



Department of Planning & Community & Economic Development

## Planning Division

Katherine Cornwell, Director

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February 10, 2016

Brian Beaulieu  
Edge Consulting Engineers  
624 Water St.  
Prairie du Sac, WI 53579

RE: Approval of a conditional use to continue the motor freight terminal use and construct a parking lot area at **5518-5702 Manufacturers Dr.**

Dear Mr. Beaulieu:

At its February 8, 2016 meeting, the Plan Commission **approved** your client's request for a conditional use to continue the existing motor freight terminal use and construct a parking lot area at 5518-5702 Manufacturers Dr. 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, and shall include the following revisions:
  - a. Revise the Total and New stall information documented in the Parking Summary Table on Sheet C-100 to reflect the correct number of stalls, 58 instead of 56.

**Please contact Brenda Stanley, Engineering Division at 261-9127 if you have questions regarding the following thirteen (13) items:**

2. This project falls in 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 standards set by the WDNR.
3. The Applicant shall 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) (Eastside) or [ttroester@cityofmadison.com](mailto:ttroester@cityofmadison.com) (Westside). The digital copies shall be to scale, and shall have a scale bar on the plan set. (POLICY and Section 37.09(2), M.G.O.). PDF submittals shall contain the following information:

- 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 or parcel lines if unplatted
  - g) Lot numbers or the words unplatted
  - h) Lot/Plat dimensions
  - i) Street names
  - j) Stormwater Management Facilities
  - k) Detail drawings associated with Stormwater Management Facilities (including if applicable planting plans).
4. 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. (POLICY and MGO 37.09(2)).
5. 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. Include copies of all stormwater, utility, and detail plan sheets that contain stormwater practices on 8.5x14 size paper in the draft document. These drawings do not need to be to scale as they are for informational purposes only. Once City Engineering staff have reviewed the draft document and approved it with any required revisions submit a signed and notarized original copy to City Engineering. Include a check for \$30.00 made out to Dane County Register of Deeds for the recording fee. City Engineering will forward the document and fee for recording at the time of issuance of the stormwater management permit. Draft document can be emailed to Tim Troester at [ttroester@cityofmadison.com](mailto:ttroester@cityofmadison.com) (Westside), or Jeff Benedict at [jbenedict@cityofmadison.com](mailto:jbenedict@cityofmadison.com) (Eastside) final document and fee should be submitted to City Engineering.
6. The Applicant shall demonstrate compliance with sections 37.07 and 37.08, M.G.O. 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.
7. This site appears to disturb over one (1) acre of land and requires a permit from the WDNR for stormwater management and erosion control. The City of Madison has been required by the WDNR to review projects for compliance with NR 216 and NR 151 however a separate permit submittal is still required to the WDNR for this work. The City of Madison cannot issue our permit until concurrence is obtained from the WDNR via their NOI or WRAPP permit process. Contact Eric

Rortvedt at 273-5612 of the WDNR to discuss this requirement. Information on this permit application is available on line at:

<http://dnr.wi.gov/Runoff/stormwater/constrformsinfo.htm> (NOTIFICATION).

8. Prior to approval, this project shall comply with Chapter 37, M.G.O. regarding stormwater management. Specifically, this development is required to detain the 2, 10, & 100 -year storm events, matching post development rates to predevelopment rates.
9. Prior to approval, this project shall comply with Chapter 37, M.G.O. regarding stormwater management. Specifically, this development is required to reduce TSS by 80% (control the 5 micron particle) off of newly developed areas compared to no controls.
10. Complete an erosion control plan and complete weekly self-inspection of the erosion control practices and post these inspections to the City of Madison website, as required by Chapter 37, M.G.O.
11. The Applicant's utility contractor shall obtain a connection permit and excavation permit prior to commencing the storm sewer construction (Section 37.05(7) , M.G.O.). This permit application is available on line at: <http://www.cityofmadison.com/engineering/permits.cfm>.
12. 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).
13. All work in the public right-of-way shall be performed by a City licensed contractor (subsections 16.23(9)(c)5 and 23.01, M.G.O.).
14. All damage to the pavement on Manufacturers Dr., 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, City Engineering Review Mapping, at 266-4097 if you have questions regarding the following two (2) items:**

15. As discussed at the Development Assistance Team Meeting of November 12, 2015, the proposed two parcels included in this development constitute a planned multi-use site with common access shown for the parking and semi truck staging/maneuvering areas. A private Common Access and Parking Easement/Agreement between the parcels within this development shall be drafted and provided for review. The document shall then be executed and recorded and copies provided prior to building permit issuance.
16. The parcels within this multi-use site are inter-dependent upon one another for storm water runoff conveyance, and/or a private drainage system exists for the entire site an agreement shall be provided for the rights and responsibilities of all lot owners. Said agreement shall be reviewed and

placed on file by the City Engineer, referenced on the certified survey map and recorded at the Dane County Register of Deeds (POLICY).

**Please contact Eric Halvorson, Traffic Engineering at 266-6527 if you have questions regarding the following seven (7) items:**

17. The southern-most entrance into the project site is in conflict with the existing entrance on the east side of Manufacturers Dr. The Applicant shall modify this entrance to minimize conflicting left turns.
18. 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.
19. 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.
20. 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.
21. All parking facility design shall conform to the standards as set forth in Section 10.08(6), M.G.O.
22. Traffic Engineering will no longer be accepting paper plans; to ensure a timely review all submittals will include an electronic copy (.pdf preferred).
23. The Applicant shall include appropriate signage to secure one-way operation of the drive aisles.

**Please contact Jenny Kirchgatter, Assistant Zoning Administrator at 266-4429 if you have questions regarding the following five (5) items:**

24. Provide a calculation for lot coverage for the entire motor freight terminal facility, including the existing facility with the final plan submittal. The lot coverage maximum is 75% for the IL (Industrial Limited) zoning district.
25. Submit a complete landscape plan showing the entire site and facility including the existing site landscaping. The landscape plan and landscape worksheet shall be stamped by the registered landscape architect. Per Section 28.142(3), *Landscape Plan and Design Standards*, M.G.O. 2013, landscape plans for zoning lots greater than ten thousand (10,000) square feet in size must be prepared by a registered landscape architect.
26. Long and short-term bicycle parking shall be provided per sections 28.141(4)(g), Table 281-3 and

28.141(11), M.G.O. One (1) bicycle stall shall be provided per five (5) employees. 50% of bike parking shall be short-term and 50% shall be long-term. Required long-term bicycle parking spaces shall be located in enclosed and secured or supervised areas providing protection from theft, vandalism and weather and shall be accessible to intended users. Submit a detail of the model of bike rack to be installed.

27. Exterior lighting provided shall be in accordance with Section 10.085, M.G.O. Provide an exterior lighting plan and fixture cut sheets, with the final plan submittal.

28. Per Section 28.186(4)(b), M.G.O., 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.

**Please contact Dennis Crawley, Water Utility at 261-9243 if you have questions regarding the following two (2) items:**

29. Operating private wells shall be identified and permitted by the Water Utility in accordance with Section 13.21, M.G.O. 2013. All unused private wells shall be abandoned in accordance with Section 113.21, M.G.O.

30. There are water main assessments due against this parcel.

**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.**

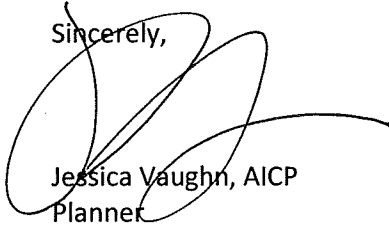
**For obtaining your conditional use, please follow the procedures listed below:**

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 all 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, 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  
Eric Halvorson, Traffic Engineering Division  
Bill Sullivan, Fire Department  
Jenny Kirchgatter, Zoning  
Janet Schmidt, Parks Division

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 checked="" 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 type="checkbox"/>	Other: