



Department of Planning & Community & Economic Development

Planning Division

Heather Stouder, AICP, Director

Madison Municipal Building, Suite 017
215 Martin Luther King Jr. Boulevard
Madison, Wisconsin 53703
Phone: (608) 266-4635
www.cityofmadison.com

October 17, 2019

David D. Wood
3200 Larsen Road
Madison, Wisconsin 53711

RE: Approval of a request to construct a reception hall/event center at 3230 Larsen Road, Town of Booming Grove in satisfaction of the development review provisions in the Town of Booming Grove and City of Madison Cooperative Plan.

Dear Mr. Wood;

At its October 14, 2019 meeting, the Plan Commission **approved** your development request subject to the conditions that follow. By copy of this letter, the City of Madison requests that these conditions be incorporated into the requests you have pending before the Town of Booming Grove and Dane County, who are copied on this letter.

Please contact Tim Troester of the City Engineering Division at 267-1995 if you have questions regarding the following nine (9) items:

1. City Engineering will review the Stormwater Management Plan, but Booming Grove, Dane County and Wisconsin Department of Natural Resources (WDNR) will be the approving agencies. All applicable permits from the State, Booming Grove, and Dane County shall be obtained.
2. Madison Metropolitan Sewerage District (MMSD) charges are due and payable prior to City Engineering sign-off, unless otherwise collected with a Developer's/ Subdivision Contract. Contact Mark Moder (261-9250) to obtain the final MMSD billing a minimum of two (2) working days prior to requesting City Engineering signoff.
3. This site appears to disturb over one (1) acre of land and requires a permit from the Wisconsin Department of Natural Resources (WDNR) for stormwater management and erosion control. The City of Madison has been required by the WDNR to review projects for compliance with NR-216 and NR-151. However, a separate permit submittal is still required to the WDNR for this work. The City of Madison cannot issue our permit until concurrence is obtained from the WDNR via their NOI or WRAPP permit process. Contact Eric Rortvedt at 273-5612 of the WDNR to discuss this requirement. The applicant is notified that the City of Madison is an approved agent of the Department of Safety and Professional Services (DSPS) and no separate submittal to this agency or CARPC is required for this project to proceed.

4. A portion of this project may come under the jurisdiction of the US Army Corp of Engineers and Wisconsin Department of Natural Resources for wetland, floodplain, or navigable waterway issues. A permit for these items may be required prior to construction. Contact the WDNR and USACOE for a jurisdictional determination.
5. Revise the site plan 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.
6. This site appears to have a land use that will result in their inclusion as a restaurant class sanitary sewer customer. This will charge commercial kitchen facilities a higher sanitary sewer fee per gallon than domestic users and is based on strengths of waste measured at representative similar customers throughout the City. If the applicant desires, a sampling structure may be installed, as part of the initial construction at their cost, to allow site-specific sampling of their waste to determine sanitary sewer charges specifically for this site. If no sampling structure is installed, this site will default to the restaurant class code in MGO Chapter 35. If you have questions about restaurant-class sewer charges, please contact Megan Eberhardt at 266-6432 or Meberhardt@cityofmadison.com.
7. This project falls in the area subject to increased erosion control enforcement as authorized by the fact that it is in a TMDL ZONE and therefore will be regulated to meet a higher standard.
8. Submit, prior to plan sign-off but after all revisions have been completed, a digital CAD file (single file) to the City Engineering Division that is to scale and represents final construction with any private storm and sanitary sewer utilities.
9. 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).

Please contact Jeff Quamme of the City Engineering–Mapping Section at 266-4097 if you have any questions regarding the following two (2) items:

10. The pending Certified Survey Map shall be recorded prior to any City of Madison final approval.
11. The Public Sanitary Sewer Easement to MMSD shall have the document of record referenced on the site plans in the note. The recording information being Document No. 1285353.

Please contact Sean Malloy of the Traffic Engineering Division at 266-5987 if you have any questions regarding the following seven (7) items:

12. The applicant shall work with the City of Madison and City of Fitchburg to install curve warning signage on Larsen Road and E. Clayton Road.

13. 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; vision triangles; 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.
14. All pedestrian walkways adjacent parking stalls shall be seven (7) feet wide to accommodate vehicle overhang, signage and impediments to walkway movements. Any request for variance shall be submitted to and reviewed by City Traffic Engineering.
15. The applicant shall provide a clearly defined five-foot 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.
16. "Stop" signs shall be installed at a height of seven (7) feet from the bottom of the sign at all class III driveway approaches, including existing driveways, behind the property line and noted on the plan. All directional/regulatory signage and pavement markings on the site shall be shown and noted on the plan.
17. Dimensions of the driveways shall be noted on the plan including the width of driveway and width of driveway flares or curb cut.
18. Secure parking facility. This is usually done with continuous six-inch curb, timbers, pre-formed wheel stops, guardrail erected at a height of 18 inches or fencing of sufficient strength to act as a vehicle bumper.

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

19. The events center shall comply with all requirements of the International Building Code and International Fire Code.

Please contact Jenny Kirchgatter, Assistant Zoning Administrator, at 266-4429 if you have any questions regarding the following seven (7) items:

20. Parking requirements for persons with disabilities must comply with MGO Section 28.141(4)(e). Final plans shall show the dimensions of the required accessible stalls including van accessible stalls. An accessible stall is a minimum of 8 feet wide with a 5-foot striped access aisle. A van accessible stall is a minimum of 11 feet wide with a 5-foot wide striped access aisle or 8 feet wide with an 8-foot wide access aisle. Show the required signage at the head of the stalls.

21. Per Table 28I-3 Off-Street Parking Requirements, the minimum automobile parking requirement for a reception hall is 15% of the capacity of persons and the parking maximum is 40% of the capacity of persons. Verify the capacity for the proposed reception hall. The Zoning Administrator may approve an increase of up to 20 automobile parking spaces above the maximum requirement. Per section 28.141(6)(c), an application for a Parking Adjustment to exceed the maximum with supporting documentation may be required with the final plan submittal.
22. A bicycle parking reduction is required per Section 28.141(5). The bicycle parking requirement for a reception hall is a minimum of 5% of the capacity of persons. Submit a request for a bicycle parking reduction with the final plan submittal including information to support the argument for reducing the required number of spaces. Provide a detail of the model of bike rack to be installed.
23. 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.
24. 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 stone installed at a minimum depth of two (2) inches. If stone is used, it shall be spread over weed barrier fabric.
25. Provide screening for the exterior HVAC equipment. All rooftop and ground level mechanical equipment and utilities shall be fully screened from view from any street or residential district, as viewed from six (6) feet above ground level. Screening may consist of a building wall or fence and/or landscaping as approved by the Zoning Administrator. Submit a detail of the proposed screening.
26. 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.

Please contact Brad Hoffman of the Parks Division–Forestry Section at 267-4980 if you have any questions regarding the following item:

27. 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 prior to the start of construction. Tree protection specifications can be found in Section 107.13 of the *City of Madison Standard Specifications for Public Works Construction*. 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 my office at 261-9632 if you have any questions about the following three (3) items:

28. Clearly label the overall square-footage of the proposed reception hall/events center on Sheet C120 and Sheet A101.
29. The site plan and floorplans shall include the maximum capacity of the proposed facility.
30. The applicant shall submit for approval by the Planning Division a restrictive covenant benefitting the City of Madison to be executed and recorded at the Dane County Register of Deeds prior to final development approvals and commencement of construction. The covenant shall limit the hours of the reception hall and event center to 11:00 p.m. seven days a week; restrict the capacity of the facility to 300 persons at any time; require the operator to maintain the necessary licensing to serve food and intoxicating beverages from whichever municipality has jurisdiction over the facility, and; include a security plan for the reception hall and event center that indicates how security staff will be used for larger events when intoxicating beverages will be served and/or entertainment will be offered. The security plan shall be approved by the Dane County Sheriff's Office and included with the restrictive covenant.

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:

After the plans have been revised per the above conditions, please file **six (6) 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 City of Madison Zoning Administrator, Room 017, 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.

In order to finalize this approval, the applicant shall execute a restrictive covenant that addresses the above conditions of approval. The final approved restrictive covenant and final approved site plan shall be recorded with the Dane County Register of Deeds. The restrictive covenant shall govern the use of the property between now and when a comparable zoning approval for the 3230 Larsen Road site is approved by the City of Madison timed with or following the attachment of the property to the City in 2027.

The Town of Blooming Grove shall not grant any development approvals inconsistent with the City of Madison's approval of this development request.

No alteration of this proposal shall be permitted unless approved by the Plan Commission, provided, however, the Director of Planning and Community and Economic Development may approve alterations compatible with the concept approved by the Plan Commission in a manner consistent with his/her review and approval of plan alterations occurring in the City subject to its Zoning Code, Chapter 28, MGO.

If you have any questions about this approval, please do not hesitate to contact my office at 261-9632.

Sincerely,

Timothy M. Parks
Planner

cc: Roger Lane, Dane County Zoning Administrator (by e-mail only)
Mike Wolf, Town of Blooming Grove Administrator/Clerk (by e-mail only)
Tim Troester, City of Madison Engineering Division
Jeff Quamme, City of Madison Engineering Division–Mapping Section
Sean Malloy, City of Madison Traffic Engineering Division
Jenny Kirchgatter, Assistant Zoning Administrator, City of Madison
Brad Hofmann, Forestry Section, City of Madison Parks Division
Bill Sullivan, Madison Fire Department

LNDUSE-2019-00094			
For Official Use Only, Re: Final Plan Routing			
<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: