



Department of Planning & Community & Economic Development

## Planning Division

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February 6, 2020

James Worker  
Iconica  
901 Deming Way, Suite 102  
Madison, WI 53717

RE: Legistar #58754; Accela ID: 'LNDUSE-2019-00120' -- Approval of an Amended Planned Development – General Development Plan for Prairie Towne Center (Zoning Map Amendment ID 28.022–00415) and approval of a Planned Development – Specific Implementation Plan (Zoning Map Amendment ID 28.022–00416) to construct an 8,123 square-foot commercial building with a vehicle access sales and service window at land generally addressed 209-261 Junction Road.

Dear Mr. Worker:

At its February 4, 2020 meeting, the Madison Common Council, meeting in regular session, found the standards met and approved your request to amend the General Development Plan for Prairie Towne Center to add one new commercial building containing 8,123 square-feet of space with a vehicle sales and service aisle along the Junction Road frontage of the 31.7-acre shopping center, retrofit an existing 12,000 square-foot retail building (Lands End) to accommodate multiple tenants and a vehicle access sales and service window, and add a 9,000 square-foot addition along the western portion of the existing grocery store (Pick 'N Save). The Council also approved your Specific Implementation Plan for the 8,123 square-foot out-lot building with a vehicle sales and service window. The conditions of approval in the following sections shall be satisfied prior to the issuance of building permits for the project.

**Please contact Tim Troester of the Engineering Division at (608) 267-1995 if you have any questions regarding the following fifteen (15) items:**

1. 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 signoff. (MGO 16.23(9)(d)(4))
2. Obtain a permit to Excavate in the Right-of-Way for the connection and/or installation of utilities required to serve this project and shall comply with all the conditions of the permit. This will also be required prior to connection to public facilities within easements located within the property. This permit application is available on line at <http://www.cityofmadison.com/engineering/permits.cfm>. (MGO 10.05(6)), MGO 35.02(4)(c)(2)), and MGO 37.05(7))

3. A Storm Water Management Report and Storm Water Management Permit is required for this project. See Storm comments for report and permit specific details and requirements.
4. A Storm Water Maintenance Agreement (SWMA) is required for this project. See Storm comments for agreement specific details and requirements.
5. Provide an ownership/maintenance agreement (recorded) for the private sewer main being connected to prior to plan approval. (Policy).
6. Revise the site plan to show all existing public sanitary sewer facilities in the project area as well as the size, invert elevation, and alignment of the proposed service. (POLICY)
7. This project falls in the area subject to increased erosion control enforcement as authorized by the fact that it is in a TMDL ZONE and therefore will be regulated to meet a higher standard.
8. This project will disturb 4,000 sf or more of land area and require an Erosion Control Permit. Submit the Erosion Control Permit Application (with USLE calculations and associated fee) to Megan Eberhardt (west) at [meberhardt@cityofmadison.com](mailto:meberhardt@cityofmadison.com), or Daniel Olivares (east) at [daolivares@cityofmadison.com](mailto:daolivares@cityofmadison.com), for approval. The permit application can be found on City Engineering's website at <http://www.cityofmadison.com/engineering/Permits.cfm>.
9. If this project will disturb 20,000 sf or more of land area and require an Erosion Control Plan. Please submit an 11" x 17" copy of an erosion control plan (pdf electronic copy preferred) to Megan Eberhardt (west) at [meberhardt@cityofmadison.com](mailto:meberhardt@cityofmadison.com), or Daniel Olivares (east) at [daolivares@cityofmadison.com](mailto:daolivares@cityofmadison.com), for approval.
10. Demonstrate compliance with Section 37.07 and 37.08 of the Madison General Ordinances regarding permissible soil loss rates. Include Universal Soil Loss Equation (USLE) computations for the construction period with the erosion control plan. Measures shall be implemented in order to maintain a soil loss rate below 5.0 tons per acre per year. The WDNR provided workbook to compute USLE rates can be found online at <https://dnr.wi.gov/topic/stormwater/publications.html>
11. This project will require a concrete management plan and a construction dewatering plan as part of the erosion control plan to be reviewed and approved by the City Engineer's Office. If contaminated soil or groundwater conditions exist on or adjacent to this project additional WDNR, Public Health, and/or City Engineering approvals may be required prior to the issuance of the required Erosion Control Permit. (POLICY)
12. This project appears to require fire system testing that can result in significant amounts of water to be discharged to the project grade. The Contractor shall coordinate this testing with the erosion control measures and notify City Engineering 608-266-4751 prior to completing the test to document that appropriate measures have been taken to prevent erosion as a result of this testing. Complete weekly self-inspection of the erosion control practices and post these inspections to the City of Madison website - as required by Chapter 37 of the Madison General Ordinances.
13. Prior to approval, this project shall comply with Chapter 37 of the Madison General Ordinances regarding stormwater management. Specifically, this development is required to submit a Storm

Water Management Permit application, associated permit fee, Stormwater Management Plan, and Storm Water Management Report to City Engineering. The Stormwater Management Permit application can be found on City Engineering's website at <http://www.cityofmadison.com/engineering/Permits.cfm>. The Storm Water Management Plan & Report shall include compliance with the following:

- a. Report: Submit prior to plan sign-off, a stormwater management report stamped by a P.E. registered in the State of Wisconsin.
  - b. Electronic Data Files: Provide electronic copies of any stormwater management modeling or data files including SLAMM, RECARGA, TR-55, HYDROCAD, Sediment loading calculations, or any other electronic modeling or data files. 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 to City Engineering. (POLICY and MGO 37.09(2))
  - c. Rate Control: Detain the difference between the 10 & 100 -year storm events, matching post development rates to predevelopment rates and using the design storms identified in Madison General Ordinances Chapter 37.
  - d. TSS Redevelopment with TMDL: Reduce TSS by 80% off of the proposed development when compared with the existing site.
  - e. Oil/Grease Control: Treat the first 1/2 inch of runoff over the proposed parking facility and/or drive up window.
  - f. Submit a draft Stormwater Management Maintenance Agreement (SWMA) for review and approval that covers inspection and maintenance requirements for any BMP used to meet stormwater management requirements on this project.
14. Submit, prior to plan sign-off but after all revisions have been completed, a digital CAD file (single file) to the Engineering Division that is to scale and represents final construction with any private storm and sanitary sewer utilities.
15. Submit, prior to plan sign-off but after all revisions have been completed, digital PDF files to the Engineering Division. Email PDF file transmissions are preferred to: [bstanley@cityofmadison.com](mailto:bstanley@cityofmadison.com) (East) or [tstroester@cityofmadison.com](mailto:tstroester@cityofmadison.com) (West).

**Please contact Jeffery Quamme of the Engineering Division-Mapping Section at (608) 266-4097 if you have any questions regarding the following three (3) items:**

16. The reconfiguration of the proposed building from 3 tenants into 4 tenants will require a new addressing plan. The A,B,C,D labels on sheet 21 are not valid for addressing.
17. Submit a Floor Plan in PDF format to Lori Zenchenko ([lzenchenko@cityofmadison.com](mailto:lzenchenko@cityofmadison.com)) that includes a floor plan for each floor on a separate sheet for the development of a complete interior addressing plan. The Addressing Plan for the entire project shall be finalized and approved by Engineering (with consultation and consent from the Fire Marshal if needed) prior to the application submittal for the

final Site Plan Approval with Zoning. The approved Addressing Plan shall be included in the final application.

18. For any changes pertaining to the location, deletion or addition of a unit, or to the location of a unit entrance, (before, during, or after construction), a revised Address Plan shall be resubmitted to Lori Zenchenko to review addresses that may need to be changed and/or reapproved. The final revised Addressing Plan shall be submitted by the applicant to Zoning to be attached to the final filed approved site plans.

**Please contact Sean Malloy of the Traffic Engineering Division at (608) 266-5987 if you have any questions regarding the following eleven (11) items:**

19. Note: The applicant has submitted the requested Traffic Impact Analysis study; the study has been reviewed and accepted by Traffic Engineering.
20. 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.
21. The Developer shall post a security deposit prior to the start of development. In the event that modifications need to be made to any City owned and/or maintained traffic signals, street lighting, signing, pavement marking and conduit/handholes, the Developer shall reimburse the City for all associated costs including engineering, labor and materials for both temporary and permanent installations.
22. 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.
23. All parking facility design shall conform to MGO standards, as set in section 10.08(6).
24. All bicycle parking adjacent pedestrian walkways shall have a 2 foot buffer zone to accommodate irregularly parked bicycles and/or bicycle trailers.
25. All pedestrian walkways adjacent parking stalls shall be 7 feet wide to accommodate vehicle overhang, signage and impediments to walkway movements. Any request for variance shall be submitted to and reviewed by City Traffic Engineering.
26. The applicant shall provide a clearly defined 5' walkway clear of all obstructions to assist citizens with disabilities, especially those who use a wheel chair or are visually impaired. Obstructions include but are not limited to tree grates, planters, benches, parked vehicle overhang, signage and doors that swing outward into walkway.

27. The applicant shall provide a queuing model showing the capacity for 6 vehicles from the order board and 3 additional vehicles from the service window. If the 6 vehicle requirement is not able to be met a second queuing lane may be required.
28. Secure parking facility. This is usually done with continuous six (6) inch curb, timbers, preformed wheel stops, guardrail erected at a height of eighteen (18) inches or fencing of sufficient strength to act as a vehicle bumper.
29. All vehicle service window access aisles shall have a minimum outside turning radius of thirty (30) feet.

**Please contact Jenny Kirchgatter, the Assistant Zoning Administrator at (608) 266-4429 if you have any questions regarding the following nine (9) items:**

30. City approvals will be required for the future expansion of the existing Pick N Save building and the conversion of the existing Lands End building to a multi-tenant retail building with a drive-thru.
31. As each tenant space is leased, the multi-tenant commercial building site must reflect compliance in the required type and number of bicycle parking spaces, to be reviewed prior to obtaining Zoning approval for each use.
32. Provide adequate development frontage landscaping adjacent the Junction Road frontage per MGO Section 28.142(5) Development Frontage Landscaping. Landscaping and/or ornamental fencing shall be provided between buildings or parking areas and the adjacent street(s), except where buildings are placed at the sidewalk. Note that development frontage landscaping must be installed on the private property.
33. Submit the landscape plan and landscape worksheet stamped by the registered landscape architect. Per Section 28.142(3) Landscape Plan and Design Standards, landscape plans for zoning lots greater than ten thousand (10,000) square feet in size must be prepared by a registered landscape architect.
34. 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.
35. Submit a rooftop plan showing the location and size of any proposed rooftop mechanical equipment and detail showing the relative height of the equipment in relation to the height of the extended parapet walls. All rooftop and ground level mechanical equipment and utilities shall be fully screened from view from any street or residential district per MGO Section 28.142(9)(d).
36. Submit a seating plan for the proposed patio at northwest corner of the building. The capacity shall be established for the outdoor eating areas prior to the issuance of building permits for the tenant spaces. Occupancy is established by the Building Inspection Unit. Contact Building Inspection staff at (608) 266-4559 to help facilitate this process.
37. Per Section 28.186(4)(b), 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.

38. Signage approvals are not granted by the Plan Commission. Signage must be reviewed for compliance with Chapter 31 Sign Codes of the Madison General Ordinances. Signage permits are issued by the Zoning Section of the Department of Planning and Community and Economic Development.

**Please contact Bill Sullivan of the Fire Department at (608) 261-9658 if you have any questions regarding the following item:**

39. Establish fire apparatus access in compliance with MGO 34 & the IFC.

**Please contact Jeff Belshaw at (608) 261-9835 if you have any questions regarding the following item:**

40. A Water Service Application Form and fees must be submitted before connecting to the existing water system. Provide at least two working days notice between the application submittal and the requested installation or inspection appointment. Application materials are available on the Water Utility's Plumbers & Contractors website (<http://www.cityofmadison.com/water/plumbers-contractors>), otherwise they may be obtained from the Water Utility Main Office at 119 E Olin Ave. A licensed plumber signature is required on all water service applications. For new or replacement services, the property owner or authorized agent is also required to sign the application. A Water Meter Application Form will subsequently be required to size & obtain a water meter establish a Water Utility customer account and/or establish a Water Utility fire service account. If you have questions regarding water service applications, please contact Madison Water Utility at (608) 266-4646.

**Please contact Brad Hofmann of City Forestry at (608) 267-4908 if you have any questions regarding the following two (2) items:**

41. An existing inventory of trees (location, species, & DBH) and any tree removal plans (in PDF format) shall be submitted to the plans and Brad Hofmann – [bhofmann@cityofmadison.com](mailto:bhofmann@cityofmadison.com) or 266-4816. All proposed street tree removals within the right of way shall be reviewed by City Forestry. Approval and permitting of street tree removals shall be obtained from the City Forester prior to the approval of the site plan.

42. Existing street trees shall be protected. Please include the following note on the site plan: Contractor shall install tree protection fencing in the area between the curb and sidewalk and extend it at least 5 feet from both sides of the tree along the length of the terrace. No excavation is permitted within 5 feet of the outside edge of a tree trunk. If excavation within 5 feet of any tree is necessary, contractor shall contact City Forestry (266- 4816) prior to excavation to assess the impact to the tree and root system. Tree pruning shall be coordinated with City Forestry prior to the start of construction. Tree protection specifications can be found in section 107.13 of City of Madison Standard Specifications for Public Works Construction - <http://www.cityofmadison.com/business/pw/documents/StdSpecs/2018/Part1.pdf>. Any tree removals that are required for construction after the development plan is approved will require at least a 72 hour wait period before a tree removal permit can be issued by Forestry, to notify the Alder of the change in the tree plan.

**Please contact Tim Sobota of Metro Transit at (608) 261-4289 if you have any questions regarding the following four (4) items:**

43. The applicant shall install and maintain a concrete shelter pad surface - as part of the private landscape plan - opposite the existing Metro bus stop on the east side of Junction Road, north of "Driveway 3" (#6457). The concrete pad should be just behind and accessible to the public sidewalk, and of sufficient dimensions to accommodate one of the existing private shelter amenities on this property (along Driveway 3 drive aisle).
44. The applicant shall relocate - at such time Metro Transit realigns bus operations on the property easement area - one of the two existing private shelter amenities to this new concrete pad site on the east side of Junction Road. The applicant may alternatively elect to install and maintain a new passenger waiting shelter, with bench seating, if the applicant believes an upgraded amenity feature would be more compatible with the redeveloped site plans.
45. The applicant shall include the location of these transit amenities on the final documents filed with their permit application so that Metro Transit may review the design.
46. Metro Transit operates daily transit service along Junction Road between Mineral Point Road and Old Sauk Road. Bus stop ID #6457 is on the east side of Junction Road, north of "Driveway 3". Metro Transit operates additional weekend and holiday service along the "Driveway 3" drive aisle, serving private bus shelters at Stops #6164 & #6661.

**Please contact Janine Glaeser, the Urban Design Commission Secretary, at (608) 267-8740 if you have any questions regarding the following four (4) items:**

47. Change the trash enclosure material to a metal panel or fiber cement to be approved by Staff.
48. Look at the parking orientation on the south side so it faces one-way circulation. Work with Traffic Engineering to determine the feasibility.
49. For pedestrian access to the building, look for alignment with one of the major sidewalks on either the north or south side of the building that does not align with the transformer.
50. Look at revising some of the plant species.

**Please contact my office at (608) 243-0554 if you have any questions regarding the following two (2) items:**

51. Revise the Specific Implementation Plan site plan to include final details of the vehicle access sales and service window for the 8K building for Zoning, Traffic Engineering, and Planning approval prior to final recording and issuance of permits.
52. The applicant shall submit a zoning text specific to this project for review and approval by the Planning Division and Zoning Administrator prior to recording, or note that this project is subject to the zoning text on record for the Prairie Towne Center Planned Development.


**Specific questions regarding the comments or conditions contained in this letter should be directed to the commenting agency.**

**Please now follow the procedures listed below for obtaining permits for your project:**

1. Please revise your plans per the above conditions and submit **ten (10) copies** of a complete, fully dimensioned and scaled plan set to the Zoning Administrator for final review and comment. 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 of the Zoning Code, and any other documentation requested herein with the Zoning Administrator, Room LL-100, Madison Municipal Building, 215 Martin Luther King Jr. Boulevard. **This submittal shall all also include one complete digital plan set in PDF format.** The sets of final revised plans or documents will be circulated by the Zoning staff to the City department staff listed above for their final approval.
2. 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. This letter shall be signed by the applicant to acknowledge the conditions of approval and returned to the Zoning Administrator.
4. Under State Statute §66.10015(5), a Planned Development approval is valid for five (5) years from the date of the Common Council approval granted on February 4, 2020. If this plan is not recorded by that time, as described above, the approval shall be null and void.
5. No alteration of a planned development shall be permitted unless approved by the Plan Commission provided, however, the Zoning Administrator following consideration by the alderperson of the district, may approve 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 Plan Commission and the conditional use standards. Major alterations may be approved by the Plan Commission if the requested alterations are consistent with the concept approved by the Common Council. Major alterations that represent a substantial departure from the concept approved by the Common Council may be approved only after all of the procedures for approval by Common Council have been satisfied.

If you have any questions regarding obtaining your conditional use or building permits, please contact the Zoning Administrator at (608) 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 (608) 243-0554.

Sincerely,



Sydney Prusak  
Planner

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

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_  
*Signature of Property Owner (if not the applicant)*



cc: Tim Troester, City Engineering  
Jeffery Quamme, Engineering Mapping  
Sean Malloy, Traffic Engineering  
Jenny Kirchgatter, Zoning  
Bill Sullivan, Fire Department  
Brad Hofmann, Forestry Division  
Jeff Belshaw, Water Utility  
Janine Glaeser, Urban Design  
Tim Sobota, Metro Transit

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