



Department of Planning & Development  
**Planning Unit**

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SUBJECT: 5721-5901 Odana Road

Dear Gentlemen:

The Plan Commission, at its September 18, 2006 meeting, determined that the ordinance standards could be met subject to the conditions below for the demolition of the buildings located at 5721, 5801 and 5901 Odana Road. The approval also included the proposed new buildings on this site.

In order to receive final approval of your proposal, the following conditions must be met:

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

1. The applicant shall be responsible for securing all proper permits and approvals from any municipality or government unit having jurisdiction with the project. In particular, the applicant shall contact John Steiner, Wisconsin Department of Transportation (608-246-3862), with site plan sets for review and approval. The applicant shall return a set of site plans or letter with WDOT-approved copies to the City of Madison Traffic Engineering Division. The applicant shall show the Wisconsin Department of Transportation build setback along the West Beltline Highway on site plans.
2. The street type approach at Odana Road and Tokay Boulevard shall be reviewed and approved by the City Traffic Engineer. In addition, the applicant shall be responsible financially to maintain pavement marking as approved by the City Traffic Engineer. The applicant shall at all times maintain crosswalks, stop bars and lane lines, signage and included in the geometrically special design "Street Type Entrance." The applicant shall provide a detail 1" – 20' drawing of the "Street Type Entrance" from Odana Road to the first drive aisle to the easterly parking area as approved by

the City Traffic Engineer. The applicant shall show lane dimensions, lane line color and width according to the Federal Highway Administration "Manual on Uniform Traffic Devices" in epoxy for lane lines, 12" crosswalk lines, 24" stop bars, pavement markings details and signage to be approved by the City Traffic Engineer. In addition, a note shall be shown on the plan, "ALL PAVEMENT MARKING SHALL BE INSTALLED IN EPOXY AND MAINTAINED BY THE PROPERTY OWNER."

3. Unless otherwise modified by an alternative financing plan, the developer is expected to finance 100% of the traffic signal costs for the changes proposed in the demolition. The developer shall post a deposit and reimburse the City for all costs associated with any modifications to Traffic Signals, Street Lighting, Signing and Pavement Marking, and conduit and handholes, including labor, engineering and materials for both temporary and permanent installations.
4. The developer/site parcel owner shall sign an agreement with the City of Madison, which requires the property owner to pay 25% of the cost of operating and maintenance expenses for the traffic signal at Odana Road and Tokay Boulevard, and give the City an easement to install and maintain signal facilities on owner's property prior to site plan approval.
5. The applicant shall demonstrate the semi truck routing and loading area on the site plan. In addition, the applicant shall provide critical vehicle clearance at the driveway approaches to Odana Road.
6. 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'.
7. A "Stop" sign shall be installed at a height of seven (7) feet at the driveway approach except the one with a traffic signal. 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.
8. The developer shall post a deposit or reimburse the City for all costs associated with any modifications to Street Lighting, Signing and Pavement Marking including labor and materials for both temporary and permanent installations.
9. 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 JANET DAILEY, CITY ENGINEERING, AT 261-9688 IF YOU HAVE QUESTIONS REGARDING THE FOLLOWING SEVENTEEN ITEMS:**

10. The City Engineer recommends that a preliminary Certified Survey Map (CSM) be prepared reflective of the inclusion of the four separate properties shown on the preliminary demolition plans for this proposed project. Obtain approvals and record a CSM that will coincide with final ownership plans at build out.

As an alternative to doing a CSM, the applicant can pay applicable City Real Estate fees associated with administering land records documents and record separate recorded conveyances. This is a decision the applicant can make.

Staff feels that a CSM can be reviewed, approved and recorded quicker than separate Real Estate documents due to current workloads in the Real Estate Section.

11. Coordinate the potential dedication of public street right-of-ways or any necessary public use easements as required by City Engineering and Transportation.
12. Provide additional detail to show where the runoff travels when discharging at the southeast corner of the site. This runoff cannot be dumped onto private property and cannot be dumped onto existing bike path.
13. The applicant shall close all abandoned driveways by replacing the curb in front of the driveways and restoring the terrace with grass.
14. All work in the public right-of-way shall be performed by a City licensed contractor.
15. 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.
16. 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.
17. 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.
18. 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.

19. 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) 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](mailto:lzenchenko@cityofmadison.com). Include the site address in this transmittal.

20. 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).

21. 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.

22. 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.
23. The applicant shall obtain all necessary sewer connection permits and sewer plugging permits prior to any utility work.

24. 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.
25. 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.
26. 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.

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

27. Provide a waiver from the State to allow parking lot development within 42' State setback from the rear property line adjacent to the West Beltline Highway or remove the development improvements from this area on the plans.
28. Meet all applicable State accessible requirements including, but not limited to:
  - a. Provide a minimum of six accessible stalls striped per State requirements. A minimum of one of the stalls shall be a van accessible stall 8-feet wide with an 8-foot striped out area. The remainder shall be 8' stalls with a 5' striped out area adjacent.
  - b. Show signage at the head of the stalls. Accessible signs shall be a minimum of 60" between the bottom of the sign and the ground.
  - c. Show the accessible path from the stalls to the building. The stalls shall be as near the accessible entrance as possible. Show ramps, curbs or wheel stops where required.
29. Provide one 10' x 35' loading area with 14' vertical clearance to be shown on the plan for the vehicle repair use. The loading area shall be exclusive of drive aisle and maneuvering space.
30. Provide one 10' x 35' loading area with 14' vertical clearance to be shown on the plan for the retail use. The loading area shall be exclusive of drive aisle and maneuvering space.
31. Provide 18 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.
32. Parking lot plans with greater than twenty (20) stalls, landscape plans must be stamped by a registered landscape architect. 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' and 20' of the parking lot depending on the type of landscape element. Note: The required trees do not count toward the landscape point total. Planting islands shall consist of at least 75% vegetative cover, including trees, shrubs, ground cover, and/or

grass. Up to 25% of the island surface may be brick pavers, mulch or other non-vegetative cover. All plant materials in islands shall be protected from vehicles by concrete curbs.

33. Lighting for an outdoor merchandising area, the maximum in 75% of the lot shall not exceed 20 footcandles. A contiguous area not to exceed 25% of the lot may be illuminated to a level which shall not exceed 40 footcandles.
34. Signage must be reviewed for compliance with Chapter 31 of the Madison General Ordinances. Permits must be issued by the Zoning Section of the Department of Planning & Development.

**PLEASE CONTACT BILL ROBERTS OF THE PLANNING UNIT STAFF AT 266-4635 IF YOU HAVE QUESTIONS REGARDING THE FOLLOWING FOUR ITEMS:**

35. Staff would encourage the applicant to indicate on the plan where damaged motor vehicles, or vehicles requiring extensive work will be stored on the site in this highly visible location.
36. All signage will require approval by staff.
37. Details of the trash enclosure shall be provided on the final plans.
38. All exterior lighting will conform to the City of Madison outdoor lighting standards.

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

39. 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.
40. Provide fire apparatus access as required by Comm 62.0509 and MGO 34.19, as follows:
  - e. The site plans shall clearly identify the location of all fire lanes.
  - f. Provide a fire lane that extends to within 150-feet of all exterior portions of the structure, or it can be extended to within 250-feet if the building is fully sprinklered.
  - g. A dead-end fire lane that is longer than 150-feet shall terminate in a turnaround. Provide an approved turnaround (cul-de-sac, 45 degree wye, 90 degree tee) at the end of a fire lane that is more than 150-feet in length.
  - h. Provide a completed MFD "Fire Apparatus and Fire Hydrant Worksheet" with the site plan submittal.

**PLEASE CONTACT AL MARTIN, STAFF TO THE URBAN DESIGN COMMISSION, AT 266-4635 IF YOU HAVE QUESTIONS REGARDING THE FOLLOWING SEVEN ITEMS:**

41. Trees be added along both sides of the drive aisle paralleling the east side of the building (replacing some shrubs).
42. One parking stall be converted to a tree island, with a tree, in the center of the southern cluster of inventory parking.

43. Trees be added along the Beltline frontage adjacent to the inventory parking area.
44. Trees be added in the tree islands along the eastern edge of the inventory parking area.
45. The two trees proposed near the western entrance be relocated to the landscaping strip closest to the building near the employee parking area.
46. Zoning requirements for the landscaping or screening for off-street parking areas (as described in Tucker's memo) must be met.
47. The applicant has the option of using paving instead of asphalt in the drive aisles.

**PLEASE CONTACT TIM SOBOTA, MADISON METRO TRANSIT AT 267-8778  
IF YOU HAVE QUESTIONS REGARDING THE FOLLOWING FOUR ITEMS:**

48. The applicant shall install a concrete passenger boarding pad on the south side of Odana Road, approximately eighty feet east of crosswalk marking along the east side of Tokay Boulevard intersection. The concrete pad shall occupy the full distance of the terrace, measure 6 feet in width parallel to the street, and lie flush between the sidewalk and the top of curb.
49. The applicant shall install a concrete passenger boarding pad on the south side of Odana Road, approximately twenty-five feet west of western-most driveway apron serving the area marked employee parking. The concrete pad shall occupy the full distance of the terrace, measure 6-feet in width parallel to the street, and lie flush between the sidewalk and the top of curb.
50. 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 sign.
51. Metro Transit operates service seven days a week along Odana Road past these bus stop locations.

Approval of this proposal 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 trees or species and locations that have been approved by the Forester, they shall be so labeled on plans.

Please follow the procedures listed below to receive your conditional use approval.

1. Please revise plans per the above conditions and submit twelve (12) sets of the final site plans (including drainage and landscaping plans) to the Zoning Administrator. The final plans are reviewed and approved by Traffic Engineering, Fire Department, City Engineering, and Zoning. Any of these agencies may call you to request additional information or to resolve problems.
2. This letter shall be signed by the applicant to acknowledge the conditions of approval and returned to the Zoning Administrator when requesting cover sheet approval.
3. No alteration of this proposal shall be permitted unless approved by the City Plan Commission provided, however, the Zoning Administrator may issue permits for minor alterations. This approval shall become null and void one year after the date of Plan Commission approval unless the use is commenced, construction is under way, or a valid building permit is issued and construction commenced within six months of the date of issuance of the building permit. See Section

28.12(11)(h)(3), Madison General Ordinances. The Plan Commission shall retain jurisdiction over this matter for the purpose of resolving complaints against this approved conditional use.

**IF YOU HAVE ANY QUESTIONS REGARDING OBTAINING YOUR BUILDING PERMIT OR OCCUPANCY PERMIT, PLEASE CALL KATHY VOECK OF THE CITY ZONING STAFF AT 266-4551.**

Sincerely,

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

**Bill Roberts**  
Planning & Development

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Applicant

cc: Zoning Administrator  
City Engineering  
Traffic Engineering

Zoning City Engineering Traffic Engineering UDC (A1) Planning Metro Transit
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