



Department of Planning & Community & Economic Development

Planning Division

Heather Stouder, Director

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July 26, 2016

Nan Mortensen
Dutch's Auto Service
202 Regas Road
Madison, WI 53714

RE: Approval of a conditional use to re-establish an auto repair station at **1102 N. Sherman Avenue**.

Dear Ms. Mortensen,

At its July 25, 2016 meeting, the Plan Commission, meeting in regular session, found the standards met and approved your conditional use request to re-establish an auto repair station at **1102 N. Sherman Avenue**, subject to the conditions below. In order to receive final approval of the conditional use, and for any permits to be issued for your project, the following conditions shall be met:

Please contact Brenda Stanley, City Engineering, at 261-9127 if you have any questions regarding the following three (3) items:

1. The Applicant shall replace all sidewalk and curb and gutter which abuts the property which is damaged by the construction or any sidewalk and curb and gutter which the City Engineer determines needs to be replaced because it is not at a desirable grade regardless of whether the condition existed prior to beginning construction. (POLICY)
2. 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)
3. All damage to the pavement on Sherman Ave, adjacent to this development shall be restored in accordance with the City of Madison's Pavement Patching Criteria. For additional information please see the following link: <http://www.cityofmadison.com/engineering/patchingCriteria.cfm> (POLICY)

Please contact Jeff Quamme, Engineering Mapping, at 266-4097 if you have any questions regarding the following item:

4. The Anthony Alt site plan survey needs to show the correct street name of N Sherman Ave.

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

5. 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.
6. 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.
7. 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.
8. All parking facility design shall conform to MGO standards, as set in section 10.08(6).

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

9. The proposed auto repair facility shall comply with the supplemental regulations of Section 28.151 for an Automobile Body Shop, Automobile Repair Station. All automobile servicing and repair activities shall be carried on within the enclosed building.
10. On the site plan or floor plan, identify the areas designated for storage of vehicle parts and refuse. Storage of vehicle parts or refuse shall be located either within the enclosed building or within a screened enclosure. A screened enclosure shall be a minimum of six (6) foot high and constructed of masonry or decorative wood fencing. If storage of vehicle parts or refuse is located inside an enclosure, provide a detail of the screening enclosure.
11. Clarify how the existing paved area labeled as "inventory" will be used.
12. Parking requirements for persons with disabilities must comply with Section 28.141(4)(e). The access aisle must extend the full length of the accessible stall.
13. Parking is proposed in excess of the maximum number of spaces. Per Table 28I-3 Off-Street Parking Requirements, the automobile parking maximum is 1 parking space per 1,000 square feet of floor area excluding the service bays plus two (2) spaces per service bay (12 parking stalls total). The Zoning Administrator may approve an increase of up to twenty (20) spaces above the maximum requirement. Submit an application for a Parking Adjustment and supporting documentation per section 28.141(6)(c) with the final plan submittal.

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14. 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.
15. 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, Fire Department, at 261-9658 if you have any questions regarding the following item:

16. Obtain a Repair Garage operational license from Madison Fire Dept prior to business operation begins.

Please contact Adam Wiederhoeft, Water Utility, at 266-9121 if you have any questions regarding the following item:

17. All operating private wells shall be identified and permitted by the Water Utility in accordance with MGO 13.21.

All unused private wells shall be abandoned in accordance with MGO 13.21.

Please contact my office at 261-9135, if you have questions regarding the following item:

18. Hours of operation shall be Monday through Friday, 8:30am to 5:30pm. The applicant shall also be able to extend the hours of operation to 6:30pm no more than twice each week and shall be allowed to work on Saturdays from 9:00am to 2:00pm as workload demands. Future modifications to the hours of operation of the auto repair station may be requested by the applicant in the future as a minor alteration of the conditional use following a recommendation by the district alder.

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 your conditional use:

1. Please revise your plans per the above conditions and submit **seven (7) 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 when requesting conditional use approval.
4. 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.
5. 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.
6. 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, demolition 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 261-9135.

Sincerely,

Chris Wells
Planner

<p>I hereby acknowledge that I understand and will comply with the above conditions of approval for conditional use.</p> <p>_____</p> <p style="text-align: center;"><i>Signature of Applicant</i></p> <p>_____</p> <p style="text-align: center;"><i>Signature of Property Owner (if not the applicant)</i></p>

- cc: Brenda Stanley, City Engineering
 Jeff Quamme, Engineering Mapping
 Eric Halvorson, Traffic Engineering
 Jenny Kirchgatter, Asst. Zoning Administrator
 Bill Sullivan, Fire Department
 Adam Wiederhoeft, Water Utility

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