



Department of Planning & Development  
**Planning Unit**

Website: [www.cityofmadison.com](http://www.cityofmadison.com)

Madison Municipal Building  
215 Martin Luther King, Jr. Boulevard  
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November 8, 2006

Jerry McAdow  
Lathrop & Clark  
P.O. Box 1507  
Madison, WI 53701

Wisconsin Veterinary Medical Hospitals S.C.  
Dr. Joseph Valenta  
7530 Mineral Point Road  
Madison, WI 53717

SUBJECT: 4421 Cottage Grove Road

Dear Mr. McAdow and Dr. Valenta:

On November 7, 2006, the Madison Common Council conditionally approved your zoning map amendment for the property located at 4421 Cottage Grove Road.

The conditions of approval are:

**THE PLAN COMMISSION ADDED THE FOLLOWING SPECIFIC CONDITIONS OF APPROVAL:**

1. The developer shall execute a deed restriction approved by the Planning Unit staff and City Attorney's Office prior to final approval of this project that restricts the subject property to use only as a small animal veterinary clinic with no on-site boarding, pet walk and kenneling. Said restrictions may be released by the City if the Comprehensive Plan is amended in the future to allow general commercial uses on this site.
2. The signage for the clinic shall be only located along Cottage Grove Road frontage and the sign shall be restricted in design to the allowable signage permitted in the C1 zoning district. Said sign design and location shall be subject to the approval of the Planning Unit staff and Zoning Administrator prior to installation.
3. Employee parking shall be restricted to the Vernon Avenue driveway and customer parking to the Cottage Grove Road parking area.
4. The applicant shall work with staff on developing a landscape buffer along the southern property line between the commercial and residential properties.

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5. The parking area with three standard parking stalls and one accessible stall facing Cottage Grove Road shall be screened per a plan approved by the Planning Unit as part of the final approval of this project.

**PLEASE CONTACT JOHN LEACH, CITY TRAFFIC ENGINEERING, AT 266-4761 IF YOU HAVE QUESTIONS REGARDING THE FOLLOWING EIGHT ITEMS:**

6. A walkway should be installed from the building entrance to the Cottage Grove Road public sidewalk.
7. The applicant shall show the 30-foot building setback on Cottage Grove Road and Vernon Avenue as note on the Acewood Plat.
8. 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'.
9. The applicant shall modify the Cottage Grove Road driveway approach according to the design criteria for a "Class III" driveway in accordance to Madison General Ordinance Section 10.08(4). The existing approach shall be widened to twenty-four (24) foot width for the driveway approach and shall have two 5-foot flares. The commercial access onto Cottage Grove Road shall accommodate 2-way traffic path and prevent vehicles from backing onto Cottage Grove Road. This change shall be revised on the plan.
10. "Stop" and "No Left Turns" signs shall be installed at a height of six (6) feet to the bottom of the first sign at the driveway approach to Cottage Grove Road behind the property line. All directional/regulatory signage and pavement markings on the site shall be shown and noted on the plan.
11. The intersection shall be so designed so as not to violate the City's sight-triangle preservation requirement which states that on a corner lot no structure, screening or embankment of any kind shall be erected, placed, maintained or grown between the heights of 30 inches and 10-feet above the curb level or its equivalent within the triangle space formed by the two intersecting street lines or their projections and a line joining points on such street lines located a minimum of 25-feet from the street intersection in order to provide adequate vehicular vision clearance.
12. The applicant shall modify the proposed parking stalls and backing up according to Figures II of the ordinance using the 9' or wider stall for the commercial/retail area. The parking stalls shall be 9' wide; 18' in length with a 24' back up according to M.G.O. The two (2) feet of vehicle overhang shall be shown on the plan and dimensioned. All signs, plantings, etc. shall be excluded from the parking stall areas.
13. Public signing and marking related to the development may be required by the City Traffic Engineer for which the developer shall be financially responsible.

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**PLEASE CONTACT JANET DAILEY, CITY ENGINEERING, AT 261-9688 IF YOU HAVE QUESTIONS REGARDING THE FOLLOWING ITEM:**

14. The applicant shall submit, prior to plan sign-off, digital CAD files to the Engineering Program Specialist in the Engineering Division (Lori Zenchenko). The digital copies shall be to scale and represent final construction.

CAD submittals can be either AutoCAD (dwg), MicroStation(dgn) 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](mailto:lzenchenko@cityofmadison.com)

**PLEASE CONTACT KATHY VOECK, THE ASSISTANT ZONING ADMINISTRATOR, AT 266-4551 IF YOU HAVE QUESTIONS REGARDING THE FOLLOWING SIX ITEMS:**

15. Meet applicant State building and accessible codes to convert a residential building to a commercial building.
16. Provide a minimum of four parking stalls that meet geometric requirements of Chapter 10 of the Madison General Ordinances.
17. Meet all applicable State accessible requirements, including but not limited to:
- a. Provide a minimum of one accessible stall striped per State requirements. A minimum of one of the stalls shall be a van accessible stall 8' wide with an 8' striped out area adjacent.
  - b. Show signage at the head of the stall. An accessible sign shall be a minimum of 60" between the bottom of the sign and the ground.
  - c. Show the accessible path from the stall to the building. The stalls shall be as near the accessible entrance as possible. Show ramps, curbs, or wheel stops where required.
18. Provide 2 bike-parking stalls in a safe and convenient location on an impervious surface to be shown on the final plan. The lockable enclosed lockers or racks or equivalent structures in or upon which the bicycle may be locked by the user shall be securely anchored to the ground or building to prevent the lockers or racks from being removed from the location. NOTE: Bike stalls shall be a minimum dimension of 6' x 2' with a 5' access area. Structures that require a user-supplied locking device shall be designed to accommodate U-shaped locking devices.

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19. Provide a detailed landscape plan with the final plans for staff sign-off. Provide a landscape worksheet with the final plans that shows that the landscaping provided meets the point and required tree ordinances. In order to count toward required points, the landscaping shall be within 15' (bushes) and 20' (trees) of the parking lot depending on the type of landscape element. (Note: The required trees do not count toward the landscape point total.)
20. Exterior lighting is not required. However, if it is provided, it must comply with City of Madison outdoor lighting standards. Lighting will be limited to .08 watts per square foot.

**PLEASE CONTACT JOHN LIPPITT, MADISON FIRE DEPARTMENT, AT 266-4484 IF YOU HAVE QUESTIONS REGARDING THE FOLLOWING ITEM:**

21. 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.
22. All portions of the exterior walls of newly constructed 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.

Approval of the SIP 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. The trees shown in the street rights-of-way shall not be shown on the sign-off plan or construction plans unless they have previously been approved by the City Forester. If these are existing street trees or species and locations that have been approved by the Forester, they shall be so labeled on plans.

After the plans have been changed as per the above conditions, please file twelve (12) sets of the complete site plans, building elevation and floor plans with the Zoning Administrator, Room LL100, 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.

When these conditions have been satisfied, bring in the revised plan originals to obtain signatures on the cover sheet from the following reviewing departments: City Engineering, Traffic Engineering, Zoning and Planning. After this is accomplished, submit the final plans and documents for recording to the Zoning Administrator, Room LL100, Madison Municipal Building, 215 Martin Luther King, Jr. Boulevard.

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.

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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 (30) months of Common Council approval of the General Development Plan or within eighteen (18) months of the recording of the Specific Implementation Plan, whichever is less, the basis right of use for the areas, when in conformity with the approved Specific Implementation Plan, shall lapse and be null and void unless the project, as approved, is commenced by the issuance of a building permit. If a new building permit is required pursuant to Section 28.06(4), Madison General Ordinances, a new petition and approval process shall be required to obtain 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.**

Sincerely,

Bill Roberts  
Planner IV

c: Zoning Administrator  
City Engineering  
Traffic Engineering

Zoning City Engineering Traffic Engineering UDC (AI) Planning Parks CED Metro Transit
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