



Department of Planning & Community & Economic Development

Planning Division

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January 12, 2017

Chris Griffiths
J. Stuart Architects, Inc.
2919 Welborn, Suite 101
Dallas, TX 75219

RE: Approval of a Demolition Permit for the demolition of a street facing façade for the construction of a 3,241 square-foot addition to and remodel of the existing building located at **3325 E Washington Ave.**

Dear Mr. Griffiths:

At its January 9, 2017 meeting, the Plan Commission **approved** your request for a Demolition Permit for the construction an addition to and remodel of the existing building located at 3325 E Washington Ave. In order to receive final approval of the Demolition Permit 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 five items:

1. On Sheet A2.1, a "new garage" is referenced. A garage is not shown on the Proposed Site Plan or the Proposed Floor Plan. Please clarify. If a garage is proposed, the Applicant shall revise the Proposed Site Plan, the Proposed Floor Plan and the Letter of Intent accordingly to clearly differentiate the garage from the overall building.
2. An Area Calculations Table is provided on Sheet A2.1. Please update this table to include the Lot Coverage, Open Space and Paved Area calculations.
3. The Applicant shall revise the Proposed Floor Plan to include the floor areas of the assembly areas.
4. The Applicant shall revise the building elevations to include the building height.
5. Based on the Lighting Plan not architectural lighting is proposed. Please confirm and note that if architectural lighting is proposed, the Applicant shall revise the elevations and Photometric Plan accordingly.

Please contact Brenda Stanley, City Engineering, at 261-9127 if you have questions regarding the following 12 items:

1. The Applicant shall submit, prior to plan sign-off but after all revisions have been completed, a digital CAD file (single file) to the Engineering Division with any private storm and sanitary sewer

utilities. The digital CAD file shall be to scale and represent final construction. The CAD file shall be in a designated coordinate system (preferably Dane County WISCRS, US Ft). The single CAD file submittal can be either AutoCAD (dwg) Version 2013 or older, MicroStation (dgn) V8i Select Series 3 or older, or Universal (dxf) format and shall contain the only 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 or parcel lines if unplatted
- g) Lot numbers or the words unplatted
- h) Lot/Plat dimensions
- i) Street names
- j) Private on-site sanitary sewer utilities (including all connections to public sanitary)
- k) Private on-site storm sewer utilities (including all connections to public storm)

All other levels (contours, elevations, etc) are not to be included with this file submittal.

NOTE: Email CAD file transmissions are preferred to: bstanley@cityofmadison.com (East) or ttroester@cityofmadison.com (West). Include the site address in the subject line of this transmittal. Any changes or additions to the location of the building, sidewalks, parking/pavement, private on-site sanitary sewer utilities, or private on-site storm sewer utilities during construction will require a new CAD file.

2. 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 (East) or ttroester@cityofmadison.com (West). The digital copies shall be to scale, and shall have a scale bar on the plan set (POLICY and Section 37.09(2), MGO). 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).

3. Storm sewer to serve this development has been designed and constructed. The site plans shall be

revised to identify the location of this storm sewer and to show connection of an internal drainage system to the existing public storm sewer (POLICY AND Sections 10.29 and 37.05(7), MGO for OVER 10,000 SF OF IMPERVIOUS AREA).

4. The Applicant shall demonstrate compliance with Sections 37.07 and 37.08, MGO 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.
5. For Commercial sites < 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 one (1) acres, 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 (NOTIFICATION).
6. Prior to approval, this project shall comply with Chapter 37, MGO 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.
7. 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, MGO.
8. Oil and grease control is needed for the reconstructed parking area.
9. All outstanding 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 sign-off (Section 16.23(9)(d)(4), MGO).
10. 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).
11. All work in the public right-of-way shall be performed by a City licensed contractor (Section 16.23(9)(c)5 and 23.01, MGO).
12. All damage to the pavement on E Washington Avenue & Lexington Avenue, 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 Eric Halvorson, Traffic Engineering, at 266-6527 if you have questions regarding the following six items:

1. 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.
2. 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.
3. 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.
4. All parking facility design shall conform to the standards as set in Section 10.08(6), MGO.
5. The Applicant shall secure one-way operation for the driveway off Lexington Avenue with signage.
6. The Applicant shall adhere to all vision triangle requirements as set in Section 27.05, MGO. No visual obstructions between the heights of 30 inches and 10 feet – 25 feet behind the property line at streets and 10 feet at driveways. Alteration necessary to achieve compliance may include but are not limited to; substitution to transparent materials, removing sections of the structure and modifying or removing landscaping elements. If the applicant believes public safety can be maintained they shall apply for a reduction of the standards in Section 27.05(2)(bb), "Vision Clearance Triangles at Intersections Corners," MGO. Approval or denial of the reduction shall be the determination of the City Traffic Engineer.

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

1. Provide a calculation and plan detail for lot coverage with the final submittal. The lot coverage maximum is 85%. Lot coverage is defined as the total area of all buildings, measured at grade, all accessory structures including patios, etc., and all paved areas as a percentage of the total area of the lot, with the following exceptions: sidewalks or paved paths no wider than five (5) feet, pervious pavement, green roofs and decks.
2. Bicycle parking shall comply with the requirements of Sections 28.141(4)(g) and 28.141(11), MGO. Provide a minimum of one (1) bicycle stall per 2,000 sq. ft. of assembly area located in a convenient and visible area on a paved or impervious surface. Bicycle parking shall be located at least as close as the closest non-accessible automobile parking and within one hundred (100) feet of a principal

entrance. Show the typical dimensions bicycle stalls on the final plans. Note: A bicycle stall is a minimum of two (2) feet by six (6) feet with a five (5) foot wide access area. Provide a detail of the proposed bike rack.

3. Provide a landscape island within the row of parking adjacent E Washington Avenue. A planting island shall be located at least every twelve (12) contiguous stalls with no break.
4. Screening is required adjacent the Zoning district boundary along the south and east property lines. Screening shall be provided along side and rear property boundaries between commercial/ mixed-use districts and residential districts. Screening shall consist of a solid wall, solid fence, or hedge with year-round foliage, between six (6) and eight (8) feet in height. Submit a detail or photos of the existing or proposed screening fence with the final plans.
5. Show the refuse disposal area on the site plan. All developments, except single family and two family developments, shall provide a refuse disposal area. If the refuse disposal area is located outside the building, it 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. Submit a detail of the trash enclosure if provided outside the building.
6. Per Section 28.186(4)(b), MGO, 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.
7. 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 District 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 questions regarding the following item:

1. The proposed additions will require the installation of a fire sprinkler system and a fire alarm system in the additions and other areas undergoing a Level II alteration if the total building occupant load exceeds 300 people.

Please contact Janet Schmidt, Parks Division, at 266-4714 if you have any questions regarding the following three items:

1. Forestry will permit the removal of three 14"-19" pre-emptive Ash trees on E Washington Avenue that have already been inspected and marked for future removal. The 2nd, 4th and 5th Ash trees northeast of Lexington Avenue should already be marked with a yellow dot of spray paint. Approval and permitting of street tree removals shall be obtained from the City Forester and/or the Board of Public Works prior to the approval of the site plan.

2. Additional street trees are needed for this project. All street tree planting locations and tree species within the right-of-way shall be determined by City Forestry. Please submit a site plan (in PDF format) to Brian Meiller – bmeiller@cityofmadison.com or 266-4816. Tree planting specifications can be found in section 209 of City of Madison Standard Specifications for Public Works Construction - <http://www.cityofmadison.com/business/pw/documents/StdSpecs/2013/Part2.pdf>.
3. 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 five feet from both sides of the tree along the length of the terrace. No excavation is permitted within five feet of the outside edge of a tree trunk. If excavation within five feet of any tree is necessary, the 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. Tree protection specifications can be found in Section 107.13, City of Madison Standard Specifications for Public Works Construction - <http://www.cityofmadison.com/business/pw/documents/StdSpecs/2013/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 Adam Wiederhoeft, Water Utility, at 266-9121 if you have questions regarding the following two items:

1. If the proposed modifications require the installation of a fire sprinkler/alarm system (see Madison Fire Department review comments), a higher capacity water service may be required to meet required flow rates. If a new water service will be required, contact Madison Water Utility to evaluate service connection installation options.
2. Existing water mains and service laterals are not shown on the provided site plan drawings. Revise drawings to include this information.

Please contact Tim Sobota, Metro Transit, at 261-4289 if you have questions regarding the following two items:

1. Metro Transit supports the Applicant's proposal to install and maintain a private bench - shown as part of their site and landscape plan - opposite the existing concrete bus stop boarding pad on E Washington Avenue.
2. 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 and approve the design.

Please contact Jeff Quamme, City Engineering Review Mapping, at 266-4097 if you have questions regarding the following four items:

1. A portion of the proposed landscaping plantings at the intersection of Lexington Avenue with E Washington Avenue is within a Public Storm Sewer Easement per Document No. 1020166. The Applicant shall be aware that any landscaping within the easement is subject to removal without

compensation by the City of Madison in conjunction with any repair and maintenance of the storm sewer pipe.

2. The Applicant shall revise the plans to include the Permanent Storm Sewer Easement, Document No. 1020166 and label.
3. The Applicant shall revise the Proposed Site Plan to include a full and complete legal description of the site or property that is the subject of this application.
4. The Applicant shall revise the Proposed Site Plan to include the 20-foot wide common access right-of-way shown along the northeast side of the parcel as being per Document No's 1241481 and 860319 and label.

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 **nine 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, located at 126 S Hamilton St., 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. 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.
3. 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.
4. A reuse and recycling plan approved by the Recycling Coordinator is required by ordinance prior to the issuance of a wrecking permit. The reuse and recycling plan shall be submitted along with the resubmittal of site plans for forwarding to the Recycling Coordinator.
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 demolition permit approval standards.

6. This letter shall be signed by the Applicant to acknowledge the conditions of approval and returned to the Zoning Administrator.
7. The approval is valid for one (1) year from the date of the Common Council approval unless construction is under way, or a valid building permit is issued and construction commenced within six months of the issuance of said building permit. Where the plans have not been altered from the Plan Commission's approval, 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.

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
Eric Halvorson, Traffic Engineering Division
Jenny Kirchgatter, Zoning
Bill Sullivan, Fire Department
Janet Schmidt, Parks Division
Adam Wiederhoeft, Water Utility
Jeff Quamme, City Engineering Review Mapping

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