



Department of Planning & Community & Economic Development

Planning Division

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May 26, 2016

Ron Klaas
D'Onofrio, Kottke & Associates, Inc.
7530 Westward Way
Madison, Wisconsin 53717

RE: Approval of a demolition permit and conditional use to allow demolition of two commercial buildings and construction of a second building for an existing auto body shop at 5317 Wayne Terrace (Gates Auto Body) [LNDUSE-2015-000037]

Dear Mr. Klaas;

At its May 23, 2016, the Plan Commission found the standards met and **approved** your demolition permit and conditional use request for 5317 Wayne Terrace. The conditions of approval in the following sections shall be satisfied prior to issuance of demolition or building permits for the project.

Please contact Brenda Stanley of the City Engineering Division at 261-9127 if you have questions regarding the following sixteen (16) items:

1. Prior to final approval of the demolition permit, the owner shall obtain a permit to plug each existing sanitary sewer and/ or storm sewer lateral that serves a building that is proposed for demolition. Prior to approval, the owner or owner's representative shall obtain a permit to plug each existing 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.
2. 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).
3. The applicant shall submit, prior to plan sign-off, a digital CAD file (single file) to the City Engineering Division (Storm/Sanitary Section). 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. The digital copies shall be drawn to scale and represent final construction including: building footprints; internal walkway areas; internal site parking areas; other miscellaneous impervious areas (i.e. gravel, crushed stone,

bituminous/asphalt, concrete, etc.); right-of-way lines (public and private); plat name and lot lines (metes & bounds parcel lines if unplatted); platted lot numbers (noted "unplatted lands" if not platted); lot/plat property dimensions; street names; private on-site sanitary sewer utilities (including all connections to public sanitary); private on-site storm sewer utilities (including all connections to public storm). The CAD file will only be required prior to final plan review so that multiple files do not need to be supplied or reviewed. Any changes or additions to the location of the building, private utilities, sidewalks, parking/pavement during construction will require a new CAD file transmittal.

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.; and 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.
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 8.5 x 14" 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 has 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. The draft SWMA document can be emailed to Tim Troester (west) at ttroester@cityofmadison.com, or Jeff Benedict (east) at jbenedict@cityofmadison.com. The final document and fee should be submitted to City Engineering.
6. The applicant shall demonstrate compliance with Section 37.07 and 37.08 of Madison General Ordinances 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 1 acre of land and requires a permit from the Wisconsin Department of Natural Resources (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.
8. Prior to approval, this project shall comply with Chapter 37 of the Madison General Ordinances regarding stormwater management. Specifically, this development is required to control 80% TSS off of the proposed development when compared with the existing site.
9. 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 of Madison General Ordinances.

10. 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.
11. All damage to the pavement on Wayne Terrace adjacent to this development shall be restored in accordance with the City's Pavement Patching Criteria
12. All work in the public right of way shall be performed by a City-licensed contractor.
13. The applicant's utility contractor shall obtain a connection permit and excavation permit prior to commencing the storm sewer construction.
14. Because 5317 Wayne Terrace is the only building connected to the City sanitary sewer (located 17 feet southeast of the building) and the City has no intention to connect additional customers to the sewer, the City considers this sewer to be privately owned. The applicant shall take over ownership of the sewer as a condition of approval maintenance, cleaning and potential repairs. The applicant shall provide an email to Mark Moder, mmoder@cityofmadison.com, stating that they will take over ownership of the lateral.
15. The applicant shall add an access gate so that City sewer maintenance crews can access the City sanitary sewer manholes located on the property.
16. 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.

Please contact Jeff Quamme of the City Engineering Division–Mapping Section at 266-4097 if you have any questions regarding the following four (4) items:

17. The address of the proposed building is 5303 Wayne Terrace. All of the existing addresses for the existing buildings will be retired with their demolition.
18. The applicant has stated that the two lots affected by this application are intended to be considered separate site lots. The applicant shall provide for review reciprocal easements and agreements including, but not limited to, access, parking, utilities, common areas, storm management and surface drainage that are necessary to accomplish the development as proposed. The document(s) shall then be executed and recorded and copies provided prior to building permit issuance.
19. Show the Public Sanitary Sewer Easement at the southeast end of the site per CSM 4956.
20. Per Main Office Engineering comments, the sanitary sewer immediately adjacent to the existing building at 5317 Wayne Terrace shall become a private lateral that only serves that building.

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

21. 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.

22. 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.
23. 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.
24. All parking facility design shall conform to the standards in MGO Section 10.08(6).
25. Note: As of October 2, 2015, Traffic Engineering will no longer be accepting paper plans; to ensure a timely review, all submittals shall include an electronic copy (PDF preferred).

Please contact Bill Sullivan of the Madison Fire Department at 261-9658 if you have any questions regarding the following item:

26. The Madison Fire Department does not object to this proposal provided the project complies with all applicable fire codes and ordinances. Please consider allowing the Madison Fire Department to conduct training sequences prior to demolition. Contact Captain Jerry Buechner of the MFD Training Division to discuss this possibility at 516-9195.

Please contact Dennis Cawley of the Madison Water Utility at 261-9243 if you have any questions regarding the following two (2) items:

27. The Madison Water Utility shall be notified to remove the water meters prior to demolition. All wells located on this property shall be abandoned if no valid well operation permit has been obtained from the Madison Water Utility in accordance with MGO Section 13.21.
28. All public water mains and water service laterals shall be installed by a standard City subdivision contract. The Water Utility will not need to sign off on the final plans, but will need a copy of the approved plans.

Please contact Jenny Kirchgatter, Assistant Zoning Administrator at 266-6527 if you have any questions regarding the following thirteen (13) items:

29. Submit the following information required to determine the maximum parking requirement and the amount of parking in excess of the maximum that the applicant is requesting. Submit the following information: number of service bays and square footage of the floor area excluding the service bays.

30. Submit documentation in support of the request to exceed the maximum amount of parking. Approval of surface parking exceeding the maximum shall be granted only after considering the following:
 - a.) Documentation regarding the actual parking demand for the proposed use.
 - b.) The impact of the proposed use on the parking and roadway facilities in the surrounding area.
 - c.) Whether the proposed use is located near a parking area that is available to the customers, occupants, employees and guests of the proposed use.
 - d.) The availability of alternative forms of transportation and actions being taken by the applicant to enhance or promote those alternatives.
 - e.) Structured parking, rain gardens or other bioretention facilities, additional landscaping, pervious pavement, or other mitigation measures may be required as conditions for an exception.
 - f.) Whether the proposed use is new or is an alteration, addition or expansion of an existing use.
31. Provide a reuse/recycling plan, to be reviewed and approved by the City's Recycling Coordinator prior to a demolition permit being issued. MGO Section 28.185(7)(a)5 of the Zoning Ordinance requires the submittal of documentation demonstrating compliance with the approved reuse and recycling plan. Please note, the owner must submit documentation of recycling and reuse within 60 days of completion of demolition.
32. This approval is subject to the supplemental requirements in MGO Section 28.151 for auto body shops and outdoor storage.
33. Provide the calculation and a detail of lot coverage for the entire zoning lot. The maximum lot coverage is 85% of the zoning lot. Lot coverage is the total area of all buildings measured at grade and all paved areas as a percentage of the total area of the lot, with the exception of sidewalks or paved paths no wider than 5 feet, pervious pavement, green roofs and decks.
34. Identify and provide a count for the various parking lot areas on the site plan (i.e. customer parking, employee parking, temporary vehicle storage).
35. Provide a detail of the screening for the outdoor storage area. Outdoor storage areas shall be screened with a building wall or solid, commercial-grade wood fence, wall, year-round hedge, or equivalent material, with a minimum height of 6 feet and not greater than 8 feet.
36. Bicycle parking shall comply with MGO Table 28I-3 (General Regulations) and Section 28.141(11). Provide the minimum number of required bicycle parking stalls in a safe and convenient location on an impervious surface to be shown on the final plan. A minimum of 1 bicycle stall is required per 5 employees (2 bicycle stalls minimum). NOTE: A bike-parking stall is 2 feet by 6 feet with a 5-foot access area. Submit a detail showing the model of bike rack to be installed.
37. Per Section 28.142 (3), submit a landscape plan and landscape worksheet stamped by the registered landscape architect. Landscape plans for zoning lots greater than 10,000 square feet in size must be prepared by a registered landscape architect. Show the existing and proposed landscaping for the existing parking lot as well as the proposed parking lot addition. Landscaping must be brought up to compliance for the entire development site.

38. Submit a detail showing that the landscape islands contain a minimum of 75% vegetative cover. Per Sections 28.142(3)(c) and 28.142(4)(e) of the Zoning Code, planting beds or planted areas must contain at least 75% vegetative cover mulched. Mulch shall consist of shredded bark, chipped wood or other organic material installed at a minimum depth of two (2) inches.
39. Exterior lighting shall be in accordance with MGO Section 10.085. Provide an exterior lighting plan and fixture cut sheets with the final plan submittal.
40. 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.
41. 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 my office at 261-9632 if you have any questions about the following five (5) items:

42. The applicant shall revise the elevations of the proposed building as necessary prior to issuance of building permits to demonstrate compliance with Table 28D-1 in Section 28.060(2)(g), which allows metal panels to be used in conjunction with a palette of materials; be a heavy gauge metal, and; be non-reflective.
43. The final floorplans shall clearly identify areas classified as "office" distinct from areas dedicated to the auto body use for the purposes of making a final determination of the parking required for the overall complex. In the event that the tenant space on the first floor of the elevations dated May 14, 2016 is created, the parking requirements for the complex will require re-approval.
44. Work with Planning and Zoning staff prior to final sign-off and issuance of permits to provide a clearer depiction of the phasing of the new building, including showing a phase line on the site plans, floorplans, and elevations, and providing project data by phase. Revise the floorplans and site plans to show the same general building layout and parking configuration near the canopy in the first phase.
45. The applicant shall submit a conceptual site plan for approval by Planning, Zoning and Traffic Engineering staff prior to issuance of permits that shows a general parking layout and site circulation for the second phase building. Additional information, such as revised grading and landscaping plans, may be required to be approved prior to issuance of building permits for the second phase addition.
46. The proposed development is a Planned Multi-Use Site as defined in the City's Zoning Code. Prior to final staff approval, the applicant shall receive approval of the reciprocal land use agreements, access easements and shared parking agreements sufficient to govern the proposed development. Any new or amended agreement(s) and easement(s) shall be recorded with the Dane County Register of Deeds following approval by the City Engineer, Traffic Engineer, and Director of the

Department of Planning and Community and Economic Development and prior to issuance of building permits.

No interior, exterior or structural demolition or wrecking activities or remodeling activities (including material reclamation activities by the applicant or a third party) shall commence nor any wrecking or building permits be issued until the applicant has met all of the conditions of approval stated in this letter.

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 **seven (7) 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. **This submittal shall all also include one (1) complete digital plan set in PDF format.** 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. [Signature box on last page]
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. A demolition or removal permit is valid for one (1) year from the date of the Plan Commission. Where the plans have not been altered since issuance of the demolition or removal permit and the permit 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.
5. 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. 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 you may be of any further assistance, please do not hesitate to contact my office at 261-9632.

Sincerely,

Timothy M. Parks
Planner

cc: Brenda Stanley, City Engineering Division
Jeff Quamme, City Engineering Division–Mapping Section
Eric Halvorson, Traffic Engineering Division
Jenny Kirchgatter, Assistant 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)*

Accela ID: LNDUSE-2015-00037			
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 checked="" type="checkbox"/>	Recycling Coord. (R&R)
<input checked="" type="checkbox"/>	Fire Department	<input type="checkbox"/>	Other: