



Department of Planning & Community & Economic Development

Planning Division

Katherine Cornwell, Director

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April 23, 2015

Jeff Osgood
Kwik Trip, Inc.
1626 Oak Street
Lacrosse, Wisconsin 54602

RE: Approval of a conditional use to allow construction of an auto service station, convenience store and car wash with accessory outdoor storage and display (sales) areas at 4701 American Parkway and 5433 Buttonwood Drive.

Dear Mr. Osgood;

At its April 20, 2015, the Plan Commission found the standards met and **approved** your conditional use request for 4701 American Parkway and 5433 Buttonwood Drive. The conditions of approval in the following sections shall be satisfied prior to issuance of building permits for the project.

Please contact Janet Schmidt of the City Engineering Division at 261-9688 if you have questions regarding the following fourteen (14) items:

1. The pending Certified Survey Map application for this property shall be completed and recorded with the Dane County Register of Deeds (ROD) prior to issuance of any building permits for new construction. When the recorded CSM image is available from the ROD, the City Assessor's Office can then create the new Address-Parcel-Owner (APO) data in the parcel database so that the permitting system can upload this data and permit issuance made available for this new land record.
2. The address for the proposed Kwik Trip is 4825 American Parkway. There also is a driveway off of Buttonwood Drive without a southbound blocking median. If a Buttonwood Drive address is preferred or considered the primary access entry, please contact Lori Zenchenko for a revised address at Lzenchenko@cityofmadison.com.
3. The site plan shall reflect a proper street address of the property as reflected by official City of Madison Assessor's and Engineering Division records.
4. The applicant shall replace all sidewalk and curb and gutter that abuts the property that 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

5. 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).
6. All damage to the pavement on American Parkway, adjacent to this development shall be restored in accordance with the City of Madison's Pavement Patching Criteria.
7. This project falls in the Rock River TMDL Zone and is subject to increased erosion control enforcement as authorized by Resolution 14-00043 passed by the Common Council on January 21, 2014. The project will be expected to meet a higher standard of erosion control than the minimum standards set by the Wisconsin Department Natural Resources (WDNR).
8. The applicant shall demonstrate compliance with MGO Section 37.07 and 37.08 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.
9. 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
10. For Commercial sites less than 1 acre in disturbance, the City of Madison is an approved agent of the Department of Commerce and WDNR. As this project is on a site with disturbance area less than 1 acre and contains a commercial building, 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.
11. Prior to approval, this project shall comply with MGO Chapter 37 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; provide infiltration in accordance with Chapter 37 of Madison General Ordinances; provide oil and grease control from the first 1/2" of runoff from parking areas, and; 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 MGO Chapter 37. Stormwater management plans shall be submitted and approved by City Engineering prior to signoff.
12. The applicant shall submit, prior to plan sign-off, digital CAD files to the Land Records Coordinator in the City Engineering Division. (Lori Zenchenko lzenchenko@cityofmadison.com) The digital copies shall be drawn to scale and represent final construction including: building footprints, internal walkway areas, internal site parking areas, lot lines/ numbers/ dimensions, street names, and other miscellaneous impervious areas. All other levels (contours, elevations, etc.) are not to be included with this file submittal. E-mail file transmissions are preferred. The digital CAD file shall be to scale and represent final construction. Any changes or additions to the location of the building, sidewalks, parking/pavement during construction will require a new CAD file. The single CAD file submittal can be either AutoCAD (dwg) Version 2001 or older, MicroStation (dgn) Version J or older, or Universal (dxf) format. Please include the site address in this transmittal.
13. The applicant shall submit, prior to plan sign-off, digital PDF files to the City Engineering Division. The digital copies shall be to scale, shall have a scale bar on the plan set, and shall contain the following items: building footprints; internal walkway areas; internal site parking areas; lot lines and

right-of-way lines; street names, stormwater management facilities and; detail drawings associated with stormwater management facilities (including if applicable planting plans).

14. The applicant shall submit prior to plan sign-off, electronic copies of any Stormwater Management File including: SLAMM DAT files; RECARGA files; TR-55/HYDROCAD/etc., and; 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.

Please contact Eric Halvorson of the Traffic Engineering Division at 266-6527 if you have any questions regarding the following five (5) items:

15. The applicant shall provide a sidewalk connection from AmCenter Drive to connect to walkway shown along southerly edge of site and adjacent to the shared access drive.
16. The applicant shall submit one contiguous plan for approval. The plan drawing 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.
17. 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.
18. 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.
19. All parking facility design shall conform to the standards in MGO Section 10.08(6).

Please contact Matt Tucker, Zoning Administrator, at 266-4569 if you have any questions regarding the following nineteen (19) items:

20. Outdoor display shall not exceed 16 hours per day. The applicant shall indicate what items will be displayed and sold outdoors and verify that those items will be sold in the convenience store.
21. The final site plan shall show the locations where outdoor display (sales) and storage are proposed.
22. The sale of propane canisters is considered fuel sales. The outdoor ice coolers are not permitted unless screened in accordance with the supplemental requirements for outdoor storage in Section 28.151 of the Zoning Code.
23. Provide a lot coverage calculation on the final plans for this project.

24. Pursuant to MGO Section 28.142(3) Landscape Plan and Design Standards: Landscape plans for zoning lots greater than 10,000 square feet in size must be prepared by a registered landscape architect.
25. Exterior lighting provided shall be in accordance with City of Madison General Ordinances Section 10.085. Provide an exterior lighting plan with photometrics and fixture cut sheets with the final plan submittal.
26. Bike parking shall comply with City of Madison General Ordinances Table 28I-3 (General Regulations). Provide a minimum of seven (7) bike parking stalls in a safe and convenient location on an impervious surface to be shown on the final plan. NOTE: A bike-parking stall is 2 feet by 6 feet with a 5-foot access area. Provide details of bike rack on final plan sets.
27. This project is designed as part of a planned multi-use site. Pursuant to section 28.137(2)(a), a planned multi-use site shall have a plan and reciprocal land use agreement approved by the Traffic Engineer, City Engineer and Director of Planning and Community and Economic Development recorded in the office of the Dane County Register of Deeds.
28. Provide the lot coverage calculation with the final plan set. The maximum lot coverage is 85%.
29. Parking requirements for persons with disabilities must comply with section 28.141(4)(e). Final plans shall show the accessible paths, including the paths from the accessible stalls to accessible building entrances.
30. Submit a detail showing the model of bike rack to be installed. All racks shall accommodate cable locks and "U" locks including removing the front wheel and locking it to the rear fork and frame.
31. The project appears to be designed to provide vehicle parking in excess of the maximum number of spaces for the auto service station and convenience store use and parking stalls to be shared with the restaurant and businesses located to the south. Submit a parking summary for the planned multi-use site listing the use and parking requirement for each business.
32. Exterior lighting provided shall be in accordance with City of Madison General Ordinances Section 10.085. Provide an exterior lighting plan and fixture cut sheets with the final plan submittal.
33. Submit a landscape plan stamped by the registered landscape architect and a City of Madison landscape worksheet. Per section 28.142(3), landscape plans for zoning lots greater than ten thousand (10,000) square feet in size must be prepared and stamped by a registered landscape architect.
34. Install a landscape island within the south row of shared parking stalls. A planting island shall be located at least every twelve (12) contiguous stalls with no break.
35. Provide a detail showing the locations and approximate sizes of the outdoor display areas. Outdoor display areas shall meet the supplemental requirements per Section 28.151.
36. Submit floor plans and elevations consistent with the proposed building with the final plan submittal.

37. Provide details showing that the primary street façade meets the door and window opening requirements of Section 28.060(2)(d).
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 and Chapter 33 Urban Design ordinances. Signage permits are issued by the Zoning Section of the Department of Planning and Community and Economic Development.

Please contact Dennis Cawley of the Madison Water Utility at 261-9243 if you have any questions regarding the following item:

39. Note: All operating private wells shall be identified and permitted and any unused private wells shall be abandoned by the Madison Water Utility in accordance with MGO Section 13.21.

Please contact my office at 261-9632 if you have any questions about the following three (3) items:

40. Outdoor display shall not exceed 16 hours per day. The applicant shall indicate what items will be displayed and sold outdoors and verify that those items will be sold in the convenience store. The final site plan shall show the locations where under the canopy outdoor display is proposed. No outdoor display shall be allowed in the parking lot, in landscaped areas, or on walkways adjacent to the convenience store.
41. The applicant shall revise Sheet SP 1.1 prior to final plan approval and the issuance of building permits to dimension and identify the proposed vacuum island, 20 accessory parking stalls for the adjacent restaurant-tavern, and propane tank enclosure. All walkways shall be dimensioned, with a minimum 5-foot pedestrian space to be provided clear of curb ramps, wheel stops, bollards and other permanent fixtures.
42. Revise the final plan set to cause Sheet A200 (architectural elevation "RH Store") to match Sheet A200B (colored). Include a height dimension on the final revised plan. All floorplans and elevation drawings shall match the site plan approved by the Plan Commission and as verified by the Planning Division prior to final sign-off and issuance of building permits.

The Madison Fire Department does not object to this proposal provided the project complies with all applicable fire codes and ordinances.

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. After the plans have been revised per the above conditions, please file **eight (8) sets** of complete, fully dimensioned, and to-scale plans, 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. The sets of final revised plans or documents will be circulated by Zoning staff to the City department staff listed above for their final approval.

2. This letter shall be signed by the applicant and property owner (if not the applicant) to acknowledge the conditions of approval and returned to the Zoning Administrator when requesting building permit approval.
3. Approval of the 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. No alteration of a conditional use 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. This approval shall become null and void one (1) year after the date of the Plan Commission unless the use is commenced, construction is under way, or a valid building permit is issued and construction commenced within 6 months of the issuance of said building permit. Where the plans have not been altered from the Plan Commission's approval, and the conditional use has expired, the Director of Planning and Community and Economic Development may, after consultation with the Alderperson of the District, approve an extension for up to 24 months from the expiration date. The Plan Commission shall retain jurisdiction over this matter for the purpose of resolving complaints against the approved conditional use permit.

If you have any questions regarding obtaining your building permits, please contact the Zoning Administrator at 266-4551. If you have any questions or if may be of any further assistance, please do not hesitate to contact my office at 261-9632.

Sincerely,

Timothy M. Parks
 Planner

cc: Janet Schmidt, City Engineering Division
 Eric Halvorson, Traffic Engineering Division
 Matt Tucker, Zoning Administrator
 Dennis Cawley, Madison Water Utility
 Bill Sullivan, Madison Fire Department

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

Signature of Applicant

*Signature of Property Owner
 (If Not Applicant)*

For Official Use Only, Re: Final Plan Routing			
<input checked="" type="checkbox"/>	Planning Div. (T. Parks)	<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: