill Sullivan, Madison Fire Department
Pat Anderson, Asst. Zoning Administrator

For Official Use Only, Re: Final Plan Routing			
<input checked="" type="checkbox"/>	Planning Div. (Firchow)	<input checked="" type="checkbox"/>	Engineering Mapping Sec.
<input checked="" type="checkbox"/>	Zoning Administrator	<input checked="" type="checkbox"/>	Parks Division
<input checked="" type="checkbox"/>	City Engineering	<input checked="" type="checkbox"/>	Urban Design Commission
<input checked="" type="checkbox"/>	Traffic Engineering	<input type="checkbox"/>	Recycling Coord. (R&R)
<input checked="" type="checkbox"/>	Fire Department	<input type="checkbox"/>	Other: