



## City of Madison Site Plan Verification

**PROJECT: LNDSPR-2016-00061**

**Address:** 6001 Gemini DR

**Current Revision #: 0**

**Submitted by:** Vandewalle & Associates

**Contact:** Brian Munson  
(608) 255-3988  
bmunson@vandewalle.com

**Project Type:** Permitted Use Site Plan Review

**Description:** Planned Development for Grandview Commons Town Center B Block

**Status:** Closed

**Revision History:** [0](#)

Review	Status	Reviewer	Reviewed
Engineering Mapping	Approved	<a href="#">Lori Zenchenko</a>	Jun 28 2016
Engineering Review Main Office	Approved	<a href="#">Brenda Stanley</a>	Jun 28 2016
Fire Review	Approved	<a href="#">William Sullivan</a>	May 13 2016
Lighting Review	Approved	<a href="#">Frederick Rehbein</a>	May 24 2016
Parks/Forestry Review	Approved	<a href="#">Janet Schmidt</a>	May 24 2016
Planning Review	Approved	<a href="#">Timothy Parks</a>	Jun 14 2016
Traffic Engineering Review	Approved	<a href="#">Eric Halvorson</a>	Jul 1 2016
Urban Design Commission Review	Approved	<a href="#">Alan Martin</a>	Jun 29 2016
Zoning Review	Approved	<a href="#">Jenny Kirchgatter</a>	Jun 29 2016

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bmunson@vandewalle.com**Project Type:** Permitted Use Site Plan Review**Description:** Planned Development for Grandview Commons Town Center B Block**Status:** Closed**Revision History:** [0](#)**ENGINEERING****Supplement Accepted****Comment Date:** 04/27/2016

Per SIP letter dated 2-12-16; comment #3,  
Need notary signed maintenance agreement by owner for the inlet filters. Contact Jeff Benedict for boilerplate and Exhibit B language. A Check for the recording fee in the amount of \$30.00, made out to Dane County Register of Deeds, shall be submitted along with the SWMA to Jeff Benedict.

**Supplement Accepted****Comment Date:** 04/27/2016

This site will disturb 4,000 sf or more of land area and require an Erosion Control Permit. Please submit the Erosion Control Permit Application (with USLE calculations and associated fee) to Jeff Benedict, City Engineering, for approval.

**Supplement Accepted****Comment Date:** 04/27/2016

This site will disturb 20,000 sf 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 Jeff Benedict at City Engineering.

**Supplement Accepted****Comment Date:** 04/27/2016

This site will require a Storm Water Management Permit. Please submit the Storm Water Management Permit Application (and associated fee) to Jeff Benedict, City Engineering, for approval.

**Supplement Accepted****Comment Date:** 04/27/2016

This project appears to disturb over 1 acre and requires an NR216 Permit (NOI & WRAPP submittal) from the WDNR. The local EC Permit cannot be issued until the NR216 coverage is shown to be in place. Contact Jeff Benedict.

**Supplement Accepted****Comment Date:** 04/27/2016

The construction of this project will require 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.

**Supplement Accepted****Comment Date:** 05/10/2016

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The Applicant shall submit, prior to plan sign-off, a digital CAD file (single file) to the Engineering Division (storm/sanitary section). 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) Plat name and lot lines (metes & bounds parcel lines if unplatted)
- g) Platted lot numbers (noted "unplatted lands" if not platted)
- h) Lot/Plat property dimensions i) Street names.

All other levels (contours, elevations, etc) are not to be included with this file submittal. THE CAD FILE WILL ONLY BE REQUIRED PRIOR TO FINAL PLAN REVIEW SO THAT MULTIPLE FILES DO NOT NEED TO BE SUPPLIED OR REVIEWED. the project site address in the email subject line. Any changes or additions to the location of the building, private utilities, sidewalks, parking/pavement during construction will require a new CAD file transmittal.

NOTE: Email CAD file transmissions are preferred to: lzenchenko@cityofmadison.com. The party responsible for the CAD file email transmission shall include the project site address in the email subject line. Any changes or additions to the location of the building, private utilities, sidewalks, parking/pavement during construction will require a new CAD file transmittal.

**Supplement Accepted****Comment Date:** 05/10/2016

The applicant shall submit, prior to plan sign-off, digital PDF files to the Engineering Division (Brenda Stanley). 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) Plat name and lot lines (metes & bounds parcel lines if unplatted)
- g) Platted lot numbers (noted "unplatted lands" if not platted)
- h) Lot/Plat property dimensions
- i) Street names
- j) Stormwater Management Facilities
- k) Detail drawings associated with Stormwater Management Facilities (including if applicable planting plans).

**Supplement Accepted****Comment Date:** 05/10/2016

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.

**Note****Comment Date:** 05/10/2016

Any added or revised plan sheets must be submitted to Zoning to be included in the official approved plan set.

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Final plat recorded June 24, 2016

The pending final plat application for this property shall be completed and recorded with the Dane County Register of Deeds (ROD) prior to issuance of any building permits for new construction. When the recorded final plat image is available from the ROD, the Assessor's Office can then create the new Address-Parcel-Owner (APO) data in GEO so that the Accela system can upload this data and permit issuance made available for this new land record.

**Supplement Accepted****Comment Date:** 04/25/2016

Doc No. 5246564

Signed easement provided, per Dan Day of D'Onofrio Kottke and Assoc. they will record the agreement immediately after parcel no's have been assigned.

Draft easement provided 5/24/2016, comments made 5/25/2016. Waiting for recording.

This site as planned will contain more than one Lot. Applicant shall provide for review reciprocal easements and agreements including, but not limited to, access, parking, utilities, common areas and storm water management that are necessary to accomplish the development as proposed. The document(s) shall then be executed and recorded and copies provided prior to building permit issuance.

**Supplement Accepted****Comment Date:**

PDF received 6/28/2016.

Submit a PDF of all floor plans for each separate building to Lori Zenchenko (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.

**Supplement Accepted****Comment Date:**

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CAD received 6/14/2016.

The Applicant shall submit, prior to plan sign-off, a digital CAD file (single file) to the Engineering Program Specialist in the Engineering Division (Lori Zenchenko). 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

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

NOTE: Email file transmissions preferred lzenchenko@cityofmadison.com . Include the site address in the subject line of this transmittal. Any changes or additions to the location of the building, sidewalks, parking/pavement during construction will require a new CAD file.

**Supplement Accepted****Comment Date:** 05/25/2016

Revised plan 2016-6-23 sheet C101 has lot lines.

Add the lot lines for Grandview Commons replat No. 3 to the site plans.

**Note****Comment Date:** 05/25/2016

Many planned landscape plantings are within the public utility easement on the perimeter of the site. Applicant shall be aware that anything placed in the easements are subject to the rights of the utility companies having the rights to utilize the easement areas. Removal for maintenance of those facilities is typically not compensable.

**LIGHTING****Supplement Accepted****Comment Date:** 04/20/2016

Please use automatic day light or time of day controls. Lights shining on the building are not included with this approval.

**PLANNING****Note****Comment Date:** 05/11/2016

The final plans appear to be consistent with the plans approved by the Plan Commission and Common Council.

**Note****Comment Date:** 05/11/2016

A raised pedestrian crossing of Gemini Drive is shown on the final project plans pending approval by the Board of Public Works and Common Council.

**Supplement Required****Comment Date:** 05/11/2016

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The applicant shall note in the final plans that this project is subject to the zoning text approved with the Grandview Commons Town Center General Development Plan (dated June 11, 2012). The zoning text included in the sign-off set is incomplete and does not include a use list. Staff recommends that the applicant use the GDP zoning text instead, and that it be so noted in the final plans recorded for this SIP.

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**Note** **Comment Date:** 05/11/2016

Per the condition of SIP approval, the entrances into the tenant spaces facing Gemini Drive and North Star Drive shall be unlocked and operable during business hours. Operable doors into those spaces from the mid-block parking area are also encouraged.

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**Supplement Required** **Comment Date:** 05/11/2016

Per the condition of SIP approval, the sustainability items in the "Implement" section of the January 25, 2016 Compass Group memo shall be implemented through the final plans for the project as approved by the Planning Division Director, and that as many of the items in the "Investigate" section of that memo be implemented with the project as possible.

The applicant shall submit a revised sustainability plan for approval that details how each of the "Implement" items will be implemented through the final plan approval. The applicant shall list each of the "Investigate" items and identify how those items are being implemented on the final plans, or if they cannot be implemented, the plan/ memo shall note why.

## TRAFFIC ENGINEERING

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**Supplement Accepted** **Comment Date:** 05/02/2016

Items in the Right-of-Way are not approvable through the site plan approval process. Make a note on all pages showing improvements in the ROW that states: The Right-of-Way is the sole jurisdiction of the City of Madison and is subject to change at anytime per the recommendation/plan of Traffic Engineering and City Engineering Depts.

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**Supplement Accepted** **Comment Date:** 05/02/2016

PC Comment # 23: "...shall enter into a maintenance agreement to install and maintain marking for angle parking..."

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**Supplement Accepted** **Comment Date:** 05/02/2016

PC Comment # 22 "...items in the ROW not approvable... work with TE and CE to design.. enter into a signed developers agreement..."

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**Supplement Accepted** **Comment Date:** 05/02/2016

PC Comment #24 "...prepare a Parking Management Plan.."

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**Supplement Accepted** **Comment Date:** 05/02/2016

Show the 2' x 6' bicycle parking stall.

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**Supplement Accepted** **Comment Date:** 05/02/2016

"Stop" signs shall be installed at a height of seven (7) feet 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.

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**Supplement Accepted** **Comment Date:** 05/02/2016

The Driveway Approach form is already filled out in Traffic Engineering Office and requires only the fee / deposit to be paid as noted prior to site approval. The Driveway Approach Fee of \$ 300.00 (install 3 new entrances) and Deposit to Insure Conduit of \$ 0.00 – by Electric section is payable to the City of Madison Treasurer to be delivered or mailed to Attention Eric Halvorson, Traffic Engineering, Madison Municipal Building, Suite 100, 215 Martin Luther King Jr. Blvd., P.O. Box 2986, Madison, Wisconsin 53701-2986.

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The applicant shall explore connecting the bicycle parking on the northeast corner of the site to the internal pedestrian walkway with as direct path as is possible.

**Supplement Accepted** **Comment Date:** 05/23/2016

A deposit of \$9,000 payable to City Treasurer will be required for the installation of traffic signage and markings deemed necessary with the completion of the development.

## URBAN DESIGN COMMISSION

**Supplement Accepted** **Comment Date:** 05/24/2016

Provide building material / color callouts for all buildings and all elevations including retaining walls , all paving , stair elements , permanent out door seating areas , etc. Provide fixture cutsheets as well as identify the location of fixtures in elevation especially two or greater story elements . Signage will require further approvals .

**Supplement Accepted** **Comment Date:** 05/27/2016

Provide building material / color callouts for all buildings and all elevations including retaining walls , all paving , stair elements , permanent out door seating areas , etc. Provide fixture cutsheets as well as identify the location of fixtures in elevation especially two or greater story elements . Signage will require further approvals .

**Supplement Accepted** **Comment Date:** 06/29/2016

Provide building material / color callouts for all retaining walls , all paving , stair elements , permanent out door seating areas , etc. Provide fixture cutsheets as well as identify the location of fixtures in elevation especially two or greater story elements . Signage will require further approvals .

## ZONING

**Supplement Accepted** **Comment Date:** 05/24/2016

Submit a landscape plan and landscape worksheet stamped by the registered landscape architect. Per Section 28.142(3), landscape plans for zoning lots greater than ten thousand (10,000) square feet in size must be prepared by a registered landscape architect.

**Supplement Accepted** **Comment Date:** 06/29/2016

Satisfy UDC requirements for site and building details.

Submit a fully detailed site plan and landscape plan. Identify and label all site features including patios, walkways, lawn and seeded areas, and planters.

**Supplement Accepted** **Comment Date:** 05/24/2016

Show the striped access aisle for the accessible stall adjacent the B3 building on site plan page C101. An accessible stall is a minimum of 8 feet wide with a 5 foot wide striped access aisle.

**Supplement Accepted** **Comment Date:** 05/24/2016

Submit details for the rooftop mechanical equipment screening with materials and colors identified.

**Supplement Accepted** **Comment Date:** 05/24/2016

Verify and update the site parking and bicycle parking data to be shown consistently on site plan page C101 and architectural master plan page ASP-100.

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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.

**Note****Comment Date:** 05/13/2016

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Bicycle parking shall comply with Sections 28.141(4)(g) and 28.141(11). Bicycle parking for this project shall be provided in the required number as uses are established for the various tenant spaces in the development.

**Note****Comment Date:** 05/13/2016

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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.