



Department of Planning & Community & Economic Development

## Planning Division

Heather Stouder, Director

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November 10, 2016

Garret Perry  
design studio etc  
330 West Lakeside Street  
Madison, WI 53715

RE: Approval of an alteration to an approved conditional use “planned multi-use site” to allow a revised parking lot layout with an entrance plaza and outdoor seating area for a grocery store tenant at the Northside Town Center at **2801-2921 North Sherman Avenue**

Dear Mr. Perry:

At its November 7, 2016 meeting, the Plan Commission, meeting in regular session, approved your request for an alteration to an approved conditional use “planned multi-use site” to allow a revised parking lot layout with an entrance plaza and outdoor seating area for a grocery store tenant at the Northside Town Center at 2801-2921 North Sherman Avenue. In order to receive final approval of the conditional use and for permits to be issued, the following conditions must be met:

**Please contact Jeff Quamme, Engineering Division-Mapping at 266-4097 if you have questions regarding the following item:**

1. The site plan shall identify lot numbers and the Lot lines of the recorded Certified Survey Map No. 10560.

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

2. The applicant shall install pavement markings, paint curb and install bollards at and around the proposed terrace sidewalk area. This will be done to assist motor vehicles to navigate an atypical parking lot configuration and protect pedestrians frequenting this site.
3. 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; semitrailer movement and vehicle routes; dimensions of radii; and percent of slope.
4. 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.

5. 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.
6. All parking facility design shall conform to MGO standards, as set in section 10.08(6).
7. The applicant shall provide a clearly defined 5' walkway clear of all obstructions to assist citizens with disabilities, especially those who use a wheel chair 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.

**Please contact Jenny Kirchgatter, Assistant Zoning Administrator at 266-4429 if you have questions regarding the following six (6) items:**

8. Provide an updated Parking Lot Information Block with numbers of existing and proposed auto stalls, accessible stalls, and bicycle stalls.
9. Bicycle parking shall comply with the requirements of Sections 28.141(4)(g) and 28.141(11). Provide a minimum of one (1) bicycle stall per 2,000 sq. ft. of floor area located in a convenient and visible area on a paved or impervious surface. Clearly label and provide a count of the proposed bike stalls. Note: A bicycle stall is a minimum of two (2) feet by six (6) feet with a five (5) foot wide access area. Provide a detail of the proposed bike rack.
10. Submit the landscape plan and landscape worksheet stamped by the registered landscape architect. Per Section 28.142(3) Landscape Plan and Design Standards, landscape plans for zoning lots greater than ten thousand (10,000) square feet in size must be prepared by a registered landscape architect.
11. Provide details showing that the proposed landscape islands and the existing landscape island with proposed trees contain a minimum of 75% vegetative cover. Per Sections 28.142(3)(c) and 28.142(4)(e), planting beds or planted areas must contain at least 75% vegetative cover mulched. Mulch shall consist of shredded bark, chipped wood or other organic material installed at a minimum depth of two (2) inches.
12. Verify whether new parking lot or site lighting will be installed. New parking lot lighting must comply with City of Madison General Ordinances Section 10.085 outdoor lighting standards. If exterior site lighting is provided, submit an exterior lighting plan and fixture cut sheets with the final plan submittal.
13. Per Section 28.186(4)(b), the property owner or operator is required to bring the property into compliance with all elements of the approved site plans by the date established by the Zoning Administrator as part of the site and building plan approval. Work with Zoning staff to establish a final site compliance date.

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

14. Provide an updated fire apparatus access plan as required by IFC 503 2015 edition, MGO 34.503. The plan shall address the fire lane widths and turn radii that may be impacted by the proposed seating area.

**Please contact Tim Sobota, Metro Transit at 261-4289 if you have questions regarding the following four (4) items:**

15. The applicant shall install and maintain an accessible pedestrian connection between the public sidewalk and bus stop zone on the east side of N Sherman Avenue, and the northwest corner of the parking field containing the proposed customer plaza improvements. This pedestrian connection must comply with standards set out by the Americans with Disabilities Act. [See attached file '2921nsa\_METRO.pdf]
16. The applicant shall include the location of these transit accessibility amenities on the final documents filed with their permit application so that Metro Transit may review and approve the design.
17. The applicant might consider the potential to additionally connect this northwest corner of the parking field, with the customer plaza area on the south end of the parking lot, with a dedicated pedestrian walkway - if future improvements were to occur in the overall parking area.
18. Metro Transit operates daily transit service along N Sherman Avenue towards the Northport Drive intersection, adjacent the project site. Bus stop ID #5823 is immediately north of the proposed development parcel, at the crosswalk between the entry drive and Warner Park (to the west).

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

**Please now follow the procedures listed below for obtaining your conditional use:**

1. Please revise your plans per the above conditions and submit seven (7) copies of a complete, fully dimensioned and scaled 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. This submittal shall all also include one complete digital plan set in PDF format. The final site plan shall be accompanied by 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, 126 South Hamilton Street. 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.
2. This letter shall be signed by the applicant to acknowledge the conditions of approval and returned to the Zoning Administrator when requesting conditional use approval.
3. 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.

- 5. 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.
- 6. 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, demolition or building permits, 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: Brenda Stanley, City Engineering Division  
Eric Halvorson, Traffic Engineering Division  
Bill Sullivan, Fire Department  
Jenny Kirchgatter, Zoning  
Tim Sobota, Metro Transit

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

  

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*Signature of Applicant*

  

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*Signature of Property Owner (if not the applicant)*

For Official Use Only, Re: Final Plan Routing			
<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 checked="" type="checkbox"/>	Other: METRO