



Department of Planning & Community & Economic Development

## Planning Division

Heather Stouder, Director

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**\*\*BY E-MAIL ONLY\*\***

February 28, 2024

Tim Yokes  
Logic Design & Architecture, Inc.  
10400 Innovation Drive, Suite 330,  
Milwaukee, WI 53226

RE: Consideration of a conditional use in the Industrial-Limited (IL) District for general retail to allow a 10,000 square-foot retail space in a multi-tenant industrial building at 5525 Tradesmen Drive. (ID [81541](#), LNDUSE-2024-00001)

Tim Yokes:

On February 26, 2024, the Plan Commission found the standards met and **conditionally approved** the conditional use for 5525 Tradesmen Drive. In order to receive final approval of the conditional use and for any other permits that may need to be issued for your project, the following conditions shall be met:

**Please contact Sean Malloy of the Traffic Engineering Division at (608) 266-5987 if you have any questions regarding the following one (1) item:**

1. "Stop" signs shall be installed at a height of seven (7) feet from the bottom of the sign at all class III driveway approaches, including existing driveways, behind the property line and noted on the plan. All directional/regulatory signage and pavement markings on the site shall be shown and noted on the plan.

**Please contact Jenny Kirchgatter, Assistant Zoning Administrator at (608) 266-4429 if you have any questions regarding the following eight (8) items:**

2. The general retail use space may not exceed 10,000 sq. ft. in floor area.
3. Provide a calculation and plan detail for lot coverage with the final submittal. The lot coverage maximum is 75%. Lot coverage is defined as the total area of all buildings, measured at grade, all accessory structures including pools, patios, etc., and all paved areas as a percentage of the total area of the lot, with the following exceptions: sidewalks or paved paths no wider than five (5) feet, pervious pavement, green roofs and decks. Future paved areas may not exceed 75% maximum lot coverage.

4. Landscaping will be required for the proposed parking lot located within the existing truck parking area in compliance with Section 28.142 Landscaping and Screening Requirements. Submit the landscape plan showing the existing and proposed landscaping 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.
5. Provide adequate interior parking lot landscaping for the proposed parking lot per Section 28.142(6). For changes to a developed site, a minimum of five percent (5%) of the asphalt or concrete area shall be interior planting islands, peninsulas, or landscaped strips. A planting island shall be located at least every twelve (12) contiguous stalls with no break or alternatively, landscaped strips at least seven (7) feet wide between parking bays.
6. Bicycle parking for Goodwill Industries tenant space shall comply with the requirements of Sections 28.141(4)(g) and 28.141(11). Provide a minimum of 14 short-term bicycle parking stalls located in a convenient and visible area on a paved or pervious surface. Bicycle parking shall be located at least as close as the closest non-accessible automobile parking and within one hundred (100) feet of a principal entrance. Note: A bicycle stall is a minimum of two (2) feet by six (6) feet with a five (5) foot wide access area. Provide a detail of the proposed bike rack.
7. Exterior lighting shall be provided in accordance with City of Madison General Ordinances Section 29.36. Provide an exterior lighting photometric plan for the proposed parking lot and fixture cut sheets with the final plan submittal.
8. 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.
9. 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. Signage permits are issued by the Zoning Section of the Department of Planning and Community and Economic Development.

**Please contact Jeffrey Heinecke of the Forestry Section at (608) 266-4890 if you have any questions regarding the following one (1) item:**

10. As defined by Madison General Ordinance 10.10, City Forestry will assess the full cost of the street tree installation to the adjacent property owner. City Forestry will determine street tree planting sites and tree species type. Street tree planting will be scheduled after there is substantial completion of the new plat development along the street segment.

**Please contact Jeff Belshaw of the Water Utility at (608) 261-9835 if you have any questions regarding the following one (1) item:**

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| 24. Update plan set to include a Utility plan. |
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**Please contact Timothy Sobota of Metro Transit at (608) 261-4289 if you have any questions regarding the following two (2) items:**

12. Metro Transit operates limited daily all-day transit service along Voges Road and Marsh Road near this property - with trips only every 75 minutes.
13. Metro Transit would initially estimate the following counts of potentially eligible trips towards US Green Building Council/LEED Quality Access to Transit points: 14 Weekday & 13 Weekend (average). Please contact Metro Transit if additional analysis would be of interest.

**Specific questions regarding the comments or conditions contained in this letter should be directed to the commenting agency.**

**Please now follow the procedures listed below for obtaining your conditional use:**

1. After the plans have been revised per the above conditions, please submit one (1) complete digital plan set in PDF format and any other supporting materials that are necessary, as specified in this letter to [sprapplications@cityofmadison.com](mailto:sprapplications@cityofmadison.com) (note: A 20MB email limit applies and multiple transmittals may be required). The sets of final revised plans or documents will be circulated by Zoning staff to the City department staff listed above for their final approval.
2. A check for the site plan review fee (\$100) shall be mailed to the City of Madison Building Inspection Division; PO Box 2984; Madison, WI 53701-2984.
3. This letter shall be signed by the applicant to acknowledge the conditions of approval and returned to the Zoning Administrator when requesting conditional use approval.
4. The conditional use approval is valid for two (2) years from the date of the Plan Commission approval. During this time, the applicant must either lawfully commence the use or obtain a building permit and begin erecting the building. If the applicant obtains a valid building permit, construction must commence within six (6) months of the date of issuance. The building permit shall not be renewed unless construction has commenced as is being diligently prosecuted.
5. Any alteration in plans for a proposed alternative use shall require Plan Commission approval, except for minor alterations. The Zoning Administrator may issue permits for minor alterations or additions which are approved by the Director of Planning and Community and Economic Development and are compatible with the concept approved by the City Plan Commission and the conditional use approval standards.
6. The Plan Commission retains continuing jurisdiction over all conditional uses for the purpose of resolving complaints against all previously approved conditional uses.

**If you have any questions regarding obtaining your conditional use or building permits, please contact the Zoning Administrator at 266-4551.** If you have any questions or if I may be of any further assistance, please do not hesitate to contact my office at 243-0554 or [lmcnabola@cityofmadison.com](mailto:lmcnabola@cityofmadison.com).

Sincerely,



Lisa McNabola  
Planner

cc: Jenny Kirchgatter, Zoning  
Tim Sobota, Metro Transit  
Sean Malloy, Traffic Engineering  
Jeff Belshaw, Water Utility  
Jeff Heinecke, Forestry

I hereby acknowledge that I understand and will comply with the above conditions of approval for conditional uses.

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_  
*Signature of Property Owner (if not the applicant)*

**LNDUSE-2024-00001**

**For Official Use Only, Re: Final Plan Routing**

<input type="checkbox"/>	Planning Div.	<input type="checkbox"/>	Engineering Mapping Sec.
<input checked="" type="checkbox"/>	Zoning Administrator	<input type="checkbox"/>	Parks Division
<input type="checkbox"/>	City Engineering	<input type="checkbox"/>	Urban Design Commission
<input checked="" type="checkbox"/>	Traffic Engineering	<input type="checkbox"/>	Recycling Coord. (R&R)
<input type="checkbox"/>	Fire Department	<input checked="" type="checkbox"/>	Water Utility
<input checked="" type="checkbox"/>	Metro Transit	<input checked="" type="checkbox"/>	Other: Forestry