



# City of Madison Site Plan Verification

**PROJECT: LNDUSE-2018-00004**

**Address:** 208 Cottage Grove RD

**Current Revision #: 0**

**Submitted by:** MSP Real Estate Inc

**Contact:** Mark Hammond  
(612) 868-9997  
mhammond@msphousing.com

**Project Type:** Land Use

**Description:** Demolish commercial building and construct four-story mixed-use building with 5,125 square feet of commercial space and 35 apartments and four-story, 77-unit apartment building.

**Status:** Agency Reviews in Process

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

Review	Status	Reviewer	Reviewed
Engineering Mapping	Add'l Info Req'd	<a href="#">Jeffrey Quamme</a>	Dec 13 2018
Engineering Review Main Office	Add'l Info Req'd	<a href="#">Brenda Stanley</a>	Dec 12 2018
Fire Review	Add'l Info Req'd	<a href="#">William Sullivan</a>	Dec 11 2018
Lighting Review	Approved	<a href="#">Steve Rewey</a>	Dec 10 2018
Parks/Forestry Review	Approved	<a href="#">Kathleen Kane</a>	Dec 20 2018
Planning Review	Pending	-	N/A
Recycling Coordinator	Pending	<a href="#">Bryan Johnson</a>	N/A
Traffic Engineering Review	Add'l Info Req'd	<a href="#">Timothy Stella</a>	Dec 5 2018
Water Utility Review	Approved	<a href="#">Adam Wiederhoeft</a>	Jan 2 2019
Zoning Review	Pending	-	N/A

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Addressing plan created & approved 12/13/2018. Uploaded 1/4/2019.

Apartment numbers were not approved as required by the initial project review. The numbers on the planset sheets are not valid and cannot be approved for apartment addresses as they do not conform to our addressing standards.

Please, Submit a Floor Plan for each separate building 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 building and interior addressing plan. The approved addressing plan is to be submitted to Zoning for them to upload into this project file.

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.

**Supplement Required****Comment Date:** 12/10/2018

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 Required****Comment Date:** 12/10/2018

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 Required****Comment Date:** 12/13/2018

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The proposed shared access and utility easement between this site and the site at 216 Cottage Grove Road shall be recorded after the CSM has been recorded. Please note the parcel no's will likely change with the creation of the new CSM lots and will need to be confirmed on this document.

Provide the recorded copy of the agreement prior to final sign off.

**Note** **Comment Date:** 12/13/2018

Applicant has indicated an amendment of the Shared Entry Drive Agreement (Document No. 2635222) with Walgreens is not necessary.

Applicant is responsible to notify and obtain any agreements necessary for the proposed construction of sidewalk and any other construction activity on the adjacent Walgreens parcel to the west.

**Supplement Required** **Comment Date:** 12/13/2018

The Storm Sewer easement per Document No. 871453 shall be released by separate document prepared by City Office of Real Estate Services. The applicant must prepare metes and bounds legal descriptions and scale map exhibits and \$500 for the portions to be released and provide to Engineering Land Records Coordinator Jeff Quamme for review (608-266-4097) (jrquamme@cityofmadison.com).

**Supplement Accepted** **Comment Date:** 12/13/2018

Revised plan received

Any modification of the CSM western boundary per comments made for the CSM approval shall be also modified on the site plans.

**ENGINEERING VERIFICATION****Supplement Required** **Comment Date:** 12/12/2018

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:** 12/12/2018

2018 Fees Due: \$2,207.07, PAID DEC 2018

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 Required** **Comment Date:** 12/12/2018

The proposed 8" sanitary sewer connection into the 15" public sewer main on John's Street shall require a manhole with external sewer access structure joint seal (Madison Standard Specifications section 507.3(e)).

**Supplement Required** **Comment Date:** 12/12/2018

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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). 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 Required****Comment Date:** 12/12/2018

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). 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).

**Note****Comment Date:** 12/12/2018

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)

**Note****Comment Date:** 12/12/2018

All damage to the pavement on Cottage Grove Rd & Johns St, adjacent to this development shall be restored in accordance with the City of Madison's Pavement Patching Criteria. For additional information please see the following link: <http://www.cityofmadison.com/engineering/patchingCriteria.cfm> (POLICY)

**Note****Comment Date:** 12/12/2018

Prior to beginning construction, the Applicant shall obtain a Street Excavation permit for the installation of utilities required to serve this project. The Street Excavation permit is in lieu of a Developer Agreement for work to be completed in the City right of way. 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:** 12/12/2018

Daniel Olivares (daolivares@cityofmadison.com) may have comments regarding possible erosion control and stormwater management measures.

**Note****Comment Date:** 12/21/2018

This project falls in the area subject to increased erosion control enforcement as authorized by the fact that it is in a TMDL ZONE. The project will be expected to meet a higher standard of erosion control than the minimum standards set by the WDNR in order to comply with TMDL limits.

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**Note** **Comment Date:** 12/21/2018

Complete an erosion control plan and complete weekly self-inspection of the erosion control practices and post these inspections to the City of Madison website - as required by Chapter 37 of the Madison General Ordinances.

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**Supplement Required** **Comment Date:** 12/21/2018

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 Daniel Olivares (daolivares@cityofmadison.com), City Engineering, for approval.

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**Supplement Required** **Comment Date:** 12/21/2018

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 Daniel Olivares (daolivares@cityofmadison.com) at City Engineering.

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**Supplement Required** **Comment Date:** 12/21/2018

The applicant shall demonstrate compliance with Section 37.07 and 37.08 of the Madison General Ordinances regarding permissible soil loss rates. The erosion control plan shall include Universal Soil Loss Equation (USLE) computations for the construction period. Measures shall be implemented in order to maintain a soil loss rate below 5.0 tons per acre per year. Daniel Olivares (daolivares@cityofmadison.com) at City Engineering.

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**Supplement Required** **Comment Date:** 12/21/2018

This project will require a concrete management plan as part of the erosion control plan to be reviewed and approved by the City Engineer's Office. Daniel Olivares (daolivares@cityofmadison.com) at City Engineering.

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**Supplement Required** **Comment Date:** 12/21/2018

This project appears to require construction dewatering. A dewatering plan shall be submitted to City Engineering as part of the Erosion Control Permit application and plan. If contaminated soil or groundwater conditions exist on or adjacent to this project additional WDNR, Public Health, and/or City Engineering approvals may be required prior to the issuance of the required Erosion Control Permit. Contact Daniel Olivares, City Engineering, at daolivares@cityofmadison.com.

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**Supplement Required** **Comment Date:** 12/21/2018

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 Daniel Olivares.

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**Supplement Required** **Comment Date:** 12/21/2018

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 Daniel Olivares.

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**Supplement Required** **Comment Date:** 12/21/2018

This site will require a Storm Water Management Permit. Please submit the Storm Water Management Permit Application (and associated fee) to Daniel Olivares (daolivares@cityofmadison.com), City Engineering, for approval.

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**Supplement Required** **Comment Date:** 12/21/2018

The Applicant shall submit prior to plan sign-off, Stormwater Management Plan Narrative & Report, including electronic copies of any Stormwater 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. Report shall be stamped by a Licensed P.E. (POLICY and MGO 37.09(2)) Contact Daniel Olivares, City Engineering, at daolivares@cityofmadison.com.

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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 Daniel Olivares at [daolivares@cityofmadison.com](mailto:daolivares@cityofmadison.com). Final document and fee should be submitted to City Engineering.

**Supplement Required****Comment Date:** 12/21/2018

Prior to approval, this project shall comply with Chapter 37.09(3)(a)1.a. of the Madison General Ordinances regarding stormwater management. Specifically, this development is required to reduce TSS by 80%. This requirement shall be considered met if the eighty percent (80%) reduction requirement is met for the site or all new exposed parking areas reach a sixty percent (60%) TSS reduction, as compared to no controls.

**Supplement Required****Comment Date:** 12/21/2018

Prior to approval, this project shall comply with Chapter 37 of the Madison General Ordinances regarding stormwater management. Specifically, this development is required to provide oil/grease control treating the first 1/2 inch of runoff over the entire parking lot in accordance with Chapter 37 of the Madison General Ordinances.

**Supplement Required****Comment Date:** 12/21/2018

This project requires a pumping plan, designed & stamped by a Professional Engineer registered in the state of Wisconsin, for the area draining to the underground parking entrance. 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](http://hdsc.nws.noaa.gov/hdsc/pfds/pfds_map_cont.html?bkmrk=wi). Contact Daniel Olivares.

**Note****Comment Date:** 12/21/2018

Stormwater drainage must discharge toward Cottage Grove Rd. Connections to public storm sewer will require permitting and work must be completed by prequalified contractor.

**FIRE VERIFICATION****Supplement Required****Comment Date:** 12/11/2018

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Provide fire apparatus access lanes in accordance with MGO 34 &amp; the IFC:

- a. The site plans shall clearly identify the location of all fire lanes.
- b. 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.
- c. Provide a fire lane that extends to within 250-feet of all exterior portions of the structure, when the building has a fire sprinkler system.
- d. Aerial fire lanes shall be free from overhead obstructions. Obstructions shall not be located between the building and an aerial fire lane. Alternative measures to allow obstructions may include specific tree selection and placement; increased fire protection systems; and/or increased building fire resistance. Alternatives must be approved by MFD prior to site plan approval.
- e. Provide a minimum unobstructed width of 26-feet for at least 20-feet on each side of the fire hydrant.
- f. Where there is a change in the direction of a fire lane, the minimum inside turning radius shall be at least 28-feet.
- g. Provide a fire lane with the minimum clear unobstructed width of 20-feet. 26-feet for aerial access lanes.

**Note****Comment Date:** 12/11/2018

A single fire alarm and a single fire sprinkler system shall be provided to serve the entire structure. Additional fire protection features will be required such as multiple fire alarm annunciator panels, FDCs, and Knox boxes to aid in efficient emergency response to the building.

**TE VERIFICATION****Supplement Accepted****Comment Date:** 12/05/2018

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

**Supplement Accepted****Comment Date:** 12/05/2018

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/striped 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:** 12/05/2018

A deposit of \$1000 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 Department, 215 Martin Luther King Jr. Blvd; Suite 109, P.O. Box 2986, Madison, Wisconsin 53703-2986.

**Supplement Accepted****Comment Date:** 12/05/2018

(208 Cottage Grove Rd)The Driveway Approach form will be 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 \$200 is payable to the City of Madison Treasurer to be delivered or mailed to Attention Tim Stella, Traffic Engineering Department, 215 Martin Luther King Jr. Blvd; Suite 109, P.O. Box 2986, Madison, Wisconsin 53703-2986.

**Supplement Accepted****Comment Date:** 12/05/2018

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Items in the Right-of-Way are not approvable through the site plan approval process. Make a note on all pages 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:** 12/05/2018

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.

**Note****Comment Date:** 12/05/2018

Per Section MGO 12.138 (14), this project is not eligible for residential parking permits. It is recommended that this prohibition be noted in the leases for the residential units.

**Supplement Accepted****Comment Date:** 12/05/2018

Stop signs shall be installed at a height of seven (7) feet at all class III driveway approaches (on the right side of the drive), 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:** 12/05/2018

All sidewalks adjacent parking stalls shall be 7' to accommodate vehicle overhang. Show the 2' overhang line.

**Supplement Accepted****Comment Date:** 12/05/2018

Dimension bike racks. Typical bike stalls are 2' x 6'. 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 at least a 2 foot buffer from parking or pedestrian walkways.

**Supplement Required****Comment Date:** 12/05/2018

Applicant shall provide a signed copy of all cross access agreements. Email to [tstella@cityofmadison.com](mailto:tstella@cityofmadison.com)

**Supplement Accepted****Comment Date:** 12/05/2018

Applicant shall dimension all sidewalks on proposed site plan to maintain a 5' clear path for pedestrians and citizens with disabilities.

**Supplement Accepted****Comment Date:** 12/05/2018

The applicant shall show dimensions for the proposed and existing parking stalls items S = 9 ft, L = 18 ft, E = 24 ft, F = 20 ft, and degree of angle parking width and backing up, according to Figures II "Medium and Large Vehicles" parking design standards in Section 10.08(6)(b)2. Alternatively, use "Small Vehicles" parking design standards 10.08(6)(b)3 items S = 8.5", L = 16", E = 22' & F = 18' where all parking shall be clearly identified and properly controlled for use by only such vehicles.

**Supplement Accepted****Comment Date:** 12/05/2018

The applicant shall indicate on the underground parking plan whether the garage is used for residential use only, mixed commercial and residential use, or employee and residential use only... Make note that the stalls are assigned parking.

**Supplement Accepted****Comment Date:** 12/05/2018

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



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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:** 12/05/2018

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