



Department of Planning & Community & Economic Development

## Planning Division

Katherine Cornwell, Director

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March 11, 2014

Kory Anderson  
General Engineering Co.  
916 Silver Lake Drive  
PO Box 340  
Portage, Wisconsin 53901

RE: Approval of a request to rezone 2405 Vondron Road from Temporary A (Agricultural District) to IL (Industrial–Limited District) to provide permanent zoning for a recently attached property that will be developed with an office building (Terra Engineering & Construction).

Dear Mr. Anderson;

At its February 25, 2014 meeting, the Common Council **approved** your client’s request to rezone 2405 Vondron Road to the IL zoning district. The following conditions of approval shall be satisfied prior to final approval of this request and the issuance of permits for new construction:

**Please contact Janet Dailey of the City Engineering Division at 261-9688 if you have questions regarding the following nineteen (19) items:**

1. The pending Certified Survey Map application for this property shall be completed and recorded with the Dane County Register of Deeds prior to issuance of any building permits.
2. The applicant shall be responsible to obtain any agreements and/or easements that may be necessary with adjacent properties to construct the improvements shown on the site plans that are in close proximity to the exterior lot lines of the site.
3. The 10-foot wide Madison Gas & Electric gas main easement per Document No. 1393797 shall be shown on the site plan.
4. The address of the existing 2,400 square-foot building is 2405 Vondron Road; the address of the proposed new office building is 2409 Vondron Road.
5. The applicant shall provide additional information on where the “existing” ditch discharges to the public right of way or drainage system.
6. The applicant shall provide evidence of an ownership/maintenance agreement or private sanitary sewer easement for the private sanitary sewer mains throughout lot west of the property being developed (2317 Vondron Road.) This comment is only applicable if the existing building (that is

going to remain) will continue to be connected to this private sewer main and not be connected to the new sewer being built with the project.

7. Note: This parcel contains a closed BRRTS site (BRRTS site 03-13-001012) located on property.
8. The site plan shall identify lot and block numbers of recorded Certified Survey Map or Plat.
9. The applicant shall replace all sidewalk and curb and gutter abutting the property, which is damaged by the construction, or any sidewalk and curb and gutter that 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.
10. All work in the public right of way shall be performed by a City-licensed contractor.
11. All damage to the pavement on Vondron Road adjacent to this development shall be restored in accordance with the City's Pavement Patching Criteria.
12. 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.
13. Effective January 1, 2010, the Department of Commerce's authority to permit commercial sites with over 1 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 NR216 and NR-151 but a separate permit submittal is now required to the WDNR for this work as well. The City of Madison cannot issue our permit until concurrence is obtained from the WDNR via their Notice of Intent Permit (NOI) or Water Resources Application for Project Permits (WRAPP) permit process. As this site is greater than 1 acre, the applicant is required by State Statute to obtain a WRAPP from the WDNR, prior to beginning construction. Contact Eric Rortvedt at 273-5612 of the WDNR to discuss this requirement.
14. Prior to approval, this project shall comply with MGO Section 37 regarding stormwater management. Specifically, this development is required to: detain the 2- and 10-year storm events; reduce TSS off of the proposed development by 80% when compared with the existing site; provide infiltration in accordance with Chapter 37 of Madison General Ordinances; provide oil & grease control from the first 1/2" of runoff from parking areas, and; 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 MGO.
15. The applicant shall submit, prior to plan sign-off, digital CAD files to the Land Records Coordinator in the City Engineering Division. (Lori Zenchenko) [izenchenko@cityofmadison.com](mailto:izenchenko@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.

16. 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).
17. 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.
18. All outstanding Madison Metropolitan Sewerage District (MMSD) are due and payable prior City Engineering Division sign-off, unless otherwise collected with a Developer's / Subdivision Contract. Contact Janet Dailey (261-9688) to obtain the final MMSD billing a minimum of 2 working days prior to requesting City Engineering Division signoff.
19. City of Madison Environmental Projects staff have reviewed the subject site and determined that a Phase I ESA **will** be required of the applicant. The applicant shall provide 1 digital and 2 hard copies of an ASTM Phase I ESA prepared by an environmental professional. Staff review of this Phase I ESA will determine if a further investigative Phase II ESA is also required. Please submit any relevant Phase I and Phase II ESAs to Brynn Bemis (267-1986, [bbemis@cityofmadison.com](mailto:bbemis@cityofmadison.com)) for further review.

**Please contact Eric Halvorson of the Traffic Engineering Division at 266-6527 if you have any questions regarding the following five (5) items:**

20. Pedestrian walkways within a live travel area are not a safe pedestrian accommodation. The pedestrian walk way connecting the proposed building and the public right-of-way should be moved to the north of the drive isle and secured with 6-inch curb. The pedestrian walkway shall be a minimum of 4 feet wide.
21. When the applicant shall submit 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 and proposed 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, semitrailer movements and vehicle routes, dimensions of radii, aisles, driveways, stalls including the 2 feet overhang, and a scaled drawing at 1" = 20'. Contact City Traffic Engineering if you have questions.
22. 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.

23. Public signing and marking related to the development may be required by the City Traffic Engineer for which the developer shall be financially responsible.
24. All parking facility design shall conform to standards in MGO Section 10.08(6).

**Please contact Pat Anderson, Assistant Zoning Administrator, at 266-5978 if you have any questions regarding the following five (5) items:**

25. Parking and loading shall comply with MGO Section 28.141(13): Provide one 10' x 35' loading area with 14 feet of vertical clearance to be shown on the plan. The loading area shall be exclusive of drive aisle and maneuvering space.
26. Bike parking shall comply with MGO Section 28.141: Provide the minimum bike parking stalls in a safe and convenient location on an impervious surface on the final plan. Bike parking shall comply with Table 28I-3; include a bike rack detail showing compliance with Sec. 28.141(11).
27. Provide landscape plans pursuant to MGO Section 28.142, Landscape Plan and Design Standards. Landscape plans for zoning lots greater than 10,000 square feet in size must be prepared by a registered landscape architect.
28. If provided, exterior lighting provided shall be in accordance with MGO Section 10.085. Provide an exterior lighting plan and fixture cut sheets, with the final plan submittal.
29. Parking requirements for persons with disabilities must comply with MGO Section 28.141(4)(e). The final plans shall show the required accessible stalls, including van accessible stalls.

**Please contact Dennis Cawley of the Madison Water Utility at 261-9243 if you have any questions regarding the following two (2) items:**

30. This lot will require a new water service lateral connected to a public water main.
31. Per MGO Section 13.21, all wells located on this property shall be abandoned if no valid well operation permit has been obtained from the Madison Water Utility.

**Please contact my office at 261-9632 if you have any questions about the following item:**

32. Provide a lot coverage calculation for the project per the definition in Section 28.211 of the Zoning Code. Lot coverage for this development shall not exceed the 75% maximum in the proposed IL zoning district.

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

**Please be reminded that during its review of the project, members of the Plan Commission asked that the applicant be considerate of the residents located to the north of the site across the railroad tracks during and after construction.**

**NOTE: A letter regarding the related land division of the subject property and any conditions of approval related thereto will be sent separately.**

**Please now follow the procedures listed below for obtaining permits for your project:**

1. After the plans have been revised to address any of the comments or conditions listed above, please file **eight (8) 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 Zoning staff to the City department staff listed above for their final approval prior to the issuance of building permits.
  
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.

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 may be of any further assistance, please do not hesitate to contact my office at 261-9632.

Sincerely,

Timothy M. Parks  
 Planner

cc: Janet Dailey, City Engineering Division  
 Eric Halvorson, Traffic Engineering Division  
 Pat Anderson, Asst. Zoning Administrator  
 Dennis Cawley, Madison Water Utility  
 Bill Sullivan, Madison Fire Department

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

  

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*Signature of Applicant*

  

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*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 type="checkbox"/>	Parks Division
<input checked="" type="checkbox"/>	City Engineering	<input 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: