



Department of Planning & Community & Economic Development
Planning Division

Website: www.cityofmadison.com

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October 20, 2009

Dan Birrenkott
Birrenkott Surveying, Inc.
1677 North Bristol Street
Sun Prairie, WI 53590

RE: Approval of a conditional use to construct a temporary and off-site leased parking area at 5119 and 5129 University Avenue for a veterinary office

Dear Mr. Birrenkott:

At its October 19, 2009, meeting, the Plan Commission, meeting in regular session, approved your client's application for approval of a conditional use to construct a temporary and off-site leased parking area at 5119 and 5129 University Avenue for a veterinary office, subject to the conditions below. In order to receive final approval of the conditional use, the following conditions must be met:

Please contact Janet Dailey, City Engineering Division, at 261-9688 if you have questions regarding the following seven (7) items:

1. Stormwater calculations showing the increase in both volume and peak flow to other private property shall be provided to City Engineering. Additionally, design details on the infiltration bed shall be provided.
2. The proposed land exchange between the adjacent property owners is preferred accomplished by a Certified Survey Map (CSM). Although a CSM is not legally required by Madison General Ordinances, it benefits both affected private parties as well as the City of Madison resulting in improved land records and assures less opportunity for errors in property listing. If the applicant desires to not proceed with a CSM, the City of Madison will require submittal of separate Plat of Survey submittals for both the resultant "Link" and "Erdman" parcels. The submittal of the complementing Plat of Surveys to the city are necessary to reconcile city parcel records accurately and effectively and provide the ability to prepare an undisputed parcel area for the tax roll for both affected properties.
3. Provide a copy of the recorded off-site ingress-egress and parking agreement between "Lessee" (Link) and "Lessor" (Erdman). NOTE: The agreement could include language or terms relating to the clarification of payment of taxes, special assessments, Stormwater Utility pervious/impervious area bills, etc. to remain the responsibility of the owner / "Lessor" and not the "Lessee".
4. The legal descriptions provided on site plan submittal Page 1 of 2 contained numerous typographical errors that shall be corrected to match the proposed and intended resultant property descriptions.
5. The applicant shall submit, prior to plan sign-off, digital CAD files to the Land Records Coordinator in the Engineering Division. (Lori Zenchenko) lzenchenko@cityofmadison.com. The digital copies shall be drawn to scale and represent final construction including: building footprints, internal walkway areas, internal site parking areas, lot lines/ numbers/ dimensions, street names, and other miscellaneous impervious areas. All other levels (contours, elevations, etc) are not to be included with this file

submittal. Email file transmissions are preferred. The digital CAD file shall be to scale and represent final construction. Any changes or additions to the location of the building, sidewalks, parking/pavement during construction will require a new CAD file. The single CAD file submittal can be either AutoCAD (dwg) Version 2001 or older, MicroStation (dgn) Version J or older, or Universal (dxf) format. Please include the site address in this transmittal.

6. The applicant shall submit, prior to plan sign-off, digital PDF files to the City Engineering Division (Jeff Benedict or Tim Troester). 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).
7. 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.

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

8. When the applicant submits final plans of one contiguous plan 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, showing all easements, all pavement markings, building placement, and stalls, signage, percent of slope, vehicle routes, dimensions of radii, aisles, driveways, stalls including the two (2) feet overhang, and a scaled drawing at 1" = 20'.
9. When site plans are submitted for approval, the developer shall provide lease or recorded copies of the ingress/egress, parking easements or lease agreement.
10. University Avenue reconstruction next year the applicant will need to modify the gate operation as follows: The applicant will need to submit with the parking lot plans a letter of operation of the gate to parking area, and modify the ingress/egress showing a detail drawing of the area showing queuing of at least one vehicle of 20 ft. from the behind the property line to the gate that will not be blocking the public sidewalk or cause a vehicle to stop in the public right-of-way to open the gate.
11. The applicant shall show the dimensions for proposed and existing parking stalls' items C = 9 ft, L = 18 ft, E = 24 ft, and degree of angle parking width and backing up, according to Figures II "Medium and Large Vehicles" parking design standards in Section 10.08(6)(b) 2. Signs and planting areas are to be excluded from the rectangular stall areas including the two (2) feet of vehicle overhang. The two (2) feet of vehicle overhang shall be shown on the plan and dimensioned.
12. 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 turn around area ten (10) to twelve (12) feet in width and signed "No Parking Anytime." The applicant could remove the parking space in front of the paved ramp.
13. All directional/regulatory signage and pavement markings on the site shall be shown and noted on the plan.
14. 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 five (5) items:

15. On the 5129 University Ave. property, Parking requirements for persons with disabilities must comply with City of Madison General Ordinances Section 28.11 (3) 6.(m) which includes all applicable State accessible requirements, including but not limited to:
 - a. Provide a minimum of one 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.
 - c. Show the accessible path from the stalls to the building.
16. Bike parking shall comply with City of Madison General Ordinances Section 28.11.
17. On the 5129 University Ave. property. 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. 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.
18. Provide a detailed landscape plan for temporary lot. This plan shall comply with City of Madison General Ordinances Section 28.04 (12). Show species and sizes of 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 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.)
19. Lighting is not required. However, if it is provided, it must comply with City of Madison General Ordinances Section 10.085 outdoor lighting standards. (See parking lot packet). Lighting will be limited to .10 watts per square foot.

Please contact Scott Strassburg, Madison Fire Department, at 261-9843 if you have any questions regarding compliance with Fire Code conformance issues related to this project.

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

20. This property is in a Wellhead Protection District. This use is permitted within this district. Any change in proposed use for this property will require review by the Madison Water Utility General Manager or his designated representative. All wells located on this property shall be abandoned if no valid well operation permit has been obtained from the Madison Water Utility. The Water Utility will not need to sign off the final plans, and not need a copy of the approved plans.

Please contact my office at 267-1150 if you have questions about the following item:

21. Per the Zoning Ordinance, the temporary parking lot is valid for three years from the date of the Plan Commission approval. Should the applicant wish to continue to utilize the parking area after three years, the applicant shall obtain an extension for operation of the temporary lot or meet the additional requirements for a permanent parking lot. Per the approval by the Plan Commission, the temporary lot serving the veterinary clinic and the temporary parking lot serving the Public Service Commission building on the subject property shall be valid for three years from the date of this Plan Commission approval.

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

1. Please revise your plans per the above and submit eight (8) 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 these departments for their approval prior to sign off.
2. All wells located on this property shall be abandoned if no valid well operation permit has been obtained from the Madison Water Utility. City Engineering staff will review plans for compliance. Please note, this property is not in a Wellhead Protection District.
3. This letter shall be signed by the applicant to acknowledge the conditions of approval and returned to the Zoning Administrator when requesting demolition and/or building permit approval.
4. 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.

If you have any questions regarding obtaining the conditional use approval, 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 267-1150.

Sincerely,

Kevin Firchow, AICP
 Planner

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

Signature of Applicant

cc: Janet Dailey, City Engineering Division
 John Leach, Traffic Engineering Division
 Scott Strassburg, Madison Fire Department
 Pat Anderson, Asst. Zoning Administrator

For Official Use Only, Re: Final Plan Routing			
<input checked="" type="checkbox"/>	Planning Div. (Firchow)	<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 type="checkbox"/>	Recycling Coord. (R&R)
<input checked="" type="checkbox"/>	Fire Department	<input type="checkbox"/>	Other: Metro Transit