

PLANNING UNIT REPORT
DEPARTMENT OF PLANNING AND DEVELOPMENT
March 14, 2005

CONDITIONAL USE APPLICATION:

1. Requested Action: Approval of an accessory parking lot located a City greenway at 4701 Jenewein Road to serve a proposed adjacent "Boys and Girls Club/Allied Family Center" located on an adjacent parcel in the City of Fitchburg.
2. Applicable Regulations: Section 28.08(2) permits open and accessory automobile parking lots in the R1 Single Family Residential District. This provision carries up as a conditional use in all of the residential districts.
3. Report Drafted By: Bill Roberts, Planner IV

GENERAL INFORMATION:

1. Applicant: Tom Nack, Boys and Girls Clubs of Dane County, 201 Taft Street, Madison, WI 53711. Community Development Office, 251 Martin Luther King Jr. Boulevard, Madison, WI 53701. City of Madison, City Engineering.
2. Status of Applicant: The City Engineer has authorized the application for conditional use for a parking lot within this City-owned greenway.
3. Development Schedule: 2005.
4. Parcel Location: South side of Jenewein Road, east of Allied Drive. Madison Metropolitan School District, 10th Aldermanic District.
5. Existing Zoning: R4 General Residence District.
6. Existing Land Use: City of Madison greenway.
7. Surrounding Land Use and Zoning: This site is surrounded by predominantly multi-family residential uses in the City of Madison along Allied Drive. The site is adjacent to a City of Fitchburg public park.
8. Adopted Land Use Plan: RM-X, Medium Density Residential, Mixed-Use District.
9. Environmental Corridor Status: This property is not located within a mapped environmental corridor, but the site is within an existing mapped City of Madison greenway.

PUBLIC UTILITIES AND SERVICES:

The property is served with a full range of urban services.

STANDARDS FOR REVIEW:

This proposal is subject to conditional use standards.

ANALYSIS, EVALUATION AND CONCLUSION:

It has been determined that the Boys and Girls Club of Dane County will be building a new "Boys and Girls Club/Allied Family Center" in a City of Fitchburg park directly adjacent to the City of Madison along Jenewein Road. It has also been agreed that a thirty-nine stall surface parking lot to serve the proposed Boys and Girls Club will be constructed within a City of Madison greenway, with access to Jenewein Road. The Boys and Girls Club have been working closely with Community Development Office, City Engineering and Traffic Engineering staff as planning for this project has gone forward.

The Zoning Code allows automobile parking lots as a conditional use in all the City residential districts:

Automobile parking lots, open and accessory to non-residential uses, are conditional uses provided further that the parking lot shall be used solely for the parking of passenger automobiles, that the parking lot be closed between the hours of 10:00 p.m. and 7:00 a.m., except as otherwise authorized, and that the parking lot be further subject to the following provisions:

1. That the parking either abuts or is separated by an alley at one of its lot lines from a commercial or manufacturing district, or
2. On which the principal non-residential use is a permitted use, or
3. That it is directly across the street from a commercial and manufacturing district.

The ordinance further requires that the entrance and exit to and from such parking lots shall be at least 20' distant from the adjacent property located in any residential district, except when ingress and egress to and from the parking lot is provided from a public alley or public street separating such residential areas from the parking lot.

The Acting City Zoning Administrator has review this proposal and has determined that all the requirements within this section of the ordinance have been met.

Staff feels that the conditional use standards can be addressed.

RECOMMENDATIONS:

The Planning Unit recommends that the Plan Commission approve this application for an accessory parking lot, subject to the comments of the reviewing departments and input at the public hearing.



Traffic Engineering Division

David C. Dryer, City Traffic Engineer

Madison Municipal Building
215 Martin Luther King, Jr. Boulevard
P.O. Box 2986
Madison, Wisconsin 53701-2986
PH 608/266-4761
TTY 608/267-9623
FAX 608/267-1158

March 25, 2005

TO: Plan Commission

FROM: David C. Dryer, P.E., City Traffic Engineer

SUBJECT: **4701 Jenewein Road – Conditional Use – Accessory Parking Located on Adjacent Lot**

The City Traffic Engineering Division has reviewed the subject development and has the following comments.

MAJOR OR NON-STANDARD REVIEW COMMENTS (Comments which are special to the project and/or may require additional work beyond a standard, more routine project.)

1. The applicant shall be responsible to secure all proper permits and approvals from Fitchburg municipality having jurisdiction at the entrance. The applicant shall provide a copy of approved permits to Traffic Engineering prior to approval.

GENERAL OR STANDARD REVIEW COMMENTS

In addition, we offer the following General or Standard Review Comments:

2. 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), signage, percent of slope, dimensions of radii, aisles, driveways, stalls including the two (2) feet overhang, and a scaled drawing at 1" = 20'.
3. When site plans are submitted for approval, the developer shall provide recorded copies of the joint driveway ingress/egress and easements.
4. 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 John Leach, City Traffic Engineering at 267-8755 if you have questions regarding the above items:

Contact Person: Mary Charnitz _Project Coordinator
Fax: 261-9661
Email: mcharnitz@cityofmadison.com

DCD:DJM:dm

CITY OF MADISON
Common Council
INTER-DEPARTMENTAL
CORRESPONDENCE
210 Martin Luther King, Jr. Blvd., Rm. 417
266-4071

DATE: March 11, 2005

TO: ✓ Bill Roberts, Planning Unit
Mary Charnitz, Community Development Block Grant Office

FROM: Ald. Ken Golden, District 10 *KG/d*

SUBJECT: **Conditional Use for 4701 Jenewein Road for Accessory Parking**

The construction of the Allied Boys and Girls Club Neighborhood Center in the City of Fitchburg opens up absolutely stupendous opportunities for the Allied Neighborhood. The fact that the City of Madison can assist in this development in another way – by providing parking on an adjacent lot – is an opportunity we cannot and should not pass up. I strongly support granting this conditional use and ask that it be done expeditiously.

Thanks much for your consideration.

cc: Alice Howard, President, Allied Neighborhood Association



Department of Public Works
City Engineering Division

608 266 4751

Larry D. Nelson, P.E.
City Engineer

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Operations Supervisor
Kathleen M. Cryan

Hydrogeologist
Joseph L. DeMorett, P.G.

GIS Manager
David A. Davis, R.L.S.

DATE: March 21, 2005
TO: Plan Commission
FROM: Larry D. Nelson, P.E., City Engineer
SUBJECT: 4701 Jenewein Road Conditional Use

The City Engineering Division has reviewed the subject development and has the following comments.

MAJOR OR NON-STANDARD REVIEW COMMENTS (Comments which are special to the project and/or may require additional work beyond a standard, more routine project.)

- 1. N/A

GENERAL OR STANDARD REVIEW COMMENTS

In addition, we offer the following General or Standard Review Comments:

Engineering Division Review of Planned Community Developments, Planned Unit Developments and Conditional Use Applications.

Name: 4701 Jenewein Road Conditional Use

General

- 1.1 The construction of this building will require removal and replacement of sidewalk, curb and gutter and possibly other parts of the City's infrastructure. The applicant shall enter into a City / Developer agreement for the improvements required for this development. The applicant shall be required to provide deposits to cover City labor and materials and surety to cover the cost of construction. The applicant shall meet with the City Engineer to schedule the development of the plans and the agreement. The City Engineer will not sign off on this project without the agreement executed by the developer. The developer shall sign the Developer's Acknowledgement prior to the City Engineer signing off on this project.
- 1.2 The site plan shall identify lot and block numbers of recorded Certified Survey Map or Plat.
- 1.3 The site plan shall include all lot/ownership lines, existing building locations, proposed building additions, demolitions, parking stalls, driveways, sidewalks (public and/or private), existing and proposed signage, existing and proposed utility locations and landscaping.
- 1.4 The site plan shall identify the difference between existing and proposed impervious areas.
- 1.5 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.
- 1.6 The site plan shall include a full and complete legal description of the site or property being subjected to this application.

Right of Way / Easements

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- 2.1 The Applicant shall Dedicate a _____ foot wide strip of Right of Way along _____.
- 2.2 The Applicant shall Dedicate a _____ foot wide strip of Right of Way along _____.
- 2.3 The Applicant shall Dedicate a Permanent Limited Easement for grading and sloping _____ feet wide along _____.
- 2.4 The City Engineer has reviewed the need for pedestrian and bicycle connections through the development and finds that no connections are required.
- 2.5 The Applicant shall Dedicate a Permanent Limited Easement for a pedestrian / bicycle easement _____ feet wide from _____ to _____.
- 2.6 The Developer shall provide a private easement for public pedestrian and bicycle use through the property running from _____ to _____.
- 2.7 The developer shall be responsible for the ongoing construction and maintenance of a path within the easement. The maintenance responsibilities shall include, but not be limited to, paving, repaving, repairing, marking and plowing. The developer shall work with the City of Madison Real Estate Staff to administer this easement. Applicable fees shall apply.

Streets and Sidewalks

- 3.1 The Applicant shall execute a waiver of notice and hearing on the assessments for the improvement of [roadway] _____ in accordance with Section 66.0703(7)(b) Wisconsin Statutes and Section 4.09 of the MGO.
- 3.2 **Value of sidewalk installation over \$5000.** The Applicant shall Construct Sidewalk to a plan approved by the City Engineer along _____.
- 3.3 **Value of sidewalk installation under \$5000.** The Applicant shall install public sidewalk along _____. The Applicant shall obtain a Street Excavation Permit for the sidewalk work, which is available from the City Engineering Division. The applicant shall pay all fees associated with the permit including inspection fees. All work must be completed within six months or the succeeding June 1, whichever is later.
- 3.4 The Applicant shall execute a waiver of their right to notice and hearings on the assessments for the installation of sidewalk along [roadway] _____ in accordance with Section 66.0703(7)(b) Wisconsin Statutes and Section 4.09 of the MGO.
- 3.5 The Applicant shall grade the property line along _____ to a grade established by the City Engineer. The grading shall be suitable to allow the installation of sidewalk in the future without the need to grade beyond the property line. The Applicant shall obtain a Street Excavation permit prior to the City Engineer signing off on this development.
- 3.6 The Applicant shall close all abandoned driveways by replacing the curb in front of the driveways and restoring the terrace with grass.
- 3.7 **Value of the restoration work less than \$5,000. When computing the value, do not include a cost for driveways. Do not include the restoration required to facilitate a utility lateral installation.** The Applicant's project requires the minor restoration of the street and sidewalk. The Applicant shall obtain a Street Excavation Permit for the street restoration work, which is available from the City Engineering Division. The applicant shall pay all fees associated with the permit including inspection fees.
- 3.8 The Applicant shall make improvements to _____ in order to facilitate ingress and egress to the development. The improvement shall include a (Describe what the work involves or strike this part of the comment.) _____.
- 3.9 The Applicant shall make improvements to _____. The improvements shall consist of _____.
- 3.10 The approval of this Conditional Use does not include the approval of the changes to roadways, sidewalks or utilities. The applicant shall obtain separate approval by the Board of Public Works and the Common Council for the restoration of the public right of way including any changes requested by developer. The City Engineer shall complete the final plans for the restoration with input from the developer. The curb location, grades, tree locations, tree species, lighting modifications and other items required to facilitate the development or restore the right of way shall be reviewed by the City Engineer, City Traffic Engineer, and City Forester.
- 3.11 The Applicant shall provide the City Engineer with a survey indicating the grade of the existing sidewalk and street. The Applicant shall hire a Professional Engineer to set the grade of the building entrances adjacent to the public right of way. The Applicant shall provide the City Engineer the proposed grade of the building entrances. The City Engineer shall approve the grade of the entrances prior to signing off on this development.
- 3.12 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.
- 3.13 The Applicant shall obtain a privilege in streets agreement for any encroachments inside the public right of way. The approval of this development does not constitute or guarantee approval of the encroachments.

- 3.14 The Applicant shall provide the City Engineer with the proposed soil retention system to accommodate the restoration. The soil retention system must be stamped by a Professional Engineer. The City Engineer may reject or require modifications to the retention system.
- 3.15 The Applicant shall complete work on exposed aggregate sidewalk in accordance with specifications provided by the city. The stone used for the exposed aggregate shall be approved by the City. The Construction Engineer shall be notified prior to beginning construction. Any work that does not match the adjacent work or which the City Construction Engineer finds is unacceptable shall be removed and replaced.
- 3.16 All work in the public right-of-way shall be performed by a City licensed contractor.

Storm Water Management

- 4.1 The site plans shall be revised to show the location of all rain gutter down spout discharges.
- 4.2 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.
- 4.3 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.
- 4.5 The applicant shall show storm water "overflow" paths that will safely route runoff when the storm sewer is at capacity.
- 4.6 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.
- 4.7 This site is greater than one (1) acre and the applicant is required by State Statute to obtain a Notice of Intent Permit (NOI) from the Wisconsin Department of Natural Resources. Contact Jim Bertolacini of the WDNR at 275-3201 to discuss this requirement.
- 4.8 This development includes multiple building permits within a single lot. The City Engineer and/or the Director of the Inspection Unit may require individual control plans and measures for each building.
- 4.9 If the lots within this site plan are inter-dependent upon one another for stormwater runoff conveyance, and/or a private drainage system exists for the entire site an agreement shall be provided for the rights and responsibilities of all lot owners. Said agreement shall be reviewed and placed on file by the City Engineer, referenced on the site plan and recorded at the Dane Co Register of Deeds.
- 4.10 Prior to approval, this project shall comply with Chapter 37 of the Madison General Ordinances regarding stormwater management. Please contact Greg Fries at 267-1199 to discuss this requirement.
- 4.11 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.
- 4.12 A portion of this project comes under the jurisdiction of the US Army Corp of Engineers and WDNR for wetland or flood plain issues. A permit for those matters shall be required prior to construction on any of the lots currently within the jurisdictional flood plain.
- 4.13 The Applicant shall submit, prior to plan sign-off, digital CAD files to the Engineering Program Specialist in the Engineering Division (Lori Zenchenko). The digital copies shall be to scale and represent final construction.

CAD submittals can be either AutoCAD (dwg) Version 2001 or older, MicroStation (dgn) Version J or older, or Universal (dxf) formats and contain the following data, each on a separate layer name/level number:

- 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.)

NOTE: Email file transmissions preferred lzenchenko@cityofmadison.com. Include the site address in this transmittal.

- 4.14 NR-151 of the Wisconsin Administrative Code will be effective on October 1, 2004. Future phases of this project shall comply with NR 151 in effect when work commences. Specifically, any phases not covered by a Notice of Intent (NOI) received from the WDNR under NR-216 prior to October 1, 2004 shall be responsible for compliance with all requirements of NR-151 Subchapter III. As most of the requirements of NR-151 are currently implemented in Chapter 37 of the Madison General Ordinances, the most significant additional requirement shall be that of infiltration. 16

NR-151 requires infiltration in accord with the following criteria. For the type of development, the site shall comply with one of the three (3) options provided below:

Residential developments shall infiltrate 90% of the predevelopment infiltration amount, 25% of the runoff from the 2-year post development storm or dedicated a maximum of 1% of the site area to active infiltration practices.

Commercial development shall infiltrate 60% of the predevelopment infiltration amount, 10% of the runoff from the 2-year post development storm or dedicate a maximum of 2% of the site area to active infiltration practices.

Utilities General

- 5.1 The Applicant shall obtain a Street Excavation permit for the installation of utilities required to serve this project. The Applicant shall pay the permit fee, inspection fee and street degradation fee as applicable and shall comply with all the conditions of the permit.
- 5.2 The applicant shall obtain all necessary sewer connection permits and sewer plugging permits prior to any utility work.
- 5.3 All proposed and existing utilities including gas, electric, phone, steam, chilled water, etc shall be shown on the plan.
- 5.4 The applicant's utility contractor shall obtain a connection permit and excavation permit prior to commencing the storm sewer construction.
- 5.5 The site plans shall be revised to show the location of existing utilities, including depth, type, and size in the adjacent right-of-way.
- 5.6 The developer shall provide information on how the Department of Commerce's requirements regarding treatment of storm water runoff, from parking structures, shall satisfied prior to discharge to the public sewer system. Additionally, information shall be provided on which system (storm or sanitary) the pipe shall be connected to.

Sanitary Sewer

- 6.1 Prior to approval of the conditional use application, 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.
- 6.2 All outstanding Madison Metropolitan Sewerage District (MMSD) and City of Madison sanitary sewer connection charges are due and payable prior to connection to the public sewerage system.
- 6.3 Each unit of a duplex building shall be served by a separate and independent sanitary sewer lateral.
- 6.4 The site plan shall be revised to show all existing public sanitary sewer facilities in the project area as well as the size and alignment of the proposed service.

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**CITY OF MADISON
INTERDEPARTMENTAL
CORRESPONDENCE**

Date: March 24, 2005

To: Bill Roberts, Planner III
From: Kathy Voeck, Assistant Zoning Administrator
Subject: 4701 Jenewein Rd

Present Zoning District: R-3

Proposed Use: Accessory parking for the Boys and Girls Club which is on the adjacent lot in the Town of Madison.

Conditional Use: 28.08(2)(c)1 Accessory parking lots accessory to a nonresidential use is a conditional use with the following conditions:

MAJOR OR NON-STANDARD REVIEW COMMENTS (Comments which are special to the project and/or may require additional work beyond a standard, more routine project).

GENERAL OR STANDARD REVIEW COMMENTS

1. Parking lot plans with greater than twenty (20) stalls, landscape plans must be stamped by a registered landscape architect as shown on plans submitted for Plan Commission.
2. Lighting is not required. However, if it is provided, it must comply with City of Madison outdoor lighting standards. (See parking lot packet). Lighting will be limited to .08 watts per square foot.
3. Per conditions of 28.08(2)(c)1.
 - a. The parking lot shall be used solely for the parking of passenger automobiles.
 - b. The parking lot shall be closed between the hours of 10:00 p.m. and 7:00 a.m. except as otherwise authorized.

ZONING CRITERIA

Bulk Requirements	Required	Proposed
Lot Area	6,000 sq. ft.	adequate
Lot width	50'	adequate
Usable open space	n/a	n/a
Front yard	25'	33' 6" to parking lot
Side yards	n/a	n/a
Rear yard	n/a	n/a

4701 Jenewein Rd.
 March 24, 2005
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Site Design	Required	Proposed
Number parking stalls	n/a	39
Accessible stalls	2	2
Loading	n/a	n/a
Number bike parking stalls	4 min.	20 (provided at building site)
Landscaping	Yes	as shown (1)
Lighting	No	(2)

Other Critical Zoning Items	
Urban Design	No
Historic District	No
Landmark building	No
Flood plain	No
Utility easements	No
Water front development	No
Adjacent to park	In park
Barrier free (ILHR 69)	Yes

With the above conditions, the proposed project **does** comply with all of the above requirements.



Department of Public Works
City Engineering Division

608 266 4751

Larry D. Nelson, P.E.
City Engineer

City-County Building, Room 115
210 Martin Luther King, Jr. Boulevard
Madison, Wisconsin 53703
608 264 9275 FAX
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Operations Supervisor
Kathleen M. Cryan

Hydrogeologist
Joseph L. DeMorett, P.G.

GIS Manager
David A. Davis, R.L.S.

February 23, 2005

To: City of Madison Plan Commission
From: Larry D. Nelson, City Engineer
Subject: Parking Lot, 4701 Jenewein Road

We endorse as sponsoring agency (owner) the subject parking lot.

Given that public funds are expected to be committed to build the parking lot and the relocation of the existing basketball courts, it would be consistent with statutes that the project is competitively bid as a public works contract. We estimate the probable construction cost at \$70,000 but a competitive bid may reduce the expenditure.

The plans have been reviewed by the staff of this office, Traffic Engineering, and the Division of Parks who has submitted their design modifications to the Architect/Engineer for incorporation into the plans.



Larry D. Nelson

Cc. David Dryer, Traffic Engineer
James Morgan, Park Superintendent
Mark Olinger, Planning and Development Director

