



## City of Madison Site Plan Verification

**PROJECT: LNDSPR-2018-00083**

**Address:** 5632 Odana RD

**Current Revision #: 0**

**Submitted by:** Quam Engineering

**Contact:** Ryan Quam  
(608) 838-7752  
rquam@quamengineering.com

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

**Description:** Change of use from auto service station to auto dealership and expansion of parking lot

**Status:** Closed

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

Review	Status	Reviewer	Reviewed
Engineering Mapping	Approved	<a href="#">Lori Zenchenko</a>	Jul 26 2018
Engineering Review Main Office	Approved	<a href="#">Megan Eberhardt</a>	Jul 26 2018
Fire Review	Approved	<a href="#">William Sullivan</a>	Jul 26 2018
Traffic Engineering Review	Approved	<a href="#">Timothy Stella</a>	Jul 26 2018
Urban Design Commission Review	Approved	<a href="#">Janine Glaeser</a>	Jul 30 2018
Zoning Review	Approved	<a href="#">Christina Thiele</a>	Jul 26 2018

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rquam@quamengineering.com**Project Type:** Permitted Use Site Plan Review**Description:** Change of use from auto service station to auto dealership and expansion of parking lot**Status:** Closed**Revision History:** [0](#)**ENGINEERING****Supplement Accepted****Comment Date:** 07/09/2018

This project is subject to City of Madison erosion control permitting requirements. Submit completed permit application, permit fee, erosion control plan, USLE calculations, etc. to Megan Eberhardt for review and issuance of the required City of Madison Erosion Control Permit. Permit application forms can be found online at <http://www.cityofmadison.com/engineering/Permits.cfm>. Questions regarding erosion control permitting requirements can be sent to Megan at [meberhardt@cityofmadison.com](mailto:meberhardt@cityofmadison.com).

**Supplement Accepted****Comment Date:** 07/09/2018

This project is subject to City of Madison stormwater management permitting requirements. Submit completed permit application, permit fee, stormwater management plan stamped by a Wisconsin P.E., modeling calculations, etc. to Megan Eberhardt for review and issuance of the required City of Madison Stormwater Management Permit. Permit application forms can be found online at <http://www.cityofmadison.com/engineering/Permits.cfm>. Questions regarding stormwater management requirements or stormwater permitting requirements can be sent to Megan at [meberhardt@cityofmadison.com](mailto:meberhardt@cityofmadison.com).

**Supplement Accepted****Comment Date:** 07/09/2018

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 Megan Eberhardt at [Meberhardt@cityofmadison.com](mailto:Meberhardt@cityofmadison.com). The final document and fee should be submitted to City Engineering, attention: Megan Eberhardt.

**Supplement Accepted****Comment Date:** 07/09/2018

Submit electronic data files for the stormwater management modeling and calculations. Files can be emailed to Megan Eberhardt at [Meberhardt@cityofmadison.com](mailto:Meberhardt@cityofmadison.com) or submitted on CD to City Engineering.

**Supplement Accepted****Comment Date:** 07/09/2018

Submit PDFs of the final plans for Engineering records. Files can be emailed to Tim Troester at [ttroester@cityofmadison.com](mailto:ttroester@cityofmadison.com) or submitted on CD to City Engineering.

**Supplement Accepted****Comment Date:** 07/09/2018

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The Applicant shall submit, prior to plan sign-off, 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) 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) 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: [ttroester@cityofmadison.com](mailto:ttroester@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 to City by applicant.

## ENGINEERING MAPPING

### Supplement Accepted

### Comment Date:

CAD received 7/24/2018.

The Applicant shall submit, prior to plan sign-off, a digital CAD file (single file) to the Engineering Program Specialist in the Engineering Mapping 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, etc) are not to be included with this file submittal.

NOTE: Email file transmissions preferred [lzenchenko@cityofmadison.com](mailto: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.

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**Supplement Accepted**

**Comment Date:**

Revised plan received on 7/13/2018

Add and show the 10' Wide Public Drainage Easement over the West 10 feet of the parcel as per CSM No.

**Supplement Accepted**

**Comment Date:**

Revised plan received on 7/13/2018

The site plan shall show and label the 6' Wide right of way to MG&E per Document No. 1888903.

**Supplement Accepted**

**Comment Date:**

2018-7-18 revised plan enters public structure in Odana Road. No cross connection.

There exists a Reciprocal Easement for the private storm sewer along the west side of this site per Document No 4271531. This plan contemplates connecting to this private storm sewer.

Applicant shall provide a recorded copy of the new or existing agreement allowing this site to connect to and discharge into the private storm sewer pipe along the west side of this site.

**TRAFFIC ENGINEERING**

**Supplement Accepted**

**Comment Date:** 06/26/2018

Provide a revised electronic copy of the site plan, .pdf preferred, e-mail plan to Tim Stella - tstella@cityofmadison.com

**Supplement Accepted**

**Comment Date:** 06/26/2018

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; ADA/striped stall dimensions; secured parking facility; sidewalk dimensions; drive aisle dimensions; bike stall dimensions and detail; underground parking dimensions; semitrailer movement and vehicle routes; dimensions of radii; and percent of slope.

**Supplement Accepted**

**Comment Date:** 06/26/2018

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 any time per the recommendation/plan of Traffic Engineering and City Engineering Departments.

**Supplement Accepted**

**Comment Date:** 06/26/2018

The applicant shall adhere to all vision triangle requirements as set in MGO 27.05 (No visual obstructions between the heights of 30 inches and 10 feet – 25 feet behind the property line at streets and 10 feet at driveways.). If applicant believes public safety can be maintained, they shall apply for a waiver of MGO 27.05(2)(bb) - Vision Clearance Triangles at Intersections Corners. Approval or denial of the waiver shall be the determination of the City Traffic Engineer. Place and dimension all vision triangles in the proposed plan.

**Supplement Accepted**

**Comment Date:** 06/26/2018

Dimensions of the driveways shall be noted on the plan including the width of driveway and width of driveway flares or curb cut.

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Applicant shall provide a copy of all cross access agreements. Email to [tstella@cityofmadison.com](mailto:tstella@cityofmadison.com)

**URBAN DESIGN COMMISSION****Supplement Accepted****Comment Date:** 07/26/2018

Provide clarification regarding the number and type of existing trees versus the proposed trees.

**ZONING****Supplement Accepted****Comment Date:** 07/17/2018

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.

\*\*Applicant provided the date 7/23/19\*\*

**Supplement Accepted****Comment Date:** 07/17/2018

Existing sign shown in the right-of-way. No new signage can be approved for this sign, and should be removed.

**Supplement Accepted****Comment Date:** 07/17/2018

Show on site plan locations of inventory and locations of customer parking.

**Supplement Accepted****Comment Date:** 07/17/2018

Provide 1 bicycle stall per 5 employees on the maximum working shift, with the minimum two stalls. A bicycle stall is a minimum of two (2) feet by six (6) feet with a five (5) foot wide access area, and should be shown on the site plan. Submit a detail showing the model of bike rack to be installed.

**Note****Comment Date:** 07/17/2018

If owner changes location of refuse collection from inside the building to the exterior, provide an updated site plan showing the location. Also provide detailed information showing the area 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.

**Supplement Accepted****Comment Date:** 07/17/2018

Mulch shall consist of shredded bark, chipped wood or other organic material installed at a minimum depth of two (2) inches.

**Supplement Accepted****Comment Date:** 07/17/2018

Submit the landscape plan stamped by the registered landscape architect. Per Section 28.142(3) Landscape Plan and Design Standards, 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:** 07/17/2018

Landscape worksheet has incorrect information for Parking Lot Island Landscaping calculations. Please remove incorrect calculations.

**Supplement Accepted****Comment Date:** 07/17/2018

Provide payment for \$100 Site Plan Review fee.

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**Note**

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Signage requires separate approval. Signage must be reviewed for compliance with Chapter 31 Sign Codes of the Madison General Ordinances and Chapter 33 Urban Design District ordinances. Sign Permit applications can be found here: <http://www.cityofmadison.com/dpced/bi/documents/SignPermitAppl.pdf>