



City of Madison Site Plan Verification

PROJECT: LNDUSE-2017-00081

Address: 2500 Calypso RD

Current Revision #: 0

Submitted by: Housing Initiatives

Contact: Dean Loumos
(608) 277-8330

Project Type: Land Use

Description: Convert one apt unit, within an existing 8-unit residential bldg, into an office for human services and reconfigure the pkg lot in SR-V1 zoning district.

Status: Closed

Revision History: [0](#)

Review	Status	Reviewer	Reviewed
Engineering Mapping	Add'l Info Req'd	Jeffrey Quamme	Feb 18 2022
Engineering Review Main Office	Approved	Jeffrey Benedict	Mar 7 2018
Parks/Forestry Review	Approved	Sarah Lerner	Feb 20 2018
Planning Review	Approved	Sydney Prusak	Feb 12 2018
Traffic Engineering Review	Add'l Info Req'd	Timothy Stella	Feb 18 2022
Zoning Review	Approved	Jenny Kirchgatter	Feb 19 2018

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ENG MAPPING VERIFICATION

Note **Comment Date:** 02/09/2018

Addressing plan reviewed 2/2/2018 for the conversion of an apartment into an office. The office is 2502 Calypso Dr STE 2.

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:** 02/19/2018

Revised plan provided 2018-4-11

Property records and aerial photography indicate that this site plan may not be accurate. It appears that the driveway along the south side of this parcel straddles the lot line and the driveway is not entirely on this Lot. The applicant/owner shall confirm the location of the lot lines.

Supplement Required **Comment Date:** 02/20/2018

If the driveway is in fact shared, applicant shall provide a recorded copy of a reciprocal access easement for the shared accesses with adjacent properties.

ENGINEERING VERIFICATION

Note **Comment Date:** 02/18/2018

Current plan shows less than 4,000 sf disturbed area. If plans are not revised, no Erosion Control or Storm Water Management Permits will be required.

Note **Comment Date:** 02/18/2018

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

PARKS FORESTRY VERIFICATION

Note **Comment Date:** 02/20/2018

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.

Supplement Accepted **Comment Date:** 02/20/2018

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.

PLANNING VERIFICATION

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The applicant shall provide a detailed site plan with doors, sidewalks, and the extent of the office clearly labeled to City Staff for final sign-off

TE VERIFICATION**Supplement Required****Comment Date:** 02/19/2018

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

Supplement Accepted**Comment Date:** 02/19/2018

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:** 02/19/2018

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 Departments.

Supplement Accepted**Comment Date:** 02/19/2018

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.

Supplement Accepted**Comment Date:** 02/19/2018

That concrete bike slab should be 4' x 8'. 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 Required**Comment Date:** 02/19/2018

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

Supplement Accepted**Comment Date:** 02/19/2018

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.

Note**Comment Date:** 02/19/2018

The chain link fence in the parking lot will not work as proposed.

ZONING VERIFICATION

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The final site compliance date is July 1, 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.