



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

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

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August 5, 2008

Mark Braithwaite  
The Renschler Company, Inc.  
Three Point Place  
Madison, Wisconsin 53719

RE: Approval for the demolition of an existing commercial building at 2502 Fish Hatchery Road and replacement with additional surface parking for Vita Plus Corporation, 2514 Fish Hatchery Road.

Dear Mr. Braithwaite:

The Plan Commission, meeting in regular session on August 4th, 2008 determined that the ordinance standards could be met and **approved** your client's request for a permit to demolish an existing commercial building at 2502 Fish Hatchery Road and replace it with additional surface parking. In order to receive final approval for the demolition, the following conditions must be met:

**Please contact Janet Dailey, City Engineering, at 261-9688 if you have questions regarding the following 19 items:**

1. The existing site plan sheet C 1.0 does not correctly identify the ownership boundary, specifically along the Fish Hatchery Road right-of-way. Revise the site plan to reflect the City of Madison previously acquired right-of-way from this parcel per Document No. 3159943 recorded September 30, 1999.
2. Coordinate additional right-of-way dedication with the City of Madison Engineering and Traffic Engineering Divisions. Necessary right-of-way dedication can be most effectively accomplished by preparation and recording of a Certified Survey Map for this site.
3. The applicant shall dedicate right-of-way at no cost to the City for the right turn lane from Badger Road to Fish Hatchery Road as required by the City Engineer and as generally shown on the site plan.
4. The applicant shall construct a sidewalk on Badger Road adjacent to the parcel and adjacent to the relocated right turn lane.
5. The applicant shall note that the project to construct the right turn lane may result in special assessments to the parcel for a portion of the cost of construction.
6. The site plan shall be revised to show all existing public sanitary sewer main and lateral facilities.
7. The construction of this building will require removal and replacement of sidewalk, curb and gutter and possibly other parts of the City's infrastructure. The applicant shall enter into a City/Developer agreement for the improvements required for this development. The applicant shall be required to provide deposits to cover City labor, materials, and surety to cover costs of construction. The applicant shall meet with the City Engineer to schedule the development of the plans and the agreement. The City Engineer will not sign off on this project without the agreement executed by the developer. The developer shall sign the Developer's Acknowledgement prior to the City Engineer signing off on this project.
8. The applicant shall close all abandoned driveways by replacing the curb in front of the driveways and restoring the terrace with grass.

9. The approval of this Conditional Use does not include the approval of changes to roadways, sidewalks or utilities. The applicant shall obtain separate approval by the Board of Public Works and the Common Council for the restoration of the public right-of-way including any changes proposed by the developer. The City Engineer shall complete the final plans for the restoration with input from the developer. The curb location, grades, tree locations, tree species, lighting modifications, and other items required to facilitate the development or restore the right-of-way shall be reviewed by the City Engineer, City Traffic Engineer, and City Forester.
10. All work in the public right-of-way shall be performed by a City licensed contractor.
11. The applicant shall demonstrate compliance with Sections 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.
12. The City of Madison is an approved agent of the Department of Commerce. This proposal contains a commercial building and as such, 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.
13. Prior to approval, this project shall comply with Chapter 37 of the Madison General Ordinances regarding stormwater management. Specifically, this development is required to control 40% TSS (20 micron particle) off of new paved surfaces, and provide oil and grease control from the first one-half inch of runoff from parking areas.
14. The applicant shall submit, prior to plan sign-off, 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:
  - a) Building footprints
  - b) Internal walkway access
  - 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) All underlying lot lines or parcel lines if unplatted
  - g) Lot numbers or the words "unplatted"
  - h) Lot/Plat dimensions
  - i) Street names

All other levels (contours, elevations, etc.) are not to be included with this file submittal.

Note: Email file transmissions are preferred: [lzenchenko@cityofmadison.com](mailto:lzenchenko@cityofmadison.com). Include the site address in the subject line of this transmittal. Any changes or additions to the location of the building, sidewalks, or parking/pavement during construction will require a new CAD file.

15. 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.

PDF submittals shall contain the following information:

- a) Building footprints
  - b) Internal walkway access
  - c) Internal site parking areas
  - d) Lot lines and right-of-way lines
  - e) Street names
  - f) Stormwater management facilities
  - g) Detail drawings associated with stormwater management facilities
16. The applicant shall submit, prior to plan sign-off, electronic copies of any stormwater management files including:
- a) SLAMM DAT files
  - b) RECARGA files
  - c) TR-55/HYDROCAD/etc.
  - d) Sediment loading calculations
17. The applicant shall obtain all necessary sewer connection permits and sewer plugging permits prior to any utility work.
18. The applicant's utility contractor shall obtain a connection permit and excavation permit prior to commencing the storm sewer construction.
19. Prior to approval of the conditional use application, the owner shall obtain a permit to plug each existing sanitary sewer lateral that serves the building proposed for demolition. For each lateral to be plugged, the owner shall deposit \$1,000 with the City Engineer in two separate checks in the following amounts: (1) \$100 non-refundable deposit for the cost of inspection of the plugging by City staff; and (2) \$900 for the cost of City crews to perform the plugging. If the owner elects to complete the plugging of a lateral by private contractor and the plugging is inspected and approved by the City Engineer, the \$900 fee shall be refunded to the owner.

The applications for the above permits (#17 through #19) are available online at:  
<http://www.cityofmadison.com/engineering/permits.cfm>.

**Please contact John Leach, City Traffic Engineering at 267-8755 if you have any questions about the following five items:**

20. The applicant would need to work with the City on a design and a City/Developer agreement for the proposed right turn from Badger Road to Fish Hatchery Road.
21. To provide for adequate pedestrian pathways and linkages from the public sidewalk to the building entrance, the applicant shall modify the two handicap parking stalls off the driveway from Fish Hatchery Road southerly to be in front of the parking space, and extend an accessible route to the Fish Hatchery Road public sidewalk.
22. When the applicant submits final plans for approval, the applicant shall show the following:
  - a) Items in the terrace as existing (e.g. signs and street light poles)
  - b) Types of surfaces
  - c) Existing property lines and addresses
  - d) One contiguous plan showing all easements, pavement markings, building placement, and stalls
  - e) Adjacent driveway approaches to lots on either side and across the street

- f) Signage
  - g) Percent of slope
  - h) Vehicle routes
  - i) Dimensions of radii, aisles, driveways, and stalls including the two (2) feet overhang; and
  - j) A scaled drawing at 1" = 20'
23. The developer shall post a deposit and reimburse the City for all costs associated with any modifications to traffic signals, street lighting, signing and pavement marking, and conduit and handholes, including labor, engineering and materials for both temporary and permanent installations.
24. Public signing and marking related to the development, for which the developer shall be financially responsible, may be required by the City Traffic Engineer.

**Please Contact Patrick Anderson, Zoning Administrator, at 266-4551 if you have questions about the following five items:**

25. Provide 18 parking stalls, plus adequate stalls for employees. Additional parking stalls will be required based on the unknown employee numbers. If the total number of proposed parking stalls exceeds 100% of the required stalls then a conditional use permit shall be required. Reduce the office square footage of the building to require fewer stalls or obtain a parking stall reduction to accommodate the proposed square footage of the building and employees. Plans shall be consistent in the number of stalls proposed.
26. Meet all applicable State accessible requirements, including but not limited to:
- a) Provide a minimum of three accessible stall 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 to it.
  - b) Show signage at the head of the stall(s)
27. Provide a minimum of two bike-parking stalls in a safe and convenient location on an impervious surface to be shown on the final plan. Additional stalls maybe required based on employee numbers. The enclosed lockers, 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 them from being removed. NOTE: A bike-parking stall is two feet by six feet with a five-foot access area. Structures that require a user-supplied locking device shall be designed to accommodate U-shaped locking devices.
28. Provide a detailed landscape plan including existing and proposed, showing species and sizes of all landscape elements. 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 20' and 50' of the parking lot depending on the type of landscape element. (Note: The required trees do not count toward the landscape point total).
29. Lighting is not required. However, if it is provided, it must comply with City of Madison outdoor lighting standards. Lighting will be limited to .10 watts per square foot.

**Please contact my office at 266-5974 if you have any questions about the following two items:**

30. Final plans will show the proposed right turn lane from eastbound Badger Rd. to southbound Fish Hatchery Rd. with a note as follows: *"Requires consideration and approval by the Board of Public Works. Not part of site review."*
31. Final plans will incorporate a superior landscaping plan, utilizing input from a meeting with Planning and Urban Design staff. The final landscaping plan will be subject to staff review.

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

1. Please revise your plans per the above and submit *six (6) copies* of a complete plan set to the Zoning Administrator for final review and comment. Also be sure to include any additional materials requested by the City Engineering Division for their approval prior to sign off.
2. This letter shall be signed by the applicant to acknowledge the conditions of approval and returned to the Zoning Administrator when requesting the demolition use permit.

If you have any questions regarding obtaining your demolition permit, 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 266-5974.

Sincerely,

Heather Stouder, AICP  
 Planner

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

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*Signature of Applicant*

cc: Pat Anderson, Assistant Zoning Administrator  
 Janet Dailey, City Engineer's Office  
 John Leach, Traffic Engineering  
 Al Martin, Urban Design Commission Secretary

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