

PLANNING DIVISION STAFF REPORT

APRIL 6, 2016 URBAN DESIGN COMMISSION

APRIL 18, 2016 PLAN COMMISSION



Project Address: 4602 Cottage Grove Road
Application Type: Demolition Permit and Conditional Use
Legistar File ID # [41730](#)
Prepared By: Timothy M. Parks, Planning Division
Report includes comments from other City agencies, as noted.
Reviewed By: Jay Wendt, Planning Division

Summary

Applicant: Jeff Osgood, Kwik Trip, Inc.; 1626 Oak Street; LaCrosse.

Property Owners: G.G. Groceries, LLC; 3030 W. Highland Boulevard; Milwaukee.

Requested Actions: Consideration of a demolition permit and conditional use to allow a grocery store to be demolished and an auto service station and convenience store with outdoor display and outdoor storage to be constructed at 4602 Cottage Grove Road.

Proposal Summary: The applicant wishes to demolish the former Sentry grocery store located at 4602 Cottage Grove Road and construct a Kwik Trip auto service station and convenience store with outdoor display and outdoor storage areas. The applicant proposes to commence construction in July 2016, with completion anticipated by November 2016.

Applicable Regulations & Standards

- Table 28D-2 of Section 28.061 identifies auto service (gas) stations and convenience stores as conditional uses in the CC-T (Commercial Corridor–Transitional District) district, with Supplemental Regulations in 28.151.
- The Zoning Code defines a planned multi-use site as “a specified area of land comprised of one or more contiguous ownership parcels or building sites that share access and circulation or off-street parking” subject to the requirements enumerated in Section 28.137(2), including that any planned multi-use site containing more than 40,000 square feet of floor area and where 25,000 square feet of floor area is designed or intended for retail use or for hotel or motel use, shall require conditional use approval following a recommendation on the design of any specific proposal by the Urban Design Commission.
- Outdoor display, which is defined as “the display of goods for sale or rental outside of an enclosed building on a permanent or recurring basis,” and outdoor storage, which is defined as the “permanent storage of goods, materials, equipment or service vehicles outside of an enclosed building” are conditional accessory uses in the CC-T district subject to Supplemental Regulations in 28.151.
- Section 28.183 of the Zoning Code provides the process and standards for the approval of conditional use permits.
- Section 28.185 provides the process and standards for the approval of demolition and removal permits.

Review Required By: Urban Design Commission and Plan Commission.

Summary Recommendation: If the Plan Commission can find the standards met, it should **approve** a demolition permit and conditional use for the project subject to input at the public hearing and the conditions from reviewing agencies beginning on page 9 of this report.

Background Information

Parcel Location: A 1.9-acre parcel located at the northeastern corner of Cottage Grove Road and Acewood Boulevard; Aldermanic District 3 (Hall); Madison Metropolitan School District.

Existing Conditions and Land Use: The subject site is developed with a one-story, 21,530 square-foot grocery store and surface parking, zoned CC-T (Commercial Corridor–Transitional District). The parcel is part of a planned multi-use site that shares access and circulation with the adjacent Rolling Meadows Shopping Center, Madison Antiques Mall, a drive-up Pizza Hut, standalone restaurant, and a two-story real estate office. The planned multi-use site contains approximately 72,000 square feet of commercial space not including the grocery store proposed for demolition.

Surrounding Land Uses and Zoning:

North: Single- and two-family residences along Martha Lane, zoned SR-C1 (Suburban Residential–Consistent 1 District) and SR-C3 (Suburban Residential–Consistent 3 District); Williamstown Bay East apartments, zoned CC-T (Commercial Corridor–Transitional District);

South: Citgo gas station and convenience store; The Villages Apartments, zoned CC-T;

West: Walgreens, zoned CC-T;

East: Rolling Meadows Shopping Center (Heritage Bakery & Café; MSCR East (Madison Schools & Community Recreation), Dairy Queen, et al.), Madison Antiques Mall, Pizza Hut, China Inn, and First Weber real estate office, all zoned CC-T.

Adopted Land Use Plans: The Comprehensive Plan recommends the subject site, greater Rolling Meadow Shopping Center and commercial properties located on the 4 corners of the Cottage Grove Road- Acewood Boulevard intersection for Neighborhood Mixed-Use development. The intersection is also generally identified in the Comprehensive Plan for future Transit-Oriented Development. There are currently no adopted neighborhood or special area plans that include the site, Cottage Grove Road corridor, or surrounding neighborhoods.

Zoning Summary: The site is zoned CC-T (Commercial Corridor–Transitional District):

Requirements	Required	Proposed
Front Yard	0' Minimum, 25' Maximum; a min. of 50% of the street-facing building wall shall be set back no more than 25'	21' (See conditions)
Side Yards	5' for one-story	19.5' from west; 190.5' from east
Rear Yard	Same as required side yard (5')	140' +/- from north
Maximum Lot Coverage	85%	69.4%
Floor Area Ratio	N/A	---
Maximum Building Height	5 stories / 68'	1 story

Requirements	Required	Proposed
Auto Parking	Maximum of 1 per 500 sq. ft. of floor area = 14	26 (See conditions)
Bike Parking	1 per 1,000 sq. ft. of floor area	7 (See conditions)
Loading	0	1
Building Forms	Free-Standing Commercial Building	(See conditions)
Other Critical Zoning Items		
Yes:	Urban Design (Planned Multi-Use Site), Barrier Free, Utility Easements	
No:	Floodplain, Wellhead Protection, Landmarks, Waterfront Development, Adjacent to Park	
<i>Prepared by: Jenny Kirchgatter, Assistant Zoning Administrator</i>		

Environmental Corridor Status: The property is not located in a mapped environmental corridor.

Public Utilities and Services: The site is served by a full range of urban services, including seven-day Metro Transit service along Acewood Boulevard.

Project Description

The applicant, Kwik Trip, Inc., is requesting approval of a demolition permit and conditional use to allow the vacant Sentry grocery store located at 4602 Cottage Grove Road to be demolished and a auto service station and convenience store to be constructed at 4602 Cottage Grove Road. As part of the approval of the new gas station and store, the applicant is also requesting conditional use approval for outdoor display and outdoor storage areas.

The subject site is a 1.9-acre parcel with approximately 300 feet of frontage along Cottage Grove Road and 275 feet of frontage along Acewood Boulevard, with the 21,530 square-foot grocery store located in the northeast corner of the property behind parking that front both streets. The one-story building was constructed in 1971 and includes approximately 80 parking stalls located between the building and streets. The site is connected to the rest of 8.63-acre overall planned multi-use site along the eastern property line. The proposed gas station will share access and circulation with Rolling Meadows Shopping Center, Madison Antiques Mall, a drive-up Pizza Hut, standalone China Inn restaurant, and two-story First Weber real estate office, with approximately 72,000 square feet of commercial space in the center excluding the grocery store to be demolished. The overall planned multi-use site has approximately 950 feet of frontage along Cottage Grove Road and a depth that varies from 275 feet along Acewood on the western edge to approximately 450 feet of depth along Flora Lane on the east.

The intersection of Acewood Boulevard and Cottage Grove Road is characterized by a series of mostly one-story commercial buildings constructed between the mid-1960s and mid-1990s, with most of the buildings of a similar vintage as the grocery store proposed for demolition. Uses present on the neighboring commercial properties include a multi-tenant building on the southwestern corner of the intersection, a Citgo gas station and store on the southeast, and Walgreens Pharmacy on the northwest. The subject site, adjacent planned multi-use site, and neighboring commercial properties on opposite corners are all zoned CC-T, Commercial Corridor–Transitional zoning. A senior-oriented apartment building north of the subject site and The Villages apartment complex across Cottage Grove Road east of the Citgo gas station are also zoned CC-T.

The Comprehensive Plan recommends the intersection of Cottage Grove Road and Acewood Boulevard for Neighborhood Mixed-Use (NMU) development, including the subject site and adjacent Rolling Meadows

Shopping Center. The intersection is also recommended for Transit-Oriented Development (TOD). There are currently no adopted neighborhood or special area plans that include the site, Cottage Grove Road corridor, or surrounding neighborhoods.

Following demolition of the grocery store and existing site improvements, the proposed Kwik Trip will be built in the southwestern corner of the site. The convenience store will be a one-story, 7,200 square-foot building set back 19.5 feet from Acewood Boulevard and a 21 to 30 feet from Cottage Grove Road. Entrances to the store will be located along the southern and eastern facades, with an outdoor seating area and bike parking area located at the southeastern corner of the building. Eleven fuel service positions will be located under a 40-foot wide, 95-foot long canopy that will parallel the eastern wall of the store. Parking for 26 autos will primarily be provided along the eastern wall of the store and eastern property line, with a smaller area of stalls located near the existing driveway into the site from Acewood Boulevard, which will remain due to its proximity to a median break that provides full access into the site (there is no median break into this site from Cottage Grove Road). The area between the northern wall of the store and Acewood driveway will be a landscaped stormwater management facility. A second stormwater management facility is proposed in the northeastern corner of the property. An air compressor will be located near the northeastern corner of the store; no vacuums are shown on the site plan. The applicant proposes that the fuel sales and convenience store operate 24 hours a day.

The new convenience store building will be clad in brick, with a green standing-seam metal roof. The columns supporting the canopy will be clad in masonry to match the new building, while the canopy itself will be an off-white metal structure. A trash enclosure is proposed at the northwestern corner of the store, with a loading zone proposed along the north wall. The western wall of the enclosure will be clad in brick and will appear as an extension of the wall facing Acewood Boulevard.

Supplemental Regulations

The supplemental regulations for **automobile service stations and convenience stores** (as applicable in the CC-T zoning district to the proposed facility) in Section 28.151 are:

- (b) A convenience store shall not be located within 1,980 feet distance of 3 or more existing convenience stores, as measured along the center lines of streets.
- (c) The following activities and equipment are allowed only in the rear yard and at least 50 feet from a residential zoning district:
 - 1. Storage of vehicle parts and refuse.
 - 2. Temporary storage of vehicles during repair and pending delivery to the customer.
 - 3. Vacuuming and cleaning.
- (d) The following activities and equipment are allowed only within an enclosed building [excerpt]:
 - 2. Motor vehicle washing equipment.
- (f) No building, structure, canopy, gasoline pump, or storage tank shall be located within 25 feet of a residential zoning district.

The supplemental regulations for **outdoor display** in Section 28.151 are:

- (a) Outdoor display shall be separated from any adjacent street, sidewalk, or public walkway by development frontage landscaping, as specified in Section 28.142(6).

- (b) All products on display shall also be sold in the principal retail use.
- (c) Outdoor display shall not exceed 16 hours per day.

The supplemental regulations for **outdoor storage** (as applicable in the CC-T zoning district to the proposed facility) in Section 28.151 are:

- (a) Outdoor storage shall be located outside of the front yard setback and shall not be placed between the principal building and the abutting street.
- (b) Except in the IG District, outdoor storage shall be completely screened from any adjacent street, sidewalk, public walkway, public park.
- (c) Outdoor storage shall be screened from abutting residential uses with a building wall or solid, commercial-grade fencing, wall, evergreen hedge, or equivalent material. All screening shall be at least six (6) feet in height and no more than eight (8) feet in height. Screening along district boundaries, where present, may provide all or part of the required screening.

Analysis

As noted on page 1 of this report, the applicant is requesting a series of approvals from the Plan Commission, including approval of a demolition permit to raze the vacant grocery store and conditional uses to construct the auto service (gas) station and convenience store with outdoor storage and display areas. Because the subject site is part of a planned multi-use site containing greater than 40,000 square feet of floor area of which 25,000 square feet or more is designed or intended for retail use, conditional use approval is also required following a recommendation by the Urban Design Commission.

The Plan Commission may not approve an application for a conditional use unless it can find that all of the standards found in Section 28.183(6)(a) are met. That section also states: "The City Plan Commission shall not approve a conditional use without due consideration of the recommendations in the City of Madison Comprehensive Plan and any applicable, neighborhood, neighborhood development, or special area plan, including design guidelines adopted as supplements to these plans." Likewise, in order for the demolition of the existing building to be approved, the Plan Commission must also find that both the requested demolition and the proposed use are compatible with the purpose of Section 28.185 of the Zoning Code and the intent and purpose for the zoning district in which the property is located, and to consider the effects the demolition and proposed use would have on the normal and orderly development and improvement of surrounding properties. The proposed use of the property following the demolition should also be consistent with the Comprehensive Plan and any adopted neighborhood plans.

The Planning Division feels that the Plan Commission should give particular consideration to standards #4 and #9 in deciding whether the proposed conditional use should be approved. Staff believes that the other conditional use standards, #1-3 and 5-7, are met, or can be met with conditions, including a condition initially limiting the hours of operation for the fuel sales and convenience store given the proximity of the site to established residential uses. Staff feels that such a limitation would be appropriate in consideration of the project's potential impact on the uses, values and enjoyment of other property in the neighborhood (standard #3).

Conditional use standard #4 states: "*The establishment of the conditional use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district.*" This standard addresses the impact that a proposed conditional use could have on the development pattern planned

for a particular area as well as the impact the proposed use could have on existing uses to continue in much the same fashion as the area has functioned historically, and would be informed not only by the specific aspects of the proposal but also the recommendations contained in an adopted neighborhood development or special area plan.

In the case of the proposed redevelopment of the former grocery store, Planning staff believes that the proposed site layout may not represent the most compact or efficient use of the 1.9-acre subject site, most notably the amount of impervious surface proposed. As presented, the site plan calls for generous drive aisles on both the east and west sides of the fuel canopy, with another large triangular hard-surfaced area north of the canopy. Zoning staff has determined that this proposed layout is consistent with the technical requirements in the Zoning Code, which requires that parking areas in mixed-use and commercial districts not exceed 50% of the site frontage along the primary abutting street, which is Cottage Grove Road in this case (300 feet of frontage). The Zoning Administrator has determined that the 40-foot wide area devoted to fuel sales under the canopy is excluded from this calculation. Therefore, the 133 feet of parking and access aisles otherwise located east-west from the curb adjacent to the east wall of the store to the eastern edge of the parking meets the 50% maximum.

However, despite the proposed layout appearing to meet the technical requirements of the Zoning Code, Planning staff feels these large expanses of hard surface are inefficient and detract from the overall appearance of the proposal, and that the paved areas should be significantly reduced to create a more compact and efficient use of the property. At a minimum, a more compact site layout would reduce the distance between most of the 26 parking spaces proposed and the store entrances while allowing for increased landscaping, particularly along the eastern edge of the site. However, the additional landscaped buffer could also be reserved as space for future development in the event that the lands to the east in the remainder of the planned multi-use site are ever redeveloped. While staff acknowledges the need for large-format vehicles to access the site for fuel and retail good deliveries, it believes that those needs can be accommodated with a more compact site design than the one currently proposed.

As proposed, the Kwik Trip should not impede the ability of the other commercial uses in the planned multi-use site to continue in their current form. However, staff is concerned long-term that the proposal does not represent the goals and objectives for the CC-T zoning district as it may apply to the broader planned multi-use site. Per its statement of purpose, the CC-T District was established to recognize the many commercial corridors within the City that remain largely auto-oriented, and to encourage their transformation into mixed-use corridors that are equally conducive to pedestrian, bicycle, transit and motor vehicle activity. The district is also intended to improve the quality of landscaping, site design and urban design along these corridors, encourage appropriate transitions between higher-intensity uses along commercial corridors and adjacent lower-density residential districts, and facilitate development or redevelopment consistent with the adopted goals, objectives, policies, and recommendations of the Comprehensive Plan and of adopted neighborhood, corridor or special area plans. When considering new development within a planned multi-use site, staff feels that it is appropriate for the Plan Commission to consider how a specific proposal will affect the rest of the overall site's viability both in the present and in the future, as informed by the tenets of the Zoning Code and any applicable plan recommendations.

The Comprehensive Plan identifies the intersection of Cottage Grove Road and Acewood Boulevard as a site for potential redevelopment land infill development recommended for Neighborhood Mixed-Use (NMU) and Transit-Oriented Development (TOD). Redevelopment and infill development sites are identified throughout the City in an effort to reduce the demand for vacant development land on the periphery by encouraging urban infill, redevelopment, and higher development densities at locations appropriate for more intense development.

According to the Comprehensive Plan, Neighborhood Mixed-Use (NMU) districts are typically located along relatively important streets within or adjacent to residential districts, and are recommended locations for clusters of relatively small convenience shopping and service uses that serve as activity centers for surrounding neighborhoods or districts. Most neighborhood mixed-use districts are relatively compact, often consisting only of several buildings on one or more corners of a street intersection. New development in NMU districts should include well-designed buildings placed close to the sidewalk and street, with parking located primarily behind the buildings or underground. The scale of new buildings is recommended to be compatible with the size of the district and surrounding structures and land uses, with buildings generally recommended to be 2 to 4 stories in height, with specific height standards to be established in neighborhood or special area plans. One-story buildings may be appropriate in limited circumstances but are not encouraged. Pedestrian-friendly design amenities are recommended, such as decorative paving and lighting along sidewalks and paths, plazas, benches, and landscaping.

In general, the Comprehensive Plan encourages Transit-Oriented Development (TOD) at strategic locations throughout the City, and recognizes that intersections like Cottage Grove and Acewood may be conducive to the type of higher-density development believed to foster higher transit use. Transit-oriented development is generally characterized by a compact, mixed-use development pattern that focuses the highest development densities and intensities in very close proximity to high capacity transit stops. TODs are recommended to include a mix of residential, retail, office, open space and public uses in a compact, walkable environment that makes it convenient for residents, customers, and employees to travel by transit, bicycle, foot, or car. Buildings should be placed close to streets to create a sense of spatial enclosure and a high-quality public realm, and to include land uses that generate pedestrian activity, such as spaces for retail and offices at the ground floor.

The existing building and adjacent planned multi-use site do not currently reflect a neighborhood mixed-use or transit-oriented development pattern. However, staff believes that it is reasonable to weigh how new developments like the proposed auto service station and convenience store will promote the transition from the auto-oriented development pattern that characterizes the site and its surroundings now towards the higher density, mixed-use environment encouraged through the statement of purpose of the CC-T zoning district and the Neighborhood Mixed-Use and Transit-Oriented Development recommendations from the Comprehensive Plan, and whether the proposal reflects normal and orderly development in this regard.

These considerations also apply to the Plan Commission's deliberation of conditional use standard #9, which states in part: *"When applying the above standards to any new construction of a building or an addition to an existing building the Plan Commission shall find that the project creates an environment of sustained aesthetic desirability compatible with the existing or intended character of the area and the statement of purpose for the zoning district."*

Staff believes that this standard applies foremost to the proposed convenience store building, although given the relationship between the store and fuel sales, it is reasonable to give secondary consideration to how the overall project creates an environment of sustained aesthetic desirability compatible with the existing or intended character of the area.

As proposed, Planning and Zoning staff have also concluded that the western wall of the proposed convenience store facing Acewood Boulevard does not meet the minimum requirements in the Zoning Code for street-facing wall articulation. Sections 28.060(2)(b) of the Zoning Code requires that new buildings of more than 40 feet in width shall be divided into smaller increments, through articulation of the façade by stepping back or extending forward a portion of the façade, use of vertical divisions using different textures or materials, and/ or division into storefronts, with separate display windows and entrances. Section 28.060(c) further states that "no blank

walls shall be permitted to face the public street, sidewalks, or other public spaces such as plazas...elements such as windows, doors, columns, changes in material, and similar details shall be used to add visual interest.”

The western wall parallel to Acewood Boulevard is approximately 63 feet in length and includes windows in the first 30 feet closest to Cottage Grove Road (the northernmost 30.75 feet shown on Sheets A000 and A200 of the plans is the western wall of the trash enclosure), but includes no articulating features along the rest of the façade. The western façade is also set back roughly 19 feet from the western property line, with modest landscaping proposed between the building and public sidewalk. At a minimum, the applicant is required to provide additional features along that façade to meet the requirements in Sections 28.060(2)(b) and (c).

However, staff encourages the applicant to explore additional design changes that will more significantly increase the visual interest and activity along Acewood Boulevard, which will likely be a heavily traveled route for pedestrians coming to the store from the neighborhood to the north. Revisions that should be considered include relocating certain elements within the convenience store such as the utility room to allow more vision glass to be added along the western wall in conjunction with pulling the building closer to the sidewalk, which staff feels will increase visual interaction on that side of the store. The applicant should also consider moving or expanding the entrance to the store so that it has a presence along Acewood as well as along Cottage Grove Road.

Lastly, and as noted earlier in this report, there are currently no adopted neighborhood or special area plans that include the site, Cottage Grove Road corridor, or surrounding neighborhoods. Staff is aware that some of the public comments received thus far on the project reference the absence of a detailed, local-level plan that might more specifically guide land use decisions for the subject site and surrounding area. However, the absence of such a plan should not prevent the Plan Commission from considering the requested demolition permit and conditional uses. Staff believes that the Neighborhood Mixed-Use and Transit-Oriented Development recommendations applied to the site by the Comprehensive Plan should provide adequate land use guidance to allow the project to be considered.

Conclusion

The Planning Division believes that the Plan Commission can find the standards for approval met to allow demolition of the former Sentry grocery store at 4602 Cottage Grove Road. In order to approve the proposed Kwik Trip auto service station and convenience store, the Commission shall find that the proposed use following demolition meets the demolition and conditional use standards, most notably that the project will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district, and that the development creates an environment of sustained aesthetic desirability compatible with the existing or intended character of the area as informed by the statement of purpose of the CC-T zoning district and recommendations for neighborhood mixed-use and transit-oriented development plan in the Comprehensive Plan. The lack of a more detailed neighborhood or corridor plan that includes the site should not be grounds for the Commission to not consider the requested demolition permit or conditional uses.

The Urban Design Commission reviewed the design of the proposed auto service station and convenience store at its April 6, 2016 meeting and recommended that the Plan Commission not approve the project. The *draft* report from that meeting containing the discussion and recommendation is attached.

If the Plan Commission believes that the standards of approval can be met, staff recommends that conditions be added to create a more compact and efficient plan for the site, and that the proposed convenience store be

better oriented to Acewood Boulevard than currently proposed. Staff also recommends that the hours of operation be limited to less than the 24 hours requested to limit the impacts of the conditional uses on nearby residential properties. Such limitations have been imposed on similarly located gas stations and stores approved as conditional uses, including 2801 Atwood Avenue, 1129 S. Park Street, and 1101 N. Sherman Avenue.

Recommendation

Planning Division Recommendation (Contact Timothy M. Parks, 261-9632)

If the Plan Commission can find the standards met, it should **approve** a demolition permit and conditional use to allow a grocery store to be demolished and an auto service station and convenience store with outdoor display and outdoor storage to be constructed at 4602 Cottage Grove Road subject to input at the public hearing, the following Planning Division condition(s) and the conditions from reviewing agencies:

Recommended Conditions of Approval Major/Non-Standard Conditions are Shaded

1. That the hours of operation for all uses of the site be limited to 5:00 a.m. to 11:00 p.m. seven days a week. The Director of the Planning Division may consider a minor alteration to the conditional use in the future to further modify the hours of operation for one or more of the uses (fuel sales, store, etc.) following a recommendation by the district alder.
2. No outdoor amplified advertisements or music shall be permitted at any time.
3. Outdoor display shall not exceed 16 hours per day. The applicant shall indicate what items will be displayed and sold outdoors and verify that those items will be sold in the convenience store. The final site plan shall show the locations where under the canopy outdoor display is proposed. No outdoor display shall be allowed in the parking lot, in landscaped areas, or on walkways adjacent to the convenience store.

The following conditions have been submitted by reviewing agencies:

City Engineering Division (Contact Brenda Stanley, 261-9127)

4. The applicant shall revise sanitary plan to take out 90-degree bends or add cleanout at the bends per State code.
5. The City has plans to resurface Cottage Grove Road including utility replacements (City Project #11099). If there is a desired location for the storm and sanitary lateral stubs, the applicant may contact Eric Dundee (Storm) at edundee@cityofmadison.com or (608)266-4913 or Mark Moder (Sanitary) at mmoder@cityofmadison.com, (608)261-9250.
6. The developer shall coordinate all work with City Cottage Grove Road Resurfacing project (City Project #11099).
7. Prior to final approval of the demolition permit, the owner shall obtain a permit to plug each existing sanitary sewer and/ or storm sewer lateral that serves a building that is proposed for demolition. Prior to approval, the owner or owner's representative shall obtain a permit to plug each existing 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.

8. 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 2 working days prior to requesting City Engineering signoff.
9. The site plan shall be revised to show all existing public sanitary sewer facilities in the project area as well as the size, invert elevation, and alignment of the proposed service.
10. This project falls in the Rock River TMDL Zone and is subject to increased erosion control enforcement as authorized by Resolution 14-00043 passed by the Common Council on January 21, 2014. The project will be expected to meet a higher standard of erosion control than the minimum standards set by the Wisconsin Department Natural Resources (WDNR).
11. The applicant shall submit, prior to plan sign-off, a digital CAD file (single file) to the City Engineering Division (Storm/Sanitary Section). The digital CAD file shall be to scale and represent final construction. The CAD file shall be in a designated coordinate system (preferably Dane County WISCRS, US Ft). The single CAD file submittal can be either AutoCAD (dwg) Version 2013 or older, MicroStation (dgn) V8i Select Series 3 or older, or Universal (dxf) format and shall contain the only the following data, each on a separate layer name/level number. The digital copies shall be drawn to scale and represent final construction including: building footprints; internal walkway areas; internal site parking areas; other miscellaneous impervious areas (i.e. gravel, crushed stone, bituminous/asphalt, concrete, etc.); right-of-way lines (public and private); plat name and lot lines (metes & bounds parcel lines if unplatted); platted lot numbers (noted "unplatted lands" if not platted); lot/plat property dimensions; street names; private on-site sanitary sewer utilities (including all connections to public sanitary); private on-site storm sewer utilities (including all connections to public storm). The CAD file will only be required prior to final plan review so that multiple files do not need to be supplied or reviewed. The party responsible for the CAD file e-mail transmission shall include the project site address in the email subject line. Any changes or additions to the location of the building, private utilities, sidewalks, parking/pavement during construction will require a new CAD file transmittal.
12. The applicant shall submit, prior to plan sign-off but after all revisions have been completed, digital PDF files to the Engineering Division. Email PDF file transmissions are preferred to: bstanley@cityofmadison.com (East) or ttroester@cityofmadison.com (West). 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) Other Miscellaneous Impervious Areas (i.e. gravel, crushed stone, bituminous/asphalt, concrete, etc.); e) Right-of-Way lines (public and private); f) Lot lines or parcel lines if unplatted; g) Lot numbers or the words unplatted; h) Lot/Plat dimensions; i) Street names; j) Stormwater Management Facilities; k) Detail drawings associated with Stormwater Management Facilities (including if applicable planting plans).
13. 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.

14. Storm sewer to serve this development has been designed and constructed. The site plans shall be revised to identify the location of this storm sewer and to show connection of an internal drainage system to the existing public storm sewer.
15. The applicant shall demonstrate compliance with Section 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 5.0-tons per acre per year.
16. This site appears to disturb over 1 acre of land and requires a permit from the Wisconsin Department of Natural Resources (WDNR) for stormwater management and erosion control. The City of Madison has been required by the WDNR to review projects for compliance with NR-216 and NR-151; however, a separate permit submittal is still required to the WDNR for this work. The City of Madison cannot issue our permit until concurrence is obtained from the WDNR via their NOI or WRAPP permit process. Contact Eric Rortvedt of the WDNR at 273-5612 to discuss this requirement.
17. Prior to approval, this project shall comply with Chapter 37 of the 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.
18. This site is considered a hot spot for oil and grease control - measures to limit these pollutants from migrating from this site shall be proposed.
19. 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.
20. All work in the public right of way shall be performed by a City-licensed contractor.
21. All damage to the pavement on Cottage Grove Road and Acewood Boulevard adjacent to this development shall be restored in accordance with the City's Pavement Patching Criteria.
22. The applicant shall close all abandoned driveways by replacing the curb in front of the driveways and restoring the terrace with grass.

City Engineering Division – Mapping Section (Contact Jeff Quamme, 266-4097)

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| <p>23. The applicant shall amend or restate the Agreement for Easement per Document No. 1385736 to better define and reflect the proposed changes in access and parking improvements contemplated with this development.</p> |
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24. The address of 4602 Cottage Grove Road is being retired with the demolition of the grocery store. The address of the new Kwik Trip is 4606 Cottage Grove Road. The site plan shall reflect a proper street address of the property as reflected by official City of Madison Assessor's and Engineering Division records.

Traffic Engineering Division (Contact Eric Halvorson, 266-6527)

25. 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.
26. 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.
27. 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.
28. All parking facility design shall conform to the standards in MGO Section 10.08(6).
29. Note: As of October 2, 2015, Traffic Engineering will no longer be accepting paper plans; to ensure a timely review, all submittals shall include an electronic copy (PDF preferred).

Metro Transit (Contact Tim Sobota, 261-4289)

30. The applicant shall maintain or replace the existing concrete bus boarding pad on the east side of Acewood Boulevard, north of Cottage Grove Road.
31. The applicant shall determine if a sloped ramp can be installed to the public sidewalk along the east side of Acewood Boulevard, in order to provide a more direct accessible connection between the store entrance and a public bus stop [See attached notations on accessible plan sheet SP2.5, "4602cgr_METRO.pdf"]. The applicant shall include these bus stop pedestrian access improvements on the final documents filed with their permit application so that Metro Transit may review and approve the design.

Zoning Administrator (Contact Jenny Kirchgatter, 266-4429)

32. Modify the west building façade facing Acewood Boulevard to articulate the façade at intervals of no more than 40 feet wide. Façade articulation can be achieved through a combination of stepping back or extending forward a portion of the façade, vertical divisions using different textures or materials, division into storefronts with display windows and entrances, variation in roof lines, or the addition of arcades, awnings, and window bays. Elements such as windows, doors, columns, changes in material, and similar details can be used to add façade articulation.
33. Provide a reuse/recycling plan, to be reviewed and approved by the City's Recycling Coordinator prior to a demolition permit being issued. MGO Section 28.185(7)(a)5 of the Zoning Ordinance requires the submittal of documentation demonstrating compliance with the approved reuse and recycling plan. Please note, the

owner must submit documentation of recycling and reuse within 60 days of completion of demolition. A demolition or removal permit is valid for 1 year from the date of the Plan Commission.

34. A planned multi-use site shall have a plan and reciprocal land use agreement approved by the Traffic Engineer, City Engineer and Director of Planning and Community and Economic Development recorded in the office of the Dane County Register of Deeds.
35. Submit an overall site plan for the entire planned multi-use site including the property located to the east at 4620 through 4748 Cottage Grove Road.
36. Provide dimensions on the site plan showing that a minimum of 50% of the street-facing building wall fronting Cottage Grove Road is set back no more than 25 feet.
37. Parking is proposed in excess of the maximum number of spaces. Per Table 28I-3 Off-Street Parking Requirements, the automobile parking maximum is 1 parking space per 500 square feet of floor area (14 parking stalls). The Zoning Administrator may approve an increase of up to 20 spaces above the maximum requirement. Submit an application for a Parking Adjustment and supporting documentation per Section 28.141(6)(c) with the final plan submittal.
38. 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.
39. Show the location and length of the screening fence adjacent the north property line on the site plan as well as on the landscape plan. Screening shall consist of a solid wall, solid fence, or hedge with year-round foliage, between 6 and 8 feet in height.
40. Provide a detail showing the locations and approximate sizes of the outdoor display areas. Outdoor display areas shall meet the supplemental requirements per Section 28.151. All products on display shall also be sold in the principal retail use. Outdoor display shall not exceed 16 hours per day.
41. The sale of propane canisters is considered fuel sales. The outdoor ice coolers are considered outdoor storage and shall be screened in accordance with the supplemental requirements for outdoor storage per Section 28.151 of the Zoning Code.
42. Provide details showing that the primary street façade facing Cottage Grove Road meets the door and window opening requirements of Section 28.060(2)(d). For non-residential uses at ground floor level, windows and doors or other openings shall comprise at least 60% of the length and at least 40% of the area of the ground floor of the primary street facade. At least 50% of windows on the primary street facade shall have the lower sill within 3 feet of grade.
43. 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.
44. Signage approvals are not granted by the Plan Commission. Signage must be reviewed for compliance with MGO Chapter 31, Sign Codes, and Chapter 33.24, Urban Design ordinances. Signage permits are issued by the Zoning Section of the Department of Planning and Community and Economic Development.

Fire Department (Contact Bill Sullivan, 261-9658)

The Madison Fire Department does not object to this proposal provided the project complies with all applicable fire codes and ordinances. Please consider allowing Madison Fire Department to conduct training sequences prior to demolition. Contact Captain Jerry Buechner of the MFD Training Division at (608)516-9195 to discuss this possibility.

Water Utility (Contact Dennis Cawley, 261-9243)

45. The Madison Water Utility shall be notified to remove the water meters prior to demolition. All wells located on this property shall be abandoned if no valid well operation permit has been obtained from the Madison Water Utility in accordance with MGO Section 13.21.

Parks Division/ City Forestry (Contact Janet Schmidt, 261-9688)

46. Additional street trees are needed for this project. All street tree planting locations and trees species within the right of way shall be determined by City Forestry. Please submit a site plan (in PDF format) to Brian Meiller – bmeiller@cityofmadison.com or 266-4816. Tree planting specifications can be found in Section 209 of *City of Madison Standard Specifications for Public Works Construction*.
47. Existing street trees shall be protected. Please include the following note on the site plan: “Contractor shall install tree protection fencing in the area between the curb and sidewalk and extend it at least 5 feet from both sides of the tree along the length of the terrace. No excavation is permitted within 5 feet of the outside edge of a tree trunk. If excavation within 5 feet of any tree is necessary, contractor shall contact City Forestry (266- 4816) prior to excavation to assess the impact to the tree and root system. Tree pruning shall be coordinated with City Forestry.” Tree protection specifications can be found in Section 107.13 of *City of Madison Standard Specifications for Public Works Construction*.
48. All proposed street tree removals within the right of way shall be reviewed by City Forestry. Please submit an existing inventory of trees (location, species, & DBH) and a tree removal plan (in PDF format) to Brian Meiller – bmeiller@cityofmadison.com or 266-4816. Approval and permitting of street tree removals shall be obtained from the City Forester and/or the Board of Public Works prior to the approval of the site plan. Please reference Project No. 16106 when contacting Parks Division staff about this project.