



Department of Planning & Community & Economic Development

## Planning Division

Heather Stouder, Director

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September 20, 2017

Brandon Adler  
Bouril Design Studio, LLC  
6425 Odana Road  
Madison, Wisconsin 53719

RE: Approval of a demolition permit to demolish greater than fifty (50) percent of a commercial building at 2003 Freeport Road (ID 48150; LNDUSE-2017-00071).

Dear Mr. Adler;

At its September 18, 2017 meeting, the Plan Commission found the standards met and **approved** your demolition permit for 2003 Freeport Road. The conditions of approval in the following sections shall be satisfied prior to issuance of demolition or building permits for the project.

**Please contact Jeff Quamme of the City Engineering–Mapping Section at (608) 266-4097 if you have any questions regarding the following eight (8) items, including the condition modified by the Plan Commission (#3):**

1. Provide the copy of the recorded access agreement for the access area used by this parcel over the lands located at 2009 Freeport Road.
2. Remove the excess pavement within the public right of way of Freeport Road that is not needed for permitted access to this site.
3. Remove gravel and pavement within this property between the designated stalls and the east property line. There shall be no vehicular access permitted between this property and the adjacent bike path/ former railroad corridor **unless an access agreement or lease has been granted by the Wisconsin Department of Transportation.**
4. It has been shown that the building at 1921 Freeport Road substantially encroaches onto this property at 2003 Freeport. Previous site plans do not acknowledge an encroachment. Engineering Mapping has some concern with the position of the north property line of this property as shown on this plan when evaluating information contained within City Engineering Mapping files. The applicant shall have the Surveyor contact Dan Sommer of City of Madison Engineering–Mapping to discuss this issue (266-4831).
5. The demolition plan shall note and show the approximate outline of the building that has already been demolished.

6. The map by the surveyor shows and monuments a boundary. The applicant shall provide a signed and stamped copy of the survey and a copy shall be filed at the County Surveyor's Office as required by statute.
7. The applicant shall submit to Jeff Quamme, prior to Engineering sign-off of the subject plat, one (1) digital CADD drawing and one (1) signed copy of the final plat/CSM to the Mapping/GIS Section of the Engineering Division either as hard copy or Adobe pdf format. The digital CADD file shall be submitted in the WisDOT County Coordinate System, Dane County Zone datum in either Auto CAD Version compatible with MicroStation Version V8i, MicroStation Version V8i or older or Universal DXF Formats. The digital CADD file(s) shall contain the minimum of the items stated below, each on a separate layer name/level number. All line work shall be void of gaps and overlaps that would cause any parcel, street or easement to not properly close. All line work orientation and geometrics shall match the dimensioning as labeled on the final recorded plat: a.) Right-of-Way lines (public and private); b) Lot lines; c) Lot numbers; d) Lot/Plat dimensions; e) Street names; and f) Easement lines (i.e. street, sanitary, storm (including wetland and floodplain boundaries) water, pedestrian/ bike/ walkway, or any public and/or private interest easement except local service for Cable TV, gas, electric and fiber optics).

\*This transmittal is a separate requirement from the required Engineering Streets Section for design purposes. The developer/surveyor shall submit new updated final plat, electronic data and a written notification to Engineering Mapping for any changes to the plat which occur subsequent to any original submittal of data and prior to final sign off.

8. Comments contained herein are for the demolition approval at 2003 Freeport. Any review or comments on the 2009 Freeport site to the south are not part of this review.

**Please contact Eric Halvorson of the Traffic Engineering Division at (608) 266-6527 if you have any questions regarding the following seven (7) items:**

9. The applicant shall secure the site per MGO 10.08. This can be accomplished by installing a substantial physical barrier along the eastern property line extended through the Verona Road right-of-way; approval for the extension of the fence through State of Wisconsin Department of Transportation (WisDOT) right-of-way shall be obtained by WisDOT prior to site plan approval. If the applicant is unable to secure WisDOT approval the applicant shall secure the site through install of a substantial barrier along the eastern and southern property lines.
10. All surfaces shall be improved with bituminous, or Portland Cement concrete pavement of brick surface in accordance with City of Madison standards and specifications per MGO Section 10.08.
11. Items in the right-of-way are not approvable though site plan approval. The applicant shall work with the City's Office of Real Estate Services to start the 'Privilege in Streets' process to obtain an Encroachment Agreement for items in the right-of-way (bicycle racks, planters, etc.). If an Encroachment agreement cannot be obtained, the applicant shall remove any such items and restore the terrace to City of Madison standards and specifications.
12. The applicant shall submit one contiguous plan showing proposed conditions and one contiguous plan showing existing conditions for approval. The plan drawing 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 2 feet of vehicle overhang; drive aisle dimensions; semitrailer movement and vehicle routes; dimensions of radii; and percent of slope.

13. All parking facility design shall conform to the standards in MGO Section 10.08(6).
14. 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.
15. 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.

**Please contact Jenny Kirchgatter, Assistant Zoning Administrator, 266-4429 if you have any questions regarding the following eight (8) items:**

16. Section 28.185(7)(a)5 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). Section 28.185(10) requires that every person who is required to submit a reuse and recycling plan pursuant to Section 28.185(7)(a)5 shall submit documents showing compliance with the plan within sixty (60) days of completion of demolition. A demolition or removal permit is valid for one (1) year from the date of the Plan Commission.
17. Obtain a building permit and certificate of occupancy for the remaining portion of the building at 2003 Freeport Road.
18. Bicycle parking for this project shall be provided per Section 28.141(4) and Table 28I-3 for the various uses in the development. Per Section 28.141(11), required bicycle parking shall comply with short-term bicycle parking requirements for the commercial uses, to be shown on the final plan sets. Work with Zoning staff to confirm the bicycle parking requirements for the existing uses. Show the dimensions of the bicycle stalls and the access aisles on the site plan. Note: A bicycle stall is a minimum two (2) feet by six (6) feet with a five (5)-foot wide access area. Provide a detail of the proposed bikerack.
19. 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 10,000 square feet in size must be prepared by a registered landscape architect. Identify and label the existing as well as proposed landscaping.
20. Show the refuse disposal area for the buildings at 2001 and 2003 Freeport Road 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.

21. 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.
22. 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.
23. 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.

**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 permits for your project:**

1. After the plans have been revised per the above conditions, please file **seven (7) 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. **This submittal shall all also include one (1) complete digital plan set in PDF format.** 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.
2. A demolition or removal permit is valid for one (1) year from the date of the Plan Commission. Where the plans have not been altered since issuance of the demolition or removal permit and the permit has expired, 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 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: Tim Troester, City Engineering Division  
Jeff Quamme, City Engineering Division–Mapping Section  
Eric Halvorson, Traffic Engineering Division  
Jenny Kirchgatter, Assistant Zoning Administrator

<b>LNDUSE-2017-00071</b>			
<b>For Official Use Only, Re: Final Plan Routing</b>			
<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 (EP)	<input type="checkbox"/>	Recycling Coord. (R&R)
<input checked="" type="checkbox"/>	Fire Department	<input type="checkbox"/>	Other:
<input type="checkbox"/>	Water Utility (EP)	<input type="checkbox"/>	Other: