



Department of Planning & Community & Economic Development

Planning Division

Heather Stouder, Director

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December 16, 2016

Todd Violante
County of Dane
210 Martin Luther King, Jr. Blvd.
Madison, Wisconsin 53703

RE: Approval of a conditional use to allow an existing office building to be converted into a daytime shelter at 615 E. Washington Avenue; Urban Design Dist. 8.

Dear Mr. Violante;

At its December 12, 2016 meeting, the Plan Commission found the standards met and **approved** your conditional use for 615 E. Washington Avenue. The conditions of approval in the following sections shall be satisfied prior to issuance of building permits for the project.

Please contact Brenda Stanley of the City Engineering Division at 261-9127 if you have any questions regarding the following six (6) items:

1. It is not clear if the parking lot is being reconstructed from the plans - if so, prior to approval, this project shall comply with Chapter 37 of 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.
2. The developer shall provide traffic control plan for approval of E. Washington Avenue lane closures during utility work.
3. All outstanding Madison Metropolitan Sewerage District (MMSD) are due and payable prior to City Engineering sign-off, unless otherwise collected with a Developer's/ Subdivision Contract. Contact Mark Moder (261-9250) to obtain the final MMSD billing a minimum of two working days prior to requesting City Engineering signoff.
4. The applicant shall replace all sidewalk and curb and gutter that abuts the property that 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.
5. All work in the public right of way shall be performed by a City-licensed contractor.

6. All damage to the pavement on E. Washington Avenue adjacent to this development shall be restored in accordance with the City's Pavement Patching Criteria.

Please contact Jeff Quamme of the City Engineering Division–Mapping Section at 266-4097 if you have any questions regarding the following two (2) items:

7. The site plan shall identify lot and block numbers of recorded Certified Survey Map or plat.
8. The site plan shall include a full and complete legal description of the site or property being subjected to this application.

Please contact Eric Halvorson of the Traffic Engineering Division at 266-6527 if you have any questions regarding the following eight (8) items:

9. Users of this site will have need to cross E. Washington Avenue, which is also US Highway 151. With the current configuration of the intersection of Blair Street and E. Washington Avenue, there are no simple solutions for providing a direct route across E. Washington Avenue, therefore when crossing from the north to the south side of E. Washington Avenue at Blair Street, a three-stage crossing will be required. A new traffic signal is planned at S. Blair Street and E. Main Street, which will provide a good connection from the east-west side of Blair Street along the Main Street corridor. If approved, the applicant shall be aware that no pedestrian improvements will be available until redevelopment happens on the north side of E. Washington Avenue and/or a complete reconstruct of E. Washington Avenue and Blair Street occurs. The applicant shall also be aware that potential reconstruction may not fully address pedestrian crossing concerns and users may still be required to cross in multiple stages.
10. The pedestrian access from E. Main Street shall be secured from the drive aisle using a 6-foot raised walkway.
11. The applicant shall submit one contiguous plan for approval. The plan drawing 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.
12. 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.
13. 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.
14. All parking facility design shall conform to the standards in MGO Section 10.08(6).

15. Per MGO 10.08 all parking stalls shall be secured, typically this is done using 6-inch rolled curb.
16. To prevent encroachment from irregularly parked bicycles, the applicant shall move the proposed racks to be a minimum of 7 feet from the access aisle.

Please contact Tim Sobota of Metro Transit at 261-9658 if you have any questions regarding the following item (one of the Metro items in the staff report was a comment; condition 32 of the report was removed by the Plan Commission):

17. Metro Transit recommends that the applicant be required to provide additional private shuttle or other transportation resources - during all hours of facility operations on weekends and holidays - until such time that City, and/or County, operating budgets can fully fund the increase to half-hour public transit service frequency in the E. Washington Avenue corridor. This includes any operating hours prior to 7:00 AM on Saturday mornings, and 8:00 AM on Sunday and Holiday mornings (before the existing hourly public transit service is currently scheduled to pass by the facility in both directions). The applicant shall include the location of these transit stops, pedestrian crosswalk facilities, and recommended amenities, as well as modifications to the language concerning private transportation resources on the final documents filed with their permit application so that Metro Transit may review and approve the information.

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

18. The daytime shelter shall comply with the supplemental regulations of Section 28.151 for a Daytime Shelter.
19. Provide calculations for the existing and proposed lot coverage with the final submittal. The lot coverage maximum is 85%. Lot coverage is defined as the total area of all buildings, measured at grade, all accessory structures including patios, etc., and all paved areas as a percentage of the total area of the lot, with the following exceptions: sidewalks or paved paths no wider than five (5) feet, pervious pavement, green roofs and decks. If the existing site currently exceeds 85% maximum lot coverage, proposed site improvements may not further increase lot coverage above the maximum.
20. Bicycle parking for the daytime shelter shall comply with the requirements of Sections 28.141(4)(g) and 28.141(11). A daytime shelter is not a listed use in Table 28I-3 Off-Street Parking Requirements. For uses not listed in Table 28I-3, the Zoning Administrator may designate the bicycle parking requirements for uses most similar to the proposed use. Provide a minimum of 1 bicycle stall per 400 sq. ft. of floor area (29 bicycle stalls) based on a similar mission house use. The bicycle stalls shall be located in a convenient and visible area on a paved or impervious surface. Note: A bicycle stall is a minimum of two (2) feet by six (6) feet with a five (5)-foot wide access area. Provide a detail of the proposed bike rack.
21. Submit the landscape plan and landscape worksheet stamped by the registered landscape architect. Per Section 28.142(3), Landscape Plan and Design Standards, landscape plans for zoning lots greater than 10,000 square feet in size must be prepared by a registered landscape architect.

22. Submit a detail of the trash enclosure. The trash enclosure shall be screened on four 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 and not greater than eight (8) feet.
23. Per Section 28.186(4)(b), the property owner or operator is required to bring the property into compliance with all elements of the approved site plans by the date established by the Zoning Administrator as part of the site and building plan approval. Work with Zoning staff to establish a final site compliance date.

Please contact Adam Wiederhoeft of the Madison Water Utility at 261-9121 if you have any questions regarding the following two (2) items:

24. A Water Service Application Form and fees must be submitted before connecting to the existing water system. Provide at least two working days notice between the application submittal and the requested installation or inspection appointment. Application materials are available on the Water Utility's Plumbers & Contractors website (www.cityofmadison.com/water/plumberscontractors), otherwise they may be obtained from the Water Utility Main Office at 119 E. Olin Avenue. A licensed plumber signature is required on all water service applications. For new or replacement services, the property owner or authorized agent is also required to sign the application. If you have questions regarding water service applications, please contact Madison Water Utility at 266-4646.
25. The applicant's utility contractor shall obtain an excavation permit prior to commencing the water main or service construction in the public right-of-way.

Please contact my office if you have questions regarding the following seven (7) items:

26. The applicant shall increase the amount of bike parking proposed to serve the daytime shelter to at least the 29 spaces required by the Zoning Code. Final approval of the bike parking shall be granted by the Zoning Administrator prior to final approval and issuance of building permits for the project.
27. Final plans submitted for staff review and sign-off on the conditional use shall include site plans, floor plans, and a management plan.
28. No outdoor personal storage lockers are proposed at this time, and no such facilities shall be allowed on-site without an alteration to this conditional use to be approved by the Director of the Planning Division or the Plan Commission following a recommendation by the district alder. Any future request for personal storage lockers on the subject site shall include a detailed plan for placement of the lockers, the structural details of the lockers to be used, and all supplemental operational information required in Section 28.151 of the Zoning Code. No personal goods shall otherwise be stored on this site except as described in the letter of intent and operations plan for the daytime shelter.
29. The hours of operation for the daytime shelter shall be 6:30 AM to 6:00 PM daily, including weekends and holidays. Any future extension of the hours past 6:00 PM shall require an alteration to the conditional use to be approved by the Director of the Planning Division or the Plan Commission following a recommendation by the district alder.

30. The subject site is located in Urban Design District 8. Prior to issuance of building permits for the project, any exterior modifications to the building and any site, signage, lighting and landscaping plan modifications to accommodate the proposed daytime shelter shall be approved by the Secretary of the Urban Design Commission. Any appeal of the Secretary's decision(s) shall be filed with the full Urban Design Commission for review.
31. Any changes to the security plan for the daytime shelter (pages 7-8 of the management plan) shall require an alteration to the conditional use to be approved by the Director of the Planning Division or the Plan Commission following a recommendation by the district alder and the commanding officer of the Central Police District or Chief of Police. Input from the State Capital Police is encouraged but not required.
32. The final management plan for the daytime shelter shall provide more information on how users of the center will be discouraged from arriving before the regularly scheduled 8:00 AM opening in an effort to address earlier concerns about loitering and vagrancy at the site and in the surrounding areas.

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

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 permits for your project:

1. After the plans have been revised per the above conditions, please file **ten (10) 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, 126 S. Hamilton Street; First Floor. **This submittal shall all also include one (1) complete digital plan set in PDF format.** The sets of final revised plans or documents will be circulated by Zoning staff to the City department staff listed above for their final approval.
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. No alteration of a conditional use shall be permitted unless approved by the Plan Commission provided, however, the Zoning Administrator following consideration by the alderperson of the district, may approve 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 Plan Commission and the conditional use standards. This approval shall become null and void one (1) 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 6 months of the issuance of said building permit. Where the plans have not been altered from the Plan Commission's approval, and the conditional use has expired, 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. 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 you may be of any further assistance, please do not hesitate to contact my office at 261-9632.

Sincerely,

Timothy M. Parks
 Planner

cc: Brenda Stanley, City Engineering Division
 Jeff Quamme, City Engineering Division
 Jenny Kirchgatter, Asst. Zoning Administrator
 Adam Wiederhoeft, Madison Water Utility
 Tim Sobota, Metro Transit
 Eric Halvorson, Traffic Engineering Division
 Bill Sullivan, Madison Fire Department

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

Signature of Applicant

*Signature of Property Owner
 (If Not Applicant)*

LNDUSE-2016-00131			
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 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 checked="" type="checkbox"/>	Other: Metro Transit
<input checked="" type="checkbox"/>	Water Utility	<input checked="" type="checkbox"/>	Other: