PLANNING UNIT REPORT DEPARTMENT OF PLANNING AND DEVELOPMENT April 20, 2006

CONDITIONAL USE APPLICATION:

- 1. Requested Action: Approval to construct a six-story, 121-room hotel with meeting rooms and conference facilities on a vacant lot located at 1 Terrace Court (5045 Eastpark Boulevard).
- 2. Applicable Regulations: Section 28.08(5) requires hotels and motels in the O4 Administrative Office and Research and Development Districts must obtain a conditional use permit.
- 3. Report Drafted By: Bill Roberts, Planner IV.

GENERAL INFORMATION:

- 1. Applicant: Madison CS Hotel Group, LLC, Rian Gamble, 100 North Main Street, Suite 201, Jefferson, WI 53549.
- 2. Status of Applicant: Offer to purchase.
- 3. Development Schedule: The applicant wishes to commence construction in the spring of 2006 and have occupancy of this new hotel by summer 2007.
- 4. Parcel Location: Directly north of the I-90/94/39 and U.S. Highway 151 interchange along the north side of Terrace Court south of Eastpark Boulevard.
- 5. Parcel Size: 3.4 acres.
- 6. Existing Zoning: O4 Administrative Office and Research and Development District.
- 7. Existing Land Use: Vacant platted lot.
- 8. Proposed Use: Six-story, 84,055 square foot 121-room hotel.
- 9. Surrounding Land Use and Zoning: The subject property is located in the American Family Corporate Office Park-American Center, which consists of a mix of office buildings, banks, restaurants and other hotels.
- 10. Adopted Land Use Plan: This property is recommended for offices and limited support uses in the adopted <u>Rattman Neighborhood Development Plan</u>. The adopted <u>Comprehensive Plan</u> for the City of Madison designates this area as E Employment District.
- 11. Environmental Corridor Status: This proposed project encroaches into a public drainage easement that is designated as "environmental corridor."

PUBLIC UTILITIES AND SERVICES:

This property is served by the full range of urban services.

STANDARDS FOR REVIEW:

This application is subject to the conditional use standards.

ANALYSIS, EVALUATION AND CONCLUSION:

The applicant wishes to construct this six-story, 121-room hotel located on this 3.4 acre site located at 1 Terrace Court. This site is located within the American Family Corporate Office Park. The subject property and surrounding lots are zoned O4 Administrative Office and Research and Development District.

The 1990 Development Agreement between the City of Madison and American Family Mutual Insurance Company requires that a mutually agreed American Center Land Use and Street Plan be maintained which, among other provisions, designates certain subareas within the American Center as "Support Services Districts," where uses such as education and training facilities, indoor recreation, hotels or restaurants primarily serving employees and users of the office park may be located. Such uses must also comply with the requirements of the O4 District. The subject site is located within a designated Support Services District.

In the O4 District, hotels and motels are allowed subject to the conditional use approval process provided that a majority of the guests using such hotels or motels are employees, business visitors and guests of such uses located elsewhere within the O4 District, or that such hotels and motels are intended primarily as meeting and training facilities. The applicant has indicated to City staff that they intend to fully comply with this Zoning Code provisions.

The proposed building is located on a site that has three street frontages, Terrace Court, West Terrace Drive and Eastpark Boulevard. The applicant met with Zoning and Planning prior to submitting this application. Staff indicated that questions may come up regarding the placement of the building on this site. Staff usually would encourage a site design that would result in the hotel building being placed as close to the street right-of-way as practical, with the majority of the parking located away from existing streets. In this case, positioning the building closer to a given right-of-way will not have a significant impact on the appearance of the site because it is surrounded on three sides by existing streets.

The American Family Corporate Office Center has a private Project Review Committee, which includes a member of the Urban Design Commission, to advise the American Center Development Design and Control Committee regarding project compliance with design standards and development guidelines established for the American Center.

The City Engineer has determined that a small part of the proposed parking lot and building encroach into a public drainage easement on the east portion of this platted lot. This easement is designated as an "environmental corridor." City staff contacted the applicant on April 21, 2006 and advised him that the plan shall be revised as required to remove these encroachments.

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Planning Unit staff believe that the conditional use standards can be met.

RECOMMENDATIONS:

The Planning Unit recommends that the Plan Commission find that the conditional use standards are met and approve this conditional use application subject to any input at the public hearing and the reviewing agency comments including revising the plan in accordance with the comment of the City Engineer, and the following:

1. Revise the site plan, including the location of buildings and parking lots, as required to avoid encroachment on the mapped environmental corridor, including required setbacks.



Traffic Engineering Division

David C. Dryer, City Traffic Engineer

Madison Municipal Building 215 Martin Luther King, Jr. Boulevard P.O. Box 2986 Madison, Wisconsin 53701-2986 PH 608/266-4761 TTY 608/267-9623 FAX 608/267-1158

April 20, 2006

TO:

Plan Commission

FROM:

David C. Dryer, P.E., City Traffic Engineer

SUBJECT:

1 Terrace Court - Conditional Use - 121 Room Hotel

The City Traffic Engineering Division has reviewed the subject development and has the following comments.

MAJOR OR NON-STANDARD REVIEW COMMENTS (Comments which are special to the project and/or may require additional work beyond a standard, more routine project.)

1	None
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GENERAL OR STANDARD REVIEW COMMENTS

In addition, we offer the following General or Standard Review Comments:

- 2. When the applicant submits final 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 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, vehicle routes, dimensions of radii, aisles, driveways, stalls including the two (2) feet overhang, and a scaled drawing at 1" = 20'.
- 3. 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 John Leach, City Traffic Engineering at 267-8755 if you have questions regarding the above items:

Contact Person: Rian Gamble

Fax: 920-675-0224

Email:

DCD:DJM:dm

William Roberts

From: Wilberg, Richard W [RWILBERG@amfam.com]

Sent: Tuesday, April 25, 2006 11:01 AM

To: William Roberts

Cc: Rian Gamble; Wilberg, Richard W

Subject: Cambria Suites at The American Center

Hi Bill,

Rian Gamble of Badger Midwest has asked for an approval letter by The American Center in support of the conditional use application for the public hearing on May 1st. Here is the status of the project approval at The American Center:

- 1. Conditionally approved by The American Center Project Review Committee on March 9, 2006 subject to submission of additional information on landscaping, and site signage.
- 2. Scheduled for final review by The American Center Development, Design and Control Committee (DDC) on April 27, 2006.

I expect approval by the DDC on April 27th and I will email you the results of the final approval on April 27th. I will also be present at the Planning Commission on May 1st and will register "in support, not wishing to speak and available for questions."

Please call if you need anything else.

Richard W. Wilberg Development Director - The American Center 6000 American Parkway Q22K Madison WI 53783 Phone: 608-242-4100 x30387

Fax: 608-245-8749 rwilberg@amfam.com www.amcenter.com



April 24, 2006

Madison Plan Commission c/o Brad Murphy, Planning Unit Director P.O. Box 2984 Madison, WI 53701

Dear Mr. Murphy:

Please accept this letter on behalf our proposed Cambria Suites at the American Center. Per our conversation, I am writing to confirm that is our intention to comply with the City Ordinance provision for this O-4 zoned site that the majority of the guests will be employees, business visitors and guests of other uses with this O-4 Zoning District-The American Center Office Park.

If you have any questions regarding this correspondence, please contact me.

Sincerely,

Rian Gamble

Managing Member

Badger Midwest Holdings, LLC / Madison CS Hotel Group, LLC

P.O. Box 35 Jefferson, WI 53549 Phone: (920) 675-0221 Fax: (920) 675-0224



CITY OF MADISON FIRE DEPARTMENT

Fire Prevention Division

325 W. Johnson St., Madison, WI 53703-2295 Phone: 608-266-4484 • FAX: 608-267-1153

DATE:

4/19/06

TO:

Plan Commission

FROM:

Edwin J. Ruckriegel, Fire Marshal

SUBJECT:

1 Terrace Ct.

The City of Madison Fire Department (MFD) has reviewed the subject development and has the following comments:

MAJOR OR NON-STANDARD REVIEW COMMENTS (Comments which are special to the project and/or may require additional work beyond a standard, more routine project.)

- 1. Provide fire apparatus access as required by Comm 62.0509 and MGO 34.19, as follows:
 - **a.** Provide an aerial apparatus access fire lane that is at least 26-feet wide, with the near edge of the fire lane within 30-feet of the structure, and parallel to one entire side of the structure.
 - **b.** Fire lanes shall be unobstructed; there are obstructions shown on the fire lane, remove all obstructions. Examples of obstructions: including but not limited to; parking stalls, loading zones, changes in elevation, power poles, trees, bushes, fences or posts. Loading overhang is less than 13'6" above the fire access, so this is an obstruction of the fire lane located underneath.

GENERAL OR STANDARD REVIEW COMMENTS

In addition, we offer the following General or Standard Review Comments:

- 2. Provide fire apparatus access as required by Comm 62.0509 and MGO 34.19, as follows:
 - a. The site plans shall clearly identify the location of all fire lanes.
 - b. Provide a completed MFD "Fire Apparatus Access and Fire Hydrant Worksheet" with the site plan submittal.
- 3. All portions of the exterior walls of newly constructed public buildings and places of employment and open storage of combustible materials shall be within 500-feet of at least TWO fire hydrants. Distances are measured along the path **traveled by the fire truck as the hose lays off the truck.** See MGO 34.20 for additional information.

Please contact John Lippitt, MFD Fire Protection Engineer, at 608-261-9658 if you have questions regarding the above items.

CC:

John Lippitt



Department of Public Works City Engineering Division

608 266 4751

Larry D. Nelson, P.E. City Engineer

City-County Building, Room 115 210 Martin Luther King, Jr. Boulevard Madison, Wisconsin 53703 608 264 9275 FAX 608 267 8677 TDD Deputy City Engineer Robert F. Phillips, P.E.

Principal Engineers

Michael R. Dailey, P.E. Christina M. Bachmann, P.E. John S. Fahrney, P.E. David L. Benzschawel, P.E.

Operations Supervisor

Kathleen M. Cryan

Gregory T. Fries, P.E.

Hydrogeologist Joseph L. DeMorett, P.G.

GIS Manager

David A. Davis, R.L.S.

DATE:

April 17, 2006

TO:

Plan Commission

FROM:

Larry D. Nelson, P.E., City Engineer

SUBJECT:

1 Terrace Court Conditional Use

The City Engineering Division has reviewed the subject development and has the following comments.

MAJOR OR NON-STANDARD REVIEW COMMENTS (Comments which are special to the project and/or may require additional work beyond a standard, more routine project.)

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- 1. Situs address is 5045 Eastpark Boulevard.
- 2. Any damage to pavement on streets surrounding site will receive restoration in accordance with City Engineering's Patching Criteria, including milling and overlaying of pavement.
- 3. A maintenance agreement for oil and grease removal shall be required.
- 4. Portions of the building and parking extend into the public drainage easement. This easement is designated as "Environmental Corridor" and cannot have any development uses. Revise plans to review all improvements from the corridor.

GENERAL OR STANDARD REVIEW COMMENTS

In addition, we offer the following General or Standard Review Comments:

Engineering Division Review of Planned Community Developments, Planned Unit Developments and Conditional Use Applications.

Name: _	1 Terra	ace Court Conditional Use
General		
	1.1	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.
	1.2	The site plan shall identify lot and block numbers of recorded Certified Survey Map or Plat.
	1.3	The site plan shall include all lot/ownership lines, existing building locations, proposed building additions, demolitions, parking stalls, driveways, sidewalks (public and/or private), existing and proposed signage, existing and proposed utility locations and landscaping.

\sqcup	1.4	The site plan shall identify the difference between existing and proposed impervious areas.		
\boxtimes	1.5	The site plan shall reflect a proper street address of the property as reflected by official City of Madison Assessor's and Engineering Division records.		
	1.6	The site plan shall include a full and complete legal description of the site or property being subjected to this application.		
Right	of Way / E	Easements		
	2.1	The Applicant shall Dedicate a foot wide strip of Right of Way along		
	2.2	The Applicant shall Dedicate a foot wide strip of Right of Way along		
	2.3	The Applicant shall Dedicate a Permanent Limited Easement for grading and sloping feet wide along		
	2.4	The City Engineer has reviewed the need for pedestrian and bicycle connections through the development and finds that no connections are required.		
	2.5	The Applicant shall Dedicate a Permanent Limited Easement for a pedestrian / bicycle easement feet wide from		
	2.6	The Developer shall provide a private easement for public pedestrian and bicycle use through the property running from to		
	2.7	The developer shall be responsible for the ongoing construction and maintenance of a path within the easement. The maintenance responsibilities shall include, but not be limited to, paving, repairing, repairing, marking and plowing. The developer shall work with the City of Madison Real Estate Staff to administer this easement. Applicable fees shall apply.		
Street	ts and Sid	lewalks		
	3.1	The Applicant shall execute a waiver of notice and hearing on the assessments for the improvement of [roadway] in accordance with Section 66.0703(7)(b) Wisconsin		
		Statutes and Section 4.09 of the MGO.		
	3.2	Value of sidewalk installation over \$5000. The Applicant shall Construct Sidewalk to a plan approved by the City Engineer along		
	3.3	Value of sidewalk installation under \$5000. The Applicant shall install public sidewalk along The Applicant shall obtain a Street Excavation Permit for the sidewalk work, which is available from the City Engineering Division. The applicant shall pay all fees associated with the permit including inspection fees. All work must be completed within six months or the succeeding June 1, whichever is later.		
	3.4	The Applicant shall execute a waiver of their right to notice and hearings on the assessments for the installation of sidewalk along [roadway] in accordance with Section 66.0703(7)(b) Wisconsin Statutes and Section 4.09 of the MGO.		
	3.5	The Applicant shall grade the property line along to a grade established by the City Engineer. The grading shall be suitable to allow the installation of sidewalk in the future without the need to grade beyond the property line. The Applicant shall obtain a Street Excavation permit prior to the City Engineer signing off on this development.		
	3.6	The Applicant shall close all abandoned driveways by replacing the curb in front of the driveways and restoring the terrace with grass.		
	3.7	Value of the restoration work less than \$5,000. When computing the value, do not include a cost for driveways. Do not include the restoration required to facilitate a utility lateral installation. The Applicant's project requires the minor restoration of the street and sidewalk. The Applicant shall obtain a Street Excavation Permit for the street restoration work, which is available from the City Engineering Division. The applicant shall pay all fees associated with the permit including inspection fees.		
	3.8	The Applicant shall make improvements to in order to facilitate ingress and egress to the development. The improvement shall include a (Describe what the work involves or strike this part of the comment.)		
-	3.9	The Applicant shall make improvements to The improvements shall consist of		
	3.10	The approval of this Conditional Use 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.		

	3.11	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.	
⊠	3.12	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.	
	3.13	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.	
	3.14	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.	
	3.15	The Applicant shall complete work on exposed aggregate sidewalk in accordance with specifications provided by the city. The stone used for the exposed aggregate shall be approved by the City. The Construction Engineer shall be notified prior to beginning construction. Any work that does not match the adjacent work or which the City Construction Engineer finds is unacceptable shall be removed and replaced.	
\boxtimes	3.16	All work in the public right-of-way shall be performed by a City licensed contractor.	
Storm W	ater Ma	nagement	
	4.1	The site plans shall be revised to show the location of all rain gutter down spout discharges.	
	4.2	Storm sewer to serve this development has been designed and constructed. The site plans shall be revised to identify the location of this storm sewer and to show connection of an internal drainage system to the existing public storm sewer.	
	4.3	The plan set shall be revised to show a proposed private internal drainage system on the site. This information shall include the depths and locations of structures and the type of pipe to be used.	
	4.5	The applicant shall show storm water "overflow" paths that will safely route runoff when the storm sewer is at capacity.	
	4.6	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.	
	4.7	The City of Madison is an approved agent of the Department of Commerce. This proposal contains a commercial building and as such, 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.	
	4.8	This development includes multiple building permits within a single lot. The City Engineer and/or the Director of the Inspection Unit may require individual control plans and measures for each building.	
	4.9	If the lots within this site plan are inter-dependent upon one another for stormwater runoff conveyance, and/or a private drainage system exists for the entire site an agreement shall be provided for the rights and responsibilities of all lot owners. Said agreement shall be reviewed and placed on file by the City Engineer, referenced on the site plan and recorded at the Dane Co Register of Deeds.	
⊠.	4.10	Prior to approval, this project shall comply with Chapter 37 of the Madison General Ordinances regarding stormwater management. Specifically, this development is required to:	
		 □ Detain the 2 & 10-year storm events. □ Detain the 2, 10, & 100-year storm events. □ Control 40% TSS (20 micron particle). □ Control 80% TSS (5 micron particle). □ Provide infiltration in accordance with NR-151. □ Provide substantial thermal control. ☑ 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.	
	4.11	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.	
	4.12	A portion of this project comes under the jurisdiction of the US Army Corp of Engineers and WDNR for wetland or flood plain issues. A permit for those matters shall be required prior to construction on any of the lots currently within the jurisdictional flood plain.	
\boxtimes	4.13	The Applicant shall submit, prior to plan sign-off, digital CAD files to the Engineering Program Specialist in the	

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Engineering Division (Lori Zenchenko). The digital copies shall be to scale and represent final construction.

CAD submittals can be either AutoCAD (dwg) Version 2001 or older, MicroStation (dgn) Version J or older, or Universal (dxf) formats and contain 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) Lot lines
- g) Lot numbers
- h) Lot/Plat dimensions
- i) Street names

NOTE: Email file transmissions preferred lzenchenko@cityofmadison.com . Include the site address in this transmittal.

4.14 NR-151 of the Wisconsin Administrative Code will be effective on October 1, 2004. Future phases of this project shall comply with NR 151 in effect when work commences. Specifically, any phases not covered by a Notice of Intent (NOI) received from the WDNR under NR-216 prior to October 1, 2004 shall be responsible for compliance with all requirements of NR-151 Subchapter III. As most of the requirements of NR-151 are currently implemented in Chapter 37 of the Madison General Ordinances, the most significant additional requirement shall be that of infiltration.

NR-151 requires infiltration in accord with the following criteria. For the type of development, the site shall comply with one of the three (3) options provided below:

Residential developments shall infiltrate 90% of the predevelopment infiltration amount, 25% of the runoff from the 2-year post development storm or dedicated a maximum of 1% of the site area to active infiltration practices.

Commercial development shall infiltrate 60% of the predevelopment infiltration amount, 10% of the runoff from the 2-year post development storm or dedicate a maximum of 2% of the site area to active infiltration practices.

4.15 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).
- 4.16 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.

Utilities General

 \boxtimes

- 5.1 The Applicant shall obtain a Street Excavation permit for the installation of utilities required to serve this project. The Applicant shall pay the permit fee, inspection fee and street degradation fee as applicable and shall comply with all the conditions of the permit.
- 5.2 The applicant shall obtain all necessary sewer connection permits and sewer plugging permits prior to any utility work.
- S.3 All proposed and existing utilities including gas, electric, phone, steam, chilled water, etc shall be shown on the plan.
 - 5.4 The applicant's utility contractor shall obtain a connection permit and excavation permit prior to commencing the storm sewer construction.
- The site plans shall be revised to show the location of existing utilities, including depth, type, and size in the adjacent right-of-way.
- 5.6 The developer shall provide information on how the Department of Commerce's requirements regarding treatment of storm water runoff, from parking structures, shall satisfied prior to discharge to the public sewer system.

 Additionally, information shall be provided on which system (storm or sanitary) the pipe shall be connected to.

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6.1	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.
6.2	All outstanding Madison Metropolitan Sewerage District (MMSD) and City of Madison sanitary sewer connection charges are due and payable prior to connection to the public sewerage system.
6.3	Each unit of a duplex building shall be served by a separate and independent sanitary sewer lateral.
6.4	The site plan shall be revised to show all existing public sanitary sewer facilities in the project area as well as the size and alignment of the proposed service.