

ZONING PERMIT & PLAN COMMISSION REVIEW APPLICATION FORM

It is the responsibility of the applicant to contact the City Planner at (608)222-2525 or sreichertz@ci.monona.wi.us prior to application submittal to discuss the process. Please note that your application will not be put on the agenda until all materials are received at the City Planning office.

APPLICATION FOR PRELIMINARY PREHEARING

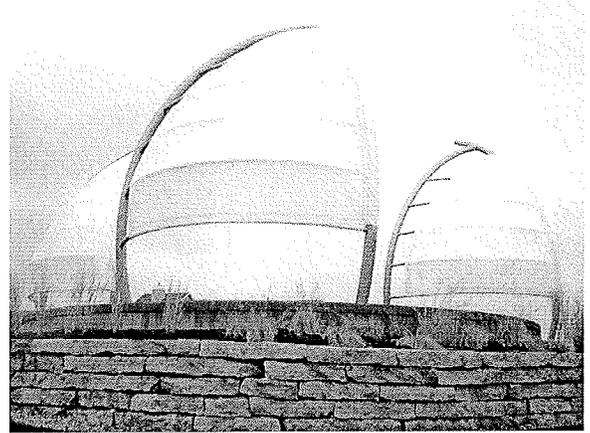
APPLICANT

Name JEREMY EPPLER
Company SUMMIT CREDIT UNION
Mailing Address 4800 AMERICAN PARKWAY, MADISON, WI 53718
Telephone 608/243-5000, EXT 4407
Email jeremy.eppler@summitcreditunion.com

APPLICANT WILL BE REPRESENTED BY

The owner's representative (if any) will receive all official correspondence.

Name PETER TAN/ BRANDON HALVERSON
Company STRANG, INC.
Mailing Address 6411 MINERAL POINT ROAD, MADISON, WI 53705
Telephone 608/276-9200
Email TAN@STRANG-INC.COM, HALVERSON@STRANG-INC.COM



PROPERTY INFORMATION

Property Address 5809 MONONA DRIVE
Owner Name RA & E, LLC
Owners Address 1905 GLENN PARK DRIVE, CHAMPAIGN, IL 61820
Current Zoning RETAIL BUSINESS
Existing Property Use RESTAURANT

ZONING PERMIT APPLICATION PROCEDURES

Applications must include:

1. A letter or memo stating your request and reasons why the request should be reviewed and considered for approval. Include a description of items including: the current and proposed business, hours of operation, number of employees, number of anticipated visitors per day, number of parking stalls, how and where deliveries are made, the modifications or additions to be made to the property, etc.
2. Name, address, and phone number of the Owner, Developer, Firm and Individual at that firm who prepared the plans. Owner authorization must be provided for tenants or lessees.
3. Project plans labeled with scale, north arrow, adjacent street names, and dates on which plans were prepared or revised. Text must be readable (min. size 10 font). It is recommended plans be prepared by a professional engineer, architect, etc.

Submittal Process:

1. All materials must be received at the City Planning office before the item is scheduled for a meeting. The petitioner will be asked to submit **10 copies** of **all plans** with any changes suggested by department heads on 11" x 17" size paper or larger **two weeks prior** to the meeting (date of meeting requested: 4/13/2015).
2. The applicant is also asked to submit electronic (PDF) copies of plans.
3. The applicable permit fee of \$ 125.00 is due at the time of plan submittal.

Below Space for Office Use:

Date Approved _____
Approved By _____

Permit Number _____
Conditions of Approval (see attached)

CITY OF MONONA: CHECKLIST OF SUBMITTALS FOR PLAN COMMISSION REVIEW

Additional information may be required.

Site Plan: (include 10 copies at a scale of 1"=20' or 1"=40', with all text being readable)

- Indicate property boundaries, existing/new structures, parking, building location with front yard, side yard & rear yard setbacks.
- Location of neighboring buildings.
- Total area of the site, square footage of buildings, square footage or % of paved surface, square footage or % of green space.
- Location of existing & proposed driveways, curb-cuts, sidewalks, loading & delivery areas, fire hydrants, etc.
- Locations of existing and proposed ~~sanity~~ sewer, storm sewer, water mains, proposed or existing easements.
- Parking lot layout indicating size and quantity of spaces, dimensions of drive aisles, handicapped stall locations.
- Location, type, height and materials of existing and proposed fences or walls.
- Location of dumpsters, any outdoor storage areas and a list of items to be stored in that area.

Stormwater Management Plan: (include 10 copies on at a scale of 1"=20' or 1"=40', with all text being readable)

- Existing and proposed grades, contours of the site.
- Direction of water runoff, drainage and the location of stormwater holding areas.
- Site drainage plans and any catch basin locations.
- Erosion control plans and schedules.
- A signed maintenance agreement may be required before final permits are issued.

Building Plans: (include 10 copies at a scale of 1/8"= 1', with all text being readable)

- Building floor plan ~~with dimensions~~ sketch
- Detailed building elevations of all sides of the proposed building(s).
- Elevations must indicate the type & location of the exterior materials to be used & the proposed color scheme. indicated on narrative
- Locate exterior lighting, locations for wall signage, awnings, or other exterior features.
- Indicate location of all HVAC units or other mechanicals and your proposal for screening.
- Present actual samples of materials and colors proposed for all exterior materials to the Plan Commission.

Landscaping Plan: (include 10 copies at a scale of 1"=20' or 1"=40', with all text being readable)

- Indicate size, quantity, type and common name of all existing and proposed trees, shrubbery, perennials, and other landscaping.
- Indicate the use of large scale planters, solutions for foundation plantings, and landscaping for parking islands.
- Describe the screening proposed for outdoor storage areas, parking, etc.
- Include the vision triangle area on plans to show the required lines of sight where driveways meet streets.
- Location of berms, fences with details and materials used, and any non-plant features proposed.
- Indicate exterior seating areas, bicycle racks, etc. along with manufacturer photos, materials and colors used.

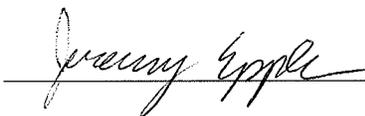
Lighting Plan: (include 10 copies at a scale of 1"=20' or 1"=40', with all text being readable)

- Show exterior lighting solutions including locations and the levels of illumination/foot candles to be supplied.
- Include copies of manufacturers' brochures, specs, sizes and colors to show the type of fixtures or poles proposed.
- Show that lighting is designed so level of direction and illumination will not affect existing residential areas, traffic, etc.

Signage Plan & Completed Permit Form: (include 10 copies with all text being readable)

- Indicate location of proposed and existing site and landscape signage on an overall site plan (at 1" = 20' scale) including drive locations.
- Show proposed size & height of signs and signage elements, specific typestyle and all graphic elements to be used.
- Illustrate materials and colors used to fabricate signs.
- Shopping centers/buildings with leased space shall develop a comprehensive signage plan.

Applicant Signature



Date

3/27/15

To: City of Monona Planning Department and Plan Commission

Project: Summit Credit Union Branch Office
5809 Monona Drive
Monona, Wisconsin

Owner's Contact: Summit Credit Union
4800 American Parkway
Madison Wisconsin 53718
Attn: Jeremy Eppler
608-243-5000, extension 4407

Architect: Strang, Inc.
6411 Mineral Point Road
Madison, WI 53705
Attn: Peter Tan and Brandon Halverson
608-276-9200

Civil Engineer: JSD Professional Services
161 Horizon Drive, Suite 101
Verona, Wisconsin 53593
Attn: Bill Dunlop
608-848-5060

Landscape Architect: JSD Professional Services
161 Horizon Drive, Suite 101
Verona, Wisconsin 53593
Attn: Bill Dunlop
608-848-5060

Request

Applicant is seeking feedback on the use of the property in general as well as the building brand & design prior to moving forward with further details.

Zoning Data

Current Zoning: Retail Business

Proposed Use:

- a financial institution
- drive-through teller facilities for the financial institution

Project Statistics

Legal: refer to site survey attached

Lot Area: 35,683 sq. ft

Lot Coverage: Impervious = 23,883 sq. ft. (66.9% of site)

- 3,488 sq. ft. building "footprint"

- 19,215 sq. ft. parking and drive aisles
- 1,180 sq. ft. sidewalk

Pervious area = 11,800 sq. ft. (33.1% of site)

- Lawn, landscaped areas, drainage ways

Building Area: 4,962 total gross square feet total "footprint" (Drive Thru Canopy is 1,474 sq. ft)

Building height: 1 story
32'-0" feet to top of highest coping

Parking

Credit Union = 3,488 gross sq. ft. Employees = 7 max, 5 normal Members = 7 max, 5 normal	Maximum actual need = 16 stalls.
Customer area = 1,950 sf.	1,950 sf / 1 stall per 150 sf = 13 stalls required

16 parking stalls provided on site (including 1 handicapped accessible stall)

Bicycle parking: 2 stalls provided near building entrance

Description of Intended Use

Financial Institution:

Operational characteristics will be those of a typical financial institution. Three drive-through teller aisles will serve credit union members from their autos. The building will have a walk-in lobby for credit union members who wish to conduct business with a teller or financial adviser, and for people wishing to become members of the credit union. The "back of house" area will contain storage, a staff break room, and other support spaces.

For walk-in customers, the lobby will be open from approximately 8:00 am until 5:00 pm Monday through Friday and from 8:00 am to noon on Saturday.

The drive-through teller lanes will be open from approximately 7:00 am to 6:00 pm Monday through Friday and from 8:00 am to noon on Saturday.

Daily Traffic Expected: 100 walk-in customers, 200 drive-through customers

An ATM machine on the outer-most drive-through lane will be available at all times.

Design Narrative

Building and Site Design Considerations:

The Massing and site design reinforces the urban fabric of Monona Drive, by maintaining the street edge of neighboring buildings. The building is located next to the street, while the parking lot and the stacking area of the drive up is located to the rear of the site. The drive up canopy further reinforces the urban fabric of the street façade by screening the parking area and drives to the rear of the site. The design of the drive up canopy is inextricably linked to the rest of the building in terms of design character and materials. Vertical fabric sunshades add interest to the street façade of the building.

Please refer to the attached photographs of the Summit Credit Union Stoughton branch for an idea of the design forms and details, as well as the exterior materials and finishes on the project.

Exterior Materials and Colors:

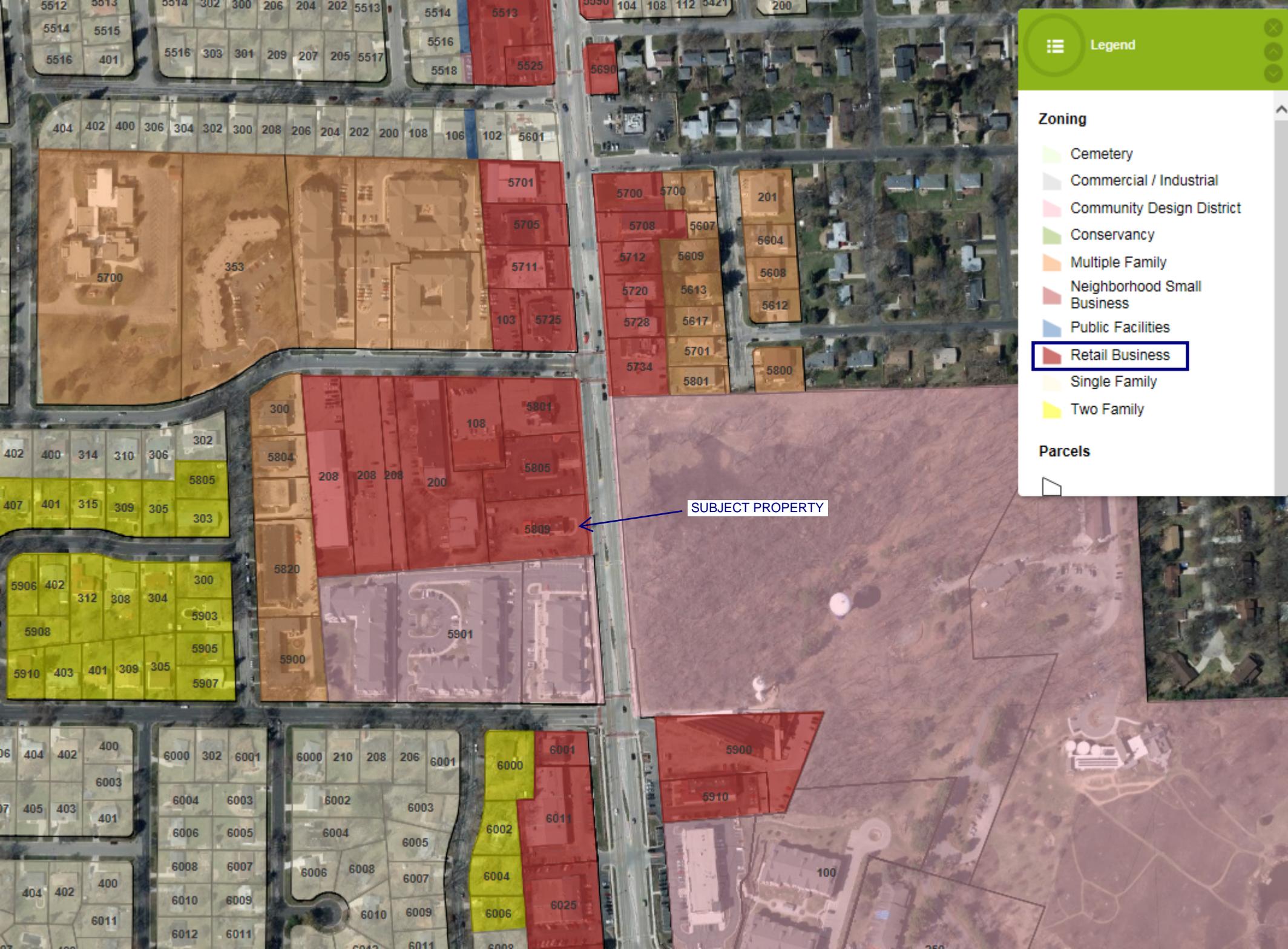
Brick: Brick comprises more than 50% of the non-window exterior surface of the building. The brick proposed is Endicott Manganese Ironspot brick.

Cast Stone: Horizontal accent bands and window sills consisting of a limestone colored cast stone contribute to the horizontal expression of the building.

Windows: Aluminum storefront system in a clear anodized aluminum finish.

Copings, rooftop mechanical equipment screen and accent trim on roof overhang fascias: Silver metallic metal to match finish of window frames.





Legend

Zoning

-  Cemetery
-  Commercial / Industrial
-  Community Design District
-  Conservancy
-  Multiple Family
-  Neighborhood Small Business
-  Public Facilities
-  **Retail Business**
-  Single Family
-  Two Family

Parcels

SUBJECT PROPERTY



ALTA/ACSM LAND TITLE SURVEY

LOT 4, CERTIFIED SURVEY MAP No. 2681 RECORDED IN VOLUME 10 OF DANE COUNTY CERTIFIED SURVEY MAPS, PAGES 329-330, AS DOCUMENT No. 1551791, BEING A PART OF THE SOUTHEAST QUARTER OF THE NORTHEAST QUARTER OF SECTION 20, TOWNSHIP 07 NORTH, RANGE 10 EAST, CITY OF MONONA, DANE COUNTY, WISCONSIN.

JSD Professional Services, Inc.
 • Engineers • Surveyors • Planners

"BUILDING RELATIONSHIPS WITH A COMMITMENT TO CLIENT SATISFACTION THROUGH TRUST, QUALITY AND EXPERIENCE"

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MADISON REGIONAL OFFICE
 161 HORIZON DRIVE, SUITE 101
 VERONA, WISCONSIN 53593
 608.848.5060 PHONE | 608.848.2255 FAX

MADISON | MILWAUKEE
 KENOSHA | APPLETON
www.jsdinc.com

SERVICES PROVIDED TO:

SUMMIT CREDIT UNION

4800 AMERICAN PARKWAY
 MADISON, WI 53718-8308

PROJECT:

5809 MONONA DR.

PROJECT LOCATION:
 CITY OF MONONA
 DANE COUNTY, WI

JSD PROJECT NO.: 15-6660

SEAL/SIGNATURE:

ALTHOUGH EVERY EFFORT HAS BEEN MADE IN PREPARING THESE PLANS AND CHECKING THEM FOR ACCURACY, THE CONTRACTOR AND SUBCONTRACTORS MUST CHECK ALL DETAIL AND DIMENSIONS OF THEIR TRADE AND BE RESPONSIBLE FOR THE SAME.

DESIGN: AWW & JK 02-10-15
 APPROVED: TJB 02-13-15

PLAN MODIFICATIONS: DATE:

DIGGERS HOTLINE
 Call 811 or (800) 242-8511
 Milwaukee Area (262) 432-7910
 Hearing Impaired TDD (800) 542-2289
www.DiggersHotline.com

SHEET TITLE:
 ALTA/ACSM LAND TITLE SURVEY

MAP NO: C-379

SHEET NUMBER: 1

LEGEND

- GOVERNMENT CORNER
- 3/4" REBAR FOUND
- 3/4" x 24" REBAR SET (1.50 LBS/LF)
- M.A.G. NAIL SET
- BENCHMARK
- FINISHED FLOOR SHOT LOCATION
- BOLLARD
- POST
- SIGN
- SANITARY MANHOLE
- HYDRANT
- WATER OR GAS VALVE
- STORM MANHOLE
- CURB INLET
- GAS REGULATOR/METER
- ELECTRIC PEDESTAL
- ELECTRIC TRANSFORMER
- LIGHT POLE
- TELEPHONE PEDESTAL
- CABLE PEDESTAL
- DECIDUOUS TREE
- BUSH
- HANDICAP PARKING
- SECTION LINE
- PARCEL BOUNDARY
- RIGHT-OF-WAY LINE
- PLATTED LOT LINE
- EASEMENT LINE
- FENCE LINE
- EDGE OF PAVEMENT
- CONCRETE CURB & GUTTER
- SANITARY SEWER
- WATER LINE
- STORM SEWER
- NATURAL GAS
- UNDERGROUND ELECTRIC
- UNDERGROUND TELEPHONE
- BUILDING
- INDEX CONTOUR
- INTERMEDIATE CONTOUR
- SPOT ELEVATION
- BITUMINOUS PAVEMENT
- RETAINING WALL
- CONCRETE PAVEMENT
- STAMPED CONCRETE
- DISCONTINUED MAPPED PIPE LINE
- DENOTES RECORD DATA DEPICTING THE SAME LINE ON THE GROUND AS RETRACED BY THIS SURVEY

NOTES CORRESPONDING TO TABLE A REQUIREMENTS:

- THE SUBJECT PROPERTY LIES IN ZONE X PER FEMA MAP NUMBER 55025004376, EFFECTIVE DATE: JANUARY 2, 2009. ZONE X OTHER AREAS - AREAS DETERMINED TO BE OUTSIDE THE 0.2% ANNUAL CHANCE FLOODPLAIN.
- CURRENT ZONING CLASSIFICATION WAS NOT PROVIDED BY THE INSURER.
- THERE ARE 26 REGULAR PARKING SPACES AND 1 HANDICAP SPACE FOR A TOTAL OF 27 PARKING SPACES.
- NOTE - WITH REGARD TO TABLE A ITEM 11(b), SOURCE INFORMATION FROM PLANS AND MARKINGS WILL BE COMBINED WITH OBSERVED EVIDENCE OF UTILITIES TO DEVELOP A VIEW OF THOSE UNDERGROUND UTILITIES. HOWEVER, LACKING EXCAVATION, THE EXACT LOCATION OF UNDERGROUND FEATURE CANNOT BE ACCURATELY, COMPLETELY AND RELIABLY DEPICTED. WHERE ADDITIONAL OR MORE DETAILED INFORMATION IS REQUIRED, THE CLIENT IS ADVISED THAT EXCAVATION MAY BE NECESSARY.
- THE OFFSITE EASEMENT FOR THE SUBJECT PROPERTY IS SHOWN HEREON AS SHARED DRIVEWAY EASEMENT PER DOCUMENT 4533629.

NOTES

- FIELD WORK PERFORMED BY JSD PROFESSIONAL SERVICES, INC. ON JANUARY 30, 2015.
- BEARINGS FOR THIS SURVEY AND MAP ARE BASED ON THE WISCONSIN COUNTY COORDINATE SYSTEM, (WCCS), DANE COUNTY. THE EAST LINE OF THE NORTHEAST QUARTER OF SECTION 20-07-10 BEARS N 04°25'37" W.
- ELEVATIONS ARE BASED ON THE NORTH AMERICAN VERTICAL DATUM OF 1988 (NAVD88). BENCHMARK IS A CITY OF MADISON GPS CONTROL POINT-EDINA-TAYLOR GPS, ELEVATION = 873'
- CONTOUR INTERVAL IS ONE FOOT.
- SPOT ELEVATIONS SHOWN ALONG CURB AND GUTTER REFERENCE THE TOP BACK OF CURB.
- SUBSURFACE UTILITIES AND FEATURES SHOWN ON THIS MAP HAVE BEEN APPROXIMATED BY LOCATING SURFICIAL FEATURES AND APPURTENANCES, LOCATING DIGGERS HOTLINE FIELD MARKINGS AND BY REFERENCE TO UTILITY RECORDS AND MAPS. DIGGERS HOTLINE TICKET NO. 20150501749, WITH A CLEAR DATE OF JANUARY 30, 2015.
- BEFORE EXCAVATION, APPROPRIATE UTILITY COMPANIES SHOULD BE CONTACTED. FOR EXACT LOCATION OF UNDERGROUND UTILITIES, CONTACT DIGGERS HOTLINE, AT 1.800.242.8511.
- THE ACCURACY OF THE BENCHMARKS SHOWN ON THIS MAP SHALL BE VERIFIED BEFORE BEING UTILIZED. JSD PROFESSIONAL SERVICES, INC. DOES NOT GUARANTEE THAT THE BENCHMARK ELEVATION LISTED ON THIS MAP HAVE NOT BEEN DISTURBED SINCE THE DATE OF THIS SURVEY.

LEGAL DESCRIPTION (AS FURNISHED)

(FIRST AMERICAN TITLE INSURANCE COMPANY, COMMITMENT No.: NCS-712987-MAD, COMMITMENT DATE: FEBRUARY 10, 2015 AT 07:30 A.M.)

LOT 4 OF CERTIFIED SURVEY MAP 2681, RECORDED IN VOLUME 10 OF CERTIFIED SURVEY MAPS, PAGES 329-330 AS DOCUMENT No. 1551791, LOCATED IN THE CITY OF MONONA, DANE COUNTY, WISCONSIN.

EXCEPT THAT THEREOF CONVEYED FOR HIGHWAY PURPOSES IN A WARRANTY DEED RECORDED APRIL 17, 2009 AS DOCUMENT No. 4533629

TAX ID No.: 258/0710-201-9920-1

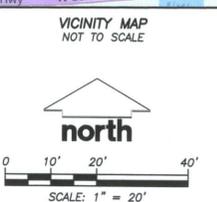
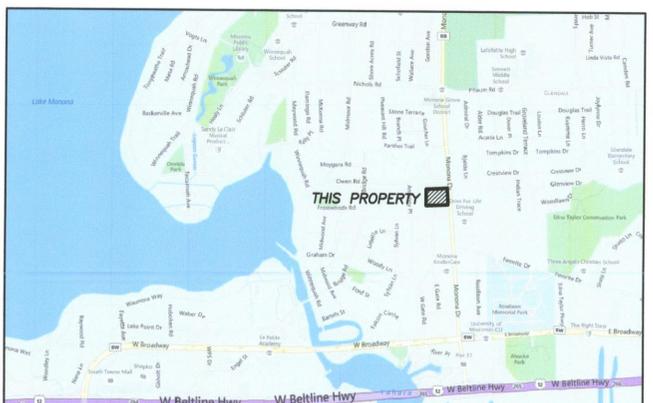
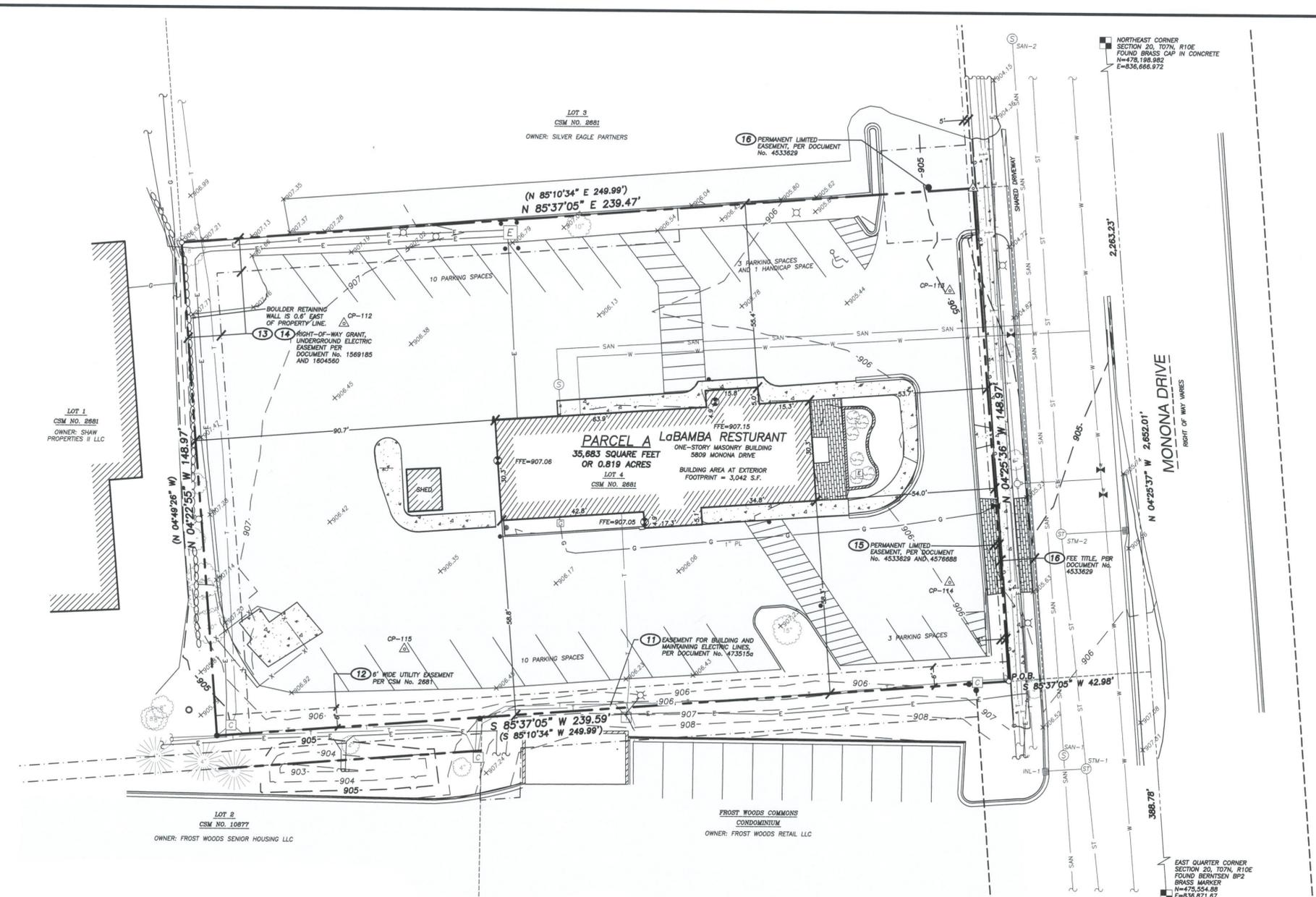
PROPERTY ADDRESS: 5809 MONONA DRIVE, MONONA, WI

SURVEYOR'S CERTIFICATE

- I, **TODD J. BUHR**, S-2614, DE FOREST, WI, DO HEREBY CERTIFY THAT I AM A LICENSED PROFESSIONAL LAND SURVEYOR IN THE STATE OF WISCONSIN AND THAT I AM THE SURVEYOR OF THIS SURVEY.

THIS IS TO CERTIFY THAT THIS MAP OR PLAT AND THE SURVEY ON WHICH IT IS BASED WERE MADE IN ACCORDANCE WITH THE 2011 MINIMUM STANDARD DETAIL REQUIREMENTS FOR ALTA/ACSM LAND TITLE SURVEYS, JOINTLY ESTABLISHED AND ADOPTED BY ALTA AND NSPS AND INCLUDES ITEMS 1, 2, 3, 4, 5, 6(a), 7(a), 7(b)(1), 8, 9, 11(b), 13, AND 20(a) OF TABLE A THEREOF. THE FIELD WORK WAS COMPLETED ON JANUARY 27, 2015.

Todd J. Buhr
 TODD J. BUHR, S-2614
 PROFESSIONAL LAND SURVEYOR



SANITARY SEWER MANHOLES

STRUCT. ID	RIM ELEVATION	INVERT	ELEVATION	PIPE SIZE	PIPE TYPE
SAN-1	906.33	S	896.58	8"	PVC
SAN-2	903.79	S	895.64	8"	PVC

STORM SEWER INLETS

INLET ID	RIM ELEVATION	INVERT	ELEVATION	PIPE SIZE	PIPE TYPE
INL-1	906.14	E	892.34	12"	RCP
STM-1	906.57	N	899.82	24"	RCP
		W	901.97	12"	RCP
STM-2	905.16	N	899.77	24"	RCP
		S	898.76	24"	RCP
		W	901.02	12"	RCP

BENCHMARKS

BENCH MARK	ELEVATION	DESCRIPTION
CP-112	906.78	M.A.G. NAIL
CP-113	905.03	M.A.G. NAIL
CP-114	905.76	M.A.G. NAIL
CP-115	906.65	M.A.G. NAIL

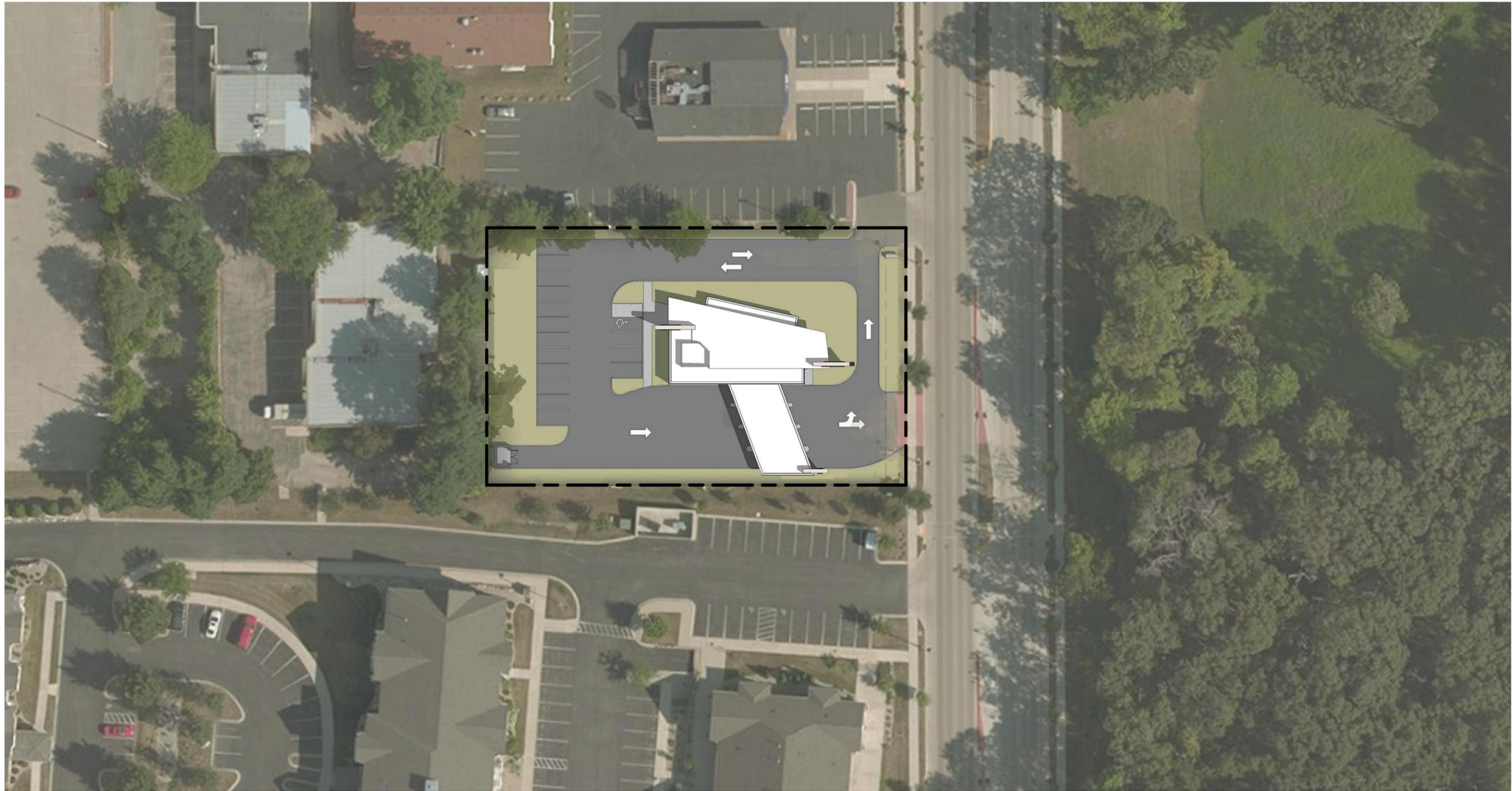
NOTES CORRESPONDING TO SCHEDULE B-SECTION TWO EXCEPTIONS

- EASEMENT CONTAINED IN DEED RECORDED APRIL 19, 1927 IN VOLUME 324 OF DEEDS, PAGE 324 AS DOCUMENT NO. 473515. THIS ITEM MAY OR MAY NOT AFFECT THE SUBJECT PROPERTY AND IS PLOTTED HEREON. (DEED DATED MARCH 22, 1927.)
- UTILITY EASEMENT AS SHOWN ON CERTIFIED SURVEY MAP No. 2681. THIS ITEM DOES AFFECT THE SUBJECT PROPERTY AND IS PLOTTED HEREON.
- GRANT OF RIGHT-OF-WAY TO MADISON GAS AND ELECTRIC COMPANY RECORDED APRIL 28, 1978 IN VOLUME 939 OF RECORDS, PAGE 340 AS DOCUMENT No. 1569185. THIS ITEM DOES AFFECT THE SUBJECT PROPERTY AND IS PLOTTED HEREON.
- GRANT OF RIGHT-OF-WAY TO MADISON GAS AND ELECTRIC COMPANY RECORDED DECEMBER 19, 1978 IN VOLUME 1024 OF RECORDS, PAGE 7 AS DOCUMENT No. 1604560. THIS ITEM DOES AFFECT THE SUBJECT PROPERTY AND IS PLOTTED HEREON.
- EASEMENT FOR RIGHT-OF-WAY DISCLOSED BY AFFIDAVIT OF CORRECTION RECORDED JULY 23, 2009 AS DOCUMENT No. 4576688. THIS ITEM DOES AFFECT THE SUBJECT PROPERTY AND IS PLOTTED HEREON.
- PERMANENT LIMITED EASEMENTS CREATED IN A WARRANTY DEED RECORDED APRIL 17, 2009 AS DOCUMENT NO. 4533629. THIS ITEM DOES AFFECT THE SUBJECT PROPERTY AND IS PLOTTED HEREON.

JSD DOES NOT GUARANTEE THAT THE BENCHMARK ELEVATIONS LISTED ON THIS MAP HAVE NOT BEEN DISTURBED SINCE THE DATE OF THIS SURVEY. BENCHMARKS SHOULD BE FIELD VERIFIED PRIOR TO CONSTRUCTION ACTIVITIES.

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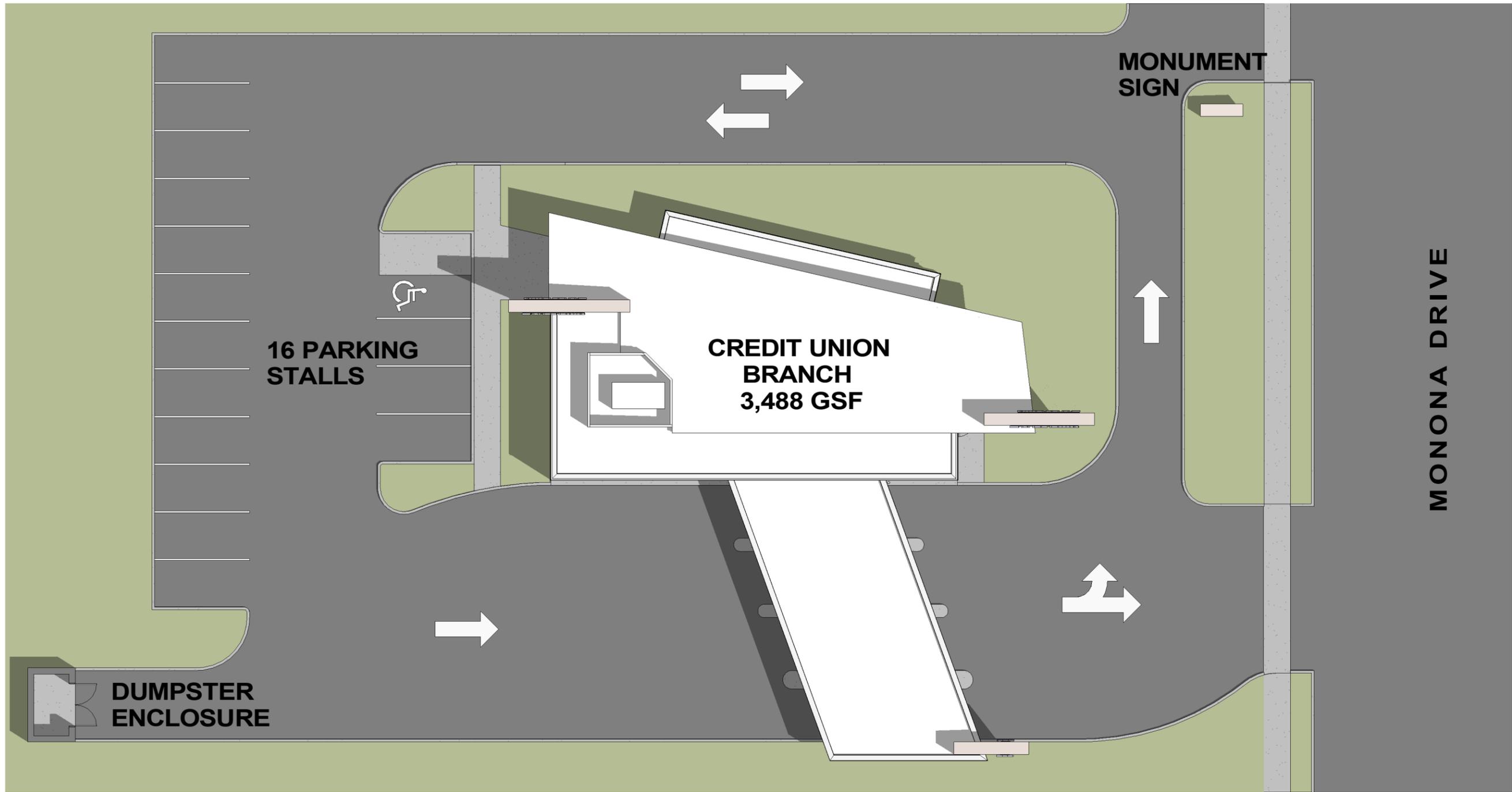
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 **CONTEXT PLAN**

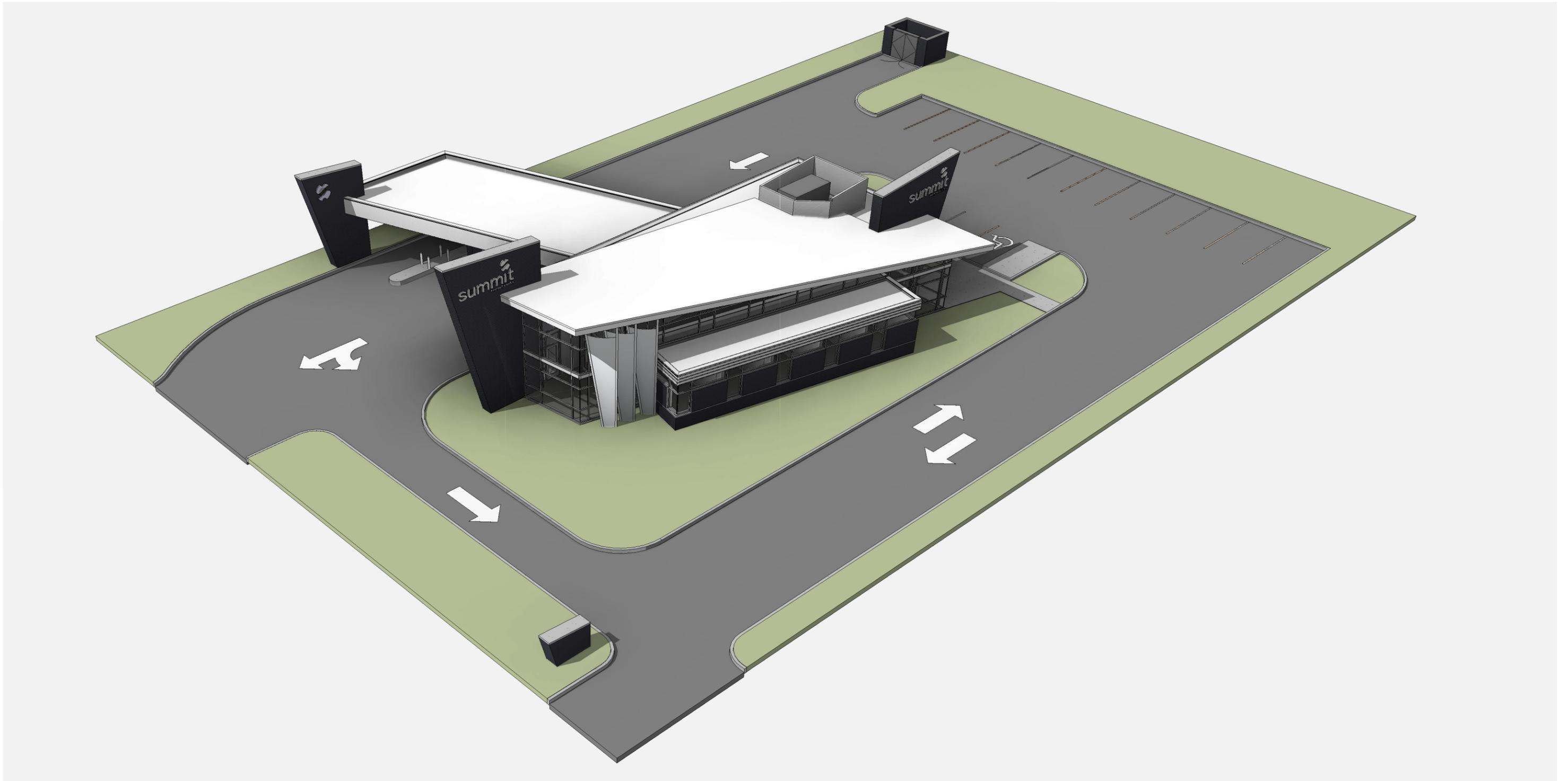
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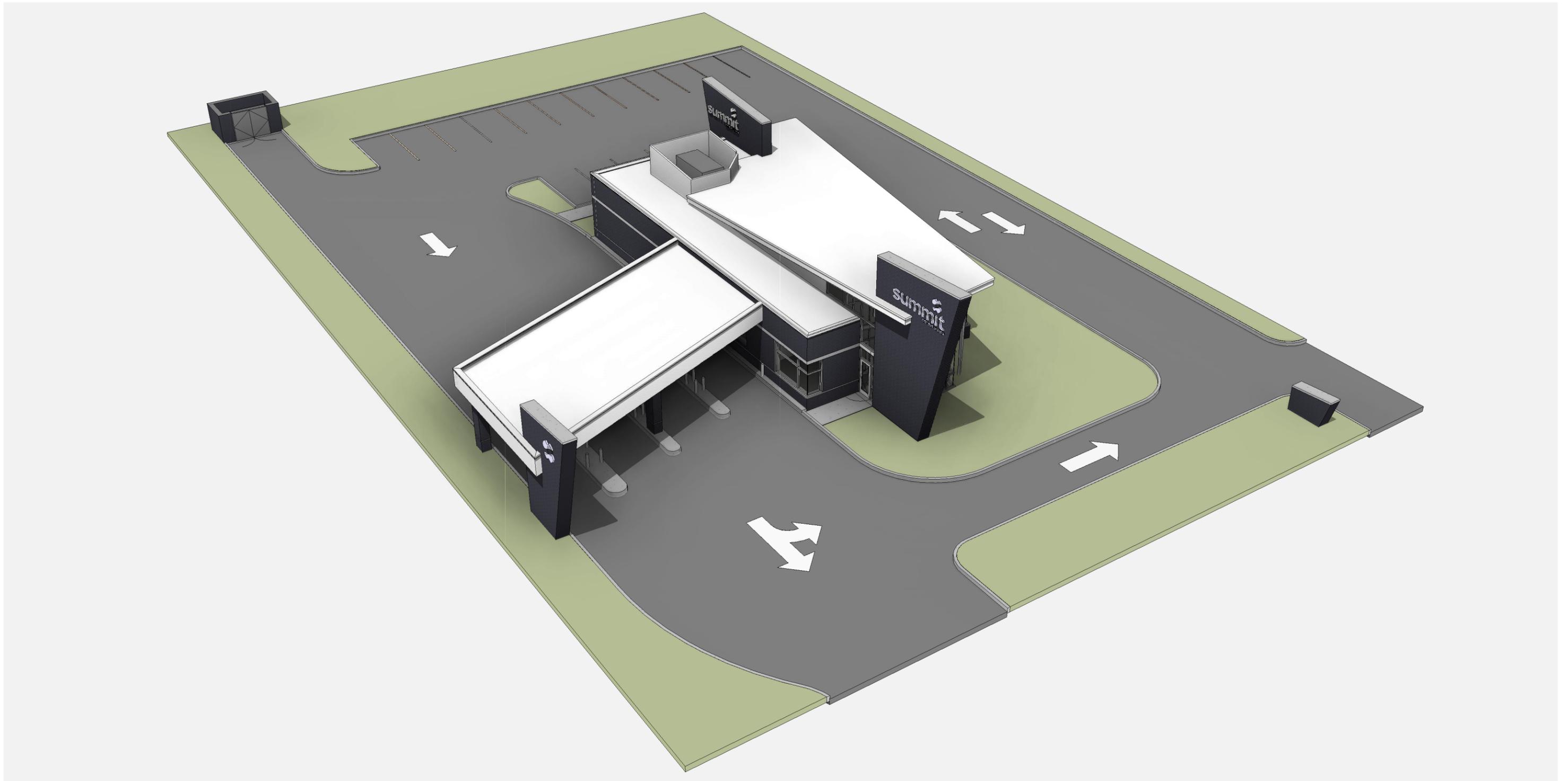


SITE PLAN
SCALE: 1" = 20'-0"





AERIAL VIEW - LOOKING SOUTHWEST



AERIAL VIEW - LOOKING NORTHWEST



PERSPECTIVE VIEW - LOOKING NORTHWEST





SUMMIT CREDIT UNION- STOUGHTON, MIRRORED IMAGE



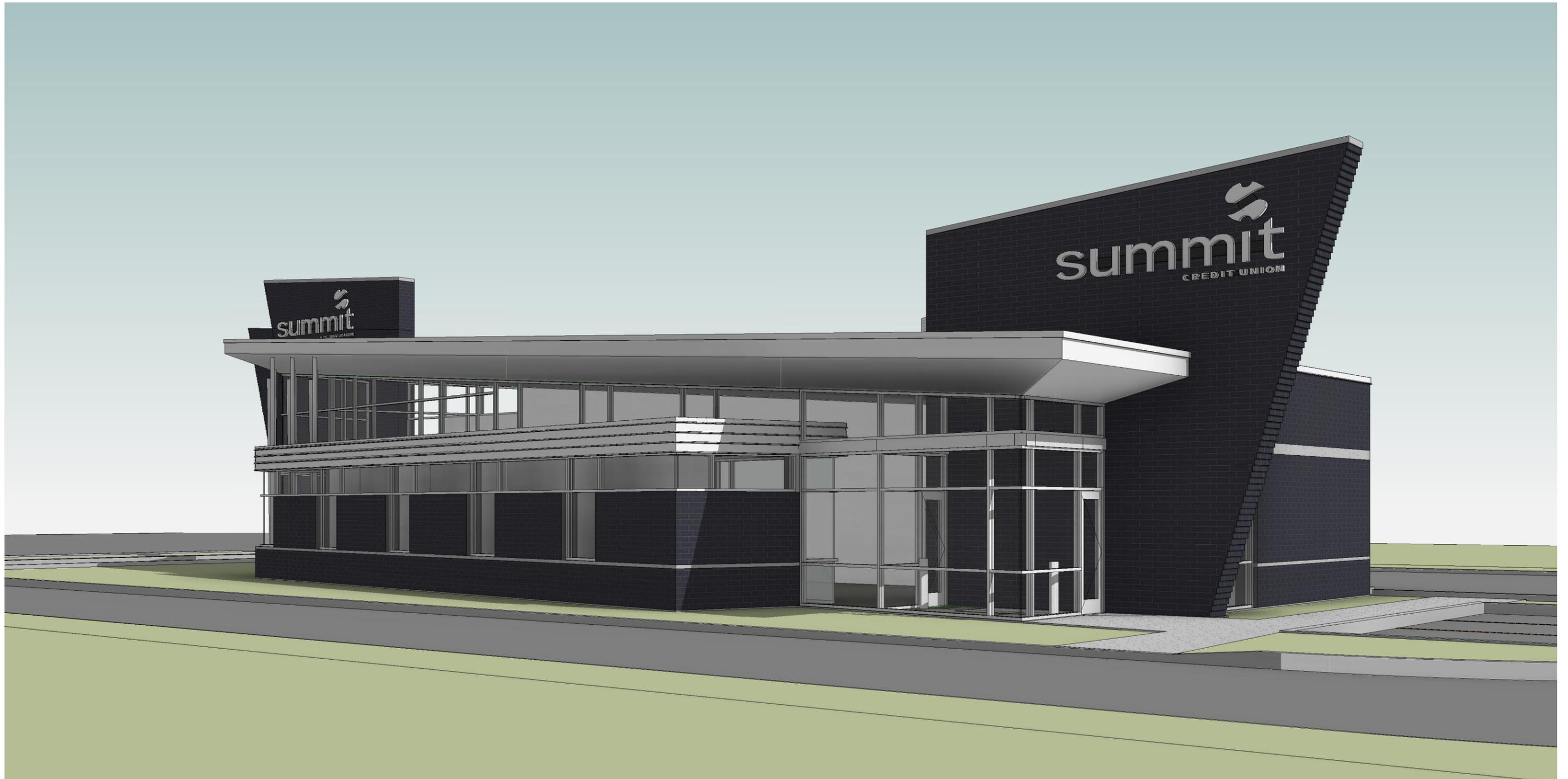
PERSPECTIVE VIEW - LOOKING SOUTHWEST





Summit
CREDIT UNION

SUMMIT CREDIT UNION- STOUGHTON, MIRRORED IMAGE

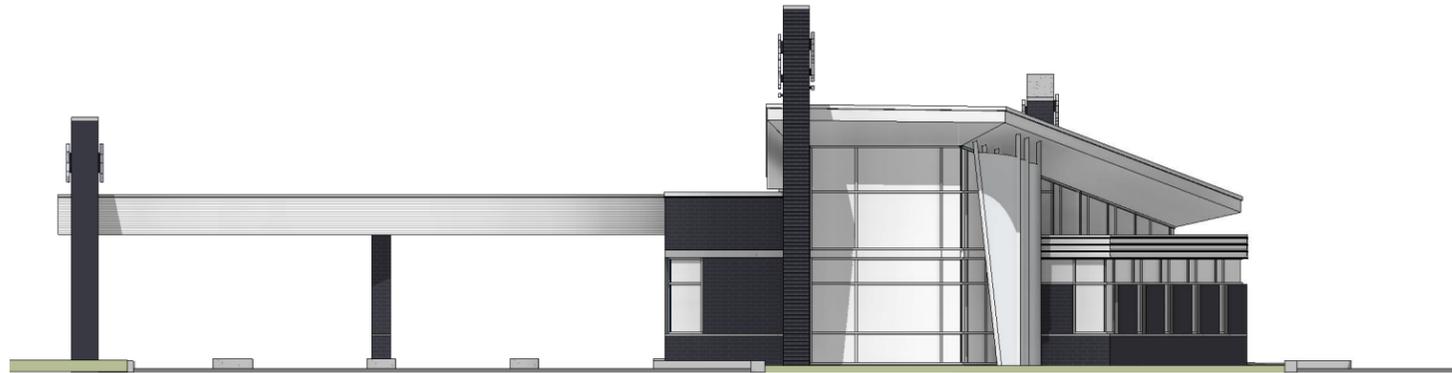


PERSPECTIVE VIEW - LOOKING SOUTHEAST





SUMMIT CREDIT UNION- STOUGHTON, MIRRORED IMAGE



EAST ELEVATION

SCALE: 1/16" = 1'-0"



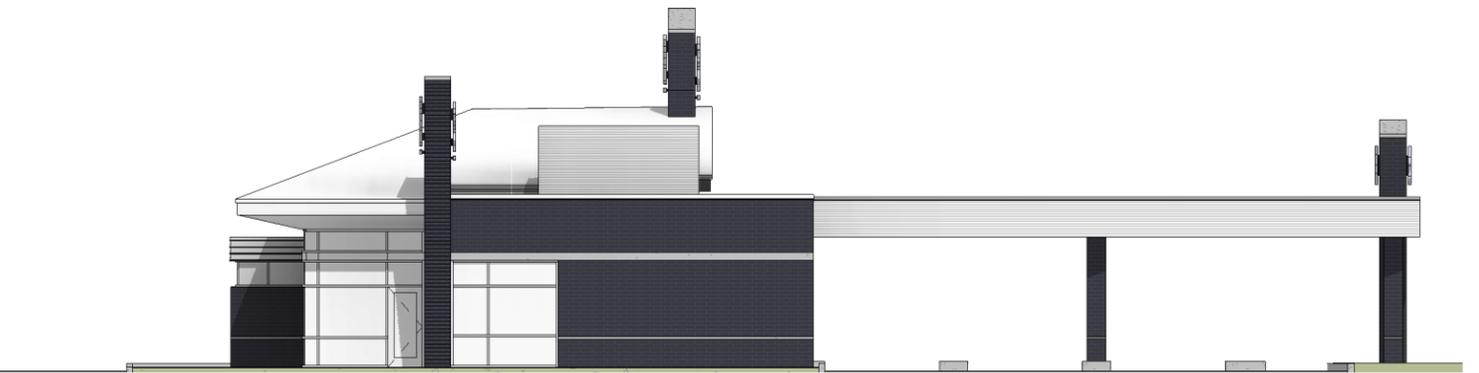
SOUTH ELEVATION

SCALE: 1/16" = 1'-0"



NORTH ELEVATION

SCALE: 1/16" = 1'-0"



WEST ELEVATION

SCALE: 1/16" = 1'-0"

