



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

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

Madison Municipal Building  
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October 31, 2013

Cliff Goodhart  
Eppstein Uhen Architects  
222 W. Washington Avenue  
Madison, Wisconsin 53703

RE: Approval of a major amendment to the Planned Development zoning for Hilldale Shopping Center to allow the redevelopment of the "north wing" of Hilldale Shopping Center through the conversion of enclosed retail spaces into open air/ exterior-facing spaces (WS Development/ Hilldale Shopping Center, LLC).

Dear Mr. Goodhart;

At its October 29, 2013 meeting, the Common Council **conditionally approved** your application to amend the Planned Development zoning for Hilldale Shopping Center subject to the following conditions of approval, which shall be satisfied prior to final approval and recording of the specific implementation plan and the issuance of demolition or building permits for your project:

**Please contact Janet Dailey of the City Engineering Division at 261-9688 if you have questions regarding the following eight (8) items:**

1. Update all public and private street names on all sheets. Price Place ends at the intersection of Heather Crest. Add Hilldale Way and Heather Crest where appropriate. The mall is adjacent to N. Midvale Boulevard (add the word 'North' or abbreviated N).
2. 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.
3. 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. 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.
4. The applicant shall demonstrate compliance with Section 37.07 and 37.08 of 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. Prior to approval, this project shall comply with Chapter 37 of the Madison General Ordinances regarding stormwater management. Specifically, this development is required to 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 MGO.

6. The applicant shall submit, prior to plan sign-off, digital CAD files to the Land Records Coordinator in the City Engineering Division. (Lori Zenchenko) [lzenchenko@cityofmadison.com](mailto:lzenchenko@cityofmadison.com). The digital copies shall be drawn to scale and represent final construction including: building footprints, internal walkway areas, internal site parking areas, lot lines/ numbers/ dimensions, street names, and other miscellaneous impervious areas. All other levels (contours, elevations, etc.) are not to be included with this file submittal. E-mail file transmissions are preferred. The digital CAD file shall be to scale and represent final construction. Any changes or additions to the location of the building, sidewalks, parking/pavement during construction will require a new CAD file. The single CAD file submittal can be either AutoCAD (dwg) Version 2001 or older, MicroStation (dgn) Version J or older, or Universal (dxf) format. Please include the site address in this transmittal.
7. 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).
8. 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 if bathroom facilities are present.

**Please contact Eric Halvorson of the Traffic Engineering Division at 266-6527 if you have any questions regarding the following three (3) items:**

9. The applicant shall provide a clearly defined 5-foot wide walkway clear of all obstructions to assist citizens with disabilities, especially those who use a wheelchair or are visually impaired. Obstructions include but are not limited to tree grates, planters, benches, parked vehicle overhang, signage and doors that swing outward into walkway.
10. All pedestrian ramps shall be squared to the crosswalks to assist pedestrian movements.
11. When the applicant submits plans for approval, the applicant shall show the following on one contiguous plan: existing items in the terrace (e.g., signs and street light poles), type of surfaces, percent of slope, existing and proposed property lines, addresses, all easements, all pavement markings, building placement, adjacent driveway approaches to lots on either side and across the street, signage, semitrailer movements and vehicle routes, dimensions of radii, aisles, driveways, parking stall dimensions including the 2 feet overhang on a scaled drawing at 1" = 20'. Contact the Traffic Engineering Division if you have questions.

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

12. The Madison Fire Department does not object to this proposal provided the project complies with all applicable fire codes and ordinances. Additional discussions are required to evaluate the existing fire and life safety systems and how best to modify these systems to accommodate the proposed building changes.

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

13. 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 of the Madison Water Utility at 261-9243 if you have questions regarding the following item:**

14. The Madison Water Utility shall be notified to remove the water meters prior to demolition. All operating private wells shall be identified and permitted by the Madison Water Utility and all unused private wells shall be abandoned in accordance with MGO Sec. 13.21.

**Please contact my office at 261-9632 if you have any questions regarding the following four (4) items:**

15. The development plans shall be revised for final Planning Division approval prior to recording and the issuance of building permits as follows:
  - a.) Provide a detailed breakdown of the existing and proposed gross floor area and leasable retail space in the overall mall core building, including the data for the buildings not included with this project scope (Macy's, Metcalfe's Sundance, etc.);
  - b.) Show the overall height of the brick piers and screen panels proposed to screen the loading dock;
  - c.) Provide dimensions for the sidewalk between the proposed eastern wall and Price Place and the new east-west walkway on Sheet L101.
16. That the applicant submit building elevations and any other relevant materials to the Planning Division for approval of the exterior finishes of individual tenant spaces. Such plans shall include contextual information showing the relationship between the exterior finishes proposed and the remainder of the retail corridor.
17. That no utilities, water meters, air conditioning units, telephone or electric equipment storage, or exhaust vents be located in any yard of the building adjacent to a public street or private drive. All such equipment regardless of location shall be adequately screened from public view.
18. This Amended PD-GDP-SIP shall be subject to the existing 2010 zoning text for Hilldale Shopping Center.

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

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

After the planned unit development has been revised per the above conditions, please file **nine (9) sets** of complete, fully dimensioned, and to-scale plans, 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.

Upon receipt of the aforementioned plans, documents and fees, and upon determining that they are complete, the Zoning Administrator shall record them with the Dane County Register of Deeds Office. The recorded originals will be returned to the applicant, with the recording information noted, when the Register of Deeds has completed the recording process.

If this plan is not recorded within one year of the date of approval by the Common Council, the approval shall be null and void. No construction or alteration of the property included in this application shall be permitted until a Specific Implementation Plan (SIP) has been approved and recorded.

Within thirty-six (36) months of Common Council approval of the general development plan, the basic right of use for the areas, when in conformity with the approved specific implementation plan, shall lapse and be null and void unless 1) the project, as approved, is commenced by the issuance of a building permit, or 2) if an application for an extension is filed at least thirty (30) days prior to the expiration of the thirty-six (36) month period and the Plan Commission, after a public hearing pursuant to Sec. 28.181(5), determines that no changes in the surrounding area or neighborhood since approval of the general development plan render the project incompatible with current conditions and grants an extension of up to twenty-four (24) months in which to obtain a building permit. In no case shall an extension allow a building permit to be issued more than sixty (60) months after approval of the general development plan by the Common Council. If a new building permit is required pursuant to sec. 29.06(4), Madison General Ordinances, a new petition and approval process shall be required to obtain general development plan approval and specific implementation plan approval.

If you have any questions regarding recording this plan or obtaining permits, please call Matt Tucker, Zoning Administrator, at 266-4551. If I may be of any further assistance, please do not hesitate to contact me at 261-9632.

Sincerely,

Timothy M. Parks  
Planner

- cc: Janet Dailey, City Engineering Division  
Eric Halvorson, Traffic Engineering Division  
Dennis Cawley, Madison Water Utility  
Pat Anderson, Assistant Zoning Administrator  
Kay Rutledge, Parks Division  
Bill Sullivan, Madison Fire Department

| 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 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:                   |