



Department of Planning & Community & Economic Development

## Planning Division

Katherine Cornwell, Director

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April 21, 2015

Jerry Bourquin  
Dimension IV-Madison  
Suite 120  
6515 Grand Teton Plaza  
Madison, WI 53719

RE: Approval of a conditional use to allow the construction of a 60,650 square-foot health club and 106-room hotel as a planned multi-use site at **5110 High Crossing Boulevard**

Dear Mr. Bourquin:

At its April 20, 2015 meeting, the Plan Commission, meeting in regular session, approved your conditional use request to allow the construction of a 60,650 square-foot health club and 106-room hotel as a planned multi-use site at 5110 High Crossing Boulevard. Please note, a separate approval letter will be provided to the listed contact person for the Certified Survey Map that was submitted concurrently. In order to receive final approval of the conditional use and for permits to be issued, the following conditions must be met.

**Please contact Janet Schmidt, Engineering Division at 261-9688 if you have questions regarding the following 16 items:**

1. The pending Certified Survey Map application for this property shall be completed and recorded with the Dane County Register of Deeds (ROD) prior to issuance of any building permits for new construction. When the recorded CSM image is available from the ROD, the Assessor's Office can then create the new Address-Parcel-Owner (APO) data in GEO so that the Accela system can upload this data and permit issuance made available for this new land record.
2. There are proposed light poles shown within the Electric Line Easement per Doc No. 1739825. Applicant shall coordinate and obtain written permission for the light poles and trees within the easement as required by the easement. Provide proof of approval by the Utility approving the light poles and trees as proposed.
3. Buildings, retaining walls, improvements and grade changes are proposed along the north side of the site within the Electric Line Easement per Document No. 1816552 and Gas Easement per 1920386. Sheet 300 shows the relocation of the electric and gas facilities. Provide copies of the easement release documents and the new easement documents for the relocated facilities prior to building permit issuance.

4. Obtain written permission with City Water Utility staff for the placement of any light poles or trees within the easement per Doc No. 2358110 as required by the document. Provide proof of contact with the water utility approving the improvements.
5. Provide recorded copies of the cross access, drainage, storm water management, water main and utility easement /agreement between the two proposed lots. The recorded copy(ies) shall be required prior to final sign off on the site plans.
6. A permit to discharge stormwater to Wisconsin Department of Transportation right-of-way is required and shall be provided to the City, prior to release of building permits.
7. Applicant shall provide evidence of a Wisconsin Department of Transportation right-of-way permit for the sanitary sewer lateral connection to the City manhole located in the highway right-of-way.
8. If proposed hotel has a commercial kitchen, applicant will be required to obtain a separate water meter for sanitary surcharge billing purposes.
9. The Applicant shall work with Traffic Engineering and City Engineering for the design of the proposed sidewalk along High Crossing Boulevard. The installation of the sidewalk will require surety to guarantee the installation. The work will be completed under a Permit to Excavate in the Right of Way and shall be constructed in accordance with a plan that is approved by the City Engineer.
10. Submit a PDF of all floor plans to [lzenchenko@cityofmadison.com](mailto:lzenchenko@cityofmadison.com) so that a preliminary interior addressing plan can be developed prior to plans being submitted for permit review. 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.
11. The applicant shall replace all sidewalk and curb and gutter which abuts the property which is damaged by the construction or any sidewalk and curb and gutter which the City Engineer determines needs to be replaced because it is not at a desirable grade regardless of whether the condition existed prior to beginning construction. (POLICY)
12. All damage to the pavement on High Crossing Boulevard adjacent to this development shall be restored in accordance with the City of Madison's Pavement Patching Criteria. For additional information please see the following link:  
<http://www.cityofmadison.com/engineering/patchingCriteria.cfm> (POLICY)
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.  
POLICY AND MGO 10.29
14. This site appears to disturb over one (1) acre of land and requires a permit from the WDNR for stormwater management and erosion control. The City of Madison has been required by the WDNR to review projects for compliance with NR216 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.

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 a) Reduce TSS by 80% off of the proposed development when compared with the existing site; b) Provide oil & grease control from the first 1/2" of runoff from parking areas; c) Complete an erosion control plan and complete weekly self-inspection of the erosion control practices and post these inspections to the City of Madison website – as required by Chapter 37 of the Madison General Ordinances. Stormwater management plans shall be submitted and approved by City Engineering prior to signoff.
16. The applicant shall submit, prior to plan sign-off, digital PDF files to the Engineering Division (Jeff Benedict or Tim Troester). The digital copies shall be to scale, and shall have a scale bar on the plan set. (POLICY and MGO 37.09(2)) PDF submittals shall contain the following information: a) building footprints, b) internal walkway areas, c) internal site parking areas, d) lot lines and right-of-way lines, e) Street names, f) Stormwater Management Facilities, and g) detail drawings associated with stormwater management facilities (including if applicable planting plans).

**Please contact Eric Halvorson, Traffic Engineering at 266-6527 if you have questions regarding the following eight (8) items:**

17. Install a public sidewalk along High Crossing Blvd for the entire length of the property as feasible and as designed by the City Engineer and City Traffic Engineering Divisions.
18. To allow for proper pedestrian movement and prevent encroachment from irregularly parked bicycles or bicycle with trailers, all bicycle racks shall have a 5' backup space.
19. The applicant shall submit one contiguous plan showing proposed conditions and one contiguous plan showing existing conditions for approval. The plan drawings 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.
20. 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.
21. 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.
22. "Stop" signs shall be installed at a height of seven (7) feet at all class III driveway approaches, including existing driveways, behind the property line and noted on the plan. All directional/regulatory signage and pavement markings on the site shall be shown and noted on the plan.
23. All parking facility design shall conform to MGO standards, as set in section 10.08(6).

24. Underground parking on AA1.0 and AB1.0 is not dimensioned, as such any configuration that does not meet 10.08 dimensions (columns cannot be placed inside a parking stall guide lines) must be altered.

**Please contact Matt Tucker, Zoning Administrator at 266-4569 if you have questions regarding the following seven (7) items:**

25. Sec. 28.060(2)(a) requires All new buildings shall have a functional entrance oriented to an abutting public street, with entries shall be clearly visible and identifiable from the street, delineated with elements such as roof overhangs, recessed entries, landscaping, or similar design features. The proposed entry to the health club facility does not meet this requirement. The entry must be modified to meet this requirement.
26. Bicycle parking design and location shall comply with Sec. 28.141(11) of the City of Madison General Ordinances. NOTE: 90% of require bike parking must be designed as short-term, located at the exterior of the buildings within 100' of the main entrances of the buildings. Provide detail of bike rack to be installed. A bicycle parking reduction may be requested per sec. 28.141(5), table 28I-4.
27. If refuse is to be stored outside of enclosed buildings, provide a refuse enclosure for storage of the on-site refuse containers. Screening shall be between six and eight feet in height.
28. Any new exterior lighting shall be installed in compliance with MGO 10.085, the City's outdoor lighting regulations.
29. Pursuant to Sec. 28.142(3) Landscape Plan and Design Standards: Landscape plans for zoning lots greater than ten thousand (10,000) square feet in size must be prepared by a registered landscape architect
30. Parking lot landscaping requirements limit the maximum number of parking stalls to 12 stalls without providing a landscaping island. The parking areas alongside the health club facility exceed this requirement, and thus must be modified with landscape islands. Interior parking lot landscaping requires 8% of area of parking lot devoted to landscaping islands. Show calculation of provided landscaping islands on final plan.
31. Pursuant to Sec. 28.060(2)(d), provide window and door area calculations for the street-facing facades of the buildings.
32. Under-building parking for the hotel must include the provision of accessible parking stalls. Final plans shall show these stalls.

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

33. Provide fire apparatus access as required by IFC 503 2012 edition, MGO 34.503, as follows:
  - a. The site plans shall clearly identify the location of all fire lanes.

- b. MGO 34.503/IFC 503 Appendix D105, Provide an aerial apparatus access fire lane that is at least 26-feet wide, if any part of the building is over 30 feet in height. The near edge of the aerial fire lane shall be within 30-feet and not closer than 15 feet from the structure, and parallel to one entire side. The aerial fire lane shall cover not less than 25% of the building perimeter.
- c. Provide a fire lane that extends to within 150-feet of all exterior portions of the structure, or it can be extended to within 250-feet if the building is fully sprinklered.

34. Provide fire apparatus access as required by IFC 503 2012 edition, MGO 34.503, as follows:

- a. The site plans shall clearly identify the location of all fire lanes.

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

35. Additional street trees are needed for this project. All street tree planting locations and trees species with the right of way shall be determined by City Forestry. Please submit a site plan (in PDF format) to Dean Kahl – [dkahl@cityofmadison.com](mailto:dkahl@cityofmadison.com) or 266-4816. Approval and permitting of tree planting shall be obtained from the City Forester and/or the Board of Public Works prior to the approval of the site plan. Tree planting specifications can be found in section 209 of City of Madison Standard Specifications for Public Works Construction - <http://www.cityofmadison.com/business/pw/documents/StdSpecs/2013/Part2.pdf>.

36. Please reference ID# 15118 when contacting Parks about this project.

37. Approval of plans for this project does not include any approval to prune, remove or plant trees in the public right-of-way. Permission for such activities must be obtained from the City Forester, 266-4816.

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

38. The Utility Plan shall be revised. Each lot of record must have a separate water service lateral connection to a public water main.

39. This property is not in a wellhead protection district. 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 will not need a copy of the approved plans.

**Please contact Tim Sobota, Metro Transit at 261-4289 if you have any questions regarding the following two items:**

40. The proposed public sidewalk along the property frontage does not have an accessible connection to a curb ramp or other pedestrian crossing, either west (bridge over Interstate) or east (cinema parcel opposite Crossroads Drive).

41. Metro Transit operates daily transit service along High Crossing Boulevard between the East Springs and Crossroads intersections adjacent the project site. Bus stop zones serve the intersection of High Crossing Boulevard and Crossroads Drive, but no accessible pedestrian connection exists between these bus stops and the project parcel.

**Please contact my office at 267-1150 if you have questions regarding the following three (3) items:**

42. That prior to final sign-off and approval of this Conditional Use the applicant shall provide the required highway noise information and certifications as required by 16.23 Madison General Ordinances.
43. That all building materials are clearly labeled on each elevation drawings, consistent with the approved plans.
44. The applicant is proposing to create a Planned Multi-Use Site as defined in the City's Zoning Code and Subdivision Regulations. Prior to final staff approval of the CSM for recording, the applicant shall receive approval of the site plans, reciprocal land use agreements, reciprocal access easements and shared parking agreements sufficient to govern the proposed lots. Any new or amended agreement(s) and easement(s) necessary for this land division shall be recorded with the Dane County Register of Deeds following approval by the City Engineer, Traffic Engineer, and Director of the Department of Planning and Community & Economic Development and prior to recording of the CSM.

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

**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 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:**

1. Please revise your plans per the above conditions and submit eleven (11) copies of a complete, fully dimensioned and scaled 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. The final site plan shall be accompanied by the appropriate site plan review application and fee pursuant to Section 28.206 of the Zoning Code, 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.
2. This property is not in a wellhead protection district. All wells located on this property shall be abandoned if no valid well operation permit has been obtained from the Madison Water Utility.

3. This letter shall be signed by the applicant to acknowledge the conditions of approval and returned to the Zoning Administrator when requesting conditional use approval.
4. The approval is valid for one (1) year from the date of the Plan Commission approval. During this time, the applicant must either lawfully commence the use or obtain a building permit and begin erecting the building. If the applicant obtains a valid building permit, construction must commence within six (6) months of the date of issuance. The building permit shall not be renewed unless construction has commenced as is being diligently prosecuted.
5. Any alteration in plans for a proposed alternative use shall require Plan Commission approval, except for minor alterations. The Zoning Administrator may issue permits for minor alterations or additions which are approved by the Director of Planning and Community and Economic Development and are compatible with the concept approved by the City Plan Commission and the conditional use approval standards.
6. The Plan Commission retains continuing jurisdiction over all conditional uses for the purpose of resolving complaints against all previously approved conditional uses.

If you have any questions regarding obtaining your conditional use, demolition or building permits, please contact the Zoning Administrator at 266-4551. If you have any questions or if I may be of any further assistance, please do not hesitate to contact my office at 267-1150.

Sincerely,

Kevin Firchow, AICP  
Planner

cc: Janet Schmidt, City Engineering Division  
Eric Halvorson, Traffic Engineering Division  
Bill Sullivan, Fire Department  
Matt Tucker, Zoning  
Kay Rutledge, Parks Division  
Tim Sobota Metro Transit

Michelle Burse, Burse Surveying and Eng.  
(Via Email Only)

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

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*Signature of Applicant*

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*Signature of Property Owner (if not the applicant)*

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