



Department of Planning & Community & Economic Development

## Planning Division

Heather Stouder, Director

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December 5, 2017

Gary Oien  
GO/A Architects  
6405 Century Avenue  
Middleton, WI 55562

RE: Legistar #49295; Accela 'LNDUSE-2017-00109' -- Approval of a conditional use request to allow auto repair station tenants in an existing multi-tenant building in CC-T (Commercial Corridor – Transitional District) at **1804 S. Park Street**.

Dear Mr. Oien:

At its December 4, 2017 meeting, the Plan Commission, meeting in regular session, found the standards met and approved your conditional use request to establish auto repair station tenants at **1804 S. Park Street**, subject to the conditions below. In order to receive final approval of the conditional use, and for any permits to be issued for your project, the following conditions shall be met:

**Please contact Tim Troester of the Engineering Division at 267-1995 if you have any questions regarding the following item:**

1. The property is an open contaminant site with the WDNR (BRRS #03-13-548832). Applicant shall submit proof of coordination with the WDNR to address potential contaminant concerns associated with the proposed site plan (i.e. vapor mitigation, dewatering) to Brynn Bemis (608.267.1986, [bbemis@cityofmadison.com](mailto:bbemis@cityofmadison.com)).

**Please contact Sean Malloy of the Traffic Engineering Division at 266-5987 if you have any questions regarding the following twelve (12) items:**

2. The applicant shall submit one contiguous plan showing proposed conditions and one contiguous plan showing existing conditions for approval. The plan drawings shall be scaled to 1" = 20' and include the following, when applicable: existing and proposed property lines; parcel addresses; all easements; pavement markings; signing; building placement; items in the terrace such as signs, street light poles, hydrants; surface types such as asphalt, concrete, grass, sidewalk; driveway approaches, including those adjacent to and across street from the project lot location; parking stall dimensions, including two (2) feet of vehicle overhang; drive aisle dimensions; semitrailer movement and vehicle routes; dimensions of radii; and percent of slope.

3. The Developer shall post a security deposit prior to the start of development. In the event that modifications need to be made to any City owned and/or maintained traffic signals, street lighting, signing, pavement marking and conduit/handholes, the Developer shall reimburse the City for all associated costs including engineering, labor and materials for both temporary and permanent installations.
4. The City Traffic Engineer may require public signing and marking related to the development; the Developer shall be financially responsible for such signing and marking.
5. All parking facility design shall conform to MGO standards, as set in section 10.08(6).
6. All bicycle parking adjacent pedestrian walkways shall have a 2 foot buffer zone to accommodate irregularly parked bicycles and/or bicycle trailers.
7. All pedestrian walkways adjacent parking stalls shall be 7 feet wide to accommodate vehicle overhang, signage and impediments to walkway movements. Any request for variance shall be submitted to and reviewed by City Traffic Engineering.
8. The applicant shall show dimensions for the proposed and existing parking stalls items S = 9 ft, L = 18 ft, E = 24 ft, F = 20 ft, and degree of angle parking width and backing up, according to Figures II "Medium and Large Vehicles" parking design standards in Section 10.08(6)(b)2. Or use "Small Vehicles" parking design standards 10.08(6)(b)3 items S = 8.5", L = 16", E = 22' & F = 18' where all parking shall be clearly identified and properly controlled for use by only such vehicles.
9. The applicant shall show the parking stall dimensions in accordance with City of Madison parking stall standard one-size-fits-all dimensions. A 17' long, 8.75' wide, with 23' backup may be used as dimensions for all parking stalls in the lot.
10. Include a parking plan demonstrating how specific stalls, to be used by the commercial site, will be reserved. Include any signage to be used to achieve this goal in the submitted plans.
11. Secure parking facility. This is usually done with continuous six (6) inch curb, timbers, preformed wheel stops, guardrail erected at a height of eighteen (18) inches or fencing of sufficient strength to act as a vehicle bumper.
12. Per MGO 10.08 - all off-street parking facilities shall be improved with bituminous or concrete pavement and designed so as to prevent encroachment onto adjacent land areas: secure all gravel areas with fencing or note as landscaping.
13. Developer shall provide a recorded copy of any joint driveway ingress/egress and crossing easements and shall be noted on face of plan.

**Please contact Jenny Kirchgatter, the Assistant Zoning Administrator at 266-4429 if you have any questions regarding the following six (6) items:**

14. The property is located within Zone B of Wellhead Protection District 18. Per Section 28.102(3), all uses in Zones A and B of any Wellhead Protection District shall be subject to approval by the Water Utility General Manger or his/her designee.
15. Submit a vehicle parking summary including the numbers of proposed vehicle stalls and accessible stalls.
16. Parking requirements for persons with disabilities must comply with Section 28.141(4)(e). Provide two (2) accessible stalls. A minimum of one (1) of the stalls must be van accessible. A van accessible stall is a minimum of 8 feet wide with an 8 foot wide striped access aisle. Show the required signage at the head of the stalls.
17. The proposed automobile repair stations shall comply with the supplemental regulations per Section 28.151 Automobile Body Shop, Automobile Sales and Rental, Automobile Service Station, Automobile Repair Station, Convenience Store.
18. Per Section 28.186(4)(b), the property owner or operator is required to bring the property into compliance with all elements of the approved site plans by the date established by the Zoning Administrator as part of the site and building plan approval. Work with Zoning staff to establish a final site compliance date.
19. Signage approvals are not granted by the Plan Commission. Signage must be reviewed for compliance with Chapter 31 Sign Codes of the Madison General Ordinances. Signage permits are issued by the Zoning Section of the Department of Planning and Community and Economic Development.

**Please contact Bill Sullivan of the Fire Department at 261-9658 if you have any questions regarding the following four (4) items:**

20. Contact City of Madison Building Inspection regarding plan review and inspection for the installation and/or repair of any fire walls or fire barriers.
21. Control areas and a hazard materials inventory for each control area shall be established and approved by MFD prior to any startup of any auto repair operations.
22. This review is limited only to the request for a conditional use to allow an auto repair facility. A complete code analysis of the building and its other occupancies with regard to the building & fire codes and Madison General Ordinances is the responsibility of the owner.
23. The fire lanes will be required to be upgraded to all weather driving surfaces for any future building addition or future change of use.

**Please contact Adam Wiederhoeft of the Water Utility at 266-9121 if you have any questions regarding the following three (3) items:**

24. The property located at 1804 S Park St. is located in Zone B of the Wellhead Protection District for Well 18. As such, there are certain land use restrictions that serve to protect groundwater in the vicinity of this and other municipal drinking water wells. The continued operation of four auto repair shops at this location may be approved subject to new and on-going mitigation consistent with the Best Management Practices (BMP) for Automotive Repair Shops provided with this Land Use Application. In particular, secondary containment in storage areas, spill response planning and clean up materials (i.e. drop pans and trays, rags, hydrophobic mats, dry absorbent materials), and lawful disposal of all solid and liquid wastes including regular pump-outs of holding tanks by a certified waste hauler would be required.
25. The Water Utility recommends against installing underground vaults for storage of waste. Importantly, the existing concrete floor serves as an impermeable barrier against wastes leaching underground. Any waste storage operations shall comply with methods identified in the provided BMP guidance document. The Water Utility also reserves the right to conduct periodic inspections of the property to ensure that the recommended BMPs are being implementing.
26. Expansion of any automobile repair activities beyond the footprint of the existing four shops, or the initiation of other activities that have the potential to contaminate groundwater (see attached) are restricted by MGO 28.102 (4) based on the property's location in Zone B of the Wellhead Protection District.

**Please contact my office at 243-0554, if you have questions regarding the following item:**

27. An addition of more than four auto repair service stalls would require further approval for an alteration to this conditional use.

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

**Please now follow the procedures listed below for obtaining your conditional use:**

1. Please revise your plans per the above conditions and submit **seven (7) 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. The final site plan shall be accompanied by the appropriate site plan review application and fee pursuant to Section 28.206 of the Zoning Code, and any other documentation requested herein with the Zoning Administrator, 126 S. Hamilton Street. This submittal shall all also include one complete digital plan set in PDF format. The sets of final revised plans or documents will be circulated by the Zoning staff to the City department staff listed above for their final approval.
2. This property is located within 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.

3. This letter shall be signed by the applicant to acknowledge the conditions of approval and returned to the Zoning Administrator when requesting conditional use approval.
4. The approval is valid for one (1) year from the date of the Plan Commission approval. During this time, the applicant must either lawfully commence the use or obtain a building permit and begin erecting the building. If the applicant obtains a valid building permit, construction must commence within six (6) months of the date of issuance. The building permit shall not be renewed unless construction has commenced as is being diligently prosecuted.
5. Any alteration in plans for a proposed alternative use shall require Plan Commission approval, except for minor alterations. The Zoning Administrator may issue permits for minor alterations or additions which are approved by the Director of Planning and Community and Economic Development and are compatible with the concept approved by the City Plan Commission and the conditional use approval standards.
6. The Plan Commission retains continuing jurisdiction over all conditional uses for the purpose of resolving complaints against all previously approved conditional uses.

If you have any questions regarding obtaining your conditional use or building permits, please contact the Zoning Administrator at 266-4551. If you have any questions or if I may be of any further assistance, please do not hesitate to contact my office at 243-0554.

Sincerely,



Sydney Prusak  
 Planner

cc: Tim Troester, City Engineering  
 Sean Malloy, Traffic Engineering  
 Jenny Kirchgatter, Zoning  
 Bill Sullivan, Fire Department  
 Adam Wiederhoeft, Water Utility

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| <p>I hereby acknowledge that I understand and will comply with the above conditions of approval for the conditional use permit.</p><br><br><p>_____</p> <p><i>Signature of Applicant</i></p><br><br><p>_____</p> <p><i>Signature of Property Owner (if not the applicant)</i></p> |
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| <b>For Official Use Only, Re: Final Plan Routing</b> |                        |                                     |                          |
|--|------------------------|-------------------------------------|--------------------------|
| <input checked="" type="checkbox"/>                  | Planning Div. (Prusak) | <input type="checkbox"/>            | Engineering Mapping Sec. |
| <input checked="" type="checkbox"/>                  | Zoning Administrator   | <input type="checkbox"/>            | Parks Division           |
| <input checked="" type="checkbox"/>                  | City Engineering       | <input 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 checked="" type="checkbox"/> | Water Utility            |
| <input type="checkbox"/>                             | Metro Transit          | <input type="checkbox"/>            | Other:                   |