



PREPARED FOR THE URBAN DESIGN COMMISSION AND PLAN COMMISSION

**Project Address:** 3520-3546 E. Washington Ave. (15<sup>th</sup> Aldermanic District, Alder Ahrens)  
**Application Type:** Demolition and Conditional Use  
**Legistar File ID #:** [38734](#)  
**Prepared By:** City of Madison Planning Division  
Report Includes Comments from other City Agencies, as noted  
**Project Manager:** Heather Stouder, AICP

## Summary

**Applicant/Project Contact:** Tate Walker; OPN Architects; 301 N. Broom St., Ste 100; Madison, WI, 53703

**Property Owner:** Mike Arnold; PDQ Food Stores; PO Box 620997; Middleton, WI, 53562

**Requested Action:** Approval of a demolition of a vacant restaurant building and a conditional use for a convenience store with fuel sales in the Commercial Corridor Transitional (CC-T) District.

**Proposal Summary:** The applicant proposes to demolish a vacant 10,400 square foot restaurant building for construction of a 8,233 square foot commercial building including a convenience store, fuel sales, and a car wash.

**Applicable Regulations & Standards:** This proposal is subject to the standards for demolitions (MGO Section 28.185) and conditional uses (MGO Section 28.183(6)).

**Review Required By:** Urban Design Commission (UDC) and Plan Commission (PC)

**Summary Recommendation:** The Planning Division recommends that the Plan Commission find that conditional use standards 3 and 4 are not met and **place on file** the demolition and conditional use request. If the Plan Commission finds that the demolition and conditional use standards can be met, the Plan Commission should instead make this finding and **approve** the request at 3520-3546 East Washington Avenue, subject to input at the public hearing and the conditions recommended by the Planning Division and other reviewing agencies.

## Background Information

**Parcel Location:** The subject property is located on the northwest corner of East Washington Avenue and Schmedeman Avenue; Urban Design District 5; Aldermanic District 15 (Ahrens); Madison Metropolitan School District.

**Existing Conditions and Land Use:** The 80,521 square foot property has a 10,400 square foot, one-story building constructed in 1950. The brick building is in fair condition, and is surrounded by a surface parking lot.

### Surrounding Land Use and Zoning:

North: Across Ridgeway Avenue, single-family homes in the Traditional Residential – Varied 1 (TR-V1) District.

East: Across Schmedeman Avenue to the east, an adult entertainment establishment (“Visions”), an auto sales building along East Washington Avenue in the CC-T District and single- and two-family homes along Ridgeway Avenue in the TR-V1 District.

South: Across East Washington Avenue to the south, a gas station and other one-story commercial buildings in the CC-T District.

West: The Wisconsin Physical Therapy Association and a small restaurant building in the CC-T District, and single-family homes in the Traditional Residential – Consistent 4 (TR-C4) District.

**Adopted Land Use Plan:** The Comprehensive Plan (2006) recommends Neighborhood Mixed-Use for the subject property, along with the houses surrounding it to the west, north, and east. The Carpenter–Hawthorne–Ridgeway–Sycamore–Truax Neighborhood Plan (2001) does not have a more specific recommendation for this specific site, but does recommend multi-family residential redevelopment on the properties just east of Schmedeman Avenue.

**Zoning Summary:** This property is in the Commercial Corridor Transitional (CC-T) District.

**Environmental Corridor Status:** The subject site is not located in a mapped environmental corridor.

**Public Utilities and Services:** This property is served by a full range of urban services, including Metro Transit Routes running along East Washington Avenue.

## Project Description

The applicant proposes to demolish a vacant 10,400 square foot restaurant building (most recently “Prime Quarter”) for construction of a new multi-tenant commercial development with a gas station, convenience store, and car wash. The property is surrounded by three streets – East Washington Avenue to the south, Schmedeman Avenue to the east, and Ridgeway Avenue to the north. The proposal involves removing one of the two existing driveways from East Washington Avenue, and adding a new driveway entrance from Schmedeman Avenue on the east side.

**Land Uses** – The proposed one-story building includes a 6,000 square foot convenience store with an attached 2,233 square foot two-bay car wash building attached to its west side. The fuel sales area, which requires conditional use review, includes ten fuel pump stations under a 40 by 125 foot canopy.

**Building Bulk and Placement** – The proposed building is approximately 108 feet wide, and ranges in height from 16 to 20 feet. The convenience store portion of the building is placed in the center of the property, which is surrounded by three streets. The building is 60 feet from East Washington Avenue, 188 feet from Schmedeman Avenue, and 64 feet from Ridgeway Avenue. The fuel sales canopy is located on the eastern portion of the property, and the car wash is located just west of the convenience store. Further to the west is a space shown for a future 3,360 square foot commercial building, which would be immediately adjacent to the car wash if and when it is constructed. The future portion of the building is not being formally reviewed as part of this proposal.

**Access, Circulation, and Parking** – The new access driveway off of Schmedeman Avenue would accommodate much of the incoming and outgoing traffic, including traffic heading outbound on East Washington Avenue. The driveway remaining along East Washington Avenue could accommodate most of the in-bound traffic arriving to and leaving the site.

As shown on the site plan, the fuel sales area is located on the east side of the site, and a total of 20 surface parking stalls are located on the east, south, and north sides of the building. Vehicles using the car wash portion of the building would circulate behind the building to enter, and exit in front of the building facing East Washington Avenue. Bicycle parking is shown just northeast of the main building. The site plan shows only a single sidewalk connection from the public sidewalk along East Washington Avenue.

**Building Design and Site Details** – Exterior materials include grey brick, grey, dark grey, and red metal paneling, and glass. The southwest corner of the building facing both East Washington Avenue and Schmedeman Avenue includes a floor to ceiling glass curtain wall framed by a red metal element signifying the main entrance to the building. A wooden privacy fence is proposed along the northern and western property lines, which would screen the property from commercial and residential structures just to the west, and from Ridgeway Avenue to the north.

## Analysis and Conclusion

**Land Use and Plan Consistency** – The proposed convenience store with fuel sales is not consistent with the Comprehensive Plan recommendations for Neighborhood Mixed-Use (NMU) areas, which include neighborhood-serving commercial uses, low to medium density residential uses, and mixed-use buildings generally two to four stories in height. The Plan does say that in some instances, “specialty” commercial uses serving a wider market area are appropriate, but fuel sales stations should not be regarded as “specialty” commercial uses. The Comprehensive Plan also mentions that in some cases, one-story buildings can be supported in areas recommended for NMU. In the Commercial Corridor-Transitional (CC-T) Zoning District, the one-story building is allowable, and the fuel sales station is allowable through conditional use approval.

The Carpenter–Hawthorne–Ridgeway–Sycamore–Truax Neighborhood Plan (2001) does not have a specific recommendation for this property, but recommends multi-family residential redevelopment of the property immediately across Schmedeman Avenue to the east. Placement of the fuel station canopy area at this corner may be detrimental to the future possibility of multi-family redevelopment at this location.

In any case, a site recommended for Neighborhood Mixed-Use and multi-family residential redevelopment along a major transit corridor can and should support development at a much greater intensity than what is being proposed for the 1.8-acre opportunity site.

**Access, Parking, and Circulation** – The proposed automobile circulation and parking pattern for the site is adequate. Traffic Engineering staff has carefully reviewed the location of the driveway and the on-site circulation pattern for several vehicle types, and finds that the proposed location is optimal, if a driveway is to be located off of Schmedeman Avenue. Nearby property owners are quite concerned about the proximity of the new access driveway to homes along Ridgeway Avenue to the north, and are worried that traffic leaving the site will utilize Ridgeway Avenue.

The bicycle parking could be improved by dispersing the parking so that a few stalls are relocated close to the East Washington Avenue entrance to the building. Further, additional pedestrian connections from the public sidewalk along Ridgeway Avenue and Schmedeman Avenue on the northern and eastern portions of the property, as required by Traffic Engineering, would be an improvement for the long term connectivity to the site.

**Demolition and Conditional Use Standards** – Staff has no concerns with the demolition of the building on the site. However, the demolition standards related to the proposed building’s consistency with adopted plans may be difficult to meet, as per the discussion above regarding adopted plans.

As stated in MGO Section 28.183(6)(a), *“The City Plan Commission shall not approve a conditional use without due consideration of the recommendations in the City of Madison Comprehensive Plan and any applicable neighborhood, neighborhood development, or special area plan, including design guidelines as adopted as supplements to these plans. No application for a conditional use shall be granted by the Plan Commission unless it finds that all of the following conditions are present.”*

The proposal meets conditional use standards 1, 2, and 6, and standards 8 and 10-15 do not apply to this request. The following conditional use standards require the Commission’s consideration:

*Conditional Use Standard 3: The uses, values, and enjoyment of other property in the neighborhood for purposes already established will not be substantially impaired or diminished in any foreseeable manner.*

The site plan does include a screening fence along the northern and western property lines, which will reduce the light and traffic impacts of the use on the surrounding neighborhood. However, because of the conventional site design, it is reasonable that some nearby property owners have expressed concerns about the 24-hour presence of the gas station and convenience store, the increased traffic, and the lit canopy. Staff

finds that a more urban site design could overcome this issue and better align with the Statement of Purpose for the CC-T District.

*Conditional Use Standard 4: The establishment of the conditional use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district.*

This standard may not be met with regard to impacts on the redevelopment of surrounding properties, which are planned for mixed-use and/or residential redevelopment in the long term. The lighting from the canopy and the traffic generated by the fuel sales may be a significant impediment to redevelopment with medium density residential or mixed-uses across Schmedeman Avenue to the east.

On a related note, the proposed development is an inefficient use of the subject property itself and not aligned with the purpose of the CC-T District. Throughout the review process, staff urged the applicant to try to allow for more efficient use of the site in the long term by shifting buildings eastward toward the corner, or even further to the west, in order to allow for a significant future development site on either side. The applicant has made a small improvement in this realm by joining the car wash portion of the building to the convenience store in order to allow for a future retail building on the western portion of the site. That said, this large site could accommodate a much more intensive redevelopment overall, including active uses along on Ridgeway Avenue and uses that would be more consistent with the surrounding existing and planned uses. This proposal may preclude the optimal use of this property for at least a few decades.

*Conditional Use Standard 5: Adequate utilities, access roads, drainage, parking supply, internal circulation improvements, including but not limited to vehicular, pedestrian, bicycle, public transit, and other necessary site improvements have been or are being provided.*

Staff believes that this standard can be met, but only if conditions of approval related to bicycle parking and pedestrian connections are sufficiently addressed.

*Conditional Use Standard 7: The conditional use conforms to all applicable regulations of the district in which it is located.*

Staff believes that this standard can be met, so long as Planning and Zoning conditions of approval related to bicycle parking, entrance orientation, and other zoning issues are sufficiently addressed.

*Conditional Use Standard 9: When applying the above standards to any new construction of a building or an addition to an existing building, the Plan Commission shall find that the project creates an environment of sustained aesthetic desirability compatible with the existing or intended character of the area and the statement of purpose for the zoning district. In order to find that this standard is met, the Plan Commission may require the applicant to submit plans to the Urban Design Commission for comment and recommendations.*

*Statement of Purpose for Commercial Corridor-Transitional (CC-T) District*

*The CC-T District is established to recognize the many commercial corridors within the City that remain largely auto-oriented, and to encourage their transformation into mixed-use corridors that are equally conducive to pedestrian, bicycle, transit and motor vehicle activity. The district is also intended to:*

- (a) Improve the quality of landscaping, site design and urban design along these corridors.*
- (b) Maintain the viability of existing residential uses located along predominantly commercial corridors.*
- (c) Encourage appropriate transitions between higher-intensity uses along commercial corridors and adjacent lower-density residential districts.*

*(d) Facilitate preservation development or redevelopment consistent with the adopted goals, objectives, policies, and recommendations of the Comprehensive Plan and of adopted neighborhood, corridor or special area plans.*

*(e) Structured parking is encouraged.*

The proposal is inherently auto-oriented, so it is difficult to find that it embodies the statement of purpose for the CC-T Zoning District. Despite this, the proposal may improve the site for pedestrians when compared to the existing condition, and the durable, well-designed building would be an aesthetic improvement with regard to architectural and landscaping details. Staff will forward to the Plan Commission any recommendations from the Urban Design Commission to improve the site and building design details.

**Urban Design District 5 Standards** – Urban Design District 5 (MGO Section 33.24(12)) includes requirements and guidelines pertaining to parking areas, signage, building design, lighting, landscaping, and utility service. In this case, the exterior building materials and general architectural direction appear to meet the requirements and guidelines for the District. However, there are deficiencies in the landscape plan as submitted, and questions about the lighting that require attention from the UDC. As part of the UDC review of the proposal, staff requests specific input from the UDC on the following details:

- First, the ordinance requires that any new parking space must be no more than 70 feet from a canopy tree of at least 2 and ½ inch caliper (MGO Sec. 33.24(12)(d)2.ii.) It appears that several of the parking spaces on the north and east side of the building do not meet this requirement.
- Second, the parking and loading guidelines state that whenever possible, parking areas shall be located to the side or rear of buildings rather than in front. This guideline, considered in the context of the CC-T District, means that as property redevelops, buildings should be oriented to the street, hold the corner, and place parking to the side and rear of structures.
- Third, the lighting requirements stipulate that the function of exterior lighting shall be to illuminate building facades, pedestrian walks and spaces, and parking and service areas. Lighting shall be adequate, but not excessive (MGO Sec. 33.24(12)(d)5.iii.) The UDC should carefully review the lighting plans, particularly for the fuel canopy area, to ensure that lighting in that area is carefully handled so as not to spill onto surrounding properties.
- Fourth, guidelines suggest that buildings should not include any long, unbroken facades. The west side of the building currently includes no fenestration or variety. While this side of the building will be screened with a fence along the western property line, staff believes that fenestration and/or articulation should be incorporated to break up the facade. Clerestory windows similar to those on the north side of the building could meet this guideline.
- Fifth and finally, guidelines suggest that plantings should be well-maintained over time, and that planting beds should be edged and properly mulched (MGO Sec. 33.24(12)(d)6.b.) It appears that stone mulch is proposed in the planting beds, and staff is concerned with the viability and long term maintenance plan for the three small bioretention areas shown on plans.

**Conclusion** – The proposed one-story convenience store with gas station and car wash is an underutilization of this 1.8-acre opportunity site on East Washington Avenue. However, the general architectural direction and building materials proposed for the building are appropriate for this urban setting. With substantial alteration to the siting of the structure and the gas pumps, and consideration of a more intense mix of uses to satisfy the transitional goals of the CC-T District, a project including a gas station could be viable.

The proposed convenience store could provide a quick retail option within walking or bicycling distance of residents along Ridgeway and Graceland Avenues or Truax Housing further to the north, as well as Madison College students and employees. At the same time, however, the proposal would result in significantly increased vehicle traffic, potential lighting impacts from the fuel sales canopy on nearby residential properties.

Staff recommends that based on input received at the public hearing, the Plan Commission should pay particular attention to conditional use standards No. 3 and No. 4, which relate to the uses, values, and enjoyment of surrounding properties, and the impacts of the proposal on normal and orderly development in the area. If the Plan Commission finds that these standards are met, they should approve the demolition and conditional use requests. On the other hand, if the Plan Commission finds that either of the standards is not met with the proposal, they should place the request on file.

## Recommendation

### Planning Division Recommendation (Contact Heather Stouder, 266-5974)

The Planning Division recommends that the Plan Commission find that conditional use standards 3 and 4 are not met and **place on file** the demolition and conditional use request. If the Plan Commission finds that the demolition and conditional use standards can be met, the Plan Commission should instead make this finding and **approve** the request at 3520-3546 East Washington Avenue, subject to input at the public hearing and the conditions recommended by the Planning Division and other reviewing agencies.

### **Recommended Conditions of Approval**

Major/Non-Standard Conditions are Shaded

### Planning Division (Contact Heather Stouder, 266-5974)

1. Final plans submitted for review and approval by staff shall include a revised landscape plan to include the following revisions:
  - a) Further details and a maintenance plan for the bio-retention areas. These areas may be enlarged so as to become more viable for their intended function.
  - b) Additional canopy trees such that each new parking space is within 70 feet of a canopy tree, as required in Urban Design District 8.
  - c) Planting beds must be revised with an organic mulch material and at least 75% vegetative cover so as to meet basic zoning requirements in MGO Section 28.142.
2. Final elevation drawings shall include revisions to the west facade with fenestration and/or articulation so that it is not a long, unbroken brick facade.
3. The applicant shall revise the site plan so as to include some of the bicycle parking near the southern entrance to the building facing East Washington Avenue.
4. The sale of wine, liquor, or beer on this site is not part of the conditional use approval, and would require separate review and approval by the City's Alcohol License Review Committee, and Common Council.
5. The car wash facility shall maintain daily hours of operation not to exceed 8:00 AM to 8:00 PM, and automobiles may only be washed when the overhead doors facing north are closed, in order to minimize noise impacts on properties to the north.

**Traffic Engineering** (Contact Eric Halvorson, 266-6527)

6. The driveway on Schmedeman Avenue has been the subject of much discussion. Traffic Engineering has reviewed the proposed driveway access onto Schmedeman Avenue and finds the current location as designed provides the safest access point to Schmedeman Avenue. Positioning the driveway closer to East Washington Avenue is likely to degrade the safe operation of the driveway while having no effective impact on the amount of traffic choosing to turn left onto Schmedeman Avenue. Removing the driveway may result in additional traffic using Reindal Avenue and Ridgeway Avenue or Graceland Avenue.
7. All driveway access points to East Washington Avenue shall be a minimum of 150' from Schmedeman Avenue per MGO 10.08. The plan as submitted currently meets this requirement.
8. Applicant shall provide a pedestrian connection to both Ridgeway Avenue and Schmedeman Avenue.
9. 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.
10. 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.
11. 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.
12. All parking facility design shall conform to MGO standards, as set in section 10.08(6).

**City Engineering Division** (Contact Janet Schmidt, 261-9688)

13. The proposed new building will cross an underlying platted lot line. Current fire 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.
14. The sanitary sewer lying within this site has been abandoned. The easements for this sewer, although not shown correctly on this site plan, shall be released by separate document prepared by City Office of Real Estate Services. Applicant must prepare scale map exhibits for the portions to be released and provide to Engineering Land Records Coordinator Jeff Quamme for review. Upon approval of the exhibits and payment of the required \$500 administration fee (check payable to City of Madison Treasurer) to cover staff time and recording costs, Engineering will create the necessary Office of Real Estate Services (ORES) Project. ORES staff will then administer the release document(s) and record with the Dane County Register of Deeds. The required CSM will provide authorization for the release of the easements.

15. The Applicant shall construct public storm improvements at the intersection of Ridgeway Avenue and Schmedeman Avenue as this area is prone to flooding. The Applicant shall restore the roadway as necessary and in accordance with the plans approved by the City Engineer.
  16. The Applicant shall provide estimated water use for the proposed car wash with the proposed development. The proposed development discharges into a small local sanitary sewer main (8" diameter).
  17. The owner stated on the application, PDQ Food Stores, is not the current owner of the property. Provide the recorded deed of record conveying title to PDQ Food Stores.
  18. The owner shall provide a waiver of hearing and notice on assessments for the installation of sidewalk and street improvements on both Ridgeway Avenue and on Schmedeman Avenue.
  19. The Applicant shall grade the property line on Ridgeway Avenue to a grade established by the City Engineer to allow for future street and sidewalk construction.
  20. The Applicant shall install curb and gutter on Schmedeman Avenue adjacent to the development.
21. 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).
  22. 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.
  23. The Applicant shall close all abandoned driveways by replacing the curb in front of the driveways and restoring the terrace with grass. (POLICY).
  24. 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)).
  25. The Applicant shall provide the City Engineer with a survey indicating the grade of the existing sidewalk and street. The Applicant shall hire a Professional Engineer to set the grade of the building entrances adjacent to the public right of way. The Applicant shall provide the City Engineer the proposed grade of the building entrances. The City Engineer shall approve the grade of the entrances prior to signing off on this development. (POLICY).
  26. 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).
  27. 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).



28. 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).
29. All damage to the pavement on E. Washington Ave, Schmedeman Ave, and Ridgeway Ave 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).
30. This project falls in the area subject to increased erosion control enforcement as authorized by the fact that it is in the ROCK RIVER TMDL ZONE and by Resolution 14-00043 passed by the City of Madison Common Council on 1/21/2014. You will be expected to meet a higher standard of erosion control than the minimum standards set by the WDNR.
31. 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 5.0 tons per acre per year.
32. This site appears to disturb over one (1) acre of land and requires a permit from the WDNR for stormwater management and erosion control. The City of Madison has been required by the WDNR to review projects for compliance with NR216 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. Information on this permit application is available on line <http://dnr.wi.gov/Runoff/stormwater/constrformsinfo.htm> (NOTIFICATION)
33. Prior to approval, this project shall comply with Chapter 37 of the Madison General Ordinances regarding stormwater management. Specifically, this development is required to:
- Reduce TSS by 80% off of the proposed development when compared with the existing site.
  - Provide oil & grease control from the first 1/2" of runoff from parking areas.
  - 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 the Madison General Ordinances.

Stormwater management plans shall be submitted and approved by City Engineering prior to signoff.

34. The Applicant shall submit, prior to plan sign-off, a digital CAD file (single file) to the 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:
- 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)

- g) Platted lot numbers (noted “unplatted lands” if not platted)
- h) Lot/Plat property 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)

THE CAD FILE WILL ONLY BE REQUIRED PRIOR TO FINAL PLAN REVIEW SO THAT MULTIPLE FILES DO NOT NEED TO BE SUPPLIED OR REVIEWED.

Note: Email CAD file transmissions are preferred to: [jbenedict@cityofmadison.com](mailto:jbenedict@cityofmadison.com) or [troester@cityofmadison.com](mailto:troester@cityofmadison.com). The party responsible for the CAD file email transmission shall include the project site address in the email subject line. Any changes or additions to the location of the building, private utilities, sidewalks, parking/pavement during construction will require a new CAD file transmittal.

35. 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 Management Facilities (including if applicable planting plans)

36. 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)).

37. This project appears to require permanent dewatering. A permit to connect to the public stormwater system shall be required from City Engineering. Additionally, a permit for non-storm discharge to the storm sewer system from the City/County Health Department shall be required.

38. 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>.

39. 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)).

40. 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 Schmidt (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)).
41. 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).

**Parks Division** (Contact Kay Rutledge, 266-4714)

42. Forestry will permit the removal of the 23" Silver Maple on Schmedeman Av and the 2" Elm on East Washington Avenue for the new driveway locations. Contractor shall contact Forestry at least one week prior to construction to obtain a tree removal permit.
43. 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>.

**Water Utility** (Contact Dennis Cawley, 266-4651)

44. This property is not located in a wellhead protection district.
45. All wells located on this property shall be abandoned if no valid well operation permit has been obtained from the Madison Water Utility.

**Fire Department** (Contact Bill Sullivan, 261-9658)

46. An automatic fire sprinkler system is required to protect the store and canopies, per IBC 903.2.7.
47. Provide fire apparatus access as required by IFC 503 2012 edition, MGO 34.503, as follows:
  - a) The site plans shall clearly identify the location of all fire lanes.
48. The Madison Fire Department does not object to this proposal provided the project complies with all applicable fire codes and ordinances

**Zoning Administrator** (Contact Matt Tucker, 266-4569)

Zoning comments will be provided to the Plan Commission.