



Department of Planning & Community & Economic Development

Planning Division

Heather Stouder, Director

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www.cityofmadison.com

****BY E-MAIL ONLY****

November 8, 2022

John Rodell
CUNA Mutual Group
5910 Mineral Point Road
Madison, Wisconsin 53705

RE: Consideration of a demolition permit to allow demolition of an existing building at 5710 Mineral Point Road in an office complex (ID 74050; LNDUSE-2022-00089).

Dear John,

At its November 7, 2022 meeting, the Plan Commission found the standards met and **approved** your demolition permit for 5710 Mineral Point Road. The conditions of approval in the following sections shall be satisfied prior to issuance of demolition permits for the project.

Please contact Tim Troester of the City Engineering Division at (608) 267-1995 if you have questions regarding the following four (4) items:

1. Obtain a permanent sewer plug permit for each existing sanitary sewer lateral serving a property that is not to be reused and a temporary sewer plug permit for each sewer lateral that is to be reused by the development.
2. An Erosion Control Permit is required for this project.
3. This project will disturb 20,000 square feet or more of land area and requires an Erosion Control Plan. Please submit an 11- x 17-inch copy of an erosion control plan (PDF electronic copy preferred) to Megan Eberhardt (west) at meberhardt@cityofmadison.com, or Daniel Olivares (east) at daolivares@cityofmadison.com, for approval.
4. Demonstrate compliance with MGO Section 37.07 and 37.08 regarding permissible soil loss rates. Include Universal Soil Loss Equation (USLE) computations for the construction period with the erosion control plan. Measures shall be implemented in order to maintain a soil loss rate below 5.0 tons per acre per year.

Please contact Jeff Quamme of the City Engineering Division–Mapping Section at (608) 266-4097 if you have any questions regarding the following three (3) items:

5. The applicant shall note that the City of Madison Bus Rapid Transit project along this corridor plans expansion of the existing sidewalk to be a wider multi use path along Mineral Point Road. Acquisitions for the required path and construction are likely necessary in the near future.

6. Provide a site final conditions plan after the demolition of the disturbed areas including and identifying any new private improvements and pavements.
7. Remove the reference to the private street name of Credit Union Way on all sheets.

Please contact Sean Malloy of the Traffic Engineering Division at (608) 266-5987 if you have any questions regarding the following item:

8. The applicant shall maintain all existing pedestrian connections.

Please contact Jenny Kirchgatter, Assistant Zoning Administrator, at (608) 266-4429 if you have any questions regarding the following five (5) items:

9. Section 28.185(7)(a)5 requires that if a demolition or removal permit is approved, it shall not be issued until the reuse and recycling plan is approved by the Recycling Coordinator, Bryan Johnson (266-4682). Section 28.185(10) requires that every person who is required to submit a reuse and recycling plan pursuant to Section 28.185(7)(a)5 shall submit documents showing compliance with the plan within sixty (60) days of completion of demolition. A demolition or removal permit is valid for one (1) year from the date of the Plan Commission.
10. Approval of the demolition permit will require the removal of the office building, underground parking garage, and identified surface parking lots, sidewalks and paved areas. Disturbed areas shall be graded and seeded or sod planted to minimize erosion.
11. Submit a site and parking summary with data regarding the existing and proposed building floor area, vehicle parking, and bicycle parking.
12. Submit the proposed site, civil, and landscape plan showing the site conditions following demolition.
13. 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.

Please contact Bill Sullivan of the Madison Fire Department at (608) 261-9658 if you have any questions regarding the following item:

14. Please consider allowing the Madison Fire Department to conduct training sequences prior to demolition. Contact Division Chief Jeff Larson of the MFD Training Division to discuss this possibility at jtlarson@cityofmadison.com or (608) 266-5946.

Please contact Jeff Belshaw of the Madison Water Utility at (608) 261-9835 if you have any questions regarding the following item:

15. The Madison Water Utility shall be notified to remove the water meters at least two working days prior to demolition. Contact the Water Utility Meter Department at 266-4765 to schedule the meter removal appointment.

Please contact Tim Sobota of Metro Transit at (608) 261-4289 if you have any questions regarding the following item:

16. In coordination with any public works improvements, the applicant shall maintain or replace the concrete boarding and bus shelter pad surfaces at the existing Metro bus stop on the north side of Mineral Point Road, west of S Rosa Road (#6820). 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 the design.

Demolition activities may not proceed until raze permits have been issued for the approved project. Permits will not be issued until the applicant has met all of the conditions of approval stated in this letter. The future use of the property may require approvals not included with this Plan Commission action.

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. The applicant shall resubmit a PDF copy of the plan set and any other supporting materials that are necessary, as specified in this letter to sprapplications@cityofmadison.com. (Note: A 20MB email limit applies and multiple transmittals may be required.). A check for the **site plan review fee** shall be mailed to the City of Madison Building Inspection Division; PO Box 2984; Madison, WI 53701-2984.
2. City Agencies who submitted conditions of approval will review your revised plans to verify that their conditions, along with any applicable requirements, have been satisfied. When the revised plans are submitted, the applicant will be emailed a hyperlink to a website to follow, in real time, which agencies have reviewed the revised documents, and signed off or need additional information.
3. 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.

If you have any questions regarding obtaining your building permits, please contact the Zoning Administrator at (608) 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 (608) 261-9632 or tparks@cityofmadison.com.

Sincerely,



Timothy M. Parks
Planner

cc: Tim Troester, City Engineering Division
Jeff Quamme, City Engineering Division
Sean Malloy, Traffic Engineering Division
Jenny Kirchgatter, Assistant Zoning Administrator
Bill Sullivan, Madison Fire Department
Jeff Belshaw, Madison Water Utility
Tim Sobota, Metro Transit

LNDUSE-2022-00089			
For Official Use Only, Re: Final Plan Routing			
☒	Planning Div. (T. Parks)	☒	Engineering Mapping Sec.
☒	Zoning Administrator	☐	Parks Division
☒	City Engineering	☐	Urban Design Commission
☒	Traffic Engineering	☒	Recycling Coord. (R&R Plan)
☐	Fire Department	☒	Other: Metro Transit
☒	Water Utility	☐	Other: