



Department of Planning & Community & Economic Development  
**Planning Division**

Website: [www.cityofmadison.com](http://www.cityofmadison.com)

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October 2, 2012

Kevin Newell  
Nob Hill Apartments, LLC  
710 North Plankinton Ave  
Milwaukee, WI 53203

RE: Approval of a conditional use alteration for **1108 Moorland Road** to amend an existing planned residential development to renovate an existing apartment complex, to change the unit mix, increase the number of bedrooms, and construct a new clubhouse and garages.

Dear Mr. Newell:

At its October 1, 2012 meeting, the Plan Commission, meeting in regular session, found the standards were met and approved your conditional use alteration to amend an existing planned residential development at 1108 Moorland Road to renovate an existing apartment complex, change the unit mix, increase the number of bedrooms, and construct a new clubhouse and garages. To receive final approval of the conditional use alteration, the following conditions must be met:

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

1. This development site has pre-existing apartment units that are using incorrect addresses. Also the proposed clubhouse and multi-space garages require new addresses be assigned. The leasing office must contain the appropriate suite #'s as well. Submit a separate PDF of complete floor plans as well as PDF of the Landscaping Plan Sheet C1.5 to Lori Zenchenko so that a final address plan for the entire site can be developed and implemented. Transmittals of PDF files are preferred via email ([lzenchenko@cityofmadison.com](mailto:lzenchenko@cityofmadison.com)). Lori can also be reached directly at 266-5952 to answer any questions.
2. 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.
3. Prior to approval, this project shall comply with Chapter 37 of the Madison General Ordinances regarding stormwater management. Specifically, this development is required to detain the 2 & 10-year storm events. (If additional hard surfaces exceed 20,000 SF)).
4. The applicant shall submit, prior to plan sign-off, 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: 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) all underlying lot lines or parcel lines if unplatted, g) lot numbers or the words "unplatted", h) lot/plat dimensions, and i) street names. All other levels (contours, elevations, etc) are not to be included with this file submittal.

NOTE: Email file transmissions preferred [addressing@cityofmadison.com](mailto:addressing@cityofmadison.com). Include the site address in the subject line of this transmittal. Any changes or additions to the location of the building, sidewalks, parking/pavement during construction will require a new CAD file.

5. 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).
6. 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. and 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.
7. 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.

**Please contact Dan McCormick, Traffic Engineering Division, at 267-1969 if you have any questions regarding the following four (4) items:**

8. When the applicant submits final plans of one contiguous plan for approval, the applicant shall show the following: items in the terrace as existing (e.g., signs and street light poles), type of surfaces, existing property lines, addresses, showing all easements, all pavement markings, building placement, and stalls, 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 two (2) feet overhang, and a scaled drawing at 1" = 20'.
9. 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.
10. The applicant shall execute a declaration for streets lights in a form prescribed by the City.
11. 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 Bill Sullivan, Madison Fire Department, at 261-9658 if you have any questions regarding the following two (2) items:**

12. Provide fire apparatus access as required by IFC 503 2009 edition, MGO 34.503, as follows:
  - a. The site plans shall clearly identify the location of all fire lanes.
13. The Madison Fire Department does not object to this proposal provided the project complies with all applicable fire codes and ordinances.

**Please contact Patrick Anderson, Assistant Zoning Administrator, at 266-4978 if you have any questions regarding the following eight (8) items:**

14. The submitted survey identifies a parking lot and accessory structures that projects across a property line, onto the neighboring property to the west (1010 Moorland Rd., also a PRD, approved as a Conditional Use in 1993). The City does not appear to have record of this encroachment, as the approved plan for 1010 Moorland Rd. also does not show the encroachment. This encroachment must be resolved to the satisfaction of the City reviewing agencies prior to approval of any permits for additional construction or alteration to the site.
15. Parking requirements for persons with disabilities must comply with City of Madison General Ordinances Section 28.11 (3) 6.(m) which includes all applicable State accessible requirements, including but not limited to:
  - a. Provide a minimum of eight 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 building. The stalls shall be as near the accessible entrance as possible. Show ramps, curbs, or wheel stops where required.
16. Provide 254 bike parking stalls, these stalls shall be in safe, convenient, and dispersed locations across the site, on a dust-free surface, to be shown on the final plan. NOTE: A bike-parking stall is two feet by six feet with a five-foot access area. The bicycle rack to be installed must also be provided for approval with the final site plan. To discuss a waiver or deferral of a portion of the required bicycle parking, contact Patrick Anderson at 608/266-4551.
17. Lighting is required for this project. Lighting shall be upgraded to comply with City of Madison lighting ordinance requirements.
18. Parking lot plans with greater than twenty (20) stalls shall comply with City of Madison General Ordinances Section 28.04 (12). Landscape plans must be stamped by a registered landscape architect. Provide a landscape worksheet with the final plans that shows that the landscaping provided meets the point and required tree ordinances. In order to count toward required points, the landscaping shall be within 15' and 20' of the parking lot depending on the type of landscape element. (Note: The required trees do not count toward the landscape point total.) Planting islands shall consist of at least 75% vegetative cover, including trees, shrubs, ground cover, and/or grass.
19. On the final site plan, striping for parking shall be removed from in front of any garage stalls.
20. Provide floor plans for all buildings with the final site plans submitted for sign-off.
21. Please note, the family definition in the zoning code will limit the occupancy for all units to a "family" or a maximum of two unrelated individuals. If any dwelling units include additional kitchens above the first, no roomers are allowed, only a family of related individuals may occupy such a dwelling unit. Please refer to the definition of "family" for further specific regulations, as defined in Sec. 28.03(2).

**Please contact my office at 267-1150 if you have any questions regarding the following seven (7) items. Please note, items 26-28 were included by the Plan Commission at their October 1, 2012 meeting.**

22. The applicant shall work with staff and submit a revised management, service delivery, and operating plan that includes the following clarifications and additions, for approval by the Planning and Community and Economic Development and Police Departments:

- a. That in the Management Plan (starting on p. 26) the guest policy should be stated.
  - b. That in the Management Plan (starting on p.26) all terms such as “Sponsor, Management Agent, Portfolio Manager” are clearly defined.
  - c. That in the Management Plan (starting on p.26) The personnel and staffing section include the position of “Community Coordinator” as included in other sections.
  - d. That in the Management Plan (starting on p. 26), the information in section 7 is clarified to reflect the current program (The applicant has indicated this would not fall under HUD rural rental housing.)
  - e. That the Management Plan specifies protocol for after-hour emergency contacts.
  - f. That final details of the Safety and Security Plan (starting on p.39), including security camera and lighting details, be approved by the Police department.
23. That the apartment complex shall be operated and managed in accordance with the approved Operation and Management, Safety, and Service Delivery Plan.
  24. That the applicant receives final approval from the Urban Design Commission prior to final staff approval and sign-off of these plans.
  25. That the final garage location be approved by Planning Division, Zoning office, and the Police Department.
  26. That additional garages at the site’s interior be relocated, subject to staff approval.
  27. That the applicant shall notify the Planning Division and submit a new management plan should there be changes in the management company or management procedures.
  28. That the Community Coordinator position be staffed as a full time position.

**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 and submit **nine (9)** copies of a complete plan set to the Zoning Administrator for final review and comment. Also be sure to include any additional materials requested by these departments for their approval prior to sign off.
2. Lands in this project limits are included in City of Madison Wellhead Protection District WP-30. This proposed use is allowed in this district. All proposed changes in land use shall be reviewed by the Madison Water Utility General Manager or his/her designee in accordance with Madison General Ordinances 13.22 and 28.107. All operating private wells shall be identified and permitted by the Water Utility in accordance with Madison General Ordinance 13.21. All unused private wells shall be abandoned in accordance with Madison General Ordinance 13.21. The Water Utility will not need to sign off the final plans, nor need a copy of the approved plans.
3. This letter shall be signed by the applicant to acknowledge the conditions of approval and returned to the Zoning Administrator when requesting demolition and/or building permit approval.

4. No alteration of this proposal shall be permitted unless approved by the Plan Commission, provided, however, the Zoning Administrator may issue permits for minor alterations. This approval shall become null and void one year after the date of the Plan Commission unless the use is commenced, construction is under way, or a valid building permit is issued and construction commenced within six months of the issuance of said building permit. The Plan Commission shall retain jurisdiction over this matter for the purpose of resolving complaints against the approved conditional use.

If you have any questions regarding obtaining the conditional use approval, please contact the Zoning Administrator at 266-4551. If you have any questions or if 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 Dailey, City Engineering  
 Dan McCormick, Traffic Engineering  
 Patrick Anderson, Zoning  
 Bill Sullivan, Fire Department

<p>I hereby acknowledge that I understand and will comply with the above conditions of approval for this demolition permit and conditional use.</p> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <p style="text-align: center;"><i>Signature of Applicant</i></p> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <p style="text-align: center;"><i>Signature of Property Owner (if not the applicant)</i></p>
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<b>For Official Use Only, Re: Final Plan Routing</b>			
<input checked="" type="checkbox"/>	Planning Div. (Firchow)	<input checked="" type="checkbox"/>	Engineering Mapping Sec.
<input checked="" type="checkbox"/>	Zoning Administrator	<input type="checkbox"/>	Parks Division
<input checked="" type="checkbox"/>	City Engineering	<input 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 type="checkbox"/>	Other: