



Department of Planning & Community & Economic Development  
**Planning Division**

Website: [www.cityofmadison.com](http://www.cityofmadison.com)

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May 25, 2010

J. Randy Bruce  
Knothe & Bruce Architects, LLC  
7601 University Avenue, Suite 201  
Middleton, Wisconsin 53562

RE: Approval of a major alteration to an existing conditional use to allow construction of an addition to an existing golf clubhouse and construction of an indoor pool and tennis facility, all at 88 Hawks Landing Circle (Jeff Haen, Hawks Landing Golf Corp.)

Dear Mr. Bruce;

At its May 25, 2010 meeting, the Plan Commission found the conditional use standards met and approved your client's conditional use application for 88 Hawks Landing Circle to construct an addition to an existing golf clubhouse and a standalone indoor pool and tennis facility, subject to the conditions below. In order to receive final approval of the conditional use and for building permits to be issued, the following conditions must be met:

**Please contact Janet Dailey, City Engineering Division, at 261-9688 if you have questions regarding the following thirteen (13) items:**

1. The proposed improvements reside within an Environmental Corridor and must have that status removed prior to final approval. The developer shall make a formal request for removal through the City and Capital Area Regional Planning Commission prior to final approval and commencement of construction.
2. This development is subject to Impact Fees for Upper Badger Mill Creek.
3. Private storm and sanitary appear to be shared with other lot or lots. Provide an agreement for shared ownership or use of these sewers.
4. The applicant shall coordinate with Planning, Traffic Engineering, Parks and City Engineering Staff to provide an off-street path system, in a mutually agreeable location(s), to provide better connectivity within the Hawks Landing Golf Club plat as called for in the adopted neighborhood development plan.
5. The approved address for the indoor tennis and swim facility is 94 Hawks Landing Circle.
6. The plan set shall be revised to show a proposed private internal drainage system on the site. This information shall include the depths and locations of structures and the type of pipe to be used.
7. 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 7.5-tons per acre per year.

8. Effective January 1, 2010, the Department of Commerce's authority to permit commercial sites, with over one acre of disturbance for stormwater management and erosion control has been transferred to the Wisconsin Department of Natural Resources (WDNR). The WDNR does not have an authorized local program transferring this authority to the City of Madison. The City of Madison has been required by the WDNR to continue to review projects for compliance with NR-216 and NR-151, but a separate permit submittal is now required from the WDNR for this work as well.

As this site is greater than one acre, the applicant is required by State Statute to obtain a Water Resources Application for Project Permits (WRAPP) from the DNR, prior to beginning construction. This permit was previously known as a Notice of Intent Permit (NOI). Please contact Eric Rortved of the WDNR at 273-5612 to discuss this requirement.

9. Prior to approval, this project shall comply with Chapter 37 of the Madison General Ordinances regarding stormwater management. Specifically, this development is required to detain the 2, 10, and 100-year storm events; control 80% TSS (5 micron particle) off of new paved surfaces and complete an erosion control plan; provide infiltration in accordance with Chapter 37 of the Madison General Ordinances; provide substantial thermal control, 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.
10. The applicant shall submit, prior to plan signoff, a digital CAD file (single file) to the Engineering Program Specialist in the Engineering Division (Lori Zenchenko). The digital CAD file shall be to scale and represent final construction. The single CAD file submittal can be either AutoCAD (dwg) Version 2001 or older, MicroStation (dgn) Version J or older, or Universal (dxf) format and contain 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 lot lines; lot/ plat lines, dimensions and labels; right-of-way lines; street names, stormwater management facilities and; detail drawings associated with stormwater management facilities (including if applicable planting plans).
11. The applicant shall submit, prior to plan sign-off, digital PDF files to the City Engineering Division. The digital copies shall be to scale, shall have a scale bar on the plan set, and shall contain the following items: building footprints; internal walkway areas; internal site parking areas; lot lines and right-of-way lines; street names, stormwater management facilities and; detail drawings associated with stormwater management facilities (including if applicable planting plans).
12. The applicant shall submit prior to plan sign-off, electronic copies of any Stormwater Management File including: SLAMM DAT files; RECARGA files; TR-55/HYDROCAD/etc., and; 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.
13. 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.

**Please contact John Leach, Traffic Engineering Division, at 267-8755 if you have questions about the following seven (7) items:**

14. With the additional development, the applicant shall execute an updated declaration of conditions and covenants for future traffic signals prior to sign off. The applicant may need to provide a deposit

for their reasonable and proportionate share of traffic signal costs at the intersection of Hawks Landing Circle and Midtown Road.

15. The applicant shall indicate the type of City approved bicycle racks to be installed and locations. The bike rack should be located by the entrances to the buildings.
16. When the applicant submits final plans for approval, the applicant shall show the following: items in the terrace as existing (e.g., signs and street light poles), type of surfaces, existing property lines, addresses, one contiguous plan (showing all easements, all pavement markings, building placement, and stalls), adjacent driveway approaches to lots on either side and across the street, signage, percent of slope, vehicle routes, dimensions of radii, aisles, driveways, stalls including the 2-foot overhang, and a scaled drawing at 1" = 20'.
17. A "Stop" sign shall be installed at a height of 7 feet at all driveway approaches. All signs at the approaches shall be installed behind the property line. All directional/regulatory signage and pavement markings on the site shall be shown and noted on the plan.
18. The applicant shall dimension all proposed and existing surface parking areas for stalls and backing up according to Figures II of the ordinance using the 9-foot or wider stall for the commercial/retail area.
19. The parking facility shall be modified to provide for adequate internal circulation for vehicles. This can be accommodated by eliminating a parking stall at the dead ends. The eliminated stall shall be modified to provide a turnaround area 10 to 12 feet in width and signed "No Parking Anytime."
20. Public signing and marking related to the development may be required by the City Traffic Engineer for which the developer shall be financially responsible.

**Please contact Pat Anderson, Assistant Zoning Administrator, at 266-5978 if you have any questions regarding the following seven (7) items:**

21. Parking requirements for persons with disabilities must comply with MGO Section 28.11 (3)6.(m) which includes all applicable State accessible requirements, including but not limited to:
  - a.) Provide minimum of 7 accessible stalls striped per State requirements. A minimum of one of the stalls shall be a van accessible stall 8' wide with an 8' striped out area adjacent.
  - b.) Show signage at the head of the stalls. Accessible signs shall be a minimum of 60" between the bottom of the sign and the ground.
  - c.) Show the accessible path from the stalls to the building. The stalls shall be as near the accessible entrance or elevator as possible. Show ramps, curbs, or wheel stops where required.
22. Bike parking shall comply with MGO Section 28.11. Provide 24 bike parking stalls in a safe and convenient location on an impervious surface to be shown on the final plan. The lockable enclosed lockers or racks or equivalent structures in or upon which the bicycle may be locked by the user shall be securely anchored to the ground or building to prevent the lockers or racks from being removed from the location. Note: A bike-parking stall is 2 feet by 6 feet with a 5-foot access area.
23. Signage approvals are not granted by the Plan Commission. Signage must be approved by the Urban Design Commission and Zoning staff for compliance with MGO Section 31, Sign Code, and MGO Section 33, the Urban Design ordinance. Sign permits must be issued by the Zoning Section of the Department of Planning and Community & Economic Development prior to sign installations.

24. Off-street parking requirement shall comply with MGO Sections 28.04 (12) and 28.11: Parking lot plans with greater than twenty (20) stalls, landscape plans must be stamped by a registered landscape architect. Provide a landscape worksheet with the final plans that shows that the landscaping provided meets the point and required tree ordinances. In order to count toward required points, the landscaping shall be within 15' and 20' of the parking lot depending on the type of landscape element. (Note: The required trees do not count toward the landscape point total.)
25. Lighting is required and shall be in accordance with MGO Section 10.085: Provide a plan showing at least .5 foot candle on any surface on any lot and an average of .75 footcandles. The maximum light trespass shall be 0.5 footcandle at 10 feet from the adjacent lot line. (See City of Madison Lighting Ordinance).
26. Provide one 10' x 35' loading area with 14 feet of vertical clearance to be shown on the plan. The loading area shall be exclusive of drive aisle and maneuvering space.
27. Final plan sets shall provide the capacity of all buildings for the calculations of the parking required. For the Clubhouse separate the restaurant and bar from the overall total.

**Please contact Kay Rutledge, Parks Division at 266-4714 if you have any questions regarding the following item:**

28. The developer should work cooperatively with Parks, Planning, City Engineering and Traffic Engineering staff to help provide connectivity throughout the Hawks Landing development project.

**Please contact Scott Strassburg, Madison Fire Department at 261-9843 if you have any questions regarding the following item:**

29. The Madison Fire Department does not object to this proposal provided the project complies with all applicable fire codes and ordinances.

**Please contact Dennis Cawley, Madison Water Utility, at 261-9243 if you have any questions regarding the following item:**

30. The utility plan shall be revised to show the proposed water service lateral connecting to an existing public water main. The Water Utility will not need to sign off the final plans, nor need a copy of the approved plans.

**Please contact my office at 261-9632 if you have questions about the following four (4) items:**

31. That the plans be revised per Planning Division approval prior to final signoff and issuance of building permits as follows:
  - a.) note the overall height of the indoor pool and tennis facility to the tallest point of that structure;
  - b.) revise the landscaping and grading plans to show the existing tree line along the eastern property line, with a note that those trees will remain as part of this project and the adjacent project (being developed by the applicant) at 1802 Maplecrest Drive;
  - c.) revise Sheet C-1 of the plan set to clearly identify the total number of parking stalls located on the subject site and the gross floor area of the buildings shown, including the existing and proposed floor areas of the clubhouse and the existing floor area of the pool house.
32. That the applicant receive approval from the Capital Area Regional Planning Commission of a revision to the environmental corridor map for the indoor pool and tennis project prior to issuance of building permits for that facility.

33. That the applicant identify the location of off-street paths across the subject site on the concurrent Certified Survey Map (CSM) and that the CSM be approved and recorded prior to the issuance of building permits for the indoor pool and tennis facility. The off-street paths created across Lot 41 shall include language assuring the open and unobstructed use of these paths in perpetuity.
34. That the hours of operation for the clubhouse deck be as follows: Sunday – Wednesday: Opening until 10:00 PM; Thursday – Saturday: Opening until 11:00 PM.

**Please now follow the procedures listed below for obtaining your conditional use permit:**

1. Please revise your plans per the above conditions and submit **nine (9) copies** of a complete, fully dimensioned 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.
2. This letter shall be signed by the applicant and property owner (if not the applicant) to acknowledge the conditions of approval and returned to the Zoning Administrator when requesting building permit approval.
3. No alteration of this proposal shall be permitted unless approved by the Plan Commission, provided, however, the Zoning Administrator may issue permits for minor alterations. This approval shall become null and void one year after the date of the Plan Commission unless the use is commenced, construction is under way, or a valid building permit is issued and construction commenced within six months of the issuance of said building permit. The Plan Commission shall retain jurisdiction over this matter for the purpose of resolving complaints against the approved conditional use permit.

If you have any questions regarding obtaining your building permits, please contact the Zoning Administrator at 266-4551. If you have any questions or if may be of any further assistance, please do not hesitate to contact my office at 261-9632.

Sincerely,

Timothy M. Parks  
 Planner

cc: Janet Dailey, City Engineering Division  
 John Leach, Traffic Engineering Division  
 Scott Strassburg, Madison Fire Department  
 Pat Anderson, Asst. Zoning Administrator  
 Kay Rutledge, Parks Division  
 Dennis Cawley, Madison Water Utility

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

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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. (T. Parks)	<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 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: