



City of Madison Site Plan Verification

PROJECT: LNDUSE-2017-00042

Address: 3601 Cross Hill DR

Current Revision #: 0

Submitted by: Lancaster Investments Inc

Contact: Jon Lancaster
(608) 450-6181
jonelancaster@gmail.com

Project Type: Land Use

Description: Construct residential building complex containing 189 apartment units in three buildings with a clubhouse.

Status: Approved

Revision History: [0](#)

Review	Status	Reviewer	Reviewed
Engineering Mapping	Approved	Lori Zenchenko	Nov 7 2017
Engineering Review Main Office	Approved	Brenda Stanley	Nov 15 2017
Fire Review	Approved	William Sullivan	Sep 11 2017
Lighting Review	Approved	Harry Sulzer	Oct 19 2017
Parks/Forestry Review	Approved	Janet Schmidt	Oct 17 2017
Planning Review	Approved	Chris Wells	Oct 12 2017
Traffic Engineering Review	Approved	Timothy Stella	Nov 7 2017
Urban Design Commission Review	Approved	Janine Glaeser	Oct 27 2017
Zoning Review	Approved	Jenny Kirchgatter	Nov 16 2017

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Addressing plan created and approved 9/27/2017.

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:** 09/06/2017

CSM 14610 recorded.

The pending Certified Survey Map 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 CSM 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:** 09/13/2017

Doc No 5369719

Draft provided 10/13/17 Needs to be recorded.

4.8 The lots within this site plan are inter-dependent upon one another for stormwater runoff conveyance, and/or a private drainage system exists for the entire site an agreement shall be provided for the rights and responsibilities of all lot owners. Said agreement shall be reviewed and placed on file by the City Engineer, referenced on the site plan and recorded at the Dane Co Register of Deeds. (POLICY)

Supplement Accepted**Comment Date:** 09/13/2017

Doc No 5363204

Draft agreement provided 9/28/2017. Needs to be recorded.

The recorded copy of the private sanitary sewer easement over the future adjacent lot shall be provided prior to final site plan sign off.

Note**Comment Date:** 09/13/2017

A Public Temporary Storm Water Management Easement is to be granted by the pending CSM at the southeastern corner of the site for the Regional Pond Interim Condition proposed within this lot. This may be accomplished on the pending Certified Survey Map. Language has been provided to the surveyor for this easement.

Supplement Accepted**Comment Date:** 09/24/2017

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CAD received 11/6/2017.

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 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.

Note**Comment Date:** 09/27/2017

The base building addresses are:

Building A is 3517 Cross Hill Dr.

Building B is 3513 Cross Hill Dr.

Building C is 3501 Cross Hill Dr.

The clubhouse/office area is 3515 Cross Hill Dr.

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 Accepted**Comment Date:** 10/13/2017

10/16/2017

The required CADD file and tie sheets were not provided for the CSM. These shall be provided prior to sign off for the site.

ENGINEERING VERIFICATION**Supplement Accepted****Comment Date:** 09/25/2017

All outstanding Madison Metropolitan Sewerage District (MMSD) charges are due and payable prior to Engineering sign-off, unless otherwise collected with a Developer's / Subdivision Contract. Contact Mark Moder (608-261-9250) to obtain the final MMSD billing a minimum of two (2) working days prior to requesting City Engineering signoff. (MGO 16.23(9)(d)(4))

Supplement Accepted**Comment Date:** 09/25/2017

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The Applicant shall submit, prior to plan sign-off but after all revisions have been completed, 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) Lot lines or parcel lines if unplatted
- g) Lot numbers or the words unplatted
- h) Lot/Plat 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: bstanley@cityofmadison.com (East) or ttroester@cityofmadison.com (West). Include the site address in the subject line of this transmittal. Any changes or additions to the location of the building, sidewalks, parking/pavement, private on-site sanitary sewer utilities, or private on-site storm sewer utilities during construction will require a new CAD file.

Supplement Accepted**Comment Date:** 09/25/2017

The applicant shall submit, prior to plan sign-off but after all revisions have been completed, digital PDF files to the Engineering Division. Email PDF file transmissions are preferred to: bstanley@cityofmadison.com (East) or ttroester@cityofmadison.com (West). 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) Lot lines or parcel lines if unplatted
- g) Lot numbers or the words unplatted
- h) Lot/Plat 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:** 09/25/2017

The construction of this project will require that 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. Obtaining a developer's agreement generally takes approximately 4-6 weeks, minimum. (MGO 16.23(9)c)

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Applicant shall dedicate a 10' wide private sanitary sewer easement across the proposed lot #2 to the west as a condition of plan approval.

Supplement Accepted**Comment Date:** 09/25/2017

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 Accepted**Comment Date:** 09/25/2017

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 Accepted**Comment Date:** 09/25/2017

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 Accepted**Comment Date:** 09/25/2017

A Storm Water Management Report is required for this development. Report needs to show compliance with required rate control, TSS control, oil/grease 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 Accepted**Comment Date:** 09/25/2017

Need notary signed maintenance agreement by owner for the retention basin, infiltration basin, underground infiltration trench and oil/grease 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 Accepted**Comment Date:** 09/25/2017

Storm water calculations shall reflect the future removal of the existing detention basin within the street ROW. Contact Jeff Benedict.

Supplement Accepted**Comment Date:** 09/25/2017

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 Accepted**Comment Date:** 09/25/2017

This project requires a pumping plan, designed & stamped by a Professional Engineer registered in the state of Wisconsin, for the areas (3) draining to the underground parking entrances (3). This pumping system shall have the capacity to convey the 100 year storm event. The required flow rate shall be determined using the rational method (NOAA Atlas 14). The calculator is located at this link: http://hdsc.nws.noaa.gov/hdsc/pfds/pfds_map_cont.html?bkmrk=wi
Contact Jeff Benedict.

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

FIRE VERIFICATION**Note** **Comment Date:** 09/11/2017

Fire access worksheet indicates that none of the proposed buildings will exceed 30-ft above the fire access lanes; therefore, aerial access lanes are not being provided.

Note **Comment Date:** 09/11/2017

Private fire service mains serving fire hydrants shall be the same size as the public mains supplying the private mains unless hydraulically calculated to provide the minimum required flow and pressure. In all cases, mains serving fire hydrants do not need to exceed 10-inches but shall be at least 6-inches. See MGO 34.507 for additional information.

Note **Comment Date:** 09/11/2017

Previous submittal documents indicated that buildings A, B & the Club house would be one structure per the IBC. The life safety systems shall be designed accordingly.

Note **Comment Date:** 09/11/2017

Ensure that the inside turning radii of the 20-ft wide fire lanes is a minimum of 28-ft. MFD does not accept auto-turn as an equivalency.

PARKS FORESTRY VERIFICATION**Supplement Accepted** **Comment Date:** 10/05/2017

((park fees paid for 189 MF in Bldgs A, B and C 10/16/2017)) Park Impact Fees (comprised of the Park Infrastructure Impact Fee, per MGO Sec. 20.08(2)), and Park-Land Impact Fees, per MGO Sec. 16.23(8)(f) and 20.08(6) will be required for all new residential development associated with this project. This development is within the East Park -Infrastructure Impact Fee district. Please reference ID# 17125 when contacting Parks about this project.

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

City Forestry will evaluate the terrace for new street tree plantings upon completion of the project. If there is space for new trees, City Forestry will schedule planting and assess the cost of the initial planting to the property owner.

PLANNING VERIFICATION**Supplement Accepted** **Comment Date:** 10/12/2017

Condition #50 states: In order to satisfy residential building complex supplemental regulation (d) which states: "an appropriate transition area between the use and adjacent property may be required, using landscaping, screening, and other site improvements consistent with the character of the neighborhood", the applicant shall work with Planning and Zoning Staff on the design of the buffer – be it of a wooden fence and/or landscaping – before final sign off.

Note: Plans submitted 9/14/2017 satisfy this requirement for the subject site. However, if and when a commercial user moves into the adjacent site at 3603 Cross Hill Dr (i.e. Lot 2) (which is zoned TR-U1), they will still be required to satisfy MGO Sec. 28.142(8) regarding Screening Along District Boundaries which states: Screening shall be provided alongside and rear property boundaries between commercial, mixed-use or industrial districts and residential districts. Screening shall consist of a solid wall, solid fence, or hedge with year-round foliage, between six (6) and eight (8) feet in height, except that within the front yard setback area, screening shall not exceed four (4) feet in height. Height of screening shall be measured from natural or approved grade. Berms and retaining walls shall not be used to increase grade relative to screening height. For conditional uses, the Plan Commission may modify these requirements.

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51. That public sidewalk shall be installed along High Crossing Blvd on Lot 2 of the proposed CSM (currently 3601 Cross Hill Dr) in order to provide necessary pedestrian connections to this residential building complex with details to be approved by City staff. The Plan Commission's intent with this condition is that this sidewalk extension occur concurrently with the development of the conditional use on Lot 1. Prior to final the approval and recording of the CSM, the applicant shall coordinate with City Engineering and other agencies to develop into the necessary agreements to complete the sidewalk extension along High Crossing Blvd.

Note: The public sidewalk and note shown on Drawing C100 in the plan set submitted on 9/14/2017 satisfies this condition.

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

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

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

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

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

A deposit of \$2000 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 Tim Stella, Traffic Engineering, 30 W. Mifflin St; Suite 900, P.O. Box 2986, Madison, Wisconsin 53701-2986. (Paid by Developers Agreement)

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

A deposit of \$0.00 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 Tim Stella, Traffic Engineering, 30 W. Mifflin St; Suite 900, P.O. Box 2986, Madison, Wisconsin 53701-2986.

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

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 \$200.00 and Deposit to Insure Conduit of \$0.00 is payable to the City of Madison Treasurer to be delivered or mailed to Attention Tim Stella, Traffic Engineering, 30 W. Mifflin St; Suite 900, P.O. Box 2986, Madison, Wisconsin 53701-2986.

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

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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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:** 09/06/2017

"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:** 09/06/2017

Dimension bike stalls. 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:** 09/06/2017

The applicant shall provide a clearly defined 5' walkway clear of all obstructions to assist citizens with disabilities, especially those who use a wheel chair or are visually impaired. Obstructions include but are not limited to tree grates, planters, benches, parked vehicle overhang, signage and doors that swing outward into walkway.

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

The plan submitted for review did not include dimensioning of the underground parking. It will still be required to comply with MG10.08. The applicant can expect that if this is not in compliance they shall be required to bring the space into compliance up to and including modifying wall and column geometry.

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

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

The eastern entrance and driveway are of atypical design due to the retention pond that exists in the Cross Hill Drive Right-of-Way that will not be removed until such time as the lands to the east are developed. Once this condition has been resolved the City will extend Cross Hill Drive to the east and reconstruct the entrance to conform with City standards. At this time the applicant shall, at their own expense, reconstruct the driveway on their property to align with the reconstructed entrance and submit an updated site plan showing the new conditions. Additionally the applicant shall note the above condition on the site plan.

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

The applicant shall provided a TIA to be reviewed by Traffic Engineering. After the TIA has been reviewed Traffic Engineering will provide comments to the Plan Commission. (TIA has been reviewed and approved by TE 6/30/17)

URBAN DESIGN VERIFICATION**Supplement Accepted****Comment Date:** 10/09/2017

Sheets A-4.0-A6.2: Provide clarification on exterior building materials and colors. Color key refers to color separate from material type.

Supplement Accepted**Comment Date:** 10/12/2017

Per June, 28, 2017 UDC Approval, provide lighting and photometric plans. Remove lamp posts from within the parking lot tree islands.

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Per June, 28, 2017 UDC Approval, landscaping - change stone mulch to shredded bark.

ZONING VERIFICATION**Supplement Accepted****Comment Date:** 11/16/2017

Add a bicycle parking summary on site plan page C100 for the surface and underground bicycle stalls. Identify and dimension the surface and underground bicycle stalls, including the access aisles, on the final plans. A bicycle stall is a minimum two (2) feet by six (6) feet with a five (5) foot wide access area. The access aisle must not be obstructed by vehicles, columns or other structures. Provide a detail of the proposed bike rack including any structured or wall mount bike racks.

Supplement Accepted**Comment Date:** 11/08/2017

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.

Supplement Accepted**Comment Date:** 11/08/2017

Provide details of the landscape islands. 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 other organic material installed at a minimum depth of two (2) inches.

Supplement Accepted**Comment Date:** 11/16/2017

Submit a PDF and 3 hard copies of any revised or updated plan pages.

Supplement Accepted**Comment Date:** 11/13/2017

Label the building materials and colors on the elevations along with providing the materials and colors key.

Supplement Accepted**Comment Date:** 11/13/2017

The final site compliance date is September 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.

Note**Comment Date:** 10/14/2017

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. Signage permits are issued by the Zoning Section of the Department of Planning and Community and Economic Development.