



Department of Planning & Community & Economic Development

## Planning Division

Heather Stouder, Director

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Madison, Wisconsin 53703  
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[www.cityofmadison.com](http://www.cityofmadison.com)

**\*\*BY E-MAIL ONLY\*\***

June 9, 2021

Conrad Gorman  
Perch Properties  
3062 Shaw Court  
Madison, Wisconsin 53711

RE: Amending the Planned Development District–General Development Plan for the “Crosswinds at Hawks Landing” development and approving a Specific Implementation Plan to allow construction of two 16-unit multi-family buildings on land generally addressed as 9301 Crosswinds Lane (Gorman & Company) (LNDUSE-2021-00004; ID 64349).

Dear Mr. Gorman;

On June 1, 2021, the Common Council **approved** your amended Planned Development District–General Development Plan and Specific Implementation Plan subject to the conditions in the following sections, which shall be satisfied prior to final approval and recording of the amended Planned Development and the issuance of building permits for your buildings.

**Please contact Tim Troester of the City Engineering Division at 267-1995 if you have questions regarding the following fifteen (15) items:**

1. This development is subject to impact fees for the Lower Badger Mill Creek Stormsewer Impact Fee District. All impact fees are due and payable at the time building permits are issued (MGO Ch 20). Add the following note on the face of the plans: “Lots/ buildings within this development are subject to impact fees that are due and payable at the time building permit(s) are issued.”
2. Madison Metropolitan Sewerage District (MMSD) charges are due and payable prior to City Engineering Division 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 Division sign-off.
3. An Erosion Control Permit is required for this project.
4. A Storm Water Management Report and Storm Water Management Permit is required for this project.
5. A Storm Water Maintenance Agreement (SWMA) is required for this project.

6. 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 Capital Area Regional Planning Commission (CARPC) is required for this project to proceed.
7. 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.
8. This project will disturb 20,000 square feet or more of land area and require an Erosion Control Plan. Please submit an 11" x 17" copy of an erosion control plan (pdf electronic copy preferred) to Megan Eberhardt (west) at [meberhardt@cityofmadison.com](mailto:meberhardt@cityofmadison.com), or Daniel Olivares (east) at [daolivares@cityofmadison.com](mailto:daolivares@cityofmadison.com), for approval.
9. Demonstrate compliance with MGO Section 37.07 and 37.08 regarding permissible soil loss rates. Include Universal Soil Loss Equation (USLE) computations for the construction period with the erosion control plan. Measures shall be implemented in order to maintain a soil loss rate below 5.0 tons per acre per year.
10. This project will require a concrete management plan and a construction dewatering plan as part of the erosion control plan to be reviewed and approved by the City Engineer's Office. If contaminated soil or groundwater conditions exist on or adjacent to this project additional WDNR, Public Health Madison-Dane County, and/or City Engineering Division approvals may be required prior to the issuance of the required Erosion Control Permit.
11. This project appears to require fire system testing that can result in significant amounts of water to be discharged to the project grade. The contractor shall coordinate this testing with the erosion control measures and notify the City Engineering Division at 266-4751 prior to completing the test to document that appropriate measures have been taken to prevent erosion as a result of this testing.
12. Complete weekly self-inspection of the erosion control practices and post these inspections to the City of Madison website as required by MGO Chapter 37.
13. Prior to approval, this project shall comply with MGO Chapter 37 regarding stormwater management. Specifically, this development is required to submit a Storm Water Management Permit application, associated permit fee, Stormwater Management Plan, and Storm Water Management Report to City Engineering. The Storm Water Management Plan & Report shall include compliance with the following:  
  
Submit prior to plan sign-off, a stormwater management report stamped by a P.E. registered in the State of Wisconsin.

Provide electronic copies of any stormwater management modeling or data files including SLAMM, RECARGA, TR-55, HYDROCAD, Sediment loading calculations, or any other electronic modeling or data files. 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 to City Engineering. (POLICY and MGO 37.09(2))

Detain the difference between the 100- and 200-year storm events, matching post development rates to predevelopment rates and using the design storms identified in Madison General Ordinances Chapter 37.

Provide infiltration of 90% of the pre-development infiltration volume.

Reduce TSS by 80% (control the 5-micron particle) off of newly developed areas compared to no controls.

Provide substantial thermal control to reduce runoff temperature in cold water community or trout stream watersheds.

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.

14. Submit, prior to plan sign-off but after all revisions have been completed, a digital CAD file (single file) to the Engineering Division that is to scale and represents final construction with any private storm and sanitary sewer utilities.
15. Submit, prior to plan sign-off but after all revisions have been completed, digital PDF files to the City 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).

**Please contact Jeff Quamme of the City Engineering–Mapping Section at 266-4097 if you have any questions regarding the following six (6) items:**

16. The lands included in this site proposal are remnant undeveloped expansion lands of the Crosswinds at Hawks Landing Condominium. Either these lands shall be added by amendment to the existing condominium or they shall be subject to a Certified Survey Map creating a lot as permitted by MGO Section 16.23(7)(d)(1). The condominium amendment or CSM shall be approved by the City, recorded with the Dane County Register of Deeds and the new Tax Parcel information available prior to issuance of a building permit.
17. If this parcel is subject to a Certified Survey Map (CSM) rather than an amendment to the Crosswinds at Hawks Landing Condominium, provide for review comprehensive reciprocal easements and agreements including, but not limited to, access, parking, utilities, common areas, storm management that are necessary to accomplish the land division and site development as proposed prior to final sign off for construction. The document(s) shall be executed and recorded immediately subsequent to the CSM recording and prior to building permit issuance.
18. The site plan shall show the limits of Outlot 1 of the plat of Crosswinds at Hawk's Landing as it represents the limits of a Public Water Main and Sanitary Sewer Easement serving the site.

19. The site plans shall show the public utility easement, the 14-foot No Build Area and the 40-foot Building Setback line as shown and noted on the plat of Crosswinds at Hawks Landing.
20. The address of the easterly building is 9301 Crosswinds Lane. The address of the westerly building is 9313 Crosswinds Lane. Remove all references to 9237 and 9249 Crosswinds Lane. The site plan shall reflect a proper street address of the property as reflected by official City of Madison Assessor's and Engineering Division records.
21. The apartment/unit numbers on the submittal are not valid for addressing purposes. The 101, 102, 103, 104 numbers shall be changed to 103, 101, 102, and 104. The sequencing shall be the same for all of the other floors and in both buildings. For any changes pertaining to the location, deletion or addition of a unit, or to the location of a unit entrance, (before, during, or after construction), a revised Address Plan shall be resubmitted to Lori Zenchenko (LZenchenko@cityofmadison.com) to review addresses that may need to be changed and/or reapproved. The final revised Addressing Plan shall be submitted by the applicant to Zoning to be attached to the final filed approved site plans.

**Please contact Sean Malloy of the Traffic Engineering Division at 266-5987 if you have any questions regarding the following eight (8) items:**

22. The applicant shall submit one contiguous plan showing proposed conditions and one contiguous plan showing existing conditions for approval. The plan drawings shall be to engineering scale 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.
23. 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.
24. 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.
25. All parking facility design shall conform to the standards in MGO Section 10.08(6).
26. The applicant shall provide a clearly defined five-foot walkway from the front door to the public right of way 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.
27. Parking deck is insufficiently labeled/dimensioned for a proper review. If the parking does not meet MGO Section 10.08 the applicant can expect to be required to make major alteration which may or may not impact structural elements of this site.

28. 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 staff to accommodate the microwave sight and building. The applicant shall submit grade and elevations plans if the building exceeds three stories prior to sign-off to be reviewed and approved by Austin Scheib, (266-4768) (ascheib@cityofmadison.com) in the 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.
29. The driveway slope to the underground parking is not identified in the plan set, Traffic Engineering recommends driveway slope under 10%; if the slope is to exceed 10%, the applicant shall demonstrate inclement weather mitigation techniques to provide safe ingress/egress to be approved by the City Traffic Engineer.

**Please contact Jacob Moskowitz, Assistant Zoning Administrator, at 266-4450 if you have any questions regarding the following seven (7) items:**

30. Work with Zoning and Planning staff on final approval of the zoning text.
31. Bicycle parking shall comply with MGO Sections 28.141(4)(g) Table 28I-3 and 28.141(11) and shall be designated as short-term or long-term bicycle parking. A minimum of 40 resident bicycle stalls are required plus a minimum of three (3) short-term guest stalls. Up to 25% of bicycle parking may be structured parking, vertical parking or wall mount parking, provided there is a five (5)-foot access aisle for wall mount parking. Note: A bicycle stall is a minimum of two (2) feet by six (6) feet with a five (5) foot wide access area. Submit a detail showing the model of bike rack to be installed.
32. Submit building floorplans and elevations for both multi-family buildings.
33. Provide details demonstrating compliance with bird-safe glass requirements MGO Section 28.129.
34. Submit details of the dog run including dimensions and proposed fencing.
35. Exterior lighting shall be provided in accordance with MGO Section 10.085. Provide an exterior lighting plan and fixture cut sheets with the final plan submittal.
36. Per MGO 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 of the Madison Fire Department at (608) 261-9658 if you have any questions regarding the following two (2) items:**

37. The Madison Fire Department does not support the proposed exiting plan based on the lack of separation of the two exits in accordance with IBC 1007.1.1.

38. Provide a detailed fire access plan that demonstrates compliance with MGO Chapter 34 and the International Fire Code 2018.

**Please contact Jeff Belshaw of the Madison Water Utility at 261-9835 if you have any questions regarding the following two (2) items:**

39. A Water Meter Application Form and fees must be submitted before connecting to the existing water lateral. Provide at least two working days' notice between the application submittal and the scheduled lateral connection/extension. Application materials are available on the Water Utility's Plumbers & Contractors website (<http://www.cityofmadison.com/water/plumbers-contractors>), otherwise they may be obtained from the Water Utility Main Office at 119 E Olin Avenue. 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 266-4646.

**Please contact Ann Freiwald of the Parks Division at 243-2848 if you have any questions regarding the following item:**

40. If not previously paid with the initial approval of the development, Park Impact Fees (comprised of the Park Infrastructure Impact Fee, per MGO Sec. 20.08(2)), and Park-Land Impact Fees, per MGO Sec. 16.23(8)(f) and 20.08(2) will be required for all new residential development associated with this project. This development is within the West Park-Infrastructure Impact Fee district.

**Please contact Janine Glaeser of the Urban Design Commission at 267-8740 if you have any questions regarding the following four (4) items:**

41. Make the entryways more inviting.
42. Add more detail in the foundation wall similar to the adjacent buildings.
43. Make every effort to protect and keep any mature trees that may be in front of those buildings.
44. Remove the Purple Sand Cherries from the landscape plan.

**Please contact my office at 261-9632 if you have questions about the following item:**

45. The final plans shall be revised to include a plan that shows the entire 16.6-acre Crosswinds at Hawks Landing development; the overall plan shall identify each building by type, number of units, and address, and shall include any salient features of the development (community features, surface parking, etc.).

**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. The applicant shall resubmit a PDF copy of the plan set and any other supporting materials that are necessary, as specified in this letter to [Zoning@cityofmadison.com](mailto:Zoning@cityofmadison.com). (Note: A 20MB email limit applies

and multiple transmittals may be required.). A check for the site plan review fee shall be mailed to the City of Madison Building Inspection Division; PO Box 2984; Madison, WI 53701-2984.

2. City Agencies who submitted conditions of approval will review your revised plans to verify that their conditions, along with any applicable requirements, have been satisfied. When the revised plans are submitted, the applicant will be emailed a hyperlink to a website to follow, in real time, which agencies have reviewed the revised documents, and signed off or need additional information.
3. 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.
4. This Planned Development approval shall expire five (5) years after the date of the Common Council approval of the Specific Implementation Plan. 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.
5. No alteration of this proposal shall be permitted unless approved by the Plan Commission, provided, however, the Zoning Administrator may approve minor alterations that are approved by the Director of Planning and Community and Economic Development following consideration by the alderperson of the district, and which are compatible with the concept approved by the Common Council.

If you have any questions regarding obtaining your building permits, please contact the Zoning Administrator at (608) 266-4551. If you have any questions or if you may be of any further assistance, please do not hesitate to contact my office at (608) 261-9632 or [tparks@cityofmadison.com](mailto:tparks@cityofmadison.com).

Sincerely,

*Timothy M Parks*

Timothy M. Parks  
Planner

cc: Tim Troester, City Engineering Division  
Jeff Quamme, City Engineering Division – Mapping Section  
Sean Malloy, Traffic Engineering Division  
Jacob Moskowitz, Asst. Zoning Administrator  
Jeff Belshaw, Madison Water Utility  
Ann Freiwald, Parks Division  
Bill Sullivan, Madison Fire Department  
Janine Glaeser, Urban Design Commission

| <b>LNDUSE-2021-00004</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 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 type="checkbox"/>            | Other:                   |
| <input checked="" type="checkbox"/>                  | Water Utility            | <input type="checkbox"/>            | Other:                   |