



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

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

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July 13, 2011

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

RE: Approval of a request to rezone 2607 Monroe Street and 2628 Arbor Drive from Planned Unit Development-Specific Implementation Plan (PUD-SIP) to Amended Planned Unit Development-General Development Plan-Specific Implementation Plan (PUD-GDP-SIP) to allow construction of a previously approved 45-unit condominium building as a 24-unit apartment building and separate 21-unit condominium building. (J. Michael Real Estate)

Dear Mr. Bruce;

At its July 5, 2011 meeting, the Common Council **conditionally approved** your application to amend the PUD-GDP-SIP for 2607 Monroe Street and 2628 Arbor Drive subject to the following conditions of approval, which shall be satisfied prior to final approval and recording of the planned unit development and the issuance of permits for new construction:

**Please contact Janet Dailey, City Engineering Division, at 261-9688 if you have questions regarding the following twenty-one (21) items:**

1. The developer for this project has already entered into a Development Agreement from the last approval. The developer shall be required to submit updated CADD drawings depicting the current layout to allow the City to update the construction plans for the right of way improvements.
2. The storm sewer pump system serving the underground parking access area shall be sized for the 100-year event. The system design shall be submitted to City Engineering for review and approval and shall be stamped by a Professional Engineer or Master Plumber.
3. Provide details for the "internal storm system".
4. Provide utility information for proposed future 21-unit condominium building.
5. Submit a PDF of each floor to Lori Zenchenko ([Lzenchenko@cityofmadison.com](mailto:Lzenchenko@cityofmadison.com)) so that an addressing plan can be developed and implemented for this site. If there are any changes pertaining to the location of a unit, the deletion or addition of a unit, or to the location of the entrance into any unit, (before, during or after construction) the addresses may need to be changed. The interior address plan is subject to the review and approval of the Fire Marshal.
6. The primary access is proposed off of Knickerbocker Street as shown on this plan application. The apartment and condominium addresses will accordingly be addressed off of Knickerbocker Street.

7. The applicant shall close all abandoned driveways by replacing the curb in front of the driveways and restoring the terrace with grass.
8. The applicant shall replace all sidewalk and curb and gutter that 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.
9. All work in the public right of way shall be performed by a City-licensed contractor.
10. All street tree locations and tree species within the right of way shall be reviewed and approved by City Forestry. Please submit a tree-planting plan (in PDF format) to Dean Kahl, of the City Parks Division - [dkahl@cityofmadison.com](mailto:dkahl@cityofmadison.com) or 266-4816. Approval and permitting of any tree removal or replacement shall be obtained from the City Forester and/or the Board of Public Works prior to the final approval of the project.
11. All damage to the pavement on Monroe Street or Knickerbocker Street adjacent to this development shall be restored in accordance with the City of Madison's Pavement Patching Criteria.
12. The applicant shall show stormwater "overflow" paths that will safely route runoff when the storm sewer is at capacity.
13. 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.
14. 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 Rortvedt of the WDNR at 273-5612 to discuss this requirement.
15. 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 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 Chapter 37 of the Madison General Ordinances.
16. 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).

17. 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).
18. 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.
19. The applicant's utility contractor shall obtain a connection permit and excavation permit prior to commencing the storm sewer construction.
20. Prior to approval of the issuance of a demolition permit, the owner shall obtain a permit to plug each existing sanitary 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 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.
21. All outstanding Madison Metropolitan Sewerage District (MMSD) and City of Madison sanitary sewer connection charges are due and payable prior City Engineering Division signoff, unless otherwise collected with a Developer's/ Subdivision Contract. Contact Janet Dailey (261-9688) to obtain the final MMSD billing a minimum of 2 working days prior to requesting City Engineering signoff.

**Please contact Bryan Walker, Traffic Engineering Division, at 267-8754 if you have questions about the following six (6) items:**

22. 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'.
23. City of Madison radio systems are microwave directional line of sight to remote towers citywide. The building elevation will need to be reviewed by the Traffic Engineer Division to accommodate the microwave sight and building. The applicant shall submit grading plans and elevations if the building exceeds four stories prior to sign-off to be reviewed and approved by Keith Lippert, (266-4767) Traffic Engineering Shop, 1120 Sayle Street. The applicant shall return one signed approved building elevation copy to the City of Madison Traffic Engineering office with final plans for sign off.
24. When final plans are submitted for approval, the ramps to the parking levels shall be designed to accommodate low-clearance vehicles for a transition. The applicant shall provide a profile of the ramps showing the slopes and critical clearance.

25. When site plans are submitted for final approval, the developer shall provide a recorded copy of the joint driveway ingress/egress and crossing easements available to all lots in the project.
26. The applicant 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.
27. 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 Bill Sullivan, Madison Fire Department, at 261-9658 if you have any questions regarding the following three (3) items:**

28. Provide fire apparatus access as required by IFC 503 2009 edition, MGO 34.503, as follows: IFC 503 Appendix D105, provide an aerial apparatus access fire lane that is at least 26 feet wide, with the near edge of the fire lane within 30 feet and not closer than 15 feet from the structure, and parallel to one entire side of the structure, if any part of the building is over 30 feet in height.
29. Rolled curbs shall not be located within the 26-foot wide aerial apparatus lanes parallel to the building. The aerial outriggers need to sit firmly on level pavement in order to function safely.
30. Units on the fourth floor of the 21-unit building only have one exit, and, therefore, do not comply with IBC Table 1019.2.

**Please contact Pat Anderson, Assistant Zoning Administrator, at 266-5978 if you have any questions regarding the following four (4) items:**

31. Meet all applicable State accessible requirements, including but not limited to:
  - a.) Provide a minimum number of accessible stalls in each parking area, striped per State requirements.
  - 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.
32. Provide 51 bike parking stalls for the development in a safe and convenient location on an impervious surface to be shown on the final plan, including a total of 47 for the residential units and 4 for the commercial/restaurant spaces NOTE: A bike-parking stall is 2 feet by 6 feet with a 5-foot access area.
33. Lighting is required. 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 fc at 10 feet from the adjacent lot line. (See MGO Section 10.085 for more information)
34. Show addresses of the buildings on the final site plans.

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

35. The developer shall pay \$67,212.73 in park dedication and development fees for the 45 multi-family units after a credit is given for the existing 14 multi-family units on the property. The developer must select a method for payment of park fees before signoff on the PUD amendment. This development is located within the Vilas-Brittingham (SI27) park impact fee district. Fees in lieu of dedication=(45 units@\$1,554)=\$69,930.00; Park development fees=(45 units@ \$613.83)=\$27,622.35, for a total park impact fee before credit of \$97,552.35. Credits for existing units=\$30,339.62 based on 14 existing multi-family units @ \$2167.83 (combined fee).

**Please contact my office at 261-9632 if you have questions about the following three (3) items:**

36. That the applicant submit a plan for final staff approval and inclusion in the final amended planned unit development that shows the interim condition of the project prior to the development of the 21-unit condominium building. The interim site plan shall include the proposed 24-unit apartment building, internal private drive between Knickerbocker Street and Monroe Street, 11 surface parking stalls and the existing residential buildings at 717 Knickerbocker Street and 2612 and 2620 Arbor Drive (including any parking facilities for those buildings).

37. Per the 2007 condition of approval, that the applicant receive approval of site plans for the relocation of the residential buildings at 717 Knickerbocker Street and 2612 and 2620 Arbor Drive from the Planning Division, Zoning Administrator and Building Inspection Division prior to demolition and construction of the new 21-unit building (if the new sites are located within the City of Madison). In the event that the all or some of those buildings are not relocated, a reuse and recycling plan approved by the Recycling Coordinator will be required prior to the issuance wrecking permits.

38. That the applicant shall work with Planning and Zoning staff prior to final approval and recording of the amended planned unit development to develop an enumerated list of permitted uses for the zoning text so as to eliminate the reference to C2 zoning. [Staff believes that it would be best to approve PUD zoning texts with such use lists so as to avoid references to the current Zoning Code.]

**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.**

After the planned unit development has been revised per the above conditions, please file **ten (10) sets** of fully dimensioned and to-scale plans and any other documentation requested herein with the Zoning Administrator, Room LL-100, Madison Municipal Building, 215 Martin Luther King, Jr. Boulevard. 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 to Sec. 28.12 (10)(e), 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 261-9632.

Sincerely,

Timothy M. Parks  
Planner

cc: Janet Dailey, City Engineering Division  
Bryan Walker, Traffic Engineering Division  
Bill Sullivan, Madison Fire Department  
Kay Rutledge, Parks Division  
Pat Anderson, Asst. Zoning Administrator

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 checked="" type="checkbox"/>	Urban Design Commission
<input checked="" type="checkbox"/>	Traffic Engineering	<input type="checkbox"/>	Rec. Coord. (R&R Plan)
<input checked="" type="checkbox"/>	Fire Department	<input type="checkbox"/>	Other: