



City of Madison Site Plan Verification

PROJECT: LNDUSE-2017-00078

Address: 901 E Washington AVE

Current Revision #: 0

Submitted by: 901 Hospitality LLC

Contact: Curt Brink
(608) 575-4845
curtbrink@hotmail.com;john@kotherep.com

Project Type: Land Use

Description: Demolish three commercial buildings and an existing addition to construct a new addition as part of the conversion of an existing 5-story commercial building into a 144-room hotel in UDD No. 8.

Status: Closed

Revision History: [0](#)

Review	Status	Reviewer	Reviewed
Engineering Mapping	Approved	Jeffrey Quamme	Mar 12 2018
Engineering Review Main Office	Approved	Brenda Stanley	Feb 15 2018
Fire Review	Approved	William Sullivan	Jan 16 2018
Landmarks Commission Review	Approved	Amy Scanlon	Jan 16 2018
Lighting Review	Approved	Harry Sulzer	Jan 26 2018
Metro Review	Approved	Timothy Sobota	Jan 10 2018
Parks/Forestry Review	Approved	Janet Schmidt	Jan 10 2018
Planning Review	Approved	Timothy Parks	Jan 18 2018
Recycling Coordinator	Approved	Bryan Johnson	Jan 24 2018
Traffic Engineering Review	Approved	Eric Poffenberger	Feb 16 2018
Urban Design Commission Review	Approved	Janine Glaeser	Jan 29 2018
Water Utility Review	Approved	Adam Wiederhoeft	Feb 14 2018
Zoning Review	Approved	Jenny Kirchgatter	Mar 15 2018

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CAD received 3/1/2018.

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.

Supplement Accepted**Comment Date:** 11/17/2017

CSM 14676 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:** 11/20/2017

Received 2017-12-18

The site plan shall show and denote the proposed three Condominium Units (Land Units) of ARCHIPELAGO VILLAGE CONDOMINIUM and their respective designations.

Supplement Accepted**Comment Date:** 11/20/2017

Doc No 5389762 for E. Main Easement. 1875459 on E Wash Released Doc No 5399614

It appears as though Underground Electric Easements per Doc No's 1875458 and 1875459 along E. Washington Avenue are to have building improvements constructed within their limits. Provide proof of MG&E's allowing of building improvements within the easement or provide the recorded releases of the easements and removal of the easements from the plans.

Supplement Accepted**Comment Date:** 11/20/2017

Condominium recorded 12/21/2017 as Document 5379644.

The pending Archipelago Condominium shall be recorded prior to final sign off.

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Floor plans created and approved, new sheets submitted to Zoning 2/28/2018.

Submit a Floor Plan in PDF format to Lori Zenchenko (lzenchenko@cityofmadison.com) that includes a floor plan for each floor on a separate sheet for the development of a complete interior addressing plan. The Addressing Plan for the entire project shall be finalized and approved by Engineering (with consultation and consent from the Fire Marshal if needed) prior to the application submittal for the final Site Plan Approval with Zoning. The approved Addressing Plan shall be included in the final application.

For any changes pertaining to the location, deletion or addition of a unit, or to the location of a unit entrance, (before, during, or after construction), a revised Address Plan shall be resubmitted to Lori Zenchenko to review addresses that may need to be changed and/or reapproved. The final revised Addressing Plan shall be submitted by the applicant to Zoning to be attached to the final filed approved site plans.

ENGINEERING VERIFICATION**Supplement Accepted****Comment Date:** 11/20/2017

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>. (MGO CH 35.02(14))

Supplement Accepted**Comment Date:** 11/20/2017

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:** 11/20/2017

The property is an open contaminant site with the WDNR (BRRS #03-13-001608). A digital copy of the site investigation report and remedial actions report shall be submitted to Brynn Bemis (608.267.1986, bbemis@cityofmadison.com). Applicant shall submit proof of coordination with the WDNR to remediate the site and address residual contaminant concerns associated with the proposed site plan (i.e. vapor mitigation, dewatering).

Note**Comment Date:** 11/20/2017

NOTE: In lieu of a developer agreement, City Engineering will allow work to be completed with Permit to Excavate in the Right of Way. BLS 12/13/17 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). Contact Brenda Stanley at bstanley@cityofmadison.com or 261-9127.

Supplement Accepted**Comment Date:** 11/20/2017

Applicant shall update utility plan to show sanitary lateral size, invert elevations and alignment of the proposed services.

Note**Comment Date:** 11/20/2017

The Applicant shall provide the City Engineer with a survey indicating the grade of the existing sidewalk and street. The Applicant shall hire a Professional Engineer to set the grade of the building entrances adjacent to the public right of way. The Applicant shall provide the City Engineer the proposed grade of the building entrances. The City Engineer shall approve the grade of the entrances prior to signing off on this development. (POLICY)

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Note	Comment Date:
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. (POLICY)	11/20/2017
Supplement Accepted	Comment Date: 11/20/2017
Need notary signed maintenance agreement by owner for the underground detention tank and inlet filters. 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: 11/21/2017
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: 11/21/2017
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: 11/21/2017
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: 11/21/2017
A Storm Water Management Report is required for this development. Report needs to show compliance with required TSS control and oil/grease control. 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. null	
Supplement Accepted	Comment Date: 11/21/2017
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: 11/21/2017
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.	
Supplement Accepted	Comment Date: 11/21/2017
This project appears to have very little room for washing of concrete trucks or removal of concrete waste/waste water onsite. Provide a detail and location for the disposal of concrete waste/waste water as part of the Erosion Control Permit.	

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

Note **Comment Date:** 12/13/2017

Prior to beginning construction, the Applicant shall obtain a Street Excavation permit for the installation of utilities required to serve this project. The Applicant shall pay the permit fee, inspection fee and street degradation fee as applicable and shall comply with all the conditions of the permit. (MGO 10.05(6)) This permit application is available on line at <http://www.cityofmadison.com/engineering/permits.cfm>

Note **Comment Date:** 12/13/2017

Prior to beginning work on the expanded Madison Metro bus pad on E Washington Avenue, the Applicant shall obtain a Street Terrace Permit. The plan provided by Madison Metro shall be included with the permit application. The Applicant shall pay the permit fee and shall comply with all the conditions of the permit. This permit application is available on line at <http://www.cityofmadison.com/engineering/permits.cfm>

FIRE VERIFICATION

Supplement Accepted **Comment Date:** 11/27/2017

Provide documentation on the aerial access lanes and the minimum required distance of 15-ft from the face of the building.
Per revised sheet C103 Dated 12-18-17

Supplement Accepted **Comment Date:** 11/27/2017

The proposed Chicagoland Hackberry located along the fire lane would prohibit aerial access use. Document location of aerial access lanes as you intend to incorporate into the overall project design.
Per revised sheet L-100 dated 12-18-17

PARKS FORESTRY VERIFICATION

Supplement Accepted **Comment Date:** 12/01/2017

All proposed street tree removals within the right of way shall be reviewed by City Forestry. Please submit an existing inventory of trees (location, species, & DBH) and a tree removal plan (in PDF format) to Brad Hofmann – bhofmann@cityofmadison.com or 266-4816. Approval and permitting of street tree removals shall be obtained from the City Forester and/or the Board of Public Works prior to the approval of the site plan.

Supplement Accepted **Comment Date:** 12/01/2017

Additional street trees are needed for this project. All street tree planting locations and tree 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 - <http://www.cityofmadison.com/business/pw/documents/StdSpecs/2013/Part2.pdf>.

Supplement Accepted **Comment Date:** 12/01/2017

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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**Note** **Comment Date:** 01/18/2018

The final plans appear to be consistent with the plans approved by the Plan Commission on September 18, 2017 and with the site plan changes granted final approval by the Urban Design Commission on October 25, 2017.

TE VERIFICATION**Supplement Accepted** **Comment Date:** 11/14/2017

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

Note **Comment Date:** 11/14/2017

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:** 11/14/2017

(pd. by check)A deposit of \$3000.00 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:** 11/14/2017

(pd. by check)A deposit of \$6,000 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.

Contractor will contact Brian Smith (261-9625) to get approval for moving the light and to the new location of the light. Contractor will be responsible for obtaining all permits for working in the ROW. Contractor will be required to install the new base, and any other infrastructure required to move the existing light.

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(pd. by check)he 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 \$600.00 and Deposit to Insure Conduit of \$0.00 (Electrical plan issued) 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:** 11/14/2017

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:** 11/14/2017

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:** 11/14/2017

Applicant will add all property lines.

Supplement Accepted**Comment Date:** 11/14/2017

All existing driveway approaches on which are to be abandoned shall be removed and replaced with curb and gutter and noted on the plan.

Supplement Accepted**Comment Date:** 11/14/2017

Applicant will provide a copy of the cross access agreements. Email to epoffenberger@cityofmadison.com

Supplement Accepted**Comment Date:** 11/14/2017

"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:** 11/14/2017

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 Accepted**Comment Date:** 11/14/2017

Applicant will dimension all sidewalks on proposed site plan to maintain a 5' clear path for pedestrians.

Supplement Accepted**Comment Date:** 11/14/2017

Applicant will provide a trash removal plan. Email to epoffenberger@cityofmadison.com

Supplement Accepted**Comment Date:** 11/14/2017

Dimensions all stalls and ADA access that is not typical stall size (9'x18').

Supplement Accepted**Comment Date:** 12/18/2017

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.

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A201-A203 Exterior Building Elevations - provide material color call outs on drawings.

ZONING VERIFICATION**Supplement Accepted****Comment Date:** 01/24/2018

Section 28.185(7)(a)5. requires that if a demolition or removal permit is approved, it shall not be issued until the reuse and recycling plan is approved by the Recycling Coordinator, Bryan Johnson (608-266-4682).

Supplement Accepted**Comment Date:** 03/15/2018

Identify and show the outline of the drop off canopy on the civil plans. Label the first floor plans.

Note**Comment Date:** 01/11/2018

The capacity shall be established for the outdoor eating area. Occupancy is established by the Building Inspection Unit. Contact Building Inspection staff at (608) 266-4559 to help facilitate this process.

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

The final site compliance date is June 30, 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:** 01/11/2018

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 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.