



Department of Planning & Community & Economic Development
Planning Division

Website: 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

June 23, 2010

John Lichtenheld
Schreiber Anderson Associates
717 John Nolen Drive
Madison, Wisconsin 53713

RE: Approval of a demolition permit to allow demolition of a retail building at 2300 S. Park Street to create permanent parking lot for The Villager, and approval of a conditional use for a temporary parking lot at northwestern corner of S. Park Street and Hughes Place. (Community Development Authority of the City of Madison)

Dear Mr. Lichtenheld;

At its June 21, 2010 meeting, the Plan Commission found the standards met and approved your client's demolition permit and conditional use applications for The Villager at 2300 S. Park Street, subject to the conditions below. In order to receive final approval of the demolition permit and conditional use and for building permits to be issued, the following conditions must be met:

Please contact Janet Dailey, City Engineering Division, at 261-9688 if you have questions regarding the following eleven (11) items:

1. Delete the drive apron shown on Hughes Place at same location as existing hydrant. The driveway does not exist and won't be installed.
2. Show all existing and proposed private utilities. Properly abandon all unused facilities, including existing storm sewer.
3. 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.
4. 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 7.5-tons per acre per year.
5. 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.

6. 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; provide oil & grease control from the first 1/2" of runoff from parking areas, 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.
7. The plan set shall be revised to show more information on proposed drainage for the site. This shall be accomplished by using spot elevations and drainage arrows or through the use of proposed contours. It is necessary to show the location of drainage leaving the site to the public right of way. It may be necessary to provide information off the site to fully meet this requirement.
8. 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).
9. 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).
10. 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.
11. Prior to final approval of the conditional use and demolition permit applications, 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.

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

12. 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'.

13. The applicant shall increase the easterly driveway approach to 30 feet in width with 5-foot flares to accommodate turning vehicles at this access point.
14. When site plans are submitted for approval, the developer shall provide recorded copies of the joint driveway ingress/egress and easements.
15. A "Stop" sign shall be installed at a height of 7 feet at all driveway approaches. All signs at the approaches shall be installed behind the property line. All directional/regulatory signage and pavement markings on the site shall be shown and noted on the plan.
16. The intersection shall be so designed so as not to violate the City's sight-triangle preservation requirement, which states that on a corner lot no structure, screening, or embankment of any kind shall be erected, placed, maintained or grown between the heights of 30 inches and 10 feet above the curb level or its equivalent within the triangle space formed by the two intersecting street lines or their projections and a line joining points on such street lines located a minimum of 25 feet from the street intersection in order to provide adequate vehicular vision clearance.
17. 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.
18. 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 six (6) items:

19. Since a "temporary parking lot" is a conditional use, future approvals on this site will be subject to major or minor alterations to an existing conditional use review per Section 28.04(3)(m) of the Zoning Ordinance until the temporary parking lot is removed.
20. Parking requirements for persons with disabilities must comply with MGO Section 28.11(3)6.(m) which includes all applicable State accessible requirements, including but not limited to:
 - a.) Provide the minimum required 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. 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 buildings.
21. Provide landscaping for the temporary parking lot per 28.04(12) as deemed appropriate for a temporary parking lot. The landscape plans shall be stamped by a registered landscape architect.
22. Bike parking shall comply with MGO Section 28.11. Provide required bike parking stalls in a safe and convenient location on an impervious surface to be shown on the final plan. The bike racks shall be securely anchored to the ground or building to prevent the racks from moving. Note: A bike-parking stall is 2 feet by 6 feet with a 5-foot access area. Note: Provision of not more than 50% of

the bike parking can be deferred. Land area required for provision of deferred bicycle parking spaces shall be maintained in reserve.

23. Lighting is required and shall comply with City of Madison outdoor lighting standards, section 10.085. Lighting will be limited to .10 watts per square foot. (See City of Madison Lighting Ordinance).
24. Provide a reuse/recycling plan, to be reviewed and approved by the City Recycling Coordinator prior to a demolition permit being issued. Sec 28.12(12)(e) 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.

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

25. Park dedication and development fees for any future residential uses on The Villager site will be determined when final plans are submitted for a residential project (by separate application). Park impact fees will be due prior to signoff of such future land use approvals and/or the issuance of building permits.

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

26. The Madison Fire Department supports the demolition of this portion of the building. MFD requests that in lieu of capping and abandoning the 6-inch water lateral, please consider using the lateral to supply a new private fire hydrant.

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

27. The northern portion of the 2300 S. Park Street Villager Mall property is in a Wellhead Protection District. The proposed uses are permitted in this district. Any proposed change of use shall be reviewed by the Madison Water Utility General Manager or his 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, nor need a copy of the approved plans.

Please contact my office at 261-9632 if you have questions about the following condition of approval added by the Plan Commission:

28. That the final plans for The Villager retain the 50 feet of the south end of the South Building as depicted on "Scenario 2."

You are 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 building permits. Please contact Al Martin, Urban Design Commission Secretary, at 267-8740 if you have any questions about those conditions.

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

1. Please revise your plans per the above conditions and submit **ten (10) copies** of a complete, fully dimensioned 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. 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 building permit approval.
3. 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 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 261-9632.

Sincerely,

Timothy M. Parks
 Planner

cc: Mark A. Olinger, Executive Director,
 Community Development Authority
 of the City of Madison

Janet Dailey, City Engineering Division
 John Leach, Traffic Engineering Division
 Bill Sullivan, Madison Fire Department
 Pat Anderson, Asst. Zoning Administrator
 Kay Rutledge, Parks Division
 Dennis Cawley, Madison Water Utility

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

Signature of Applicant

Signature of Property Owner (If Not Applicant)

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 checked="" type="checkbox"/>	Recycling Coord. (R&R)
<input checked="" type="checkbox"/>	Fire Department	<input type="checkbox"/>	Other: