



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

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

Madison Municipal Building  
215 Martin Luther King, Jr. Boulevard  
P.O. Box 2985  
Madison, Wisconsin 53701-2985  
TDD 608 266-4747  
FAX 608 266-8739  
PH 608 266-4635

January 30, 2013

Ken Kurszewski  
Hottman Construction  
1606 Danbury St.  
Madison, WI 53711

RE: Approval of a demolition of existing commercial and storage buildings for the construction of new storage buildings in the IL (Industrial-Limited) District, formerly the M1 (Limited Manufacturing) District.

Dear Mr. Kurszewski:

At its January 28, 2013 meeting, the Plan Commission found the standards met and **approved** your demolition request for 1901-1909 Freeport Road, subject to the conditions below. In order to receive final approval of the demolition, and for any necessary permits to be issued for your project, the following conditions shall be met:

**Please contact me with questions regarding the following item:**

1. In final plans submitted for staff review and approval, the landscape plan shall substitute an alternative species to the proposed arbor vitae.

**Please contact Janet Dailey of the City Engineering Division at 261-9688 if you have questions regarding the following 21 items:**

2. The site plan indicates proposed buildings crossing underlying platted lot lines. The state building code requires fire walls be placed inside proposed buildings along the underlying platted lot lines or alternatively dissolve the underlying lot lines by Certified Survey Map (CSM).
3. In addition to dissolving the underlying platted lot lines, City Engineering recommends a CSM application as the vehicle to create, dedicate and convey to the City necessary public easements for existing and proposed public utilities (storm and sanitary sewers) to serve the proposed redevelopment.
4. Provide a sanitary sewer easement 20ft in width, centered on the existing sewer main.
5. An access easement shall be granted to the City to allow for vehicles to enter the property to access the existing public facilities for maintenance and repairs. The easement shall allow for the City vehicles to use the proposed driveways and cross the site to gain access to the easement area.
6. Coordinate final site addresses with Lori Zenchenko with Engineering Mapping ([lzenchenko@cityofmadison.com](mailto:lzenchenko@cityofmadison.com)) or (608) 266-5952). Preliminary addresses:  
Building 1 (4000 sq ft) shall have a building address of 1911 Freeport Rd  
Building 2 (4500 sq ft) shall have a building address of 1903 Freeport Rd  
Building 3 (2900 sq ft) shall have a building address of 1915 Freeport Rd  
Building 4 (5850 sq ft) shall have a building address of 1907 Freeport Rd
7. Submit a copy of the WisDNR's closure records for this site (BRRTS # 03-13-000525).
8. Construct public sidewalk in the standard location across the proposed drive entrance on Freeport Road.

9. The Applicant shall execute a waiver of their right to notice and hearings on the assessments for the installation of sidewalk along Freeport Road in accordance with Section 66.0703(7)(b) Wisconsin Statutes and Section 4.09 of the MGO (MGO 16.23(9)(d)(6)).
10. The Applicant shall close all abandoned driveways by replacing the curb in front of the driveways and restoring the terrace with grass (POLICY).
11. The 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).
12. 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).
13. All damage to the pavement on Freeport Road and Verona Road Frontage Rd. 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).
14. The applicant shall demonstrate compliance with MGO Section 37.07 and 37.08 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.
15. 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).
16. Prior to approval, this project shall comply with MGO Chapter 37 regarding stormwater management. Specifically, this development is required to:
  - a) Reduce TSS off of the proposed development by 80% when compared with the existing site
  - b) Provide oil & grease control from the first 1/2" of runoff from parking areas
  - c) 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 MGO Chapter 37.
17. 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 Areas
  - c) Internal Site Parking Areas
  - d) Other Misc. 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 preferred [izenchenko@cityofmadison.com](mailto:izenchenko@cityofmadison.com) . Include the site address in the subject line of this transmittal. Any changes or additions to the location of the building, sidewalks, parking/pavement during construction will require a new CAD file (POLICY and MGO 37.09(2) & 37.05(4)).

18. 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) Lot lines and right-of-way lines.
- e) Street names.
- f) Stormwater Management Facilities.
- g) Detail drawings associated with Stormwater Management Facilities (including if applicable planting plans).

19. 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

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 (POLICY and MGO 37.09(2)).

20. The applicant's utility contractor shall obtain a connection permit and excavation permit prior to commencing the storm sewer construction (MGO 37.05(7)). This permit application is available on line at: <http://www.cityofmadison.com/engineering/permits.cfm>.

21. Prior to approval of the conditional use application, the owner shall obtain a permit to plug each existing storm sewer lateral that serves a building that is proposed for demolition. For each lateral to be plugged the owner shall deposit \$1,000 with the City Engineer. \$100 non-refundable deposit will cover for the cost of inspection of the plugging by City staff; and the remaining \$900 will cover 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 (POLICY). This permit application is available on line at: <http://www.cityofmadison.com/engineering/permits.cfm>.

22. Prior to approval, the owner or owner's representative shall obtain a permit to plug each existing sanitary sewer lateral that serves a building which is proposed for demolition. For each lateral to be plugged the owner shall complete a sewer lateral plugging application and pay the applicable permit fees. NOTE: As of January 1, 2013 new plugging procedures and permit fees go into effect. The new procedures and revised fee schedule is available on line at: <http://www.cityofmadison.com/engineering/permits.cfm> (MGO CH 35.02(14)).

**Please contact Pat Anderson of the Zoning Office at 266-5978 if you have any questions regarding the following 5 items:**

23. If exterior lighting is provided, it must comply with City of Madison outdoor lighting standards, Section 10.085. Provide a lighting photometric plan, including cut sheets for fixtures, with the final plan submittal.

24. Signage approvals are not granted by the Plan Commission. Signage must be reviewed for compliance with MGO Chapter 31. Permits must be issued by the Zoning Section of the Department of Planning and Development.
25. Approval of the demolition permit will require the removal of all structures including the driveways except for the approved service drives. Driveways and aprons shall be replaced with curb and gutter as per City Engineering and traffic Engineering requirements. During demolition and prior to curb and gutter, barriers shall be installed across the driveway to prevent the parking of vehicles. The approved service drives shall be shown on final plans.
26. Future development shall meet applicable building and zoning ordinances following applicable processes.
27. A reciprocal land use agreement or a cross access easement between the two subject properties shall be approved by the Traffic Engineer, City Engineer, and Director of Planning and Development, and recorded in the Office of the Dane County Register of Deeds.

**Please contact Bill Sullivan of the Madison Fire Department at 261-9658 if you have any questions regarding the following item:**

28. Please consider allowing Madison Fire Department to conduct training sequences prior to the demolition. Contact MFD Training Division to discuss possibilities - (608) 246-4587.

**Please contact Dennis Cawley of the Madison Water Utility at 261-9243 if you have any questions regarding the following 3 items:**

29. The Madison Water Utility shall be notified to remove the water meters prior to demolition.
30. This property is not in a wellhead protection district.
31. 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 Scott Langer, Traffic Engineering at 266-5987 if you have any questions regarding the following 3 items:**

32. When the applicant submits 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 and proposed 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, semitrailer movements and vehicle routes, dimensions of radii, aisles, driveways, stalls including the two (2) feet overhang, and a scaled drawing at 1" = 20'. Contact City Traffic Engineering if you have questions.
33. 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.
34. Public signing and marking related to the development may be required by the City Traffic Engineer for which the developer shall be financially responsible.

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

**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 now follow the procedures listed below for obtaining your permits:**

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 staff 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 the demolition 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 266-5974.

Sincerely,

Heather Stouder, AICP  
 Planner

cc: Janet Dailey, City Engineering Division  
 Eric Pederson, City Engineering Division  
 Pat Anderson, Asst. Zoning Administrator  
 Scott Langer, Traffic Engineering  
 Bill Sullivan, Madison Fire Department

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

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*Signature of Applicant*

\_\_\_\_\_

*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 type="checkbox"/>	Parks Division
<input checked="" type="checkbox"/>	City Engineering	<input type="checkbox"/>	Urban Design Commission
<input checked="" type="checkbox"/>	Traffic Engineering	<input checked="" type="checkbox"/>	Recycling Coord. (R&R)
<input checked="" type="checkbox"/>	Fire Department	<input type="checkbox"/>	Other: