



PREPARED FOR THE PLAN COMMISSION

**Project Address:** 3100 East Washington Avenue (District 12 – Alder Latimer-Burris)  
**Application Type:** Demolition Permit, Conditional Use, Certified Survey Map (CSM)  
**Legistar File ID #** [79331](#), [79332](#), [79337](#)  
**Prepared By:** Colin Punt, Planning Division

---

Upon review of the proposal at 3100 East Washington Avenue, City Forestry Section staff were engaged in discussion of possible changes to the East Washington Avenue right-of-way that would impact the existing street trees and the status of Ash removals on Melvin Court. Forestry staff have recommended the additional condition of approval below, which were not finalized at the publication of the Plan Commission staff report. The Planning Division’s conclusions and other recommendations included in the report have not changed.

**Recommended Conditions of Approval**

Major/Non-Standard Conditions are Shaded

*The following condition shall be added to those in the staff report dated October 2, 2023:*

**Forestry Section** (Contact Jeff Heinecke, 266-4890)

1. An existing inventory of street trees located within the right of way shall be included on the site, demo, utility, landscape, grading, fire aerial apperatus and street tree plan sets. The inventory shall include the following: location, size (diamater at 4 1/2 feet), and species of existing street trees. The inventory should also note if a street tree is proposed to be removed and the reason for removal.
2. All proposed street tree removals within the right of way shall be reviewed by City Forestry before the Plan Commission meeting. Street tree removals require approval and a tree removal permit issued by City Forestry. Any street tree removals requested after the development plan is approved by the Plan Commission or the Board of Public Works and City Forestry will require a minimum of a 72-hour review period which shall include the notification of the Alderperson within who's district is affected by the street tree removal(s) prior to a tree removal permit being issued. Add as a note on the street tree plan set.
3. City Forestry will issue a street tree removal permit for 2 trees (4" Callery Pear and 16" Green Ash) due to new driveway and a new stormwater pipe installation. The two trees are located along Melvin Ct. The Contractor shall contact City Forestry at (608)266-4816 to obtain permit. Add as a note on both the demolition and street tree plan set.
4. As defined by the Section 107.13 of City of Madison Standard Specifications for Public Works Construction: No excavation is permitted within 5 feet of the trunk of the street tree or when cutting roots over 3 inches in diameter. If excavation is necessary, the Contractor shall contact Madison City Forestry at (608) 266-4816 prior to excavation. City of Madison Forestry personnel shall assess the impact to the tree and to its root system prior to work commencing. Tree protection specifications can be found on the following website: <https://www.cityofmadison.com/business/pw/specs.cfm> Add as a note on the site, grading, utility, demolition and street tree plan sets.

5. Section 107.13(g) of City of Madison Standard Specifications for Public Works Construction (website: <https://www.cityofmadison.com/business/pw/specs.cfm>) addresses soil compaction near street trees and shall be followed by Contractor. The storage of parked vehicles, construction equipment, building materials, refuse, excavated spoils or dumping of poisonous materials on or around trees and roots within five (5) feet of the tree or within the protection zone is prohibited. Add as a note on both the site and street tree plan sets.
6. On this project, street tree protection zone fencing is required. The fencing shall be erected before the demolition, grading or construction begins. The fence shall include the entire width of terrace and, extend at least 5 feet on both sides of the outside edge of the tree trunk. Do not remove the fencing to allow for deliveries or equipment access through the tree protection zone. Add as a note on both the site and street tree plan sets.
7. Street tree pruning shall be coordinated with City Forestry at a minimum of two weeks prior to the start of construction for this project. Contact City Forestry at (608)266-4816. All pruning shall follow the American National Standards Institute (ANSI) A300 - Part 1 Standards for pruning. Add as a note on both the site and street plan sets.
8. The Developer shall post a security deposit prior to the start of the development to be collected by City Engineering as part of the Developers Agreement. In the event that street trees are damaged during the construction process, City Forestry will draw from this deposit for damages incurred.