



Department of Planning & Community & Economic Development

## Planning Division

Katherine Cornwell, Director

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January 30, 2014

Steve Harms  
Tri-North Builders  
2625 Research Park Dr.  
Fitchburg, WI, 53711

RE: Approval of the demolition of three buildings and a portion of a fourth building for a new building addition and a surface parking lot.

Dear Mr. Harms:

At its January 27, 2013 meeting, the Plan Commission found the standards met and **approved** your client's request to demolish three buildings and a portion of a fourth building for a new building addition and a surface parking lot at 901-945 East Washington Avenue, subject to the conditions below. In order to receive final approval of the demolition, and for any necessary permits to be issued for your project, the following conditions shall be met:

**Please contact my office at 266-5974 if you have questions regarding the following 3 items:**

1. Final plans submitted for staff review shall demonstrate that all requirements in Urban Design District 8 are met, and shall include the following details:
  - a) Details on bicycle racks, benches, trash receptacles, and any other site furnishings, and an adequately screened trash area
  - b) Revised landscape plan meeting UDD 8 requirements
  - c) Calculations demonstrating that 40% of the street-facing wall of the building addition is devoted to windows. The applicant is encouraged to study the possibility of opening up views into the elevator core as an innovative way to meet this requirement.
  - d) A materials schedule with colors and specifications for each proposed material
2. Conditions of approval recommended by the Urban Design Commission shall be addressed in final plans submitted for staff review and approval.
3. Prior to final sign-off by staff on the demolition, the applicant shall submit proof of financing for the proposed site and building addition as approved. This shall include a letter of commitment from a bank and a cost estimate for the proposed improvements, prepared by a construction firm, and shall be reviewed and approved by the Director of the Department of Planning and Community and Economic Development.

**Please contact Janet Dailey of the City Engineering Division at 261-9688 if you have questions regarding the following 32 items:**

4. The proposed new building addition and existing buildings cross underlying platted lot lines. Current State building code and City enforcement requires the underlying platted lot line be dissolved by Certified Survey Map (CSM) prior to issuance of a building permit. A CSM and required supporting information shall be prepared and submitted to the City of Madison Planning Department. The CSM shall be approved by the City and recorded with the Dane County Register of Deeds prior to issuance of a building permit.
5. The Civil Plan sheets C101-103 do not include Lot 8, Block 158 as part of any site plan. Sheet 002, Architectural Site Plan Future Phases includes Lot 8 as part of the site plan. This discrepancy shall be rectified on the site plan(s) as applicable.
6. A detailed demolition plan shall be provided in the plan set.
7. The final site plan to be submitted in the future for building permits shall reflect the boundary of the required Certified Survey Map and shall show and note all existing and new easements/encumbrances of record.
8. In a multi-tenant building, all tenant spaces will need suite addresses. Provide detailed build out plans when available for suite number approvals.
9. The applicant proposes a parking lot grade of 846.00. This is 2-feet below the 100 year flood elevation of Lake Monona. The storm sewer cannot drain this area and this shall not be allowed.
10. The site plans are not detailed enough to provide more specific engineering comments. Additional comments will be provided as more detailed information becomes available. Provide detailed drawings showing what is being proposed with the current application and what will be future development.
11. The owner's Engineer shall meet with the City Engineer to review future sanitary sewer demand and determine required Developer improvements to meet said demand. Contact Mark Moder at 261-9250 to discuss.
12. This site is an open contaminant site with the WDNR (BRRTS: 03-13-101143 & 03-13-001608). Provide evidence of coordination with WDNR Project Manager regarding the handling of contaminated materials.
13. The construction of this building will require removal and replacement of sidewalk, curb and gutter and possibly other parts of the City's infrastructure. The applicant shall enter into a City / Developer agreement for the improvements required for this development. The applicant shall be required to provide deposits to cover City labor and materials and surety to cover the cost of construction. The applicant shall meet with the City Engineer to schedule the development of the plans and the agreement. The City Engineer will not sign off on this project without the agreement executed by the developer. The developer shall sign the Developer's Acknowledgement prior to the City Engineer signing off on this project (MGO 16.23(9)c)).
14. The site plan shall include all lot/ownership lines, existing building locations, proposed building additions, demolitions, parking stalls, driveways, sidewalks (public and/or private), existing and proposed signage, existing and proposed utility locations and landscaping.
15. Submit a PDF of all floor plans to [zenchenko@cityofmadison.com](mailto:zenchenko@cityofmadison.com) so that a preliminary interior addressing plan can be developed. If there are any changes pertaining to the location of a unit, the deletion or addition of a unit, or to the location of the entrance into any unit, (before, during, or

after construction) the addresses may need to be changed. The interior address plan is subject to the review and approval of the Fire Marshal.

16. The Applicant shall close all abandoned driveways by replacing the curb in front of the driveways and restoring the terrace with grass (POLICY).
17. The approval of this Conditional Use or PUD does not include the approval of the changes to roadways, sidewalks or utilities. The applicant shall obtain separate approval by the Board of Public Works and the Common Council for the restoration of the public right of way including any changes requested by developer. The City Engineer shall complete the final plans for the restoration with input from the developer. The curb location, grades, tree locations, tree species, lighting modifications and other items required to facilitate the development or restore the right of way shall be reviewed by the City Engineer, City Traffic Engineer, and City Forester (MGO 16.23(9)(d)(6)).
18. 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).
19. The Applicant shall provide the City Engineer with the proposed earth retention system to accommodate the restoration. The earth retention system must be stamped by a Professional Engineer. The City Engineer may reject or require modifications to the retention system (POLICY).
20. 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).
21. All street tree locations and tree species within the right of way shall be reviewed and approved by City Forestry. Please submit a tree planting plan (in PDF format) to Dean Kahl, of the City Parks Department - [dkahl@cityofmadison.com](mailto:dkahl@cityofmadison.com) or 266-4816. Approval and permitting of any tree removal or replacement shall be obtained from the City Forester and/or the Board of Public Works prior to the approval of the site plan (POLICY).
22. All damage to the pavement on E. Washington, S. Paterson, E. Main and S. Brearly, 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).
23. 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 (POLICY AND MGO 10.29).
24. The applicant shall show storm water "overflow" paths that will safely route runoff when the storm sewer is at capacity (POLICY).
25. 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.
26. Effective January 1, 2010, The Department of Commerce's authority to permit commercial sites, with over one (1) acre of disturbance, for stormwater management and erosion control has been transferred to the Department of Natural Resources (WDNR). The WDNR does not have an authorized local program transferring this authority to the City of Madison. The City of Madison has been required by the WDNR to continue to review projects for compliance with NR216 and NR-151 but a separate permit submittal is now required to the WDNR for this work as well. The City of

Madison cannot issue our permit until concurrence is obtained from the WDNR via their NOI or WRAPP permit process.

As this site is greater than one (1) acre, the applicant is required by State Statute to obtain a Water Resources Application for Project Permits (WRAPP) from the Wisconsin Department of Natural Resources, prior to beginning construction. This permit was previously known as a Notice of Intent Permit (NOI). Contact Eric Rortvedt at 273-5612 of the WDNR to discuss this requirement.

Information on this permit application is available on line

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

27. Prior to approval, this project shall comply with MGO Chapter 37 regarding stormwater management. Specifically, this development is required to:
  - a) Reduce TSS off of the proposed development by 80% when compared with the existing site
  - b) Provide oil & grease control from the first 1/2" of runoff from parking areas
  - c) 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 Ch. 37.
28. The Applicant shall submit, prior to plan sign-off, a digital CAD file (single file) to the Engineering Program Specialist in the Engineering Division (Lori Zenchenko). The digital CAD file shall be to scale and represent final construction. The single CAD file submittal can be either AutoCAD (dwg) Version 2001 or older, MicroStation (dgn) Version J or older, or Universal (dxf) format and contain 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 Misc. Impervious Areas (i.e. gravel, crushed stone, bituminous/asphalt, concrete, etc.)
  - e) Right-of-Way lines (public and private)
  - f) All Underlying Lot lines or parcel lines if unplatted
  - g) Lot numbers or the words "unplatted"
  - h) Lot/Plat dimensions
  - i) Street names

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

NOTE: Email file transmissions preferred [zenchenko@cityofmadison.com](mailto:zenchenko@cityofmadison.com). Include the site address in the subject line of this transmittal. Any changes or additions to the location of the building, sidewalks, parking/pavement during construction will require a new CAD file (POLICY and MGO 37.09(2) & 37.05(4)).

29. The applicant shall submit, prior to plan sign-off, digital PDF files to the Engineering Division (Jeff Benedict or Tim Troester). The digital copies shall be to scale, and shall have a scale bar on the plan set (POLICY and MGO 37.09(2)).

PDF submittals shall contain the following information:

- a) Building footprints
- b) Internal walkway areas
- c) Internal site parking areas
- d) Lot lines and right-of-way lines
- e) Street names
- f) Stormwater Management Facilities
- g) Detail drawings associated with Stormwater Mgmt Facilities (including if applicable planting plans)

30. 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)).
31. The applicant's utility contractor shall obtain a connection permit and excavation permit prior to commencing the storm sewer construction (MGO 37.05(7)). This permit application is available on line at <http://www.cityofmadison.com/engineering/permits.cfm>.
32. Prior to approval, the owner or owner's representative shall obtain a permit to plug each existing storm sewer lateral which must be permanently or temporarily disconnected from the public storm sewer system as part of the proposed work. For each lateral to be plugged the owner shall complete a sewer lateral plugging application and pay the applicable permit fees. NOTE: As of January 1, 2013 new plugging procedures and permit fees go into effect. The new procedures and revised fee schedule is available on line at <http://www.cityofmadison.com/engineering/permits.cfm> (MGO CH 37.05(7)).
33. Prior to approval, the owner or owner's representative shall obtain a permit to plug each existing sanitary sewer lateral that serves a building which is proposed for demolition. For each lateral to be plugged the owner shall complete a sewer lateral plugging application and pay the applicable permit fees. NOTE: As of January 1, 2013 new plugging procedures and permit fees go into effect. The new procedures and revised fee schedule is available on line at <http://www.cityofmadison.com/engineering/permits.cfm> (MGO CH 35.02(14)).
34. All outstanding Madison Metropolitan Sewerage District (MMSD) are due and payable prior Engineering sign-off, unless otherwise collected with a Developer's / Subdivision Contract. Contact Janet Dailey (608-261-9688) 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)).
35. The site plan shall be revised 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).

**Please contact Pat Anderson of the Zoning Office at 266-5978 if you have any questions regarding the following 13 items:**

36. The project is proposed for phasing. Each individual site or zoning lot combination will require separate site plan reviews prior to the issuance of permits for demolition of future uses. This review only relates to the first phase of the project.
37. The particular uses of the building have not been determined. A parking reduction or a conditional use approval for a parking reduction pursuant to Sec. 28.151(5), Table 28 I-4 may be required at a later date.
38. 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.
39. Provide the minimum bike parking stalls for the project. Bike parking shall be located in a safe and convenient location on an impervious surface subject to Section 28.141(11) to be shown on the final plan. Provide a detail of the proposed bike racks.

40. Pursuant to Sec. 28.142(3) Landscape Plan and Design Standards: Landscape plans for zoning lots greater than ten thousand (10,000) sq. ft. in size must be prepared by a registered landscape architect.
41. Parking and loading shall comply with MGO Section 28.141(13): Provide two 10' x 35' loading areas with 14' vertical clearance to be shown on final plans. The loading area shall be exclusive of the drive aisle and maneuvering space.
42. Signage approvals are not granted by the Plan Commission. Signage must be reviewed for compliance with MGO Chapter 31 Sign Codes 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.
43. Redefine lot lines via a Certified Survey Map. A property line cannot go through a building without a fire wall down the lot line pursuant to Section 105.1.1 of the International Building Code. CSM shall be approved before sign off of final plans.
44. Provide site plan showing setbacks.
45. The demolition approval is good for one year from the date of issuance.
46. Any future use or development will require approvals from the water utility, as a portion of the site is located within Wellhead Protection District No. 24.
47. Parking requirements for persons with disabilities must comply with Sec. 28.141(4)(e). Final plans shall show the required accessible stalls, including van accessible stalls.
48. Submitted "future phases" plan shows buildings exceeding the height limitation in the TE District, which will require Conditional Use approval.

**Please contact Eric Halvorson, Traffic Engineering, at 266-6527 if you have questions regarding the following 5 items:**

49. Insufficient information to adequately review this site. Traffic Engineering needs the following for review: access routes, existing site conditions, parking geometrics (dimensioned) and summary of stalls.
50. 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.
51. 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.
52. 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.
53. All parking facility design shall conform to MGO standards, as set in section 10.08(6).

**Please contact Kay Rutledge, Parks Division, if you have questions regarding the following 4 items:**

54. All proposed street tree removals within the right of way shall be reviewed by City Forestry. Please submit an existing inventory of trees (location, species, & DBH) and a tree removal plan (in PDF format) to Dean Kahl – [dkahl@cityofmadison.com](mailto:dkahl@cityofmadison.com) or 266-4816. 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.
55. Additional street trees are needed for this project. All street tree planting locations and trees species with the right of way shall be reviewed by City Forestry. Please submit a tree planting plan (in PDF format) to Dean Kahl – [dkahl@cityofmadison.com](mailto:dkahl@cityofmadison.com) or 266-4816. Approval and permitting of tree planting shall be obtained from the City Forester and/or the Board of Public Works prior to the approval of the site plan. 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>.
56. 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. 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/2013/Part1.pdf>.
57. Please reference ID# 13166 when contacting Parks about this project

**Please contact Bill Sullivan, Madison Fire Department, at 261-9658 if you have questions regarding the following 3 items:**

58. Provide fire apparatus access as required by IFC 503 2012 edition, MGO 34.503.
59. Please consider allowing Madison Fire Department to conduct training sequences prior to demolition. Contact MFD Training Division to discuss possibilities: Captain Tim Mrowiec (608) 206-7534.
60. The Madison Fire Department does not object to this proposal provided the project complies with all applicable fire codes and ordinances.

**Please contact Tim Sobota of Metro Transit at 261-4289 if you have any questions regarding the following item:**

61. Metro Transit operates daily service along East Washington Avenue through the South Paterson Street intersection. Bus stop ID #1565 is adjacent to the proposed project site along the south side of East Washington Avenue, with the bus stop zone encompassing the area from the existing bus stop sign pole and concrete boarding pad surface west back to the intersection at South Paterson Street.

**Specific questions regarding the comments or conditions contained in this letter should be directed to the commenting agency. No demolition or building permits shall be issued until the applicant has met all of the conditions of approval stated in this letter.**

**Please now follow the procedures listed below for obtaining your demolition permit:**

1. Please revise the plans per the above conditions and file **ten (10)** sets of complete, fully dimensioned, and to-scale plans, along with the appropriate site plan review application and fee pursuant to Section 28.206 of the Zoning Code. Also provide any other documentation requested herein with the Zoning Administrator, Room LL-100, Madison Municipal Building, 215 Martin Luther King, Jr. Boulevard.
2. This letter shall be signed by the applicant to acknowledge the conditions of approval and returned to the Zoning Administrator when requesting demolition and building permit approval.
3. No alteration of this proposal shall be permitted unless approved by the Plan Commission, provided, however, the Zoning Administrator may issue permits for minor alterations. This approval shall become null and void one 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 six months of the issuance of said building permit.

If you have any questions regarding obtaining the demolition permit, 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 266-5974.

Sincerely,

Heather Stouder, AICP  
Planner

cc: Janet Dailey, City Engineering Division  
Jeff Quamme, City Engineering Division  
Pat Anderson, Asst. Zoning Administrator  
George Dreckmann, Recycling Coordinator  
Bill Sullivan, Madison Fire Department  
Eric Halvorson, Traffic Engineering  
Al Martin, Urban Design Commission  
Kay Rutledge, Parks Division

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

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

\_\_\_\_\_  
*Signature of Property Owner, if not Applicant*

For Official Use Only, Re: Final Plan Routing			
<input checked="" type="checkbox"/>	Planning Div. (H. Stouder)	<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 checked="" type="checkbox"/>	Urban Design Commission
<input checked="" type="checkbox"/>	Traffic Engineering	<input checked="" type="checkbox"/>	Recycling Coord. (R&R)
<input checked="" type="checkbox"/>	Fire Department	<input type="checkbox"/>	Other: