



Department of Planning & Development  
**Planning Unit**

Website: [www.cityofmadison.com](http://www.cityofmadison.com)

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January 10, 2006

Jeff Wickline  
6073 Cottontail Trail  
Madison, WI 53718

The Design Alliance  
Peter Weston  
1001 Madison Avenue, Suite C  
Fort Atkinson, WI 53538

**SUBJECT: 6326 Maywick Drive – Two Apartment Buildings**

Dear Gentlemen:

The Plan Commission, at its January 9, 2006 meeting, determined that the ordinance standards could be met subject to the conditions below for a conditional use for two apartment buildings located at 6326 Maywick Drive.

In order to receive final approval of your proposal, the following conditions must be met:

**The Plan Commission added the following specific condition of approval at the January 9, 2006 meeting:**

1. The applicant shall work with staff on adding landscaping along Cottage Grove Road, and “permeability” at the south end of the site. Contact Peter Olson or Bill Roberts of Planning Unit staff if you have questions on this condition.

**Please contact John Leach, City Traffic Engineering at 266-4761 if you have questions regarding the following four items:**

2. When the applicant submits final plans for approval, the applicant shall show the following: items in the terrace as existing (e.g., signs and street light poles), type of surfaces, existing property lines, addresses, one contiguous plan (showing all easements, all pavement markings, building placement and stalls), adjacent driveway approaches to lots on either side and across the street, signage, percent of slope, vehicle routes, dimensions of radii, aisles, driveways, stalls including the two (2) feet overhang, and a scaled drawing at 1” = 20’.
3. The applicant shall design the underground parking areas for stalls and backing up according to Figures II of the ordinance using the 9-foot or wider stall for the commercial/retail area. The “One Size Fits All” stall shall be used for the residential parking area only, which is a stall 8’-9” in width

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by 17'-0" in length with a 23'-0" backup. Aisles, ramps, columns, street light poles, offices or work areas are to be excluded from these rectangular areas, when designing the surface parking areas.

4. The developer shall post a deposit or reimburse the City for all costs associated with any modifications to Street Lighting, Signing and Pavement Marking including labor and materials for both temporary and permanent installations.
5. Public signing and marking related to the development may be required by the City Traffic Engineer for which the developer shall be financially responsible.

**Please contact Gary Dallmann, City Engineering at 266-4751 if you have questions regarding the following fourteen items:**

6. 20-unit building address is 6326 Maywick Drive. 18-unit building address is 6348 Maywick Drive.
7. Proposed retaining walls shall be designed and certified by a Professional Engineer. Owner shall record a maintenance agreement for all retaining walls adjacent to property lines.
8. Comment 4.5 shall address safe drainage of the underground parking and the entrance to it.
9. Stormwater management required includes infiltration in accordance with NR-151.
10. 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.
11. All work in the public right-of-way shall be performed by a City licensed contractor.
12. 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.
13. The applicant shall show stormwater "overflow" paths that will safely route runoff when the storm sewer is at capacity.
14. The applicant shall demonstrate compliance with Section 37.07 and 37.08 of the 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 7.5 tons per acre per year.
15. This site is greater than one (1) acre, and the Developer is required by State Statute to obtain a Notice of Intent Permit (NOI) from the Wisconsin Department of Natural Resources. Contact Jim Bertolacini of the WDNR at (608) 275-3201 to discuss this requirement.
16. The applicant shall submit, prior to plan sign-off, digital CAD files to the Engineering Program Specialist in the Engineering Division (Lori Zenchenko). The digital copies shall be to scale and represent final construction.

CAD submittals can be either AutoCAD (dwg), MicroStation(dgn) or Universal (dxf) formats and contain the following data, each on a separate layer name/level number:

- a. Building Footprints
- b. Internal Walkway Areas
- c. Internal Site Parking Areas

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- d. Other Miscellaneous Impervious Areas (i.e. gravel, crushed stone, bituminous/asphalt, concrete, etc.)

Note: Email file transmissions preferred: [lzenchenko@cityofmadison.com](mailto:lzenchenko@cityofmadison.com)

17. The applicant shall obtain a Street Excavation permit for the installation of utilities required to serve this project. The applicant shall pay the permit fee, inspection fee and street degradation fee as applicable and shall comply with all the conditions of the permit.
18. The applicant shall obtain all necessary sewer connection permits and sewer plugging permits prior to any utility work.
19. The applicant's utility contractor shall obtain a connection permit and excavation permit prior to commencing the storm sewer construction.

**Please contact Kathy Voeck, Assistant Zoning Administrator at 266-4551 if you have questions regarding the following four items:**

20. Provide a 25' front yard, measured at a right angle to the front property line. (Note: A roof overhang can project 3' into a required front yard.) The 18-unit building, as shown, is encroaching into the required front yard.
21. Meet all applicable State accessible requirements including, but not limited to:
  - a. Provide a minimum of three accessible stalls striped per State requirements. A minimum of one of the stalls shall be a van accessible stall 8' wide with an 8' striped out area adjacent. (Note: Provide one per each basement garage and one in the surface lot.)
  - b. Show signage at the head of the stalls.
  - c. Show the accessible path from the garage and surface stalls to the accessible entrance.
22. Provide 38 bike-parking stalls in a safe and convenient location on an impervious surface to be shown on the final plan. The lockable enclosed lockers or racks or equivalent structures in or upon which the bicycle may be locked by the user shall be securely anchored to the ground or building to prevent the lockers or racks from being removed from the location. NOTE: Bike stalls shall be a minimum dimension of 6' x 2' with a 5' access area. Structures that require a user-supplied locking device shall be designed to accommodate U-shaped locking devices.
23. Lighting is required for this project. Provide a plan showing at least .25 footcandle on any surface of the lot and an average of .75 footcandles. (See City of Madison lighting ordinance.)

**Please contact Si Widstrand, City Parks Division at 266-4711 if you have questions regarding the following item:**

24. Fees in lieu of park dedication plus park development fees shall be paid at the time of sign-off on the final plan.

Park Dedication required for this plat is (24 new duplex units @ 1100 square feet) + (48 multi-family units @ 700 square feet) = 60,000 square feet. This required dedication shall be paid as a fee in lieu of land, based on the actual value of the acreage up to a maximum value of \$1.50/square foot.

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The value is determined by the Planning Real Estate Unit and is based on the land value prior to development approval.

Estimated value = \$90,000

Park Development Fees =(24 duplex units @ \$700) = (48 multi-family @ \$450)= \$38,400

ESTIMATED TOTAL PARK FEES = \$128,400.

**Please contact the Madison Fire Department at 266-4484 if you have questions regarding the following four items:**

25. Provide an aerial apparatus access fire lane that is at least 26-feet wide, with the near edge of the fire lane within 30 feet of the structure, and parallel to one entire side of the structure. Building "B".
26. A dead-end fire lane that is longer than 150-feet shall terminate in a turnaround. Provide an approved turnaround (cul-de-sac, 45-degree wye, 90-degree tee) at the end of a fire lane that is more than 150-feet in length. Along Building "A" the fire lane is shown over 150' in length with no turnaround. If the building is sprinklered you may be able to lengthen the hose reach and shorten the required fire lane. Contact John Lippitt for more information.
27. All portions of the exterior walls of newly constructed public buildings and places of employment and open storage of combustible materials shall be within 500-feet of at least TWO fire hydrants. Distances are measured along the path traveled by the fire truck as the hose lays off the truck. See MGO 34.20 for additional information. Building "B" does not appear to be covered completely by a minimum of two (2) fire hydrants.
28. Provide fire apparatus access as required by Comm 62.0509 and MGO 34.19, as follows: The site plans shall clearly identify the location of all fire lanes.

**Please contact Al Martin, staff to the Urban Design Commission at 266-4635 regarding the following item:**

29. The Urban Design Commission has granted final approval of the project. The motion for approval required that the applicant provide more usable open space around the northerly building and its adjacent frontage with Cottage Grove Road with staff to approve the revised plans.

Approval of this proposal 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. The trees shown in the street rights-of-way shall not be shown on the sign-off plan or construction plans unless they have previously been approved by the City Forester. If these are existing trees or species and locations that have been approved by the Forester, they shall be so labeled on plans.

Please follow the procedures listed below to receive your conditional use approval.

1. Please revise plans per the above conditions and submit seven (7) sets of the final site plans (including drainage and landscaping plans) to the Zoning Administrator. The final plans are reviewed and approved by Traffic Engineering, Fire Department, City Engineering, Planning staff, UDC staff, Parks staff and Zoning. Any of these agencies may call you to request additional information or to resolve problems.

2. This letter shall be signed by the applicant to acknowledge the conditions of approval and returned to the Zoning Administrator when requesting cover sheet approval.
3. No alteration of this proposal shall be permitted unless approved by the City 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 Plan Commission approval unless the use is commenced, construction is under way, or a valid building permit is issued and construction commenced within six months of the date of issuance of the building permit. See Section 28.12(11)(h)(3), Madison General Ordinances. The Plan Commission shall retain jurisdiction over this matter for the purpose of resolving complaints against this approved conditional use.

**IF YOU HAVE ANY QUESTIONS REGARDING OBTAINING YOUR BUILDING PERMIT OR OCCUPANCY PERMIT, PLEASE CALL KATHY VOECK OF THE CITY ZONING STAFF AT 266-4551.**

Sincerely,

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

**Bill Roberts**  
Planning & Development

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Applicant

cc: Zoning Administrator  
City Engineering  
Traffic Engineering

Zoning City Engineering Traffic Engineering UDC (AM) Planning (PO) Parks Division
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