



Department of Planning & Community & Economic Development

## Planning Division

Heather Stouder, Director

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July 21, 2017

Michelle Godfrey  
Oakwood Lutheran Senior Ministries  
6205 Mineral Point Road  
Madison, WI 53705

RE: Legistar #47448; Accela 'LNDUSE-2017-00052' -- Approval to amend a Planned Development - General Development Plan (PD-GDP), as well as approval of an Amended Planned Development - Specific Implementation Plan (PD-SIP) to construct a 73-unit independent-living building, a 30-unit assisted-living addition to an existing facility, and the renovation and expansion of an existing community center at **5565 Tancho Drive**.

Dear Ms. Godfrey:

At their July 18, 2017 meeting, the Common Council **approved** your zoning map amendment requests to approve an Amended General Development Plan (PD-GDP) and to approve a Specific Implementation Plan (PD-SIP) at 5565 Tancho Drive. This approval allows for the construction of a 73-unit independent-living building, a 30-unit assisted-living addition to an existing facility, and the renovation and expansion of an existing community center. This approval is subject to the below conditions of approval that shall be satisfied prior to final approval and sign-off of the plans, recording of the Planned Development, and the issuance of permits.

**Please contact Tim Troester of the City Engineering Division at (608) 267-1995 if you have questions related to these sixteen (16) items:**

1. Prior to approval, the owner or owner's representative shall obtain a permit to plug each private sanitary sewer main that connects to a public City sewer main. For each private sewer main to be plugged where it connect to the City sewer main or manhole, the owner shall complete a sewer plug permit. The permit application is available online at <http://www.cityofmadison.com/engineering/permits.cfm>. (MGO CH 35.02(14)).
2. This site has an existing stormwater mngt system and agreement. The changes and additions being made to the site require that the stormwater plan be updated and likely amended to accommodate the additional measures needed. The applicant shall submit new maintenance agreements and new stormwater plans and calculations to City Engineering for review and approval.
3. Sheet CU100 shows a Public City sewer being relocated. This will require the developer to enter into a developer agreement with the City.

4. 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)
5. All outstanding Madison Metropolitan Sewerage District (MMSD) charges are due and payable prior to Engineering sign-off, unless otherwise collected with a Developer's / Subdivision Contract. Contact Mark Moder (608-261-9250) to obtain the final MMSD billing a minimum of two (2) working days prior to requesting City Engineering signoff. (MGO 16.23(9)(d)(4))
6. 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](mailto:bstanley@cityofmadison.com) (East) or [troester@cityofmadison.com](mailto:troester@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.

7. 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 [troester@cityofmadison.com](mailto:troester@cityofmadison.com), or Jeff Benedict at [jbenedict@cityofmadison.com](mailto:jbenedict@cityofmadison.com) final document and fee should be submitted to City Engineering.
8. The Applicant shall submit prior to plan sign-off, electronic copies of any Stormwater Management Files including:

- a) SLAMM DAT files
  - b) RECARGA files
  - c) TR-55/HYDROCAD/Etc
  - d) 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. (POLICY and MGO 37.09(2))
9. 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](mailto:bstanley@cityofmadison.com) (East) or [ttroester@cityofmadison.com](mailto:ttroester@cityofmadison.com) (West). The digital copies shall be to scale, and shall have a scale bar on the plan set. (POLICY and MGO 37.09(2))  
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).
10. Provide additional detail how the enclosed depression(s) created by the parking entrance(s) to the below building parking area(s) is/are served for drainage purposes. The building must be protected from receiving runoff up through the 24-hr, 100-yr design storm. If the enclosed depression(s) is/are to be served by a gravity system provide calculations stamped by a Wisconsin P.E. that show inlet and pipe capacities meet this requirement. If the enclosed depression(s) is/are to be served by a pump system provide pump sizing calculations stamped by a Wisconsin P.E. or licensed Plumber that show this requirement has been met.
11. 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 5.0 tons per acre per year.
12. 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 of the Madison General Ordinances.
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. (MGO 16.23(9)(c)5) and MGO 23.01)

15. All damage to the pavement on Tancho Dr, American Pkwy, 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)
16. The construction of this project will require that the applicant shall enter into a City / Developer agreement for the required infrastructure improvements. The applicant shall contact City Engineering to schedule the development of the plans and the agreement. The City Engineer will not sign off on this project without the agreement executed by the developer. Obtaining a developer's agreement generally takes approximately 4-6 weeks, minimum. (MGO 16.23(9)c)

**Please contact Jeff Quamme, City Engineering Division - Mapping, at (608) 266-4097 if you have questions regarding the following four (4) items:**

17. Site plans indicate a change of route of the public sanitary sewer in the northwest corner of the site near the new Independent Living Addition. This will require partial or whole releases of Public Sanitary Sewer Easements per Doc No's 3919623 and 3965908 and a partial release of Public Sanitary Sewer Easement per Document No 2583797. Upon approval of the re-route by City Engineering, applicant shall prepare metes and bounds legal descriptions and scale map exhibits for the portions to be released and new easements to be created. They shall be provided to Engineering Land Records Coordinator Jeff Quamme for review. Upon approval of the exhibits and payment of the required \$500 administration fee (check payable to City of Madison Treasurer) to cover staff time and recording costs, a Real Estate project will be set up to accomplish the required documents.
18. Submit a PDF of all floor plans for each separate building to Lori Zenchenko ([Lzenchenko@cityofmadison.com](mailto:Lzenchenko@cityofmadison.com)); so that a preliminary building and preliminary interior addressing plan 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. Also provide a list of all existing addresses within the existing memory care, assisted living, and skill nursing buildings.
19. All site plan sheets shall show as a dark solid line the property division line between the two distinct ownerships within the site. The lot lines have been adjusted by Quit Claim Deed Doc No 3919625. Upon this being shown, if any portion of the new Assisted Living building addition crosses the property line, a Certified Survey Map will be required.
20. The site plan shall be revised to acknowledge the portion of the Public Sanitary Sewer Easement per Document No 2583797 that has been released by Document No. 3951305.

**Please contact Eric Halvorson, Traffic Engineering Division, at (608) 266-6572 if you have questions regarding the following eight (8) items:**

21. 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.
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. 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.
24. All parking facility design shall conform to MGO standards, as set in section 10.08(6).
25. Applicant shall work with Traffic Engineering to improve pedestrian accommodations through the site. Areas of particular concern are the new addition that seem to have no pedestrian access points and, the connection south of the new parking facility.
26. No design was submitted for the underground parking structure for review by Traffic Engineering. As such, the applicant can expect a full range of comments once submitted to ensure that the site is in compliance with MGO 10.08.
27. City of Madison radio systems are microwave directional line of sight to remote towers citywide. The building elevation will need to be reviewed by Traffic Engineering to accommodate the microwave sight and building. The applicant shall submit grade and elevations plans if the building exceeds four stories prior to sign-off to be reviewed and approved by Austin Scheib, (266-4766) Traffic Engineering Shop, 1120 Sayle Street. The applicant shall return one signed approved building elevation copy to the City of Madison Traffic Engineering office with final plans for sign off.
28. The proposed parking facility has not been properly dimensioned with the submittal. As such, Traffic Engineering is unable to provide an appropriate review, and if the parking geometrics are not in alignment with MGO 10.08 the applicant should expect revisions up to and including structural modifications to bring the site into compliance.

**Please contact Bill Sullivan, Fire Department, at (608) 261-9658 if you have questions regarding the following three (3) items:**

29. MFD will require updating site addressing and way finding signage to facility more efficient emergency responses to the complex.
30. It appears the existing Community Center is construction across a property line. A property line adjustment may be required as a result.
31. Provide fire apparatus access as required by IFC 503 2015 edition, MGO 34.503, as follows:

- a. The site plans shall clearly identify the location of all fire lanes.
- b. MGO 34.503/IFC 503 Appendix D105, Provide an aerial apparatus access fire lane that is at least 26-feet wide, if any part of the building is over 30 feet in height. The near edge of the aerial fire lane shall be within 30-feet and not closer than 15 feet from the structure, and parallel to one entire side. The aerial fire lane shall cover not less than 25% of the building perimeter.
- c. Provide a fire lane that extends to within 150-feet of all exterior portions of the structure, or it can be extended to within 250-feet if the building has a fire sprinkler system.

**Please contact Jenny Kirchgatter, Zoning Division, at (608) 266-4429 if you have questions regarding the following eight (8) items:**

32. The applicant proposes a development that does not comply with the bicycle parking requirements of Sections 28.141(4)(g) and 28.141(11). A Planned Development shall comply with all standards, procedures, and regulations of the Zoning ordinance that are applicable to the individual uses within the development, including the General Regulations of Subchapter 28I and the Supplemental Regulations of Subchapter 28J. Where the applicant proposes a development that does not comply with one or more of the regulations in those subchapters, they shall specifically request that the Plan Commission consider the application of those regulations in making its recommendations on the development, including specific language in the zoning text or depiction on the plans.
33. Bicycle parking for the Oakwood Village Prairie Ridge improvements shall be provided per Section 28.141(4) and Table 28I-3 as follows:
  - Independent living apartment building: 1 per unit up to 2-bedrooms plus ½ space per additional bedroom (73 stalls) 1 guest space per 10 units (7 stalls)
  - Assisted living addition: 1 per 4 units (7 stalls) plus 1 per 5 employees (TBD)
  - Community center addition: As per Zoning Administrator (10 stalls)
34. Per Section 28.141(11), required bicycle parking shall comply with short-term and long-term bicycle parking requirements for both residential and non-residential uses, to be shown on the final plan sets. Identify the locations of the bicycle stalls and label the dimensions of the stalls and the access aisles. Note: A bicycle stall is a minimum two (2) feet by six (6) feet with a five (5) foot wide access area. The access aisle must not be obstructed by vehicles, columns or other structures. Provide a detail of the proposed bike racks including any structured or wall mount bike racks.
35. Parking requirements for persons with disabilities must comply with Section 28.141(4)(e). Final plans shall clearly show the existing and proposed surface parking accessible stalls. The accessible stalls located in the underground parking garage of the independent living apartment building shall comply with dimensional requirements including the access aisles. A van accessible stall is a minimum of 8 feet wide with an 8-foot wide striped access aisle. Show the required signage at the head of the stalls.
36. Identify and label the building materials and colors for the independent living apartment building, assisted living addition, and community center addition. Provide a building materials and colors list.
37. Per the Supplemental Regulations for an Assisted Living Facility, Congregate Care Facility, or Skilled Nursing Facility (Section 28.151), submit a management plan for the assisted living addition portion of the facility.

38. 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.
39. 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 and Chapter 33 Urban Design District ordinances. Signage permits are issued by the Zoning Section of the Department of Planning and Community and Economic Development.

**Please contact Janet Schmidt, Parks Department, at (608) 261-9688 if you have questions regarding the following two (2) items:**

40. Park Impact Fees (comprised of the Park-Infrastructure Impact Fee, per MGO Sec. 20.08(2)) will be required for all new residential development associated with this project. This development is within the North Park - Infrastructure Impact Fee district. Please reference ID# 17128 when contacting Parks about this project.
41. The Applicant shall contact Janet Schmidt at [jschmidt@cityofmadison.com](mailto:jschmidt@cityofmadison.com) if they wish to further discuss options for deed restriction to lower the impact fee rate.

**Please contact Adam Wiederhoeft, Water Utility, at (608) 266-9121 if you have any questions regarding the following four (4) items:**

42. In regards to the proposed fire service main connection to the existing American Parkway water main – Water mains to be connected to the publicly owned distribution system at more than one point may be privately owned and maintained provided that a check valve is installed on the water main at each point of connection to the distribution system to prevent water from flowing back into the distribution system. Each check valve shall be located in a manhole or vault and shall be immediately preceded and followed by a buried or exposed shutoff valve on the main. The water supplier shall have access to the manholes and valves for inspection purposes. (per NR 811.68(3)).
43. Water main piping located in the public right of way shall be constructed in accordance with the City of Madison Standard Specifications for Public Works Construction.
44. A 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. A Water Meter Application Form will subsequently be required to size & obtain a water meter establish a Water Utility customer account and/or establish a Water Utility fire service account. If you have questions regarding water service applications, please contact Madison Water Utility at (608) 266-4646.
45. Madison Water Utility will be required to sign off as part of the approval review associated with this Land Use Application/Site Plan Review prior to the issuance of building permits for the proposed development.

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

**The applicant is also required to satisfy the conditions of approval of the Urban Design Commission prior to the final staff approval of the project and the issuance of building permits. You may contact me, the Acting Urban Design Commission Secretary, at (608) 261-9135 if you have any questions about those conditions.**

**Please now follow the procedures listed below:**

After the planned development has been revised per the above conditions, please submit nine (9) 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. 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 S. Hamilton Street. This submittal shall all also include one complete digital plan set in PDF format. 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.

Upon receipt of the aforementioned plans, documents and fees, and upon determining that they are complete, the Zoning Administrator shall record them with the Dane County Register of Deeds Office. The recorded originals will be returned to the applicant, with the recording information noted, when the Register of Deeds has completed the recording process.

If this plan is not recorded within one year of the date of approval by the Common Council, the approval shall be null and void. No construction or alteration of the property included in this application shall be permitted until a Specific Implementation Plan (SIP) has been approved and recorded. Within thirty-six (36) months of Common Council approval of the general development plan, the basic right of use for the areas, when in conformity with the approved specific implementation plan, shall lapse and be null and void unless 1) the project, as approved, is commenced by the issuance of a building permit, or 2) if an application for an extension is filed at least thirty (30) days prior to the expiration of the thirty-six (36) month period and the Plan Commission, after a public hearing pursuant to Sec. 28.181(5) determines that no changes in the surrounding area or neighborhood since approval of the general development plan render the project incompatible with current conditions and grants an extension of up to twenty-four (24) months in which to obtain a building permit. In no case shall an extension allow a building permit to be issued more than sixty (60) months after approval of the general development plan by the Common Council. If a new building permit is required pursuant to sec. 29.06(4), Madison General Ordinances, a new petition and approval process shall be required to obtain general development plan approval and specific implementation plan approval.

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. All operating private wells shall be identified and permitted by the Madison Water Utility and all unused private wells shall be abandoned in accordance with MGO Sec. 13.21.

If you have any questions regarding recording this plan or obtaining permits, please call Matt Tucker, Zoning Administrator, at (608) 266-4551. If I may be of any further assistance, please do not hesitate to contact me at (608) 261-9135.



Sincerely,



Chris Wells  
Planner

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

<b>For Official Use Only, Re: Final Plan Routing</b>			
<input checked="" type="checkbox"/>	Planning Div. (Wells)	<input checked="" type="checkbox"/>	Engineering Mapping Sec.
<input checked="" type="checkbox"/>	Zoning Administrator	<input checked="" 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"/>	Water Utility