



Department of Planning & Community & Economic Development

Planning Division

Katherine Cornwell, Director

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August 12, 2016

Joel Jackson
Bishop Engineering
3501 104th Street
Urbandale, IA 50322

RE: Approval of both a Demolition Permit and Conditional Use to demolish the existing street facing façade and remove the existing indoor play area for the purpose of constructing various site improvements and building renovations at **2901 Dryden Dr.**

Dear Mr. Jackson:

At its August 8, 2016 meeting, the Plan Commission **approved** both of your requests for a Demolition Permit and Conditional Use to demolish the existing street facing façade and remove the existing indoor play area for the purpose of constructing various site improvements and building renovations, both interior and exterior at **2901 Dryden Dr.** In order to receive final approval of the demolition permit and conditional use, and for any necessary permits to be issued, the following conditions must be met:

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

1. 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; semi-trailer movement and vehicle routes; dimensions of radii; and percent of slope.
2. 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.
3. All parking facility design shall conform to the standards, as set in Section 10.08(6), MGO.

Please contact Jenny Kirchgatter, Assistant Zoning Administrator at 266-4429 if you have questions regarding the following nine (9) items:

1. Section 28.185(7)(a)(5), MGO requires that if a demolition or removal permit is approved, it shall not be issued until the reuse and recycling plan is approved by the Recycling Coordinator, Bryan Johnson

(608-266-4682).

2. Pursuant to Section 28.185(10), MGO, every person who is required to submit a reuse and recycling plan pursuant to Section 28.185(7)(a)(5), MGO shall submit documents showing compliance with the plan within sixty (60) days of completion of demolition.
3. Pursuant to Section 28.185(9)(a), MGO a demolition or removal permit is valid for one (1) year from the date of the Plan Commission.
4. The Applicant shall submit a landscape plan and landscape worksheet stamped by the registered landscape architect. Per Section 28.142(3), "*Landscape Plan and Design Standards*", MGO, landscape plans for zoning lots greater than ten thousand (10,000) square feet in size must be prepared by a registered landscape architect.
5. Screening is required adjacent the Zoning district boundary along the east and south property lines. Screening shall be provided along side and rear property boundaries between commercial/mixed-use districts and residential districts. Screening shall consist of a solid wall, solid fence, or hedge with year-round foliage, between six (6) and eight (8) feet in height. Submit a detail of the screening fence with the final plans.
6. The Applicant shall submit a detail of the trash enclosure. The trash enclosure shall be screened on four (4) sides (including a gate for access) by a solid, commercial-grade wood fence, wall, or equivalent material with a minimum height of six (6) feet and not greater than eight (8) feet.
7. The Applicant shall submit a rooftop plan showing the location of any proposed rooftop mechanical equipment and screening. All rooftop equipment shall be screened from view from adjacent streets and public rights-of-way per Sections 28.060(2)(f) and 28.142(9)(d), MGO. Screens shall be of durable, permanent materials that are compatible with the primary building materials. Provide a detail of any proposed rooftop mechanical screens.
8. Exterior lighting provided shall be in accordance with Section 10.085, MGO. Provide an exterior lighting plan and fixture cut sheets with the final plan submittal.
9. Signage approvals are not granted by the Plan Commission. Signage must be reviewed for compliance with Chapter 31 Sign Codes of the Madison General Ordinances. Signage permits are issued by the Zoning Section of the Department of Planning and Community and Economic Development.

Please contact Janet Schmidt, Parks Division, at 266-4714 if you have questions regarding the following two (2) items:

1. Additional street trees are needed for this project. All street tree planting locations and trees species within the right-of-way shall be determined by City Forestry. Please submit a site plan (in PDF format) to Brian Meiller – bmeiller@cityofmadison.com or 266-4816. 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>.

2. Existing street trees shall be protected. Please include the following note on the site plan: Contractor shall install tree protection fencing in the area between the curb and sidewalk and extend it at least 5 feet from both sides of the tree along the length of the terrace. No excavation is permitted within 5 feet of the outside edge of a tree trunk. If excavation within 5 feet of any tree is necessary, contractor shall contact City Forestry (266-4816) prior to excavation to assess the impact to the tree and root system. Tree pruning shall be coordinated with City Forestry. Tree protection specifications can be found in section 107.13 of City of Madison Standard Specifications for Public Works Construction - <http://www.cityofmadison.com/business/pw/documents/StdSpecs/2013/Part1.pdf>. Any tree removals that are required for construction after the development plan is approved will require at least a 72 hour wait period before a tree removal permit can be issued by Forestry, to notify the Alder of the change in the tree plan.

Please contact Tim Sobota, Metro Transit, at 261-4289 if you have questions regarding the following two (2) items:

1. Metro Transit would support the applicant, if they wanted to pursue the installation of a transit passenger amenity as part of their landscape improvements near the pedestrian access to Northport Drive and the existing bus stop location.
2. The Applicant could identify a privately owned and maintained seating amenity to be installed in this area, adjacent the pedestrian access to the public sidewalk - or the applicant would be welcome to draft and record an official easement document, granting the City of Madison an approximately 10'x6' space adjacent the existing City right-of-way - for the City to install and maintain a public amenity such as a passenger waiting shelter with bench.

Specific questions regarding the comments or conditions in this letter should be directed to the commenting agency. No building permits shall be issued until the Applicant has met all of the conditions of approval stated in this letter.

For obtaining your conditional use, please follow the procedures listed below:

1. Please revise your plans per the above conditions and submit six (6) copies of a complete, fully dimensioned and scaled plan set to the Zoning Administrator for final review and comment. This submittal shall all also include one complete digital plan set in PDF format. 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, MGO, and any other documentation requested herein by the Zoning Administrator, located in Room LL-100, Madison Municipal Building, 215 Martin Luther King, Jr. Blvd., Madison, WI 53701. The sets of final revised plans or documents will be circulated by the Zoning staff to the City department staff listed above for final approval.
2. The Madison Water Utility shall be notified to remove the water meters prior to demolition. 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. 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.
4. This letter shall be signed by the Applicant to acknowledge the conditions of approval and returned to the Zoning Administrator.
6. A reuse and recycling plan approved by the Recycling Coordinator is required by ordinance prior to the issuance of a wrecking permit. The reuse and recycling plan shall be submitted along with the resubmittal of site plans for forwarding to the Recycling Coordinator.
7. 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.
8. 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.
9. 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, or building permits, please contact the Zoning Administrator at 266-4429. If you have any questions, or if I may be of any further assistance, please do not hesitate to contact my office at 267-8733.

Sincerely,



Jessica Vaughn, AICP
Planner

cc: Eric Halvorson, Traffic Engineering
Jenny Kirchgatter, Zoning
Janet Schmidt, Park Division
Tim Sobota, Metro Transit
Recycling Coordinator

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

Signature of Applicant

Signature of Property Owner (if not the applicant)

For Official Use Only, Re: Final Plan Routing			
<input checked="" type="checkbox"/>	Planning Div. (Vaughn)	<input checked="" type="checkbox"/>	Zoning Administrator
<input type="checkbox"/>	City Engineering	<input checked="" type="checkbox"/>	Parks Division
<input type="checkbox"/>	Engineering Mapping Sec.	<input type="checkbox"/>	Urban Design Commission
<input type="checkbox"/>	Traffic Engineering	<input checked="" type="checkbox"/>	Recycling Coord. (R&R)
<input type="checkbox"/>	Fire Department	<input checked="" type="checkbox"/>	Other: Metro Transit