



## City of Madison Site Plan Verification

**PROJECT: LNDSPR-2018-00144**

**Address:** 4141 Nakoosa TRL

**Current Revision #: 0**

**Submitted by:** City of Madison Fleet Services

**Contact:** Jim Whitney  
(608) 266-4563  
jwhitney@cityofmadison.com

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

**Description:** Construction of a new building for City of Madison Fleet/Fire/Radio Shop Facility, approximately 104,000 sq. ft.

**Status:** Agency Reviews in Process

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

Review	Status	Reviewer	Reviewed
Engineering Mapping	Add'l Info Req'd	<a href="#">Jeffrey Quamme</a>	Dec 5 2018
Engineering Review Main Office	Add'l Info Req'd	<a href="#">Brenda Stanley</a>	Dec 14 2018
Fire Review	Approved	<a href="#">William Sullivan</a>	Dec 4 2018
Lighting Review	Approved	<a href="#">Steve Rewey</a>	Dec 4 2018
Traffic Engineering Review	Add'l Info Req'd	<a href="#">Timothy Stella</a>	Dec 6 2018
Urban Design Commission Review	Add'l Info Req'd	<a href="#">Janine Glaeser</a>	Dec 6 2018
Zoning Review	Add'l Info Req'd	<a href="#">Jenny Kirchgatter</a>	Jan 4 2019

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## ENGINEERING

### Supplement Required

**Comment Date:** 12/14/2018

The Applicant shall submit, prior to plan sign-off but after all revisions are completed, 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, 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)

THE CAD FILE WILL ONLY BE REQUIRED PRIOR TO FINAL PLAN REVIEW SO THAT MULTIPLE FILES DO NOT NEED TO BE SUPPLIED OR REVIEWED.

NOTE: Email CAD file transmissions are preferred to: bstanley@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 Required

**Comment Date:** 12/14/2018

The applicant shall submit, prior to plan sign-off but after all revisions are completed, digital PDF files to the Engineering Division (bstanley@cityofmadison.com). 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) Lot lines and right-of-way lines, e) Street names, f) Stormwater Management Facilities, g) Detail drawings associated with Stormwater Management Facilities (including if applicable planting plans), h) Private on-site sanitary sewer utilities (including all connections to public sanitary), i) Private on-site storm sewer utilities (including all connections to public storm).

### Supplement Required

**Comment Date:** 12/14/2018

Update and revise utility sheets and chart as required.

MHST-13 to MHST-12: Plan labels pipe as 42" RCP. Structure chart labels MHST-12 as 42" and MHST-13 as 36". Verify and update.

MHST-14: Structure chart has no SE elevation for 21" pipe. Verify and update.

MHST-16 to MHST-17: Plan labels as 15" RCP.  
Structure chart labels MHST-16 as 12" and MHST-17 as 15". Verify and update.

Sheet C-105: At MHST-9 there appears to be a random 15"RCP label. Remove if unnecessary.

AEW-5: Structure chart appears to incorrectly label the connecting pipe as 27" RCP. Verify and update.

SANMH 7: Structure chart, existing invert should be labeled SW not SE. Verify and update.

SANMH 6: Structure chart labels NW elevation as 852.47, should be 852.22? Verify and update.

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Update plans to more accurately show elevation and slope changes on the new sidewalk layout on Commercial Avenue.

**Supplement Accepted****Comment Date:** 12/14/2018

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 Daniel Olivares (daolivares@cityofmadison.com), City Engineering, for approval.

**Supplement Accepted****Comment Date:** 12/21/2018

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 Daniel Olivares (daolivares@cityofmadison.com) at City Engineering.

**Supplement Accepted****Comment Date:** 12/21/2018

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.

**Supplement Required****Comment Date:** 12/21/2018

This project will require a concrete management plan as part of the erosion control plan to be reviewed and approved by the City Engineer's Office.

**Supplement Accepted****Comment Date:** 12/21/2018

This project appears to require construction dewatering. A dewatering plan shall be submitted to City Engineering as part of the Erosion Control Permit application and plan. If contaminated soil or groundwater conditions exist on or adjacent to this project additional WDNR, Public Health, and/or City Engineering approvals may be required prior to the issuance of the required Erosion Control Permit. Contact Daniel Olivares, City Engineering, at daolivares@cityofmadison.com.

**Supplement Accepted****Comment Date:** 12/21/2018

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 Daniel Olivares.

**Supplement Accepted****Comment Date:** 12/21/2018

This site will require a Storm Water Management Permit. Please submit the Storm Water Management Permit Application (and associated fee) to Daniel Olivares (daolivares@cityofmadison.com), City Engineering, for approval.

**Supplement Required****Comment Date:** 12/21/2018

Submit stamped SWM plan approved by Greg Fries for the following comment:

The Applicant shall submit prior to plan sign-off, Stormwater Management Plan Narrative & Report, including 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. Report shall be stamped by a Licensed P.E. (POLICY and MGO 37.09(2)) Contact Daniel Olivares, City Engineering, at daolivares@cityofmadison.com.

**Supplement Required****Comment Date:** 12/21/2018

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waiting for revised legal description

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 Daniel Olivares at daolivares@cityofmadison.com. Final document and fee should be submitted to City Engineering.

**ENGINEERING MAPPING**

**Supplement Required**

**Comment Date:**

The 4141 Nakoosa Trl address is linked to the old Cub Foods historical record. That address is being retired with the recording of the CSM. The address of the new Fleet Services building is 4151 Nakoosa Trl.

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.

**Supplement Required**

**Comment Date:**

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. 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 Required**

**Comment Date:**

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There is a 10' wide easement (Easement area 2) per Document No. 1977364 in favor of MG&E along and adjacent to the right of way of Nakoosa Trail. Plans show a modular retaining wall and large trees to be placed within this easement.

The easement forbids change of grade, structures and planting of trees unless express written approval has been granted by MG&E. Applicant shall contact MG&E and obtain approval for those improvements within the easement area.

<b>Note</b>	<b>Comment Date:</b>
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There is a portion of Easement area 3 per the MG&E easement per Doc No. 1977364 partially within the proposed building on its easterly side.	
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Also easement area 1 of the same easement has already been partially released. The plans are do not specify, but the southern portion of the easement appears may no longer be used by MG&E for electric transmission.

Applicant should consider a partial release of these easement area if they are not to be used by MG&E in the future.

<b>Supplement Required</b>	<b>Comment Date:</b>
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Show the property boundaries between this site and the BP site on sheet C-101.	
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<b>Supplement Required</b>	<b>Comment Date:</b>
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The Reciprocal Easements per Doc No' s2956078 and 2976765 shall be terminated and a new Easement agreement recorded for the common access along the westerly side of this project. See Real Estate proj no. 11741.	
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## TRAFFIC ENGINEERING

<b>Supplement Required</b>	<b>Comment Date:</b> 12/06/2018
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Provide a revised electronic copy of the site plan, .pdf preferred, e-mail plan to Tim Stella - tstella@cityofmadison.com	
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<b>Note</b>	<b>Comment Date:</b> 12/06/2018
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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.	
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<b>Supplement Required</b>	<b>Comment Date:</b> 12/06/2018
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The Driveway Approach form will be filled out in the Traffic Engineering Office and requires only the fee / deposit to be paid as noted prior to site approval. The Driveway Approach Fee of \$0 and Deposit to Insure Conduit of \$1200 is payable to the City of Madison Treasurer to be delivered or mailed to Attention Tim Stella, Traffic Engineering Department, 215 Martin Luther King Jr. Blvd; Suite 109, P.O. Box 2986, Madison, Wisconsin 53703-2986.	
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<b>Supplement Accepted</b>	<b>Comment Date:</b> 12/06/2018
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Items in the Right-of-Way are not approvable through the site plan approval process. Make a note on all pages 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.	
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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 Required****Comment Date:** 12/06/2018

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

**Supplement Required****Comment Date:** 12/06/2018

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.

**Supplement Accepted****Comment Date:** 12/06/2018

Secure parking facility. This is usually done with continuous six (6) inch curb, timbers, preformed wheel stops, guardrail erected at a height of eighteen (18) inches or fencing of sufficient strength to act as a vehicle bumper. The south stalls on page C-102 should have curbing along that edge. Or a wall of some sort.

**URBAN DESIGN COMMISSION****Supplement Required****Comment Date:** 12/06/2018

Sheets A-201-A-205: Provide additional information on exterior building material and window changes from UDC 9/7/16 approved design.

**ZONING****Supplement Required****Comment Date:** 01/04/2019

Submit a site plan separate from the grading plan for review. Include an overall site plan on one page in addition to the detailed site plan sections. Do not include the existing conditions layer on the site plan pages.

**Supplement Required****Comment Date:** 01/04/2019

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 ten thousand (10,000) square feet in size must be prepared by a registered landscape architect.

**Supplement Required****Comment Date:** 01/04/2019

Show that the parking lot islands located in the parking lot west of the proposed fleet services building contain a minimum of 75% vegetative cover. 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.

**Supplement Required****Comment Date:** 01/04/2019

The bicycle parking requirement for a public safety/ service facility is determined by the Zoning Administrator. Provide one (1) bicycle parking stall per five (5) employees. 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.

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**Supplement Required**

**Comment Date:** 01/04/2019

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Label the use of the various parking areas on the site plan- for example, employee parking, visitor parking, fleet parking, etc. Label the site features including the storage building located to the east of the fleet services building.

**Supplement Required**

**Comment Date:** 01/04/2019

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Submit the floor plans for the proposed fleet services building.

**Supplement Required**

**Comment Date:** 01/04/2019

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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.