



Department of Planning & Community & Economic Development

## Planning Division

Katherine Cornwell, Director

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October 22, 2015

Jon Robelia  
Eppstein Uhen Architects  
222 W. Washington Ave, Ste. 650  
Madison, WI 53703

RE: Approval for the rezoning from PD-SIP to Amended PD-SIP for an addition to a private school building.

Dear Mr. Robelia:

At its October 20, 2015 meeting, given the positive recommendation from the Plan Commission from October 5, the Common Council **approved** your client's request to rezone property at 718 Gilmore Street from Planned Development – Specific Implementation Plan to Amended Planned Development – Specific Implementation Plan to construct an addition to the existing Wingra School building. In order to receive final approval of the rezoning, and for any necessary permits to be issued for your project, the following conditions shall be met:

**Please contact Brenda Stanley, City Engineering, at 261-9127 if you have questions related to these 7 items:**

1. 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).
2. 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).
3. All damage to the pavement on Gilmore Street, 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).
4. 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.
5. 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.

6. For Commercial sites < 1 acre in disturbance the City of Madison is an approved agent of the Department of Commerce and WDNR. As this project is on a site with disturbance area less than one (1) acres, and contains a commercial building, the City of Madison is authorized to review infiltration, stormwater management, and erosion control on behalf of the Department of Commerce. No separate submittal to Commerce or the WDNR is required. (NOTIFICATION).
7. 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) Other Miscellaneous Impervious Areas (i.e. gravel, crushed stone, bituminous/asphalt, concrete, etc.)
  - e) Right-of-Way lines (public and private)
  - f) 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) Stormwater Management Facilities
  - k) Detail drawings associated with Stormwater Management Facilities (including if applicable planting plans)

**Please contact Janet Schmidt, Parks Division at 261-9688 if you have questions regarding the following 4 items:**

8. 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.
9. Please note that this approval does not imply permission to perform work on Outlot 1 and 2 of CSM 12127, which have been dedicated to the public for park purposes. Any work within those properties will require separate approval through the Parks Division.
10. Please reference ID# 15144 when contacting Parks.
11. 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.

**Please contact Bill Sullivan, Fire Department at 261-9658 if you have questions regarding the following 2 items:**

12. Incorporate aerial fire access equivalent to the approved site plan from 2008.

13. The Madison Fire Dept does not object to this project provided it complies with all applicable codes and conditions of the original zoning approval in 2008.

**Please contact Dennis Cawley, Water Utility, at 266-4651 if you have any questions regarding the following 2 items:**

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

**Please contact Eric Halvorson, Traffic Engineering at 266-6527 if you have any questions regarding the following 6 items:**

16. Applicant shall submit for review a student drop off and pickup plan. This plan shall include the number of students, estimated modes of arrival by percentage, estimated arrival times and any requested passenger loading zones. Applicant shall note that given neighborhood concerns, it is unlikely any additional on street space will be provided for pickup and drop off or general loading for the school.
17. Wingra School has previously had issues regarding pick up and drop off at current student and staffing levels. The removal of the parking for the construction of the addition is likely to increase pressure on the already overburdened residential streets in the surrounding neighborhood. Traffic Engineering expects the removal of the existing on-site parking will increase staff parking in the surrounding neighborhood. Traffic Engineering is also concerned that the expansion of the administration offices will free up space for additional students and staff, further increasing the pressure on the streets. Traffic Engineering recommends that the current maximum of 240 students be maintained to limit impacts on the neighborhood. If the applicant can provide an on-site pickup-drop off location to be approved by traffic engineering, the cap may be removed. (Note: this does not apply to other occupancy restrictions such fire or building code.)

*Note: Condition 17 was modified by the Common Council on 10/20/15.*

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).

**Please contact Jenny Kirchgatter, Assistant Zoning Administrator at 266-4569 if you have questions regarding the following 4 items:**

22. Submit a landscape plan and landscape worksheet stamped by the registered landscape architect for the entire Wingra School site. Per Section 28.142(3)&(6) 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.
23. Bike parking shall comply with City of Madison General Ordinances Table 28I-3 (General Regulations). Provide the minimum number of bicycle parking stalls in a safe and convenient location on an impervious surface to be shown on the final plan. NOTE: A bike-parking stall is two feet by six feet with a five-foot access area. Provide a detail showing the model of bike rack to be installed.
24. Submit a detail of the proposed dumpster enclosure. The enclosure shall be screened on four (4) sides (including a gate for access) by a solid, commercial-grade wood fence, wall, or equivalent material with a minimum height of six (6) feet.
25. If exterior lighting is provided, it must comply with City of Madison General Ordinances Section 10.085 outdoor lighting standards. Final plan sets shall include a lighting photometric plan and fixture cut-sheets.

**The applicant is also required to satisfy the conditions of approval of the Urban Design Commission prior to the final staff approval of the project and the issuance of permits. Please contact Al Martin, Urban Design Commission Secretary, at 267-8740 if you have any questions about those conditions.**

**Specific questions regarding the comments or conditions contained in this letter should be directed to the commenting agency.**

After the planned development has been revised per the above conditions, please file nine (9) sets of complete, fully dimensioned, and to-scale plans, 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. This submittal shall all also include one complete digital plan set in PDF format. 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.

Upon receipt of the aforementioned plans, documents and fees, and upon determining that they are complete, the Zoning Administrator shall record them with the Dane County Register of Deeds Office. The recorded originals will be returned to the applicant, with the recording information noted, when the Register of Deeds has completed the recording process.

If this plan is not recorded within one year of the date of approval by the Common Council, the approval shall be null and void. No construction or alteration of the property included in this application shall be permitted until a Specific Implementation Plan (SIP) has been approved and recorded.

Within thirty-six (36) months of Common Council approval of the general development plan, the basic right of use for the areas, when in conformity with the approved specific implementation plan, shall lapse and be null and void unless 1) the project, as approved, is commenced by the issuance of a building permit, or 2) if an application for an extension is filed at least thirty (30) days prior to the expiration of the thirty-six (36) month period and the Plan Commission, after a public hearing pursuant

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to Sec. 28.181(5), determines that no changes in the surrounding area or neighborhood since approval of the general development plan render the project incompatible with current conditions and grants an extension of up to twenty-four (24) months in which to obtain a building permit. In no case shall an extension allow a building permit to be issued more than sixty (60) months after approval of the general development plan by the Common Council. If a new building permit is required pursuant to sec. 29.06(4), Madison General Ordinances, a new petition and approval process shall be required to obtain general development plan approval and specific implementation plan approval.

If you have any questions regarding recording this plan or obtaining permits, please call Matt Tucker, Zoning Administrator, at 266-4551. If I may be of any further assistance, please do not hesitate to contact me at 266-5974.

Sincerely,

Heather Stouder, AICP  
Planner

cc: Matt Tucker, Zoning Administrator  
Bill Sullivan, Fire Department  
Brenda Stanley, City Engineering  
Jeff Quamme, Engineering Mapping  
Janet Schmidt, Parks Division  
Eric Halvorson, Traffic Engineering  
Al Martin, Urban Design Commission

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

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*Signature of Applicant*

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*Signature of Property Owner (if not applicant)*

For Official Use Only, Re: Final Plan Routing			
<input checked="" type="checkbox"/>	Planning Div. (H. Stouder)	<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"/>	Real Estate