



Department of Planning & Community & Economic Development

## Planning Division

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August 31, 2016

Jim Ternus  
Strand Associations, Inc  
910 West Wingra Drive  
Madison, WI 53715

RE: Approval of Conditional Use to establish a private parking facility in Urban Design District (UDD) 1 at  
**3331 Agriculture Drive**

Dear Mr. Ternus:

At its August 29, 2016 meeting, the Plan Commission, meeting in regular session, approved your conditional use application to establish a private parking facility in Urban Design District (UDD) 1 at 3331 Agriculture Drive. In order to receive final approval of the conditional use and for permits to be issued, the following conditions must be met:

**Please contact Brenda Stanley, Engineering Division at (608) 261-9127 if you have questions regarding the following thirteen (13) items:**

1. According to the new WDNR wetlands protocol, this site is required to submit a wetland delineation as part of the EC permit from the WDNR, Engineering cannot issue an EC permit until the WDNR permit has been issued.
2. This review is for the proposed parking lot. The building addition will be reviewed with a future site plan review for the building addition.
3. All outstanding Madison Metropolitan Sewerage District (MMSD) charges are due and payable prior to Engineering sign-off, unless otherwise collected with a Developer's / Subdivision Contract. Contact Mark Moder (608-261-9250) 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))
4. 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)
5. This project falls in the area subject to increased erosion control enforcement as authorized by the fact that it is in a TMDL ZONE. The project will be expected to meet a higher standard of erosion control than the minimum standards set by the WDNR in order to comply with TMDL limits.

6. The applicant shall submit, prior to plan sign-off but after all revisions have been completed, digital PDF files to the Engineering Division. Email PDF file transmissions are preferred to: [bstanley@cityofmadison.com](mailto:bstanley@cityofmadison.com) (East). 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) Other Miscellaneous Impervious Areas (i.e. gravel, crushed stone, bituminous/asphalt, concrete, etc.) e) Right-of-Way lines (public and private) f) Lot lines or parcel lines if unplatted g) Lot numbers or the words unplatted h) Lot/Plat dimensions i) Street names j) Stormwater Management Facilities k) Detail drawings associated with Stormwater Management Facilities (including if applicable planting plans).
7. The Applicant shall submit, prior to plan sign-off but after all revisions have been completed, a digital CAD file (single file) to the Engineering Division with any private storm and sanitary sewer utilities. 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: a) Building Footprints b) Internal Walkway Areas c) Internal Site Parking Areas d) Other Miscellaneous Impervious Areas (i.e. gravel, crushed stone, bituminous/asphalt, concrete, etc.) e) Right-of-Way lines (public and private) f) Lot lines or parcel lines if unplatted g) Lot numbers or the words unplatted h) Lot/Plat 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) All other levels (contours, elevations, etc) are not to be included with this file submittal.

NOTE: Email CAD file transmissions are preferred to: [bstanley@cityofmadison.com](mailto:bstanley@cityofmadison.com) (East). Include the site address in the subject line of this transmittal. Any changes or additions to the location of the building, sidewalks, parking/pavement, private on-site sanitary sewer utilities, or private on-site storm sewer utilities during construction will require a new CAD file.

8. 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 8.5x14 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 have 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. Draft document can be emailed to Tim Troester (west) at [ttroester@cityofmadison.com](mailto:ttroester@cityofmadison.com), or Jeff Benedict at [jbenedict@cityofmadison.com](mailto:jbenedict@cityofmadison.com) final document and fee should be submitted to City Engineering.
9. 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)

10. 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% (control the 5 micron particle) off of newly developed areas compared to no controls.
11. Prior to approval, this project shall comply with Chapter 37 of the Madison General Ordinances regarding stormwater management. Specifically, this development is required to provide onsite volumetric control limiting the post construction volumetric discharge to the predevelopment discharge volume as calculated using the 10-year storm event.
12. Prior to approval, this project shall comply with Chapter 37 of the Madison General Ordinances regarding stormwater management. Specifically, this development is required to provide infiltration in accordance with Chapter 37 of the Madison General Ordinances.
13. 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.

**Please contact Jeff Quamme, Engineering Division-Mapping at 266-4097 if you have questions regarding the following three (3) items:**

14. The 50' wide access easement for the City of Madison and Lot 12 per Rhodia Plat shall be amended to provide access via the proposed access from Agriculture Drive and an agreed upon route through the proposed parking lot to the south to connect to the 20' access easement leading to the City of Madison stormwater management facility to the east. The applicant shall coordinate this new agreement with Jeff Quamme of Engineering Mapping ([jrquamme@cityofmadison.com](mailto:jrquamme@cityofmadison.com) or 266-4097). The agreement shall be drafted and administered by the City of Madison Office of Real Estate Services.
15. This review is for the auxiliary parking lot. The building addition will be reviewed with the future final site plan review for that building addition.
16. All easements of record shown per the Rhodia Plat shall be shown, dimensioned and labeled on the site plan. This includes ingress/egress, private sanitary, private water main and utility easements.

**Please contact Eric Halvorson, Traffic Engineering Division at 266-6527 if you have questions regarding the following seven (7) items:**

17. All pedestrian connections to the public Right-of-Way south of the existing mid-block crossing shall be removed and replaced with landscaping. This shall be done to discourage users from crossing at any location other than the existing crossing.
18. 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.

19. 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.
20. 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.
21. All parking facility design shall conform to MGO standards, as set in section 10.08(6).
22. Per MGO 10.08 secure the parking to prevent encroachment on adjacent land; this is typically satisfied through the installation of 6 inch rolled curb.
23. It is recommended the applicant work with Traffic Engineering to find ways to improve internal pedestrian circulation.

**Please contact Jenny Kirchgatter, Assistant Zoning Administrator at 266-4429 if you have questions regarding the following six (6) items:**

24. This review is for the proposed private parking facility only located at 3331 Agriculture Drive. A separate site plan review and approval will be required for the proposed freeze dry production facility located at 3326 Agriculture Drive.
25. The proposed parking facility is cross-connected with the property located to the north and east at 5201 Femrite Drive. Provide an overall site plan exhibit including the existing developed property at 5201 Femrite Drive as well as the proposed parking facility.
26. Work with Zoning staff to establish the parking requirement for the proposed freeze dry production facility and private parking facility. Provide the number of displaced parking stalls resulting from the proposed plant expansion and the anticipated number of employees due to the expansion.
27. Submit the landscape plan and landscape worksheet for the proposed parking facility stamped by the registered landscape architect. Per Section 28.142(3) Landscape Plan and Design Standards, landscape plans for zoning lots greater than ten thousand (10,000) square feet in size must be prepared by a registered landscape architect.
28. Provide details for the proposed planting islands and planting strips. Per Sections 28.142(3)(c) and 28.142(4)(e) 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.
29. Submit a detail of the proposed bike rack.

**Please contact Janet Schmidt, Parks Division at (608) 261-9688 if you have questions regarding the following item:**

30. 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>. Any tree removals that are required for construction after the development plan is approved will require at least a 72 hour wait period before a tree removal permit can be issued by Forestry, to notify the Alder of the change in the tree plan.

**Please contact Tim Sobota, Metro Transit at (608) 261-4289 if you have questions regarding the following four (4) items:**

31. While not a requirement for the project, Metro Transit feels the development would benefit if the applicant were to decide to install new walkway, connecting from the existing public sidewalk on the west side of Agriculture Drive, north to the Femrite Drive intersection.
32. Metro Transit feels the development would similarly benefit, if the applicant were to decide to install an accessible concrete boarding pad surface, between this walkway and the back of curb, between 65' and 75' south of the Femrite Drive intersection.
33. If the applicant were to decide to undertake such improvements, beyond the overall project approval, Metro Transit would request that the applicant include any of these optional features on the final plans submitted for Metro Transit review and approval [See 3331ad\_METRO.pdf]
34. Metro Transit operates daily bus service along Agriculture Drive in the Femrite Drive intersection. Trips operate all day on weekends, and during the peak hour and evening periods during weekdays. The existing and proposed facilities on Agriculture Drive do not have an accessible pedestrian connection to the current transit service.

**Please contact my office at 267-1150 if you have questions regarding the following item:**

35. That the applicant shall revise the landscape plan to comply with the Urban Design District 1 standards. This shall be approved by the Urban Design Commission Secretary and Planning Division.

**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 your conditional use:**

1. Please revise your plans per the above conditions and submit nine (9) copies of a complete, fully dimensioned and scaled plan set to the Zoning Administrator for final review and comment. Also be sure to include any additional materials requested by these departments for their approval prior to sign off. This submittal shall all also include one complete digital plan set in PDF format. The final site plan shall be accompanied by 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. The sets of final revised plans or documents will be circulated by the Zoning staff to the City department staff listed above for their final approval.
2. This property is not in a wellhead protection district. All operating private wells shall be identified and permitted by the Water Utility in accordance with MGO 13.21. All unused private wells shall be abandoned in accordance with MGO 13.21. All wells located on this property shall be abandoned if no valid well operation permit has been obtained from the Madison Water Utility.
3. This letter shall be signed by the applicant to acknowledge the conditions of approval and returned to the Zoning Administrator when requesting conditional use approval.
4. The approval is valid for one (1) year from the date of the Plan Commission approval. During this time, the applicant must either lawfully commence the use or obtain a building permit and begin erecting the building. If the applicant obtains a valid building permit, construction must commence within six (6) months of the date of issuance. The building permit shall not be renewed unless construction has commenced as is being diligently prosecuted.
5. 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 conditional use approval standards.
6. The Plan Commission retains continuing jurisdiction over all conditional uses for the purpose of resolving complaints against all previously approved conditional uses.

If you have any questions regarding obtaining your conditional use, demolition 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 267-1150.

Sincerely,

Kevin Firchow, AICP  
Planner

cc: Brenda Stanley, City Engineering Division  
Jenny Kirchgatter, Ast. Zoning Administrator  
Bill Sullivan, Madison Fire Department  
Janet Schmidt, Parks Division  
Jeff Quamme, Engineering Mapping  
Eric Halvorson, Traffic Engineering Division

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

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_  
*Signature of Property Owner (if not the applicant)*

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