



Department of Planning & Community & Economic Development

Planning Division

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January 12, 2017

Steve Shulfer
Shulfer Architects, LLC
7780 Elmwood Ave., Suite 208
Middleton, WI 53562

RE: Approval of a Zoning Map Amendment to rezone the project site from PD-GDP to PD-SIP to construct a nine-unit townhome-style residential building at **301 Cross Oak Dr.**

Dear Mr. Shulfer:

At its January 9, 2017 meeting, the Plan Commission **forwarded** your request to rezone the project site from PD-GDP to PD-SIP to the Common Council with a recommendation of approval. **Please note that final approval of the rezoning request is subject to review and consideration by the Common Council at its January 17, 2017 meeting.** In order to receive final approval of the PD-SIP and for any necessary permits to be issued, the following conditions must be met:

Please contact my office at 267-8733 if you have questions regarding the following seven items:

1. The Applicant shall obtain final approval from the Urban Design Commission prior to submitting plans for final sign-off.
2. Prior to submitting to the Urban Design Commission, the Applicant shall continue to work with Planning and Urban Design staff to refine the building design and location to create a more positive relationship with the street and reduce blank wall expanses. Consideration should be given to:
 - Refining the site grading to bring the building entries closer to grade and reducing the front yard setback to be more in line with the PD requirements (10-foot minimum).
 - Incorporate additional windows on the north building façade.
 - Limit the overall number of materials and minimize architectural detailing to reflect a building design that is more uniform as it relates to individual units, including minimizing the vertical elements, and a material palette that reflects a more residential character, including removing metal elements.
3. Final details shall be approved by staff for consistency with the UDC final approval and incorporation of the above comments.
4. The Applicant shall continue to work with Planning and Urban Design staff, and City Engineering Staff to better integrate the detention pond into the site design as an amenity in conjunction with improving the at-grade passive open space provided on site. Consideration should be given to the

overall integration of the pond area into the site and design in terms of providing a shared, passive at-grade open space amenity. Final details shall be approved by Planning Division staff.

5. The Applicant shall revise the Site Plan, Sheet A1.1 to include the property line dimensions.
6. The Applicant shall revise the Sheet A1.1 to include the property legal description in the Site Statistics Table.
7. As shown on Sheet A1.1, there are rectangular building wings shown on either end of the building that do not correspond to any other sheet in the plan set. The Applicant shall revise the plans as necessary.

Please contact Tim Troester, City Engineering, at 267-1995 if you have questions regarding the following 15 items:

1. There are two existing sanitary laterals stubbed into the property and only one lateral is proposed to be used. If only one lateral is to be utilized by this development, applicant shall take out a sewer plug permit for the second unused lateral.
2. Lower Badger Mill Creek Stormwater and South Point Lift Station impact fees that are due must be paid prior to issuance of a building permit for construction on 301 Cross Oak Dr.
3. 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 (POLICY).
4. The Applicant shall submit, prior to plan sign-off but after all revisions have been completed, a digital CAD file (single file) to the Engineering Division with any private storm and sanitary sewer utilities. The digital CAD file shall be to scale and represent final construction. The CAD file shall be in a designated coordinate system (preferably Dane County WISCRS, US Ft). The single CAD file submittal can be either AutoCAD (dwg) Version 2013 or older, MicroStation (dgn) V8i Select Series 3 or older, or Universal (dxf) format and shall contain the 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) Lot lines or parcel lines if unplatted
 - g) Lot numbers or the words unplatted
 - h) Lot/Plat dimensions
 - i) Street names
 - j) Private on-site sanitary sewer utilities (including all connections to public sanitary)
 - k) Private on-site storm sewer utilities (including all connections to public storm)

All other levels (contours, elevations, etc) are not to be included with this file submittal.

NOTE: Email CAD file transmissions are preferred to: bstanley@cityofmadison.com (East) or ttroester@cityofmadison.com (West). Include the site address in the subject line of this transmittal. Any changes or additions to the location of the building, sidewalks, parking/pavement, private on-site sanitary sewer utilities, or private on-site storm sewer utilities during construction will require a new CAD file.

5. The Applicant shall submit, prior to plan sign-off but after all revisions have been completed, digital PDF files to the Engineering Division. Email PDF file transmissions are preferred to: bstanley@cityofmadison.com (East) or ttroester@cityofmadison.com (West). The digital copies shall be to scale, and shall have a scale bar on the plan set. (POLICY and Section 37.09(2), MGO). PDF submittals shall contain the following information:
 - 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) Lot lines or parcel lines if unplatted
 - g) Lot numbers or the words unplatted
 - h) Lot/Plat dimensions
 - i) Street names
 - j) Stormwater Management Facilities
 - k) Detail drawings associated with Stormwater Management Facilities (including if applicable planting plans).
6. The Applicant shall submit a draft Stormwater Management Maintenance Agreement (SWMA) for review and approval that covers inspection and maintenance requirements for any BMP used to meet stormwater management requirements on this project. Include copies of all stormwater, utility, and detail plan sheets that contain stormwater practices on 8.5x14 size paper in the draft document. These drawings do not need to be to scale as they are for informational purposes only. Once City Engineering staff have reviewed the draft document and approved it with any required revisions submit a signed and notarized original copy to City Engineering. Include a check for \$30.00 made out to Dane County Register of Deeds for the recording fee. City Engineering will forward the document and fee for recording at the time of issuance of the stormwater management permit. Draft document can be emailed to Tim Troester (west) at ttroester@cityofmadison.com, or Jeff Benedict at jbenedict@cityofmadison.com final document and fee should be submitted to City Engineering.
7. The Applicant shall demonstrate compliance with Sections 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 5.0 tons per acre per year.
8. For Commercial sites < 1 acre in disturbance the City of Madison is an approved agent of the Department of Commerce and WDNR. As this project is on a site with disturbance area less than one

(1) acre, and contains a commercial building, the City of Madison is authorized to review infiltration, stormwater management, and erosion control on behalf of the Department of Commerce. No separate submittal to Commerce or the WDNR is required (NOTIFICATION).

9. Prior to approval, this project shall comply with Chapter 37, MGO regarding stormwater management. Specifically, this development is required to provide infiltration in accordance with Chapter 37, MGO.
10. 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.
11. Prior to approval, this project shall comply with Chapter 37, MGO regarding stormwater management. Specifically, this site shall provide substantial thermal control.
12. The Applicant's utility contractor shall obtain a connection permit and excavation permit prior to commencing the storm sewer construction (Section 37.05(7), MGO). This permit application is available on line at: <http://www.cityofmadison.com/engineering/permits.cfm>.
13. Storm sewer to serve this development has been designed and constructed. The site plans shall be revised to identify the location of this storm sewer and to show connection of an internal drainage system to the existing public storm sewer (POLICY AND Sections 10.29 and 37.05(7)(b), MGO).

The Applicant shall provide the City Engineer with a survey indicating the grade of the existing sidewalk and street. The Applicant shall hire a Professional Engineer to set the grade of the building entrances adjacent to the public right-of-way. The Applicant shall provide the City Engineer the proposed grade of the building entrances. The City Engineer shall approve the grade of the entrances prior to signing-off on this development (POLICY).

13. The Applicant shall replace all sidewalk and curb and gutter which abuts the property which is damaged by the construction or any sidewalk and curb and gutter which 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 (POLICY).
14. All work in the public right-of-way shall be performed by a City licensed contractor (Sections 16.23(9)(c)(5) and 23.01, MGO).
15. All damage to the pavement on Commerce Dr & Watts Rd, adjacent to this development shall be restored in accordance with the City of Madison's Pavement Patching Criteria. For additional information please see the following link: <http://www.cityofmadison.com/engineering/patchingCriteria.cfm> (POLICY).

Please contact Eric Halvorson, Traffic Engineering at 266-6527 if you have questions regarding the following four 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; semitrailer movement and vehicle routes; dimensions of radii; and percent of slope.

2. 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.
3. 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.
4. All parking facility design shall conform to Section 10.08(6), MGO.

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

1. Show the height of the proposed building on the elevations. The maximum height is 45 feet per the approved and recorded Cardinal Glen Master Plan. Height is the average of the height of all building facades. For each facade, height is measured from the midpoint of the existing grade to the highest point on the roof of the building or structure. No individual facade shall be more than fifteen percent (15%) higher than the maximum height of the zoning district.
2. Provide a minimum of one (1) bicycle stall per dwelling unit. Identify the location of the bicycle stalls on the plans. Submit a detail of the model of bike rack to be installed, including wall mounted or vertical style bike racks.
3. Show the refuse disposal area on the site plan. All developments, except single family and two family developments, shall provide a refuse disposal area. If the refuse disposal area is located outside the building, it 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. Submit a detail of the trash enclosure if provided outside the building.
4. 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.
5. Signage approvals are not granted by the Plan Commission. Signage must be reviewed for compliance with Chapter 31 and Section 33.24, MGO, regarding sign controls and urban design guidelines. Signage permits are issued by the Zoning Section of the Department of Planning and Community and Economic Development.

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

1. The Madison Fire Department does not object to this proposal provided the project complies with all applicable fire codes and ordinances.

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

1. City Forestry will evaluate the terrace for new street tree plantings upon completion of the project. If there is space for new trees, City Forestry will schedule planting and assess the cost of the initial planting to the property owner.
2. Note: Lot 159 of the Cardinal Glenn Plat has previously paid impact fees. There are no impact fees due for this development.

Please contact Adam Wiederhoeft, Water Utility, at 266-9121 if you have any questions regarding the following two items:

1. Note that the existing water lateral, which is shown on the utility plan to be 6-inch diameter, is 8-inch diameter.
2. Water Service Application Form and fees must be submitted before connecting to the existing water system. Provide at least two working days notice between the application submittal and the requested installation or inspection appointment. Application materials are available on the Water Utility's Plumbers & Contractors website (<http://www.cityofmadison.com/water/plumberscontractors>), otherwise they may be obtained from the Water Utility Main Office at 119 E Olin Ave. A licensed plumber signature is required on all water service applications. For new or replacement services, the property owner or authorized agent is also required to sign the application. If you have questions regarding water service applications, please contact Madison Water Utility at (608) 266-4646.

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

1. The proposed development is outside Metro Transit's service area. The closest bus stop with scheduled bus service is about one and one half miles walking distance and the units would be greater than the $\frac{3}{4}$ -mile regulatory distance from all day scheduled bus service. This disqualifies any trips at this location for passengers who might otherwise be eligible for door-to-door paratransit service.
2. The pedestrian access between this site and the scheduled bus service, located in the Junction Road and Mineral Point Road intersection includes approximately $\frac{3}{4}$ of a mile travel along the unimproved shoulder of County Highway S (Posted 45 mph).

Please contact Jeff Quamme, City Engineering Review Mapping, at 266-4097 if you have questions regarding the following two items:

1. The landscaping plan shows a substantial amount of landscaping within the public utility easement along Cross Oak Drive. The Applicant shall be aware that this landscaping is subject to the rights of the public utilities to install and maintain their facilities within that easement area. Moving as much of the landscaping outside of the easement is recommended.
2. The townhouse front doors all face Silicon Prairie Parkway, therefore all will have a Silicon Prairie Parkway address. Submit a PDF of the overall first floor plan to izenchenko@cityofmadison.com so that the townhouse addresses can be developed prior to plans being submitted for permit review. 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.

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 **nine** copies of a complete, fully dimensioned and scaled plan set to the Zoning Administrator for final review and comment. This submittal shall 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 at 126 S Hamilton St., 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. 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.
3. This letter shall be signed by the Applicant to acknowledge the conditions of approval and returned to the Zoning Administrator.
4. The approval is valid for one (1) year from the date of the Common Council approval unless construction is under way, or a valid building permit is issued and construction commenced within six months of the issuance of said building permit. Where the plans have not been altered from the Common Council's approval, the Director of Planning and Community and Economic Development may, after consultation with the Alderperson of the District, approve an extension for up to 24 months from the expiration date.

If you have any questions regarding obtaining your conditional use, 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 267-8733.

Sincerely,



Jessica Vaughn, AICP
Planner

- cc: Tim Troester, City Engineering
Eric Halvorson, Traffic Engineering Division
Jenny Kirchgatter, Zoning
Bill Sullivan, Fire Department
Janet Schmidt, Parks Division
Adam Wiederhoeft, Water Utility
Jeff Quamme, City Engineering Review Mapping

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 checked="" type="checkbox"/>	City Engineering	<input checked="" type="checkbox"/>	Parks Division
<input checked="" type="checkbox"/>	Engineering Mapping Sec.	<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 checked="" type="checkbox"/>	Other: Water Utility