



Department of Planning & Community & Economic Development

Planning Division

Heather Stouder, Director

P.O. Box 2985

Madison, Wisconsin 53701-2985

Phone: (608) 266-4635

Fax (608) 267-8739

www.cityofmadison.com

February 24, 2017

Stephanie Noel
Russ Darrow Group, Inc.
W133 N8569 Executive Pkwy
Menominee Falls, WI 53051

RE: Approval of a Conditional Use to establish a private parking facility in the Commercial Center (CC) zoning district at **5202 High Crossing Blvd.**

Dear Ms. Noel:

At its February 20, 2017 meeting, the Plan Commission **approved** your request for a Conditional Use to establish a private parking facility in the Commercial Center (CC) zoning district at 5202 High Crossing Blvd. In order to receive final approval of the Conditional Use and for any necessary permits to be issued, the following conditions must be met:

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

1. It is recommended that the applicant install pedestrian improvements between the two lots to assist employees who are required to move vehicular inventory between the lots.

Please contact Timothy Sobota, Metro Transit, at 261-4289 if you have questions regarding the following item:

1. Metro Transit operates daily transit service (every thirty minutes) along both sides of High Crossing Boulevard through the Crossroads Drive intersection, opposite the project site. The westbound bus stop zone #9264 currently extends along the north side of High Crossing Boulevard, from the existing bus stop sign pole back east to the signalized driveway entrance – but due to the lack of public sidewalk, this bus stop is not compliant with ADA standards for accessible passenger boarding and lighting.

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

For obtaining your demolition permit, please follow the procedures listed below:

1. Please revise your plans per the above conditions and submit **three copies** of a complete, fully dimensioned and scaled plan set to the Zoning Administrator for final review and comment. This

submittal shall all also include one complete digital plan set in PDF format. Also be sure to include any additional materials requested by these departments for their approval prior to sign-off. The final site plan shall be accompanied by the appropriate site plan review application and fee pursuant to Section 28.206, MGO, and any other documentation requested herein by the Zoning Administrator, located at 126 S Hamilton St., Madison, WI 53701. The sets of final revised plans or documents will be circulated by the Zoning staff to the City department staff listed above for final approval.

2. 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.
3. Any alteration in plans for a proposed alternative use shall require Plan Commission approval, except for minor alterations. The Zoning Administrator may issue permits for 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 City Plan Commission and the demolition permit approval standards.
4. This letter shall be signed by the Applicant to acknowledge the conditions of approval and returned to the Zoning Administrator.
5. The approval is valid for one (1) year from the date of the Common Council approval unless construction is under way, or a valid building permit is issued and construction commenced within six months of the issuance of said building permit. Where the plans have not been altered from the Plan Commission's approval, 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 conditional use, or building permits, 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 267-8733.

Sincerely,



Jessica Vaughn, AICP
Planner

cc: Eric Halvorson, Traffic Engineering
Jenny Kirchgatter, Assistant Zoning Administrator

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

<i>Signature of Applicant</i>

<i>Signature of Property Owner (if not the applicant)</i>

For Official Use Only, Re: Final Plan Routing			
<input checked="" type="checkbox"/>	Planning Div. (Vaughn)	<input checked="" type="checkbox"/>	Zoning Administrator
<input type="checkbox"/>	City Engineering	<input type="checkbox"/>	Parks Division
<input type="checkbox"/>	Engineering Mapping Sec.	<input type="checkbox"/>	Urban Design Commission
<input checked="" type="checkbox"/>	Traffic Engineering	<input type="checkbox"/>	Recycling Coord. (R&R)
<input type="checkbox"/>	Fire Department	<input type="checkbox"/>	Other: Water Utility