



Department of Planning & Community & Economic Development
Planning Division

Website: www.cityofmadison.com

Madison Municipal Building
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November 23, 2010

John Bieno
TJK Design Build
634 W Main St.
Madison, WI 53703

RE: Approval of the demolition of a vacant commercial building in the C2 (General Commercial) District.

Dear Mr. Bieno:

The Plan Commission, meeting in regular session on November 22, 2010 determined that the ordinance standards could be met and **approved** your client's request for a demolition permit at 1902 Northport Drive. In order to receive final approval for the demolition permit, the following conditions must be met:

Please contact my office at 266-5974 with questions about the following item:

1. All doors and windows on the south side of the building shall remain uncovered by signage or other opaque materials within at least five feet of the glass in the interior spaces.

Please contact Janet Dailey, City Engineering, at 261-9688 with questions about the following 15 items:

2. The applicant shall coordinate with the City of Madison/WISDOT reconstruction project. Contact Steve Sonntag at 267-1997.
3. Applicant shall show the limits of the existing public sanitary sewer easement on the site plans, including reference to the following Register of Deeds Document Number(s) 0504964, 1773982 and 1773983 that created the same. The adjacent property redeveloped in the recent past and additional easement width was required (increasing from twelve (12) to twenty (20) feet) due to insufficient existing easement widths. The Applicant shall also provide an access easement to the City through the parking lot area to allow for maintenance and cleaning of the existing public sanitary sewer main. Please coordinate this necessary easement work with Engineering Division Land Records Coordinator Eric Pederson (epederson@cityofmadison.com or 266-4056).
4. With this plan removing the access drive to Northport Drive and moving it to Dryden Drive, 10.34 Madison General Ordinances require the address for the site be assigned to Dryden Drive. The new primary situs address assigned to this property will be 3121 Dryden Drive. In accordance with 10.34 MGO – STREET NUMBERS: Coordinate tenant spaces by submitting a PDF of floor plans to Engineering Mapping Lori Zenchenko (addressing@cityofmadison.com) so that an interior addressing plan may 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.
5. Applicant shall close all abandoned driveways by replacing the curb in front of the driveways and restoring the terrace with grass (POLICY).
6. 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).
7. 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.

8. 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 (NOTIFICATION).
9. 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.
 - c) 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 signoff.

10. 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)).

11. 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 (POLICY and MGO 37.09(2)).

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)

12. 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 (POLICY and MGO 37.09(2)).

13. The applicant shall obtain all necessary sewer connection permits and sewer plugging permits prior to any utility work. (MGO 10.05(6)) and MGO 35.02(4)(c)(2)).

14. The applicant's utility contractor shall obtain a connection permit and excavation permit prior to commencing the storm sewer construction. MGO 37.05(7).

15. 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 (POLICY).

16. 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)).

Permit applications for Nos. 13 through 15 above are available on line at:

<http://www.cityofmadison.com/engineering/permits.cfm>.

Please contact John Leach, Traffic Engineering at 267-8755 with questions about the following three (3) items:

17. 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, 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'.

18. A "Stop" sign shall be installed at a height of seven (7) feet at the driveway approach. All signs at the approaches shall be installed behind the property line. All directional/regulatory signage and pavement markings on the site shall be shown and noted on the plan. The applicant will need to relocate the "STOP" from the right-of-way to other side of the property line.

19. Public signage and marking related to the development may be required by the City Traffic Engineer for which the developer shall be financially responsible.

Please Contact Pat Anderson, Zoning at 266-5978 with questions about the following seven (7) items:

20. 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.
21. 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.
22. Show addresses of tenant spaces on the building of the final site plan pursuant to MGO Section 10.34(2). Put addresses of the buildings and number of units in each building on the site plans. The setback dimensions shall be from the nearest portion of the building. (A deck that is higher than 3' above grade, or a covered porch, if closer than the principal building, shall have the dimension to the property line. Address information can be obtained from Lori Zenchenko of City engineering at (608) 266-5952.
23. Provide a detailed landscape plan. Show species and sizes of landscape elements. Within 10' from a driveway crossing of a street lot line, any landscaping/screening shall not exceed 2' in height for vision clearance. 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.
24. Bike parking shall comply with MGO Section 28.11. Provide 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.
25. Meet all applicable State accessibility requirements, including but not limited to:
 - a) Provide a minimum of two accessible stalls striped per State requirements. These stalls shall be a van-accessible stall 8' wide with an 8' striped out area adjacent to and on the passenger side. One each for the surface and underground parking areas.
 - b) Show signage at the head of the stalls.
 - c) The stalls shall be as near the elevator as possible.
26. Lighting is required and shall be in accordance with MGO Section 10.085. Provide a plan showing at least 0.5 foot candle on any surface on any lot and an average of 0.75 footcandles. The maximum light trespass shall be 0.5 fc and 10 ft from the adjacent lot line (see City of Madison lighting ordinance).

Please contact Bill Sullivan, Fire Department at 261-9658 with questions about the following item.

27. MFD recommends going above the code minimum to provide automatic sprinklers. The following uses will be prohibited without sprinklers in the building:
 - Restaurants exceeding 5,000 sq ft or allowing 100 occupants or more;
 - Mercantile exceeding 12,000 sq ft or any display of upholstered furniture;
 - Other assembly occupancies exceeding 12,000 sq ft or 300 or more occupants.

Please contact Dennis Cawley, Water Utility at 261-9243 with questions about the following item:

28. This property is not in a Wellhead Protection District. The Madison Water Utility shall be notified to remove the water meter prior to demolition. 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 Tim Sobota, Metro Transit 261-4289 with questions about the following four (4) items.

- 29. The applicant shall install and maintain a concrete passenger boarding pad on the north side of Northport Drive, east of Dryden Drive. The concrete pad shall occupy the full distance of the terrace, measure a minimum of 10 feet in width parallel to the street, and lie flush between the sidewalk and the top of curb.
- 30. The applicant shall include the location of these passenger amenities on the final documents filed with their permit application so that Metro Transit may review and approve the design.
- 31. Metro Transit operates daily transit service along Northport Drive through the Dryden Drive intersection. Bus stop ID#5164 is adjacent the proposed project site, with the signed bus stop zoned running from the existing bus stop sign location forward to the signalized intersection.
- 32. Metro Transit notes that any formal or informal seating amenity that the developer might choose to incorporate into the landscaping plan in the area behind the sidewalk opposite the passenger boarding pad location would be welcome, and could orient passengers to wait in this area.

Please now follow the procedures listed below for obtaining your demolition permit:

- 1. Please revise your plans per the above conditions and submit **nine (9) copies** of a complete plan set to the Zoning Administrator for final staff review and comment.
- 2. This letter shall be signed by the applicant to acknowledge the conditions of approval and returned to the Zoning Administrator when requesting the demolition permit.
- 3. This approval shall become null and void one year after the date of the Plan Commission approval unless the demolition is commenced, or a valid demolition permit is issued and demolition is commenced within six months of the issuance of said building permit.

If you have any questions regarding obtaining your demolition permit, 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 266-5974.

Sincerely,

Heather Stouder, AICP
 Planner

I hereby acknowledge that I understand and will comply with the above conditions of approval for this conditional use permit.

Signature of Applicant

- cc: Pat Anderson, Assistant Zoning Administrator
 Janet Dailey, City Engineering
 John Leach, Traffic Engineering
 George Dreckmann, Recycling Coordinator
 Bill Sullivan, Fire Department
 Tim Sobota, Metro Transit

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 type="checkbox"/>	Urban Design Commission
<input checked="" type="checkbox"/>	Traffic Engineering	<input checked="" type="checkbox"/>	Metro Transit:
<input checked="" type="checkbox"/>	Engineering Mapping	<input type="checkbox"/>	Other: