



## City of Madison Site Plan Verification

**PROJECT: LNDUSE-2017-00055**

**Address:** 2232 W Broadway

**Current Revision #: 0**

**Submitted by:** Movin' Out, Inc.

**Contact:** Tim Radelet  
(608) 229-6917  
tr@movin-out.org

**Project Type:** Land Use

**Description:** Construct mixed-use building with 2,800 square feet of commercial space and 48 apartment units in UDD No. 1.

**Status:** Closed

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

Review	Status	Reviewer	Reviewed
Engineering Mapping	Approved	<a href="#">Jeffrey Quamme</a>	Oct 2 2017
Engineering Review Main Office	Approved	<a href="#">Timothy Troester</a>	Sep 29 2017
Fire Review	Approved	<a href="#">William Sullivan</a>	Sep 11 2017
Lighting Review	Approved	<a href="#">Frederick Rehbein</a>	Sep 20 2017
Parks/Forestry Review	Approved	<a href="#">Janet Schmidt</a>	Sep 26 2017
Planning Review	Approved	<a href="#">Timothy Parks</a>	Sep 25 2017
Traffic Engineering Review	Approved	<a href="#">Eric Halvorson</a>	Sep 22 2017
Urban Design Commission Review	Approved	<a href="#">Janine Glaeser</a>	Sep 25 2017
Water Utility Review	Approved	<a href="#">Adam Wiederhoeft</a>	Sep 18 2017
Zoning Review	Approved	<a href="#">Jenny Kirchgatter</a>	Oct 2 2017

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File received 2017-9-21

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.

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

Plans received 2017-9-21 showing sidewalk easement

Upon final determination, the site plan shall be modified to correctly show the boundary excluding that area to be dedicated in the southwest corner for public right of way by the pending CSM.

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

CSM 14617 recorded 09/27/2017 as Document # 5360094.

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

Revised plan moving pipe received 2017-9-21

Move the north south portion of the private storm sewer and the private manhole out of the public right of way along the west side of the site.

**Note****Comment Date:** 09/24/2017

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Addressing plan created and approved 8/22/2017. Base apartment address is 2232 W Broadway.

Submit a PDF of all floor plans to lzenchenko@cityofmadison.com so that a 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.

## ENGINEERING VERIFICATION

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

((Permit had been applied for and deposits paid 9-29-17 TNT)) Applicant shall obtain a permit to Excavate in the Right-of-Way (Street Excavation Permit) for the installation of the required sidewalk along Fayette Avenue and the utility connections required within the public right-of-way. As part of this permit deposits must be provided to cover estimated City expenses for design, inspection, and administration. Surety in the amount of the estimated construction costs for the public improvements will also be required as a condition of the permit.

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

Update plans with the required alignment for the public sidewalk along Fayette Avenue. Coordinate update/design with the City project engineer assigned to this project, John Sapp (jsapp@cityofmadison.com).

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

Provide survey required for development of City sidewalk plans. Submit to John Sapp at jsapp@cityofmadison.com. If it is determined consultant engineer stamped plans will be used instead of City designed plans then stamped sheets with the sidewalk, utility connections, and all other work within the public right-of-way will need to be provided. Coordinate with John on these items.

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

All outstanding Madison Metropolitan Sewerage District (MMSD) fees are due and payable prior to City Engineering sign-off. Currently we show \$204.86 due for this site. Make check payable to Madison Metropolitan Sewerage District and submit to City Engineering for processing (attn: Tim Troester or Mark Moder).

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

Revise utility plan to show required realignment of the private storm sewer along Fayette Avenue as discussed at the 9/7/17 meeting with City Engineering staff.

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

Revise utility plan to show sanitary lateral connecting to existing structure in W Broadway as discussed at 9/7/17 meeting.

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

Provide drainage flows and pump design that will handle the 100-yr design storm for area draining toward the underground parking. Flow calculations and pump design must be stamped by a Wisconsin P.E. or Professional Plumber.

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

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.

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

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This project will disturb an acre or more of land area and will be subject to WDNR permitting requirements for erosion control and stormwater management. Submit a copy of the approved WDNR Construction Site Storm Water Runoff permit (WDNR NOI permit) to City Engineering. The City of Madison erosion control and stormwater management permits cannot be issued until WDNR has granted their permit approval.

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

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](mailto:meberhardt@cityofmadison.com).

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

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

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

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:** 09/13/2017

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.

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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.

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

Prior to approval, the owner or owner's representative shall obtain a permit to plug each existing sanitary sewer lateral that serves a building which is proposed for demolition. For each lateral to be plugged the owner shall complete a sewer lateral plugging application and pay the applicable permit fees. The permit application is available on line at <http://www.cityofmadison.com/engineering/permits.cfm>. City records show several sanitary laterals provided from W Broadway to this property. These must all be plugged or evidence provided that they are already plugged at the sewer main (just as providing video confirmation).

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

The roof access shall be via a ships ladder from an enclosed stair per IBC 1009.13.

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

MGO 34.503/IFC 503 Appendix D105, Provide an aerial apparatus access fire lane that is at least 26-feet wide, if any part of the building is over 30 feet in height. The near edge of the aerial fire lane shall be within 30-feet and not closer than 15 feet from the structure, and parallel to one entire side. The aerial fire lane shall cover not less than 25% of the building perimeter.

Provide fire aerial access as depicted on Sheet #1 from Glueck Architects. Update Sheet 4 of 4 of Quam Engineering accordingly.

**PARKS FORESTRY VERIFICATION****Supplement Accepted****Comment Date:** 09/21/2017

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((park fees paid)) 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# 15163 when contacting Parks about this project.

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**Note** **Comment Date:** 09/21/2017

City Forestry will remove three dead city street trees along W. Broadway Avenue.

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**Supplement Accepted** **Comment Date:** 09/21/2017

City Forestry will issue a removal permit for one tree 24" diameter Linden (1st street tree on Fayette Avenue North on W Broadway) tree due to sidewalk installation and root cutting. Please contact Brad Hofmann – bhofmann@cityofmadison.com or 266-4816 to obtain the street tree removal permit.

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**Supplement Accepted** **Comment Date:** 09/21/2017

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 Brad Hofmann – bhofmann@cityofmadison.com or 266-4816. Tree planting specifications can be found in section 209 of City of Madison Standard Specifications for Public Works Construction – Forestry will request two trees along Fayette four trees along West Broadway.

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**Supplement Accepted** **Comment Date:** 09/21/2017

Existing street trees shall be protected. Please include the following note on the site plan: Contractor shall install tree protection fencing in the area between the curb and sidewalk and extend it at least 5 feet from both sides of the tree along the length of the terrace. No excavation is permitted within 5 feet of the outside edge of a tree trunk. If excavation within 5 feet of any tree is necessary, contractor shall contact City Forestry (266-4816) prior to excavation to assess the impact to the tree and root system. Tree pruning shall be coordinated with City Forestry prior to the start of construction. Tree protection specifications can be found in section 107.13 of City of Madison Standard Specifications for Public Works Construction -<http://www.cityofmadison.com/business/pw/documents/StdSpecs/2013/Part1.pdf>. Any tree removals that are required for construction after the development plan is approved will require at least a 72 hour wait period before a tree removal permit can be issued by Forestry, to notify the Alder of the change in the tree plan.

## PLANNING VERIFICATION

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**Note** **Comment Date:** 09/21/2017

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

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**Note** **Comment Date:** 09/21/2017

No HVAC or utility penetrations are shown on the final elevations. Any proposed HVAC or utility penetrations on the building shall not face W. Broadway or Fayette Avenue. Any such penetrations elsewhere on the exterior of the building shall be designed to be perpendicular to the facades to limit their visibility to the greatest extent possible. No utility or HVAC pedestals or penetrations, including HVAC wall packs for units, and gas meters or electric meters for buildings/units shall be permitted without specific approval by the Urban Design Commission and Plan Commission.

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

The plans presented for final approval shall demonstrate compliance with the building design requirements in Section 28.060 of the Zoning Code, as well as address any prior comments about the project by the Urban Design Commission. This condition may be satisfied by providing tabular data on percentage of openings, etc.

NOTE: Sheet 5 includes the required data.

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

**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 \$600.00 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.

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

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.). 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

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.

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Work with Traffic Engineering to modify the commercial lot to allow circulating parking to turn around. This is typically done by painting out one of the stalls or adding additional pavement to be used for vehicular turning movements.

**Supplement Accepted****Comment Date:** 09/06/2017Applicant will provide a trash removal plan. Email to [tstella@cityofmadison.com](mailto:tstella@cityofmadison.com)**Supplement Accepted****Comment Date:** 09/06/2017

Confirm underground parking is residents only. If so, it's not on the underground parking sheets.

**Supplement Accepted****Comment Date:** 09/19/2017

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.

**URBAN DESIGN VERIFICATION****Comment Date:** 09/25/2017**WATER UTILITY VERIFICATION****Note****Comment Date:** 09/18/2017

Note that the latest utility plan submittal calls out C900 material for the proposed water lateral. C900 is not an acceptable material in the right of way - water lateral pipe should be Class 52 ductile iron.

**ZONING VERIFICATION****Supplement Accepted****Comment Date:** 10/02/2017

Provide details showing that the primary street façade meets the door and window opening requirements of Section 28.060(2)(d). For nonresidential uses at ground floor level, windows and doors or other openings shall comprise at least sixty percent (60%) of the length and at least forty percent (40%) of the area of the ground floor of the primary street facade. At least fifty percent (50%) of windows on the primary street facade shall have the lower sill within three (3) feet of grade. For residential uses at ground level, a minimum of fifteen percent (15%) of the ground level of residential facades or side and rear facades not fronting a public street shall consist of windows and door openings. On upper stories, window or balcony openings shall occupy a minimum of fifteen percent (15%) of the upper-story wall area.

**Supplement Accepted****Comment Date:** 10/02/2017

Show the surface bicycle stalls and trash enclosure on the landscape plan to ensure there are no conflicts with proposed placement of landscaping.

**Note****Comment Date:** 09/21/2017

As each commercial tenant space is leased, the entire development must reflect compliance in the required number and type of bicycle parking spaces, to be reviewed prior to obtaining zoning approval for each use.



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

**Note**

**Comment Date:** 09/21/2017

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The final site compliance date is December 1, 2018.

**Note**

**Comment Date:** 09/21/2017

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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.