



Department of Planning & Community & Economic Development

Planning Division

Katherine Cornwell, Director

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April 7, 2016

Doug Strub
2249 Pinehurst Dr.
Middleton, WI 53562

RE: Approval of a Conditional Use to expand an existing neighborhood community center located at **614 Vera Ct.**

Dear Mr. Strub:

At its April 4, 2016 meeting, the Plan Commission, **approved** your request for to expand an existing neighborhood community center located at 614 Vera Ct. In order to receive final approval of the conditional use and for any necessary permits to be issued, the following conditions must be met:

Please contact my office at 267-8733 if you have questions regarding the following item:

1. Prior to final approval and building permit issuance, the Applicant shall submit final plans for review and approval by staff, including:
 - a. A revised site plan that show all of the site amenities, including the new locations for the raised wooden planters and patio with fixed grill.

Please contact Brenda Stanley, City Engineering Division, at 261-9127 if you have any questions regarding the following four (4) items:

2. All outstanding Madison Metropolitan Sewerage District (MMSD) charges are due and payable prior to Engineering sign-off, unless otherwise collected with a Developer's / Subdivision Contract. Contact Mark Moder (608-261-9250) to obtain the final MMSD billing a minimum of two (2) working days prior to requesting City Engineering sign-off (Section 16.23(9)(d)(4), MGO).
3. 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 (POLICY).
4. This project falls within the area subject to increased erosion control enforcement as authorized by the fact that it is in the ROCK RIVER TMDL ZONE and by Resolution 14-00043 passed by the City of Madison Common Council on 1/21/2014. You will be expected to meet a higher standard of erosion control than the minimum standard set by the WDNR.

5. The Applicant shall demonstrate compliance with sections 37.07 and 37.08, MGO 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 5.0 tons per acre per year.

Please contact Jeff Quamme, City Engineering Review Mapping, at 266-4097 if you have questions regarding the following two (2) items:

6. The proposed new building will cross an underlying platted lot line. Current fire code and City enforcement requires the underlying platted lot line be dissolved by Certified Survey Map (CSM) prior to issuance of a building permit. A CSM and required supporting information shall be prepared and submitted to the City of Madison Planning Department. The CSM shall be approved by the City and recorded with the Dane County Register of Deeds prior to issuance of a building permit.
7. The portion of the public utility easement lying beneath the existing buildings on this site shall be released by separate document prepared by City Office of Real Estate Services. Applicant must prepare metes and bounds legal descriptions and scale map exhibits for the portions to be released and provide to Engineering Land Records Coordinator Jeff Quamme for review (608-266-4097) (jrquamme@cityofmadison.com). Upon approval of the exhibits and payment of the required \$500 administration fee (check payable to City of Madison Treasurer) to cover staff time and recording costs, Engineering will create the necessary Office of Real Estate Services (ORES) Project. ORES staff will then administer the release document(s) and record with the Dane County Register of Deeds. The release is required to be completed prior to recording of the required CSM. Applicant shall be responsible to provide recorded copies of the releases from the other utility companies (Gas, Electric, Communications) prior to the City executing and recording its release document.

Please contact Eric Halvorson, Traffic Engineering at 266-6527 if you have questions regarding the following four (4) items:

8. 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.
9. 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.
10. All parking facility design shall conform to the standards as set forth in Section 10.08(6), MGO.
11. Traffic Engineering will no longer be accepting paper plans; to ensure a timely review all submittals will include an electronic copy (.pdf preferred).

Please contact Jenny Kirchgatter, Assistant Zoning Administrator at 266-4429 if you have questions regarding the following seven (7) items:

12. Show the entire parking lot adjacent the neighborhood center, including fully dimensioned parking stalls, accessible stalls and driveway access on Petterle Place.
13. Show the existing play area on the site plan. Include photos or details of the play area.
14. Provide adequate bicycle parking adjacent the neighborhood center building per sections 28.141(4), Table 28I-3 and 28.141(11), MGO. Work with zoning staff to establish the bicycle parking requirement based on the number of employees and various uses of the building. A bike stall is a minimum of two (2) feet by six (6) feet with a five (5) foot wide access aisle. Submit a detail showing the model of bike rack to be installed.
15. Submit the landscape plan and landscape worksheet stamped by the registered landscape architect. Per Section 28.142(3), *Landscape Plan and Design Standards*, MGO, landscape plans for zoning lots greater than ten thousand (10,000) square feet in size must be prepared by a registered landscape architect. Show the existing landscaping adjacent to the neighborhood center and play area as well as any proposed building foundation plantings.
16. Submit a detail of the trash enclosure. The trash enclosure shall be screened on four (4) sides (including a gate for access) by a solid, commercial-grade wood fence, wall, or equivalent material with a minimum height of six (6) feet and not greater than eight (8) feet.
17. Per Section 28.186(4)(b), MGO, 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.
18. Lighting is not required. However, if it is provided, it must comply with the outdoor lighting standards pursuant to Section 10.085, MGO.

Please contact Bill Sullivan, Fire Department at 261-9658 if you have questions regarding the following three (3) items:

19. Madison Fire Department recommends the installation of a fire sprinkler system to protect the asset that Vera Court Neighborhood Center is to this community.
20. The plans indicate a lot line located below the building addition. Remove lot line or provide additional information.
21. Fire sprinkler and fire alarm systems are required by code if the occupant load exceeds 300.

Please contact Dennis Crawley, Water Utility at 261-9243 if you have questions regarding the following item:

22. All operating private wells shall be identified and permitted by the Water Utility in accordance with Section 13.21, MGO. All unused private wells shall be abandoned in accordance with Section 113.21, MGO.

Specific questions regarding the comments or conditions in this letter should be directed to the commenting agency. No building permits shall be issued until the Applicant has met all of the conditions of approval stated in this letter.

For obtaining your conditional use, please follow the procedures listed below:

1. Please revise your plans per the above conditions and submit eight (8) copies of a complete, fully dimensioned and scaled plan set to the Zoning Administrator for final review and comment. This submittal shall also include one complete digital plan set in PDF format. 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, MGO, and any other documentation requested herein by the Zoning Administrator, located in Room LL-100, Madison Municipal Building, 215 Martin Luther King, Jr. Blvd., Madison, WI 53701. The sets of final revised plans or documents will be circulated by the Zoning staff to the City department staff listed above for final approval.
2. The Madison Water Utility shall be notified to remove the water meters prior to demolition. 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.
3. 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.
4. When requesting conditional use approval, this letter shall be signed by the Applicant to acknowledge the conditions of approval and returned to the Zoning Administrator.
6. 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.
7. 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.
8. 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 267-8733.

Sincerely,



Jessica Vaughn, AICP
Planner

cc: Brenda Stanley, City Engineering Division
Jeff Quamme, City Engineering Review Mapping
Eric Halvorson, Traffic Engineering Division
Jenny Kirchgatter, Zoning
Bill Sullivan, Fire Department
Dennis Crawley, Water Utility

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

Signature of Applicant

Signature of Property Owner (if not the applicant)

For Official Use Only, Re: Final Plan Routing			
<input checked="" type="checkbox"/>	Planning Div. (Vaughn)	<input checked="" type="checkbox"/>	Zoning Administrator
<input checked="" type="checkbox"/>	City Engineering	<input type="checkbox"/>	Parks Division
<input checked="" type="checkbox"/>	Engineering Mapping Sec.	<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"/>	Other: Water Utility