



City of Madison Site Plan Verification

PROJECT: LNDUSE-2017-00001

Address: 4904 Tradewinds PKWY

Current Revision #: 0

Submitted by: Genesis Commons LLC

Contact: Alexander Li
(608) 258-8440
cwealth@att.net

Project Type: Land Use

Description: Construct office building with college/ university tenant in Urban Design Dist. 1

Status: Approved

Revision History: [0](#)

| Review | Status | Reviewer | Reviewed |
|--------------------------------|------------------|-----------------------------------|-------------|
| Engineering Mapping | Add'l Info Req'd | Jeffrey Quamme | Apr 20 2017 |
| Engineering Review Main Office | Add'l Info Req'd | Brenda Stanley | Apr 24 2017 |
| Fire Review | Approved | William Sullivan | Apr 19 2017 |
| Lighting Review | Approved | Frederick Rehbein | May 22 2017 |
| Metro Review | Approved | Timothy Sobota | Apr 18 2017 |
| Parks/Forestry Review | Approved | Kathleen Kane | May 11 2017 |
| Planning Review | Approved | Chris Wells | May 5 2017 |
| Traffic Engineering Review | Add'l Info Req'd | Cory Stoughtenger | Apr 21 2017 |
| Urban Design Commission Review | Approved | Chris Wells | Jun 1 2017 |
| Water Utility Review | Approved | Adam Wiederhoeft | May 10 2017 |
| Zoning Review | Add'l Info Req'd | Jenny Kirchgatter | May 24 2017 |

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cwealth@att.net**Project Type:** Land Use**Description:** Construct office building with college/ university tenant in Urban Design Dist. 1**Status:** Approved**Revision History:** [0](#)**ENG MAPPING VERIFICATION****Supplement Required****Comment Date:** 04/19/2017

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 to 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.

Note**Comment Date:** 04/19/2017

Concordia University address is 4904 Tradewinds Pkwy. Commercial tenant space is 4910 Tradewinds Pkwy.

ENGINEERING VERIFICATION**Supplement Required****Comment Date:** 04/24/2017

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:** 04/24/2017

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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).

Note **Comment Date:** 04/24/2017

The owner or owner's representative shall obtain all necessary sewer connection permits prior to any utility work. These permit applications are available on line at <http://www.cityofmadison.com/engineering/permits.cfm>. (MGO 10.05(6)) and MGO 35.02(4)(c)(2))

Note **Comment Date:** 04/24/2017

The Applicant shall replace all sidewalk and curb and gutter which abuts the property which is damaged by the construction. Prior to beginning this repair work, the Applicant shall obtain a Street Terrace Permit from City Engineering.

All work in the public right-of-way shall be performed by a City licensed contractor. (MGO 16.23(9)(c)5) and MGO 23.01)

Note **Comment Date:** 04/24/2017

All damage to the pavement on Tradewinds Parkway, adjacent to this development shall be restored in accordance with the City of Madison's Pavement Patching Criteria. For additional information please see the following link: <http://www.cityofmadison.com/engineering/patchingCriteria.cfm> (POLICY)

Note **Comment Date:** 04/24/2017

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

Supplement Required **Comment Date:** 04/24/2017

Applicant shall verify sanitary lateral elevations and confirm that the building elevation allows for proper drainage.

Supplement Required **Comment Date:** 04/24/2017

Need notary signed maintenance agreement by owner for the SWM BMP's. 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 Required **Comment Date:** 04/24/2017

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 Required **Comment Date:** 04/24/2017

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 Required **Comment Date:** 04/24/2017

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 Required **Comment Date:** 04/24/2017

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A Storm Water Management Report is required for this development. Report needs to show compliance with required rate control, TSS control and infiltration.

The Applicant shall submit to jbenedict@cityofmadison.com prior to plan sign-off, electronic copies of any Storm Water 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. Storm Water Management Report shall be stamped by a Licensed P.E.

Supplement Required**Comment Date:** 04/24/2017

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 Required**Comment Date:** 04/24/2017

This project appears to require construction dewatering and a dewatering plan shall be submitted to City Engineering as part of the Erosion Control Permit. Contact Jeff Benedict.

TE VERIFICATION**Supplement Required****Comment Date:** 04/21/2017

The applicant shall show the dimensions for the proposed class III driveway including the width of the drive entrance, width of the flares, and width of the curb cut.

Supplement Required**Comment Date:** 04/21/2017

Applicant shall dimension all sidewalks. A minimum of 5' required for sidewalks not adjacent to parking or buildings.

Supplement Required**Comment Date:** 04/21/2017

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.

Note**Comment Date:** 04/21/2017

To allow for proper pedestrian movement and prevent encroachment from irregularly parked bicycles or bicycle with trailers, it is recommended for all bicycle racks to have a 2 to 5 foot buffer from parking or pedestrian walkways.

Supplement Required**Comment Date:** 04/21/2017

Applicant shall show all ADA ramps on the site.

Supplement Required**Comment Date:** 04/21/2017

The Driveway Approach form is ready to be filled out in the Traffic Engineering Office and requires driveway dimensions before the fee / deposit can be paid prior to site approval. The Driveway Approach Fee of \$100.00 and Deposit to Insure Spare Conduit Placement of \$600.00 is payable to the City of Madison Treasurer to be delivered or mailed to Attention Cory Stoughtenger, Traffic Engineering, 30 W. Mifflin St; Suite 900, P.O. Box 2986, Madison, Wisconsin 53701-2986.

URBAN DESIGN VERIFICATION**Supplement Accepted****Comment Date:** 05/03/2017

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Per the UDC Final Approval, the motion provided that the following items be included in the revised plans, including:

(1) Placing the metal [signage] off to the side like the other elevations;

Supplement Accepted**Comment Date:** 05/30/2017

Per the UDC Final Approval, the motion provided that the following items be included in the revised plans, including:

(2) Refining the brick expanse above the windows to be more in line with the bottom of the metal accent;

5-30-2017 Note: Satisfied per file "16113 - Concordia - 3D View to NW.pdf" (attached in Accela)

Supplement Accepted**Comment Date:** 05/30/2017

Per the UDC Final Approval, the motion provided that the following items be included in the revised plans, including:

(3) Incorporate additional shrubs to enhance the detention area; and

06-01-2017 Note: Satisfied per file "4904Tradewinds Pkwy_Landscape_05-31-2017.pdf" (attached in Accela)

Supplement Accepted**Comment Date:** 05/30/2017

Per the UDC Final Approval, the motion provided that the following items be included in the revised plans, including:

(4) Incorporate canopy trees along the Beltline view.

06-01-2017 Note: Satisfied per file "4904Tradewinds Pkwy_Landscape_05-31-2017.pdf" (attached in Accela)

Supplement Accepted**Comment Date:** 05/30/2017

Resolve the exterior material and color palette.

5-30-2017 Note: Approved per applicant's proposal to have a mocha-colored rough-cut stone, a "North Star"-colored smooth-cut stone above and below the windows, and an Ash Grey-colored corrugated aluminum panel for the elevated metal section of the façade. Applicant will need to update the final drawings to note these materials (and colors).

WATER UTILITY VERIFICATION**Note****Comment Date:** 05/10/2017

This property has an outstanding special assessment balance associated with the original water service lateral installation (installed in 2013). Subsequently, the proposed water service connection to the existing 8-inch water lateral requires settlement of the outstanding balance prior to connection. Contact Adam Wiederhoeft at awiederhoeft@madisonwater.org to determine the final assessment and water lateral connection fees.

Prior to connecting to the existing water system, a Water Meter/Water Service Application Form and full payment of all outstanding fees, including outstanding water main assessments and collect upon connection lateral fees, must be submitted to Madison Water Utility. Provide at least 48-hour notice between the application submittal and the requested connection and/or inspection appointment. Application materials are available on the Water Utility's Plumbers & Contractors website (<http://www.cityofmadison.com/water/plumberscontractors>), otherwise they may be obtained from the Water Utility Main Office at 119 E Olin Ave. A licensed plumber signature is required on all water service applications. If you have questions regarding water service applications, please contact Madison Water Utility Engineering Section at (608) 266-4646.

Note**Comment Date:** 05/10/2017

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The applicant reviewed prohibited land uses associated with this Wellhead Protection District and issued a statement of compliance to Madison Water Utility regarding this development.

ZONING VERIFICATION

Supplement Required**Comment Date:** 05/24/2017

Show the front setback dimension measured to the parking lot, specifically to the 5 parking stalls located east of the driveway entrance. A maximum of one drive aisle and two rows of parking, not to exceed seventy (70) feet of parking, may be located between the front of the principal building and the street, set back at least twenty-five (25) feet from the front lot line.

Supplement Required**Comment Date:** 05/24/2017

Parking is proposed in excess of the maximum number of spaces. Per Table 28I-3 Off-Street Parking Requirements, the automobile parking maximum for colleges and universities is one (1) parking space per classroom plus one (1) per three (3) students based on the maximum number of students attending classes at any one time (22 stalls). The parking maximum for offices is one (1) parking space per 250 sq. ft. floor area (11 stalls). The total maximum number of stalls is 33 stalls. The Zoning Administrator may approve an increase of up to twenty (20) spaces above the maximum requirement. Submit an application for a Parking Adjustment and supporting documentation per section 28.141(6)(c) with the final plan submittal.

Supplement Accepted**Comment Date:** 05/25/2017

The final site compliance date is December 1, 2017.

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:** 05/24/2017

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.