



City of Madison Site Plan Verification

PROJECT: LNDUSE-2017-00014

Address: 4601 Frey ST

Current Revision #: 0

Submitted by: Frey Street Lodging Associates LLC

Contact:

(608) 662-8334
perkel@raymondteam.com

Project Type: Land Use

Description: Construct mixed-use building containing 26,350 square feet of office space and 182-room hotel.

Status: Approved

Revision History: [0](#)

Review	Status	Reviewer	Reviewed
Engineering Mapping	Approved	Jeffrey Quamme	Aug 30 2017
Engineering Review Main Office	Approved	Timothy Troester	Sep 1 2017
Fire Review	Approved	William Sullivan	Aug 18 2017
Lighting Review	Approved	Frederick Rehbein	Jul 12 2017
Parks/Forestry Review	Approved	Janet Schmidt	Jul 13 2017
Planning Review	Approved	Timothy Parks	Sep 6 2017
Traffic Engineering Review	Approved	Eric Poffenberger	Aug 30 2017
Urban Design Commission Review	Approved	Janine Glaeser	Sep 11 2017
Water Utility Review	Approved	Adam Wiederhoeft	Jul 14 2017
Zoning Review	Approved	Patrick Anderson	Aug 14 2017

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Signed document received. Document No 5357295

ORES Project set up 11384. Easement required as part of Contract No 7943, ENGR 11651

Owner shall grant a Storm Sewer and Water Main Easement for existing facilities that cross or are very near the northeast corner of this site. A City of Madison Real Estate project will be required to create the document, obtain required approval(s) and record with the Register of Deeds. Coordinate the needed area with and provide legal descriptions and map exhibits to Jeff Quamme at jrquamme@cityofmadison.com or 1600 Emil Street, Madison, WI 53703 (Ph. 608-266-4097).

Supplement Accepted**Comment Date:** 06/23/2017

Revised planset with approved hotel room numbers submitted 7/17/2017.

Planset submitted did not include the updated hotel room numbers. The room numbers were revised and approved on 6/6/2017. Resubmit the hotel floor sheets with the approved room numbers.

From: Zenchenko, Lori

Sent: Tuesday, June 06, 2017 10:09 AM

To: 'Brian Waters'; 'Josh Wilcox'

Cc: Tom List; Lisa Steinhauer

Subject: Addressing plan Frey St Hotel LNDUSE-2017-00014 0709-202-0201-0

Hello Brian,

Attached is the marked up PDF with hotel room numbers.

Please update the plan sheets before you submit the project for a permit review. If you consider the room numbers as architectural numbers and need to keep them shown for that purpose, then please add an "address room number" note in the room with the appropriate number.

Supplement Accepted**Comment Date:** 06/23/2017

CAD received 7/17/2017.

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.

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Frey Street Condominium recorded 7/21/2017 as Documents 5343336 and 5343337.

ENGINEERING VERIFICATION**Supplement Accepted****Comment Date:** 06/20/2017

The City / Developer agreement for this project must be executed and returned to City Engineering with all applicable deposits, surety, and additional documents prior to final plan verification approval.

Supplement Accepted**Comment Date:** 06/20/2017

((Signed Conditions of Approval returned 7-21-17)) ((Earth Retention plan has been submitted and reviewed. Conditions of Approval Memo must be signed by Developer & Contractor and returned to City Engineering)) The Applicant shall provide the City Engineer with the proposed earth retention system / shoring to accommodate the construction of the project. The earth retention system must be stamped by a Professional Engineer. The City Engineer may reject or require modifications to the retention system.

Supplement Accepted**Comment Date:** 06/20/2017

Submit survey and CAD files necessary for approval of the building entrance grades and preparation of the City issued right-of-way restoration plans. Submit files to John Sapp (jsapp@cityofmadison.com). The building entrance grades must be reviewed and approved prior to final plan verification approval.

Supplement Accepted**Comment Date:** 06/20/2017

((Required note was added)) The note concerning televising the existing sanitary sewer in Frey Street and Sawyer Terrace was not on the utility plan as indicated by the Development team response comments. Any damage to the existing public sanitary main shall be repaired by the applicant.

Supplement Accepted**Comment Date:** 06/20/2017

((Note was removed on revised utility plan)) There is a note regarding removal of an existing sanitary lateral and coring hole larger at the sewer access structure on Frey Street. No information is provided for the site of the new sanitary service. Review and update utility plan as necessary to show the correct sewer lateral connection at this location. If the lateral is to be removed and no connection is required at this location make a note to that effect so this can be covered in the City issued plans.

Supplement Accepted**Comment Date:** 06/20/2017

((Water main relocate will occur with the 2018 Public Works Project)) Coordinate with Water Utility and update utility plan to show proposed water main relocation that will be completed as part of this project per the City issued plans.

Supplement Accepted**Comment Date:** 06/20/2017

Outstanding Madison Metropolitan Sewerage District (MMSD) fees must be paid prior to final plan verification approval. Current amount due is \$930.73, make check payable to Madison Metropolitan Sewerage District and submit to Mark Moder or Tim Troester in City Engineering for processing.

Supplement Accepted**Comment Date:** 06/20/2017

Provide information regarding metering of sanitary volumes from the food service area of the proposed site. Failure to meter this volume separately will result in additional sanitary service charges when the revised ordinance for food service uses goes into effect. Submit information to Megan Eberhardt (meberhardt@cityofmadison.com) and update or note on the plans as needed.

Supplement Accepted**Comment Date:** 06/20/2017

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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.

Supplement Accepted**Comment Date:** 06/20/2017

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.

Supplement Accepted**Comment Date:** 06/20/2017

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. The final document and fee should be submitted to City Engineering, attention: Megan Eberhardt.

Supplement Accepted**Comment Date:** 06/20/2017

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

Supplement Accepted**Comment Date:** 06/20/2017

((Zoning confirmed & uploaded revised civil plan sheets 7-24-17)) Provide final PDFs plans to Zoning and Engineering for records purposes. Files can be emailed to Tim Troester at ttroester@cityofmadison.com or submitted on CD to City Engineering for the Engineering submittal.

Supplement Accepted**Comment Date:** 06/20/2017

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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 . 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.

Note **Comment Date:** 06/20/2017

The applicant shall replace all sidewalk and curb and gutter which abuts the property which is damaged by the construction or any sidewalk and curb and gutter which the City Engineer determines needs to be replaced because it is not at a desirable grade regardless of whether the condition existed prior to beginning construction.

Note **Comment Date:** 06/20/2017

All work in the public right-of-way shall be performed by a City licensed contractor.

Note **Comment Date:** 06/20/2017

All damage to street pavement 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>

FIRE VERIFICATION

Supplement Accepted **Comment Date:** 06/26/2017

Provide documentation on approval of on street parking in order to facilitate code required aerial access. Or provide other means to address the need for rescue and ventilation operations.
The City of Madison Building Board of Appeals has granted a variance to allow a street width of 24-ft and 19 ft 6 inches of unobstructed clearances on Frey Street.

LIGHTING VERIFICATION

Supplement Accepted **Comment Date:** 06/30/2017

Please use automatic daylight or time of day controls.

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Additional street trees are needed for this project. All street tree planting locations and trees species within the right of way shall be determined by City Forestry. Please submit a site plan (in PDF format) to Brian Meiller – bmeiller@cityofmadison.com or 266-4816. Tree planting specifications can be found in section 209 of City of Madison Standard Specifications for Public Works Construction - <http://www.cityofmadison.com/business/pw/documents/StdSpecs/2013/Part2.pdf>.

PLANNING VERIFICATION**Note****Comment Date:** 07/07/2017

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

Supplement Accepted**Comment Date:** 09/06/2017

The floorplans for the fourth floor shall be clarified to specify the square-footage of office space separate from the floor area for mechanical space. Please revise Sheet A2.04 to note this distinction.

NOTE: The plans have been revised accordingly. 6 Sept 2017

Supplement Accepted**Comment Date:** 09/06/2017

The applicant shall work with the Planning Division to revise the permitted use, signage, and statement of purpose sections of the zoning text prior to final staff approval of the Amended PD and issuance of full building permits.

NOTE: The final approved zoning text is attached to this record and copies have been provided to Zoning for the recording set. 6 Sept 2017

TE VERIFICATION**Supplement Accepted****Comment Date:** 06/16/2017

Provide an electronic copy of the site plan, .pdf preferred, e-mail plan to Eric Poffenberger - epoffenberger@cityofmadison.com

Supplement Accepted**Comment Date:** 06/16/2017

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; drive aisle dimensions; semitrailer movement and vehicle routes; dimensions of radii; and percent of slope.

Supplement Accepted**Comment Date:** 06/16/2017

A deposit of \$3,000.00 payable to City Treasurer will be required for the installation of traffic signage and markings deemed necessary with the completion of the development. Make check payable to the City of Madison Treasurer to be delivered or mailed to Attention Eric Poffenberger, Traffic Engineering, 30 W. Mifflin St; Suite 900, P.O. Box 2986, Madison, Wisconsin 53701-2986.

Supplement Accepted**Comment Date:** 06/16/2017

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A deposit of \$7,000.00 payable to City Treasurer will be required for the electrical installations or modifications deemed necessary with the completion of the development. Make check payable to the City of Madison Treasurer to be delivered or mailed to Attention Eric Poffenberger, Traffic Engineering, 30 W. Mifflin St; Suite 900, P.O. Box 2986, Madison, Wisconsin 53701-2986.

Supplement Accepted**Comment Date:** 06/16/2017

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 \$400.00 and Deposit to Insure Conduit of \$600 is payable to the City of Madison Treasurer to be delivered or mailed to Attention Eric Poffenberger, Traffic Engineering, 30 W. Mifflin St; Suite 900, P.O. Box 2986, Madison, Wisconsin 53701-2986.

Supplement Accepted**Comment Date:** 06/16/2017

The applicant shall execute a declaration of conditions and covenants for streetlights & traffic signals prior to final sign-off.

Supplement Accepted**Comment Date:** 06/16/2017

The applicant shall provide and demonstrate the use of an on-site 10 foot by 35 foot loading zone.
-EH-ok

Note**Comment Date:** 06/16/2017

(No Valet parking on site)The applicant shall work with Traffic Engineering to improve the valet parking geometry.

Supplement Accepted**Comment Date:** 06/16/2017

(TDM Received checking on approval.)The applicant shall prepare a TDM to be reviewed and approved by the City Traffic Engineer. MGO (28.183(6)(a)(6)). The TDM shall include operational detail for the valet including expected peak times and staffing levels to accommodate.

Supplement Required**Comment Date:** 06/16/2017

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.). Alteration necessary to achieve compliance may include but are not limited to; substitution to transparent materials, removing sections of the structure and modifying or removing landscaping elements. If applicant believes public safety can be maintained they shall apply for a reduction of MGO 27.05(2)(bb) - Vision Clearance Triangles at Intersections Corners. Approval or denial of the reduction shall be the determination of the City Traffic Engineer.

Supplement Accepted**Comment Date:** 06/16/2017

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.

Note**Comment Date:** 06/16/2017

One way operation of the site shall be secured by placing a "One Way" sign at the entrance and a "Do Not Enter" sign at the Exit.

Supplement Accepted**Comment Date:** 06/16/2017

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 to accommodate the microwave sight and building. The applicant shall submit grade and elevations plans if the building exceeds four stories prior to sign-off to be reviewed and approved by Austin Scheib, (266-4768) 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.

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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 Accepted**Comment Date:** 06/16/2017

The applicant shall show dimensions for the proposed and existing parking stalls items S = 9 ft, L = 18 ft, E = 24 ft, F = 20 ft, and degree of angle parking width and backing up, according to Figures II "Medium and Large Vehicles" parking design standards in Section 10.08(6)(b)2. Or use "Small Vehicles" parking design standards 10.08(6)(b)3 items S = 8.5", L = 16", E = 22' & F = 18' where all parking shall be clearly identified and properly controlled for use by only such vehicles.

Note**Comment Date:** 06/16/2017

Add exact sign locations. Confirm installation (post/hanging/wall mounted)?

Supplement Accepted**Comment Date:** 06/16/2017

Add and label all handicapped accessible and compact car signage.

Supplement Accepted**Comment Date:** 06/16/2017

Dimension all bike parking. Add rack details.

Supplement Accepted**Comment Date:** 06/16/2017

"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:** 06/16/2017

Applicant shall submit for review a waste removal plan. This shall include vehicular turning movements.

Supplement Accepted**Comment Date:** 06/20/2017

Add 2" conduit across Frey St install type 1 HH extend conduit along eastside of property past driveway and install Type 1 HH.

Supplement Accepted**Comment Date:** 06/21/2017

Remove changes of sidewalk and ramps at the intersection. Keep existing ramp and crossing configuration.

Note**Comment Date:** 06/28/2017

Phone conversation with Lisa
-Went over comments
-Setting up meeting to go over application of declarations
-Checking to see if we will draw plans for electrical install

Supplement Accepted**Comment Date:** 06/28/2017

Remove all lighting in the ROW. All lighting in the ROW will be planned by the City of Madison.

Supplement Accepted**Comment Date:** 08/07/2017

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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Provide details on cover for CI fixtures . Provide a narrative and drawings on changes to all building elevations as departure from UDC final approval . Signage will require further approvals . Address UDC's comments on softening the building facade . Explain changes to the fourth floor planting area . Provide details on all retaining walls , planters and pavement details .

WATER UTILITY VERIFICATION**Note****Comment Date:** 07/01/2017

A Water Service Application Form and fees must be submitted before connecting to the existing water system. Provide at least two working days notice between the application submittal and the requested installation 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. For new or replacement services, the property owner or authorized agent is also required to sign the application. A Water Meter Application Form will subsequently be required to size & obtain a water meter establish a Water Utility customer account and/or establish a Water Utility fire service account. If you have questions regarding water service applications, please contact Madison Water Utility at (608) 266-4646.

The applicant's utility contractor shall obtain an excavation permit prior to commencing the water main or service construction in the public right-of-way. This permit application is available on the City Engineering Division website (<http://www.cityofmadison.com/engineering/permits.cfm>).

Note**Comment Date:** 07/14/2017

Coordinate proposed lateral connection configuration with Madison Water Utility prior to application for connection to ensure compatibility with proposed water main replacement project. (Completed 7-14-17)

ZONING VERIFICATION**Supplement Accepted****Comment Date:** 07/03/2017

Work with Zoning and Planning staff to finalize the Zoning Text.

Supplement Accepted**Comment Date:** 07/03/2017

Show the dimensions of the bicycle stalls including the access aisles on the final plans. A bicycle stall is a minimum of two (2) feet by six (6) feet with a five (5) foot wide access area. The access aisles may not be obstructed by vehicles, columns or other obstructions.

Note**Comment Date:** 07/03/2017

Bicycle parking requirements will be reevaluated at the time of build-out of the commercial tenant spaces.

Supplement Accepted**Comment Date:** 07/03/2017

Provide a parking summary including numbers of vehicle stalls, accessible stalls and bicycle stalls for each parking level.

Supplement Accepted**Comment Date:** 07/03/2017

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.

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Remove the signage from the building elevations. Signage approvals are not granted by the Plan Commission. Signage will be reviewed separately for compliance with Chapter 31 Sign Codes of the Madison General Ordinances. Signage permits are issued by the Zoning Section of the Department of Planning and Community and Economic Development.

Supplement Accepted**Comment Date:** 07/19/2017

The final site compliance date is May 1, 2019.

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.