



PREPARED FOR THE PLAN COMMISSION

**Project Address:** 4904 Tradewinds Parkway (District 16 – Ald. DeMarb)

**Application Type:** Rezoning and Conditional Use

**Legistar File ID #:** [45723](#) & [45657](#)

**Prepared By:** Chris Wells, Planning Division  
Report Includes Comments from other City Agencies, as noted

**Reviewed By:** Kevin Firchow, AICP, Principal Planner

## Summary

**Applicant, Contact:** Alexander H. Li; Genesis Commons, LLC; 411 Orchard Drive; Madison, WI 53711  
**& Property Owner**

**Requested Action:** Approval to rezone 4904 Tradewinds Parkway from the Industrial Limited (IL) District to the Suburban Employment (SE) District as well as approval of a conditional use for a college or university tenant at 4904 Tradewinds Parkway; Urban Design District #1.

**Proposal Summary:** The applicant proposes to construct a roughly 10,000-square-foot office facility on a currently vacant site, within Urban Design District #1. Approximately 7,500 square-feet of the space will be leased to Concordia University, a private, non-profit liberal arts college. As colleges and universities are not permitted in the IL (Industrial - Limited) Zoning District, the applicant requests approval to rezone 4904 Tradewinds Parkway to the SE (Suburban Employment) Zoning District. The applicant also requests conditional use approval to allow for a college or university tenant at the same location.

**Applicable Regulations & Standards:** This proposal is subject to the standards for Zoning Map Amendments [MGO §28.182], Conditional Uses [MGO §28.182], and Urban Design District #1 [MGO §33.24(8)]. The Supplemental Regulations [MGO §28.151] contain further regulations for the use, *Colleges and Universities*.

**Review Required By:** Urban Design Commission (UDC), Plan Commission (PC), and Common Council (CC)

**Summary Recommendation:** The Planning Division recommends that Plan Commission find that the standards for zoning map amendments are met and forward Substitute Zoning Map Amendment 00269 rezoning 4904 Tradewinds Parkway from the Industrial Limited (IL) District to the Suburban Employment (SE) District to the Common Council with a recommendation of **approval**. The Planning Division also recommends that Plan Commission find that the conditional use standards are met and **approve** the conditional use to allow a college or university tenant at 4904 Tradewinds Parkway. These recommendations are subject to input at the public hearing and the conditions recommended by reviewing agencies.

## Background Information

**Parcel Location:** The 98,424-square-foot (2.26-acre) property is located on the north side of Tradewinds Parkway, approximately three-tenths of a mile west of its intersection with Agriculture Drive. The north border of the site is about 260 feet from the southbound lanes of the Beltway Highway. The site falls within the limits of Aldermanic District 16, Tax Incremental Finance District 39, Wellhead Protection District #31, and the limits of the Madison Metropolitan School District.

**Existing Conditions and Land Use:** The subject site is currently vacant and is zoned Industrial Limited (IL). The adjacent parcel to the west (4802 Tradewinds Parkway) is zoned Suburban Employment (SE) and contains a three-story, 89-room hotel which was constructed in 2009 and currently has a 72-room addition under construction which will bring the total room count to 160.

**Surrounding Land Use and Zoning:**

- North:** The Beltline Highway (US 12 & 18);
- South:** A vacant parcel, zoned Industrial-Limited (IL);
- East:** Vacant parcels, zoned Industrial-Limited (IL); and
- West:** A vacant parcel, zoned Industrial Limited (IL), beyond which is the existing 89-room Sleep Inn Hotel and Suites at 4802 Tradewinds Parkway (zoned Suburban Employment (SE)) with vacant Industrial-Limited (IL) District parcels beyond. The hotel was recently approved for a 72-room expansion which is currently under construction.

**Adopted Land Use Plan:** The Comprehensive Plan (2006) and Marsh Road Neighborhood Development Plan (1999) both recommend industrial development for the subject site.

**Zoning Summary:** The property, currently in the Industrial-Limited (IL) District, is proposed to be rezoned into the Suburban Employment (SE) District.

| Requirements                       | Required  | Proposed                                    |
|------------------------------------|---|---|
| Lot Area (sq. ft.)                 | 20,000 sq. ft.  | 98,424 sq. ft.                              |
| Lot Width                          | 65'   | 250'  |
| Front Yard Setback                 | None  | Adequate                                    |
| Side Yard Setback                  | 15' or 20% building height  | Adequate                                    |
| Rear Yard Setback                  | 30'   | Adequate                                    |
| Maximum Lot Coverage               | 75%   | 36%   |
| Minimum Building Height            | 22' measured to building cornice  | 21' <i>(See Comment #32)</i>                |
| Maximum Building Height            | 5 stories/ 68'  | 21'   |
| Number Parking Stalls              | Colleges, universities: Maximum 1 per classroom and + 1 per 3 students based on the maximum number of students attending classes at any one time (22)<br>Offices: Maximum 1 per 250 sq. ft. floor area (11)<br>(33 total) | 47 <i>(See Comments #31, #33, #34, #35)</i> |
| Accessible Stalls                  | Yes   | 3   |
| Loading                            | 1 (10' x 35')   | None <i>(See Comment #37)</i>               |
| Number Bike Parking Stalls         | Colleges, universities: 1 per classroom and 1 per 5 students (15)<br>Office: 1 per 2,000 sq. ft. floor area (1)<br>(16 total)   | 30 <i>(See Comment #36)</i>                 |
| Landscaping and Screening          | Yes   | Yes <i>(See Comments #39, #40, #41)</i>     |
| Lighting                           | Yes   | Yes   |
| Building Forms                     | Yes   | Free-Standing Commercial Building           |
| <b>Other Critical Zoning Items</b> | Urban Design (UDD #1); Barrier Free (ILHR 69); Utility Easements  |   |

*Table Prepared by Jenny Kirchgatter, Assistant Zoning Administrator*

**Environmental Corridor Status:** The subject site is not located in a mapped environmental corridor.

**Public Utilities and Services:** This property is served by a full range of urban services. While the property is served by urban services such as water, sanitary sewer and storm sewer, the nearest bus stop is served by limited service (i.e. trips only occurring prior to 10am, and after 4pm on weekdays at a frequency of once per hour) and is located approximately 0.3-miles to the east of the site at the junction of Tradewinds Parkway and Agriculture Drive. The nearest bus stop served by all-day service is over one mile away to the northeast at World Dairy Drive and Agriculture Drive.

## **Project Description, Analysis, and Conclusion**

The applicant proposes to construct a roughly 10,000-square-foot building for two tenants – Concordia University, a private, non-profit liberal arts college, as well as another commercial tenant (still TBD) - at 4904 Tradewinds Parkway. The site is currently vacant, abuts the South Beltline Highway, and is located in Urban Design District #1. In order to proceed, the applicant seeks two approvals. First, the applicant requests approval to rezone the subject property from the IL (Industrial - Limited) Zoning District to the SE (Suburban Employment) Zoning District. Second, the applicant requests approval of a conditional use (which is required for colleges and universities in SE Districts) to allow Concordia University to relocate to the subject site. This proposal is subject to the standards for Zoning Map Amendments, and Conditional Uses, and Urban Design District #1.

The proposed one-story building is 10,366 square-feet in area. Concordia University will occupy roughly 7,500 square-feet primarily along the building's western side, while the remaining roughly 2,500 square-feet at the southeast corner of the building will be occupied by another future tenant, which is unknown at this time. The layout of Concordia's space consists of offices, bathrooms and various support spaces filling the front section while five classrooms – each seating approximately 24 students – lining the entire length of the building's northern façade. The applicant has stated that while roughly 50 students are typically enrolled at the University, no more than 30 students and a few staff are usually on site at any one time. The primary entrances to both the school as well as the commercial space are located along the southern façade. The building has been located toward the south of the parcel allotting space for a possible future expansion of the building to the north (which could double the building's size). To the north of the footprint of this potential future addition is a large stormwater detention area.

Regarding building materials, the applicant proposes a brown concrete masonry unit (block) for the base of the building, on top of which would be a thick horizontal band of horizontal grey aluminum siding. To give greater prominence to the University and its entrance (while also serving to shield any rooftop mechanicals from view), the applicant proposes to raise the western third of the building an extra four-and-a-half feet and clad this section entirely with the grey aluminum siding, save for a large amount of glazing that will denote the main entrance.

The proposed landscaping features a variety of foundation plantings along the base of the building's walls, primarily consisting of various shrubs and perennials. In order to screen the off-street parking from Tradewinds Parkway as well as the Beltline Highway, the applicant has located a string of Viburnum along with Red Maple and Pear trees along the southern border of the site and groupings of Serviceberry along with White Swamp Oaks along the northern border.

The applicant is proposing 47 automobile parking stalls on the site (three of which will be accessible) with an additional 38 stalls planned for a potential future expansion to the building. While the majority of the 47 stalls proposed with this application request are currently shown to the south of the building, in order to comply with the Zoning Code's requirements for parking placement in the Suburban Employment district, the applicant will need relocate the majority of the stalls to the rear and/or side of the building [MGO §28.085(4)]. Additionally, as the number of stalls is in excess of the maximum number of stalls allowed for the proposed uses (that is, 33 stalls), the applicant shall be required to submit an application for a parking reduction from the Zoning Administrator who may waive up to 20 stalls per MGO §28.141(6)(c). Regarding bicycle parking, the proposal contains 30 bicycle stalls, eight at the southeast corner of the building and 22 along the western façade. Lastly, a trash enclosure area will be located at the northwest corner of the parking lot. The applicant will be required to submit additional information regarding how this element is screened.

The applicant has also submitted a Transportation Demand Management (TDM) Plan. As defined by the zoning code, a TDM includes “*measures, including but not limited to carpooling, vanpooling, public transit bicycling, walking, telecommuting, and compressed or deviated work schedules, that reduce individual vehicle trips and promote alternatives to single occupant vehicle use especially at peak commuting times.*” This is required for all Colleges/Universities located in employment districts (per MGO §28.151). Given the fact that the only Metro stop within walking distance (approximately 0.3-miles to the east of the site at the junction of Tradewinds Parkway and Agriculture Drive) has limited service (i.e. trips only occurring prior to 10am, and after 4pm on weekdays at a frequency of once per hour), reviewing city agencies, including Traffic Engineering and Metro, felt strongly that the applicant explore ways to address the lack of transit access to the subject site. A copy of the applicant’s TDM Plan, which has been reviewed and approved by Metro as well as Traffic Engineering, has been included in your packet of materials. Moving forward the plan will be kept on file with the Zoning Administrator. The submitted document outlines the provision of ample bicycle stalls on site, the limited number of students anticipated on site at any given time (i.e. less than 30), as well as the fact that nearly all classes are held in the evening when the nearby Metro route is running (albeit on hourly intervals). Regardless, to overcome any shortcomings, the applicant has also agreed to provide a wheelchair-accessible shuttle between the East Transfer Point and the subject site. It will be made available to all enrolled students and Concordia will subsidize the cost up to 50-percent of the fare.

The subject property, also referred to as Lot 10 of the Genesis Plat, abuts the public right-of-way of the Beltline Highway (US 12 & 18). As such, the development of the subject property is subject to MGO §16.23(3)(d) and Wisconsin Administrative Code Chapters 233 and 405 (aka Trans. 233 and Trans. 405), as pertains to the mitigation of highway noise related to development adjacent to a state or federal highway. Concerning restriction for habitable and institutional structures, MGO §16.23(3)(d)2. states:

- b. No new multi-family dwelling, dormitory, mobile home park, transient lodging, church, library, **school**, hospital, nursing home **or similar structure**, or substantial modification of such existing structure, shall be approved for construction if any exterior hourly traffic sound level,  $Leq(h)$ , anywhere within a proposed outdoor living area on the site is projected to be equal to or in excess of 67 dBA upon completion of the structure or modification or anytime thereafter. (Am. by ORD-13-00087, 5-29-13)*
- c. Construction otherwise prohibited shall be allowed if there are no outdoor use areas on the site of the proposed structure projected to be exposed to an hourly traffic sound level,  $Leq(h)$ , equal to or in excess of 67 dBA and provided that there is incorporated into the design and construction of the structure such sound attenuation measures as are necessary to reduce the maximum interior hourly traffic induced sound level,  $Leq(h)$ , in a habitable room to 52 dBA upon completion of the structure or modification, or anytime thereafter.*

Based on the submitted information, there are no outdoor use areas as part of the applicant’s proposal for the site. Therefore, the applicant is not required to comply with the highway noise mitigation provisions outlined above. Should the applicant revise their plans in the future to include outdoor areas around the site, they will be required to meet all such provisions.

**Zoning Map Amendment Standards** – The standards for zoning map amendments are relatively broad and state that such amendments are legislative decisions of the Common Council that shall be based on public health, safety and welfare, shall be consistent with the [Comprehensive Plan \(2006\)](#), and shall comply with Wisconsin and federal law. Chapter 66.1001(3) of Wisconsin Statutes requires that zoning ordinances (including zoning map amendments) enacted or amended after January 1, 2010 be consistent with the City’s [Comprehensive Plan](#). 2010 Wisconsin Act 372 clarified “consistent with” as “furtheres or does not contradict the objectives, goals and policies contained in the comprehensive plan.”

The Planning Division believes that this request can generally be found consistent with the Comprehensive Plan and Marsh Road Neighborhood Development Plan, which both recommend industrial development for the subject site and surrounding properties. While the current site is already zoned for industrial uses, the proposed Suburban Employment (SE) zoning district allows several industrial and industrial-related uses as permitted or conditional uses.

Furthermore, many of the heavier industrial uses that are currently allowed are now restricted with the establishment of Wellhead Protection District #31 in this area. While Well #31, located directly south of the subject site and less than 70 feet away (at 4901 Tradewinds Parkway) is currently under construction, the Wellhead District has been approved and is being enforced. Note: the well is expected to come online in the summer of 2018. Because of the sensitivity of a well to surrounding land uses, areas within wellhead protection areas are subject to further restricted uses. There exists a list of recommended prohibited land uses utilized for existing wellhead districts which should be followed.

**Conditional Use Standards** – In regards to the approval standards, the Plan Commission shall not approve a conditional use without due consideration of the City’s adopted plan recommendations, design guidelines, and finding that all of the conditional use standards of MGO §28.183(6) are met. The Planning Division believes that the conditional use standards can be found met. Staff does not anticipate that the inclusion of the proposed educational use in the proposed building will result in negative impacts on surrounding properties or tenant spaces. Impacts are anticipated to be limited due to factors such as the facility’s relatively small size, the small number of students and staff typically on site at a given time, the provision of a Transportation Demand Management plan, and the other proposed conditions of approval. If approved, the Plan Commission retains “continuing jurisdiction” authority, meaning that should complaints arise the Commission could take further action, requiring additional conditions or possible revocation of the conditional use should it find the approval standards cannot be met.

**Urban Design District #1** – Urban Design District (UDD) #1 was established to make the South Beltline Highway and adjacent properties a visually attractive approach to the City of Madison. The standards for this district address a range of design considerations including site planning, landscaping, building design, and service areas. Staff believes the broad standards are generally met. However with the following exception:

Under UDD #1, MGO §33.24(8)(c)5 pertains to screening of the parking and service areas. MGO §33.24(8)(c)5.a.ii states that *“parking and service areas shall be screened from views from John Nolen Drive, the South Beltline Highway, frontage roads, and abutting properties. Screening shall be accomplished in a manner consistent with the requirements of Section 28.142 of the Madison General Ordinances.”* To that end, the applicant will need to add adequate landscaping along the northern western and southern parcel boundaries and gain approval from the Urban Design Commission and Planning Staff for final signoff.

As mentioned above, the applicant is also using metal as an exterior material which is not allowed in UDD #1 except *“as an integral part of a design of exceptional merit.”* [MGO §33.24(8)(c)6.a.v.]

The Urban Design Commission (UDC) gave the project initial approval at their February 22, 2017 meeting and asked the applicant to consider several changes before returning for final approval. These suggested changes included: reducing the amount of corrugated metal and/or using a different paneling system on the exterior (especially on the western façade); lightening the heavy horizontality and compressed look of the building’s design by distinguishing the various section by material – one section of the building in metal, another CMU, etc.; removing the horizontal band which separates the CMU from the metal; relocating the stormwater retention pond to the south of the site and redesigning it; and improving the landscaping, particularly around the detention pond and dumpster. In addition to the comments above, the UDC asked the applicant to provide clarity about the signable areas and locations as well as more details about how the grading on site works when they return for final approval. The report of the Urban Design Commission is attached.

**Conclusion** – The Planning Division believes that the standards for Urban Design District #1, Zoning Map Amendments, and conditional uses can be met with this proposal.

At the time of report writing, staff was not aware of any concerns on this proposal.

## Recommendation

### Planning Division Recommendation (Contact Chris Wells, 261-9135)

The Planning Division recommends that Plan Commission find that the standards for zoning map amendments are met and forward Substitute Zoning Map Amendment 00269 rezoning 4904 Tradewinds Parkway from the Industrial Limited (IL) District to the Suburban Employment (SE) District to the Common Council with a recommendation of **approval**. The Planning Division also recommends that Plan Commission find that the conditional use standards are met and **approve** the conditional use to allow a college or university tenant at 4904 Tradewinds Parkway. These recommendations are subject to input at the public hearing and the conditions recommended by reviewing agencies.

### **Recommended Conditions of Approval** Major/Non-Standard Conditions are Shaded

### Planning Division (Contact Chris Wells, (608) 261-9135)

1. The applicant shall satisfy the landscaping requirements as they apply to the screening of parking and service areas in Urban Design District #1 with details to be approved by the Urban Design Commission and Planning Staff for final signoff. *[MGO §33.24(8)(c)5.a.]*
2. The applicant shall gain approval for the use of metal on the building's exterior [that it is an integral part of a design of exceptional merit] from the Urban Design Commission and Planning Staff for final signoff. *[MGO §33.24(8)(c)6.a.v.]*
3. The applicant shall meet all highway noise mitigation provisions related to development adjacent to a state or federal highway as outlined by MGO §16.23(3)(d) and Wisconsin Administrative Code Chapters 233 and 405 (aka Trans. 233 and Trans. 405).

### Engineering Division (Main Office) (Contact Brenda Stanley, 261-9127)

4. 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.
5. 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](mailto:bstanley@cityofmadison.com) (East) or [ttroester@cityofmadison.com](mailto:ttroester@cityofmadison.com) (West). 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.

6. 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](mailto:bstanley@cityofmadison.com) (East) or [ttroester@cityofmadison.com](mailto:ttroester@cityofmadison.com) (West). 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).

7. The Applicant shall submit prior to plan sign-off, 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. (POLICY and MGO 37.09(2))

8. 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.
9. 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 Tim Troester (west) at [troester@cityofmadison.com](mailto:troester@cityofmadison.com), or Jeff Benedict at [jbenedict@cityofmadison.com](mailto:jbenedict@cityofmadison.com) final document and fee should be submitted to City Engineering.
10. 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.
11. This site appears to disturb over one (1) acre of land and requires a permit from the WDNR for stormwater management and erosion control. The City of Madison has been required by the WDNR to review projects for compliance with NR216 and NR-151 however a separate permit submittal is still required to the WDNR for this work. The City of Madison cannot issue our permit until concurrence is obtained from the WDNR via their NOI or WRAPP permit process. Contact Eric Rortvedt at 273-5612 of the WDNR to discuss this requirement. Information on this permit application is available on line <http://dnr.wi.gov/Runoff/stormwater/constrformsinfo.htm> (NOTIFICATION)
12. Prior to approval, this project shall comply with Chapter 37 of the Madison General Ordinances regarding stormwater management. Specifically, this development is required to detain the 2, 10, & 100 -year storm events, matching post development rates to predevelopment rates.
13. Prior to approval, this project shall comply with Chapter 37 of the Madison General Ordinances regarding stormwater management. Specifically, this development is required to reduce TSS by 80% (control the 5 micron particle) off of newly developed areas compared to no controls.
14. 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 infiltration in accordance with Chapter 37 of the Madison General Ordinances.
15. 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.
16. The applicant's utility contractor shall obtain a connection permit and excavation permit prior to commencing the storm sewer construction. MGO 37.05(7) This permit application is available on line at <http://www.cityofmadison.com/engineering/permits.cfm>.



17. The site plan shall be revised to show all existing public sanitary sewer facilities in the project area as well as the size, invert elevation, and alignment of the proposed service. (POLICY)
18. 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)
19. All work in the public right-of-way shall be performed by a City licensed contractor. (MGO 16.23(9)(c)5) and MGO 23.01)
20. All damage to the pavement on Trade Winds Pkwy, 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)

**Engineering Division (Mapping)** (Contact Jeffrey Quamme, 266-4097)

21. The site plan is noting an incorrect Lot number. The Lot number shall be corrected to be LOT 10 of Genesis Plat.
22. The site plans shall show and label the 65' Wide Private Stormwater Management Easement and the 50' Highway Setback line as per the plat of Genesis.
23. Since this will be a multi tenant building, submit a PDF of all floor plans to [lzenchenko@cityofmadison.com](mailto:lzenchenko@cityofmadison.com) so that a preliminary interior addressing plan can be developed prior to plans being submitted for permit review. If there are any changes pertaining to the location of a unit, the deletion or addition of a unit, or to the location of the entrance into any unit, (before, during, or after construction) the addresses may need to be changed. The interior address plan is subject to the review and approval of the Fire Marshal.

**Traffic Engineering Division** (Contact Eric Halvorson, 266-6527)

- |   |
|---|
| <p>24. The applicant has submitted a plan showing future parking, provide a plan clearly delineating what the applicant intends to build with this site plan.</p> |
|---|
25. 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; drive aisle dimensions; semitrailer movement and vehicle routes; dimensions of radii; and percent of slope.
  26. The Developer shall post a security deposit prior to the start of development. In the event that modifications need to be made to any City owned and/or maintained traffic signals, street lighting, signing, pavement marking and conduit/handholes, the Developer shall reimburse the City for all associated costs including engineering, labor and materials for both temporary and permanent installations.

27. The City Traffic Engineer may require public signing and marking related to the development; the Developer shall be financially responsible for such signing and marking.
28. All parking facility design shall conform to MGO standards, as set in section 10.08(6).
29. All pedestrian walkways adjacent parking stalls shall be 7 feet wide to accommodate vehicle overhang, signage and impediments to walkway movements. Any request for variance shall be submitted to and reviewed by City Traffic Engineering.
30. All bicycle parking adjacent pedestrian walkways shall have a 2 foot buffer zone to accommodate irregularly parked bicycles and/or bicycle trailers.

**Zoning Administrator** (Contact Jenny Kirchgatter, 266-4429)

31. Redesign the parking lot so that the majority of off-street parking is located to the rear or side of the principal building. Parking stalls that may be installed in the future may not count toward the current parking majority that is located to the side or rear of the building.
32. The proposed building shall meet the minimum height requirement of 22 feet measured to the building cornice.

33. Clearly show the proposed parking stalls that will be installed with the current construction. The parking lot must be constructed to meet all City of Madison requirements. Future project phases, including additional parking stalls proposed in the future will require separate City of Madison approvals.
34. Show the front setback dimension measured to the parking lot. A maximum of one drive aisle and two rows of parking, not to exceed seventy (70) feet of parking, may be located between the front of the principal building and the street, set back at least twenty-five (25) feet from the front lot line.
35. Parking is proposed in excess of the maximum number of spaces. Per Table 28I-3 Off-Street Parking Requirements, the automobile parking maximum for colleges and universities is one (1) parking space per classroom plus one (1) per three (3) students based on the maximum number of students attending classes at any one time (22 stalls). The parking maximum for offices is one (1) parking space per 250 sq. ft. floor area (11 stalls). The total maximum number of stalls is 33 stalls. The Zoning Administrator may approve an increase of up to twenty (20) spaces above the maximum requirement. Submit an application for a Parking Adjustment and supporting documentation per section 28.141(6)(c) with the final plan submittal.
36. Provide a bike rack detail.
37. Required loading facilities shall comply with MGO Section 28.141(13). Provide one (1) 10' x 35' loading area with 14' vertical clearance to be shown on the plan. The loading area shall be exclusive of drive aisle and maneuvering space. The required number of loading spaces may be reduced through conditional use approval.
38. Submit the approved Traffic Demand Management plan. The Traffic Demand Management plan is to be approved by the Traffic Engineer and to be kept on file with the Zoning Administrator.

39. Submit the landscape plan and landscape worksheet stamped by the registered landscape architect. Per Section 28.142(3) Landscape Plan and Design Standards, landscape plans for zoning lots greater than ten thousand (10,000) square feet in size must be prepared by a registered landscape architect.
40. Submit a detail of the trash enclosure. The trash enclosure shall be screened on four (4) sides (including a gate for access) by a solid, commercial-grade wood fence, wall, or equivalent material with a minimum height of six (6) feet and not greater than eight (8) feet.
41. Submit a rooftop plan showing the location of any proposed rooftop mechanical equipment and screening. All rooftop and ground level mechanical equipment and utilities shall be fully screened from view from any street or residential district per Section 28.142(9)(d).
42. 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.
43. 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.

**Fire Department** (Contact Bill Sullivan, 261-9658)

44. Provide a fire lane that extends to within 150-feet of all exterior portions of the structure, or it can be extended to within 250-feet if the building has a fire sprinkler system. As shown, the current proposed fire lane is not with 250-ft of all portions of the building and would need to be accommodated on site if the future building addition is constructed.

**Parks/Forestry Review** (Contact Janet Schmidt, 261-9688)

45. It is understood that the project no longer contemplates extended stay use and will be hotel rooms, limited to a maximum stay of 30 days. If this proposal changes the project will be reviewed for Park Impact Fees.

**Water Utility** (Contact Adam Wiederhoeft, 266-9121)

46. All operating private wells shall be identified and permitted by the Water Utility in accordance with MGO 13.21. All unused private wells shall be abandoned in accordance with MGO 13.21.

This property is in a Wellhead Protection District–Zone (31). This proposed use is permitted by the Madison Wellhead Protection Ordinance. Any future change in use for this property will require review by the Madison Water Utility General Manager or his designated representative.

47. This property is in a Wellhead Protection District–Zone (WP-31). The owner shall provide the Madison Water Utility with evidence that no hazardous and/or toxic materials will be stored on site, and that all proposed uses of this site comply with the City of Madison Wellhead Protection Ordinance. Any future change in use for this property will require review by the Madison Water Utility General Manager or his designated representative. Contact Adam Wiederhoeft at [awiederhoeft@madisonwater.org](mailto:awiederhoeft@madisonwater.org) for additional information, including a summary of the submittal requirements.

48. This property appears to have an outstanding special assessment balance associated with the original water main installation (installed in 2013). Additionally, the proposed water service connection to the existing 8-inch water lateral requires settlement of an outstanding collect upon connection charge. Outstanding balances for water main assessments and existing lateral connections are based on original installation cost and applicable bond interest, payable to Madison Water Utility. Contact Adam Wiederhoeft at [awiederhoeft@madisonwater.org](mailto:awiederhoeft@madisonwater.org) to determine the final water main assessment and existing water lateral connection fees.

Prior to connecting to the existing water system, a Water Meter/Water Service Application Form and full payment of all outstanding fees, including outstanding water main assessments and collect upon connection lateral fees, must be submitted to Madison Water Utility. Provide at least 48-hour notice between the application submittal and the requested connection and/or inspection appointment. Application materials are available on the Water Utility's Plumbers & Contractors website (<http://www.cityofmadison.com/water/plumberscontractors>), otherwise they may be obtained from the Water Utility Main Office at 119 E Olin Ave. A licensed plumber signature is required on all water service applications. If you have questions regarding water service applications, please contact Madison Water Utility Engineering Section at (608) 266-4646.

49. The site plan(s) shall be revised to show all existing public water mains, valves, hydrants and service laterals in the project area as well as identify the diameters of the existing water mains and laterals.

50. Madison Water Utility will be required to sign off on the conditional approval review associated with this Land Use Application/Site Plan Review prior to the issuance of building permits for the proposed development.

**Metro Transit** (Contact Timothy Sobota, 261-4289)

51. The proposed development is outside Metro Transit's service area during the day on weekdays. The closest bus stop with scheduled all-day bus service on weekdays is just over one mile walking distance.

52. The pedestrian access between this site and the scheduled all-day bus service on weekdays - located on Agriculture Drive north of World Dairy Drive, north of the Beltline Highway - does not have existing sidewalk connectivity for the segment of Agriculture Drive north of Femrite Drive.

53. The applicant shall include accessible transportation alternatives that will be made available to users of the property in a TDM plan, filed with their permit application, so that Metro Transit may review and approve that these private measures will compensate for the inability of the City to currently provide sufficient transit service at this site - in accordance with the proposed use.

54. Metro Transit does provide limited transit service, once an hour, along Agriculture Drive at the Tradewinds Parkway intersection. These trips only operate prior to 10am, and after 4pm on weekdays.