



PREPARED FOR THE PLAN COMMISSION

**Project Address:** 1202 South Park Street (District 13 – Alder Evers)  
**Application Type:** Conditional Use, Certified Survey Map  
**Legistar File ID #** [84492](#) & [84624](#)  
**Prepared By:** Colin Punt, AICP Planning Division  
Report includes comments from other City agencies, as noted.  
**Reviewed By:** Kevin Firchow, AICP, Principal Planner

## Summary

**Contact:** Ross Treichel; Sketchworks Architecture, LLC; 2501 Parmenter St, Ste 300A; Middleton, WI 53562

**Applicant:** Julian Walters; Eminent Development Corporation; 3910 Dallas Dr; Madison, WI 53719

**Surveyor:** Jim Morrow; JSD Inc; 507 W Verona Ave, Ste 500; Verona, WI 53593

**Requested Action:** Approval of a conditional use in CC-T (Commercial Corridor-Transitional district) for a mixed-use building in which less than 50% of the ground-floor frontage facing the primary street is non-residential per §28.104(4)(a) and §28.151, MGO. Approval of a Certified Survey Map to create a single lot.

**Proposal Summary:** The applicant is seeking approvals to construct a five-story mixed-use building with 44 dwelling units, approximately 750 square feet of commercial space, and structured parking on a lot created by CSM.

**Applicable Regulations & Standards:** Standards of approval for conditional uses are found in §28.183(6) MGO. Process and standards of approval for certified survey maps are found in §16.23(4) MGO.

**Review Required By:** Urban Design Commission, Plan Commission, Common Council (CSM only)

**Summary Recommendations:** The Planning Division recommends the following to the Plan Commission regarding the applications for 1202 South Park Street. All recommendations are subject to input at the public hearing and the conditions recommended by the reviewing agencies.

- That the Plan Commission find that the standards for conditional uses are met for the proposed development, subject to the conditions from reviewing agencies beginning on page 6;
- That the Plan Commission forward the certified survey map to the Common Council with a recommendation to approve, subject to the conditions from reviewing agencies beginning on page 14;

## Background Information

**Parcel Location:** The subject site is 15,114-square-foot parcel located northwest of the intersection of John Nolen Drive and South Park Street. The site is within Aldermanic District 13 (Alder Evers), Urban Design District 7, and the Madison Metropolitan School District.

**Existing Conditions and Land Use:** The site, zoned CC-T (Commercial Corridor-Transitional District), is currently vacant. A two-story office building formerly on the site was demolished in 2019.

**Surrounding Land Uses and Zoning:**

**Northwest:** A three story mixed use building with a restaurant on the ground floor and apartments above, zoned CC-T (Commercial Corridor-Transitional District);

**Southwest:** Across High Street, parking and landscaping for a medical clinic, zoned CC-T

**Southeast:** One- and two-unit houses with storefronts attached, zoned CC-T; and

**Northeast:** Across South Park Street, a gas station with convenience store and a retail building, both zoned CC-T.

**Adopted Land Use Plan:** The [Comprehensive Plan](#) (2023) recommends Regional Mixed Use (RMU) for the site. The [South Madison Neighborhood Plan](#) (2005) identifies this area as a primary redevelopment area, with new mixed-income housing options, a “main street” concept, and street-oriented development with quality urban design. The [Wingra Creek BUILD Plan](#) (2005) recommends commercial redevelopment for this stretch of Park Street. The [Bay Creek Neighborhood Plan](#) (1991) recommends a mixture of commercial and residential uses.

**Zoning Summary:** The subject property is zoned CC-T (Commercial Corridor-Transitional District):

Requirements	Required	Proposed
Front Yard Setback	0’ or 5’	9.3’
Max. Front Yard Setback: TOD	20’	9.3’
Side Yard Setback: Where proposed buildings or abutting buildings have window openings in side wall(s) within 6 feet of lot line	One-story: 5 Two-story or higher: 6	8.0’ north side 7.3’ south side
Rear Yard Setback: Through lot	Both street lines shall be deemed front lot lines: 0’ or 5’	5.5’
Usable Open Space: TOD	Not required	Adequate
Maximum Lot Coverage	85%	89% (2)
Minimum Building Height: TOD	2 stories	5 stories/<78’
Maximum Building Height	5 stories/78’	5 stories/<78’

Site Design	Required	Proposed
Number Parking Stalls	Not required: TOD	17
Electric Vehicle Stalls	10% EV ready (2)	2 EV
Accessible Stalls	Yes	1
Loading	Not required	None
Number Bike Parking Stalls	Multi-family dwelling: 1 per unit up to 2-bedrooms, ½ space per add'l bedroom (44) 1 guest space per 10 units (4) Office: 1 per 2,000 sq. ft. floor area (2 minimum) (50 total)	46 (3-4)
Landscaping and Screening	Yes	Yes (5)
Lighting	Yes	Yes
Building Form and Design	Yes	Flex building (6-7)

<b>Other Critical Zoning Items</b>	Urban Design (UDD 7)
------------------------------------	----------------------

*Table Prepared by Jenny Kirchgatter, Assistant Zoning Administrator*

**Environmental Corridor Status:** The property is not located within a mapped environmental corridor.

**Public Utilities and Services:** The site is served by a full range of urban services.

## Project Description

The applicant is seeking approval of a conditional use in CC-T to construct a five-story mixed-use building with 44 dwelling units, approximately 750 square feet of commercial space, and structured parking on a lot created by CSM.

The proposal is intended to provide youth centered housing, that is affordable housing predominantly for young adults transitioning out of foster care households, but may also include a range of single young adults to young families with children. The 44 dwelling units are composed of six studios, 20 one-bedroom units, and 18 two-bedroom units. There are two dwelling units proposed for the first floor, with all remaining units on floors two through five. The first floor also includes fitness center, a building management office with full-time on-site building management personnel, and commercial space front on Park Street, as well as 17 structured vehicle parking stalls accessed from driveway on High Street. The 750 square foot rentable commercial space will initially be occupied by JustDane, a non-profit organization that assists underserved communities with skill building to succeed in daily life. JustDane will average one full time staff member during regular daily business hours. In addition to vehicle parking, there are 40 structured indoor bicycle parking stalls and 6 outdoor short-term parking stalls. A community room on the 5th floor opens to an outdoor terrace overlooking South Park Street.

On-site landscaping includes a few deciduous and evergreen shrubs, as well as perennials and grasses, predominantly along the South Park Street frontage, with additional plantings along High Street. Two sedum tray beds totaling 2000 square foot are proposed for a green roof. The letter of intent also notes that the rooftop is designed to be solar ready. A long-sought pedestrian connection between South Park Street and High Street is shown along the south property line.

The predominant building façade materials are a dark gray brick masonry on the first floor and khaki and dark steel-blue fiber cement panels on upper stories. A lighter blue vertical PVC composite siding is utilized as an accent material at the northeast corner and stair towers. Additional building materials include aluminum storefront systems, aluminum railings, vinyl windows for dwelling units, and a dark bronze aluminum awning over fifth-floor terrace space. All units are shown to have juliet balconies.

The applicant has also submitted a certified survey map to create a new lot to accommodate the proposed development.

The applicant has indicated they intend to begin construction in April 2025, with completion by March 2026.

## Analysis & Conclusion

This section begins with a summary of adopted plan recommendations, followed by conditional use standards, the UDC review, land division standards, and finally a conclusion.

### Consistency with Adopted Plans

The [Comprehensive Plan](#) (2023) recommends Regional Mixed Use (RMU) for the site. The RMU category includes high-intensity centers supporting a variety of multifamily housing options and commercial activity serving the needs of the region. These areas typically include large-scale sites supportive of multistory buildings up to

twelve stories, with no defined density limits.

The [South Madison Neighborhood Plan](#) (2005) identifies this area as a primary redevelopment area, with new mixed-income housing options, a “main street” concept, and street-oriented development with quality urban design. The neighborhood plan generally recommends that redevelopment activities in the triangle formed by S. Park Street, Fish Hatchery Road and Wingra Creek emphasize business retention and expansion, increased connectivity, street-oriented development with an emphasis on urban building forms, and the placement of parking to the side and rear of buildings. The [Wingra BUILD Plan Market Study and Conceptual Redevelopment Plan Summary Report](#) (2005) recommends commercial redevelopment for this stretch of Park Street. The report also emphasizes retaining the existing commercial storefronts and leasable space at affordable rent levels; rehabilitating storefront façades, and providing shared parking access from rear of buildings. While the [Wingra](#) plan also includes a series of recommendations regarding access and traffic circulation within the planning area, including a recommendation that Olin Avenue be extended west of Park Street to connect to South Street, the City has determined that this extension is not feasible because of engineering design and construction issues. The site is also within the boundaries of the [Bay Creek Neighborhood Plan](#) (1991). This plan no specific recommendations for the site other than a general recommendation for commercial and residential uses.

When considering the recommendations of the applicable plans, especially the [Comprehensive Plan](#), staff believes the proposal can be found to be generally consistent with adopted plans.

### **Conditional Use Standards**

The applicant is requesting approval of a conditional use within the CC-T district to construct the proposed development. In regard to conditional use approval standards, the Plan Commission shall not approve a conditional use without due consideration of the City’s adopted plan recommendations, design guidelines, supplemental regulations, and finding that all of the conditional use standards of §28.183(6) MGO are met. With regards to the City’s adopted plan recommendations, as mentioned above, the Planning Division believes that the proposal can be found consistent with the recommendations of the [Comprehensive Plan](#) and [South Madison Plan](#). Further, staff believes that, subject to the conditions included at the end of this report, all applicable conditional use approval standards can be found met, with the following comments regarding standards 5, 6, and 8.

Regarding standard 5, that “adequate utilities, access roads, drainage, internal circulation improvements for pedestrians, bicyclists, public transit and vehicles...and other necessary site improvements have been or are being provided,” staff note a long-sought pedestrian connection between South Park Street and High Street is shown along the south property line of the site. Planning Division staff, Traffic Engineering Division staff, and Urban Design Commission staff believe that the path may be more effective if moved to the north side of the building. Further discussion between the applicant, City staff, and MG&E staff may be necessary as an MG&E utility box is shown at the northeast corner of the site. However, with continued coordination between the applicant and City staff per the recommended conditions of approval, staff believe the Plan Commission can find this standard met.

Regarding standard 6, that “the conditional use conforms to all applicable regulations of the district in which it is located,” staff note that Zoning staff have been unable to confirm that the proposed lot coverage is less than maximum allowed in the CC-T district. However, with the recommended condition of approval number 2, staff believe that the standard can be found met with more information or minor adjustments to the site. An adjustment to the building and site to meet this zoning requirement may also better accommodate the pedestrian path as noted above.

Finally, regarding standard 8, that “the Plan Commission shall find that the project creates an environment of sustained aesthetic desirability compatible with the existing or intended character of the area and the statement of purpose for the zoning district. In order to find that this standard is met, the Plan Commission may require the applicant to submit plans to the Urban Design Commission for comment and recommendation,” the Urban Design Commission, who is also an approving body on this request, has granted initial approval to this proposal and staff believe that with this finding, the Plan Commission can find the standard met. See the following discussion for more information.

### **Urban Design Commission**

The site of this proposal is within Urban Design District 7 (UDD 7). The design requirements and recommendations for UDD 7 are found in §33.24(14)(c) MGO. At its August 28, 2024, meeting, the Urban Design Commission granted the proposal initial approval with the following conditions:

- Revise the High Street elevation to incorporate articulation or changes in plane (i.e., 4-5” in relief), especially where materials transition, as well as adding windows in the stair well and/or adding canopies above entries.
- Revise the landscape plan to include additional plantings along the west elevation, including additional upright evergreens and columnar ornamentals to break down blank wall expanses, as well as additional ground plantings. These plantings should also wrap round the north side of the building to enhance the pedestrian experience.
- The landscape plan shall indicate bark mulch in all beds.
- Revise the landscape plan to show a dense ground cover on the north side of the building (i.e., low mow seeded product or a sedge) versus bluegrass type sod.
- Revise the S Park Street elevation to meet the glazing requirements (40%).
- Revise the building elevations to show the louvers/penetrations and finish details indicating how they are integrated into the building design.
- Provide a final materials board.
- The inconsistencies in the plan identified in the staff report shall be corrected.

With initial approval from UDC, the proposal would be expected to return to UDC to obtain final approval with a design that addresses the conditions listed above. For more information, please see the plans, memos, and reports available with [Legislative Item 81072](#).

### **Land Division**

The applicant has submitted a certified survey map to create one new lot. Staff believe that all applicable standards for land divisions can be found met.

### **Conclusion**

When considering the adopted plan recommendations, the report of the Urban Design Commission, and the recommended conditions of approval, Staff believes that the Plan Commission can find all applicable standards of approval for conditional uses to be met. Further, staff believe that the standards for land divisions can be found met.

At time of report writing, Staff unaware of any written comments from the public regarding these applications.

## Recommendation

### Planning Division Recommendations (Contact Colin Punt 243-0455)

The Planning Division recommends the following to the Plan Commission regarding the applications for 1202 South Park Street. All recommendations are subject to input at the public hearing and the conditions recommended by the reviewing agencies.

- That the Plan Commission find that the standards for conditional uses are met for the proposed development, subject to the conditions from reviewing agencies beginning below;
- That the Plan Commission forward the certified survey map to the Common Council with a recommendation to approve, subject to the conditions from reviewing agencies beginning on page 14;

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

### *Conditional Use Requests*

#### Planning Division (Contact Colin Punt, 243-0455)

1. That the applicant continue to work with Planning Division staff, Traffic Engineering Division staff, and Urban Design Commission staff to further explore the feasibility of moving the through-block pedestrian path from the south lot line to the north lot line.

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

2. Provide a calculation and plan detail for lot coverage with the final submittal. The lot coverage maximum is 85%. 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.
3. Bicycle parking for the residential dwelling units shall comply with the requirements of MGO Sections 28.141(4)(g) and 28.141(11) and shall be designated as short-term or long-term bicycle parking. A minimum of 44 resident bicycle stalls are required plus a minimum of four (4) short-term guest stalls. Up to twenty-five percent (25%) of bicycle parking may be structured parking, vertical parking or wall mount parking, provided there is a five (5) foot access aisle for wall mount parking. NOTE: A bicycle stall is a minimum of two (2) feet by six (6) feet with a five (5) foot wide access area. Submit a detail showing the model of bike rack to be installed.
4. Bicycle parking for the commercial tenant space shall comply with the requirements of Sections 28.141(4)(g) and 28.141(11). Provide a minimum of two (2) 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.
5. 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.

6. Provide details showing that the primary street façade meets the door and window opening requirements of Section 28.060(2)(d). For nonresidential uses at ground floor level, windows and doors or other openings shall comprise at least sixty percent (60%) of the length and at least forty percent (40%) of the area of the ground floor of the primary street facade. At least fifty percent (50%) of windows on the primary street facade shall have the lower sill within three (3) feet of grade. For residential uses at ground level, a minimum of fifteen percent (15%) of the ground level of residential facades or side and rear facades not fronting a public street shall consist of windows and door openings. On upper stories, window or balcony openings shall occupy a minimum of fifteen percent (15%) of the upper-story wall area.
7. Provide details demonstrating compliance with bird-safe glass requirements Section 28.129. For building façades where the first sixty (60) feet from grade are comprised of less than fifty percent (50%) glass, at least eighty-five percent (85%) of the glass on glass areas fifty (50) square feet or over must be treated. Of all glass areas over fifty (50) square feet, any glass within fifteen (15) feet of a building corner must be treated. All glass railings must be treated. Identify which glass areas are 50 sq. ft. or greater and which glass areas will be treated. Provide a detail of the specific treatment product that will be used.
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 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.

**City Engineering Division** (Contact Tim Troester, 267-1995)

10. Enter into a City / Developer agreement for the required infrastructure improvements. Agreement to be executed prior to sign off. Allow 4-6 weeks to obtain agreement. Contact City Engineering to schedule the development and approval of the plans and the agreement. (MGO 16.23(9)c)
11. Construct sidewalk, terrace, curb and gutter and pavement to a plan as approved by City Engineer
12. 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))
13. Obtain a permanent sewer plug permit for each existing sanitary sewer lateral serving a property that is not to be reused and a temporary sewer plug permit for each sewer lateral that is to be reused by the development. The procedures and fee schedule is available online at <http://www.cityofmadison.com/engineering/permits.cfm>. (MGO CH 35.02(14))
14. Obtain a permit to plug each existing storm sewer. This permit application is available on line at <http://www.cityofmadison.com/engineering/permits.cfm>. (MGO CH 37.05(7))
15. An Erosion Control Permit is required for this project. See Storm comments for permit specific details and requirements.

16. A Storm Water Management Report and Storm Water Management Permit is required for this project. See Storm comments for report and permit specific details and requirements.
17. A Storm Water Maintenance Agreement (SWMA) is required for this project. See Storm comments for agreement specific details and requirements.
18. This site appears to disturb less than one (1) acre of land. No submittal to the WDNR, CARPC or Department of Safety and Professional Services (DSPS) is required as the City of Madison Building Inspection Department is an approved agent for DSPS.
19. Revise the site plan 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)
20. The proposed development proposes to construct underground parking. The proposed entrance to the underground parking is adjacent to a street low point. The applicant shall provide at a minimum of one (1) foot of rise from the adjacent back of walk in the driveway before breaking grade to the down ramp to the underground parking to protect the underground parking from inundation. The stated elevation is intended to be protective but does not guarantee a flood proof structure. The Developer/Owner are strongly encouraged to complete their own calculations and determine an elevation that protects their property to a level of service that they are comfortable with.
21. Provide additional detail how the enclosed depression(s) created by the parking entrance(s) to the below building parking area(s) is/are served for drainage purposes. The building must be protected from receiving runoff up through the 100-yr design storm that is current in Madison General Ordinance Chapter 37. If the enclosed depression(s) is/are to be served by a gravity system provide calculations stamped by a Wisconsin P.E. that show inlet and pipe capacities meet this requirement. If the enclosed depression(s) is/are to be served by a pump system provide pump sizing calculations stamped by a Wisconsin P.E. or licensed Plumber that show this requirement has been met.
22. This project will require an Erosion Control Plan. Please submit an 11" x 17" copy of an erosion control plan (pdf electronic copy preferred) to Megan Eberhardt (west) at [meberhardt@cityofmadison.com](mailto:meberhardt@cityofmadison.com), or Daniel Olivares (east) at [daolivares@cityofmadison.com](mailto:daolivares@cityofmadison.com), for approval.  
Demonstrate compliance with Section 37.07 and 37.08 of the Madison General Ordinances regarding permissible soil loss rates. Include Universal Soil Loss Equation (USLE) computations for the construction period with the erosion control plan. Measures shall be implemented in order to maintain a soil loss rate below 5.0 tons per acre per year. The WDNR provided workbook to compute USLE rates can be found online at <https://dnr.wi.gov/topic/stormwater/publications.html>  
This project will require a concrete management plan and a construction dewatering plan as part of the erosion control plan to be reviewed and approved by the City Engineer's Office. 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. (POLICY)  
This project appears to require fire system testing that can result in significant amounts of water to be discharged to the project grade. The Contractor shall coordinate this testing with the erosion control measures and notify City Engineering 608-266-4751 prior to completing the test to document that appropriate measures have been taken to prevent erosion as a result of this testing.  
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.



23. Prior to approval, this project shall comply with Chapter 37 of the Madison General Ordinances regarding stormwater management. Specifically, this development is required to submit a Storm Water Management Permit application, associated permit fee, Stormwater Management Plan, and Storm Water Management Report to City Engineering. The Stormwater Management Permit application can be found on City Engineering's website at <http://www.cityofmadison.com/engineering/Permits.cfm>.

The Storm Water Management Plan & Report shall include compliance with the following:

Report: Submit prior to plan sign-off, a stormwater management report stamped by a P.E. registered in the State of Wisconsin.

Electronic Data Files: Provide electronic copies of any stormwater management modeling or data files including SLAMM, RECARGA, TR-55, HYDROCAD, Sediment loading calculations, or any other electronic modeling or data files. 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 to City Engineering. (POLICY and MGO 37.09(2))

Rate Control Redevelopment: By design detain the 10-year post construction design storm such that the peak discharge during this event is reduced 15% compared to the peak discharge from the 10-year design storm in the existing condition of the site. Further, the volumetric discharge leaving the post development site in the 10-year storm event shall be reduced by 5% compared to the volumetric discharge from the site in an existing condition during the 10-year storm event. These required rate and volume reductions shall be completed, using green infrastructure that captures at least the first 1/2 inch of rainfall over the total site impervious area. If additional stormwater controls are necessary beyond the first 1/2 inch of rainfall, either green or non-green infrastructure may be used.

TSS Redevelopment with TMDL: Reduce TSS by 80% off of the proposed development when compared with the existing site.

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.

24. 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).

**City Engineering Division – Mapping Section** (Contact Julius Smith, 264-9276)

25. Grant a Public Sidewalk Easement(s) to the City on the face of the concurrent Certified Survey Map with the final location to be approved by City Engineering and Traffic Engineering

26. For underground encroachments, provide a signed and sealed Plat of Survey and legal description by a Professional Land Surveyor compliant with Chapter A-E 7 of the Wisconsin Administrative Code showing the improvements with a fully dimensioned and legally described three dimensional boundary of the encroachment area. Dimensions tied to a quarter section line and referenced to the Dane County Coordinate System and NAVD 88(91). Provide an electronic copy of the survey (pdf) and legal description (MS Word) to the Land Records Coordinator, (Jule Smith - [jsmith4@cityofmadison.com](mailto:jsmith4@cityofmadison.com)) for review, comment and coordination. The encroachment agreement shall require Applicant/Owner to be a member of Diggers Hotline throughout the term of this agreement and shall adequately mark the location of underground features upon a Digger's Hotline notification.

27. The proposed storm connection exceeds our current lateral lengths a structure will have to be provided at the curbline of Park St. or a underground Privilege in Streets agreement will need to be entered into

28. Coordinate and request from the utility companies serving this area the easements required to serve this development.
29. The address of the proposed apartment building is 1150 S Park St. Revise all sheets accordingly. The site plan shall reflect a proper street address of the property as reflected by official City of Madison Assessor's and Engineering Division records.
30. The pending Certified Survey Map application for this property shall be completed and recorded with the Dane County Register of Deeds (ROD), the new parcel data created by the Assessor's Office and the parcel data available to zoning and building inspection staff prior to issuance of building or early start permits for new construction.
31. Submit a site plan and a complete building Floor Plan in PDF format to Lori Zenchenko (lzenchenko@cityofmadison.com) that includes a floor plan of each floor level on a separate sheet/page for the development of a complete interior addressing plan. Also, include a unit matrix for apartment buildings showing the number of apartments per floor. The Addressing Plan for the entire project shall be finalized and approved by Engineering (with consultation and consent from the Fire Marshal if needed) PRIOR to the verification submittal stage of this LNDUSE with Zoning. The final approved Addressing Plan shall be included in said Site Plan Verification application materials or a revised plan shall be provided for additional review and approval by Engineering.  
Per 34.505 MGO, a full copy of the approved addressing plan shall be kept at the building site at all times during construction until final inspection by the Madison Fire Department. 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.

**Traffic Engineering Division** (Contact Luke Peters, 266-6543)

- |   |
|---|
| <ol style="list-style-type: none"><li>32. The applicant shall dedicate Right of Way or grant a Public Sidewalk Easement for and be responsible for the construction of a minimum five (5)-foot wide sidewalk, eight (8)-foot terrace, and additional one (1) foot for maintenance, where applicable, along their site's frontage of South Park Street.</li><li>33. The applicant shall work with Traffic Engineering to provide a public sidewalk connection from High Street to South Park Street.</li></ol> |
|---|
34. Note: This site presents difficult constructability issues; access to neighboring sites must be maintained at all times, protected walkways will be constructed and maintained as soon as possible and little to no access to the Public Right-of-Way on South Park Street will be granted for construction purposes. Provide a detailed construction plan to Traffic Engineering for review prior to final signoff.
  35. The applicant shall submit one contiguous plan showing proposed conditions and one contiguous plan showing existing conditions for approval. The plan drawings shall be to engineering scale and include the following, when applicable: existing and proposed property lines; parcel addresses; all easements; vision triangles; 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.

36. 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.
37. 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.
38. All parking facility design shall conform to MGO standards, as set in section 10.08(6).
39. All bicycle parking adjacent pedestrian walkways shall have a 2 foot buffer zone to accommodate irregularly parked bicycles and/or bicycle trailers.
40. 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.
41. 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.
42. 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 at a distance of 25 feet behind the property line at streets and 10 feet at driveways.). Alteration necessary to achieve compliance may include but are not limited to; substitution to transparent materials, removing sections of the structure and modifying or removing landscaping elements. If applicant believes public safety can be maintained they shall apply for a reduction of MGO 27.05(2)(bb) - Vision Clearance Triangles at Intersections Corners. Approval or denial of the reduction shall be the determination of the City Traffic Engineer.
43. City of Madison radio systems are microwave directional line of sight to remote towers citywide. The building elevation will need to be reviewed by Traffic Engineering to accommodate the microwave sight and building. The applicant shall submit grade and elevations plans if the building exceeds three stories prior to sign-off to be reviewed and approved by Andrew Oliver, (267-1979, aoliver@cityofmadison.com) Traffic Engineering Shop, 4151 Nakoosa Trail. The applicant shall return one signed approved building elevation copy to the City of Madison Traffic Engineering office with final plans for sign off.
44. The applicant shall provide a clearly defined 5' walkway clear of all obstructions to assist citizens with disabilities, especially those who use a wheel chair or are visually impaired. Obstructions include but are not limited to tree grates, planters, benches, parked vehicle overhang, signage and doors that swing outward into walkway.
45. "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.
46. The applicant shall show the dimensions for the proposed class III driveway including the width of the drive entrance, width of the flares, and width of the curb cut.

47. Applicant shall submit for review a waste removal plan. This shall include vehicular turning movements.
48. Applicant shall submit for review a Commercial Delivery Plan. This plan will include times, vehicle size, use of loading zones and all related turning movements.

**Fire Department** (Contact Matt Hamilton, 266-4457)

49. Document fire access complying with 2024 IFC 503 and Appendix D and MGO34.503

**Parks Division** (Contact Ann Freiwald, 243-2848)

50. Park Impact Fees (comprised of the Park Infrastructure Impact Fee, per MGO Sec. 20.08(2)), and Park-Land Impact Fees, per MGO Sec. 16.23(8)(f) and 20.08(2) will be required for all new residential development associated with this project. This development is within the Central Park-Infrastructure Impact Fee district. Please reference ID# 24045 when contacting Parks about this project.

**Forestry Section** (Contact Brad Hofmann, 267-4908)

51. City Forestry will issue a street tree removal permit for four low growing 2" diameter trees along High Street due powerlines to be installed underground. 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.
52. On this project, the installation of a pavement support system (Silva Cell<sup>®</sup>, GreenBlue<sup>®</sup> or equivalent as approved by city) surrounding tree grate locations is required where the terrace is concrete. The Contractor shall contact City Forestry at (608) 266-4816 to identify and locate underground conflicts (utilities, vaults, conduit) or other underground obstructions and determine grate locations before support system installation. Add as a note on both the site and street tree plan set.
53. An existing inventory of street trees located within the right of way shall be included on the site, demo, utility, landscape, grading, fire aerial apparatus and street tree plan sets. The inventory shall include the following: location, size (diameter 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.
54. 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.
55. Additional street trees are needed for this project. Tree planting specifications can be found in section 209 of City of Madison Standard Specifications for Public Works Construction (website: <https://www.cityofmadison.com/business/pw/specs.cfm>) - All street tree planting locations and tree species within the right of way shall be determined by City Forestry. A landscape plan and street tree planting plan shall be submitted in PDF format to City Forestry for approval of planting locations within the right of way and tree species. All available street tree planting locations shall be planted within the project boundaries. Add following note on both the landscape and street tree plan sets: At least one week prior to street tree planting,

Contractor shall contact City Forestry at (608) 266-4816 to schedule inspection and approval of nursery tree stock and review planting specifications with the landscaper.

56. No later than five business days prior to forming concrete and constructing tree grate sites, the Contractor shall contact City Forestry at (608) 266-4816 to identify and locate underground conflicts (utilities, vaults, conduit) or other underground obstructions and determine grate locations. The Contractor will be required to obtain the grate, matching frame and/or tree guard. Tree grate type and matching frame: Neenah 4x8 (R-8815-A). Tree guard Neenah (R-8501-4818). Add as a note on both the landscape and street tree plan set.

**Water Utility** (Contact Jeff Belshaw, 261-9835)

57. 6 inch water service valve should be shown closer to the water main connection.

58. A Water Service Application Form and fees must be submitted before connecting to the existing water system. Provide at least two working days notice between the application submittal and the requested installation or inspection appointment. Application materials are available on the Water Utility's Plumbers & Contractors website (<http://www.cityofmadison.com/water/plumbers-contractors>), 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. For new or replacement services, the property owner or authorized agent is also required to sign the application. A Water Meter Application Form will subsequently be required to size & obtain a water meter establish a Water Utility customer account and/or establish a Water Utility fire service account. If you have questions regarding water service applications, please contact Madison Water Utility at (608) 266-4646.

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

59. In coordination with any public works improvements, the applicant shall maintain or replace the concrete terrace surface on the west side of South Park Street, south of Olin Avenue.
60. As identified on plans submitted for review, the applicant shall install and maintain a paved amenity pad surface and bus passenger seating amenity as part of the private landscape plan - at the planned Metro bus stop zone that is on the west side of South Park Street, south of Olin Avenue.
61. The applicant shall include the location of any of these transit amenities on the final documents filed with their redevelopment permit application, so that Metro Transit may review the design.

62. Metro Transit operates daily all-day transit service along South Park Street adjacent this property - with trips at least every 30 minutes (every 15 minutes or less during the day on weekdays and Saturdays). Metro Transit operates additional daily all-day transit service along Olin Avenue and Fish Hatchery Road, near this property, with trips at least every 60 minutes.
63. Metro Transit would initially estimate the following counts of potentially eligible trips towards US Green Building Council/LEED Quality Access to Transit points: 99 Weekday & 65 Weekend (average). Please contact Metro Transit if additional analysis would be of interest.

**Parking Utility** (Contact Trent Schultz, 245-5806)

64. Receive final approval of a Transportation Demand Management (TDM) Plan, as part of project resubmittal

following Plan Commission and Common Council approval. TDM Plan review fees will be required as part of final site plan review sign off.

### ***Certified Survey Map***

#### **City Engineering Division** (Contact Tim Troester, 267-1995)

1. Based on historical city directories, this property operated as printing press from at least 1960 thru 1989. It is strongly recommended to acquire an All Appropriate Inquiries Phase 1 Environmental Site Assessment. Phase 2 soil and groundwater borings are also recommended. If contamination is encountered, follow all WDNR and DSPS regulations for proper handling and disposal. Contact Brynn Bemis for more information at [bbemis@cityofmadison.com](mailto:bbemis@cityofmadison.com) or 608.267.1986.
2. Enter into a City / Developer agreement for the required infrastructure improvements. Agreement to be executed prior to sign off. Allow 4-6 weeks to obtain agreement. Contact City Engineering to schedule the development and approval of the plans and the agreement. (MGO 16.23(9)c)
3. Construct sidewalk, terrace, curb and gutter and pavement to a plan as approved by City Engineer
4. 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))
5. A minimum of two (2) working days prior to requesting City Engineering signoff on the plat/csm contact either Tim Troester (West) at 261-1995 ([ttroester@cityofmadison.com](mailto:ttroester@cityofmadison.com)) or Brenda Stanley (East) at 608-261-9127 ([bstanley@cityofmadison.com](mailto:bstanley@cityofmadison.com)) to obtain the final stormwater utility charges that are due and payable prior to sub-division of the properties. The stormwater utility charges (as all utility charges) are due for the previous months of service and must be cleared prior to the land division (and subsequent obsolesces of the existing parcel). (POLICY)

#### **City Engineering Division – Mapping Section** (Contact Julius Smith, 264-9276)

6. Grant a new Public Sidewalk easement on the face of the land division. Easements have been shown on the CSM but the final location and width of the easements will be determined and approved by Traffic Engineering and City Engineering. Contact Jule Smith of Engineering Mapping ([jsmith4@cityofmadison.com](mailto:jsmith4@cityofmadison.com), 608-264-9276) to receive the appropriate easement terms/conditions language for inclusion on this CSM/Plat and if what is shown is shall need to be amended.
7. Coordinate and request from the utility companies serving this area the easements required to serve this development. Those easements shall be properly shown, dimensioned and labeled on the final plat.
8. Wisconsin Administrative Code A-E 7.08 identifies when Public Land System (PLS) tie sheets must be filed with the Dane County Surveyor's office. The Developer's Surveyor and/or Applicant must submit copies of required tie sheets or monument condition reports (with current tie sheet attached) for all monuments, including center of sections of record, used in this survey, to Jule Smith, City Engineering ([jsmith4@cityofmadison.com](mailto:jsmith4@cityofmadison.com))

9. In accordance with Section s. 236.18(8), Wisconsin Statutes, the Applicant shall reference City of Madison WCCS Dane Zone, 1997 Coordinates on all PLS corners on the Plat or Certified Survey Map in areas where this control exists. The Surveyor shall identify any deviation from City Master Control with recorded and measured designations. Visit the Dane County Surveyor's Office (web address <https://www.countyofdane.com/PLANDEV/records/surveyor.aspx>) for current tie sheets and control data that has been provided by the City of Madison.
10. Prior to Engineering final sign-off by main office for Plats or Certified Survey Maps (CSM), the final Plat or CSM in pdf format must be submitted by email transmittal to Engineering Land Records Coordinator Jule Smith ([jsmith4@cityofmadison.com](mailto:jsmith4@cityofmadison.com)) for final technical review and approval. This submittal must occur a minimum of two working days prior to final Engineering Division sign-off.
11. In Note 2 on Sheet 1 in the second line add NAD 83 after WCCS Dane Zone, and prior to 1997
12. The Symbols assumed to be use for a Cut Cross Set are not in the legend. Add these to the legend and bring them to front in the drawing. along with any of the other symbols that may be obscured on sheet 1. Additionally those set symbols on sheet 2 in Detail A and E are not shown at the actual intersection of the parcel lines explain or move to the actual location.
13. The details shown on Sheet 2 are listed as 1:1 the scale is further shown in graphic nature however the scale should be clarified to 1'=1". Additionally the switch of the limits of the CSM parcel from a thick heavy line to dashed lines is found to be confusing, especially with the lack of a redefined legend. While it is not in statute the Wisconsin Platting Manual published by the Department of the Administration states on page 10-6... "The exterior boundary should be drawn with a heavy solid line. It should be the heaviest line on the drawing." Switching from this should explained or preferably avoided. Further while it has been the firms practice to show building lines thick and heavy it should also be noted the Platting Manual on Page 10-21 states "All existing buildings identified and shown using dashed or dotted line types. • Solid lines are reserved for lot, outlot and plat boundaries". Consider revising what is shown as dashed and what is shown as solid on the details on sheet 2 to align with the recommendations with the State Department of Administration which also applies to CSMs.
14. Show the measurable distance between the witness corner for the West Quarter Corner of Section 26 and the lead in line
15. Removed the word Proposed in front of all of all reference of the Public Side Walk easement. It can be further described as being set forth with Certified Survey Map but is it is not Proposed. It is being set forth with the instrument. Furthermore while not inaccurate fully delineating the easement is not needed and can be removed along with the general easement labels with the area. Calling out the easement width twice on the sheet to imply its truly parallel to the parcel boundary complies with 236.20(2)(c) ... "Where easement lines are parallel to boundary or lot lines, the boundary or lot line distances and bearings are controlling... "
16. The pending Certified Survey Map application for this property shall be completed and recorded with the Dane County Register of Deeds (ROD), the new parcel data created by the Assessor's Office and the parcel data available to zoning and building inspection staff prior to issuance of building or early start permits for new construction.
17. Submit to Jule Smith, prior to Engineering sign-off of the subject plat, one (1) digital CADD drawing in a format compatible with AutoCAD. The digital CADD file(s) shall be referenced to the Dane County Coordinate System

and shall contain, at minimum, the list of items stated below, each on a separate layer/level name. The line work, preferably closed polylines for lot lines, shall be void of gaps and overlaps and match the final recorded plat:

- a) Right-of-Way lines (public and private)
- b) Lot lines
- c) Lot numbers
- d) Lot/Plat dimensions
- e) Street names
- f) Easement lines (i.e. all shown on the plat including wetland & floodplain boundaries.)

NOTE: This Transmittal is a separate requirement from the required Engineering Streets Section for design purposes. The Developer/Surveyor shall submit new updated final plat, electronic data for any changes subsequent to any submittal.

**Traffic Engineering Division** (Contact Luke Peters, 266-6543)

- 18. The applicant shall dedicate Right of Way or grant a Public Sidewalk Easement for and be responsible for the construction of a minimum five (5)-foot wide sidewalk, eight (8)-foot terrace, and additional one (1) foot for maintenance, where applicable, along their site's frontage of South Park Street.
- 19. The applicant shall work with Traffic Engineering to provide a public sidewalk connection from High Street to South Park Street.

**Office of Real Estate Services** (Contact Jenny Frese, 267-8719)

- 20. Please note that the City's Office of Real Estate Services is reviewing the report of title provided with this CSM and may have additional comments and conditions. That office will send any comments separately. Please contact Jenny Frese at (608) 267-8719 for more information. Any conditions or comments must be satisfactorily addressed prior to the Secretary of the Plan Commission or their assigns sign the CSM.