



City of Madison Site Plan Verification

PROJECT: LNDUSE-2017-00063

Address: 130 E Gilman ST

Current Revision #: 0

Submitted by:

Contact: Robert Klebba
(608) 209-8100
bob.klebba@gmail.com

Project Type: Land Use

Description: Convert single-family residence into eight-room hotel with café and event space in Mansion Hill Historic District.

Status: Approved

Revision History: [0](#)

Review	Status	Reviewer	Reviewed
Engineering Mapping	Approved	Lori Zenchenko	Apr 5 2018
Engineering Review Main Office	Approved	Brenda Stanley	Apr 13 2018
Fire Review	Approved	William Sullivan	Feb 26 2018
Landmarks Commission Review	Approved	Amy Scanlon	Feb 27 2018
Parks/Forestry Review	Approved	Kathleen Kane	Feb 26 2018
Planning Review	Approved	Colin Punt	Apr 11 2018
Traffic Engineering Review	Approved	Timothy Stella	Apr 12 2018
Urban Design Commission Review	Approved	Janine Glaeser	Apr 12 2018
Zoning Review	Approved	Jenny Kirchgatter	Apr 14 2018

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ENG MAPPING VERIFICATION**Supplement Accepted****Comment Date:** 01/31/2018

CAD received 4/5/2018.

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:** 02/01/2018

Addressing plan created and approved 09/12/2017.

ENGINEERING VERIFICATION**Supplement Accepted****Comment Date:** 01/30/2018

Doc no 5401291

A cross lot drainage agreement is required between lot 1 & lot 2 of CSM 14376 for the runoff from lot 1 onto lot 2.

Supplement Accepted**Comment Date:** 01/30/2018

In 2018, the City will be reconstructing E Gilman Street (Project 11649). The Applicant shall submit a CAD file to Engineering (Brenda Stanley at bstanley@cityofmadison.com and Lisa Coleman at lcoleman@cityofmadison.com) to review utilities, curb, sidewalk and driveway grades. The existing driveway has a 15% slope.

Supplement Accepted**Comment Date:** 02/07/2018

City of Madison Public Works Project 11649 is a 90 calendar day contract scheduled to begin on April 2. If the Applicant chooses to have work in the City right of way completed with the City Public Works Project, the Applicant shall sign of Waiver of Hearings and Assessments.

Note**Comment Date:** 02/07/2018

The contractor for this project shall work with the contractor of the City Public Works Project on construction coordination.

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Supplement Accepted**Comment Date:** 02/07/2018

The applicant shall submit, prior to plan sign-off but after all revisions are completed, digital PDF files to the Engineering Division (bstanley@cityofmadison.com). The digital copies shall be to scale, and shall have a scale bar on the plan set. (POLICY and MGO 37.09(2)). PDF submittals shall contain the following information: a) Building footprints, b) Internal walkway areas, c) Internal site parking areas, d) Lot lines and right-of-way lines, e) Street names, f) Stormwater Management Facilities, g) Detail drawings associated with Stormwater Management Facilities (including if applicable planting plans), h) Private on-site sanitary sewer utilities (including all connections to public sanitary), i) Private on-site storm sewer utilities (including all connections to public storm).

Note**Comment Date:** 02/07/2018

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.

PARKS FORESTRY VERIFICATION**Note****Comment Date:** 02/01/2018

NOTE: East Gilman Street will be reconstructed by City project in 2018 and will have both Ash trees being preemptively removed due to Emerald Ash Borer as part of the project. Forestry will plant the replacements after both projects are complete.

TE VERIFICATION**Supplement Accepted****Comment Date:** 02/08/2018

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

Supplement Accepted**Comment Date:** 02/08/2018

The applicant shall submit one contiguous plan showing proposed conditions and one contiguous plan showing existing conditions for approval. The plan drawings shall be scaled to 1" = 20' and include the following, when applicable: existing and proposed property lines; parcel addresses; all easements; pavement markings; signing; building placement; items in the terrace such as signs, street light poles, hydrants; surface types such as asphalt, concrete, grass, sidewalk; driveway approaches, including those adjacent to and across street from the project lot location; parking stall dimensions, including two (2) feet of vehicle overhang; ADA stall dimensions; secured parking facility; sidewalk dimensions; drive aisle dimensions; bike stall dimensions and detail; underground parking dimensions; semitrailer movement and vehicle routes; dimensions of radii; and percent of slope.

Supplement Accepted**Comment Date:** 02/08/2018

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 any time per the recommendation/plan of Traffic Engineering and City Engineering Depts.

Supplement Accepted**Comment Date:** 02/08/2018

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.

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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.

Supplement Accepted **Comment Date:** 02/08/2018

Applicant shall provide a copy of all cross access agreements. Email to tstella@cityofmadison.com

Supplement Accepted **Comment Date:** 02/28/2018

The Driveway Approach form is already filled out in the Traffic Engineering Office and requires only the fee / deposit to be paid as noted prior to site approval. The Driveway Approach Fee of \$100 and Deposit to Insure Conduit of \$(TBD) 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.

ZONING VERIFICATION

Supplement Accepted **Comment Date:** 04/14/2018

Submit a detail of the proposed bike rack.

Supplement Accepted **Comment Date:** 04/14/2018

The location of the trash enclosure labeled on the site plan does not match the location shown on the proposed basement floor plan. Update the site plan and/or the basement floor plan to consistently show the location of the trash enclosure.

Supplement Accepted **Comment Date:** 04/14/2018

Submit the tent site plan for review.

Note **Comment Date:** 02/26/2018

The final site compliance date is December 31, 2018.

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:** 02/26/2018

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.